



BEN FRANKLIN TRANSIT

BOARD OF DIRECTORS REGULAR MEETING

Thursday, July 9, 2026, at 6 p.m.
Ben Franklin Transit Boardroom
1000 Columbia Park Trail, Richland, Washington

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

Meeting Link:

[Join Meeting](#)

Phone: 253-215-8782 / Toll Free: 877-853-5247

Meeting ID: 989 6217 8731 / Password: 833979

If you'd like to share your thoughts with the Board in writing or speak during the Public Comments section of a Board meeting, please fill out and submit [this form](#). If you plan to speak at the meeting, you'll have up to **three minutes** to talk about items on the agenda or other topics that fall under the authority of the Ben Franklin Transit Board of Directors. To make sure written comments are received by the Board before the meeting, please send them at least **24 hours in advance**. The Public Comments section is usually limited to **30 minutes in total**, unless the Board decides to allow more time. **Priority will be given to those who sign up in advance.**

AGENDA

- | | |
|---|-------------------------------------|
| 1. Convene Board Meeting | Chair -Stephen Bauman |
| 2. Roll Call | Clerk of the Board-Pauline Escalera |
| 3. Pledge of Allegiance | |
| 4. Approval of the Agenda (page 1-2) | Chair – Stephen Bauman |
| 5. Employee Appreciation Highlight | CEO- Brian Lubanski |
| 6. Public Comments | |
| 7. Citizens Advisory Network (CAN) Report (page 3) | CAN Chair-Dennis Kreutz |
| 8. Consent Agenda | Chair – Stephen Bauman |
| A. June 11, 2026, Regular Board Meeting Minutes (page X) | |
| B. June Voucher Summary (page X) | |

- C. Resolution 23-2026 Appointing new CAN Members *(page X)*
- D. Resolution 24-2026 Grant Pass Program *(page X)*
- E. Resolution 25-2026 Contingency Fleet *(page X)*
- F. Resolution 26-2026 Vehicle Re-Activation *(page X)*

9. Action Items

- A. Resolution 27-2026 Darcie Cornell Retirement *(page X)* *Brian Lubanski*
- B. Resolution 28-2026 Approving BFT's Public Transportation
Agency Safety Plan *(page X)* *Marcus McCready*
- C. Resolution 29-2026 Adoption of the 2026-2032 TDP-CIP *(page X)* *Kevin Sliger*
 - 1. *TDP-CIP Presentation*
 - 2. *Public Hearing per RCW 84.55.120*

10. Information & Discussion Items

None

11. Staff Reports & Comments

- A. Legal Report Legal Counsel, Jeremy J. Bishop
- B. Chief Executive Officer's Report CEO, Brian Lubanski

12. Board Member Comments

13. Executive Session

14. Other

15. Next Meeting

Regular Board Meeting – August 13, 2026, at 6:00 p.m.

16. Adjournment

July 20, 2026 Monthly CAN Meeting Agenda

Ben Franklin Transit Citizens Advisory Network - At the BFT Administration building

Meeting called to order:

A. Attendance: by Frank Cuta

CAN Members

CAN Guests:

BFT Staff:

B. Approval of the June 2026 Meeting Minutes:

C. Report of the July BFT Board Meeting: Dennis Kreuz

D. New Business:

a. Update on BFT's request for CAN to Beta Test new Reservation Software.

b. Discuss drafting a review of the features on the newest DAR Vehicles

c. Discuss the Fare-free program instituted by Board for month of July.

Discuss if CAN should provide input of pros and cons of Fare-free transit.

E. Proposed Agenda Items for August CAN Meeting:

F. CAN Member to attend the BFT Board Meeting in August:

G. Next CAN Meeting August 17 at 6:00 pm, BFT Admin Bldg

G. Meeting adjourned at:



BOARD OF DIRECTORS REGULAR MEETING

Thursday, June 11 ,2026, at 6 p.m.
Ben Franklin Transit Boardroom
1000 Columbia Park Trail, Richland, Washington

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

MINUTES

1. CONVENE BOARD MEETING

Chair Stephen Bauman called the meeting to order at 6:00 p.m.

Clerk of the Board, Pauline Escalera, asked the Board of Directors to state their name after their jurisdiction had been called.

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Charles Grimm	Director	Present
City of Kennewick	Brad Beauchamp	Director	Absent
City of Richland	Kurt Maier	Director	Present
City of West Richland	Kate Moran	Director	Present
Franklin County #2	Stephen Bauman	Vice Chair	Present
Franklin County #1	Clint Didier	Director	Present
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Tracy Bronson	Union Representative	Present

Present: Brian Lubanski, Joshua Rosas, Kevin Sliger, Mackenzie Miller, Pauline Escalera

Legal Counsel: Jeremy J. Bishop

3. PLEDGE OF ALLEGIANCE

Chair Stephen Bauman led the meeting participants in the Pledge of Allegiance.

4. PUBLIC COMMENTS

Chair Bauman then opened the meeting to comments from the public.

No written comments were submitted. Two oral public comments were made. Chair Bauman then closed public comments.

5. APPROVAL OF AGENDA

Chair Bauman asked for a motion to approve the agenda.

Director Becken moved to approve the agenda; the motion was seconded by Director Maier and passed unanimously.

6. CITIZENS ADVISORY NETWORK (CAN) REPORT

No report was made.

7. CONSENT AGENDA

Chair Bauman presented the Consent Agenda items and invited a motion.

A. May 14, 2026, Regular Board Meeting Minutes

B. May Voucher Summary

C. Resolution 18-2026 Cynthia Schneider

D. Resolution 19-2026 Authorization to Increase Contract #1536 Amount

E. Resolution 20-2026 Authorization to Increase NTE Amount On-Call Marketing Advertising

F. Resolution 21-2026 Vehicle Surplus

G. Resolution 22-2026 Authorizing Fare-Free Service on Ben Franklin Transit Fixed Route Dial-A-Ride and CONNECT Services During July 2026

Director Sandretto moved to approve Consent Agenda Items A-G. The motion was seconded by Director Maier and passed unanimously.

8. ACTION ITEMS

No report.

9. INFORMATION & DISCUSSION ITEMS

A. Informational Release of 2026-2032 Transit Development Plan & CIP for Public Comment
Presented by Kevin Sliger, Chief Planning and Development Officer

10. STAFF REPORTS & COMMENTS

A. Legal Report

Legal counsel, Jeremy Bishop, made a report about working on policies with staff. He identified a brief executive session would take place towards the end of the meeting.

B. Chief Executive Officer's Report

CEO, Brian Lubanski, made a report highlighting Americas 250th Anniversary, where BFT will wrap DAR and Fixed Route vehicles to honor our nation's history. Engagement and community presence amplified through VAN ME DOWN collaborations with Boys & Girls Clubs, Introducing You, and Lutheran Community Services Northwest. Transit App Stats for May 2026 were highlighted, showing a 2.1% increase of users from May 2025. Fixed Route driver, Scott Olson, was recognized for his safety and attentiveness while driving at the Cinco De Mayo Parade.

11. BOARD MEMBER COMMENTS

Board member comments were made.

12. EXECUTIVE SESSION

Executive Session began at 6:41PM and was held under RCW 42.30.110 (1) i.

No decisions were made.

Executive Session ended at 6:56PM

13. OTHER

14. NEXT MEETING

The next meeting will be held on Thursday, July 9, 2026, at 6:00 p.m.

15. ADJOURNMENT

Chair Bauman adjourned the meeting at 6:57 p.m.

Pauline Escalera, Clerk of the Board

Date



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

Thursday, July 9, 2026

To: Ben Franklin Board of Directors

From: Finance Department

RE: Vouchers for June 2026

June 2026 vouchers totaled **\$7,207,232.04** An analysis of the vouchers had the following

significant vendor payment amounts:

Vendor	Description	Amount
INTERNAL REVENUE SERVICE	MEDICAL INS PAYABLE	\$ 774,092.68
N.W. ADMIN. TRANSFER	PAYROLL TAX SERVICES	\$ 565,447.80
COLEMAN OIL COMPANY LLC	CONSTRUCTION	\$ 501,532.28
DEPT OF RETIREMENT SYSTEMS	PAYROLL TAX SERVICES	\$ 458,520.70
GOODMAN AND MEHLENBACHER	CONTRACTED SERVICES	\$ 312,894.00
AVAAP USA LLC	CONTRACTED SERVICES	\$ 307,534.31
VIA TRANSPORTATION INC	FUEL	\$ 247,951.23
STATE OF WASHINGTON	PERS PAYABLE	\$ 156,091.35
CARAHSOFT TECHNOLOGY CORPORATION	FUEL	\$ 147,359.81
WESTERN CONFERENCE OF	MED INS PAYABLE	\$ 120,087.93
9280 0366 QUEBEC INC	FUEL	\$ 107,929.02
ARC OF THE TRI-CITIES INC	PERS PAYABLE	\$ 90,214.76
KPFF INC	PERS PAYABLE	\$ 83,498.23
EMPLOYMENT SECURITY DEPARTMENT	TMSTR PENSION	\$ 80,745.91
ASSETWORKS INC	SOFTWARE	\$ 53,929.65
Universal Protection Service LP	IT SOLUTIONS PROVIDER	\$ 51,417.56
BUD CLARY CHEVROLET INC.	PAYROLL TAX SERVICES	\$ 51,111.50
ROCKWALLA IT LLC	NETWORK SERVICES	\$ 44,496.84
WEX BANK	CONSULTING	\$ 44,359.70
HEART AND HUNTER INC	FMLA	\$ 37,497.16
WA STATE EMPLOYMENT SECURITY DEPT	PURCHASE VEHICLE	\$ 35,009.50
CUMMINS INC	CONTRACTED SERVICES	\$ 34,207.16
GILLIG LLC	IT SOLUTIONS PROVIDER	\$ 31,947.29
TRAPEZE SOFTWARE GROUP INC	NETWORK SERVICES	\$ 30,800.16
WENAH GROUP INC	WACARES	\$ 30,148.19
STACY A SHORT	SERVICE	\$ 23,773.44
ROACH & BISHOP LAW LLP	SOFTWARE	\$ 22,813.34
JASPER ENGINE EXCHANGE INC.	SERVICE	\$ 22,314.87
WA STATE AUDITOR	CONTRACTED SERVICES	\$ 22,029.62
APOLLO SHEET METAL INC.	CONSULTING	\$ 19,839.73
DEPT OF RETIREMENT SYSTEMS - DCP	LEGAL SERVICES	\$ 19,490.63
OGDEN MURPHY WALLACE PLLC	LEGAL SERVICES	\$ 19,353.60
TEAMSTERS UNION	PARTS, EQUIP., BUS A/C	\$ 18,410.00
TURBO IMAGES CORP	SERVICE	\$ 18,267.10
PEAK INDUSTRIAL INC	LEGAL SERVICES	\$ 15,847.93
Sara Marshall CPA LLC	CONTRACTED SERVICES	\$ 14,393.75
MCCURLEY INTEGRITY DEALERSHIPS LLC	CONSTRUCTION MANAGEMENT	\$ 14,153.24
GARDA CL NORTHWEST INC	CONSTRUCTION MANAGEMENT	\$ 13,830.45
HERITAGE PROFESSIONAL LANDSCAPING INC	LANDSCAPE MAINTENANCE	\$ 13,538.56
BUENAVISTA SERVICES INC	CONSULTING	\$ 13,464.36
ALSC ARCHITECTS PS	CONTRACTED SERVICES	\$ 12,826.98
IMAGE SOURCE INC	PARTS EQUIP BUS A/C	\$ 12,777.26
P & F AUTOMOTIVE WAREHOUSE INC	ARMORED CAR SERV.	\$ 12,427.88
CHRISTENSEN INC	JANITORIAL SERV	\$ 12,257.42
CITY OF RICHLAND	CONTRACTED SERVICES	\$ 12,084.05
THE PRINT GUYS INC	SERVICE	\$ 11,593.49
CDW GOVERNMENT INC.	A & E SERVICES	\$ 11,564.32
AVAIL TECHNOLOGIES INC	SUPPLIES	\$ 11,141.75
ROMAINE ELECTRIC CORP	UTILITY	\$ 11,068.58
Snowflake Inc	SERVICE	\$ 10,880.00
GEM INC.	COMPUTER SUPPLY	\$ 10,809.20
WA STATE TRANSIT INS. POOL	INS. DEDUCTIBLE	\$ 10,000.00

Total Significant Vendors	\$	4,809,776.27
Payroll Total	\$	2,125,866.10
Total Non-Significant Vendors	\$	271,589.67
GRAND TOTAL	\$	<u>7,207,232.04</u>

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 **June 2026**.

PAYROLL

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount
526-12	ACH	ACH	6/12/2026	\$ 972,466.44 Payroll
526-12 Off-Cycle	ACH	ACH	6/16/2026	\$ 281,624.92 Payroll
526-13	ACH	ACH	6/26/2026	\$ 866,903.15 Payroll
526-13 Off-Cycle	ACH	ACH	6/30/2026	\$ 4,871.50 Payroll
Total				\$ 2,125,866.01

AUTHORITY MEMBER
7/6/2026

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 **June 2026**.

ACCOUNTS PAYABLE

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
204-26	94555	94622	6/5/2026	333,336.55	MDSE
205-26	94623	94649	6/15/2026	199,177.35	MDSE
206-26	ACH	ACH	6/4/2026	255,141.44	ACH TRANS
207-26	ACH	ACH	6/12/2026	396,702.24	ACH TRANS
208-26	94650	94657	6/17/2026	56,043.33	MDSE
209-26	ACH	ACH	6/16/2026	98,291.86	ACH TRANS
210-26	ACH	ACH	6/17/2026	147,316.49	ACH TRANS
211-26	ACH	ACH	6/18/2026	609,807.50	ACH TRANS
212-26	94658	94742	6/19/2026	1,155,260.77	MDSE
213-26	94743	94746	6/25/2026	2,061.26	MDSE
214-26	94747	94828	6/26/2026	931,933.45	MDSE
215-26	ACH	ACH	6/26/2026	561,098.44	ACH TRANS
216-26	ACH	ACH	6/25/2026	734.35	ACH TRANS
217-26	94829	94840	6/30/2026	331,601.03	MDSE
218-26	ACH	ACH	6/30/2026	2,859.88	ACH TRANS

Total \$ 5,081,365.94

*voids and prior period removed from total

 AUTHORITY MEMBER
 7/6/2026

June 2026 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 **June 11, 2026**.

ACTION: As of this date, June 11, 2026, I, _____
move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
526-12	ACH	ACH	6/12/2026	\$ 972,466.44	Payroll
526-12 Off-Cycle	ACH	ACH	6/16/2026	\$ 281,624.92	Payroll
526-13	ACH	ACH	6/26/2026	\$ 866,903.15	Payroll
526-13 Off-Cycle	ACH	ACH	6/30/2026	\$ 4,871.50	Payroll
Total				\$ 2,125,866.01	

ACCOUNTS PAYABLE

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
204-26	94555	94622	6/5/2026	333,336.55	MDSE
205-26	94623	94649	6/15/2026	199,177.35	MDSE
206-26	ACH	ACH	6/4/2026	255,141.44	ACH TRANS
207-26	ACH	ACH	6/12/2026	396,702.24	ACH TRANS
208-26	94650	94657	6/17/2026	56,043.33	MDSE
209-26	ACH	ACH	6/16/2026	98,291.86	ACH TRANS
210-26	ACH	ACH	6/17/2026	147,316.49	ACH TRANS
211-26	ACH	ACH	6/18/2026	609,807.50	ACH TRANS
212-26	94658	94742	6/19/2026	1,155,260.77	MDSE
213-26	94743	94746	6/25/2026	2,061.26	MDSE
214-26	94747	94828	6/26/2026	931,933.45	MDSE
215-26	ACH	ACH	6/26/2026	561,098.44	ACH TRANS
216-26	ACH	ACH	6/25/2026	734.35	ACH TRANS
217-26	94829	94840	6/30/2026	331,601.03	MDSE
218-26	ACH	ACH	6/30/2026	2,859.88	ACH TRANS
Total				\$ 5,294,656.02	

Check Register Nos. 204-2026 TO 218-26, 526-12, 526-12 Off-Cycle, 526-13, 526-13 Off-Cycle Supp in the total amount **\$ 7,816,325.80**

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

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 207-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 6/12/2026

DATE EFFECTIVE IN FLEETNET 6/12/2026

PURPOSE:

00532 DOR DEF COMP	\$9,250.78
00441 ICMA MISSION SQUARE	\$3,512.78
01609 AW REHN	\$1,925.22
02672 COMMUNITY NATIONAL DRIVE	\$88.00
00286 UNION DUES TMSTRS LOCAL 839	\$9,225.00
00430 IRS	\$371,420.83
00262 WA DCS	\$1,279.63
TOTAL	\$396,702.24

"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."

GEORGE KAFKALAS

06/24/2026

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 209-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 6/16/2026

DATE EFFECTIVE IN FLEETNET 6/16/2026

PURPOSE:

00430 IRS	\$98,291.86
TOTAL	\$98,291.86

"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."

GEORGE KAFICALAS

AUDITOR

06/24/2026

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 210-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 6/17/2026

DATE EFFECTIVE IN FLEETNET 6/17/2026

PURPOSE:

00082 HRA VEBA	\$4,950.00
00432 DOR OASI	\$142,366.49
TOTAL	\$147,316.49

"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."

GEORGE KAFKALAS

06/24/2026

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 211-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 6/18/2026

DATE EFFECTIVE IN FLEETNET 6/18/2026

PURPOSE:

02072 WEX	\$44,359.70
00014 NW ADMIN WA TMSTR	\$565,447.80
TOTAL	\$609,807.50

"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."

GEORGE KATCALAS

AUDITOR

06/24/2026

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 215-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK _____

DATE EFFECTIVE IN FLEETNET 6/26/2026

PURPOSE:

01609 AW REHN	\$1,346.05
02555 METLIFE BOON EM BENEFITS	\$1,255.10
00385 BUD CLARY CHEV	\$51,111.50
02672 COMMUNITY NATIONAL DRIVE	\$88.00
00432 DOR OASI	\$176,079.79
00532 DOR DEF COMP	\$10,239.85
00082 HRA VEBA	\$4,770.00
00430 IRS	\$302,166.00
00441 IMCA MISSION SQUARE	\$3,165.11
00430 IRS OFF CYC	\$42.50
00286 UNION DUES TMSTRS LOCAL 839	\$9,185.00
00262 WA DCS	\$1,649.54
TOTAL	\$561,098.44

"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."

GEORGE KAFKALAS
AUDITOR

07/01/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 216-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK _____

DATE EFFECTIVE IN FLEETNET 6/25/2026

PURPOSE:

00414	\$734.35
TOTAL	\$734.35

"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."

<u>GEORGE KAFKALAS</u>	<u>07/01/2026</u>
AUDITOR	DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 218-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 7/1/2026

DATE EFFECTIVE IN FLEETNET 6/30/2026

PURPOSE:

00430 IRS (OFF CYCLE PAYROLL)	\$2,171.49
00432 DOR OASI (CORRECTION)	\$688.39
TOTAL	\$2,859.88

"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."

GEORGE KAFICALAS

AUDITOR

07/01/2026

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 204-26

CHECK NUMBERS 94555 TO 94622

DATE 6/5/2026

PURPOSE APJUN26A VOUCHERS

AMOUNT \$333,336.55

"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."

GEORGE KAFICALAS
AUDITOR

06/22/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 205-26

CHECK NUMBERS 94623 TO 94649

DATE 6/15/2026

PURPOSE APJUN26B VOUCHERS

AMOUNT \$199,177.35

"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."

GEORGE KATCALAS
AUDITOR

06/22/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 208-26

CHECK NUMBERS 94650 TO 94657

DATE 6/17/2026

PURPOSE APJUN26C VOUCHERS

AMOUNT \$56,043.33

"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."

GEORGE KATCALAS
AUDITOR

06/22/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 212-26

CHECK NUMBERS 94658 TO 94742

DATE 6/19/2026

PURPOSE APJUN26D VOUCHERS

AMOUNT \$1,155,260.77

"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."

GEORGE KAFKALAS
AUDITOR

06/22/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 213-26

CHECK NUMBERS 94743 TO 94746

DATE 6/25/2026

PURPOSE APJUN26E VOUCHERS

AMOUNT \$2,061.26

"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."

GEORGE KATCALAS
AUDITOR

07/01/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 214-26

CHECK NUMBERS 94747 TO 94828

DATE 6/26/2026

PURPOSE APJUN26F VOUCHERS

AMOUNT \$931,933.45

"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."

GEORGE KATCALAS
AUDITOR

07/01/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 217-26

CHECK NUMBERS 94829 TO 94840

DATE 6/30/2026

PURPOSE APJUN26G VOUCHERS

AMOUNT \$331,601.03

"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."

GEORGE KATCALAS
AUDITOR

07/01/2026
DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 526-12

CHECK NUMBER

\$

ACH TRANSFER

\$ 972,466.44

PAYROLL DATE

June 12, 2026

PURPOSE: PPE 06/06/2026

AMOUNT: **\$972,466.44**

“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.”

GEORGE KAFKALAS
AUDITOR

06/16/2026
DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 526-12 Off-Cycle

CHECK NUMBER

\$

ACH TRANSFER

\$ 218,624.92

PAYROLL DATE

June 16, 2026

PURPOSE: PPE 06/06/2026

AMOUNT: **\$281,624.92**

“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.”

George Kafcalas

AUDITOR

06/25/2026

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 526-13

CHECK NUMBER

\$

ACH TRANSFER

\$ 866,903.15

PAYROLL DATE

June 26, 2026

PURPOSE: PPE 06/20/2026

AMOUNT: **\$866,903.15**

“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.”

GEORGE KAFICALAS
AUDITOR

06/24/2026
DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 526-13 OFF-Cycle EE 1775

CHECK NUMBER

\$

ACH TRANSFER

\$ 4,871.59

PAYROLL DATE

June 30, 2026

PURPOSE: PPE 06/26/2026

AMOUNT: \$4,871.59

“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.”

GEORGE KAFKALAS
AUDITOR

06/30/2026
DATE

Memorandum

Date: July 9, 2026

To: Brian Lubanski, Chief Executive Officer

From: Pauline Escalera, Executive Assistant/Clerk of the Board

RE: Resolution 23-2026 Appointing new Citizen's Advisory Network (CAN) Members to Serve through December 31, 2028

Background

The Citizens Advisory Network (CAN) serves as an advisory body to Ben Franklin Transit management and the Board of Directors and is intended to provide broad, inclusive, and diverse representation of the communities within the Public Transportation Benefit Area (PTBA).

Pursuant to Section 1.3 of the CAN Bylaws, applicants for CAN membership are reviewed and approved by BFT management and interviewed by the CAN Recruitment Committee prior to consideration for appointment. Following completion of that process, the CAN recommends the appointment of the following individuals:

1. Ariel Houck – Richland
2. David Cortinas – Pasco
3. Jocelyn Flores – Pasco
4. Nayeli Aranda – Pasco
- 5.

Section 1.4 of the CAN Bylaws provides that the BFT Board of Directors has the authority to appoint CAN members and that members serve two-year terms.

Appointment of these individuals will support balanced community representation and assist the CAN in fulfilling its advisory role to BFT and the Board of Directors.

Recommendation

Staff recommends the Board of Directors approve Resolution XX-2026 appointing the four individuals listed above to the Citizens Advisory Network for terms ending December 31, 2028.

Forward as presented:

Brian Lubanski, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 23-2026**

A RESOLUTION APPOINTING FOUR MEMBERS TO THE CITIZENS ADVISORY NETWORK (CAN)

WHEREAS, the Ben Franklin Transit Board of Directors established the Citizens Advisory Network (CAN) to provide community representation and advisory input regarding transit services, policies, and programs; and

WHEREAS, Section 1.2 of the CAN Bylaws provides that the CAN shall be composed of no fewer than nine (9) and no more than fifteen (15) members; and

WHEREAS, Section 1.3 of the CAN Bylaws establishes a membership selection process that includes review by BFT management and interview by the CAN Recruitment Committee; and

WHEREAS, the following individuals have successfully completed the CAN membership selection process and have been recommended for appointment:

- Ariel Houck – Richland
- David Cortinas – Pasco
- Jocelyn Flores – Pasco
- Nayeli Aranda – Pasco

WHEREAS, Section 1.4 of the CAN Bylaws authorizes the BFT Board of Directors to appoint members to the CAN and provides for two-year terms of service.

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

1. The Board hereby appoints Ariel Houck, David Cortinas, Jocelyn Flores, and Nayeli Aranda to the Citizens Advisory Network.
2. The appointed members shall serve terms ending December 31, 2028, unless earlier resigned or removed in accordance with the CAN Bylaws.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, July 9, 2026, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Pauline Escalera, Clerk of the Board

Stephen Bauman, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: June 9, 2026

To: Brian Lubanski, Chief Executive Officer

From: Tara Divers, Director of Marketing and Communications

Re: Resolution 24-2026 Adjusting the BFT Fare Policy for Free Passes and Tickets to the “Poor” and “Infirm”.

Background

In 2024, the Board approved Resolution 46-2024 adopting a revised fare policy to include free passes and tickets to the “poor” and “infirm.” The Chief Executive Officer is authorized to provide free passes and tickets to public and nonprofit agencies that provide services to “poor” and “infirm” citizens. BFT limits the number of passes and tickets to no more than fifteen (15) public or nonprofit agencies per month, with a limit of \$750 per agency per month. The grant pass program recipients are selected monthly by application. When applications open each month, the allotted number of agencies is filled within a matter of hours. On average, BFT is turning away eight agencies each month.

Funding

Budgeted: This is expected to have a nominal decrease on revenue and a nominal increase on expenses related to the operating budget.

Budget Source: N/A

Funding Source: N/A

Recommendation

Increase the number of public and nonprofit agencies from fifteen (15) to twenty-five (25) that may receive up to \$750 per month in free passes and tickets.

Forwarded as presented:

Brian Lubanski, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 24-2026**

A RESOLUTION TO ADJUST THE BFT FARE POLICY FOR FREE PASSES AND TICKETS TO THE “POOR” AND “INFIRM” FROM FIFTEEN (15) PUBLIC OR NONPROFIT AGENCIES PER MONTH TO TWENTY-FIVE (25) AGENCIES PER MONTH

WHEREAS, Staff has determined there is a need to increase the number of local public and nonprofit agencies that are eligible to receive free passes based on high demand from local area agencies. On average, eight agencies are turned away each month; and

WHEREAS, Staff is requesting authorization to increase the number of agencies served each month from fifteen (15) to twenty-five (25).

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

1. The Chief Executive Officer is authorized to provide free passes and tickets to public and nonprofit agencies that provide services to the “poor” and “infirm” citizens. BFT will limit the number of passes and tickets to no more than twenty-five (25) public or nonprofit agencies per month, with a limit of \$750 per agency per month.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held July 9, 2026, at 1000 Columbia Park Trail, Richland, WA 99352.

ATTEST:

Pauline Escalara, Clerk of the Board

Stephen Bauman, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: July 9, 2026

To: Brian Lubanski, Chief Executive Officer

From: Terry DeJuan, Senior Manager of Fleet & Facilities Maintenance

Re: Resolution 25 -2026 Authorizing the Chief Executive Officer to ADOPT BEN FRANKLIN TRANSIT'S CONTINGENCY FLEET PLAN

Background

Ben Franklin Transit (BFT) periodically has vehicles that have reached or exceeded their minimum useful service life but may still provide limited value to the agency for emergency response, training, temporary service support, or fleet transition needs. The Federal Transit Administration recognizes the use of contingency fleet vehicles when the vehicles have met their minimum useful life, properly stored and maintained, documented in an approved contingency plan, and are excluded from the agency's active fleet and spare ratio calculation. Adopting a formal Contingency Fleet Plan provides BFT with a controlled process to identify, classify, maintain, document, activate, and annually review vehicles retained for contingency purposes.

Funding

Budgeted: NA

Budget Source: NA

Funding Source: NA

Recommendation

Approve Resolution 25-2026 authorizing the Chief Executive Officer to adopt the Fleet Contingency plan listed in Exhibit A

Forward as presented:

Brian Lubanski, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 25-2026**

A RESOLUTION ADOPTING BEN FRANKLIN TRANSIT’S CONTINGENCY FLEET PLAN.

WHEREAS, Ben Franklin Transit is responsible for maintaining a safe, reliable, and service-ready fleet to support fixed-route operations, emergency response, training; and

WHEREAS, the Contingency Fleet Plan supports regulatory compliance, fleet readiness, continuity of service, emergency preparedness, and responsible asset management; and

WHEREAS, adoption of the Contingency Fleet Plan will provide Ben Franklin Transit with a controlled and documented method to retain eligible vehicles for emergency response, training, temporary operational support, fleet transition needs, or other justified agency purposes; and

WHEREAS, Ben Franklin Transit staff will review the Contingency Fleet Plan annually and update it as necessary to support agency needs, regulatory requirements, and related processes and procedures.

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

1. The Board hereby adopts Ben Franklin Transit’s Contingency Fleet Plan, Exhibit A.
2. The Chief Executive Officer, or an appointed designee, is authorized to take all administrative actions necessary to implement, update and maintain the Contingency Fleet Plan.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday July 9, 2026, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Pauline Escalera, Clerk of the Board

Stephen Bauman, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Ben Franklin Transit Contingency Fleet Plan

1. Purpose

The purpose of this Contingency Fleet Plan is to establish Ben Franklin Transit’s process for identifying, maintaining, documenting, and activating contingency fleet vehicles.

A contingency fleet allows BFT to retain certain vehicles that have met their minimum useful service life for emergency response, training, temporary service needs, major fleet transitions, or other justified operational needs. These vehicles are separate from BFT’s active fleet and spare fleet and are not included in BFT’s spare ratio calculation.

This plan is intended to support regulatory compliance, fleet readiness, asset management, and continuity of service.

2. Policy Statement

Ben Franklin Transit may maintain a contingency fleet in accordance with Federal Transit Administration requirements. Vehicles placed in the contingency fleet shall only be retained after meeting their minimum useful service life requirements.

Contingency fleet vehicles shall be properly stored, maintained, inspected, and documented. These vehicles may only be used when circumstances warrant, such as emergency response, employee training, temporary operational support, or transition periods related to fleet replacement, expansion, or new-vehicle commissioning.

BFT’s active rolling stock is not part of the contingency fleet. Contingency fleet vehicles shall not be calculated or included in BFT’s spare ratio.

3. Vehicle Categories

For purposes of this plan, BFT recognizes the following vehicle categories:

Active Fleet

Vehicles assigned to regular revenue service, scheduled service support, or normal spare fleet use. These vehicles are included in applicable fleet and spare ratio calculations.

Contingency Fleet

Inactive rolling stock retained for emergency response, training, temporary operational needs, or other justified purposes. These vehicles must have met minimum useful service life requirements and must be documented under this plan.

In-Processing / Transition Status

Vehicles that are temporarily unavailable due to delivery, commissioning, acceptance, disposal processing, fleet replacement, or transition from active service to contingency status. This status is temporary and should be resolved as soon as practicable.

New buses delivered for service expansion or replacement may be considered “in processing” until accepted, prepared, and placed into active service. Vehicles being removed from active service may temporarily remain in transition status while awaiting disposal or placement into the contingency fleet.

4. Eligibility for Contingency Fleet Placement

A vehicle may be placed into BFT’s contingency fleet only when all of the following conditions are met:

1. The vehicle has reached the end of its minimum useful service life.
2. The vehicle has been removed from the active fleet.
3. The vehicle has a documented reason for retention.
4. The vehicle can be safely stored and maintained.
5. The vehicle is identified as a contingency fleet vehicle in BFT fleet records.
6. The vehicle is excluded from BFT’s spare ratio calculation.

Service life begins on the date the vehicle is placed into revenue service and continues until the vehicle is removed from active service.

5. Justification for Maintaining a Contingency Fleet

BFT may retain contingency fleet vehicles for one or more of the following reasons:

- Emergency response or community evacuation support.
- Temporary service needs caused by vehicle shortages or fleet disruptions.
- Employee, operator, mechanic, or technician training.
- Transition periods during fleet replacement or expansion.
- Support during delayed vehicle procurements, commissioning, or acceptance of replacement buses.
- Temporary support during major maintenance campaigns, recalls, inspections, or fleet-wide repairs.
- Other justified operational needs approved by BFT management.

6. Identification and Documentation

BFT shall maintain documentation for each contingency fleet vehicle. At a minimum, records should include:

- Vehicle number.
- Year, make, model, and vehicle type.
- Date placed into revenue service.
- Date removed from active service.
- Mileage at removal from active service.
- Minimum useful life standard.
- Reason for contingency fleet placement.
- Storage location.
- Maintenance and inspection records.
- Date and reason for any activation.
- Date returned to contingency status, active fleet status, or disposal.

BFT will identify vehicles placed into the contingency fleet on the daily Vehicle Assignment Sheet or other approved fleet status report.

7. Storage and Protection

Contingency fleet vehicles shall be stored in a manner that protects the vehicle and supports readiness for future activation. Storage practices may include secured parking, routine visual inspections, battery maintenance, tire monitoring, fluid checks, protection from avoidable damage, and other steps necessary to preserve the vehicle.

8. Maintenance of the Contingency Fleet

Contingency fleet vehicles shall be maintained at a minimum level necessary to preserve safety, mechanical reliability, and readiness.

BFT will maintain contingency fleet vehicles on a 3,000-mile preventive maintenance schedule when mileage accumulation applies. Because contingency vehicles may accumulate limited mileage, time-based inspections shall also be performed.

Every 45 Days

BFT shall:

- Start the vehicle and bring to operating temperature.
- Conduct a basic walk-around inspection equivalent to a pre-trip inspection.
- Check for obvious safety concerns, visible leaks, tire issues, body damage, warning lights, or other defects.
- Document the inspection and any deficiencies found.

Every 90 Days

BFT shall perform a more detailed inspection that includes, at minimum:

- Check engine oil, coolant, transmission fluid, and other applicable fluids.
- Check tires for inflation, condition, and visible wear.
- Check for fluid leaks under the vehicle.
- Start and warm the vehicle to operating temperature.
- Operate the heating and air conditioning system.
- Inspect the exterior, interior, and engine compartment.
- Drive the vehicle through the bus yard, if safe and appropriate.
- Document any defects and schedule repairs as needed.

All maintenance, inspections, repairs, and start-ups shall be documented in BFT's maintenance records system.

9. Activation of Contingency Fleet Vehicles

Vehicles in a contingency fleet vehicle may be activated when there is a justified operational need. Examples include emergency response, training, temporary fleet shortage, major repair campaign, delayed replacement vehicle acceptance, or other management-approved need.

Before a contingency vehicle is returned to revenue service or active fleet status, BFT shall perform a brake and tire safety inspection. If the vehicle has been inactive for more than 60 days, BFT shall perform a full preventive maintenance inspection before placing the vehicle into revenue service.

Once a vehicle is reactivated into the active fleet, all normal active-fleet maintenance requirements, inspections, assignments, and documentation procedures shall resume.

10. Annual Review

BFT shall review this Contingency Fleet Plan annually and update it as necessary. The review should confirm:

- Which vehicles remain in the contingency fleet.
- Whether each vehicle still has a justified need for retention.
- Whether documentation is current and complete.
- Whether required inspections and maintenance have been completed.
- Whether any vehicles should be returned to active service, retained, or disposed of.
- Whether the plan continues to support BFT's mission, service needs, and regulatory requirements.

11. Management Responsibility

Fleet Maintenance is responsible for maintaining contingency fleet records, performing required inspections, documenting maintenance activity, and notifying management of any issues affecting vehicle readiness.

BFT management is responsible for approving contingency fleet placement, activation, continued retention, and disposal decisions.

Memorandum

Date: July 9th, 2026

To: Brian Lubanski, Chief Executive Officer

From: Terry DeJuan, Senior Manager of Fleet & Facilities Maintenance

Re: Resolution 26-2026 Authorizing the Chief Executive Officer to RETURN PREVIOUSLY SURPLUSED VEHICLES INTO BFT CONTINGENCY FLEET Listed in Exhibit A

Background

In 2023, Ben Franklin Transit (BFT) approved Resolution 45-2023, which declared revenue vehicles surplus and authorized them for disposal. Four of those vehicles remain in BFT's possession and have not yet been disposed of. Staff have identified a continued operational value in retaining these vehicles for limited contingency purposes rather than proceeding with disposal. The vehicles identified for have exceeded the minimum useful life standard for heavy-duty transit coaches and are no longer intended to be part of BFT's active fleet. However, they may still provide value for emergency response, training, temporary operational support, fleet replacement transition, or other justified agency needs.

Funding

Budgeted: NA

Budget Source: NA

Funding Source: NA

Recommendation

Approve Resolution 26-2026 authorizing the Chief Executive Officer to return previous surplus vehicles into the BFT contingency fleet as listed in Exhibit A

Forward as presented:

Brian Lubanski, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 26-2026**

A RESOLUTION RETURNING PREVIOUSLY SURPLUSED VEHICLES INTO BFT CONTINGENCY FLEET.

WHEREAS, Ben Franklin Transit previously declared vehicles surplus under Resolution 45-2023; and

WHEREAS, four vehicles previously declared surplus remain in Ben Franklin Transit's possession and have not yet been disposed of; and

WHEREAS, Ben Franklin Transit has determined that these vehicles may provide continued value to the agency for emergency response, training, temporary operational support, fleet transition needs, or other justified purposes; and

WHEREAS, placement of these vehicles into the contingency fleet will allow Ben Franklin Transit to maintain additional emergency and operational readiness without including these vehicles in the active fleet or spare ratio calculation.

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

1. The Board hereby authorizes the removal of the following vehicles in Exhibit A from surplus status and placed into Ben Franklin Transit's contingency fleet.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday July 9th, 2026, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Pauline Escalera, Clerk of the Board

Stephen Bauman, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Exhibit “A”**List of Surplus Vehicles**

Vehicle #	Model Year	Vehicle Age (YRS)	Make / Model	VIN	Mileage	Condition
5247	2005	18	GILLIG LOW FLOOR	15GGD291051075141	809,227	Surplus
5249	2005	18	GILLIG LOW FLOOR	15GGD291451075143	844,533	Surplus
5253	2006	17	GILLIG LOW FLOOR	15GGD291561076058	776,082	Surplus
5259	2009	14	GILLIG LOW FLOOR	15GGD271091177354	645,206	Surplus

**BEN FRANKLIN TRANSIT
RESOLUTION 27-2026**

**A RESOLUTION RECOGNIZING THE RETIREMENT OF DARCIÉ CORNELL AND
HER 12 YEARS OF SERVICE**

WHEREAS Darcie Cornell has served our community for the last 12 years as a Ben Franklin Transit (BFT) Fixed Route driver. We would like to thank Darcie for her years of service and positive impact on our customers, the agency, and her fellow employees; and

WHEREAS Darcie Cornell submitted her notice of retirement to BFT with an effective date of June 12, 2026.

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

1. Darcie Cornell served BFT and the Tri-Cities community as a Fixed Route driver for 12 years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Fixed Route driver Darcie Cornell for her professional efforts on behalf of the agency, its employees, and its customers. BFT wishes Darcie Cornell the best in all her future endeavors and congratulates her on her retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held July 9, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Pauline Escalera, Clerk of the Board

Stephen Bauman, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: July 9, 2026

To: Brian Lubanski, Chief Executive Officer

From: Marcus McCready, Director of Safety, Security & Training (Chief Safety Officer)

Re: Resolution 28-2026 Approving BFT's Public Transportation Agency Safety Plan (PTASP) and Authorizing the Chief Executive Officer 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 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:

- Approved 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 by the agency's 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.



Darcie


BEN FRANKLIN TRANSIT

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 at the 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 from the BFT Board of Directors.

Recommendation

Approve Resolution 28-2026 -Approval of BFT's Public Transportation Agency Safety Plan and authorize the Chief Executive Officer to submit the plan to the local Metropolitan Planning Organization (BFCOG) and to the Washington State Department of Transportation (WSDOT).

Forward as presented:

Brian Lubanski, Chief Executive Officer

BEN FRANKLIN TRANSIT

RESOLUTION 28-2026

A RESOLUTION OF THE BOARD APPROVING BFT'S PUBLIC TRANSPORTATION AGENCY SAFETY PLAN AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO SUBMIT THE PLAN TO THE LOCAL METROPOLITAN PLANNING ORGANIZATION (BFCOG) & WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT).

- WHEREAS, The Federal Transit Administration's (FTA) PTASP final rule (49 C.F.R. Part 673) intends to improve public transportation safety by guiding transit agencies to more effectively and proactively manage safety risks in their systems; and
- WHEREAS, The FTA's final ruling 49 CFR § 673 established a deadline to submit a Public Transportation Agency Safety Plan of July 20, 2020, to the local Metropolitan Planning Organization (Benton-Franklin Council of Governments), 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 staff developed Safety Plan Exhibit "A" to comply with the requirements established by the FTA's Final Rule; and
- WHEREAS, The PTASP is a working document that is reviewed and updated as BFT's public Transit demands evolve; and
- WHEREAS, Ben Franklin Transit will comply with annual PTASP "Certifications and Assurances" reporting requirements set forth in 49 CFR § 673.

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

1. The BFT's Public Transportation Agency Safety Plan is approved; and
2. The Chief Executive Officer is authorized to submit the plan to the required state agencies; and
3. BFT will go through the Federal Transit Administration's Certifications and Assurances process annually as required to maintain eligibility for federal financial assistance.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, July 9, 2026.

ATTEST:

Pauline Escalera, Clerk of the Board

Stephen Bauman, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



BEN FRANKLIN
TRANSIT

Public Transportation Agency Safety Plan PTASP



Effective Dates: January 1, 2026 - December 31, 2026
Updated 01.30.2026 by M. McCreedy, E. Brown

TABLE OF CONTENTS

1.0 ACRONYMS	1
2.0 SAFETY MANAGEMENT POLICY STATEMENT	2
3.0 TRANSIT AGENCY INFORMATION	3
5.0 PTASP CERTIFICATION OF COMPLIANCE	5
6.0 SAFETY PERFORMANCE TARGETS	6
7.0 SAFETY PERFORMANCE TARGET COORDINATION	7
7.1 SAFETY PERFORMANCE TARGET COORDINATION	7
7.1.2 WSDOT	7
7.1.3 BFCG	7
7.2 CERTIFICATION OF SUBMITTAL OF SPT(S) TO WSDOT AND BFCG	7
7.2.1 PTs Certificate of Submittal – WSDOT	8
7.2.2 SPT(s) Certificate of Submittal – BFCG	8
8.0 EXECUTIVE SUMMARY	9
9.0 SMS RESPONSIBILITIES	10
9.1 ALL EMPLOYEES	10
9.2 SMS LEADERSHIP TEAM MEMBERS	10
9.2.1 SMS Leadership Team	10
9.2.2 Accountable Executive – Chief Executive Officer	11
9.2.3 DIRECTOR OF Safety	11
9.2.4 Safety and Security Department	11
9.2.5 Department Managers and Senior Managers	13
9.3 SMS KEY STAFF	14
9.3.1 Supervisors	14
9.3.2 Operations Training Department	15
9.3.3 Health and Safety Committee Members	15
10.0 SAFETY MANAGEMENT POLICY	16
10.1 COMMITMENT TO SAFETY	16
10.2 COMMUNICATION OF BEN FRANKLIN TRANSIT'S SAFETY MANAGEMENT POLICY STATEMENT	17
10.3 SAFETY COMMITTEE	17
10.3.1 Roles and Responsibilities	Error! Bookmark not defined.
10.3.2 Composition	19
10.3.3 Meetings	19
10.4 EMPLOYEE SAFETY REPORTING PROGRAM (ESRP)	20
10.4.1 Employee Use of approved SMSS	21
10.4.2 Management of the ESRP	21
10.4.3 Non-Punitive Employee Safety Reporting	21
10.4.4 Anonymous Employee Safety Reporting	21
10.5 REGULATORY COMPLIANCE	22
10.6 EMERGENCY PREPAREDNESS AND LOCAL COMMUNITY EMERGENCIES	22
10.7 SMS IMPLEMENTATION PHASES	22
10.8 SAFETY PLAN DOCUMENTATION	24
10.9 DOCUMENTATION SUPPORTING THE PTASP	24
10.10 PTASP REVIEW AND UPDATE	24
10.10.1 Annual Review	24
10.10.2 Annual Self-Certification	24
10.10.3 Updates to the PTASP	24
10.11 DOCUMENTATION OF REVIEWS AND UPDATES	25
10.12 DEFINITIONS	25
11.0 SAFETY RISK MANAGEMENT	25

11.1 SAFETY HAZARD IDENTIFICATION	25
11.2 SAFETY RISK ASSESSMENT (SRA)	26
11.2.1 SRA Process.....	27
11.2.2 SRA Process - ESRP	27
11.2.3 Hazard Risk Matrix (HRM)	28
11.2.4 Safety Risk Index (SRI) Rating.....	28
11.2.5 HRM for SRA Process	28
11.2.6 HRM for SRA Process – Likelihood Levels	29
11.2.7 HRM for SRA Process – Severity Categories	30
11.2.8 HRM for SRA Process – Risk Assessment Matrix.....	31
11.2.9 HRM for SRA Process – Safety Risk Index (SRI)	31
11.3 SAFETY RISK MITIGATION	32
11.3.1 Safety Risk Mitigation Process	32
11.3.2 Safety Risk Mitigation Process - ESRP	32
11.4 SRM LOG	33
11.5 SRM COMMUNICATION	34
11.6 RISK REDUCTION PROGRAM.....	34
11.6.1 Reduction of Vehicle Accidents	34
11.6.2 Reduction of Injuries	35
11.6.3 Mitigation of Assaults	35
11.6.4 Training.....	35
11.6.5 Vehicle vs. Pedestrian Accident Reduction.....	36
11.7 INFECTIOUS DISEASES	38
11.7.1 Minimizing Exposure to Infectious Diseases	38
11.7.2 Adherence to Federal Guidelines.....	39
12.0 SAFETY ASSURANCE.....	39
12.1 SAFETY PERFORMANCE MONITORING AND MEASUREMENT	39
12.1.1 System Compliance	40
12.1.2 Safety Risk Mitigation	41
12.1.3 Investigation of Safety Events	43
12.1.4 Monitoring of Internal Safety Reporting Programs.....	43
12.2 MANAGEMENT OF CHANGE.....	43
12.3 CONTINUOUS IMPROVEMENT	44
12.4 SAFETY PERFORMANCE MEASUREMENT.....	46
12.4.1 Risk Reduction Performance Targets	46
12.4.2 Safety Set-Aside	46
12.4.3 Failure to meet performance targets	46
12.4.4 Eligible Projects.....	46
12.5 SA COMMUNICATION	46
13.0 SAFETY PROMOTION	47
13.1 COMPETENCIES AND TRAINING	48
13.2 SAFETY COMMUNICATION	49
APPENDIX	51
APPENDIX A NATIONAL PUBLIC TRANSPORTATION SAFETY PLAN	51
APPENDIX B1 SMS IMPLEMENTATION PLAN – PHASE 1.....	52
APPENDIX B2 SMS IMPLEMENTATION PLAN – PHASE 2.....	53
SAFETY RISK MANAGEMENT.....	53
APPENDIX B3 SMS IMPLEMENTATION PLAN – PHASE 3.....	54
SAFETY ASSURANCE.....	54
APPENDIX C SAFETY OBJECTIVES, SPT(s) AND SPI(s).....	55
APPENDIX D SMS MANAGEMENT OF CHANGE FORM	57
APPENDIX E1 SMS LEADERSHIP TEAM	60
APPENDIX E2 OPERATIONS	62
APPENDIX E3 FLEET AND FACILITIES MAINTENANCE.....	67
APPENDIX E4 ADMINISTRATION	70

APPENDIX E5 SAFETY AND SECURITY DEPARTMENT	71
APPENDIX E6 BOARD OF DIRECTORS AND CONTRACTORS.....	72
APPENDIX F PTASP ANNUAL REVIEW AND UPDATE LOG.....	73
APPENDIX G DOCUMENTATION SUPPORTING THE PTASP	74
APPENDIX H DEFINITIONS.....	75

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.

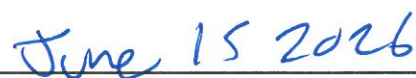
All levels of management and all front-line employees are accountable for the delivery of the highest level of safety performance, starting with the Ben Franklin Transit General Manager.

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.



Chief Executive Officer



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	Brian Lubanski Chief Executive Officer
Name of Director of Safety	Marcus McCready Director of Safety, Security & Training (Chief Safety Officer)
Safety Department	Senior Manager of Safety & Training – Eyvette Brown Safety Specialist- Vanessa Flores, Amber Shearer
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 Paratransit / ARC of the Tri-Cities (Contract - Use of Vehicles) Vanpool / General Demand
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 350,000 residents as of 2026 according to the [Office of Financial Management](#), 2026 populated estimate for BFT Public Transportation Benefit Area (PTBA).

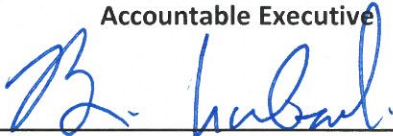
BFT was formed under the authority of Chapter 36.57A of the Revised Code of Washington State, as a PTBA. BFT is a separate entity and is fiscally independent of other state and local government entities, as a primary government for reporting and there are no additional entities or funds for which Ben 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 2025-2026 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	Board Chair	Date of Approval

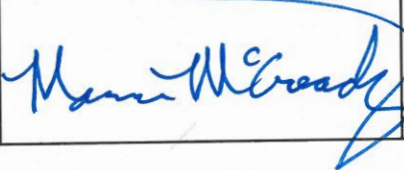
PTASP Information:

Name of Document	Location of Document	Effective Date of PTASP
BFT PTASP 2023-2024	T:\PTASP\2023-2024 PTASP	May 20, 2023-July 1, 2024
BFT PTASP 2025-2026		September -2025-October- 2026

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, according to 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
	Marcus McCreedy – Chief Safety Officer		05/13/26

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.

Safety Performance Targets Table

Performance Measure	Definition (NTD-Aligned)	Unit of Measure	Baseline Prior Year: 2025	Target Current Year: 2026	Data Source	Reporting Frequency
Major Events	All major safety and security events as defined by NTD	Count	5.0	0.0	NTD / Internal Safety Reports	Monthly / Annual
Major Event Rate	Major events divided by Vehicle Revenue Miles (VRM)	Rate per 100,000 VRM	0.06	0.0	NTD / VRM Data	Monthly / Annual
Collision Rate	All collisions reported to NTD divided by VRM	Rate per 100,000 VRM	0.06	0.0	NTD / VRM Data	Monthly / Annual
Pedestrian Collision Rate	Collisions "with a person" as defined by NTD divided by VRM	Rate per 100,000 VRM	0.0	0.0	NTD / VRM Data	Monthly / Annual
Vehicular Collision Rate	Collisions "with a motor vehicle" as defined by NTD divided by VRM	Rate per 100,000 VRM	0.06	0.0	NTD / VRM Data	Monthly / Annual
Fatalities	All fatalities as defined by NTD	Count	0.0	0.0	NTD / Safety Reports	Monthly / Annual
Fatality Rate	Fatalities divided by VRM	Rate per 100,000 VRM	0.0	0.0	NTD / VRM Data	Monthly / Annual
Transit Worker Fatality Rate	Fatalities involving transit workers (Employee/Contractor, Operator, Other Staff) divided by VRM	Rate per 100,000 VRM	0.0	0.0	NTD / HR / Safety Data	Monthly / Annual
Injuries	All injuries as defined by NTD	Count	3	0.0	NTD / Safety Reports	Monthly / Annual
Injury Rate	Injuries divided by VRM	Rate per 100,000 VRM	0.03	0.0	NTD / VRM Data	Monthly / Annual
Transit Worker Injury Rate	Injuries involving transit workers (Employee/Contractor, Operator, Other Staff) divided by VRM	Rate per 100,000 VRM	0.0	0.0	NTD / HR / Safety Data	Monthly / Annual
Assaults on Transit Workers	All assaults on transit workers as defined by NTD	Count	0.0	0.0	NTD / Security Reports	Monthly / Annual
Rate of Assaults on Transit Workers	Assaults on transit workers divided by VRM	Rate per 100,000 VRM	0.0	0.0	NTD / VRM Data	Monthly / Annual
System Reliability	Major mechanical system failures as defined by NTD	Mean Distance Between Failures (MDBF)	39,556	45,000	Maintenance / NTD	Monthly / Annual

* VRMs (vehicle revenue miles) for injuries and safety events are taken from BFT's National Transit Database (NTD) reports for 2025.

** 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) changes throughout the year, BFT's Safety 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 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 SPT(s) Certificate of Submittal – WSDOT

WSDOT Certificate of Submittal	
Name of BFT Staff Member who Submitted SPT(s)	Erica Howland, Manager of Grants and Capital Budget
Submission Date of SPT(s) to WSDOT	June 29, 2026
WSDOT Department Submitted To	Public Transportation Division
WSDOT Contact Person, Job Title, Phone Number and Email Address	Lydia Caudill Community Transportation Planning, South Central Region WSDOT Public Transportation Division Phone: (509) 524-4496 Lydia.Caudill@wsdot.wa.gov

7.2.2 SPT(s) Certificate of Submittal – BFCOG

BFCOG Certificate of Submittal	
Name of BFT Staff Member who Submitted SPT(s)	Kevin Sliger, Chief Planning & Development Officer
Submission Date of SPT(s) to BFCOG	June 29, 2026
BFCOG Department Submitted To	Transportation Planning
BFCOG Contact Person, Job Title, Phone Number and Email Address	Erin Braich Metropolitan Planning Organization (MPO) Director Benton-Franklin Council of Governments Phone: (509) 492-5199 ebraich@bfcog.us

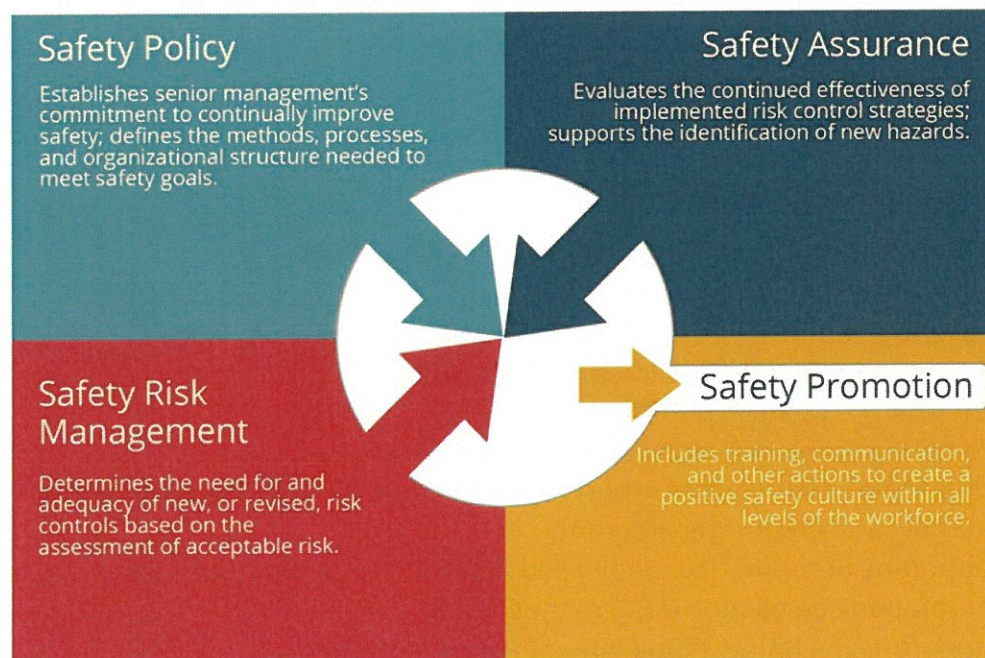
8.0 Executive Summary

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:

THE FOUR SMS COMPONENTS



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 employees 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 – Chief Executive Officer

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 the human and capital resources needed to develop and maintain the SMS
- Ensuring safety concerns are considered in 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 DIRECTOR OF Safety

The Director of Safety implements and manages the SMS on behalf of the Accountable Executive. They are responsible for ensuring 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 SMS, communicating safety information, analyzing safety data and monitoring safety performance. Additionally, the Safety and Security department is the owner of 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 requires 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 report 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, addressing trends, meeting 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 into 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 monthly
- 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 ESRP
- 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 ESRP
- 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 with regulatory requirements and internal policies and procedures
- Supporting non-punitive employees 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

Subrecipient and Contractor PTASP Oversight

Ben Franklin Transit (BFT) maintains responsibility for ensuring compliance with Public Transportation Agency Safety Plan (PTASP) requirements for any subrecipients or contractors that are required to establish and implement an Agency Safety Plan under 49 CFR Part 673.

BFT conducts oversight of PTASP-applicable subrecipients and contractors through one or more of the following methods, as applicable:

- Review of the subrecipient's or contractor's Agency Safety Plan and supporting documentation
- Verification of annual Safety Performance Targets and Safety Management System implementation
- Review of safety performance data, incident reports, and corrective actions
- Periodic safety meetings, audits, or assessments
- Documentation of findings and required corrective actions, if applicable

If BFT determines that a subrecipient or contractor is not compliant with PTASP requirements, BFT will require the development and implementation of corrective actions and will monitor progress until compliance is achieved.

If BFT has no subrecipients or contractors subject to PTASP requirements, this determination is documented and reviewed annually as part of the PTASP Annual Review process.

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 CEO 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 Ben Franklin Transit (BFT) Safety Committee is a formal component of the agency’s Safety Management System (SMS) and is established in accordance with 49 CFR Part 673 and the Bipartisan Infrastructure Law (BIL). The Safety Committee is vested with defined authority, responsibilities, and decision-making capabilities necessary to support the development, implementation, and continuous improvement of the Public Transportation Agency Safety Plan (PTASP).

A. Safety Committee Authority

The Safety Committee shall exercise the following authority:

1. PTASP Review and Approval

- The Safety Committee shall review, recommend, and formally approve the PTASP and any updates or revisions prior to submission to the Accountable Executive and Board of Directors for final approval.
- Approval shall be documented in official Safety Committee meeting minutes.

2. Safety Performance Target (SPT) Approval

- The Safety Committee shall establish, review, and formally approve annual Safety Performance Targets (SPTs).
- SPTs shall be based on a three-year rolling average of National Transit Database (NTD) data and aligned with the National Public Transportation Safety Plan.
- The Committee shall ensure SPTs are data-driven, achievable, and support continuous safety improvement.

3. Safety Risk Management (SRM) Oversight

The Safety Committee shall provide oversight of Safety Risk Management activities, including:

- Reviewing identified hazards and associated Safety Risk Assessments (SRAs)
- Validating risk ratings using the Hazard Risk Matrix (HRM)
- Reviewing, approving, modifying, or rejecting proposed safety risk mitigations
- Prioritizing mitigations based on risk severity and operational impact
- Monitoring implementation status and effectiveness of mitigation strategies

4. Safety Risk Reduction Program (SRRP) Oversight

- The Safety Committee shall review and approve Safety Risk Reduction Program strategies, performance measures, and mitigation actions.
- The Committee shall monitor program effectiveness and recommend adjustments as necessary.

5. Safety Performance Monitoring and Continuous Improvement

- The Safety Committee shall review safety performance data, trends, and reports on a regular basis.
- The Committee shall identify systemic safety risks and recommend corrective actions or improvements.
- The Committee shall ensure continuous improvement of the SMS through data-driven decision-making.

B. Independence and Non-Interference

The Safety Committee shall operate with sufficient independence to ensure that safety decisions are made free from undue influence related to operational, financial, or political pressures.

- The Accountable Executive and executive leadership shall not interfere with:
 - Hazard identification
 - Safety Risk Assessments (SRAs)
 - Safety Performance Target development
 - Safety Committee safety determinations
- The Safety Committee's role is to provide formal safety determinations and recommendations based on data and risk.

C. Role of the Accountable Executive

The Accountable Executive (AE) retains ultimate responsibility for ensuring the implementation of the PTASP and allocation of resources necessary to support safety initiatives.

The Accountable Executive shall:

- Review and formally endorse the PTASP after Safety Committee approval
- Ensure adequate resources are allocated to implement approved safety mitigations
- Consider Safety Committee recommendations in decision-making

If the Accountable Executive elects not to implement a Safety Committee recommendation:

- The decision must be documented in writing
- The rationale must clearly explain how safety risk remains controlled or reduced
- The documentation shall be retained for audit and compliance purposes

D. Documentation Requirements

All Safety Committee activities shall be formally documented and maintained in accordance with PTASP recordkeeping requirements.

Documentation shall include:

- Meeting agendas and minutes
- Attendance records
- PTASP approval actions
- SPT approval records
- Safety Risk Assessments reviewed
- Mitigation decisions and recommendations
- Voting outcomes and rationale

All records shall be retained and made available for:

- FTA Triennial Reviews
- WSDOT oversight
- Internal and external audits

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

10.3.4 Decision-Making and Tie Vote Procedures

The Safety Committee will make every effort to reach consensus when reviewing safety matters, conducting risk assessments, and developing recommendations for risk-based mitigations.

10.3.4.1 Initial Attempt at Consensus

If a vote results in a tie, the Safety Committee shall engage in further discussion to clarify the issue, review relevant safety data, and evaluate the potential safety impacts.

10.3.4.2 Chairperson Tie-Breaking Vote (Primary Method)

If consensus cannot be achieved after reasonable discussion, the Committee Chairperson shall cast the deciding vote.

10.3.4.3 Escalation to Executive Leadership

If the Chairperson declines to cast a deciding vote due to conflict of interest or need for executive review, the matter shall be elevated to the Chief Safety Officer (CSO).

10.3.4.4 Maintain Status Quo Until Final Resolution

Until a final decision is reached, existing policies, procedures, and operational practices shall remain in effect.

10.3.4.5 Documentation Requirements

All tie votes and resulting decisions shall be recorded in the Safety Committee minutes.

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 of 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 with access to the selected Safety Management Software and 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 in 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 making the 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.

Therefore, when witnessing an unsafe act or noticing an unsafe condition, employees are obligated to promptly report the unsafe condition or unsafe act to their direct supervisors, managers, safety department, and/or safety committee representatives, and should receive a clear answer with a corrective action plan as appropriate.

There are several ways the employees can report their safety concerns to the management:

- Report directly to their supervisors or managers,
- Report directly to the Safety Department,
- Report through the Safety Committee Representatives,
- Call or email the Safety Department
- Submit a safety suggestion using drop boxes

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. An 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 PTASP or a specific component of 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 an 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 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 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 in 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 ensure 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) | ➤ Claims and Employee Occupational Injury Reports |
| ➤ Safety Events (accidents, injuries, incidents, occurrences, near misses) | ➤ Internal and External Investigations |
| ➤ Failure to Meet SPT's | ➤ 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.

The flow chart below describes the process of BFT Safety Risk Management.

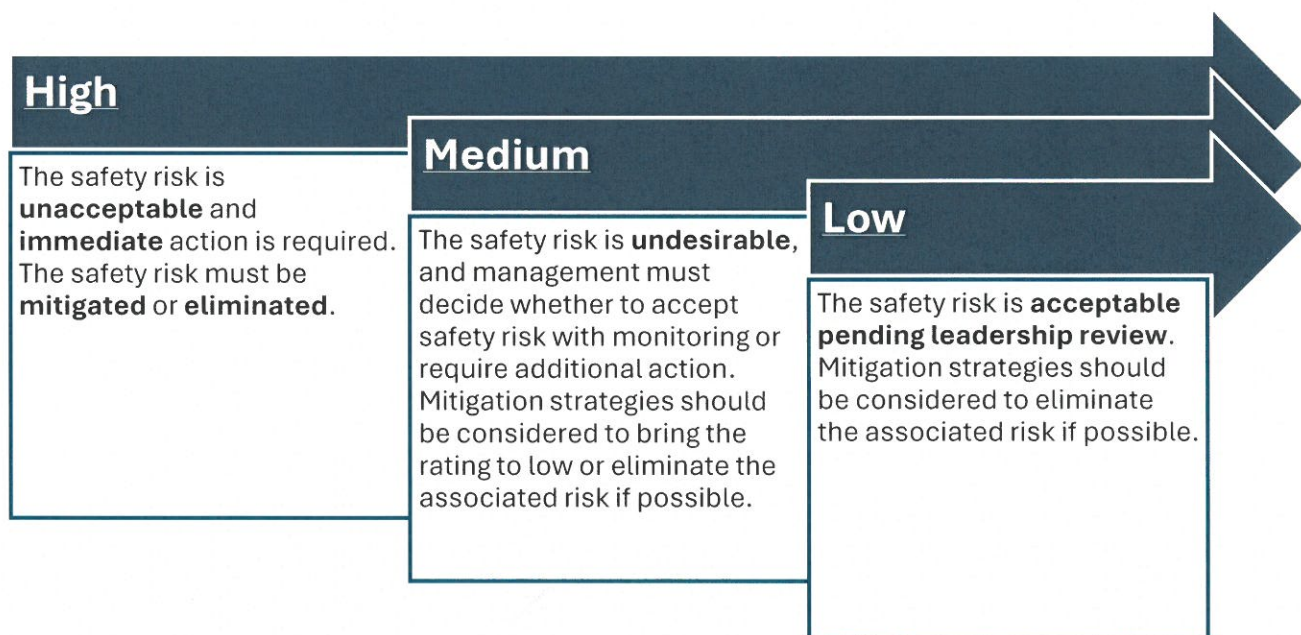
actions by the Safety and Security department through the Safety Management Software.

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 provides guidance for priority of safety risk mitigation solutions. Upon the conclusion of the HRM process, the SRI rating will indicate the level of 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 high during the SRA process. Mitigations are identified and recommended by the Safety Committee based on the SRA.

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	It is likely to occur often in the life of an item.	Continuously experienced. Potential consequences 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	It is likely to occur sometime in the life of an item.	Will occur several times. Potential consequences may be experienced once between 6,000 and 60,000 operating hours.
Remote	D	It is unlikely, but possible to occur in the life of an item.	Unlikely but can reasonably be expected to occur. Potential consequences 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	<u>Unacceptable – Immediate Action Required:</u> Safety risk must be mitigated or eliminated.
MEDIUM	<u>Undesirable – Management Decision:</u> Management must decide whether to accept safety risk with monitoring or require additional action.
LOW	<u>Acceptable with Review:</u> 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 for ensuring 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	- o Identification Date - o Identification Source - o Analysis Date - o Worst Possible, Worst Credible, or Most Common Potential Consequence(s) - o Existing Mitigation(s)
Initial Safety Risk Index Rating	- o Severity of Consequences - o Likelihood of Consequences - o Safety Risk Index
Further Mitigation Actions Required	
Revised Safety Risk Index (SRI) Rating	- o Revised Safety Risk Index Rating - o Revised Safety Risk Index Rating Date
Mitigation Owner and Implementation Date	- o Department Responsible for Mitigation - o Implementation Date - o 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 for 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 Safety Risk Reduction Program (SRRP)

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 Purpose

The Safety Risk Reduction Program (SRRP) establishes a data-driven, systematic approach to reducing safety risks across Ben Franklin Transit (BFT) operations. The program focuses on:

- Reducing **vehicular and pedestrian safety events involving transit vehicles**
- Reducing **assaults on transit workers**
- Establishing **annual Safety Performance Targets (SPTs)** based on National Transit Database (NTD) data
- Implementing **risk-based mitigations** identified through the Safety Risk Management (SRM) process
- Ensuring **Safety Committee involvement and Accountable Executive oversight**

The SRRP is integrated into BFT's Safety Management System (SMS) and supports continuous safety

performance improvement.

11.6.2 Scope

The SRRP applies to all modes of service operated by BFT, including:

- Fixed Route
- Paratransit (ADA/DAR)
- Vanpool
- Non-revenue vehicle operations

11.6.3 Safety Risk Reduction Focus Areas

A. Reduction of Vehicular and Pedestrian Safety Events

BFT shall identify, assess, and mitigate risks associated with:

- Collisions involving transit vehicles
- Vehicle vs. pedestrian incidents
- Operator visibility limitations
- High-risk routes, stops, and intersections
- Unsafe driving behaviors

Key Strategies Include:

- Route and transit center safety audits
- Telematics and onboard camera systems
- Smith System defensive driving training
- Engineering controls (signage, lighting, stop placement)
- Data-driven identification of high-risk locations
- Near-miss and hazard reporting via ESRP

B. Reduction of Assaults on Transit Workers

BFT shall reduce the frequency and severity of assaults on transit workers through:

Key Strategies Include:

- De-escalation and conflict management training (e.g., Verbal S.W.A.T., T.O.P.S.)
- Deployment of contracted security personnel (e.g., Phoenix Protective Corp.)
- Increased security presence at transit centers and onboard vehicles (phased approach)
- Use of surveillance systems and real-time monitoring
- Operator empowerment policies and response protocols
- Coordination with local law enforcement

11.6.4 Safety Performance Targets (SPT)

A. Establishment of Targets

The Safety Committee shall establish **annual Safety Performance Targets (SPTs)** for the SRRP based on:

- A **three-year rolling average** of NTD data
- Historical BFT safety performance
- Industry benchmarks (FTA National Public Transportation Safety Plan)

B. Required SRRP Performance Measures

BFT shall establish targets for the following measures:

Performance Measure	Definition
Major Events	Total reportable safety events per NTD definitions
Major Event Rate	Major events per Vehicle Revenue Miles (VRM)
Collisions	Total reportable collisions
Collision Rate	Collisions per VRM
Injuries	Total reportable injuries
Injury Rate	Injuries per VRM
Assaults on Transit Workers	Total number of assaults
Rate of Assaults on Transit Workers	Assaults per VRM

C. Monitoring and Review

- Performance is monitored **quarterly** by the Safety Department
- Results are reported to:
 - Safety Committee
 - Executive Leadership
- Failure to meet targets triggers:
 - Safety Risk Assessment (SRA)
 - Corrective Action Plans
 - Additional mitigations

11.6.5 Safety Risk Assessment and Mitigation Process

A. Identification of Risks

Safety risks are identified through:

- ESRP reports
- Accident/incident investigations
- NTD data analysis
- Safety Committee input
- Telematics and camera data
- Safety audits and inspections

B. Safety Committee Role

The Safety Committee shall:

- Review safety performance data and trends
- Conduct or support Safety Risk Assessments (SRAs)
- Identify contributing factors to safety events
- Recommend risk-based mitigations

C. Mitigation Development

Mitigations shall be:

- Risk-based and data-driven
- Prioritized using the Hazard Risk Matrix (HRM)
- Documented in SRM logs
- Assigned to responsible departments

Examples include:

- Engineering controls (infrastructure changes)
- Administrative controls (policy/SOP updates)
- Training enhancements
- Technology deployment
- Security enhancements

11.6.6 Implementation of Mitigations

The **Accountable Executive** is responsible for:

- Reviewing Safety Committee recommendations
- Determining which mitigations to implement
- Ensuring resources are allocated
- Directing implementation across departments

Once approved:

- Mitigations are assigned through the SRM process
- Departments implement within defined timelines
- Progress is tracked and documented

11.6.7 Safety Assurance and Continuous Improvement

BFT shall ensure ongoing evaluation of SRRP effectiveness through:

- Continuous monitoring of SPT performance
- Quarterly safety performance reviews
- Evaluation of mitigation effectiveness
- Updates to risk assessments based on new data
- Integration with Management of Change processes

If mitigations are found to be:

- **Ineffective** → Reassess and revise
- **Incomplete** → Enforce completion
- **Creating new risks** → Re-enter SRM process

11.6.8 Documentation and Reporting

All SRRP activities shall be documented, including:

- Safety Performance Targets
- Safety Committee recommendations
- Safety Risk Assessments (SRAs)
- Mitigation actions and timelines
- Performance monitoring results

Documentation shall be maintained in accordance with PTASP recordkeeping requirements and be

available for:

- FTA Triennial Reviews
- WSDOT oversight
- Internal audits

11.6.9 Integration with Safety Management System (SMS)

The SRRP is fully integrated with BFT's SMS components:

- **Safety Risk Management (SRM):** Hazard identification and mitigation
- **Safety Assurance (SA):** Performance monitoring and validation
- **Safety Promotion:** Training and communication
- **Safety Policy:** Leadership accountability and oversight

11.6.10 Program Review and Updates

The SRRP shall be:

- Reviewed **annually** as part of the PTASP update
- Updated based on:
 - Changes in safety data trends
 - Regulatory updates
 - Safety Committee recommendations
 - Operational changes

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:

Provide appropriate Personal Protective Equipment to Employees



Encourage employee use precautions to prevent the spread of infectious diseases

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

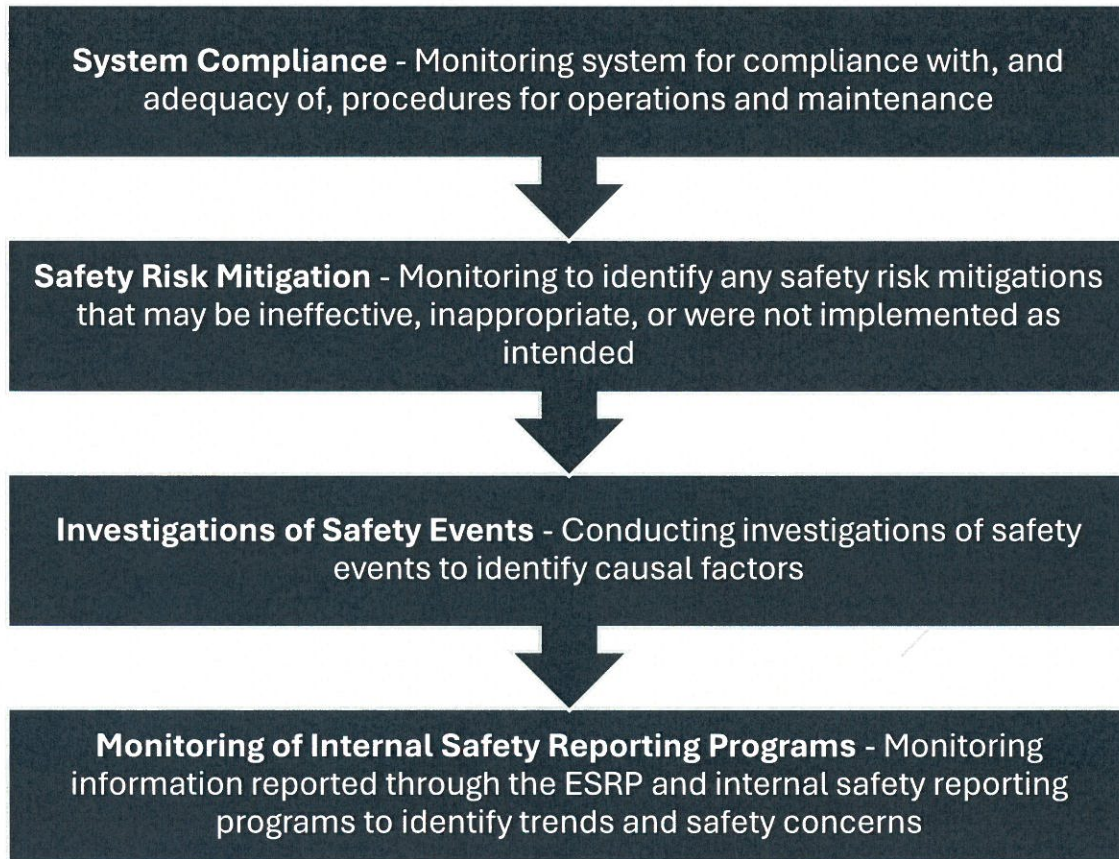
If applicable, BFT will adhere to, and implement any requirements put forth by the FTA, CDC, and/or Washington State Department of Health regarding the spread, and prevention of infectious diseases that may pose health risk to BFT Employees and the Public.

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:



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 for ensuring 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 with 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 of hours staff participate 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 are implemented.

Upon reviewing 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.

Ben Franklin Transit (BFT) establishes and maintains annual Safety Performance Targets (SPTs) and associated Safety Performance Indicators (SPIs) in accordance with the Public Transportation Agency Safety Plan (PTASP) regulation at 49 CFR Part 673 and the National Public Transportation Safety Plan.

BFT's Safety Performance Targets are based on the safety performance measures defined by the Federal Transit Administration and reported to the National Transit Database (NTD), including, as applicable:

- Total number of safety and security major events
- Safety and security major event rate per vehicle revenue mile (VRM)
- Total number of collisions and collision rate per VRM
- Pedestrian collision rate per VRM
- Vehicular collision rate per VRM
- Total number of fatalities and fatality rate per VRM
- Transit worker fatalities and transit worker fatality rate per VRM
- Total number of injuries and injury rate per VRM
- Transit worker injuries and transit worker injury rate per VRM
- Total number of assaults on transit workers and assault rate per VRM
- System reliability events, including major mechanical system failures

Safety Performance Targets are reviewed and established on an annual basis using available safety data, including NTD data, internal safety reporting, accident investigations, and trend analysis. Approved Safety Performance Targets are communicated internally and shared externally with the Metropolitan Planning Organization (MPO) and the State, as applicable, in support of the transportation planning process.

Performance against Safety Performance Targets is monitored through Safety Assurance activities, and results are used to inform hazard identification, safety risk assessment, and the selection of safety risk mitigations.

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 for ensuring 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 departments 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 for ensuring 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 for evaluating 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 departments 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 are 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 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 departments 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 do 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 for 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 undergo training, as necessary, to stay current with the BFT's safety practices and procedures
- All employees 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 employees' 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 training
- 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 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 provide 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 damage 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 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	DEPARTMENTA L DIRECTOR APPROVAL	
		Date:

Appendix D SMS Management of Change Form

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

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:	Training Requirement	Frequency of Training
Coach Operators Dial-A-Ride Drivers	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:	Training Requirement		Frequency of Training
Dispatchers	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: Administrative Services Human Resources Service Development Vanpool Marketing Customer Service	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 E5 Safety and Security Department

Training requirements for the following positions: Safety and Security Department	Type of Training	Frequency of Training
	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 • Transit System Security • SMS Awareness • SMS Safety Assurance • SMS Principles for Transit	• Initial • Refresher

Appendix E6 Board of Directors and Contractors

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

Appendix F PTASP Annual Review and Update Log

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

[illegible]

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 and 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 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, accountability, 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 severe hemorrhages, nerve, muscle, or tendon damage 4) Involves any internal organ or 5) Involves second or third degree burns, or any burns affecting more than 5 percent of the body surface.

APPENDIX F PTASP ANNUAL REVIEW AND UPDATE LOG

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

[illegible]



BEN FRANKLIN
TRANSIT

PTASP Oversight Process



Purpose & Objectives

- Ensure compliance with 49 CFR Part 673
- Keep PTASP a living document
- Support continuous SMS improvement
- Demonstrate audit readiness



Governance & Roles

- Accountable Executive: approval/resources
- Director of Safety – Chief Safety Officer: PTASP administrator
- Directors/Managers: implement and monitor
- Safety Committee: oversight and recommendations



PTASP Lifecycle

1. Active Management
2. Ongoing Monitoring
3. Active Implementation
4. Ongoing Engagement
5. Annual Review
6. Continuous Improvement & Revisions



**BEN FRANKLIN
TRANSIT**

Active Management

- Maintain master PTASP, revision history, distribution, regulatory log, performance targets, supporting documentation.

Ongoing Monitoring

- Monitor regulatory, organizational, operational, contractor, and safety performance changes. Track hazards, mitigations, NTD events, and trends.

Active Implementation

- Integrate PTASP into training, meetings, procurement, operational decisions, hazard management, and safety assurance.

Ongoing Engagement

- Monthly Safety Committee reviews
- Quarterly leadership implementation reviews
- Quarterly employee awareness
- Annual executive review

Annual Review

- Review SMS components, performance targets, compliance, organization, operations, documentation, approvals, and distribution.

Revision & Continuous Improvement

- Revise after significant changes, audit findings, major incidents, or regulatory updates. Use employee feedback, investigations, and audits.



Oversight Calendar

- Monthly: Metrics & hazards
- Quarterly: Leadership review
- Semiannual: Compliance assessment
- Annual: Full PTASP review
- As Needed: Revisions



Success Measures

- 100% annual review
- Monthly Safety Committee review
- Quarterly communications
- Timely revisions
- Annual internal compliance assessment

Memorandum

Date: July 9, 2026

To: Brian Lubanski, Chief Executive Officer

From: Kevin Sliger, Chief Planning & Development Officer

Re: Resolution 29-2026 Adoption of the 2026-2032 Transit Development Plan and Capital Improvement Plan

Background

An annual Transit Development Plan (TDP) is required under RCW 35.58.2795 to be prepared and submitted to each municipality within the transit service area, the regional Metropolitan Planning Organization (MPO), the Washington State Department of Transportation (WSDOT) Public Transportation Office, and the Transportation Improvement Board, by September 1 of each year.

The TDP must include:

- An annual update of Ben Franklin Transit's progress in 2026, primarily as it relates to cost-effectiveness
- A Capital Improvement Program (CIP) that can be reasonably achieved in the 2026-2032 time frame
- A Transit Asset Management assessment that ensures the fleet and facilities remain in a State of Good Repair
- A *fully constrained* budget for the committed projects and services in the years 2026 and 2027
- A financial forecast of revenues and expenses required to implement planned service, preservation, and capital improvements over the remaining 2028-2032 horizon
- A published process for the public, agencies, and jurisdictions to comment on the Plan before its adoption by the Board of Directors

The TDP is a reference document for updating the regional Transportation Improvement Program (TIP) prepared by the Benton-Franklin Council of Governments, BFT's designated Metropolitan Planning Organization. Summary tables of the BFT CIP and Program of Projects (POP) will be revised and reformatted before the end of 2026 and ready for direct input into the Statewide Transportation Improvement Program (STIP).

An essential part of the TDP process is the 30-day public comment period, which requires BFT to make the draft TDP available for public review prior to its adoption by the Board of Directors. This process concludes with a formal public hearing on the TDP; staff modifications and edits based on public comment, if required; and Board approval of the final TDP document.

To meet the statutory deadlines, the BFT Board of Directors must adopt the annual TDP at its regular board meeting in August of each year.

Public Comment & Outreach

Ben Franklin Transit received feedback on the 2026–2032 Transit Development Plan from the City of West Richland, Franklin County, and Citizens Advisory Network (CAN) members. West Richland expressed concern that the plan did not adequately reflect the city's rapid growth and transit needs. Franklin County submitted comments on a range of topics including regional population data, service performance standards, and the connection between transit and economic vitality. CAN members provided detailed feedback on data accuracy, terminology, and document consistency throughout.

In response, BFT updated the TDP to incorporate OFM regional population estimates, household vehicle access data, on-time performance goals, and language linking transit to economic vitality. Several technical corrections flagged by CAN members were also addressed. Items such as West Richland's request for a transfer station study and several of Franklin County's service-related questions remain under internal review.

Capital Improvement Plan Update

The 2026–2032 Capital Improvement Program reflects a net reduction of \$27.2 million (13.2%) compared to the prior TDP, declining from \$205.3 million to \$178.1 million. This reduction is driven by scope adjustments across all six categories, with the most significant changes occurring in Facilities – Maintenance & Admin (down \$15.1 million, or 35.8%) and Non-Revenue Vehicles (down \$2.6 million, or 75.9%). The Facilities reduction primarily reflects the removal of the Huntington Training Facility and the West Pasco Maintenance Base from the current planning horizon.

Revenue Vehicles remain the largest category at \$74.9 million and declined modestly by 5.3%, while Technology and Transit Planning & Analysis also saw reductions of 13.9% and 53.8% respectively. Facilities – Passenger & Operations, at \$60.3 million, held relatively steady with a 3.9% reduction and continues to represent the second-largest area of capital investment. Combined, facilities spending accounts for approximately 49% of the total 2027 CIP, reflecting BFT's continued prioritization of infrastructure to support long-term service delivery.

Intent of the TDP

The narrative describes how BFT can help meet Benton and Franklin Counties' long-range priorities for public transportation. The document is organized to align with state and local goals, objectives, and action strategies. BFT uses both targets and examples of achievement to ensure these principles have been applied and to reassure that citizens' tax dollars and government awards are meeting the expanding demands of the Public Transportation Benefit Area.

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Request the Board of Directors adopt Ben Franklin Transit's 2026-2032 Transit Development Plan (TDP) and Capital Improvement Plan (CIP).

Forward as presented:

Brian Lubanski, Chief Executive Officer

BEN FRANKLIN TRANSIT

RESOLUTION 29-2026

A RESOLUTION TO ADOPT THE 2026-2032 TRANSIT DEVELOPMENT PLAN (TDP) AND CAPITAL IMPROVEMENT PLAN (CIP) AS PRESENTED

WHEREAS, BFT has completed its annual Transit Development Plan (TDP) and Capital Improvement Plan (CIP), as required by statute; and

WHEREAS, BFT has made the TDP and CIP available for public review and comment for 30 days prior to its adoption; and

WHEREAS, the TDP outlines BFT's Program of Projects, communicating to federal partners the federally funded projects and services included in BFT's program.

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

Ben Franklin Transit's 2026-2032 Transit Development Plan (TDP) and Capital Improvement Plan (CIP) have been adopted.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, July 9, 2026, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Pauline Escalara, Clerk of the Board

Stephen Bauman, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



BEN FRANKLIN
TRANSIT

2026-2032 Transit Development Plan

BFT Board of Directors
July 9, 2026



2026-2032 Transit Development Plan & FY 2027 Program of Projects

- **Transit Development Plan (TDP):** Required annually by WSDOT to maintain eligibility for state-allocated funding
 - Discusses current service and plan for the next six years
 - Serves as the agency's implementation program
- **Program of Projects (POP):** Required each federal fiscal year to maintain eligibility for federal funds
- **Capital Improvement Plan (CIP):** Includes BFT's detailed CIP.



BEN FRANKLIN
TRANSIT

2026-2032 Planned Operating Changes



Implement 2026 **Annual Service Plan** recommendations



Evaluate **expansion of service coverage** and options to meet demand



Consider options to **expand regional service**



Pursue **route optimization**

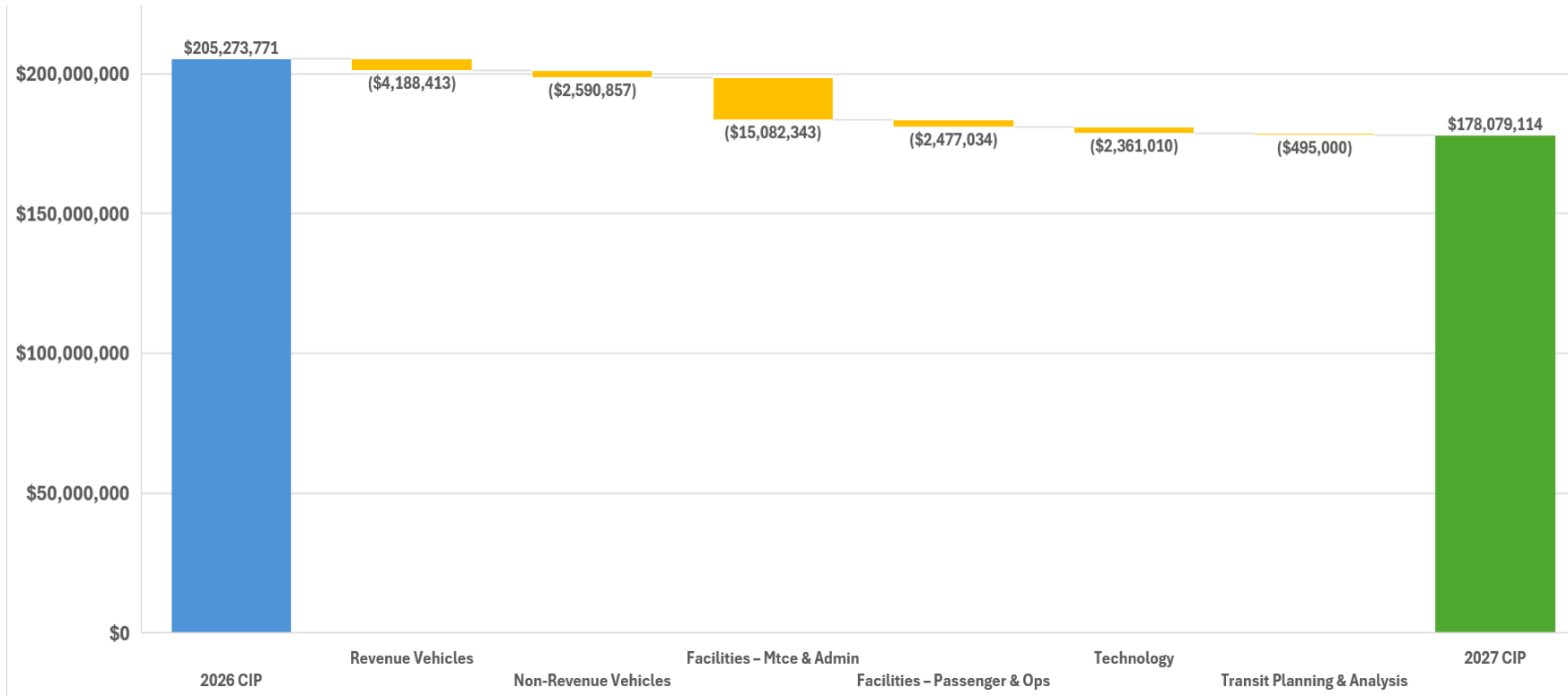


Investigate **new service modes** to promote access and economic development



BEN FRANKLIN
TRANSIT

Capital Improvement Plan Update



Overall Reduction

- Total CIP budget decreased by \$27.2M (13.2%) from \$205.3M in 2026 to \$178.1M in 2027.

Largest Category

- Revenue Vehicles remains the largest single category spend at \$74.9M, down 5.3% from \$79.1M.

Biggest % Reduction

- Non-Revenue Vehicles saw the sharpest cut — down 75.9% from \$3.4M to \$0.8M.

Facilities Dominance

- Combined Facilities spending (\$87.3M) accounts for 49% of the total 2027 CIP.



BEN FRANKLIN
TRANSIT

2026-2032 Planned Capital Expenses

- **Vehicles**

- Fixed-route fleet replacement
- Non-revenue vehicles
- Paratransit vehicles
- Rideshare vehicles
- Fixed-route fleet expansion

- **Facilities – Maintenance & Administration**

- MOA campus preservation/enhancements
- Miscellaneous equipment and fixtures
- Facility Maintenance Building

- ~~Huntington Training Center~~

- **Transit Planning & Analysis**

- Transit Service Analysis and Long-Range Development
- Planning future transit initiatives
- Short-Range Service Plan

- **Facilities – Passenger & Operational**

- Route and bus stop improvements
- Transit Center upgrades
- Land acquisition
- 22nd Avenue Transit Center
- West Pasco Transit Center
- Transit mobility hubs

- **Technology**

- Computer equipment preservation & updates
- Business systems replacement
- Communication technology upgrades
- Information Systems (IS) infrastructure



BEN FRANKLIN
TRANSIT

Capital Improvement Plan Changes

Completed Capital Projects - \$14.1M	Million \$
Purchased 41 DAR Vehicles	\$6.95
Purchased 30 Ride Share Vehicles	\$0.88
Purchased 23 Non-Revenue Vehicles	\$2.70
Multiple Facilities Projects	\$1.31
3 Rivers Transit Center Renovations Facilities Condition Assessment MOA Curb Repair Golf Carts	
Transit Service Analysis & Long-Range Plan	\$0.52
Rideshare Surveillance System	\$0.36
Business Continuity	\$1.39
Boardroom Technology Upgrades External Website Redesign	

Cancelled Capital Projects - \$17.5M	Million \$
Huntington Training Facility	\$10.4
West Pasco Fleet Maintenance Base	\$6.00
IT Records Management System	\$0.10
Fare Collection Program	\$1.00

Reduced Capital Projects - \$10.7M	Million \$
Land Acquisitions	\$2.00
New Transit Centers	\$6.00
Transit Hubs	\$0.82
Facilities Improvements	\$0.58
Miscellaneous Equipment	\$1.26

New & Increased Capital Projects - \$14.9M	Million \$
NEW: Fixed Route Bus Expansion (4)	\$3.20
NEW: DAR Vehicles (2)	\$0.44
NEW: 3 Rivers Transit Center Updates	\$0.25
Increase: Passenger Amenities Improvements, FSC	\$6.61
Increase: Facilities Maintenance Building	\$3.93
Increase: IT Related Projects	\$0.49



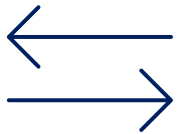
BEN FRANKLIN
TRANSIT

Projects of Regional Significance



Pasco Transit Hubs

- West Pasco Transit Center
- Improve regional connectivity



Frequent Service Corridors

- Infrastructure improvements to support frequent service in Richland, Kennewick and Pasco
- Improved access and ADA accessibility



22nd Avenue Transit Center

- ADA compliance, safety, and updated technology
- Customer service and driver comfort facilities
- Modernized park-and-ride lot



Transit Mobility Hubs

- Southridge, Benton City, and Prosser
- Meet evolving needs of growing communities



BEN FRANKLIN
TRANSIT

Program of Projects (Federal FY 2026)

- Annual requirement to identify planned federally-funded transportation grant program projects
- Federal FY 2027 projects:
 - Section 5307 FTA grant for **fixed-route** and **Dial-A-Ride capital vehicle replacement**

Section 5307 Program of Projects for Federal Fiscal Year 2026

Capital Project	Federal	Local	Total
Vehicle Replacement	\$44,957,133	\$9,493,609	\$54,450,742
Vehicle Expansion	\$2,720,000	\$480,000	\$3,200,000
MOA Preservation & Enhancements	\$98,210	\$12,249,907	\$12,348,117
Route & Bus Stop Improvements	\$1,500,000	\$1,640,901	\$3,140,901



BEN FRANKLIN
TRANSIT

Engagement Strategy

- **30-day public comment** period beginning June 9, 2026
 - To promote awareness and gain more feedback, the document, the open comment period, and the open houses were also emailed to jurisdictional partners, Board members, and media
- Published **legal notice** in Tri-City Herald on June 9, 2026
- **Open Houses:**
 - Virtual Open House – June 23 from 12 p.m. to 1 p.m. via Zoom
 - <https://us02web.zoom.us/j/83882425786?pwd=HXxf1tFM1sMsuSZe7luhmxeBMG44Qf.1>
 - Three Rivers Transit Center – June 25 from 5:30 p.m. to 6:30 p.m.
- **Public Hearing:**
 - Scheduled during the July 9th Board meeting (BFT Boardroom, 1000 Columbia Park Trail, Richland, WA 99352)



BEN FRANKLIN
TRANSIT

Public Feedback

Comments Received

City of West Richland — Expressed concern that the plan did not adequately reflect the city's rapid growth and transit needs

Franklin County — Submitted comments on regional population data, service performance standards, and the link between transit and economic vitality

CAN Member — Provided technical feedback on data accuracy, terminology, and document consistency

BFT Response — Updates Made

- Incorporated OFM regional population estimates and household vehicle access data
- Added on-time performance goals
- Strengthened language connecting transit investment to economic vitality
- Addressed technical corrections flagged by CAN throughout the document



BEN FRANKLIN
TRANSIT

THANK
YOU!



BEN FRANKLIN
TRANSIT



BEN FRANKLIN
TRANSIT

2026-2032

Transit Development Plan

Prepared By: Planning and Service Development

*Spanish version available upon request

*Versión en español disponible a solicitud

2026-2032 TRANSIT DEVELOPMENT PLAN
Ben Franklin Transit

Contents

1: Public Hearing and Distribution	1
Introduction	1
Public Hearing and Distribution	1
2: Service Area, Operations, and Facilities	4
Tri-Cities Region	5
Services	6
Fixed Route	7
Dial-A-Ride	8
The Arc of Tri-Cities	8
CONNECT	8
Rideshare	9
Fare Structure	9
Equipment & Facilities	10
Bus Stop Amenities	11
Park-and-Ride Lots.....	11
Vehicle Fleet	12
Intermodal Connections and Regional Partnerships	13
Tri-Cities Airport (PSC)	13
Amtrak – Pasco Station.....	13
FlixBus/Greyhound.....	13
Intercity Bus Network.....	14
Regional Partnerships.....	14
3: State & Agency Goals, Objectives, and Action Strategies	16
Long-Range Transit Plan.....	16
4: Local Performance Measures and Targets	18
Title VI Service Standards and Policies.....	19
Service Standards	20
Service Policies	22
Transit Asset Management Plan	25
Transit Asset Management and State of Good Repair	25

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Condition Assessment.....	25
Estimating Capital Investment Needs.....	26
Investment Prioritization.....	26
Safety Performance Measures and Targets.....	27
5: Plan Consistency	28
6: Planned Capital Expenses	31
Capital Improvement Plan	31
7: Planned Operating Changes.....	40
Fixed-Route	40
Dial-a-Ride.....	42
CONNECT.....	43
Rideshare	43
Planning Projects.....	45
8: Multi-Year Financial Plan	47
Service Expansion Revenue Hour Projections for Cash Flow.....	47
9: Projects of Regional Significance	50
10: Section 5307 Program of Projects.....	52
Appendix A: System Maps and PTBA Service Area.....	53
Appendix B: Organizational Chart	58
Appendix C: Ridership Trends	60
System Total	61
Fixed-Route.....	62
Dial-A-Ride	63
The Arc of Tri-Cities	64
CONNECT	65
Rideshare	66
Appendix D: Park-and-Ride Lots and Occupancy	67
Appendix E: Plan Review.....	70
Appendix F: Facilities and Fleet Inventory Summary	81
Appendix G: 2026-2032 Capital Improvement Plan (CIP) Details: Open and New Projects	86
Appendix H: 30-Day Public Comment and Public Hearing Notice	92
Appendix I: Board Adoption.....	97

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Figures

Figure 1	BFT Agency Resources at a Glance	5
Figure 2	BFT Passenger Trips by Mode	7
Figure 3	BFT Fare Structure (as of March 2026)	10
Figure 4	Existing Park-and-Ride Lots in BFT's Service Area	12
Figure 5	2026 Annual Service Plan: Weekday Vehicles Operated in Maximum Service.....	13
Figure 6	WSDOT Statewide Intercity Bus Network	14
Figure 7	BFT Draft Strategic Directions (2026 Long Range Transit Plan)	16
Figure 8	BFT Draft Strategic Directions Alignment with State Policy Goals	17
Figure 9	Maximum Load Factor Standard Thresholds by Vehicle Type	20
Figure 10	BFT Bus Stop Classification Metrics.....	22
Figure 11	BFT Bus Stop Classification Types.....	23
Figure 12	BFT Bus Stop Amenities by Classification Type	23
Figure 13	FTA TERM Scale	26
Figure 14	BFT TDP Regional Plan Review	28
Figure 15	2026-2032 CIP Summary by Project Category and Funding Source.....	31
Figure 16	2026-2032 CIP Summary by Project Category	32
Figure 17	2026-2032 CIP Summary by Project Category and Funding Source.....	32
Figure 18	2026-2032 CIP Summary by Year and Funding Source	33
Figure 19	2026-2032 CIP Summary by Year and Funding Source	33
Figure 20	2026-2032 CIP: Vehicles.....	34
Figure 21	2026-2032 CIP: Facilities – Maintenance & Administration.....	35
Figure 22	2026-2032 CIP: Facilities – Passenger & Operational	36
Figure 23	2026-2032 CIP: Technology.....	37
Figure 24	2026-2032 CIP: Transit Planning & Analysis.....	39
Figure 25	2026 Annual Service Plan Planned Operating Changes	41
Figure 26	Planned Operating Projects (2026-2032).....	42
Figure 27	Planned Rideshare Initiatives.....	44
Figure 28	Long-Range Transit Plan (LRTP).....	45
Figure 29	<i>Anticipated Planning Projects (2026-2032)</i>	46
Figure 30	BFT 2026-2032 Multi-Year Financial Plan.....	48
Figure 31	Service Expansion Revenue Hour Projections for Cash Flow	49
Figure 32	Projects of Regional Significance.....	51
Figure 33	Section 5307 Program of Projects: FFY 2027	52

1: Public Hearing and Distribution

Introduction

The Ben Franklin Transit (BFT) 2026-2032 Transit Development Plan (TDP) outlines a strategic roadmap to improve mobility, sustainability, and overall service quality throughout the BFT service area. BFT seeks to provide efficient, reliable, and equitable transit options for the communities it serves by aligning with state and regional transportation priorities, BFT aims to deliver efficient and equitable transportation solutions for the community.

The plan details BFT's operational and capital initiatives for 2026-2032 and is developed in accordance with Washington State Department of Transportation (WSDOT) guidelines as well as broader regional transportation goals.

Public Hearing and Distribution

Americans with Disabilities Act (ADA) Information

This material can be provided in an alternative format upon request by emailing planning@bft.org or calling Customer Service at 509-735-5100. Individuals who are deaf or hard of hearing may request information through Washington State Relay by dialing 711 or 800-833-6384.

Title VI Notice

The BFT Board has adopted a policy to ensure that no person shall, on the basis of race, color, national origin, as protected under Title VI of the Civil Rights Act of 1964, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of BFT's programs or activities.

For more information about BFT's Title VI policy or complaint process, visit bft.org/civil-rights or call 509-734-5107.

Plan adoption

The 2026-2032 TDP is scheduled for adoption by the BFT Board of Directors on July 9, 2026. The Board memorandum and resolution will be included in Appendix H following approval.

Public participation process

The public comment period for the TDP will run from June 9 to July 9, 2026.

Comment submission

Public comments may be submitted through the following methods:

- Email: planning@bft.org
- Phone: 509-735-5100
- Mail or In Person:
Ben Franklin Transit

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Service Planning & Development
1000 Columbia Park Trail
Richland, WA 99352

Public hearing

BFT will hold a public hearing on the TDP on July 9, 2026, at 6:00 p.m. in the BFT Maintenance and Operations Center (MOA) Board Room, located at 1000 Columbia Park Trail, Richland, WA 99352.

The hearing will take place during a regular meeting of the BFT Board of Directors and will include a presentation highlighting key elements of the TDP. The purpose of the hearing is to receive public testimony and comments before significant changes affecting the community are implemented.

The public involvement process will comply with all Legal/Open-Government Public Meetings Act requirements, including publication in print media to solicit public comments during the 30-day period outlined in the approved Public Participation Plan. A copy of the public notice is provided in Appendix H.

Notice posted to the website: BFT posted a notice of the hearing on the TDP to its website at www.bft.org on June 9, 2026.

Notice published in the local paper: The Tri-City Herald published a notice of the hearing for the TDP on June 10, 2026.

Requests for paper or digital copies: Starting June 9, 2026, BFT allowed the public to download a draft copy of the digital TDP. The public could also request a paper copy of the draft TDP by emailing planning@bft.org or calling 509.735.5100.

Available to the public for review: BFT allowed the public to view a copy of the draft TDP in the following locations:

- Virtual Open House: June 23, 2026, at 12 PM
 - Zoom Meeting:
 - <https://us02web.zoom.us/j/83882425786?pwd=HXxf1tFM1sMsuSZe7luhmxeBMG44Qf.1>
 - Meeting ID: 838 8242 5786
 - Passcode: 025473
- Three Rivers Transit Center: June 25, 2026, at 5:30 PM
 - Both in-person and virtual
 - 7109 W. Okanogan Place, Kennewick, WA 99336
 - Zoom Meeting:
 - <https://us02web.zoom.us/j/83708814362?pwd=5j5bbWDL1xMf0EQO8KetKGef86f4gl.1>
 - Meeting ID: 837 0881 4362
 - Passcode: 814071
- Transit Development Plan page on BFT's website (<https://www.bft.org/transit-development-plan/>)

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Plan distribution

Following public hearing and BFT Board of Directors adoption scheduled for July 9, 2026, BFT intends to distribute the adopted TDP to:

- WSDOT Public Transportation Division online grants management system compliance module
- The Transportation Improvement Board via:
 - Vaughn Nelson, Finance Manager at vaughnn@tib.wa.gov
 - Jonathan Heusman, Project Engineer at jonathanh@tib.wa.gov
- All cities, counties, and regional transportation planning organizations included in the Public Transit Benefit Area that BFT operates within, which includes:
 - City of Benton City
 - Benton County
 - Benton Franklin Council of Governments
 - City of Kennewick
 - City of Pasco
 - City of Prosser
 - City of Richland
 - City of West Richland
 - Franklin County
- Ben Franklin Transit Citizens Advisory Network

2: Service Area, Operations, and Facilities

BFT provides public transportation services across Benton and Franklin counties, covering both urban and rural communities in the Tri-Cities region. Established in 1981 following the approval of a local sales tax, BFT has steadily expanded its offerings to include fixed-route bus service, Dial-A-Ride paratransit, Rideshare, and CONNECT programs.

BFT operates a diverse fleet of buses, vans, and support vehicles, supported by infrastructure that includes transit centers, maintenance yards, and administrative offices. Key service milestones include:

- **1997:** Expansion to Benton City and Prosser
- **2005:** Inclusion of Finley
- **2019 -2021:** Extended weekday and Saturday service hours to 10 p.m., launch of high-frequency METRO routes (15-minute intervals), introduction of Sunday service and CONNECT on-demand service
- **2025:** Implementation of express routes that aim to reduce travel time between cities

BFT serves a 625-square-mile area covering portions of Benton and Franklin Counties that include the cities of Benton City, Kennewick, Pasco, Prosser, Richland, West Richland, and select unincorporated areas. The Tri-Cities area is part of the Public Transportation Benefit Area (PTBA) that continues to expand as cities annex new territories. Per [2025 Public Transportation Benefit Area Population Estimates](#), the PTBA population is 290,240, while Benton County has a population of 221,722 and Franklin County has a population of 102,612; together have an estimated population of 324,334 (based on OFM population estimates for Benton and Franklin Counties as of July 2025).

BFT operates under a single enterprise fund and uses accrual accounting to manage its finances. Governance is provided by a Board of Directors made up of elected officials from the member jurisdictions of Benton City, Kennewick, Pasco, Prosser, Richland, West Richland, Benton County, and Franklin County. Additionally, a non-voting Union member is appointed to the Board. The agency is organized into departments for operations, planning, finance, marketing and maintenance, with staffing aligned to support both current services and future growth.

BFT's primary source of funding is voter-approved local sales tax revenue, which is sensitive to economic conditions. A sharp decline in 2001 led to service reductions, but a sales tax increase approved in 2002 helped restore financial stability. The agency also receives supplemental funding through Federal Transit Administration (FTA) formula grants and other federal and state sources.

As the region continues to grow, BFT anticipates potential future expansions of its service area to meet increasing demand for transit access. Cities within the PTBA may annex new territory, which is then automatically incorporated into the PTBA. This expands BFT's taxing authority and allows transit service to be provided within the newly annexed area. Areas outside the current PTBA

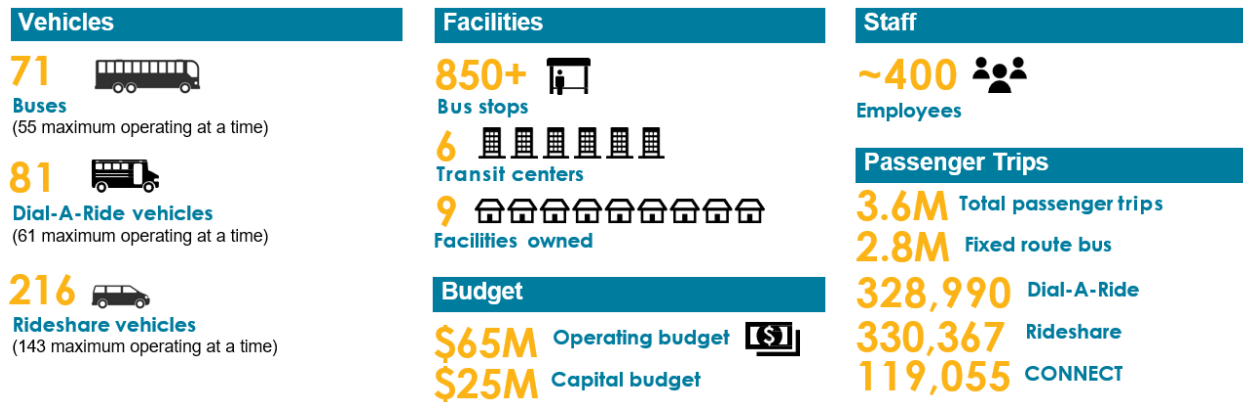
2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

boundary may also pursue annexation through a voter-approved process if residents seek to join the transit district. These mechanisms ensure that as development extends outward, and population centers evolve, communities have clear pathways to join the PTBA and gain access to public transit services. BFT will continue monitoring growth trends and collaborating with regional jurisdictions to evaluate when and where future expansions may best support mobility, equity, and system efficiency.

Figure 1 provides an overview of BFT systemwide highlights and 2025 passenger trip totals. An organizational chart for the agency is available in Appendix B.

Figure 1 *BFT Agency Resources at a Glance*



Tri-Cities Region

The Tri-Cities region of Washington, which includes Kennewick, Pasco, Richland, and West Richland, is projected to experience significant population growth in the coming decades. According to the Benton-Franklin Council of Governments (BFCOG), the population of Benton and Franklin Counties is forecasted to grow by nearly 140,000 by the year 2045. Population growth will have a significant impact on transportation network demand. According to BFCOG's Transition 2045 Regional Transportation Plan, while the existing roadway network can accommodate the projected 47% increase in traffic, the transit network as it exists today could not keep pace and accommodate the forecasted demand due to the existing constraints on capacity. BFCOG estimates a 30% increase in transit trips by 2045.

This growth is fueled by the region's strong economy, diverse job opportunities, affordable living costs, and high quality of life. Key sectors such as agriculture, technology, healthcare, and energy continue to drive the area's attractiveness to new residents. In preparation for this growth, local governments are investing in infrastructure, housing, transportation, and public services to ensure sustainable development while maintaining the region's high living standards.

In 2025, BFT participated in the BFCOG's Visioning 2075 initiative, joining regional partners to help shape a long-range vision for a rapidly growing Tri-Cities region. Throughout the event, we heard consistently from community leaders and agencies that expanding public transit will be essential as the region continues to grow. Our involvement helped underscore how BFT can support that future by improving mobility, strengthening regional connections, and ensuring transit remains a core part of the area's long-term planning.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Among the Tri-Cities, Pasco is expected to experience the most substantial growth. With a population of 82,990 in 2025, according to the Washington State Office of Financial Management, it is projected to reach 121,828 by 2038 according to the city's most recent comprehensive plan. Kennewick, with a population of 87,790, could grow by 34%, reaching an estimated 116,237 by 2040. Meanwhile, Richland, with approximately 64,930 residents in 2025, is expected to grow by 28%, reaching around 81,366 by 2040.

As part of our efforts to address Title VI requirements and evaluate the effectiveness of our transit service, we conducted a Transit Propensity Analysis. One of the criteria included in this analysis was the number of households without access to a vehicle at the Census block group level in both Benton and Franklin Counties. This helped us identify the geographic distribution of transit-dependent populations and the areas with the greatest need for public transportation service.

Our analysis found that there are approximately 5,817 households without access to a vehicle across the two counties. According to the U.S. Census Bureau, the average household size is approximately 3.21 persons in Franklin County and 2.70 persons in Benton County, resulting in an average of about 2.95 persons per household across the region. Applying this average to the identified households without vehicles suggests that more than 17,000 residents rely on public transit or other alternative modes of transportation.

The findings of this analysis will help inform service planning decisions and support BFT's commitment to providing equitable and effective transit service. Additional details and analysis will be included in the BFT Short Range Transit Plan and Annual Service Plan.

The Tri-Cities region is primarily suburban, with a focus on single-family homes. Urban planning is increasingly moving towards well-designed neighborhoods that offer a variety of housing options to accommodate diverse income levels and family sizes. There is also a rising trend in mixed-use developments that integrate residential, commercial, and recreational spaces. These developments aim to create vibrant community hubs that reduce the need for long commutes, support local businesses, and enhance overall quality of life. Urban planners are focusing on these developments to create more self-sustaining suburban areas. As the Tri-Cities grows and embraces mixed-use developments, it will foster denser, more accessible, and pedestrian-friendly environments, ensuring balanced demand for transit services and supporting the development of a dynamic urban transportation system.

Services

BFT offers a variety of services, including fixed routes, Dial-A-Ride (DAR) complementary ADA paratransit, CONNECT microtransit first/last mile service, and Rideshare. The agency's geographic coverage includes locations such as Kennewick, Pasco, Richland, West Richland, Benton City, Prosser, and Finley.

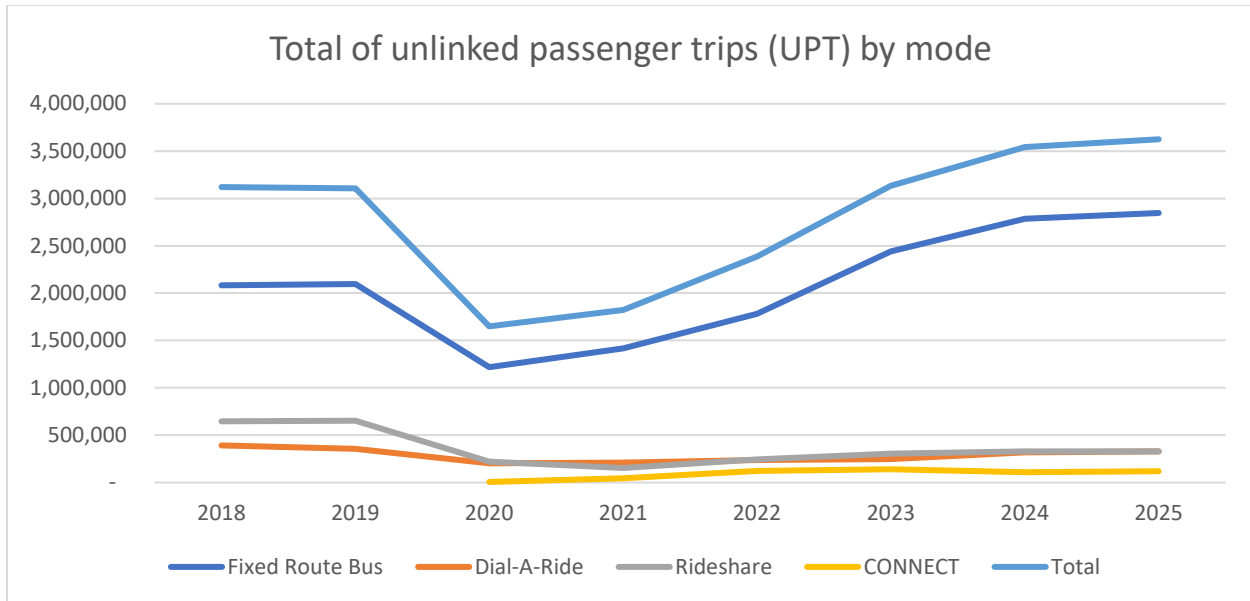
Benton City, benefiting from its proximity to the expanding urban areas of West Kennewick, Horn Rapids, and West Richland, sees the advantage of extended transit services from neighboring cities. In contrast, Prosser requires a more complex rural transit service model, given its larger population and surrounding rural areas. BFT currently serves both Benton City and Prosser with Route 170, which operates at a 60-minute frequency during peak hours between the cities and Queensgate Transit Center. In addition to regular fixed-route service, BFT also offers a weekday-

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

only General Demand service open to the public for both Benton City and Prosser and is operated by Dial-A-Ride. General Demand is a reservation-based, shared-ride transit service that provides transportation between designated bus stops in Prosser and Benton City. Riders must schedule trips in advance by phone, making it a flexible option where fixed-route service is limited.

Figure 2 BFT Passenger Trips by Mode



Fixed Route

As of June 2026, BFT's fixed-route system consists of 25 routes, including the following new routes:

- **Route 66**, a new route to the Pasco Aquatic Center
- **Route 61**, which will serve the Veterans Center
- **Route 60**, a pilot that will operate only on weekends and connects Downtown Pasco to the Pasco Flea Market

Regular service operates Monday through Friday from 6:00 a.m. to 10:00 p.m., Saturday from 7:00 a.m. to 10:00 p.m., and Sunday from 8:00 a.m. to 6:00 p.m. BFT's system maps and PTBA boundaries are provided in Appendix A.

Recent fixed-route service improvements include new express routes and realigned local routes for more efficient service, increased frequency on high-demand routes, longer hours of service, development of new transit hubs including Queensgate Transit Center to support improved regional connectivity, and service extensions to key areas including new schools and residential growth zones.

In June 2025, BFT launched Express 2X and Express 240X to improve service between Kennewick, Pasco, and Richland. With support from a WSDOT Regional Mobility Grant, BFT increased the 2X frequency from every 30 minutes to every 15 minutes during peak hours.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

In December 2025, BFT Express 27X was launched, offering 20-minute service from Queensgate Transit Center to North Richland's employment and educational areas, corridors currently only partially served by Route 26, while providing a park-and-ride option for North Richland commuters. A WSDOT Regional Mobility Grant also funds operating costs for Express 27X.

Planned 2026 expansions are focused primarily in Pasco and include service to the new Aquatic Center, Veterans Center, and the Flea Market. Route 66 will serve the Aquatic Center hourly Monday through Saturday, with a Route 67 variant operating on Sundays. Route 61 will serve the Veterans Center every 30 minutes, and service to the Flea Market is also planned at 30-minute intervals.

Dial-A-Ride

DAR is BFT's ADA-complementary paratransit service, operating during the same hours as the fixed-route service. It is available to qualified riders within the PTBA. In Prosser and Benton City, DAR offers a General Demand service open to the public Monday through Friday, with required bookings 24 hours in advance.

For DAR's operating system, BFT is currently in the process of moving from the legacy Trapeze system to RideCo. The rollout is expected to be completed in summer of 2026. It will offer an optional app interface for customers to book rides. As the new system is implemented, BFT will evaluate the possibility of offering same-day booking services.

The Arc of Tri-Cities

The [Arc of Tri-Cities](#) empowers more than 2,000 individuals with developmental disabilities and their families in Benton and Franklin Counties by assisting them in making informed choices and accessing essential services. Their mission is to promote the rights of people with intellectual and developmental disabilities, ensuring their full inclusion and participation in all aspects of the community throughout their lives. The Arc of Tri-Cities is contracted with BFT to provide ADA paratransit. BFT provides vital transit assistance through the [Enhanced Mobility of Seniors & Individuals with Disabilities Section 5310](#) FTA program, offering most of the vehicles used by The Arc of Tri-Cities. Transportation services are offered to eligible people with intellectual and developmental disabilities to The Arc, Goodwill Industries, Adult Day Care, and Columbia Abilities Alliance. This collaboration helps create a more inclusive and supportive environment, enabling individuals to engage in society to their fullest potential.

BFT is coordinating with BFCOG on an update to the Human Services Transportation Plan to better serve vulnerable populations and is exploring opportunities for additional Section 5310 funding.

CONNECT

CONNECT is BFT's contracted microtransit service, providing first and last-mile connections 15 minutes before and after regular service hours. The service is divided into six zones, each designed to connect to transit centers and bus stops. A map is provided in Appendix A.

As a key part of BFT's transportation system, the CONNECT service fills gaps in the existing network by offering flexible, on-demand transportation. Designed to complement fixed routes, CONNECT provides reliable options, especially in areas not served by traditional transit. Its usage depends on factors like passenger location, time of travel, and fixed-route availability.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

In 2025, BFT adjusted its CONNECT service by expanding eligible destinations beyond designated points of interest (POIs) to also include trips to and from the nearest fixed-route bus stop. This change significantly improved both ridership and service productivity by strengthening first-mile/last-mile connections to the broader transit network and making the service more flexible for riders.

As a result, monthly ridership more than doubled, increasing from 7,277 rides in May 2025 to 15,265 rides in April 2026. During the same period, productivity improved by approximately 70%, growing from 2.3 rides per vehicle revenue hour in May 2025 to 3.9 rides per vehicle revenue hour by May 2026. The service adjustment demonstrated strong customer demand for expanded mobility options and highlighted CONNECT's role in improving access to BFT's fixed-route system.

Looking ahead, BFT will be assessing the long-term role and effectiveness of the CONNECT service and determining what the service should look like in the future. Staff will evaluate how CONNECT is complementing the fixed-route network, identify and address potential fixed-route ridership cannibalization, and develop a strategy to better focus and reallocate CONNECT resources to areas where fixed-route service is limited or unavailable. BFT plans to initiate an internal study process to evaluate service performance, market needs, and future service priorities. Based on the outcome of that effort, any potential CONNECT service changes would likely be considered for implementation in mid-2027 or later.

Rideshare

BFT rebranded Vanpool as Rideshare in 2025. Rideshare offers 6, 12, and 15-passenger vans, providing commuters with the flexibility to create new minivan groups with just three people. Rideshare is the only service operating outside the PTBA, though rides must start or end within the PTBA. The service covers routes to Pendleton, Boardman, Walla Walla, Connell, Patterson, and the Hanford Site.

In 2024, BFT made significant improvements to Rideshare service, enhancing passenger comfort, safety, and commute efficiency. New vehicles were introduced to replace the older ones and replenish the fleet after the sale of several vehicles during the COVID-19 pandemic. These upgrades modernized the fleet and reinforced BFT's commitment to providing reliable transportation.

Fare Structure

BFT's fare structure has not been revamped in more than 20 years. The recommendations detailed in the recent Comprehensive Fare Study were considered and approved at the December 2023 Board meeting. In 2024, given the ambiguity of the status of the Climate Commitment Act and its potential impacts on Move Ahead Washington funding as part of the November 2024 election cycle, BFT's Board of Directors asked that staff delay implementation of the updated fare structure and revisit the topic in 2026.

While neither the Board nor staff have formally addressed the updated fare structure so far in 2026, the topic of fare-free service has continued to emerge during Board discussions. If directed by the Board, staff will provide information and analysis on the potential benefits, challenges, and operational impacts associated with a fare-free model. This evaluation will help determine whether

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

such an approach aligns with BFT’s service goals, financial considerations, and local community context. BFT’s existing fare structure is shown in Figure 3.

Figure 3 *BFT Fare Structure (as of March 2026)*

All tickets include one bus transfer. Transfers expire 3 hours after being issued.

Single All Day Pass (Age 19+, all routes. Purchased directly from bus driver)	Monthly Pass	10-Ride Ticket	Cash Fare
Youth (0-19th birthday) beginning June 1, 2022	Free Pass	Free Pass	Free Pass
Adult (Age 19+)	\$25.00	\$12.00	\$1.50
Senior Citizen (age 65 & older FREE with Senior Pass* – Senior Pass can be used on Fixed Route and CONNECT only)	Free	Free	Free
Single All Day Pass (Age 19+, all routes. Purchased direct from bus driver)			\$4.00
Reduced (Temporary or permanent disability documentation required. Does not include Dial-A-Ride)	\$12.50	\$6.00	\$0.75

Dial-A-Ride	Monthly Pass	10-Ride Ticket	Cash Fare
Adult (Age 19+) – Rides WITHIN 3/4 mile of bus routes. Rides BEYOND 3/4 mile of bus route require FREEDOM pass/tickets. Dial-A-Ride pass owners may also use of our fixed route system.	\$25.00	\$12.00	\$1.50
Youth (Age 18 & younger) beginning June 1, 2022	Free Pass	Free Pass	Free Pass

Specialty Tickets & Passes	Monthly Pass	10-Ride Ticket	Cash Fare
General Demand (Adult Age 19+) Prosser and Benton City	\$25.00	\$12.00	\$1.50
General Demand (Age 18 & younger) Prosser and Benton City beginning June 1, 2022	Free Pass	Free Pass	Free Pass
FREEDOM (Includes rides across all BFT services. Includes Dial-A-Ride beyond 3/4 mile of bus routes)	\$50.00	\$25.00	\$3.00

Equipment & Facilities

The main campus of BFT hosts administrative offices, maintenance, and operations facilities at 1000 Columbia Park Trail, Richland, Washington. The newly reconstructed operations building, rebuilt on top of the original site, was completed in the summer of 2024. The new operations

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

building replaced a 35-year-old building that was well past its useful life. Customer Service is located at Three Rivers Transit Center.

Transit Centers

- Three Rivers Transit Center, 7109 W Okanogan Place, Kennewick
- 22nd Avenue Transit Center, N 22nd Ave at W Park St., Pasco
- Knight Street Transit Center, Knight St at Goethals Drive, Richland
- Queensgate Transit Center (Columbia Park Trail & Queensgate Drive), Richland

Transfer Points

- Dayton Street Transfer Point, S Dayton St at 1st Ave., Kennewick
- Stacey Avenue Transfer Point, Stacy Ave at 7th St., Prosser
- West Richland Transfer Point, W Van Giesen St. at Bombing Range Road, West Richland

Future transit centers and transfer points anticipated in West Pasco, Southridge area of Kennewick, Prosser, and Benton City will be designated as a Transit Center or Transfer Point during the design phases. Transfer Point facilities are used in collaboration with jurisdictional partners but are not owned by BFT.

The Queensgate Transit Center opened in 2024 and has allowed BFT to enhance service frequencies to Benton City and Prosser. Currently, BFT is focusing on developing a long-term plan that aligns with local development efforts across Benton and Franklin counties, ensuring that transit services are in sync with growth projections and planning documents.

Bus Stop Amenities

In 2017, staff conducted a comprehensive bus stop inventory to prepare for a new amenity program. BFT plans to conduct another comprehensive inventory in 2026 to collect more detailed and standardized data that will support improved decision-making. Since the original inventory, staff have continued to expand and refine bus stop data, including updated amenity inventories, condition assessments, GIS mapping, and stop classification standards.

Through careful planning and prioritization, staff have achieved steady progress, typically increasing ADA compliance by approximately 3% annually through coordinated construction, pad installation, and amenity improvement projects. By the end of 2026, systemwide ADA compliance is expected to reach approximately 30%. Additional work has included targeted deployment of seating and shelters, development of bus stop design standards, amenity monitoring and scoring methods, improved stop documentation processes, and enhanced data management tools.

Looking ahead to 2032, BFT intends to review and update its implementation plan to ensure continued prioritized annual improvements to bus stops, including coordination with local jurisdictions and strategic partnership opportunities where needed.

Park-and-Ride Lots

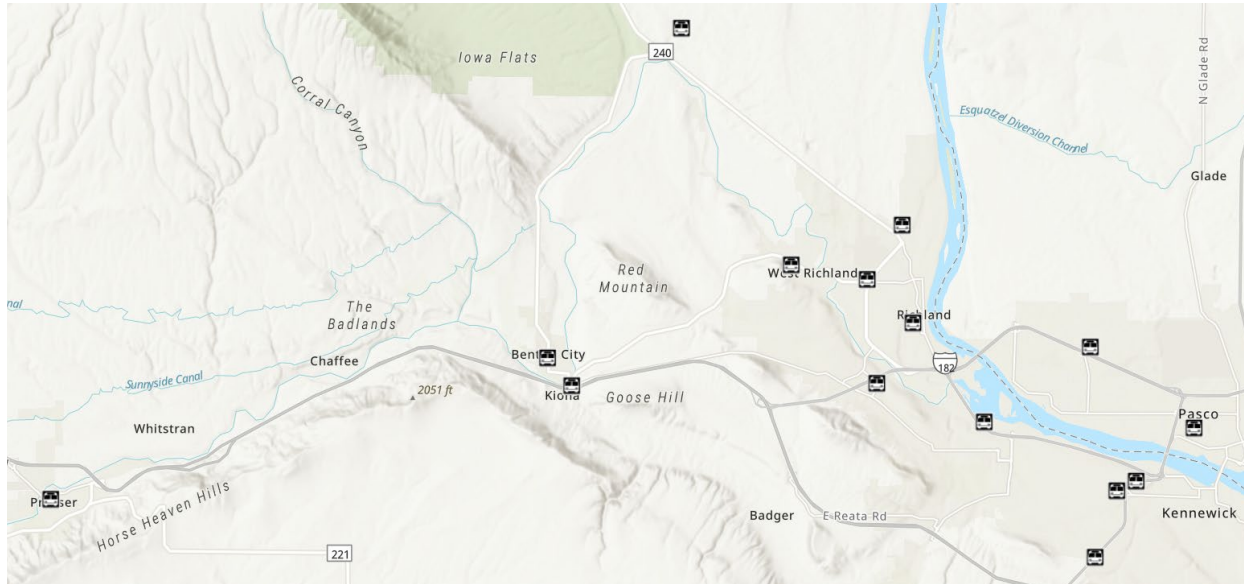
There are currently 15 park-and-ride lots located within the BFT service area, and BFT operates services to 11 of these lots. A primary goal for BFT park-and-ride lots is to ensure Rideshare groups have secure parking spaces to store their personal vehicles during their workday. A map of existing

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

park-and-ride lot locations is shown in Figure 4. Additional details about regional park-and-ride lots and occupancy are available in Appendix D.

Figure 4 Existing Park-and-Ride Lots in BFT's Service Area



Source: WSDOT (<https://wsdot.maps.arcgis.com/apps/webappviewer/index.html?id=31a3d9a42681442096fbbd38590f3af7>)

Vehicle Fleet

BFT is committed to maintaining its vehicle fleet in a state of good repair, ensuring safety, reliability, and comfort for every rider. Detailed information about BFT's vehicle fleet is available in Appendix F. As of June 2026, BFT's fleet is comprised of the following available vehicles:

- **Fixed-Route:** 71 vehicles
- **DAR:** 81 vehicles
- **The Arc of Tri-Cities:** 37 vehicles
- **Rideshare:** 216 vehicles
- **Non-Revenue:** 71 vehicles

As a result of anticipated 2026 improvements to the fixed-route network, Vehicles Operated in Maximum Service (VOMS) are expected to grow to 62 in Fall 2026 (Figure 5). The reason for this significant increase is the focus on providing more service during peak hours of the day. BFT is potentially looking at leasing vehicles to help supplement fleet needs along with the possibly of purchasing used buses at auction. The additional expansion of routes will place BFT under the FTA 20% spare ratio. Measures are being taken to increase fleet size to accommodate expansion and training needs.

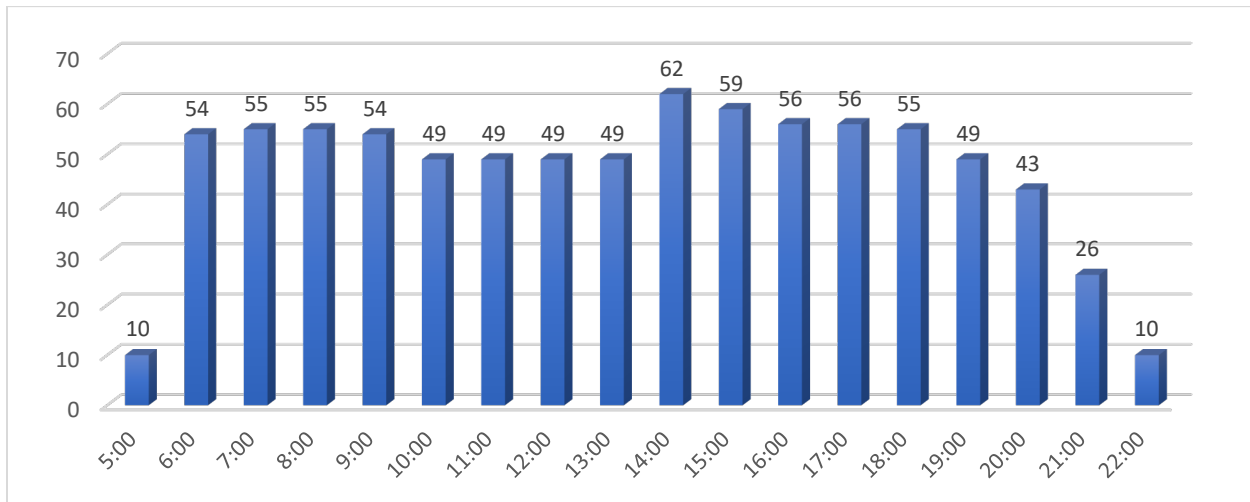
BFT currently operates two battery-electric buses purchased through federal grant funding, supported by charging infrastructure funded through Washington State's Volkswagen Emissions Settlement Program administered by the Washington Department of Ecology. The agency's existing charging infrastructure has sufficient capacity to support the addition of two more electric buses without requiring significant additional capital investment. As part of its fleet transition strategy, BFT intends to pursue grant opportunities for the acquisition of additional electric buses while

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

continuing to evaluate their operational performance, reliability, and lifecycle costs. Current analyses indicate that electric buses may achieve lifecycle costs comparable to diesel vehicles over their useful life. Recognizing that vehicle technology and industry conditions continue to evolve, BFT is taking a measured and fiscally responsible approach to fleet electrification, focusing on incremental expansion that aligns with operational needs, available funding opportunities, and long-term system sustainability.

Figure 5 2026 Annual Service Plan: Weekday Vehicles Operated in Maximum Service



Intermodal Connections and Regional Partnerships

Tri-Cities Airport (PSC)

Tri-Cities Airport (PSC) is the region's main commercial airport, offering direct flights to major western hubs. BFT provides service to the airport via local routes and a newly introduced express route, improving travel times and regional connectivity. This expanded service is part of a collaborative effort with the Port of Pasco to enhance multimodal access and support the airport's growing role in regional mobility.

Amtrak – Pasco Station

Amtrak provides passenger rail service to the Tri-Cities region via the Pasco Intermodal Train Station, located in downtown Pasco. The station is served by the Empire Builder line, which connects Seattle and Portland to Chicago, offering long-distance rail access to major regional and national destinations. The station also houses the local FlixBus/Greyhound terminal. BFT provides high-frequency service to the station, enabling multimodal connectivity for passengers arriving by train or bus.

FlixBus/Greyhound

In 2021, FlixBus acquired Greyhound, integrating the long-established intercity bus network into its operations. Although Greyhound continues to operate under its own brand, the companies are now under common ownership, with ongoing efforts to coordinate operations, streamline services, and improve efficiency across both networks. This consolidation has implications for intercity travel planning and service availability throughout the region.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

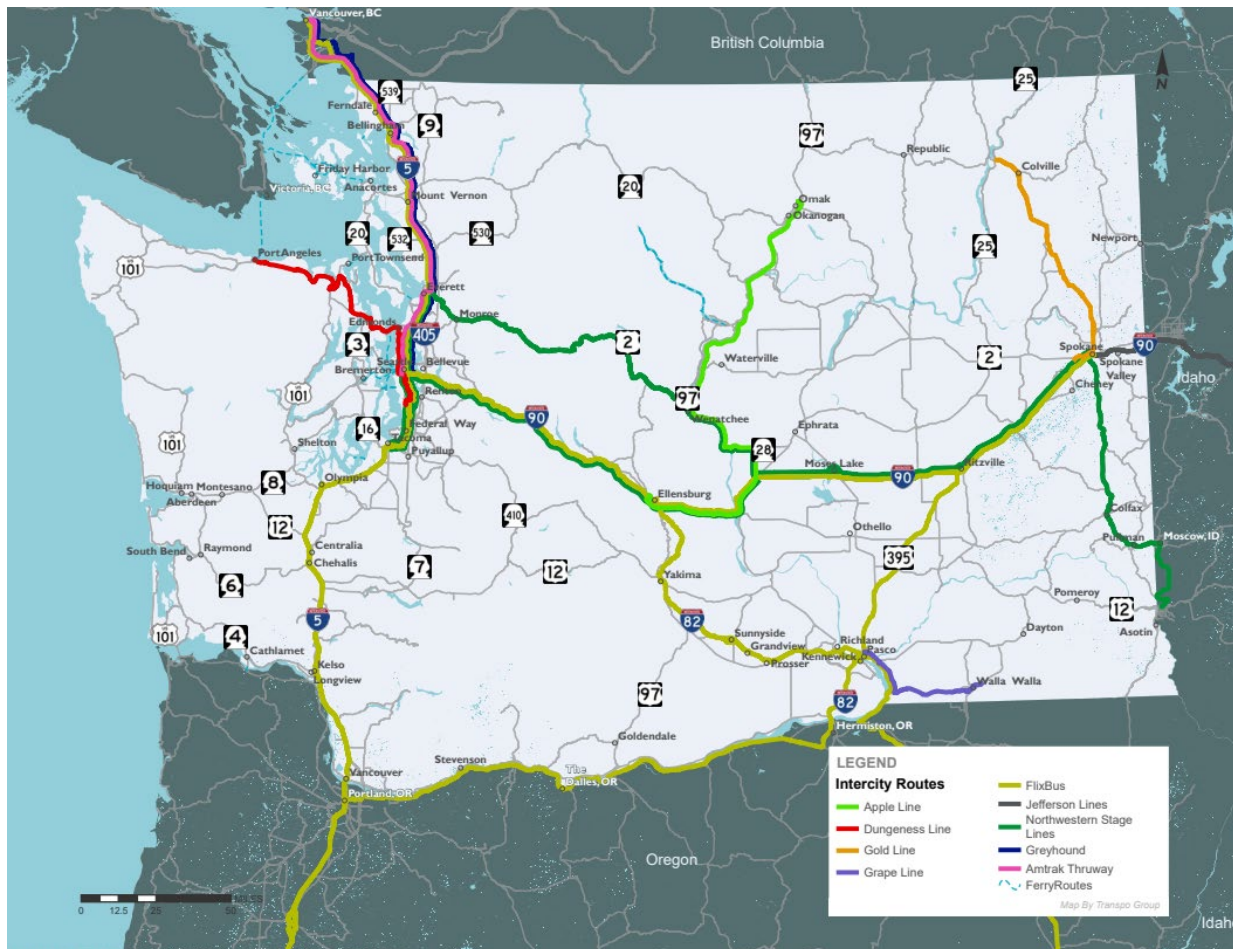
Intercity Bus Network

The Travel Washington intercity bus network contracts private bus operators and receives funding from FTA. The current network, which includes the Grape Line, Dungeness Line, Apple Line, Gold Line, and the newly implemented Wheat Line, offers extensive connections across Washington state.

The Grape Line provides intercity bus service in BFT's service area and the surrounding region. Operating since 2007, this route connects Walla Walla, Pasco, and now to Yakima, linking passengers with FlixBus (formerly Greyhound), Amtrak, BFT, and Valley Transit in Walla Walla.

In May 2026, WSDOT launched its newest intercity bus route, the Wheat Line. Although it is not shown in Figure 6, the route connects Pasco to Spokane via Connell, Othello, and Moses Lake with two daily round trips. The Wheat Line shares a stop with the Grape Line at the 22nd Avenue Transit Center.

Figure 6 WSDOT Statewide Intercity Bus Network



Regional Partnerships

As identified in BFT's Long-Range Transit Plan, improved regional connections were needed with regional transit providers. To address this, planning staff is in the process of creating a regional transit advisory committee. Connections have already been made with eastern Oregon's Region 5 with plans to bolster active collaboration with regional transit agency partners, including Kayak

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Public Transit, Morrow County, Valley Transit, and intercity bus providers to discuss expanding intercity connections and partnerships. While this process is complex and requires careful planning, BFT is committed to gradually improving and growing regional transit connections as additional funding becomes available.

Valley Transit

BFT and Valley Transit (Walla Walla) are exploring ways to collaborate more closely to meet broader regional travel needs and ensure seamless, efficient mobility across county lines. Policymakers in the Tri-Cities area have expressed interest in the potential annexation of Burbank, located in Walla Walla County but economically linked to the Tri-Cities. At the same time, perspectives on annexation and regional governance may vary among stakeholders in Walla Walla County and neighboring communities. Regardless of future jurisdictional decisions, effective coordination of transit services to the Burbank area, which currently falls within Valley Transit's jurisdiction, will be important to support regional travel needs.

Kayak Public Transit

Kayak Public Transit, based in Pendleton, Oregon, provides rural regional transit service in southeastern Washington and northeastern Oregon. The agency operates four fixed routes and four commuter routes that support mobility, access to employment, and regional connectivity. Services are funded through a combination of federal and state grants and Confederated Tribes of the Umatilla Indian Reservation (CTUIR) general funds, and all services are fare-free.

A previous Kayak route connecting Hermiston and the Tri-Cities was reevaluated after FlixBus discontinued service between the two communities. Since then, Northwestern Stage Lines has established service on its Boise, Idaho to Portland, Oregon route, providing a regional connection with a stop at the Pasco Amtrak Station.

People For People

BFT collaborates with People For People to offer complementary services, providing reliable transportation to underserved areas with direct connections at Three Rivers Transit Center in Kennewick and Stacy Avenue Transfer point in Prosser. BFT also posts People For People rider alerts and service updates on its website to help keep passengers informed about schedule changes and service impacts. There is also a recognized need for improved regional travel between northern Franklin County and communities west of Prosser in the Yakima Valley, currently served by People For People shuttles with limited trips.

Women of Wisdom

Women of Wisdom (WOW) Tri-Cities is a nonprofit organization based in Pasco dedicated to empowering underserved communities through education, mentorship, and community support. As part of its mission, WOW operates an innovative Electric Vehicle (EV) carshare program, providing accessible and eco-friendly transportation options to residents in the Tri-Cities area.

3: State & Agency Goals, Objectives, and Action Strategies

This TDP aligns with *Washington Transportation Plan (WTP) 2040 and Beyond* and statewide transportation policy goals established in RCW 47.04.280 that relate to:

- **Preservation:** To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services, including the state ferry system
- **Safety:** To provide for and improve the safety and security of transportation customers and the transportation system
- **Stewardship:** To continuously improve the quality, effectiveness, resilience, and efficiency of the transportation system
- **Mobility:** To improve the predictable movement of goods and people throughout Washington state, including congestion relief and improved freight mobility
- **Economic vitality:** To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy
- **Environment:** To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment

Long-Range Transit Plan

As Benton County and Franklin County grow, so does demand for the transportation system. BFT understands that it will need a system that can continue to provide high-quality public transportation to the growing community. To prepare for future services, BFT finalized its 20-year long-range transit plan (LRTP) and received board approval in February 2026. BFT has developed three draft strategic directions to help guide the future of the agency (Figure 7). Alignment of these strategic directions with statewide transportation policy goals is shown in Figure 8.

Figure 7 BFT Draft Strategic Directions (2026 Long Range Transit Plan)



Getting the Service Right

BFT provides the right mode of service at the right time and place.



Working Better Together

BFT's internal and external relationships and processes are strong and support BFT's ongoing improvement and success.



Making Every Dollar Count

BFT invests its resources (staff time, physical assets, and funding) to meet agency and community goals efficiently and effectively.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Figure 8

BFT Draft Strategic Directions Alignment with State Policy Goals

BFT Draft Strategic Direction	Washington Statewide Transportation Policy Goals					
	Preservation	Safety	Stewardship	Mobility	Economic Vitality	Environment
Getting the Service Right			*	*	*	*
Working Better Together		*	*			
Making Every Dollar Count	*		*		*	

4: Local Performance Measures and Targets

BFT's current strategies focus on promoting economic vitality by serving as the primary regional transportation provider, connecting people to jobs, schools, shopping, and social services, while complementing WSDOT's highway improvements. Positioned strategically within the PTBA, BFT plays a key role in supporting regional economic growth.

BFT's mission is centered on enhancing fixed-route transit services to keep pace with the region's rapid development. This includes efforts to improve service frequency, coverage, and connectivity. BFT works closely with local jurisdictions to align service expansion with the region's economic goals.

Public transportation is a key component of the regional economy, supporting workforce mobility, expanding access to employment opportunities, reducing household transportation costs, and strengthening economic activity throughout Benton and Franklin Counties. BFT's fixed-route, vanpool, and demand-response services help connect residents to major employment centers, educational institutions, healthcare facilities, retail destinations, and recreational opportunities, allowing employers to draw from a larger labor pool while providing workers with reliable and affordable transportation options. This is particularly important for households without access to a personal vehicle, as transit provides essential access to jobs and services while reducing transportation-related financial burdens.

BFT actively partners with major employers throughout the region to better understand workforce travel needs and improve access to employment. Recent efforts have included outreach and survey initiatives with Pacific Northwest National Laboratory (PNNL) to evaluate service effectiveness, identify barriers to transit use, and promote existing services, including Routes 26 and 27X. Similarly, BFT has worked with Amazon facilities to assess employee transportation needs through targeted survey and service planning efforts. These efforts resulted in the implementation of the Amazon Tripper (Route 64) and the evaluation of additional transportation solutions, including shuttle and rideshare services, to improve employee access and support workforce retention.

In addition to serving major employers, BFT provides access to key commercial corridors, shopping centers, and regional destinations that contribute to local economic activity. Routes such as Route 1 and Route 123 provide connections to major retail centers, including Walmart, Target, and other shopping destinations, while Route 50 serves Columbia Center Mall. These services help residents access goods and services while increasing accessibility for customers and employees. BFT also supports recreational and tourism-related destinations through services such as Routes 67 and 68, which provide connections to the aquatic center, and continues to evaluate transportation solutions for special events and seasonal activities. Recent examples include Prosser Balloon Rally and FIFA World Cup.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

BFT also provides service near the Tri-Cities Airport through Routes 225, 2X, and 68, helping residents and visitors access regional air transportation and supporting business and tourism-related travel.

BFT's rideshare and vanpool program is another important component of the region's transportation network and economic development strategy. The program currently supports approximately 145 vanpool groups and has a long-term goal of expanding to approximately 180 groups, with aspirations to return to the pre-pandemic peak of approximately 250 groups. The program provides cost-effective transportation options for commuters traveling to employment centers throughout the region and beyond. One notable example is the partnership supporting employee commutes to Coyote Ridge Corrections Center in Connell, where more than 25 vanpool groups and over 200 participants currently utilize the service.

BFT also provides VIA Connect service to key employment destinations, including the King city and Lamb Weston facilities, helping improve access to jobs in areas where traditional fixed-route service may not be feasible.

Regional routes further contribute to economic vitality by strengthening connections between communities throughout the service area. Services such as Route 170 improve connectivity between major activity centers and provide transfer opportunities through key hubs such as the Queensgate Transit Center, allowing riders to access destinations throughout the regional transit network. Collectively, these services support economic development by improving mobility, enhancing access to opportunity, reducing transportation costs for households, and increasing the overall competitiveness and resilience of the regional economy.

Title VI Service Standards and Policies

In adherence with federal requirements, BFT has developed a Title VI Program to outline how the agency meets the requirements set forth in FTA Circular 4702.1B and reaffirm its commitment to ensuring that no individual is denied access to transit services based on race, color, or national origin.

BFT's service standards play a key role in guiding decisions related to service planning, including the system's structure, route alignments, stop locations, service hours, frequency, and the areas served by the community. BFT is planning to revisit existing service standards and policies as part of a comprehensive update in late 2026 and early 2027.

The section below outlines the systemwide service standards currently in place that comply with Title VI requirements. According to Title VI, all fixed-route transit providers must establish quantitative standards for their operations in the following areas:

- Load factor
- Vehicle headways
- On time performance
- Equitable distribution of services, vehicles, and amenities

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Service Standards

Vehicle Load

BFT has established a load standard of 1.25 for its fixed-route service during peak operating hours, ensuring that vehicle capacity is not exceeded (Figure 9). A load factor of 1.25 means all seats are occupied, with no more than 25% of passengers standing. If a trip or route consistently reaches or exceeds a 1.25 load factor, corrective measures such as increasing service frequency or adding overload service will be taken to alleviate overcrowding.

Figure 9 Maximum Load Factor Standard Thresholds by Vehicle Type

Vehicle Type	Capacity	Seated	Standing	Total	Load Factor
29' Bus	23	23	6	29	1.25
35' Bus	38	38	9	47	1.25
40' Bus	44	44	11	55	1.25

Vehicle Headway

BFT adjusts route headways based on ridership demand and market potential, considering load factors, productivity, and development growth in the planning process. Current vehicle headways range from 15 to 60 minutes, except for Route 170, which operates 60 minutes during peak and 120 minutes during off-peak times and on Saturdays. Efforts were made in 2024 to increase the frequency of Route 170 from its prior 120-minute all-day service. In 2021, BFT introduced two high-frequency corridor routes (Routes 1 and 3), which run at a fixed 15-minute frequency for most of the day on weekdays. These routes provide high-frequency service between Knight Street Transit Center (Richland), Three Rivers Transit Center (Kennewick), and 22nd Avenue Transit Center (Pasco). In 2025, BFT implemented Express 2X that provides direct, 15-minute express service between Knight St Transit Center and 22nd Ave Transit center.

On-Time Performance

BFT continuously monitors the on-time performance (OTP) of its services to ensure reliable and efficient transit operations. The agency has established a target of 90% OTP for its fixed-route and 95% OTP for Dial-A-Ride services, which is a highly competitive standard compared to many peer and regional transit agencies. BFT regularly evaluates service performance and identifies opportunities for operational improvements to maintain these standards. Detailed on-time performance metrics for individual routes will be presented in future Annual Service Plans and the Short-Range Transit Plan through comprehensive route profiles and performance evaluations.

Busiest Stops

BFT has identified the most utilized stops in the system. Notably, three of BFT's busiest stops system-wide, outside of our transit centers, are located in Franklin County, reflecting the significant transit demand in the Pasco area. The tables below provide the top 20 busiest stops system-wide, based on average daily activity (boardings and alightings). Additional detail on stop-

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

level ridership, including maps from BFT's Hopthru data platform, will be discussed in BFT's Annual Service Plan and Short-Range Plan.

Top 20 Busiest Stops – System-Wide

Rank	Stop ID & Location	Avg. Daily Activity
1	PA055 – Saraceno Way & Argent Rd	140
2	PA060 – 20th Ave & Court St	132
3	PA450 – Court St & 22nd Ave	92
4	RC004 – Duportail St & Queensgate Dr	90
5	KE102 – Clearwater Ave & Yost St	89
6	KE065 – Clearwater Ave & Yost St	82
7	RC023 – Duportail St & Queensgate Dr	81
8	PA078 – Argent Rd & Rd 84	69
9	PA190 – 4th Ave & Clark St	62
10	KE359 – 10th Ave & Heather Stone Apts	56
11	KE380 – Columbia Center Mall (by Sears)	54
12	PA126 – Court St & 14th Ave	54
13	KE351 – 10th Ave & Newport St	53
14	PA147 – Court St & 14th Ave	53
15	KE410 – W 28th Ave & S Quillan St	53
16	KE411 – W 28th Ave & S Quillan St	52
17	PA183 – 4th Ave & Bonneville St	52
18	PA127 – Court St & 10th Ave	52
19	KE096 – Vista Way & Conway St	51
20	PA444 – W Court St & N 1st Ave	50

Service Availability

BFT allocates fixed-route bus service primarily based on observed demand, population trends, and land use patterns. In 2020, BFT launched CONNECT, an on-demand option designed to expand transit access to areas where demand does not justify fixed-route service. Through CONNECT, BFT ensures that all residents within the PTBA have access to either fixed-route or on-demand services. The DAR paratransit service operates throughout the PTBA on an eligibility basis, with regular rates applying when the origin and destination are within $\frac{3}{4}$ of a mile of the service boundary, and premium rates applying when either the origin or destination is beyond $\frac{3}{4}$ of a mile from the boundary.

Service Policies

Transit Amenities Distribution

BFT allocates amenities based on how many people use a bus stop on an average day. To classify stops consistently, the agency separates them into urban and rural datasets and applies percentile calculations to average daily boarding activity (Figure 10).

By grouping stops into defined categories based on ridership data, BFT can match amenity investment with activity levels. This approach supports consistent service quality, improves the rider experience, and helps guide long-term planning and budgeting. The different classifications of stops and minimum, preferred, and optional amenities appropriate for each stop type are shown in Figure 11 and 12.

Figure 10 *BFT Bus Stop Classification Metrics*

Classification Metric	Description
Urban vs. Rural	To ensure that bus stop classifications reflect meaningful differences in activity, BFT separates ridership data into two datasets: ▪ Urban (Kennewick, Pasco, Richland, and West Richland) ▪ Rural (Prosser and Benton City) Ridership patterns in rural communities naturally differ from those in more densely populated urban areas and cannot reasonably be expected to compete with the higher activity levels seen in the urban core. By evaluating these areas separately, BFT prevents rural stops from being overshadowed by urban ridership volumes and ensures that each stop is compared fairly within its local context. This approach supports more equitable amenity allocation across the entire service area.
Boardings vs. Alightings	When determining amenity allocation, BFT looks at the number of average daily boardings a stop receives: ▪ Boardings indicate how many people wait at a stop to catch the bus, which directly relates to the need for shelters, seating, lighting, and other features ▪ Alightings (the number of riders getting off the bus) do not correlate to demand for amenities, since passengers who are only alighting at a stop typically leave the stop immediately

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Percentile Groupings

Percentiles group stops relative to one another, not against arbitrary numerical thresholds. This allows stops to be separated into tiers (e.g., bottom 50%, top 15%), ensuring that classifications reflect the actual distribution of ridership in the system. For example, a stop in the 85th percentile has higher boardings than 85% of the stops in its dataset, making it eligible for shelter. Using percentiles also makes the classification system more adaptable over time. As ridership patterns grow, decline, or shift geographically, percentile boundaries shift with them. This allows BFT to regularly update classifications without redefining fixed thresholds, ensuring the system remains equitable and reflective of current travel behavior.

Figure 11

BFT Bus Stop Classification Types

Percentile, Average Daily Boardings	Classification	Description
0-49th	Basic Stop	Largest share of stops in the BFT system. These locations typically serve lower daily activity levels and are commonly found in residential neighborhoods, lower-density corridors, or areas with limited surrounding destinations. At Basic Stops, BFT's primary focus is on ensuring that each location meets ADA accessibility requirements and has a posted sign. Beyond these essential elements, additional amenities may be considered based on context, available right-of-way, or community needs.
50th	Moderate Stop	The next tier of ridership activity. These locations serve a moderate but consistent volume of riders and are found across a wide range of settings, including residential neighborhoods, commercial areas, and community destinations.
85th	Major Stop	Busiest locations in the BFT system. These stops experience the highest levels of boarding and alighting activity and often serve as key access points to major destinations, commercial areas, and transfer points.

Figure 12

BFT Bus Stop Amenities by Classification Type

Bus Stop Amenity	Major Stop	Moderate Stop	Basic Stop
ADA-Compliant Landing Pad	✓	✓	✓
Bus Stop Sign	✓	✓	✓

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

No Parking Restriction	✓	✓	✓
Trash Receptacle	✓	✓	○
Simme Seat and/or Freestanding Bench	○	✓	○
Bicycle Rack	○	○	○
Lighting	○	○	
Lean Rail	○	○	
Bicycle Repair Station	○	○	
Display Case/Posted Passenger Information	○		
Real-Time Arrival Display	○		
Shelter with Seating	✓		

✓ *Required and/or Recommended*

○ *Optional*

Transit Access

BFT's fixed-route service averages one stop every ¼ mile on most routes and provides flag stops where customers can signal the bus if safety standards are met. Flag stops are locations without a physical pole, allowing riders to flag down the bus as it arrives. BFT is gradually phasing out flag stops by replacing them with physical stop signs or eliminating them altogether if the stop is poorly located and experiences minimal ridership. BFT also strives to accommodate stop-location requests from the public. For service planning and evaluation, BFT assumes that the maximum distance customers will walk to access local urban fixed-route service is ½ mile.

BFT currently has 34 flag stops remaining in the system. Over the past year, 7 flag stops have been eliminated. More broadly, BFT has removed or permanently placed signage at approximately 60 flag stops over the past decade as part of an ongoing effort to formalize and improve the stop infrastructure across the system.

Vehicle Assignment

Vehicle assignment for fixed-route service is based on operational requirements such as vehicle size, route capacity, and turning radius. Dispatch assigns buses to specific operational blocks each month. Buses that are out for maintenance or other reasons are replaced daily with vehicles from the spare fleet. Drivers receive their assigned bus number upon checking in with dispatch. Buses are assigned to routes based on ridership capacity and the anticipated need for additional capacity. BFT uses buses of the same size interchangeably for daily assignments, ensuring that both newer and older vehicles are used in minority and non-minority neighborhoods alike. The age of the fleet is also considered when assigning vehicles to different routes or blocks.

Transit Asset Management Plan

Transit Asset Management and State of Good Repair

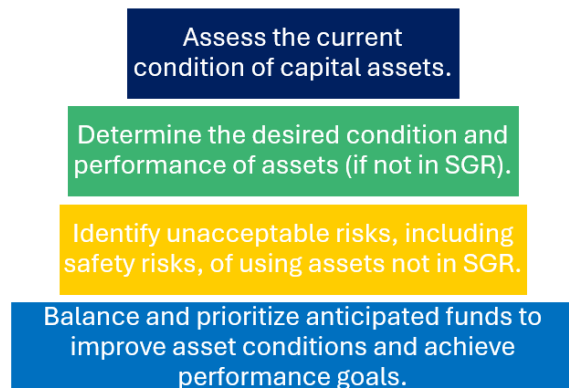
BFT's Transit Asset Management (TAM) plan allows the agency to predict the impact of policies and investment decisions on asset conditions throughout their life cycle, as well as the ability to enhance or maintain State of Good Repair (SGR) by proactively investing in assets before their conditions deteriorate.

BFT's SGR policy includes prevention, preservation, maintenance, inspection, rehabilitation, disposal, and replacement of capital assets. The goal is to predict and manage the costs to improve asset conditions at various stages of the asset life cycle, balancing capital, operating, and expansion needs. The two foundational criteria of SGR performance measures are the Useful Life Benchmark (ULB) and asset condition.

As stated in 49 CFR § 625.41, a capital asset is in SGR if it meets the following objective standards:

- The capital asset can perform its designed function;
- The use of the asset in its current condition does not pose an identified unacceptable safety risk; and
- The life-cycle investment needs of the asset have been met or recovered, including all scheduled maintenance, rehabilitation, and replacements.

BFT's TAM Plan aims to:



A capital asset is in State of Good Repair when:



Condition Assessment

As described in BFT's TAM Plan (2022), BFT conducts condition assessments to generate information sufficient to monitor and predict the performance and ULB of capital assets. The assessments are provided to the WSDOT and BFCOG on an annual basis in accordance with 49 CFR § 625.53(b).

BFT condition assessment ratings are based on the FTA Transit Economic Requirements Model (TERM) scale (Figure 13). In accordance with the TERM scale, assets with a condition rating score of 3.0 and above are in an SGR, whereas assets with a condition rating score of 2.9 or lower are not in an SGR and may require prioritization during capital programming.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Figure 13

FTA TERM Scale

Rating	Condition	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may have some slightly defective or deteriorated component(s), but is overall functional
3	Adequate	Moderately deteriorated or defective components; but has not exceeded useful life
2	Marginal	Defective or deteriorated component(s) in need of replacement; exceeded useful life
1	Poor	Critically damaged component(s) or in need of immediate repair; well past useful life

Additional details about BFT's facilities and vehicle fleet inventory, including condition ratings related to SGR, are available in Appendix F.

Estimating Capital Investment Needs

BFT uses analytical processes and decision-support tools to estimate and plan for capitalization investment needs through asset life-cycle planning.

Fleet Management Plan

- A forecast model based on vehicle useful life.

Vehicle Master Reports

- Annual reports assessing vehicle asset conditions based on the TERM scale.

Asset Master Reports

- Annual reports assessing facility asset conditions based on the TERM scale.

Facilities Condition Assessment

- Reports prepared at least every four years assessing facility asset conditions based on the TERM scale.

Investment Prioritization

BFT engages in an iterative capital planning process where capital investment needs and requests are evaluated by the Capital Improvement Committee (CIC). The CIC evaluates requests based on safety considerations, alignment with strategic objectives, and support for maintaining SGR.

Projects are prioritized based on their potential to address identified safety risks and enhance or maintain an SGR over a four-year period. The CIC evaluates funding levels from all available sources and the probability of securing these funds each fiscal year. The six-year rolling Capital Improvement Program (CIP) is updated annually and presented to the Board of Directors for approval.

Safety Performance Measures and Targets

BFT's Public Transportation Agency Safety Plan (PTASP) aligns with FTA's Safety Management System (SMS) framework under 49 CFR Part 673 and the Bipartisan Infrastructure Law (BIL). BFT's SMS utilizes a proactive, data-driven approach focused on hazard identification, risk mitigation, safety assurance, and continuous improvement.

BFT continues to enhance safety oversight through improved digital safety reporting systems, expanded safety analytics, and an Employee Safety Reporting Program (ESRP) that supports both identified and anonymous reporting. These tools allow the agency to better identify safety trends, assign corrective actions, and monitor mitigation effectiveness across operations and maintenance activities.

In 2026, BFT strengthened its Safety Committee governance structure to support PTASP oversight, Safety Performance Target (SPT) review, Safety Risk Management activities, and continuous safety improvement initiatives.

BFT's 2026 safety priorities include:

- Reducing collisions, injuries, and preventable safety events
- Preventing assaults on transit workers
- Improving system reliability and operational safety performance
- Expanding defensive driving, de-escalation, and refresher training programs
- Utilizing telematics, camera systems, and safety performance monitoring to support proactive risk reduction

BFT's 2026 Safety Performance Targets include:

- Zero fatalities
- Zero major safety events
- Zero assaults on transit workers
- Reduced collision and injury rates
- Increased Mean Distance Between Failures (MDBF) target to 45,000 miles

BFT remains committed to strengthening its safety culture through employee engagement, leadership accountability, ongoing training, and continuous improvement to ensure safe, reliable, and effective transit services throughout the Tri-Cities region.

5: Plan Consistency

This chapter outlines regional transportation plans and policies relevant to public transit in Benton and Franklin counties. Additional details from these plans are available in Appendix E. BFT's TDP aligns with the Washington State Transportation Plan, regional growth strategies, and comprehensive local plans to support sustainable mobility and economic development.

Figure 14 BFT TDP Regional Plan Review

Jurisdiction/ Agency	Document	Goals and Policies Relevant to BFT
Benton & Franklin Council of Governments	2022 Human Services Transportation Plan (HSTP)	- The HSTP identifies transportation needs for vulnerable populations, including seniors, low-income individuals, and those with disabilities. It outlines strategies to improve access to essential services and reduce transportation gaps. - Identified gaps include transportation access to food and social services for seniors. - Strategies include free transit fares for low-income individuals and increased service connections to medical facilities.
Benton & Franklin Council of Governments	2045 Metropolitan Transportation Plan (MTP)	- The 2045 MTP addresses future transportation needs and emphasizes multimodal accessibility and sustainability. - A projected 30% increase in transit trips is anticipated by 2045. - The plan emphasizes the need for additional transit options, especially for elderly and disabled populations. - Strategies focus on enhancing service frequency and expanding service areas to meet growing demand.
Benton City	2017 Comprehensive Plan	- Benton City aims to develop a balanced and efficient multimodal transportation system that accommodates various transportation modes. - Public transportation services are to be maintained and expanded for all demographics.
Connell	2022 Comprehensive Plan	- Connell's comprehensive plan highlights the need for sustainable land use and transportation systems that support community growth. - The city currently relies heavily on automobile travel, with limited public transit options. - Land use policies encourage multi-family developments near public transportation routes.
Kennewick	Kennewick 2026 Comprehensive Plan (DRAFT)	The city supports a coordinated multimodal transportation system by working closely with Ben Franklin Transit (BFT) and regional partners to improve transit access, safety, and connectivity. Policies promote Complete Streets principles, enhanced transit amenities, and stronger connections between

2026-2032 TRANSIT DEVELOPMENT PLAN
Ben Franklin Transit

Jurisdiction/ Agency	Document	Goals and Policies Relevant to BFT
		transit, pedestrian, and bicycle networks to provide safe and convenient travel options for all users.
Kennewick	2040 Transportation Systems Plan	▪ The Kennewick TSP coordinates and plans for the development of a balanced, multimodal transportation system by recognizing the regional nature of the transportation system and the need for continuing interagency coordination. ▪ The plan contains policies encouraging and supporting alternative travel modes, including transit.
Richland	Richland 2027-2032 Transportation Improvement Program (Draft)	▪ Richland has programmed a variety of transportation projects, including roadways, intersection, safety, and active transportation improvements that support a more connected multimodal network. Many of these investments will improve access to Ben Franklin Transit services through enhanced pedestrian and bicycle connectivity, while corridor and capacity improvements may support future transit service enhancements, including higher-frequency routes and potential BRT opportunities.
Richland	2017 Comprehensive Plan	▪ Comprehensive Plan focuses on creating pedestrian-friendly connections to commercial areas and transit.
West Richland	2017 Comprehensive Plan	▪ Comprehensive Plan emphasizes the development of a multimodal transportation system that supports economic growth and community connectivity. ▪ The plan encourages high-density developments near public transit. ▪ Policies promote multimodal transportation and accessibility for disadvantaged populations.
Pasco	2018-2038 Comprehensive Plan	▪ Comprehensive Plan supports transit use and collaboration with BFT. ▪ Policies encourage mixed-use developments with transit amenities and safe pedestrian routes.
Pasco	Pasco 2025-2032 Transportation Improvement Program	▪ Pasco has programmed a diverse set of transportation projects, including roadways, intersection, safety, and active transportation improvements that support a more connected multimodal transportation network. Investments in pedestrian crossings, bicycle facilities, multi-use pathways, and Safe Routes to School projects will improve access to Ben Franklin Transit services, while major corridors, interchange, and roadway expansion projects may enhance regional mobility and create opportunities for future transit service improvements and increased ridership.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Jurisdiction/ Agency	Document	Goals and Policies Relevant to BFT
Pasco	Transportation System Master Plan 2022	▪ The city encourages public transportation use and collaboration with BFT for transit routes. ▪ As growth occurs, Pasco sees an opportunity to improve the quality and consistency of transit connections as part of new neighborhood designs.
Prosser	2018 Comprehensive Plan	▪ Comprehensive Plan emphasizes residential developments near public transit and support for mobility disadvantaged groups. ▪ Policies advocate for equitable transportation investments and improved public transit access.
Benton & Franklin Counties	2026-2028 Community Health Improvement Plan	▪ The Benton-Franklin Community Health Improvement Plan recognizes transportation as a critical factor in accessing healthcare, employment, food, and other essential services. The plan supports reducing health inequities by improving access to healthcare and promoting equitable access to safe and active transportation, reinforcing the important role of Ben Franklin Transit in supporting community health and quality of life throughout the region.
Benton County	2017 Comprehensive Plan	▪ Comprehensive Plan encourages multi-modal connectivity and compact developments to support transit use. ▪ Policies focus on expanding transportation capacity and integrating pedestrian and bicycle routes.
Franklin County	2018-2038 Comprehensive Plan	▪ Comprehensive Plan aims to connect all transportation modes and promote energy-efficient travel. ▪ Policies support public transportation accessibility for disadvantaged populations and potential shuttle services to Tri-Cities.

6: Planned Capital Expenses

Capital Improvement Plan

The development of a six-year CIP provides a mid-term horizon for prioritizing resources, developing budgets, enhancing the transit system, and maintaining existing assets and resources in good repair. Aligning the CIP with annual TDP updates helps connect the goals and policies of BFT. Over the six-year time horizon, the total cost of BFT's CIP is approximately \$178 million, with over a third of funding derived from state and federal sources.

Figure 15 through Figure 24 provides detailed information about CIP expenses, funding sources, timeline, and projects. Appendix G contains a detailed list of projects.

Figure 15 2026-2032 CIP Summary by Project Category and Funding Source

Planned Capital Expenses	Funding Source			Total Cost
	Local	State	Federal	
Revenue Vehicles	\$20,409,190	\$6,782,700	\$47,677,133	\$74,869,023
Non-Revenue Vehicles	\$821,851	\$0	\$0	\$821,851
Facilities - Maintenance & Administration	\$26,913,836	\$0	\$98,210	\$27,012,046
Facilities - Passenger & Operational	\$48,484,285	\$10,345,000	\$1,500,000	\$60,329,285
Technology	\$14,621,909	\$0	\$0	\$14,621,909
Transit Planning & Analysis	\$425,000	\$0	\$0	\$425,000
Total	\$111,676,071	\$17,127,700	\$49,275,343	\$178,079,114

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Figure 16

2026-2032 CIP Summary by Project Category

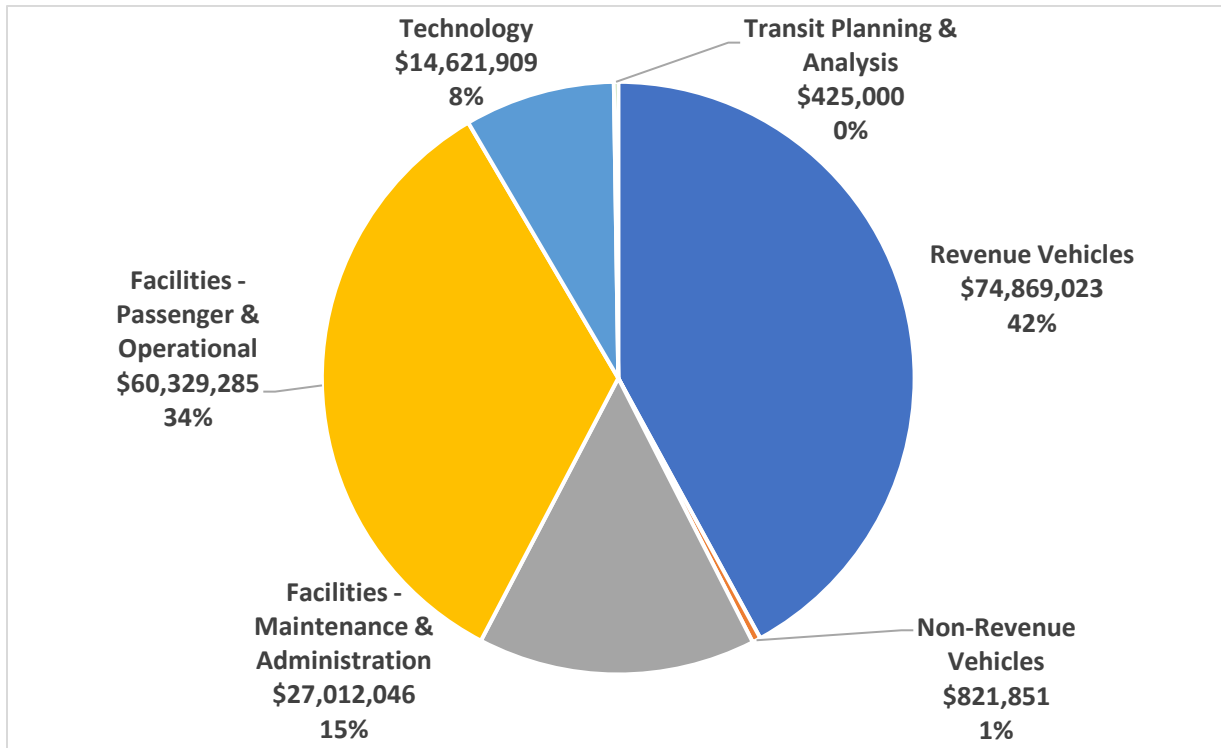
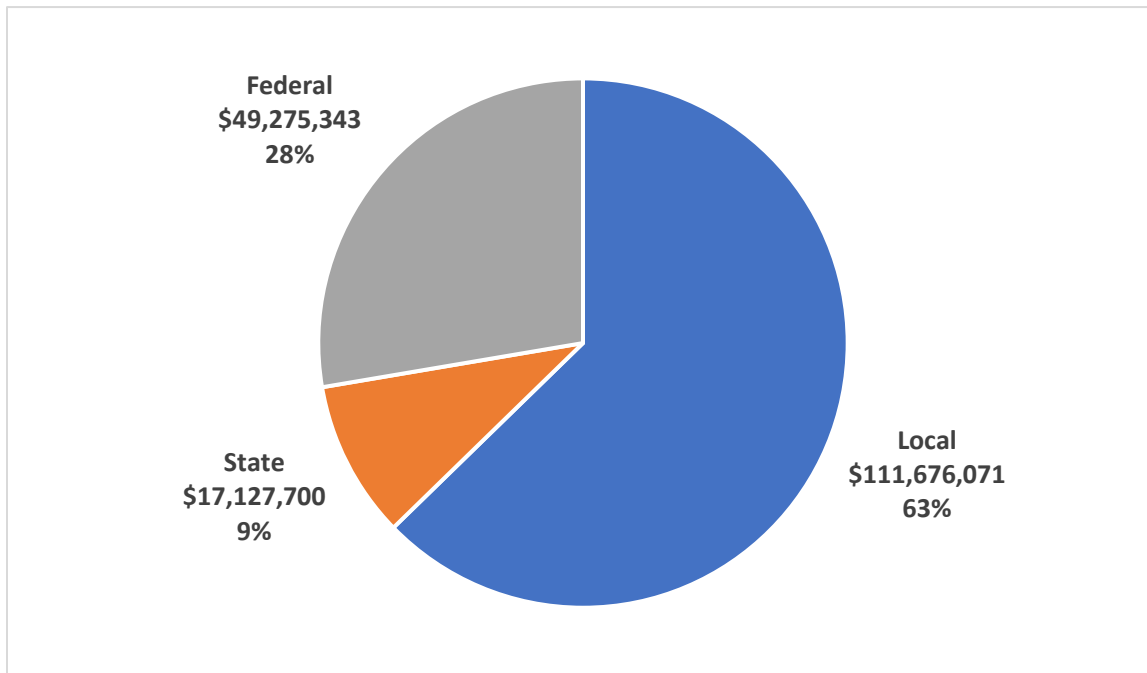


Figure 17

2026-2032 CIP Summary by Project Category and Funding Source



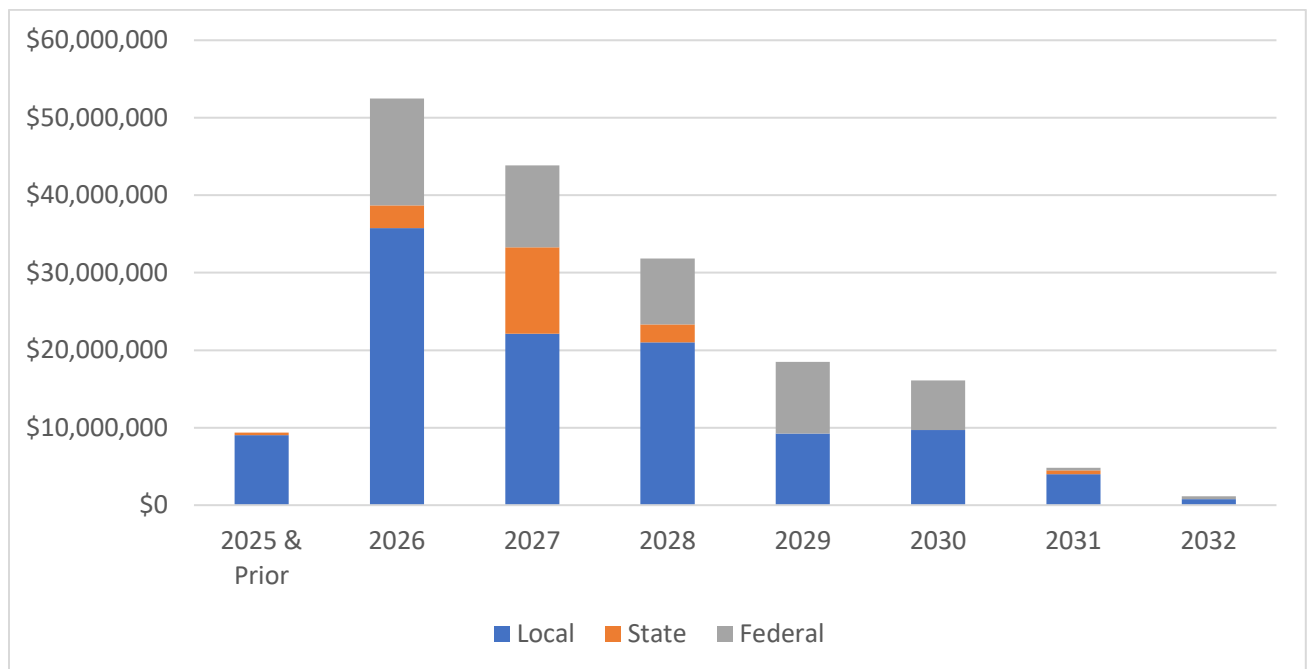
2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Figure 18 2026-2032 CIP Summary by Year and Funding Source

Year	Funding Source			Total Cost
	Local	State	Federal	
Previous Expenditures	\$9,043,676	\$331,555	\$0	\$9,375,231
2026	\$35,775,472	\$2,893,661	\$13,830,818	\$52,499,951
2027	\$22,125,140	\$11,137,855	\$10,571,765	\$43,834,760
2028	\$21,026,152	\$2,284,629	\$8,516,329	\$31,827,110
2029	\$9,224,209	\$0	\$9,260,638	\$18,484,847
2030	\$9,697,878	\$0	\$6,387,783	\$16,085,661
2031	\$4,004,193	\$480,000	\$333,967	\$4,818,160
2032	\$779,351	\$0	\$374,043	\$1,153,394
Total	\$111,676,071	\$17,127,700	\$49,275,343	\$178,079,114

Figure 19 2026-2032 CIP Summary by Year and Funding Source



2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Figure 20

2026-2032 CIP: Vehicles

Year	Planned Capital Expense	Description	Quantity	Funding Source			Total Cost
				Local	State	Federal	
2026-2030	Fixed Route Fleet - Replacement	Replaces fixed-route coaches as they reach the end of their planned useful life, typically two years beyond the 12-year minimum lifespan established by FTA.	46	\$7,210,168	\$6,240,000	\$32,017,619	\$45,467,787
2026-2031	Non-Revenue Vehicles	The acquisition and replacement of non-revenue vehicles that support transit operations, including those used for facility maintenance, road service calls, and the transportation of employees and equipment.	28	\$821,851	-	-	\$821,851
2026-2032	Paratransit Vehicles	Replaces paratransit vehicles on a regular schedule, in alignment with the established fleet replacement plan.	101	\$2,283,441	-	\$12,939,514	\$15,222,955
2026-2031	Rideshare Vehicles	The acquisition and replacement of rideshare vehicles, in alignment with the established fleet plan.	122	\$10,435,581	\$542,700	-	\$10,978,281
2027	Fixed Route Fleet Expansion	In order to support BFT's future service expansion and operational needs, this project provides for the acquisition of new coaches that will increase the overall fleet size.	4	\$480,000		\$2,720,000	\$3,200,000
Total			301	\$21,231,041	\$6,782,700	\$47,677,133	\$75,690,874

2026-2032 TRANSIT DEVELOPMENT PLAN
Ben Franklin Transit

Figure 21 2026-2032 CIP: Facilities – Maintenance & Administration

Year	Planned Capital Expense	Description	Funding Source			Total Cost
			Local	State	Federal	
2025-2029	MOA - Preservation and Enhancements	Includes projects designed to extend the useful life of the Maintenance, Operations, and Administration campus through the replacement and upgrade of building systems and fixtures, including the installation of electrical charging infrastructure.	\$15,805,247*	-	\$98,210	\$15,903,457
2026	Miscellaneous Equipment & Fixtures	Provides funding for smaller capital projects, including routine upgrades to fixtures, equipment, and minor facility improvements.	\$1,608,589	-	-	\$1,608,589
2025-2027	Facility Maintenance Building	Development and construction of a new facility maintenance building to support efficient and reliable transit operations (located at 1000 Columbia Park Trail).	\$9,500,000	-	-	\$9,500,000
Total			\$26,913,836	-	\$98,210	\$27,012,046

*The \$15,805,247 in local funds listed is not related to the Operations Building project that was completed in 2024, and the two should not be compared directly. Rather, this figure represents a range of planned campus improvement projects across the next six years. These projects include upgrades to security infrastructure such as surveillance systems, fencing, and access control, as well as improvements to fueling infrastructure. Additional planned projects include upgrades to maintenance pits, the bus wash facility, and the existing Maintenance Building, which was originally constructed in the mid-1980s and needs modernization. Taken together, these projects account for the full \$15,805,247 in local funds and reflect the broad scope of capital investment needed to maintain and improve BFT's facilities campus beyond the recently completed Operations Building.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Figure 22

2026-2032 CIP: Facilities – Passenger & Operational

Year	Planned Capital Expense	Description	Funding Source			Total Cost
			Local	State	Federal	
2025-2032	Route and Bus Stop Improvements	Supports a range of projects aimed at improving the functionality of BFT bus stops, routes, and related infrastructure such as enhanced signage, ADA accessibility upgrades, and improved passenger amenities.	\$20,011,351	\$4,300,000	\$1,500,000	\$25,811,351
2027	Transit Center Upgrades	This program invests in existing transit centers to enhance customer experience, modernize infrastructure, improve safety, and expand capacity where feasible.	\$250,000	-	-	\$250,000
2026-2029	Land Acquisition	Acquisition of land and property to support the expansion of BFT services and accommodate the continued growth of the PTBA.	\$9,000,000	-	-	\$9,000,000
2025-2029	West Pasco Transit Hubs	Creation of a new transit facility to serve the growing West Pasco area, improving regional connectivity and access to public transportation. The transit center, along with an accompanying park-and-ride lot, will support expanding service needs, reduce congestion, and provide a convenient hub for riders traveling within Pasco and to the broader region. These funds also include potential costs associated with the Downtown Pasco project depending on the direction the agency decides to go with that specific location.	\$3,998,533	\$3,713,000	-	\$7,711,533

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Year	Planned Capital Expense	Description	Funding Source			Total Cost
			Local	State	Federal	
2026-2028	22nd Avenue Transit Center	Extends and enhances the useful life of the 22nd Avenue Transit Center through a range of improvements. Planned upgrades include, but are not limited to, reconfiguring the platform to ensure ADA compliance and improve safety through updated technology, adding a customer service window, enhancing driver comfort facilities, TOD and modernizing the park-and-ride lot (located in Pasco).	\$11,204,401	\$1,852,000	-	\$13,056,401
2028-2031	Transit Mobility Hubs	Design and construction of three new small-scale transit hubs to support recent and long-term growth in the region. These facilities will be located in the Southridge area of Kennewick, Benton City, and Prosser, and are intended to improve transit access, enhance service efficiency, and meet the evolving transportation needs of these growing communities.	\$4,020,000	\$480,000	-	\$4,500,000
Total			\$48,484,285	\$10,345,000	\$1,500,000	\$60,329,285

Figure 23 2026-2032 CIP: Technology

Year	Planned Capital Expense	Description	Funding Source			Total Cost
			Local	State	Federal	
2025-2032	Computer Equipment Preservation & Updates	Supports the routine acquisition and replacement of the agency's IT-related assets, including but not	\$4,263,909	-	-	\$4,263,909

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Year	Planned Capital Expense	Description	Funding Source			Total Cost
			Local	State	Federal	
		limited to computers, hardware, and associated equipment.				
2025-2027	Business Systems Replacement	Upgrade and replace the agency's current Enterprise Business System (EBS) and records management system, including but not limited to financial, human resources, and inventory management software.	\$8,000,000	-	-	\$8,000,000
2026-2027	Communication Technology Upgrades	Replaces and upgrades in-vehicle and stationary communication systems to ensure reliable, up-to-date technology for transit operations. Upgrades are conducted as systems reach the end of their useful life to maintain safety, efficiency, and service reliability.	\$2,158,000	-	-	\$2,158,000
2026	Information Systems (IS) Infrastructure	Provides ongoing funding for the routine acquisition and upgrade of IS infrastructure, computers, and associated hardware. These investments support the agency's overall information system and ensure that end-user requirements are met through reliable, secure, and efficient technology.	\$200,000	-	-	\$200,000
Total			\$14,621,909	-	-	\$14,621,909

2026-2032 TRANSIT DEVELOPMENT PLAN
Ben Franklin Transit

Figure 24 2026-2032 CIP: Transit Planning & Analysis

Year	Planned Capital Expense	Description	Funding Source			Total Cost
			Local	State	Federal	
2027-2028	Short-Range Service Plan	Comprehensive 3–5-year plan to evaluate and improve transit services, ensuring service, fleet, facility, and funding needs align with regional growth and community demand.	\$425,000	-	-	\$425,000
Total			\$425,000	-	-	\$425,000

7: Planned Operating Changes

This chapter includes proposed operating changes scheduled to occur within the six-year plan horizon.

Fixed-Route

In January 2021, the BFT Board of Directors adopted the Annual Service Plan (ASP) policy, establishing a framework to align service planning and delivery. This policy serves as a crucial tool in guiding budget decisions and managing annual labor requirements.

2026 ASP recommendations (Figure 25) continue to emphasize efficiency, aligning with the BFT Board of Directors' directive to enhance the cost-effectiveness of systemwide services. Reducing travel time by providing more limited-stop, cross-town trips is also an intended outcome of the 2026 ASP service recommendations.

Additional recommendations for the TDP time horizon are shown in Figure 26. As the Tri-Cities region continues to experience rapid growth, particularly in West Richland, the demand for expanded public transportation services is becoming increasingly evident. West Richland's ongoing residential and commercial development underscores the need for additional bus routes to serve these emerging areas. Enhanced service in this region would improve accessibility, connect residents to key destinations, and support the area's growth by providing a reliable alternative to driving.



Additionally, the need for new transfer centers in strategic locations is critical to improving regional connectivity and efficiency. In South Kennewick's Southridge area, a transfer center near Trios Southridge Hospital and a newly proposed veteran's clinic would better serve this growing community while enhancing access to healthcare, retail, and residential areas. Similarly, transfer centers in Benton City and Prosser would strengthen transit connections along the I-82 corridor, allowing for faster, more streamlined service between these communities and the rest of the Tri-Cities.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Pasco is also experiencing rapid growth, particularly in West Pasco, highlighting the need for a dedicated West Pasco Transit Center. Such a facility would serve as a vital hub for connecting residents to key destinations within the city and beyond. As the King City area and East Pasco's industrial and residential developments continue to expand, additional routes will be required to meet the growing demand for public transportation. Expansion of the service area is currently being evaluated in BFT's ongoing LRTP, which was approved by the Board of Directors in February 2026.

West Richland continues to experience significant growth, particularly with the planned Lewis and Clark Ranch development. To support this expansion, BFT is evaluating future transit investments, including a potential transit center and additional routes to improve regional connectivity. The tentative 2027 Annual Service Plan includes a proposed new West Richland route to serve current population growth and emerging residential developments, with future service expansions anticipated as the community continues to grow.

Figure 25 2026 Annual Service Plan Planned Operating Changes

Route/Service	Recommendation	Estimated Peak Vehicle Change	Estimated Start Date	Estimated 2026 Revenue Hours	Estimated Annual Revenue Hours
Tripper and Special Event Service	Targeted service allocation to address overcrowding and employment shuttles. Special event services such as additional buses for Fair, FIFA World Cup*, and Prosser Balloon Rally.	-		2,500*	2,500*
Route 123s	Discontinue due to low ridership	-1	March	-97	-126
Route 26s	Discontinue 7:15 a.m. due to low ridership and third afternoon trip at 3:00 p.m.	-1	March	-49	-63
Columbia Basin Veterans (Route 61)	Local Pasco route serving West A Street and Veterans Center	1	June	1410	2560
Pasco Aquatics Center	Seasonal pilot service pattern to provide more direct, frequent service to the Aquatics Center and West Pasco.	1	Memorial Day	2,100	3,590
Pasco Flea Market	Pilot service operates from 7:00 a.m. to 4:00 p.m. on weekends from August to October with plans to expand from March through October in 2027 if successful.	-	August	180	595
Richland Downtown Loop	Route realignment to accommodate changes.	-	Spring	-	-
Total				6,044	9,056
*Partial grant-funded hours for FIFA					

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Figure 26

Planned Operating Projects (2026-2032)

Recommended Operating Changes (2026-2032)	
Recommended Operating Change	Potential Locations and Additional Details
Evaluate expansion of service coverage and options to meet demand	- West Richland - King City area - East Pasco industrial and residential developments - CONNECT high ridership zones: Finley, King City, Horn Rapids, Badger South, West Clearwater - Pasco residential growth areas, especially northern neighborhoods
Consider options to expand regional service	- Burbank - Walla Walla - Walla Walla - Hermiston
Evaluate options tailored to vulnerable populations	- Veterans - Low-income - Minority - Persons with disabilities - Limited-English Proficiency
Identify potential PTBA expansion areas	Badger Canyon
Evaluate options for new transfer center locations	- South Kennewick (near Trios Southridge Hospital and newly proposed Veterans Clinic) - Benton City - Prosser - West Pasco
Pursue route optimization	Adjustments to improve efficiency and meet ridership demand systemwide.
Evaluate additional service improvements to meet identified community needs	- Improved frequency, including increased service on high-ridership corridors - Later Sunday service - Earlier weekday service - Later weekday service - Expanded Sunday service coverage - Later Saturday service - Improved microtransit - New express/commuter routes and limited-stop services

Dial-a-Ride

BFT is committed to providing reliable and accessible paratransit services throughout Benton and Franklin Counties within the PTBA. As BFT looks toward 2027, the focus will be on maintaining the

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

high service standards that riders rely on. While no major changes are planned for the upcoming year, BFT recognizes the importance of addressing staffing challenges to ensure continued service quality.

A new computer-aided dispatch system, RideCo, is scheduled for implementation in 2026. The system will optimize trips throughout the day to create the most efficient schedules possible. This improved efficiency is expected to increase scheduling capacity and may allow for same-day ride requests. RideCo will also provide Dial-A-Ride (DAR) customers with the ability to book trips through a mobile app.

CONNECT

In 2026, BFT is focused on expanding the CONNECT service while ensuring fixed routes remain the primary and most efficient transportation option. The upcoming year will include exploring opportunities for growth to meet rising demand.

Under the guidance of the BFT Board of Directors, potential enhancements to CONNECT will be carefully considered, ensuring the service continues to meet the needs of riders who lack access to fixed routes or when those routes are unavailable. BFT will also conduct a biannual customer survey through the CONNECT app to gather feedback and make data-driven decisions for future improvements. Staff will assess the need for additional points of interest as community growth demands.

BFT will focus on improving app experience across all platforms, ensuring consistent and reliable functionality for both Android and iOS users. BFT is also committed to monitoring its driver partners, ensuring comprehensive training and the necessary tools for high-quality service. To ensure equitable access, BFT will actively promote CONNECT services within the Limited English Proficiency community. Service hours, zones, and coverage may be adjusted as needed based on evolving community needs or budget considerations.

Through these efforts, BFT aims to provide convenient, reliable, and accessible mobility solutions that meet community expectations and improve the overall transportation experience.

Rideshare

In 2026, BFT is focused on expanding the Rideshare program's reach and impact. The main goals include growing Rideshare groups, fostering a sense of community among commuters, easing traffic congestion, and reducing environmental impact. By encouraging more people to join, BFT aims to improve transportation options and promote sustainable commuting.

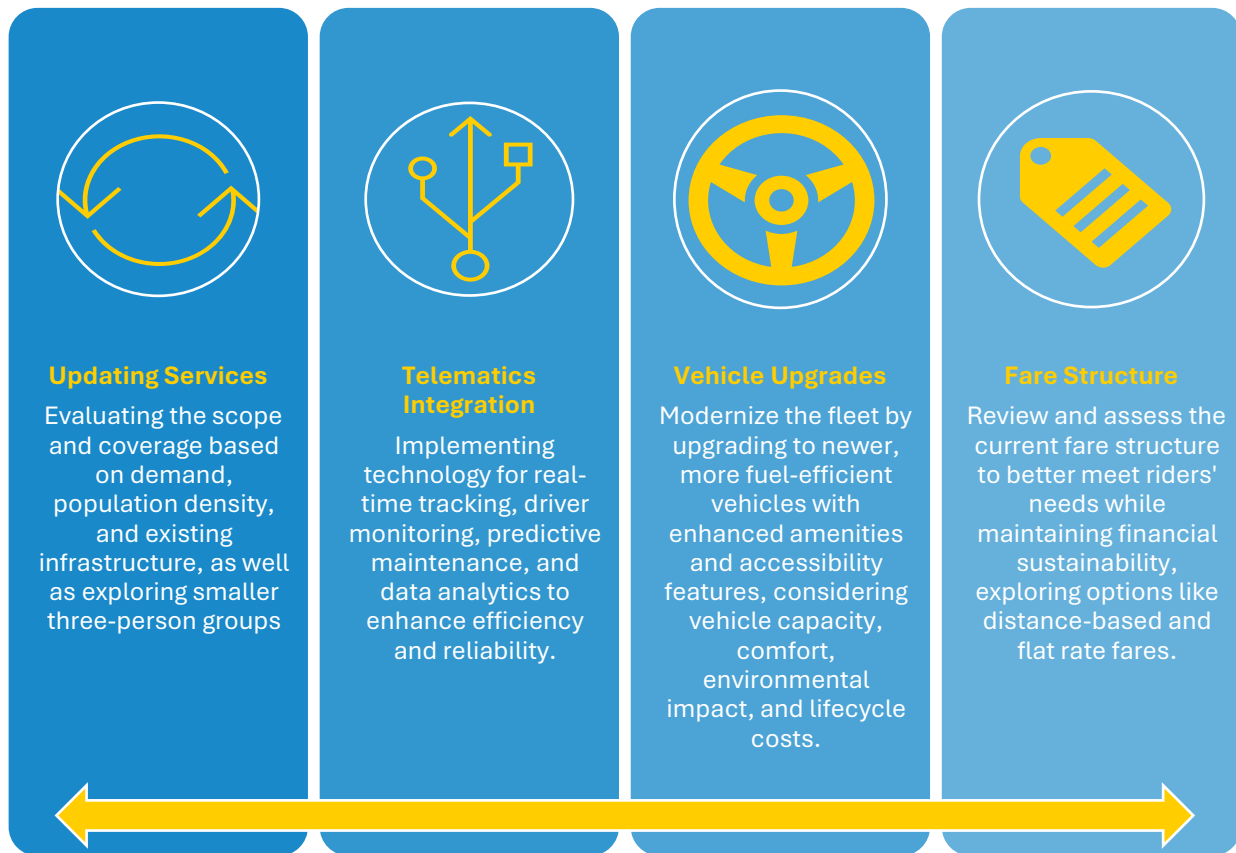
In addition to expanding Rideshare groups, integrating telematics, and adjusting fare structures, BFT plans to create educational videos to guide new participants through the process of starting and joining Rideshare groups, empowering them with the knowledge and resources needed to make the most of their Rideshare experience.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Figure 27

Planned Rideshare Initiatives



2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

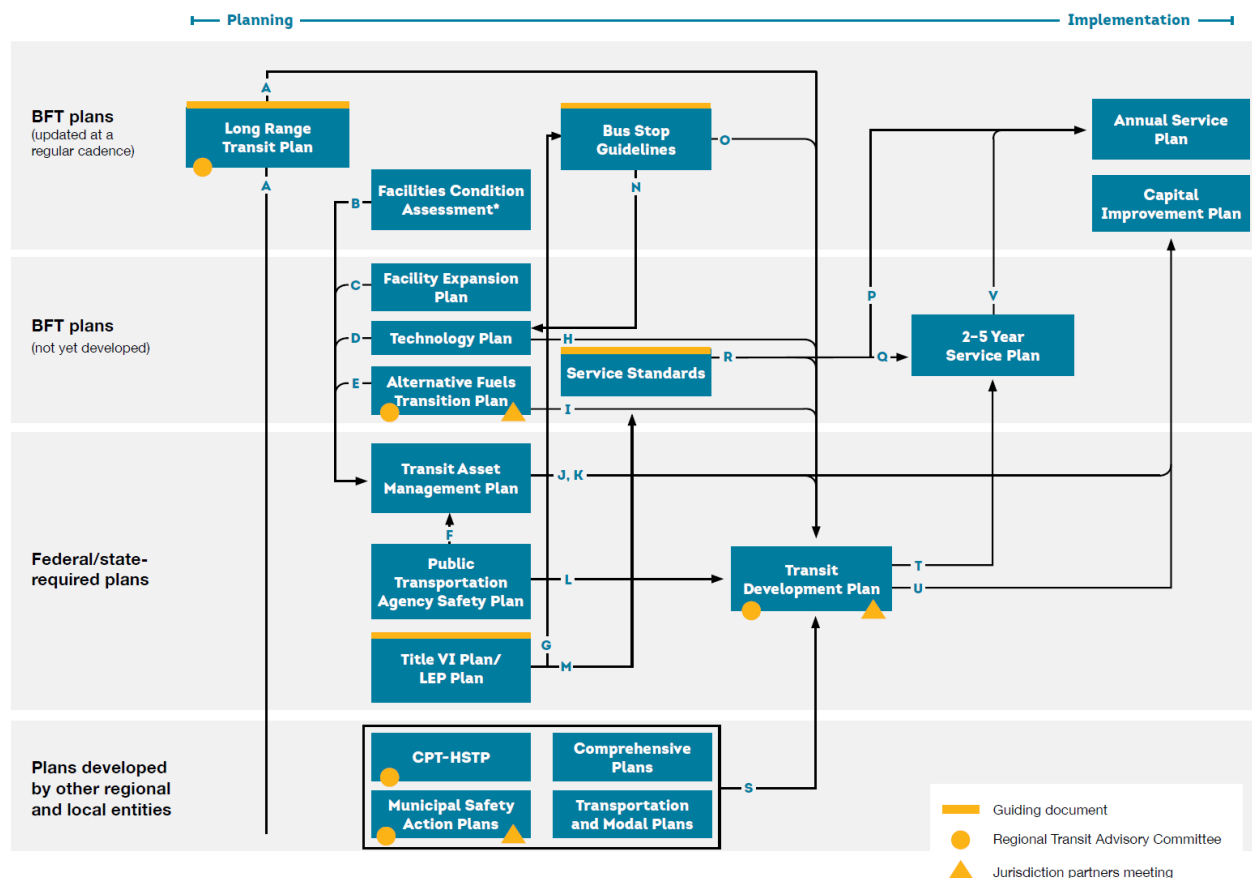
Planning Projects

In addition to systemwide service improvements, BFT intends to complete several planning studies to help guide the future of transit service in the region during the TDP timeframe. Anticipated planning projects are shown in Figure 29.

Through the development of the Long-Range Transit Plan (LRTP), an integrated planning framework was created to illustrate how agency plans align and support one another (Figure 28). This process identified several internal plans that still need to be developed or refined. Moving forward, BFT will focus on creating and strengthening these plans to strategically advance the agency.

In 2026, the agency will undertake a Short-Range Service Plan (SRSP) study to conduct a comprehensive evaluation of the transit system and develop detailed service change recommendations for implementation over the subsequent five years. The planning process will include an assessment of existing routes, service performance, travel demand, and community needs to identify opportunities for improvement. The study will focus on enhancing service reliability, increasing route efficiency, and improving the overall rider experience while ensuring that proposed changes align with regional mobility goals, demographic and land-use trends, and anticipated funding availability. Public and stakeholder engagement will be a key component of the process, helping to ensure that recommendations reflect community priorities and support a more effective and sustainable transit network.

Figure 28 Long-Range Transit Plan (LRTP)



2026-2032 TRANSIT DEVELOPMENT PLAN
Ben Franklin Transit

Figure 29

Anticipated Planning Projects (2026-2032)

Year	Project	Description
2026	Long-Range Transit Plan (approved Feb. 2026)	Provides an overarching guide on how to implement agency transportation goals and policies over the next 20 years.
2026-2028	Frequent Service Corridor Study (in progress)	Planning and engineering to inform an update and redesign of BFT's current and future frequent service (15 minutes or better) routes, as well as improving access and ADA accessibility of frequent-corridor routes.
2026-2027	Service Standards & Performance Measures (in progress)	Update and expand on existing service standards, including establishing new metrics or thresholds as necessary.
2026-2027	Short-Range Transit Plan	Conduct a comprehensive planning process to develop detailed service change recommendations to be implemented within a five-year timeframe. The study will focus on enhancing service reliability, route efficiency, and rider experience while aligning with regional mobility goals and funding availability.
2026-2027	Fare Study Update	Re-evaluate fare study recommendations and determine a path forward for future fare structure and policies.
2026-2028	Alternative Fuels Transition Plan	Strategic roadmap outlining BFT's transition to zero-emission alternatives over time, including plans for fleet conversion, infrastructure upgrades, funding, workforce training, and community engagement. Developing strategies to address charging capacity constraints at BFT's Maintenance, Operations, and Administration facility will be of particular importance.
2026-2028	Climate Action Plan Update	Update to BFT's existing plan to guide how the agency will reduce its greenhouse gas emissions and increase climate resilience through measures like adopting cleaner vehicles, improving energy efficiency, promoting sustainable transportation, and engaging the community to support statewide environmental goals.
2026-2028	ADA Transition Plan Update	Update to BFT's existing bus stop implementation plan to establish a clear path forward and ensure continued progress toward ADA compliance goals.

8: Multi-Year Financial Plan

The multi-year financial plan outlines budget projections for operations, capital investments, and contingency reserves. This plan assumes sufficient funding to construct and operate all the projects outlined, unless otherwise specified. BFT relies on three primary revenue sources:

- **Federal and State Grants:** BFT will continue to pursue grant opportunities to fund capital projects, allowing more local funds to be directed toward service operations.
- **Fare Revenue and Ridership:** BFT will actively seek opportunities to increase ridership. The current financial projections for this TDP do not include fare changes over the six-year planning period. Any potential fare adjustments will undergo review, discussion, and public input. Additionally, fare changes will require a Title VI equity analysis.
- **Sales Tax Revenue:** BFT has the authority, subject to voter approval, to collect up to a 0.6% sales tax for general public transportation. Currently, BFT collects the full 0.6% sales tax within the Public Transportation Benefit Area (PTBA) in the Tri-Cities Region. The TDP assumes the sales tax, as authorized by voters in March 2002, will remain in place.

The multi-year financial plan combines the results of the capital plan and planned operating changes year-by-year for the current budget year and forecasts for the next six years. The cash flow analysis reflects BFT agency's restrictions on operating and capital funds:

- BFT uses the accrual basis of accounting.
- BFT is a member of the Washington State Transit Insurance Pool (WSTIP).
- BFT maintains an adequate reserve fund.

Figure 30 shows budgeted figures for 2026 and the projections for the years 2027-2032.

Service Expansion Revenue Hour Projections for Cash Flow

The methodology for establishing the service expansion costs for the cash flow analysis relies on the revenue hours of service performance metric.

Note that costs shown reflect marginal rather than fully allocated costs. BFT has elected to use marginal costs since they more accurately reflect the actual additional cost of providing one more unit of service (e.g., revenue hour), whereas fully allocated costs include fixed overhead and may overstate the cost of incremental changes. Showing marginal costs helps BFT make more efficient, responsive, and competitive decisions, especially when capacity already exists and the goal is to optimize usage or evaluate new service opportunities.

Service expansion revenue hour projections are shown in Figure 31. These projections will continue to be refined as the Tri-Cities experience rapid residential and industrial growth and travel demand evolves. Additional analysis through the forthcoming Short-Range Transit Service Plan (SRSP) will further validate and prioritize service expansion needs over the next several years, ensuring future investments align with growth, demand, and available resources.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Figure 30

BFT 2026-2032 Multi-Year Financial Plan

	Forecast	Projected					
	2026	2027	2028	2029	2030	2031	2032
Sales Tax (Local)	\$ 57,000,000	\$ 58,710,000	\$ 60,764,850	\$ 62,587,796	\$ 64,778,368	\$ 66,721,719	\$ 69,056,980
Fares	1,900,000	1,947,500	1,996,188	2,046,092	2,097,244	2,149,676	2,203,417
State Operating Grants	11,800,000	11,800,000	11,918,000	12,037,180	12,157,552	12,279,127	12,401,919
Federal Operating Grants	12,500,000	12,500,000	12,562,500	12,625,313	12,688,439	12,751,881	12,815,641
Miscellaneous	3,400,000	2,657,961	2,281,647	1,798,912	1,591,320	1,253,103	1,000,627
Total Revenues	\$ 86,600,000	\$ 87,615,461	\$ 89,523,185	\$ 91,095,292	\$ 93,312,923	\$ 95,155,507	\$ 97,478,584
Labor & Benefits	\$ 49,300,000	\$ 51,765,000	\$ 55,491,704	\$ 60,082,398	\$ 64,153,593	\$ 68,026,702	\$ 72,122,162
Professional Services	4,700,000	4,841,000	5,275,868	5,877,310	6,319,419	6,678,178	7,051,078
Fuel & Lubricants	4,400,000	4,532,000	5,087,208	5,899,164	6,462,677	6,891,975	7,338,021
Tires & Tubes	300,000	309,000	351,160	413,784	456,524	488,433	521,552
Materials/Supplies	4,200,000	4,326,000	4,500,123	4,704,974	4,888,321	5,061,187	5,238,204
Insurance & Liability	1,800,000	1,854,000	1,939,269	2,027,727	2,114,963	2,203,140	2,292,116
Purchased Transportation	4,500,000	4,635,000	4,861,228	5,032,368	5,210,275	5,395,186	5,587,469
All Else	2,200,000	2,266,000	2,340,672	2,419,856	2,498,656	2,577,883	2,658,530
Service Expansion	-	1,132,950	1,696,690	1,024,110	651,610	652,300	695,570
Total Operating Expenses	\$ 71,400,000	\$ 75,660,950	\$ 81,543,924	\$ 87,481,692	\$ 92,756,037	\$ 97,974,985	\$ 103,504,701
Operating Surplus/(Deficit)	\$ 15,200,000	\$ 11,954,511	\$ 7,979,261	\$ 3,613,601	\$ 556,886	\$ (2,819,478)	\$ (6,026,118)
Cash Flow from Capital Activity							
Net Proceeds from State Grants	\$ 2,893,661	\$ 11,137,855	\$ 2,284,629			\$ 480,000	\$ -
Net Proceeds from Federal Grants	13,830,818	10,571,765	8,516,329	9,260,638	6,387,783	333,967	374,043
Capital Improvement Program Spending	(52,499,951)	(43,834,760)	(31,827,110)	(18,484,847)	(16,085,661)	(4,818,160)	(1,153,394)
Net Cash Flow from Capital Activity	\$ (35,775,472)	\$ (22,125,140)	\$ (21,026,152)	\$ (9,224,209)	\$ (9,697,878)	\$ (4,004,193)	\$ (779,351)
Cash and Reserve Balances							
Beginning Cash	\$ 102,412,244	81,836,772	71,666,142	58,619,251	53,008,643	43,867,651	37,043,980
Less: Reserves	(50,900,000)	(53,030,475)	(55,971,962)	(58,940,846)	(61,578,019)	(64,187,492)	(66,952,351)
Available Unrestricted Cash	51,512,244	28,806,297	15,694,180	(321,595)	(8,569,376)	(20,319,842)	(29,908,371)
Add: Operating Surplus	15,200,000	11,954,511	7,979,261	3,613,601	556,886	(2,819,478)	(6,026,118)
Less: Net Cash Flow from Capital Activity	(35,775,472)	(22,125,140)	(21,026,152)	(9,224,209)	(9,697,878)	(4,004,193)	(779,351)
Ending Available Unrestricted Cash	30,936,772	18,635,667	2,647,289	(5,932,203)	(17,710,368)	(27,143,513)	(36,713,840)
Ending Total Cash (with reserves)	\$ 81,836,772	\$ 71,666,142	\$ 58,619,251	\$ 53,008,643	\$ 43,867,651	\$ 37,043,980	\$ 30,238,511

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Figure 31 Service Expansion Revenue Hour Projections for Cash Flow

Revenue Hours by Mode	2026	2027	2028	2029	2030	2031	2032	2026-2032
Fixed Route								
Revenue Hours	239,847	245,284	257,209	260,038	262,898	265,790	268,714	1,718,120
Expansion Hours	1,490	5,437	11,925	5,144	1,312	1,318	1,325	30,000
Cost/Revenue Hour	\$ 89.54	\$ 89.54	\$ 93.37	\$ 97.37	\$ 101.53	\$ 105.89	\$ 110.45	
Expansion Cost	\$ 133,415	\$ 486,845	\$ 1,113,380	\$ 500,860	\$ 133,203	\$ 139,566	\$ 146,346	\$ 2,653,614
Dial-A-Ride								
Revenue Hours	121,522	129,421	135,892	141,328	146,274	150,662	155,182	892,568
Expansion Hours	3,348	4,861	4,423	3,924	4,042	4,163	4,288	44,628
Cost/Revenue Hour	\$ 88.04	\$ 88.04	\$ 91.80	\$ 95.73	\$ 99.82	\$ 104.11	\$ 108.59	
Expansion Cost	\$ 294,758	\$ 427,948	\$ 406,009	\$ 375,646	\$ 403,468	\$ 433,415	\$ 465,644	\$ 2,806,888
The Arc of Tri-Cities								
Revenue Hours	23,458	24,044	24,525	25,016	25,516	26,026	26,547	149,456
Expansion Hours	2,553	586	481	491	500	510	521	4,484
Cost/Revenue Hour	\$ 63.00	\$ 63.00	\$ 65.69	\$ 68.51	\$ 71.43	\$ 74.50	\$ 77.71	
Expansion Cost	\$ 160,839	\$ 36,919	\$ 31,597	\$ 33,637	\$ 35,716	\$ 37,997	\$ 40,487	\$ 377,192
CONNECT								
Total Hours	48,544	49,758	51,002	52,277	53,323	54,389	55,477	406,513
Expansion Hours	3,623	971						9,807
Cost/Revenue Hour	\$ 57.71	\$ 57.71	\$ 60.22	\$ 62.79	\$ 65.48	\$ 68.28	\$ 71.21	
Expansion Cost	\$ 209,083	\$ 56,035	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,119
Rideshare								
Revenue Hours	51,416	55,756	64,064	64,705	65,352	66,006	66,666	425,655
Expansion Hours	(5,850)	3,584	4,000	3,000	2,000	1,000	1,000	10,000
Cost/Revenue Hour	\$ 34.93	\$ 34.93	\$ 36.43	\$ 37.99	\$ 39.61	\$ 41.31	\$ 43.09	
Expansion Cost	\$ (204,341)	\$ 125,205	\$ 145,703	\$ 113,962	\$ 79,219	\$ 41,313	\$ 43,091	\$ 344,152
Total Expansion Cost	\$ 593,754	\$ 1,132,952	\$ 1,696,689	\$ 1,024,105	\$ 651,606	\$ 652,291	\$ 695,568	\$ 6,446,965

9: Projects of Regional Significance

BFT collaborates with regional partners on major transit projects, including multimodal hubs, highway transit enhancements, and connectivity improvements with neighboring transit agencies. BFT has identified a series of projects that are largely improvements associated with moving passengers safely and reliably throughout the community. BFT will coordinate with BFCOG to incorporate these into the Transportation Improvement Program (TIP).

According to BFCOG's 2026-2028 TIP, a project is classified as regionally significant if it meets one of the following criteria:

1. A roadway project which serves regional transportation needs (such as access to and from the area outside the region; major civic and activity centers in the region; major developments such as retail shopping centers, sports complexes, employment centers; or transportation terminals for movement of people or freight including agriculture).
2. A transit capital project which serves regional transportation needs (such as administrative, operations, maintenance, or transfer facility) or is a frequent transit corridor that operates predominately on federal aid-eligible roadways.
3. A non-motorized project which is located on or adjacent to a federal-aid eligible road, serves regional transportation needs, provides access to frequent transit service or a regional transit facility, or offers an alternative to regional roadway travel.

BFT has identified a series of regionally significant projects to occur over the time horizon of the TDP. These projects are summarized in Figure 32.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Figure 32

Projects of Regional Significance

Project	Description
Pasco Transit Hubs	▪ New transit facility to serve the growing West Pasco area ○ Improve regional connectivity and access to public transportation ○ Support expanding service needs ○ Reduce congestion ○ Provide a convenient hub for riders traveling within Pasco and to the broader region ○ Park-and-ride lot ▪ Potential Downtown Pasco facility, depending on future agency direction
Frequent Service Corridors	▪ Corridor-level transit infrastructure improvements to support frequent service (15 minutes or better) routes ▪ Improved access and ADA accessibility on frequent corridor routes.
22nd Avenue Transit Center	▪ Reconfiguring the platform to ensure ADA compliance ▪ Improve safety through updated technology ▪ Add customer service window ▪ Enhanced driver comfort facilities ▪ Transit-Oriented Development (TOD) ▪ Modernized park-and-ride lot
Transit Mobility Hubs	▪ Three new small-scale transit hubs: ○ Southridge area of Kennewick ○ Benton City ○ Prosser ▪ Improve transit access ▪ Enhance service efficiency ▪ Meet evolving transportation needs of growing communities
Comprehensive Plan Coordination	▪ Coordinating with the city and regional partners to improve transit accessibility as a major transportation mode, while evaluating future level-of-service standards to ensure reliable public transit access for existing and future developments.

10: Section 5307 Program of Projects

The Section 5307 Urbanized Area Formula Program (49 U.S.C. § 5307) provides federal funding for public transportation capital investments, operating assistance in certain circumstances, and transportation-related planning activities in urbanized areas. An urbanized area is an incorporated area with a population of 50,000 or more, as designated by the U.S. Census Bureau.

Section 5307 funds may be used for a variety of transit capital projects, including the replacement, rehabilitation, rebuilding, and expansion of bus fleets; the acquisition of service and support equipment; mobility management activities; security and safety improvements; and the construction, rehabilitation, and improvement of passenger and maintenance facilities. These eligible activities support the continued operation, modernization, and expansion of public transportation services.

Figure 33 presents projected Section 5307 apportionments for Federal Fiscal Year (FFY) 2027 and serves as the Section 5307 Program of Projects (POP) for this TDP, as required by federal statute. In FFY 2027, Ben Franklin Transit (BFT) intends to utilize Section 5307 funding for the replacement and expansion of fixed-route vehicles and replacement of Dial-A-Ride vehicles.

Figure 33 Section 5307 Program of Projects: FFY 2027

Capital Project	Federal	Local	Total
Vehicle Replacement	\$7,851,765	\$2,945,604	\$10,797,369
Vehicle Expansion	\$2,720,000	\$480,000	\$3,200,000

As part of the annual Section 5307 POP public process, BFT publishes a public hearing notice as part of the TDP in the local newspaper and posts the following statement on the BFT website:

- The POP public hearing will be held in coordination with the TDP process
- The proposed program will be the final program unless amended
- Final notice is considered as part of the Final Adopted TDP

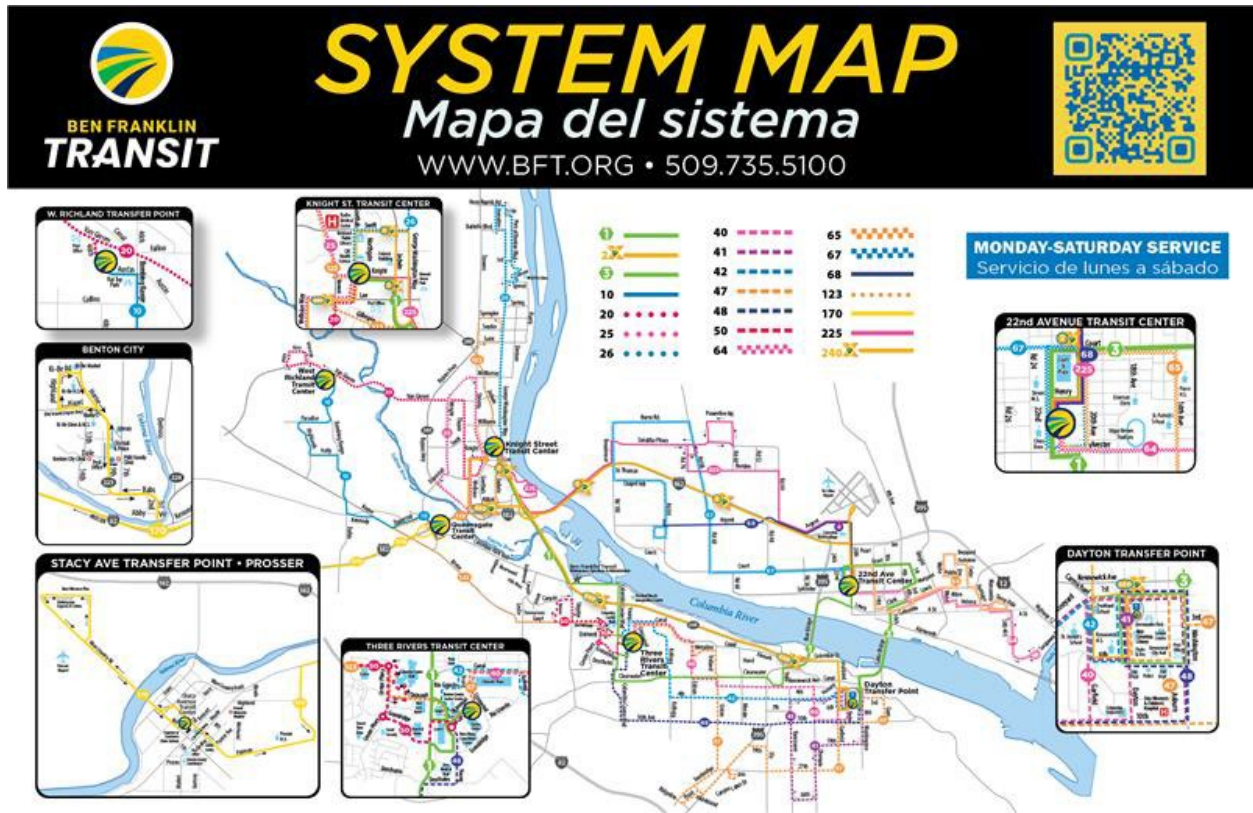
Appendix A: System Maps and PTBA Service Area

[Page Intentionally Left Blank]
[Continuation Below]

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

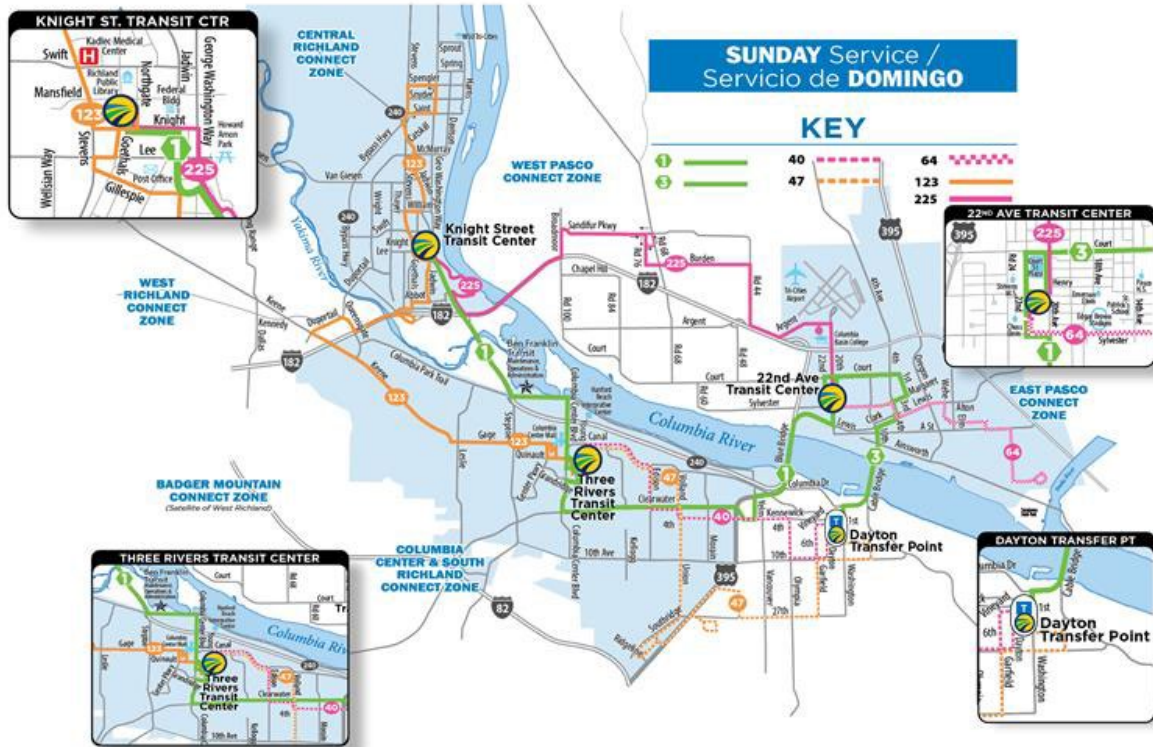
BFT Fixed-Route Route System Weekdays through Saturdays



2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

BFT Fixed-Route System on Sundays



BFT CONNECT Service Zones



Transit centers.

- 1 West Richland
- 2 Knight Street
- 3 Queensgate
- 4 Three Rivers
- 5 22nd Ave
- 6 Dayton Transfer Point

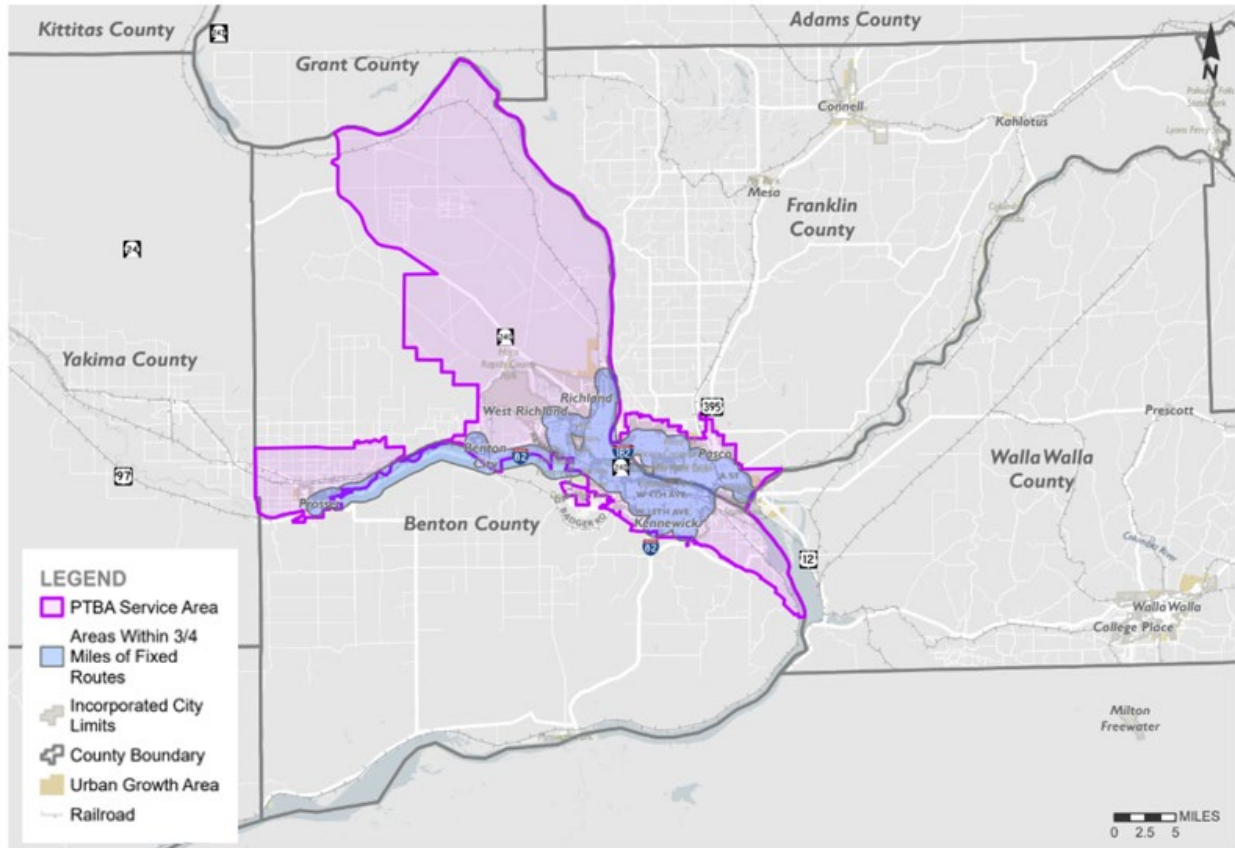
Services.

- 7 Woodspring Hotel
- 8 Desert Hills Middle School
- 9 Pasco Processing
- 10 Columbia Basin Veterans Center
- 11 Riverview High School
-  Transit connection

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

BFT Public Transportation Benefit Area (PTBA)

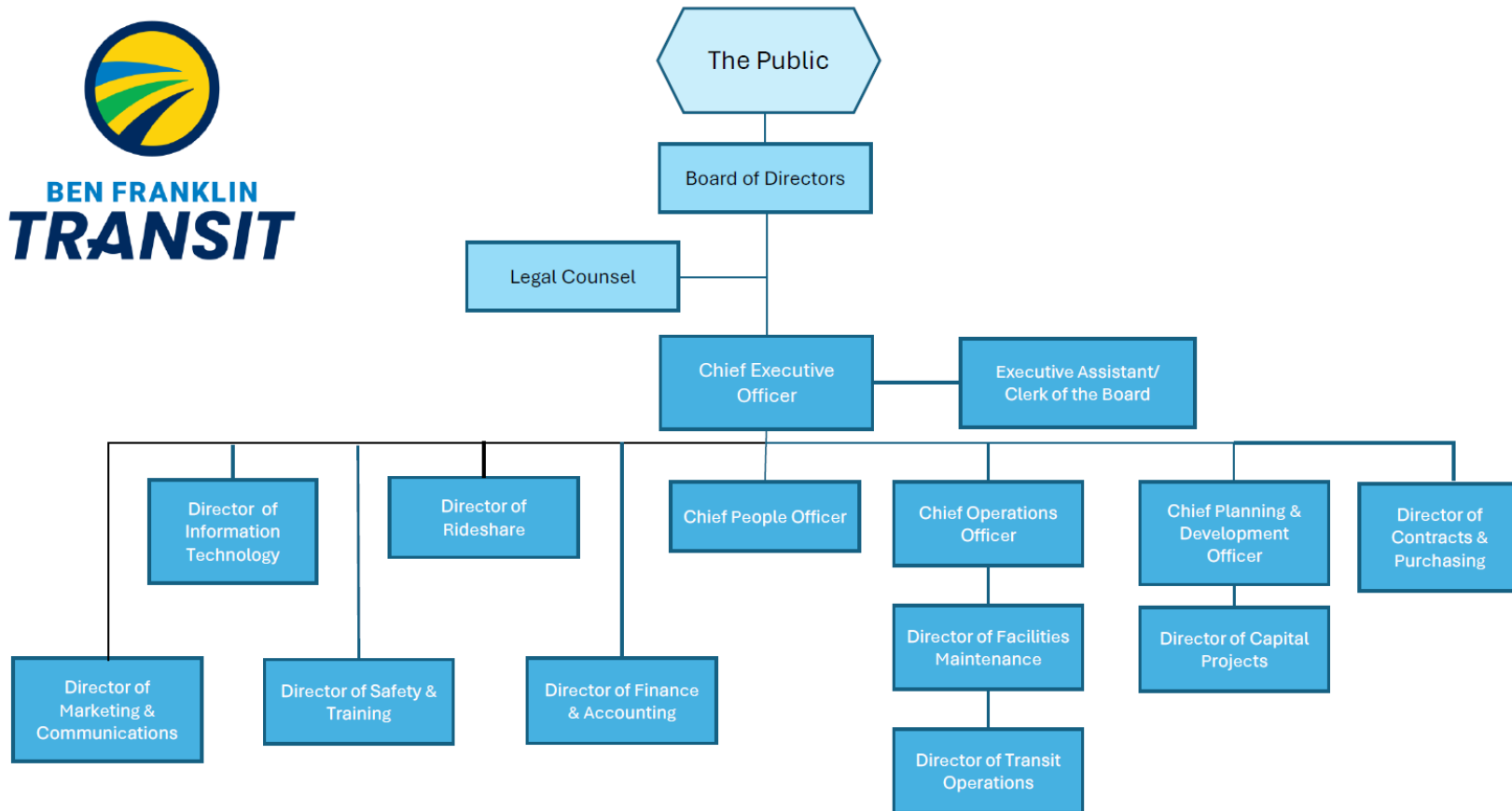


Appendix B: Organizational Chart

[Page Intentionally Left Blank]
[Continuation Below]

2026-2032 TRANSIT DEVELOPMENT PLAN
Ben Franklin Transit

BFT Organizational Chart (as of June 2026)



6/2026

Appendix C: Ridership Trends

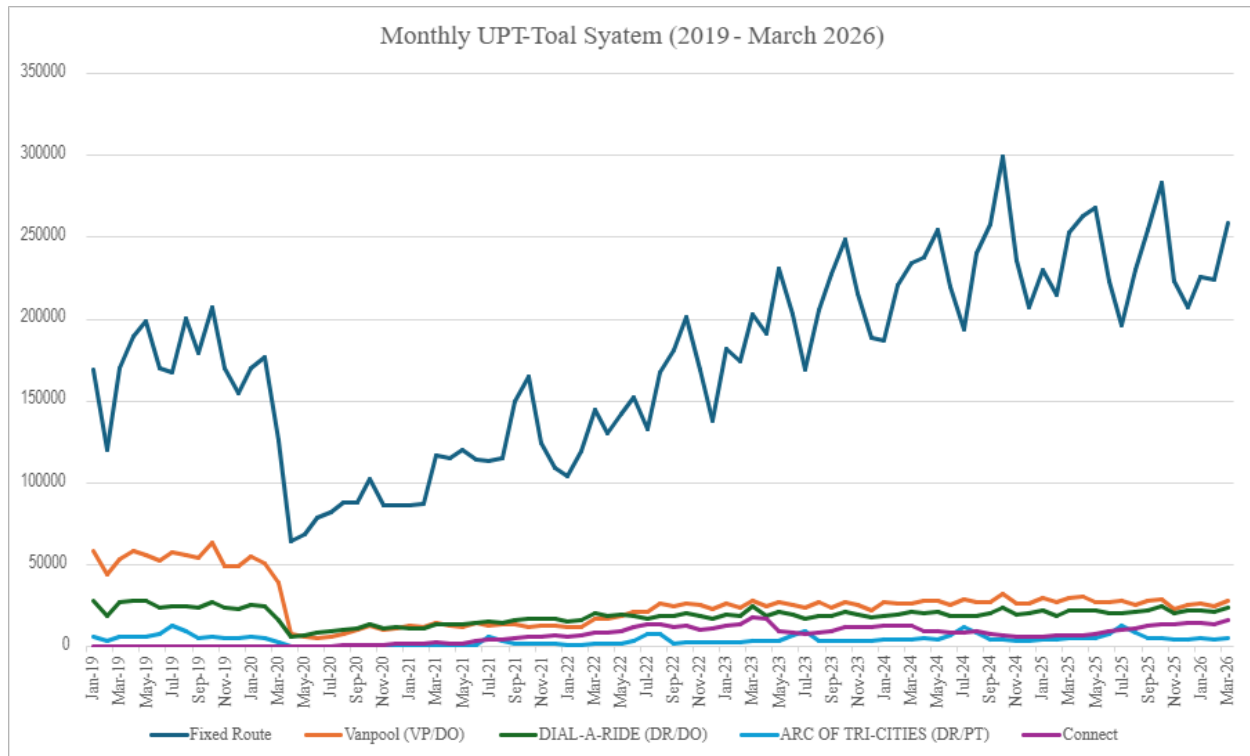
[Page Intentionally Left Blank]
[Continuation Below]

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

System Total

The following graphs display the monthly total of unlinked passenger trips (UPT) by mode, with detailed breakdowns for each. In 2023, total system UPT surpassed 2019 pre-pandemic ridership by 2%, adding an extra 43,693 passenger trips. Total systemwide ridership in 2025 added another 94,052 passenger trips compared to 2024, signaling that ridership expansion is now driven by factors significantly beyond post-pandemic recovery, with a notable rise in discretionary riders. The first three months of 2026 saw an additional 3.8% increase in UPT compared to the same period in 2025, resulting in 33,464 more passenger trips.



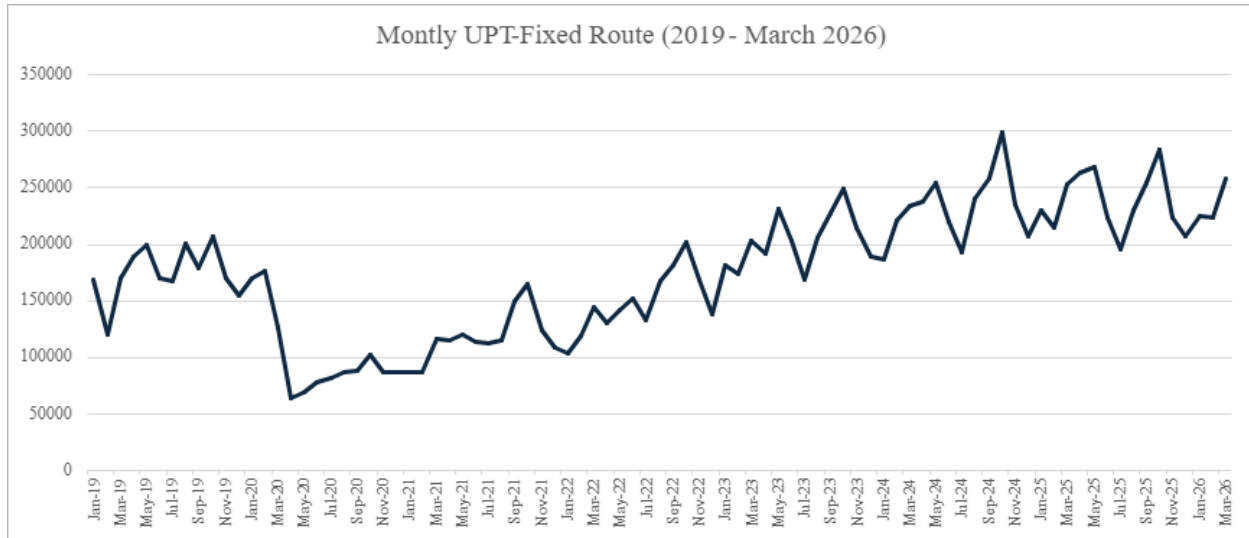
2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Fixed-Route

In 2025, fixed-route ridership surpassed pre-pandemic levels by 36%, adding 749,905 passengers compared to 2019 totals. Ridership growth continued into the first quarter of 2026, with a 1.52% increase over the same period in 2025, translating to an additional 10,615 passengers for the quarter.

Youth Ride Free continued to capture 42% of fixed route ridership, identical to 2023. With ridership growth, this equated to an additional 156,345 rides.

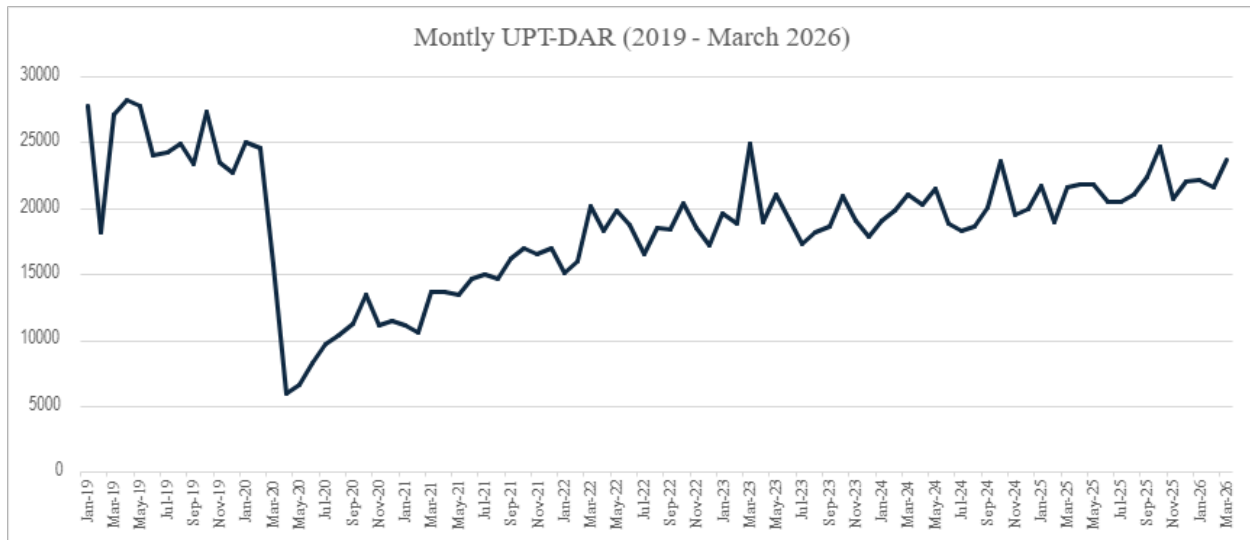


2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Dial-A-Ride

In 2025, total DAR ridership reached 258,191, approximately 86% of pre-pandemic levels. Ridership in 2025 increased by 7% (+17,245) compared to the previous year. Population growth and the development of additional senior housing complexes are expected to continue driving an upward trend in ridership in the coming years. According to BFCOG's 2022 HSTP, 13% of the region's residents are over 65. This portion is expected to increase by 89% in the next 25 years.

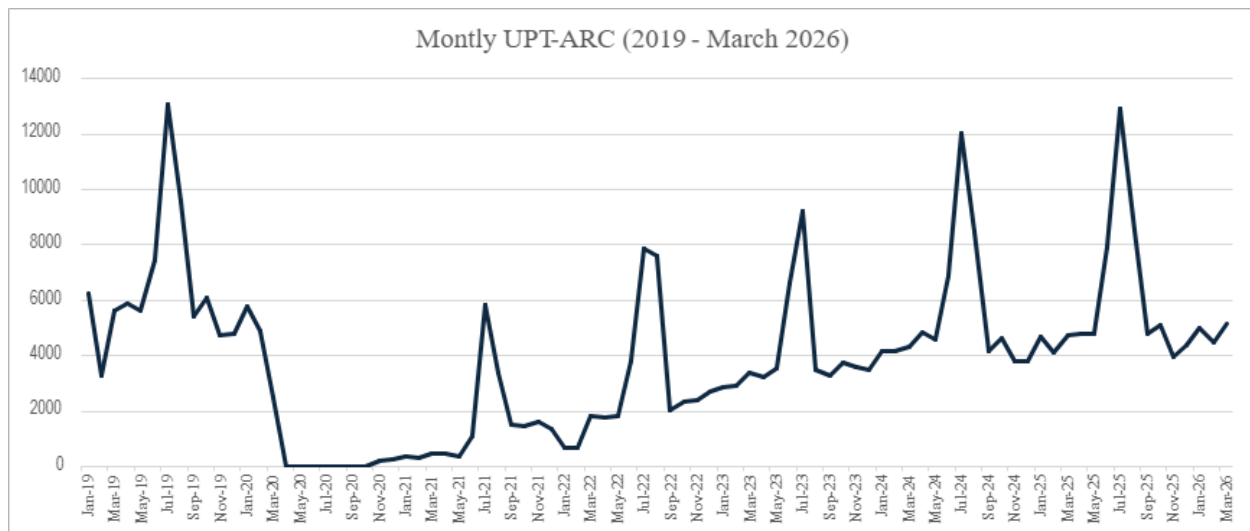


2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

The Arc of Tri-Cities

In 2025, The Arc ridership reached 90% of pre-pandemic levels. Ridership in 2025 increased by 7.4% (+4,898) compared to last year. The first three months of 2026 saw another 7.8% increase compared to the same timeframe the year prior. Large ridership peaks, presented in the graph below, represent The Arc's summer program Partners and Pals.

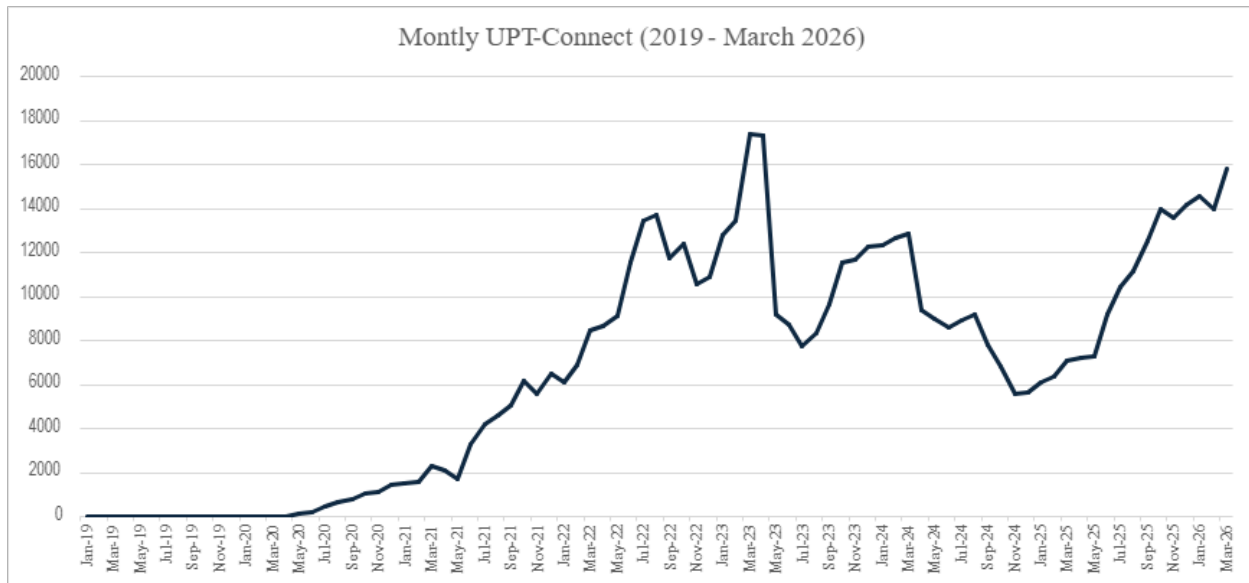


2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

CONNECT

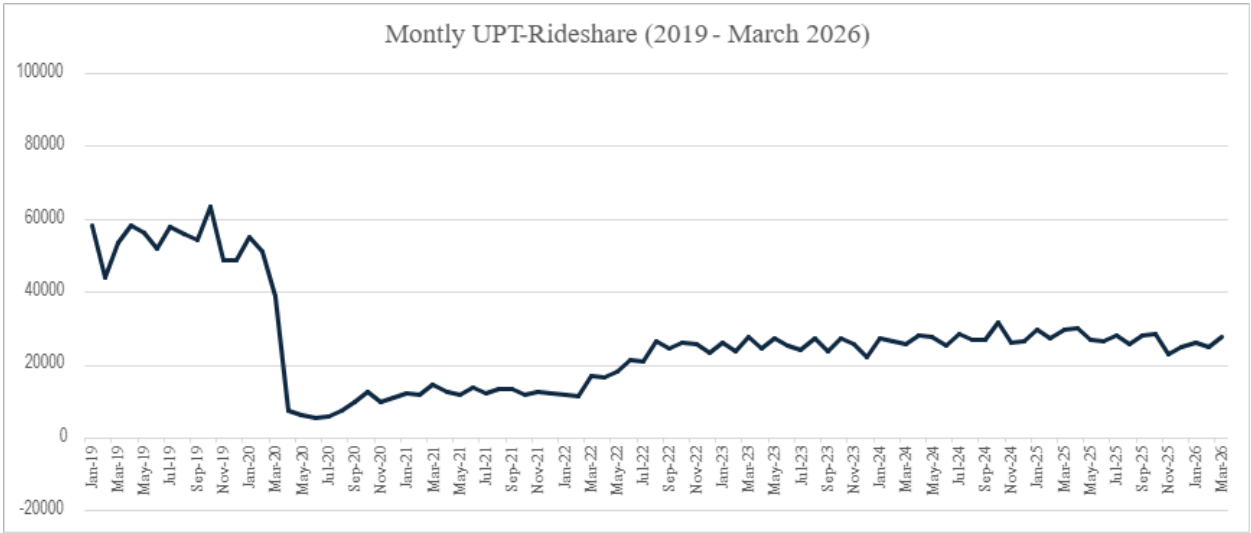
CONNECT ridership has seen significant growth since its launch. From its first full year in 2021 to 2025, ridership increased by 166%, with an additional 74,400 rides. In May 2023, changes were made to encourage better use of fixed routes, and in Spring 2024, updates to the app and fraud prevention measures led to a 22% decrease in ridership (-31,111) in 2024 as the system was fine-tuned. Ridership in the first three months of 2026 was 126% more than the same timeframe in 2025.



2026-2032 TRANSIT DEVELOPMENT PLAN
Ben Franklin Transit

Rideshare

In 2025, the total Rideshare ridership reached 330367, or 50% of pre-pandemic levels. Ridership in the first three months of 2026 was 9.4% lower than the same period in 2025.



Appendix D: Park-and-Ride Lots and Occupancy

[Page Intentionally Left Blank]
[Continuation Below]

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Park-and-Ride Lots/Transit Centers Served by BFT – 2025

Park-and-Ride Lot/Transit Center	City	Spaces	Property Ownership	Annual Average Maximum Utilization	Average Maximum Utilization Rate (2025)
22nd Ave Transit Center	Pasco	49	BFT	13.64	27.84 %
SR 224 and SR 240	Richland	89	WSDOT	7.39	8.31 %
9th & Dale	Benton City	37	Leased	11.54	31.19 %
Ed Frost Transit Center	Kennewick	43	BFT	0.36	0.84 %
West Richland Transfer Point (Flat Top)	West Richland	154	Leased	17.26	11.21 %
Knight Street Transit Center	Richland	46	BFT	10.51	22.86 %
WSDOT: Richland "Y"	Richland	250	Leased	68.77	27.51 %
Stacy Ave Transfer Point	Prosser	28	Leased	2.74	9.80 %
HAPO Center	Pasco	179	Leased	47.18	26.36 %
Tulip Lane	Richland	157	Leased	26.95	17.17 %
Port of Benton	Richland	350	Leased	51.56	14.73 %

Additional Park-and-Ride Lots in BFT Service Area

Park-and-Ride Lot	City	Spaces	Property Ownership
Kiona I/C - Red Mountain P&R	Benton City	49	WSDOT
Horne Dr/Hanford Rte. 10 (SR 240)	Benton City	18	WSDOT
Union & 27th	Kennewick	50	WSDOT
W Falls Ave (US 395 west of Yelm St.)	Kennewick	39	WSDOT

2026-2032 TRANSIT DEVELOPMENT PLAN
Ben Franklin Transit

Average Maximum Park-and-Ride Occupancy Rate by Month (2025)

Park-and-Ride Lot/Transit Center	Spaces	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
22nd Ave Transit Center	49	21.9%	25.5%	26.5%	28.5%	25.1%	26.5%	30.2%	32.2%	26.5%	23.4%	32.6%	34.6%
SR 224 and SR 240	89	4.2%	6.1%	8.9%	4.4%	5%	6.7%	10.1%	10.1%	10.1%	10.6%	13.4%	9.5%
9th & Dale	37	16.8%	22.9%	24.3%	33.7%	47.3%	28.3%	31.7%	36.4%	37.8%	33.7%	36.4%	24.3%
Ed Frost Transit Center	43	8.1%	0.78%	0%	0%	0%	0%	1.1%	0%	0%	0%	0%	0%
West Richland Transfer Point	154	4.8%	5.6%	8.1%	10.7%	12.6%	8.1%	10.7%	15.5%	17.2%	13.3%	12%	15.5%
Knight Street Transit Center	46	29%	27.1%	25%	27.1%	28.2%	22.8%	20.1%	17.9%	17.3%	17.9%	23.3%	18.1%
WSDOT: Richland "Y"	250	25.9%	21.7%	28.8%	27%	19.4%	31.6%	36%	31%	34%	23%	25.6%	26%
Stacy Ave Transfer Point	28	18.7%	17.8%	17.8%	3.5%	1.7%	1.7%	8.3%	21.4%	0%	9.52%	10.7%	5.9%
HAPO Center	179	22.2%	21.2%	28.4%	26.2%	28.7%	29.3%	25.9%	25.1%	28.2%	26.8%	27.3%	26.5%
Tulip Lane	157	17%	14.4%	18.7%	18.7	19.1%	17.2%	18.7%	16.2%	17.5%	14.9%	16.5%	16.5%
Port of Benton	350	10.2%	12.2%	15.1%	15.4%	14.4%	20.8%	12.8%	20.7%	19.8%	12.1%	12.1%	10.7%

Appendix E: Plan Review

[Page Intentionally Left Blank]

[Continuation Below]

Benton & Franklin Council of Governments (BFCOG)

BFCOG 2022	Policies and Goals Relevant to BFT
Human Services Transportation Plan	A major focus of the HSTP is to identify public transportation resources for the youth and ageing populations, people with disabilities, and low-income individuals that are dependent on public transportation. 13% of the region's residents are over 65. This portion is expected to increase by 89% in the next 25 years. Identified needs and gaps: • Lower cost public transit • Transportation access to food (foodbanks) • Transportation connections for seniors/ senior social access • Transit service to Burbank area/Walla Walla County • Expanded door-to-door service for those with mobility issues • Language barrier assistance • Transportation for students without access to school bus • Need for more transit stop amenities • Revisit criteria for special needs qualification • Increased service to Yakima immigration services Strategies and activities identified to reduce gaps: • Free transit fares at certain times of day, pre-paid cards or badges for low-income and disabled people • Fixed route and on-demand service in HSTP study areas of Prosser, Connell, and Mesa to stops at medical facilities in Pasco, Kennewick, and Richland • Driving Miss Daisy style pilot program to connect seniors with social gatherings • Increased regular service connections between upper Yakima valley to mid-Columbia area • More stops for transit service for medical appointments via contracted services • Bi-lingual travel trainers and mobility managers • Expanding fixed route areas serving students • Security cameras and anti-theft devices • Updated amenities report (BFT in process) • Create a panel of medical professionals to make recommendations on application criteria • Scheduled shuttle to Yakima immigration office

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

BFCOG 2045 Metropolitan Transportation Plan	Policies and Goals Relevant to BFT
	• Population projections indicate the demand for additional public transportation services will be significant • BFCOG 2045 model forecasts a 30% increase in transit trips • Additional future needs identified through stakeholder engagement were: ○ Additional transit options outside of the BFT service area, especially for elderly and disabled persons ○ First and Last mile connections in areas where BFT is not available ○ More education and communication about public transportation resources ○ Additional frequency, days, and spans of service for certain existing routes

Local Jurisdictions – Cities

Benton City

Benton City 2017 Comprehensive Plan	Policies and Goals Relevant to BFT
	TE Goal 7: Maintain and expand public transportation service for all demographics traveling through Benton City and the surrounding area TE Goal 7 Policy 1: Continue inclusion of the City in BFTs PTBA TE Goal 7 Policy 2: Continue implementation of a shuttle van service to the Tri-Cities area, including coordination of interconnecting bus, train, and airplane schedules

Connell

Connell 2022 Comprehensive Plan	Policies and Goals Relevant to BFT
	Connell relies heavily on automobile travel and does not have fixed-route, regular service to the city though there are some vanpools operating. • Land Use Goal 4, policy 1: place multi-family residential developments next to arterial streets, along public transportation routes, or near commercially designated areas

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Kennewick

Kennewick 2026 Comprehensive Plan (DRAFT)	Policies and Goals Relevant to BFT
	• Policy T-1.3: Coordinate with Ben Franklin Transit to improve access to transit, transit priority treatments, transit stop safety, and transit stop amenities. • Policy T-1.6: Coordinate the planning, implementation, and operation of a safe and efficient multimodal transportation system with stakeholders including WSDOT, Benton County, the Benton Franklin Council of Governments, Ben Franklin Transit, the cities of Richland, Pasco, and West Richland, as well as various community groups. • Policy T-2.8: Incorporate the principles of Complete Streets by planning and implementing improvements that provide facilities with all users in mind, including pedestrians, bicyclists and transit riders. • Policy T-3.2: Support transit service by establishing LOS standards for bus stops in coordination with Ben Franklin Transit.

Kennewick 2040 Transportation Systems Plan	Policies and Goals Relevant to BFT
	The Kennewick TSP coordinates and plans for the development of a balanced, multimodal transportation system by recognizing the regional nature of the transportation system and the need for continuing interagency coordination. The plan contains policies encouraging and supporting alternative travel modes including transit. • Priority corridors for additional pedestrian crossings: ○ Clearwater Ave ○ 10th Ave ○ Columbia Dr ○ Steptoe St ○ Ely St ○ Washington St ○ Olympia St • Priority bike corridors: ○ Columbia Park Trail ○ Canal Dr ○ 4th Ave ○ 10th Ave ○ Bob Olson Pkwy/Hildebrand Blvd ○ Olympia St ○ Ely St ○ Volland St ○ Kellogg St ○ Steptoe St

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Richland

Richland 2027-2032 Transportation Improvement Program (Draft)	Projects Relevant to BFT Richland has programmed a diverse portfolio of transportation projects, including roadway expansions, intersection upgrades, safety enhancements, Complete Streets initiatives, and active transportation investments. The city continues to prioritize multimodal mobility through new pedestrian crossings, multi-use pathways, bicycle facilities, and Safe Routes to School projects, which will improve access to transit and support future ridership growth. In addition, several corridor, intersection, and capacity improvement projects are expected to enhance overall network connectivity and may create opportunities for future transit service enhancements, including higher-frequency service and potential Bus Rapid Transit (BRT) investments.
Richland 2017 Comprehensive Plan	Policies and Goals Relevant to BFT Richland desires to create an economically prosperous city center and has established priorities for reinvigorating commercial centers in part through creation of bicycle and pedestrian friendly connections between downtown areas and residential neighborhoods. In addition to a well-connected network of paths, trails, and sidewalks, the city also values the implementation of mixed-uses, higher density, access to transit, safety improvements, streetscape elements and building orientation to create an active mode-friendly community. • Urban Design Goal 2: Revitalize commercial areas, such as areas in the CBD including Uptown retail area and Island View area ○ Policy 2: Ensure adequate public transit, bicycle, and pedestrian access in the commercial centers along with parking and landscaping • Transportation Goal 3: Encourage the use of transportation modes that promote energy conservation, circulation efficiency, and an active lifestyle ○ Policy 1: Support increased use of transit, bicycling, and pedestrian travel ○ Policy 4: Encourage new developments to be pedestrian friendly and compatible with the public transportation system

West Richland

West Richland 2017 Comprehensive Plan	Policies and Goals Relevant to BFT
	• LU Policies and Strategy 7: Give preference to locating new high-density development areas where residents will have access to walking and bicycling amenities, and to public transit • Place multi-family developments next to arterial streets, along public transportation routes, or on the periphery of commercial designating areas • LU Policies and Strategy 36: Encourage commercial and mixed-use developments located on current or planned transit corridors and encourage transit-oriented site planning and design • LU Policies and Strategy 41: Encourage a multimodal transportation system that allows local residents to move easily from their homes to their jobs and to other necessary services without exclusive dependence upon the single-occupancy vehicle • Environmental Policies and Strategies 10: Encourage non-motorized forms of transportation, carpooling and other trip-reduction measures • Housing Policies and Strategies 11: Work with transit and transportation providers to increase access between special needs housing and community facilities and programs in West Richland and the surrounding area • Transportation Policies 1b: Consider TDM commute trip reduction methods to decrease traffic congestion, especially if traffic exceeds the City's LOS standard • Transportation Policies 1c: Support access and circulation by pedestrians, bicycles, transit buses and other roadway users • Transportation Policies 4f: Develop a transportation system that facilitates mass transit, driving, walking, biking, and equestrian uses. Streets shall be designed in accordance with the Complete Streets Policy. • Transportation Policies 4g: Obtain rights of ways and easements prior to or concurrent with development and retain options for alternative transportation modes, bicycle, pedestrian, and equestrian use • Transportation Policies 4h: Promote public transportation service accessibility for elderly, disabled, low and moderate income, youth, and other mobility disadvantaged people • Transportation Policies 6c: encourage trip making by walking, biking, carpooling, and transit ridership to reduce criteria pollutant emissions and improve water quality

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Pasco

Pasco 2018-2038 Comprehensive Plan	Policies and Goals Relevant to BFT Most of Pasco’s transportation goals and policies support transit use and collaboration with BFT and other regional transportation partners. In addition, policy 4F under the City’s Land use goals supports smart growth and transit-oriented development, or at the very least, development that considers and creates amenities that support the use of transit and alternative transportation modes. • Land Use Goal 4: Increase community accessibility through proper land use planning ○ Policy 4F: Support mixed use, smart growth, infill, and compact developments with transit and pedestrian amenities that promote a healthy community • Transportation Goal 2: Encourage efficient, alternative, and multi-modal transportation systems ○ Policy 2A: Maintain the Multimodal Passenger Terminal ○ Policy 2B: Collaborate with BFT in programming transit routes, transit stops, and supporting facilities that increase user accessibility during the development process ○ Policy 2C: Encourage the use of public transportation including ridesharing, and BFT’s vanpool program ○ Policy 2D: Encourage pedestrian and bicycle travel by providing safe and purposeful bicycle and pedestrian routes ○ Policy 2E: Encourage Park and Rides for bicycles and/or automobiles ○ Policy 2G: Collaborate with transit agencies on the design of arterial streets to improve transit access
Pasco 2025-2030 Transportation Improvement Program	Projects Relevant to BFT Pasco has programmed a comprehensive mix of roadway expansion, intersection modernization, safety, active transportation, and multimodal connectivity projects throughout the city. Significant investments in pedestrian crossings, multi-use pathways, bicycle facilities, Safe Routes to School improvements, and trail connections will improve access to schools, neighborhoods, employment centers, and transit services. The city is also advancing several major corridor, interchange, overpass, and roadway extension projects that are expected to enhance regional mobility, support future growth, and improve the efficiency and reliability of the overall transportation network
Pasco 2022 Transportation System Master Plan	Policies and Goals Relevant to BFT • Goal TR-1: Coordinate with Regional partners on shared transportation investments ○ 1-C: Collaborate with BFT in programming transit routes, transit stops, and supporting facilities that increase user accessibility during the development process

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

- Goal TR-3: Preserve existing roads, sidewalks, trails and transit facilities
 - 3-A: Ensure maintenance of the existing facilities
- Goal TR-7: Develop a Complete Multimodal Transportation system
 - 7-A Collaborate with BFT in programming transit routes, transit stops, and supporting facilities that increase user accessibility during the development process
 - 7-B: Encourage the use of public transportation including ride-sharing and BFT's vanpool program
 - 7-C encourage park & ride lots for bicycles and/or automobiles
- Additional relevant information:
 - Mobility data for the Tri Cities region indicated that 48 percent of Pasco's employed residents travel to jobs outside of the city. Commuting residents generally travel to jobs in Richland, Kennewick, or the Hanford nuclear Site. The other half work in or near central and downtown Pasco, at commercial businesses along SR 395, or in the industrial areas of east Pasco.
 - Other large traffic generators include higher level schools including Chiawana High School, Pasco High School and the Columbia Basin College.
 - Wider sidewalks to be built on arterial and collector streets to accommodate future development and upgrade of ADA compliant transit facilities
 - Portions of the city that do not support non-drivers include portions of Burns Rd, Sandifur Pkwy, Burden Blvd, Court St, and Sylvester St. Long block lengths, limited access options and concentrated vehicular volumes at limited crossings increase the distance and hazard for pedestrians and bicyclists trying to access transit or other destinations
 - Limited street connectivity increases the distance to transit access for many residents, despite stops being located between ¼ - ½ mile apart as the crow flies
 - As growth occurs, Pasco sees an opportunity to improve the quality and consistency of transit connections as part of new neighborhood designs
 - The primary area identified for growth is north of I-182 in the greater Broadmoor Blvd area. As new streets are developed in these areas, providing safe, convenient, and direct access for pedestrians and bicyclists to existing and planned transit routes "will be critical to maintaining safe and reliable transportation options for our residents." Expect higher office, retail and mixed use in Broadmoor area. Potential location for future park-and-ride.

Prosser

Prosser 2018 Comprehensive Plan	Policies and Goals Relevant to BFT
	• Land Use policy 2.1 Place residential developments next to arterial streets, along public transportation routes, or on the periphery of commercially designated areas • LU policy 2.5: Locate new residential development so that residents will have access to walking and bicycle trails and public transit • Transportation Policy 1.3: Focus efforts to address the transportation needs of mobility disadvantaged groups, such as the elderly, disabled or low and moderate income, and youth • Transportation Policy 2.3: Support local and regional public transportation agencies in providing service to Prosser and connectivity to nearby communities • Transportation Goal 3: Distribute transportation costs and benefits equitably; and provide for consistency and fairness in establishing priorities for transportation expenditures • Transportation Policy 3.1: Support the transportation needs of traditionally underserved neighborhoods and vulnerable populations through equitable investments throughout the City, including potential catch-up investment for areas in need as necessary • Transportation Policy 3.2: Establish clear and objective criteria for evaluating costs to public benefit when considering transportation system improvements • Transportation Policy 5.4: Designate safe walkway and bikeway routes from residential areas to schools, parks, transit, and other activity centers • Transportation Goal 6: Develop and support a public transportation system and regional transportation strategies that address the special needs of the transportation disadvantaged and provide mobility options and access for all • Transportation Policy 6.1: Offer a public transportation system that conveniently serves Prosser and offers easy connection to regional destinations • Transportation Policy 6.2: Work with transit providers to maintain and expand frequent service in Prosser to support community needs • Transportation Policy 6.3 Work cooperatively with public transportation agencies to develop access management agreements for transit routes within the city • Transportation Policy 6.4: Identify, dedicate, and preserve necessary right-of-way for transit facilities including bump-outs, bus stops, turn lanes, etc.

Local Jurisdictions – Counties

Benton & Franklin Counties 2026-2028 Community Health Improvement Plan	Policies and Goals Relevant to BFT
	Establishes the groundwork for addressing some of the most pressing health challenges facing the bi-county region and fosters more equitable health outcomes and well-being for all residents. The goal of the plan is to improve the health of people living in Benton and Franklin counties by aligning public health related services, programs, and policies throughout the counties to meet the needs of residents. The plan shows that transit is an important means of access to health care services, employment, and adequate food and water resources for many members of the community. Access to Health Goal 1: Individuals and families have access to comprehensive, high-quality health care services in Benton and Franklin counties. Objective 1.3: Reduce inequities in access to healthcare that may contribute to disparities in health outcomes. Goal 2: Families and individuals in our communities have the support they need to work, learn, and live sustainably. Objective 2.3: Increase equitable access to safe and active transportation.

Benton County

Benton County 2017 Comprehensive Plan	Policies and Goals Relevant to BFT
	• Land Use Goal 1, Policy 5: Encourage multi-modal connectivity between land uses that enhances community access and promotes healthier and more active lifestyles for residents • LU goal 3, policy 2: Encourage well-designed compact developments within the UGAs to save taxpayers and ratepayers money, conserve water, reduce water pollution, and support transit use • LU G7, P3: Develop a site master plan that functionally integrates various land uses with motorized and non-motorized circulations systems that are accessible to public transportation where available and connect with open spaces for public use • Housing Goal 1, Policy 3: Work with cities to provide housing for all economic segments of the population and seek to create the conditions necessary for the construction of affordable housing at appropriate densities within each of the jurisdiction types • TE Goal 1 policy 2: Encourage transportation projects that: ○ Conform with and serve the land use element ○ Facilitate the flow of people, goods, local products, and services to strengthen and assist the expansion of the local and regional economy

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

	○ Enable the conservation of energy • TE Goal 1 Policy 7: Plan to expand transportation capacity by using existing facilities and rights-of-way, where practical and feasible • TE Goal 1 Policy 9: Create an integrated network of safe pedestrian ways and or bicycle routes along arterial and other roadways • TE Goal 1 Policy 12, support the development of a complete streets policy that would make accommodations for pedestrian, bicycle, and transit users on appropriate roadways • TE Goal 3 Policy 1: Avoid and or minimize adverse social, economic, and environmental impacts and costs • TE Goal 4, Policy 2: work with transit, rail, port authorities, and other transportation agencies to promote a coordinated transportation system
--	--

Franklin County

Franklin County 2018-2038 Comprehensive Plan	Policies and Goals Relevant to BFT
	• Transportation Goal 2: Actively influence the future character of the County by managing land use change and developing facilities and services in a manner that directs and controls land use patterns and intensities • Transportation Goal 3, Policy 5: Connect all transportation modes by coordinating planning of transportation programs, operation of facilities, and project site design • Transportation Goal 3, Policy 17: Promote energy efficient modes such as high occupancy vehicles, bicycling and walking • Transportation Goal 4: Recognize bicycle and pedestrian movement as basic means of circulation and ensure adequate accommodation of bicycle and pedestrian travel facilities • Transportation Goal 6, Policy 3: Strive to plan, construct and maintain transportation facilities in such a manner as to promote positive social, economic, and environmental impacts • Transportation Goal 9: Provide public transportation service accessibility for elderly, disabled, low and moderate income, youth, and other mobility disadvantaged people between northern Franklin County communities and the Tri-Cities • Transp. Goal 9 policy 1: Pursue inclusion in BFT PTBA when need and public sentiment become evident • Transp. Goal 9 policy 2: Consider implementation of shuttle van services to the Tri-Cities, including coordination of interconnecting bus, train and plane schedules • Transp. Goal 9 policy 3: Support future transit feasibility by encouraging and facilitating high-density residential development in the rural towns and settlement areas

Appendix F: Facilities and Fleet Inventory Summary

[Page Intentionally Left Blank]

[Continuation Below]

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Facilities Summary

Year Built	Facility Name	Address	Section of Larger Facility	Facility Type	Condition Rating
1984	Admin Building	1000 Columbia Park Trail, Richland, WA, 99352	Yes	Administrative Office/ Sales Office	4
1984	Maintenance Building	1000 Columbia Park Trail, Richland, WA, 99352	Yes	Maintenance Facility (Service and Inspection)	3
1986	Huntington Station	N Huntington St., Kennewick, WA, 99336	No	Bus Transfer Center	1
1989	22nd St Station	N 22nd Avenue, Pasco, WA, 99302	No	Bus Transfer Center	2
2005	Three Rivers Station	W. Okanogan Pl, Kennewick, WA 99336	No	Bus Transfer Center	3
2005	Fuel Island	1000 Columbia Park Trail, Richland, WA, 99352	Yes	Vehicle Fueling Facility	2
2008	Bus Wash	1000 Columbia Park Trail, Richland, WA, 99352	Yes	Vehicle Washing Facility	3
2008	Richland "Y"	SR 240 & Columbia Park Trail, Richland, WA 99352	No	Surface Parking Lot	4
2016	Tulip Lane	Windmill Rd & Columbia Park Trail, Richland, WA, 99354	No	Surface Parking Lot	5
2020	Knight Street Station	Knight Street, Richland, WA 99352	No	Bus Transfer Center	3
2024	Operations Building	1000 Columbia Park Trail, Richland, WA, 99352	Yes	Operations	5
2024	Queensgate Station	655 Windmill Rd, Richland, WA 99352	No	Bus Transfer Center	5

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Fixed-Route Fleet Summary

Year in Service	Make/Model	Units	Length (Feet)	Seating Capacity	Wheelchair Capacity	Condition Rating
2013	Gillig Low Floor	7	40	37	2	3
2014	Gillig Low Floor	4	40	37	2	3
2015	Gillig Low Floor	9	40	37	2	3
2016	Gillig Low Floor (Trolley)	2	35	30	2	3
2018	Gillig Low Floor	6	29	23	2	4
2018	Gillig Low Floor	13	35	30	2	4
2022	Gillig Low Floor	9	40	37	2	5
2023	Gillig Low Floor	5	35	33	2	5
2023	Gillig Low Floor	14	40	37	2	5
2024	Gillig Low Floor BEB	2	40	37	2	5
Total		71				

Dial-A-Ride Fleet Summary

Year in Service	Make/Model	Units	Length (Feet)	Seating Capacity	Wheelchair Capacity	Condition Rating
2014	Eldorado National Aerotech 220	10	24	6	3	3
2014	Eldorado National Aerotech 240	10	24	11	3	3
2018	Eldorado Aerotech 240	26	24	11	3	3
2018	Eldorado Aerotech 220	3	22	6	4	3
2020	Eldorado Aerotech 220	10	24	6	3	4
2020	Eldorado Aerotech 240	22	24	11	3	4
Total		81				

The Arc of Tri-Cities Fleet Summary

Year in Service	Make/Model	Units	Length (Feet)	Seating Capacity	Wheelchair Capacity	Condition Rating
2006	Dodge Grand Caravan	1	16	7	0	2
2008	Chevy Express	1	17	12	0	2
2009	Chevy Express	9	19	12	0	3
2010	Chevy Express	3	19	12	0	3
2013	Dodge Grand Caravan	2	16	7	0	3
2014	Chevy Express	1	19	12	0	3
2014	Dodge Grand Caravan	1	16	7	0	3
2014	Eldorado National Aerotech 240	4	24	11	3	3
2018	Eldorado Aerotech 240	6	24	11	3	3
2020	Eldorado Aerotech 240	4	24	11	3	4
2024	Dodge New England	3	24	14	2	5
2024	Chrysler Pacifica	2	17	4	1	5
Total		37				

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Rideshare Fleet Summary

Year in Service	Make/Model	Units	Seating Capacity	Condition Rating
2009	Chevy Express	1	12	2
2010	Chevy Express	9	12	2
2013	Dodge Grand Caravan	1	7	3
2014	Chevy Express	13	12	3
2014	Chevy Express	7	15	3
2014	Dodge Grand Caravan	3	7	3
2017	Chevy Express G3500	54	15	3
2018	Dodge Grand Caravan	6	7	3
2019	Dodge Grand Caravan	7	7	4
2023	Chrysler Pacifica Touring	25	7	5
2024	Chrysler Pacifica Touring	42	7	5
2024	Ford Transit	26	15	5
2024	Chevy Express	4	12	5
2025	Ford Explorer	18	7	5
Total		216		

Non-Revenue Fleet Summary

Year in Service	Make/Model	Units	Seating Capacity	Condition Rating
1994	Triton Flatbed Trailer	1	-	3
1998	Triton Flatbed Trailer	1	-	2
2003	Iron Eagle Trailer	1	-	3
2005	Chevy Silverado 350	1	3	2
2009	Chevy Express	1	2	3
2013	Dodge Grand Caravan	3	7	3
2014	Ford F150 Pickup	1	3	2
2014	Dodge Grand Caravan	25	7	3
2016	Landa Trailer (Trv 3500)	1	-	3
2015	Ram 3500	1	5	3
2017	Ford F-150	1	5	3
2018	Kubota M7060Hdc12	1	1	4
2018	Kubota Rtv X1100C	3	2	4
2018	Chevy Silverado 3500Hd	1	3	4
2018	Pjtm T6223 Flatbed Trailer	1	-	4
2018	Toyota 8Fgu30 Forklift	1	-	4
2019	Kubota Attachment Spreader	1	-	4
2020	Ford Ranger	10	5	4
2021	Isuzu Nnr Nu2 54	1	-	4

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Year in Service	Make/Model	Units	Seating Capacity	Condition Rating
2021	Honda Snowrator	1	-	4
2023	Ford F-550 4x4 DRW	1	3	5
2024	Ford F-250	2	6	5
2024	Chevy Equinox	6	5	5
2025	Evolution D5 Ranger	5	4	5
Total		71		

Appendix G: 2026-2032 Capital Improvement Plan (CIP) Details: Open and New Projects

Fleet

Project Code	Description	Order Year	Up To	2027 Approved Budget Project Amount	2027 Approved Budget Authority	Remaining Budget Authority
FLT0037	BUS	2025	7	\$4,994,920	\$4,994,920	\$4,994,920
FLT0040	VAN	2025-2026	22	\$1,725,721	\$1,725,721	\$1,725,721
FLT0042	DAR	2026	11	\$2,673,440	\$2,673,440	\$2,673,440
FLT0046	BUS - Alternative Fuels	2025-2027	13	\$14,300,000	\$14,300,000	\$14,300,000
FLT0047	DAR	2027-2029	30	\$8,166,150	\$8,166,150	\$8,166,150
FLT0048	Non-Revenue: Service Truck	2026	1	\$275,652	\$275,652	\$275,652
FLT0049	Non-Revenue: Service Truck	2027	1	\$173,259	\$173,259	\$173,259
FLT0051	BUS	2027	7	\$6,265,623	\$6,265,623	\$6,265,623
FLT0052	DAR - 5310 Funds	2026	2	\$222,943	\$222,943	\$222,943
FLT0053	DAR	2030	7	\$2,134,090	\$2,134,090	\$2,134,090
FLT0054	BUS	2028	7	\$7,017,500	\$7,017,500	\$7,017,500
FLT0055	BUS	2029	7	\$7,859,600	\$7,859,600	\$7,859,600
FLT0056	BUS	2030	5	\$5,030,144	\$5,030,144	\$5,030,144
FLT0058	DAR - 5310 Funds	2027	2	\$249,696	\$249,696	\$249,696
FLT0059	DAR - 5310 Funds	2028	2	\$279,660	\$279,660	\$279,660
FLT0060	DAR - 5310 Funds	2029	2	\$313,219	\$313,219	\$313,219

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Project Code	Description	Order Year	Up To	2027 Approved Budget Project Amount	2027 Approved Budget Authority	Remaining Budget Authority
FLT0061	DAR - 5310 Funds	2030	2	\$350,805	\$350,805	\$350,805
FLT0062	DAR - 5310 Funds	2031	2	\$392,902	\$392,902	\$392,902
FLT0064	Non-Revenue: Service Truck	2030	1	\$181,922	\$181,922	\$181,922
FLT0065	Non-Revenue: Service Truck	2031	1	\$191,018	\$191,018	\$191,018
FLT0068	VAN	2027	20	\$1,456,440	\$1,456,440	\$1,456,440
FLT0069	VAN	2028	20	\$1,631,220	\$1,631,220	\$1,631,220
FLT0070	VAN	2029	20	\$1,826,960	\$1,826,960	\$1,826,960
FLT0071	VAN	2030	20	\$2,046,200	\$2,046,200	\$2,046,200
FLT0072	VAN	2031	20	\$2,291,740	\$2,291,740	\$2,291,740
FLT0073	BUS - Expansion	2027	4	\$3,200,000	\$3,200,000	\$3,200,000
FLT0074	DAR - 5310 Funds	2032	2	\$440,050	\$440,050	\$440,050
Total			238	\$75,690,874	\$75,690,874	\$75,690,874

Facilities

Project Code	Description	2027 Approved Budget Project Amount	2027 Approved Budget Authority	Project Expenses Thru 03/30/2026	Remaining Budget Authority
FAC0002	Maint Facility Upgrades: Hoist, Auto Fluid Disp, DEF, Maint Bays Upgrade, Oil Tank, Compressors	\$10,713,461	\$10,713,461	\$613,104	\$10,100,357
FAC0015	Passenger Amenities Improvements/Construction	\$14,315,964	\$14,315,964	\$4,025,120	\$10,290,844
FAC0015A	Long Range Corridor	\$8,695,388	\$8,695,388	\$305,257	\$8,390,131

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Project Code	Description	2027 Approved Budget Project Amount	2027 Approved Budget Authority	Project Expenses Thru 03/30/2026	Remaining Budget Authority
FAC0015B	Frequent Service Corridor: Bus Stop Amenities	\$2,800,000	\$2,800,000	-	\$2,800,000
FAC0022A	W. Pasco Transit Hub	\$7,711,533	\$7,711,533	\$155,316	\$7,556,217
FAC0027	Land Acquisition	\$9,000,000	\$9,000,000	-	\$9,000,000
FAC0031	22nd Avenue Transit Center Renovation	\$13,056,400	\$13,056,400	\$285,606	\$12,770,794
FAC0032	Benton City Transit Facility	\$1,500,000	\$1,500,000	-	\$1,500,000
FAC0033	Prosser Transit Facility	\$1,500,000	\$1,500,000	-	\$1,500,000
FAC0034	Southridge Transit facility	\$1,500,000	\$1,500,000	-	\$1,500,000
FAC0037	Maintenance Facility Upgrades	\$160,000	\$160,000	-	\$160,000
FAC0039	3 Rivers: Building Updates	\$250,000	\$250,000	-	\$250,000
Total		\$71,202,746	\$71,202,746	\$5,384,403	\$65,818,343

Equipment

Project Code	Description	2027 Approved Budget Project Amount	2027 Approved Budget Authority	Project Expenses Thru 03/30/2026	Remaining Budget Authority
EQP0012	DAR & Coach Dispatch Equipment Upgrade	\$610,500	\$610,500	-	\$610,500
EQP0018	Rolling Stock Overhauls	\$588,089	\$588,089	-	\$588,089
EQP0019	Misc Shop Equipment	\$410,000	\$410,000	-	\$410,000
Total		\$1,608,589	\$1,608,589	-	\$1,608,589

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Transit Technologies

Project Code	Description	2027 Approved Budget Project Amount	2027 Approved Budget Authority	Project Expenses Thru 03/30/2026	Remaining Budget Authority
TEC0010	IT Related Projects: (Telephone System, ITS Replacement, etc.)	\$4,263,909	\$4,263,909	\$426,778	\$3,837,131
TEC0012	IT Related Projects - Operations Software	\$2,158,000	\$2,158,000	-	\$2,158,000
Total		\$6,421,909	\$6,421,909	\$426,778	\$5,995,131

Planning / Studies

Project Code	Description	2027 Approved Budget Project Amount	2027 Approved Budget Authority	Project Expenses Thru 03/30/2026	Remaining Budget Authority
PLN0007	Short Range Plan	\$425,000	\$425,000	-	\$425,000
Total		\$425,000	\$425,000	-	\$425,000

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Other

Project Code	Description	2027 Approved Budget Project Amount	2027 Approved Budget Authority	Project Expenses Thru 03/30/2026	Remaining Budget Authority
OTH0001	Enterprise Business Systems (EBS)	\$8,000,000	\$8,000,000	\$3,186,374	\$4,813,626
OTH0005	Business Continuity IT Equipment & Infrastructure	\$200,000	\$200,000	-	\$200,000
Total		\$8,200,000	\$8,200,000	\$3,186,374	\$5,013,626

MOA Campus

Project Code	Description	2027 Approved Budget Project Amount	2027 Approved Budget Authority	Project Expenses Thru 03/30/2026	Remaining Budget Authority
FAC0005	Campus Improvements	\$1,824,996	\$1,824,996	-	\$1,824,996
FAC0023	Facility Maintenance Building	\$9,500,000	\$9,500,000	\$125,102	\$9,374,898
FAC0024	Alternative Fuel Vehicles Infrastructure & Stations	\$1,280,000	\$1,280,000	\$165,699	\$1,114,301
TSS0001	Security Plan (consulting, campus imp., equipment)	\$1,925,000	\$1,925,000	\$86,875	\$1,838,125
Total		\$14,529,996	\$14,529,996	\$377,676	\$14,152,320

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Combined Project Totals

	2027 Approved Budget Project Amount	2027 Approved Budget Authority	Project Expenses Thru 03/30/2026	Remaining Budget Authority
Totals	\$178,079,114	\$178,079,114	\$9,375,230	\$168,703,884

Appendix H: 30-Day Public Comment and Public Hearing Notice

[Page Intentionally Left Blank]
[Continuation Below]

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

The TDP 30-day public comment period will be June 9 to July 9, 2026. The following legal notice was posted in Tri-City Herald on June 10.

BEN FRANKLIN TRANSIT

30-Day Public Comment & Public Hearing Notice: Transit Development Plan

Ben Franklin Transit will hold two open houses and a public hearing regarding the agency's updated Transit Development Plan.

The first virtual open house will take place on **June 23 from 12 p.m. – 1 p.m. via Zoom.**

Zoom Link: <https://us02web.zoom.us/j/83882425786?pwd=HXxf1tFM1sMsuSZe7luhmxeBMG44Qf.1> Meeting ID: 838 8242 5786 Passcode: 025473 One tap mobile +12532050468, 83882425786# US +12532158782, 83882425786# US (Tacoma)

A second open house will take place on **June 25 from 5:30 p.m. – 6:30 p.m. at Three Rivers Transit Center** located at 7109 W Okanogan Pl., Kennewick, WA 99336 **with a Zoom virtual option.**

Zoom Link: <https://us02web.zoom.us/j/83708814362?pwd=5j5bbWDL1xMf0EQO8KetKGEf86f4gl.1> Meeting ID: 837 0881 4362 Passcode: 814071 One tap mobile +12532050468, 83708814362# US +12532158782, 83708814362# US (Tacoma)

The public hearing will take place on **July 9** during the regularly scheduled BFT Board of Directors meeting that begins at **6 p.m.** The meeting can be accessed via Zoom or in-person at 1000 Columbia Park Trail, Richland, WA 99352.

Zoom Link: <https://us06web.zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5QRTdqNnFpRGN5dz09> Meeting ID: 227 388 001 437 1 Passcode: Xj3sF96A **Dial in by phone +1 253-527-1980, 56269608# US, Tacoma (844) 640-7974,,56269608# US**

Members of the public are encouraged to review the plan and provide feedback.

Details are available at bft.org

Additional comments will be accepted during a 30-day public comment period. Commenters can submit input by mail, email, or phone call to the Ben Franklin Transit Planning Department through **Thursday, July 9, 2026.**

BFT operates its programs without regard to race, color, and national origin. To receive additional information on BFT's discrimination obligations, including our complaint procedures, please contact BFT's Title VI coordinator at (509) 734-5107. If information is needed in another language, contact (509) 735-5100

***Spanish version available upon request**

***Versión en español disponible a solicitud**

Mailing Address

Ben Franklin Transit Planning Department
1000 Columbia Park Trail
Richland WA, 99352

Email

Planning@bft.org

Phone call

Customer Service comment line at **509-735-5100**

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Spanish:

BEN FRANKLIN TRANSIT

Aviso de 30 días de comentarios públicos y sesiones públicas: Actualización del Programa Transit Development Plan

Ben Franklin Transit tendrá dos puertas abiertas y una sesión pública en relación con la actualización del Programa de Transit Development Plan de la agencia.

La primera puerta abierta virtual se llevará a cabo el **23 de junio de 12 p.m. a 1 p.m.** a través de Zoom.

Enlace Zoom: <https://us02web.zoom.us/j/83882425786?pwd=HXxf1tFM1sMsuSZe7luhmxeBMG44Qf.1>

Meeting ID: 838 8242 5786 Passcode: 025473 One tap mobile +12532050468, 83882425786# US
+12532158782, 83882425786# US (Tacoma)

La segunda puerta abierta se llevará a cabo el **25 de junio de 5:30 p.m. a 6:30 p.m. en el Centro de Transito de Three Rivers Transit Center**, localizada en 7109 W Okanogan Pl., Kennewick, WA 99336, **con opción virtual de Zoom**.

Enlace Zoom: <https://us02web.zoom.us/j/83708814362?pwd=5j5bbWDL1xMf0EQO8KetKGEf86f4gl.1>

Meeting ID: 837 0881 4362 Passcode: 814071 One tap mobile +12532050468, 83708814362# US
+12532158782, 83708814362# US (Tacoma)

La sesión pública se llevará a cabo el **9 de julio** durante la reunión regular de la Junta Directiva de BFT que comienza a las **6 p.m.** Puede participar en la reunión a través de Zoom o en persona en 1000 Columbia Park Trail, Richland, WA 99352.

Enlace Zoom: <https://us06web.zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5QRTdqNnFpRGN5dz09>

Meeting ID: 227 388 001 437 1 Passcode: Xj3sF96A **Llamar por teléfono +1 253-527-1980, 56269608# US, Tacoma (844) 640-7974, 56269608# US**

Se anima al público a revisar el plan y brindar comentarios.

Los detalles están disponibles en bft.org

Se aceptarán comentarios adicionales durante un período de comentarios públicos de 30 días. Los participantes pueden enviar sus comentarios por carta en correo, correo electrónico o llamada telefónica al departamento de planificación de Ben Franklin Transit hasta el **jueves 9 de julio de 2026**.

BFT opera sus programas sin distinción de raza, color ni origen nacional. Para obtener más información sobre las obligaciones de BFT en materia de discriminación, incluyendo nuestros procedimientos de quejas, comuníquese con el coordinador del Título VI de BFT al (509) 734-5107. Si necesita información en otro idioma, comuníquese al (509) 735-5100.

***Versión en español disponible a solicitud.**

Por correo

Ben Franklin Transit Planning Department
1000 Columbia Park Trail
Richland WA, 99352

Correo electrónico

Planning@bft.org

Teléfono

Línea de comentarios del servicio al cliente en **509-735-5100**

2026-2032 TRANSIT DEVELOPMENT PLAN
Ben Franklin Transit

Comments received by jurisdictions and the public during the comment period resulted in the following updates.

Public Notice & Comment Period

- Corrected website notice posting date (June 3 to June 9, 2026)
- Corrected Tri-City Herald notice date (June 3 to June 10, 2026)
- Corrected public comment period dates (June 7 to June 10 through July 9, 2026) and matching legal notice date

Ridership & Population Data (p. 4–6)

- Added clarifying statement above the Dial-A-Ride ridership image noting the figures reflect 2025 total ridership, not 2026 projections
- Added/improved definition of "General Demand" at first use (also appears on pp. 8, 11)
- Added OFM population estimates for Benton and Franklin Counties, clearly distinguished from PTBA-only population figures
- Added ACS household vehicle access data (Table B08201) for Benton and Franklin Counties, with reference to transit propensity analysis and zero-vehicle block group findings

Service Descriptions (p. 8–20)

- Added city location for each planned 2026 expansion service
- Corrected CONNECT ridership figure (previously matched 2025 numbers in error)
- Clarified VOMS chart (Figure 5) discrepancy between 57 and 62 vehicles
- Added statement on existing electric bus fleet section covering current EVs, VW settlement funding, charging infrastructure capacity, and BFT's phased/prudent EV expansion strategy
- Added location identifiers for regional transit partners (e.g., Kayak Public Transit – Pendleton, OR, serving Hermiston, OR)
- Added service start date for Express 2X
- Added transit–economic vitality linkage language: workforce access, labor pool expansion, household cost savings, and corridor economic activity
- Added BFT OTP goals: 90% fixed-route / 95% Dial-A-Ride, noting goals are met the majority of months

Capital Improvement Plan (p. 30–41)

- Added project codes to CIP line items
- Removed Huntington Training Center project
- Corrected Pasco Flea Market date discrepancy (recommendation vs. estimated start date)
- Updated Zero-Emission Transition Plan terminology to match Alternative Fuels Transition Plan

Planned Operating Changes (p. 41)

- Added additional language regarding anticipated service additions in West Richland due to accelerated growth.

2026-2032 TRANSIT DEVELOPMENT PLAN

Ben Franklin Transit

Financial Plan (p. 47)

- Corrected "next five years" to "next six years"
- Corrected Figure 30 year range from "2026–2032" to "2027–2032"

Program of Projects (p. 52)

- Updated to only include Federal Fiscal Year 2027

Fleet Summary (p. 83)

- Corrected Fixed Route Fleet Summary total (72 matches Figure 1's 71)
- Corrected Rideshare Fleet Summary total (217 matches Figure 1's 216)
- Corrected The Arc Fleet Summary total (33 to 37)

Any comments received during the public hearing will be added to final version of the document.

Appendix I: Board Adoption

Memorandum and resolution will be added after Board adoption scheduled for July 9, 2026.



BEN FRANKLIN
TRANSIT

Additional Board Information

July 2026

1. Board Executive Committee Meeting Minutes of June 30, 2026
2. Upcoming Bids and Requests for Proposals
3. Sales Tax Comparison
4. Treasurer's Report
5. Grant Summary



BOARD EXECUTIVE COMMITTEE MEETING

Tuesday, June 30, 2026 – 4:00 p.m. GM Conference Room
1000 Columbia Park Trail, Richland, Washington

Notice: Meeting attendance options include in-person and virtual via Teams

[Teams Meeting Link](#)

Meeting Minutes

Committee Members Present: David Sandretto, Stephen Bauman, Will McKay, Kurt Maier

Committee Member Absent: none

Legal Counsel Present: Jeremy Bishop

BFT Staff: Brian Lumanski, Kevin Sliger, Joshua Rosas, Pauline Escalera, Terry DeJuan, Rob Orvis

1. Convene Committee Meeting

Board Chair, Stephen Bauman, convened the meeting at 4:00 p.m.

Proposed Board Agenda Action Items

2. Resolution XX-2026 Appointing new CAN Members

Clerk of the Board, Pauline Escalera, presented a recommendation that the Board appoint four new members to the CAN.

Action: Moved forward on the consent agenda for the regular board meeting.

3. Resolution XX-2026 Darcie Cornell Retirement

Clerk of the Board, Pauline Escalera, presented a recommendation that the Board affirms the recognition of Fixed Route Driver, Darcie Cornell, for her 12 years of service.

Action: Approved for recommendation to the full board. Moved to action item for the regular board meeting.

4. Resolution XX-2026 Grant Pass Program

Director of Marketing, Tara Divers, presented a recommendation that the Board Increase the number of public and nonprofit agencies from fifteen (15) to twenty-five (25) that may receive up to \$750 per month in free passes and tickets.

Action: Moved forward on the consent agenda for the regular board meeting

5. Resolution XX-2026 Approving BFT's Public Transportation Agency Safety Plan

Director of Safety and Training, Marcus McCready, presented a recommendation that the Board approves the BFT's Public Transportation Agency Safety Plan and authorize the Chief Executive Officer to submit the plan to the local Metropolitan

Next Executive Committee Meeting – Thursday, August 6, 2026, at 4:00PM

Planning Organization (BFCOG) and to the Washington State Department of Transportation (WSDOT).

Action: Approved for recommendation to the full board. Moved to action item for the regular board meeting.

6. Resolution XX-2026 Contingency Fleet

Terry DeJuan, Senior Manager of Fleet & Facilities Maintenance, presented a recommendation that the Board approve the Chief Executive Officer adopt the Fleet Contingency plan listed in Exhibit A.

Action: Moved forward on the consent agenda for the regular board meeting

7. Resolution XX-2026 Vehicle Re-Activation

Terry DeJuan, Senior Manager of Fleet & Facilities Maintenance, presented a recommendation that the Board approve the Chief Executive Officer to return previous surplussed vehicles into the BFT contingency fleet as listed in Exhibit A.

Action: Moved forward on the consent agenda for the regular board meeting

8. Resolution XX-2026 Adoption 2026-2032 TDP-CIP

Kevin Sliger, Chief Planning & Development Officer, presented a recommendation that the Board of Directors adopt Ben Franklin Transit's 2026-2032 Transit Development Plan (TDP) and Capital Improvement Plan (CIP).

Action: Approved for recommendation to the full board. Moved to action item for the regular board meeting.

Additional Documents in Executive Committee Packet

1. Notification of Upcoming Bids and Requests for Proposals

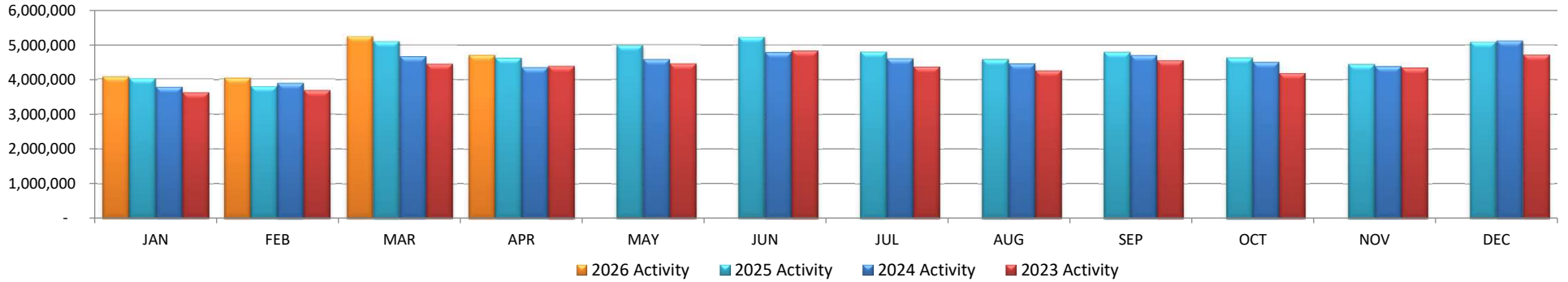
There being no further business, the meeting was adjourned at 4:57 p.m.

Next Executive Committee Meeting – Thursday, August 6, 2026, at 4:00PM

As of: 6/19/2026	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
In Progress							
Color Code: Yellow - In Process							
July							
Color Code: Green - Recommendation for Award							
Recommendation: Facilities Maintenance Building Validation Award	Capital	\$5,500,000???	9 Months	RFQ/RFP	NA	7/15/2026	X
August							
Color Code: Grey - Future Procurement Awards							
September							



BFT Sales Tax Comparison 2023 to YTD 2026



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2026 Activity	4,077,195	4,041,945	5,256,605	4,720,607									18,096,351	\$ 18,096,351
2025 Activity	4,028,139	3,801,594	5,109,334	4,638,629	4,990,190	5,237,821	4,806,653	4,595,278	4,797,932	4,634,421	4,450,997	5,095,641	56,186,630	\$ 17,577,697
2024 Activity	3,779,941	3,890,902	4,676,729	4,364,050	4,587,567	4,803,116	4,610,109	4,470,339	4,705,860	4,510,224	4,388,830	5,121,953	53,909,620	
2023 Activity	3,621,393	3,685,398	4,462,542	4,404,165	4,461,692	4,845,735	4,376,047	4,276,040	4,559,657	4,191,167	4,349,920	4,724,583	51,958,339	
Chg 26 to 25	49,056	240,351	147,271	81,977	-	-	-	-	-	-	-	-	518,654	
Chg 25 to 24	248,198	(89,308)	432,605	274,580	402,623	434,705	196,543	124,940	92,073	124,197	62,167	(26,312)	2,277,010	
Chg 24 to 23	158,549	205,504	214,187	(40,116)	125,875	(42,619)	234,062	194,299	146,203	319,057	38,909	397,370	1,951,280	
Chg 23 to 22	(97,068)	(133,162)	(65,409)	183,458	261,773	104,419	40,800	(201,724)	244,609	48,307	457,583	219,885	1,063,471	
% Chg 26 to 25	1.2%	6.3%	2.9%	1.8%									3.0%	
% Chg 25 to 24	6.6%	-2.3%	9.3%	6.3%	8.8%	9.1%	4.3%	2.8%	2.0%	2.8%	1.4%	-0.5%	4.2%	
% Chg 24 to 23	4.4%	5.6%	4.8%	-0.9%	2.8%	-0.9%	5.3%	4.5%	3.2%	7.6%	0.9%	8.4%	3.8%	
% Chg 23 to 22	-2.6%	-3.5%	-1.4%	4.3%	6.2%	2.2%	0.9%	-4.5%	5.7%	1.2%	11.8%	4.9%	2.1%	
2026 Budget	4,022,000	4,003,900	5,014,100	4,717,900	4,940,500	5,238,600	4,853,700	4,694,900	4,948,900	4,692,900	4,641,500	5,258,200	57,027,100	\$ 17,757,900
2025 Budget	3,738,700	3,748,300	4,690,300	4,528,500	4,529,100	4,965,400	4,499,800	4,484,000	4,607,600	4,403,500	4,381,400	4,942,200	53,518,800	\$ 16,705,800
2024 Budget	3,717,000	3,783,000	4,584,000	4,514,000	4,573,000	4,967,000	4,485,000	4,383,000	4,675,000	4,296,000	4,459,000	4,728,000	53,164,000	
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	
Vs. 2026 Budget	55,195	38,045	242,505	2,707									338,451	1.9%
Vs. 2025 Budget	289,439	53,294	419,034	110,129	461,090	272,421	306,853	111,278	190,332	230,921	69,597	153,441	2,667,830	5.2%
Vs. 2024 Budget	62,941	107,902	92,729	(149,950)	14,567	(163,884)	125,109	87,339	30,860	214,224	(70,170)	393,953	745,620	1.4%
Vs. 2023 Budget	(59,315)	172,359	78,493	177,079	(140,157)	(228,285)	(195,440)	(192,726)	(179,449)	(255,857)	(163,103)	(455,260)	(1,441,661)	-2.7%



Ben Franklin Transit Treasurer's Report

Date: July 9, 2026

To: Ben Franklin Transit Board of Directors

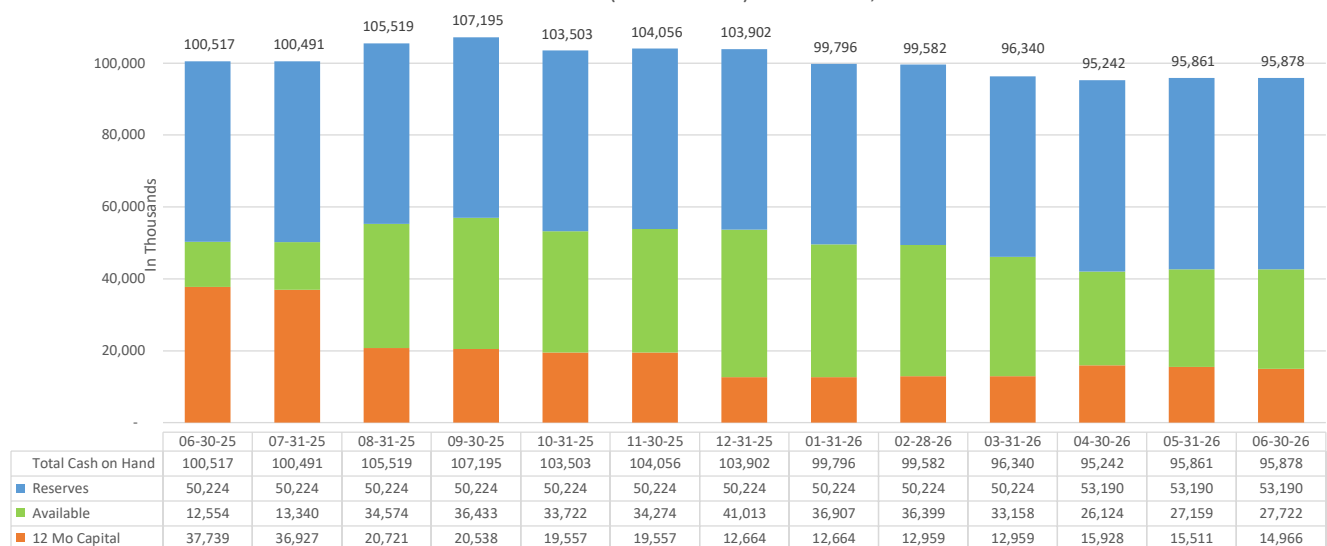
From: Finance Department

Subject: Treasurer's Report - As of Jun 30, 2026

The Investment Position of Ben Franklin Transit as of the Close of Business on Jun 30, 2026 is as follows:

ITEM	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool	3.6924%	Open	\$ 87,302,689	91.1%
Subtotal Investments			87,302,689	91.1%
Check Book Balance, Petty Cash, & Travel Account			8,575,760	8.9%
				100.0%
Total Cash and Equivalents on Hand			\$ 95,878,449	
Less Reserve Funds				
Operating Reserves			(35,630,000)	
Fuel Reserves			(2,100,000)	
Fleet Replacement Reserves			(8,550,000)	
Non-Fleet Capital Reserves			(6,910,000)	
Total Reserves			(53,190,000)	
Subtotal Funds Available			42,688,449	
Local Funds Obligated for Capital Projects (2024 - 2030)	Local Funds Approved Remaining Budget Authority	12 Month Estimated Outflows	(14,966,212)	
Fleet Vehicles	(12,216,774)	1,563,900		
Facilities - Transit Centers & Amenities	(60,048,643)	(7,888,284)		
Equipment	(1,487,874)	(164,040)		
Facilities - MOA Campus	(14,144,868)	(5,659,294)		
Technology	(5,966,154)	(799,447)		
Other	(6,455,052)	(2,019,047)		
	(100,319,365)	(14,966,212)		
Net Funds Available			\$ 27,722,237	

Total Cash & Investments (in thousands) as of Jun 30, 2026



GRANTS SUMMARY

Source	Grant	Total Awards	Total Funds Available
Federal			
	5307	71,551,261	50,333,744
	5310	2,364,007	2,224,173
	5339	<u>4,191,839</u>	<u>3,717,540</u>
	Total Federal	78,107,107	56,275,457
State			
	Formula Grants	13,947,411	8,010,350
	RMG Grants	6,845,000	6,215,341
	Rideshare Grants	958,207	646,031
	Move Ahead WA Grants	12,106,000	11,877,785
	World Cup Grants	<u>265,000</u>	<u>265,000</u>
	Total State	34,121,618	27,014,507
Other			
	WSTIP	<u>5,000</u>	<u>5,000</u>
	Total Other	5,000	5,000
Total Grants		112,233,725	83,294,964

Pending	Grant	Year	Total Requested
Pending Apps			
Federal	NEA - Art Bus Wraps	2026	60,000
Federal	FTA - 5307	2021	5,028,391
Federal	FTA - 5310	2024	326,922
Federal	FTA - 5339	2023	799,085
	Total Pending Apps		6,214,398
Total Pending			6,214,398

FEDERAL GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL AWARD/BUDGET	TOTAL FUNDS AVAILABLE
5307	2018	6,515,735	94,500
5307	2019	6,471,622	582,406
5307	2020	6,689,922	5,017,442
5307	2021	6,704,521	1,136,428
5307	2022	8,593,081	6,926,588
5307	2023	8,729,975	8,729,975
5307	2024	9,283,725	9,283,725
5307	2025	9,808,701	9,808,701
5307	2026	8,753,979	8,753,979
TOTAL 5307			50,333,744
			50,333,744
5310	2018	176,938	37,104
5310	2019	183,530	183,530
5310	2020	192,711	192,711
5310	2021	203,019	203,019
5310	2022	294,460	294,460
5310	2023	310,451	310,451
5310	2024	326,922	326,922
5310	2025	328,366	328,366
5310	2026	347,610	347,610
TOTAL 5310			2,224,173
			2,224,173
5339	2022	777,766	303,467
5339	2023	799,085	799,085
5339	2024	862,035	862,035
5339	2025	922,212	922,212
5339	2026	830,741	830,741
TOTAL 5339			3,717,540
			3,717,540
TOTAL FED FUNDS		78,107,107	56,275,457

STATE GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL AWARD/BUDGET	TOTAL FUNDS AVAILABLE
Transit Support	2025-2027	7,109,914	2,329,165
Special Needs	2025-2027	6,837,497	5,681,184
			-
			-
TOTAL FORMULA		13,947,411	8,010,350
			8,010,350
RMG - W. Pasco	2025-2027	3,713,000	3,635,213
RMG - 22nd Ave	2025-2027	1,852,000	1,506,483
RMG - Peak Serv.	2025-2027	1,280,000	1,073,645
			-
			-
TOTAL RMG GRANTS		6,845,000	6,215,341
			6,215,341
PT Rideshare	2025-2027	542,700	542,700
RS Subsidy	2025-2027	415,507	103,331
			-
			-
TOTAL RIDESHARE GRANTS		958,207	646,031
			646,031
Long Range Corridor	2025-2033	1,606,000	1,377,785
Fleet Electrification	2025-2027	10,500,000	10,500,000
			-
			-
TOTAL MAWA GRANTS		12,106,000	11,877,785
World Cup 2026	2026	265,000	265,000
		-	-
			-
			-
TOTAL WORLD CUP		265,000	265,000
TOTAL STATE FUNDS		34,121,618	27,014,507

OTHER GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL AWARD/BUDGET	TOTAL FUNDS AVAILABLE
WSTIP - Risk Mngt.	2026	5,000	5,000
			-
TOTAL WSTIP			5,000
			5,000
		-	-
		-	-
		-	-
		-	-
		-	-
TOTAL			-
			-
		-	-
		-	-
		-	-
		-	-
TOTAL			-
			-
TOTAL STATE FUNDS		5,000	5,000

PENDING GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL REQUESTED	TOTAL FUNDS PENDING
		-	-
		-	-
		-	-
		-	-
TOTAL OTHER			-
			-
		-	-
		-	-
		-	-
		-	-
TOTAL STATE			-
			-
NEA - Federal	2026	60,000	60,000
FTA - 5307	2021	5,028,391	5,028,391
FTA - 5310	2024	326,922	326,922
FTA - 5339	2023	799,085	799,085
TOTAL FEDERAL			6,214,398
			6,214,398
TOTAL PENDING AWARDS		6,214,398	6,214,398