

PARTA

**Board of Trustees Meeting via Zoom
November 19, 2020 @ 7 p.m.**

Agenda

1. Call to Order Oral
Roll Call
2. Meeting Minutes Attachment 2a
Minutes from October 22, 2020, Meeting (Motion Required)
3. Guest Communications (Due to COVID-19, not required) Oral
4. General Manager's Report Attachment 4
5. Committee Reports Scheduled to Meet Via Zoom 11/19/2020
 - a. Administration Met Via Zoom 11/12/2020
 - b. Finance Did Not Meet
 - c. Operations Did Not Meet
 - d. Personnel Did Not Meet
6. Old Business
7. New Business
8. Resolutions - Roll Call Approval Required

#2020-11-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2021 PROPOSED BUDGET FOR PARTA.

#2020-11-02: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2021 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).

#2020-11-03: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO AN AGREEMENT WITH RICHARD L. BOWEN & ASSOCIATES FOR ARCHITECTURAL AND ENGINEERING (A&E) SERVICES.

#2020-11-04: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES ADOPTING THE PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP) AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

#2020-11-05: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF AN APPLICATION WITH THE OHIO ENVIRONMENTAL PROTECTION AGENCY (OHIO EPA) FOR THE 2020 OHIO DIESEL EMISSIONS REDUCTION GRANT (DERG) PROGRAM.

9. Executive Session (if needed) – Roll Call Approval Required

10. Adjournment.

Next Regular Meeting:

December 17, 2020 @ 7 p.m.

PARTA
PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY

BOARD OF TRUSTEES MEETING MINUTES

Held Remotely Via Zoom

October 22, 2020

Board Members Participating:

Karen Beck
Richard Brockett
Jeff Childers
Debbie Davison

David Gynn, President
Michael Lewis, Vice President
R. T. Mansfield
Jack Murphy

Morgan Tipton
Frank Vitale
Karen Wise, TPO
Marvin Woods

Board Members Not Participating:

Marge Bjerregaard (1st unexcused absence)

Virginia Harris (1st unexcused absence)

Staff Participating:

Claudia Amrhein
Denise Baba
Marcia Fletcher

Kelly Jurisch
Justin Markey, Legal Counsel
Clayton Popik

Rebecca Schrader
Brian Trautman

Guests Participating:

None.

CALL TO ORDER

President David Gynn called the October 22, 2020, *PARTA* Board of Trustees meeting to order at 7 p.m. He asked Ms. Marcia Fletcher to call the roll.

Ms. Fletcher then called the roll, and **a quorum was participating.**

Mr. Gynn thanked everyone for participating and welcomed back Mr. R. T. Mansfield, who is representing Franklin Township. He then congratulated Mr. Mike Lewis for his recent award as a volunteer with Main Street Kent and asked everyone to mute their sound unless they are talking.

Moving on, Mr. Gynn entertained a motion to approve the minutes from the September 24, 2020, Board meeting. Ms. Karen Beck made a motion to accept the minutes as presented. Mr. Mike Lewis seconded the motion. Mr. Gynn asked if there was any discussion on the minutes. Hearing none, he asked all those in favor to say aye and those opposed to say no. The **motion to approve the minutes, as presented, passed unanimously.**

GUEST COMMUNICATIONS

Mr. Gynn said there is no Guest Communication because of COVID-19 and moved on to the General Manager's report.

GENERAL MANAGER'S REPORT

Ms. Claudia Amrhein thanked Mr. Gynn and welcomed everybody to the meeting. She said the only resolution is honoring Mr. Tim Lassar, who resigned due to health reasons, for his Board service of many years. She welcomed back Mr. Mansfield, who was a Board member for quite a long time before he left the Board due to the dissolution of Brady Lake. She pointed out that November is a heavy month with resolutions for both budgets – Kent Central Gateway (KCG) and PARTA, and also review of a Public Transportation Agency Safety Plan (PTASP), which is a new requirement from the Federal Transit Administration (FTA). Therefore, she is requesting that the Administration Committee meet in November to review the PTASP and consider the award of an architecture and engineering contract that has been put out for a Request For Qualifications (RFQ). The RFQs will be evaluated, and a recommendation will be made to the Administration Committee and the Board in November. Tonight, there will be a presentation by Mr. Clayton Popik, Director of Planning. Each month, an element of PARTA's service will be presented to the Board, which will help set the stage for updating the Transit Development Plan (TDP). Planning is a collaborative process and there are several steps to go through to identify how service should look in the future and how to get there. She concluded by saying she would be happy to answer any questions.

Mr. Frank Vitale said Ms. Amrhein's report states that through September, there were 32 collisions of different natures, some not PARTA's fault. He asked how that compares to last year.

Ms. Amrhein asked Ms. Kelly Jurisch to answer that question.

Ms. Jurisch said that number is down compared to 2019 due to COVID-19 and less people on the roads. There have only been a couple collisions a month for the last couple months, which is down quite a bit.

Mr. Vitale said the criteria going forward may not be known but maybe there will be a benchmark to meet in relation to number of trips or something similar. He asked how that might be done.

Ms. Jurisch said looking at the Safety Plan, which is in the final stages of development, risks and hazards are evaluated for drivers and the facility. An example is evaluating the risk of electrical conduits not being wired properly, which would be a fire hazard. As far as driving standards, PARTA has been in the Ohio Transit Risk Pool (OTRP) for a very long time as its insurance carrier and they monitor safety events and collisions. PARTA has won safety awards many years in a row.

Mr. Vitale noted there were 14 passenger falls. He asked if some of those falls resulted in a lawsuit or claim against PARTA.

Ms. Jurisch said any event could result in a lawsuit and all events are reported.

Mr. Jack Murphy asked if there were certain areas where most of the collisions happened or if that was tracked.

Ms. Jurisch said that is currently not tracked, but probably will be. The collisions are throughout Portage County and are not always true collisions. Anytime tires go off the pavement, it is considered a collision. It may not be a collision with another car, it may be a mailbox or a snow or driveway marker.

Mr. Gynn thanked Ms. Amrhein for her report and for the way she and her staff are handling COVID-19 and keeping everybody safe. He asked if there were any other questions. Hearing none, he moved on to the committee reports.

ADMINISTRATION COMMITTEE REPORT

Mr. Gynn said there was no need for the Administration Committee to meet.

FINANCE COMMITTEE REPORT

Mr. Gynn said the Finance Committee met two (2) days ago and the Board was provided with very thorough minutes. He then turned the meeting over to Mr. Lewis for his report.

Mr. Lewis thanked Mr. Gynn, Ms. Rebecca Schrader, and everybody who helps put these numbers together. Overall, the big changes for the month on PARTA's finances include a drawdown of \$446,970 in the CARES Act money. Year-to-date brings the total to \$3,154,079 that was drawn down against roughly \$4 million. That money is being used efficiently and makes a difference to the finances at the bottom line. Sales Tax Revenues has been strong at \$148,662 over budget year-to-date, which is good. Expenses should be around 75% at this time of year and the staff has done an excellent job of controlling those. For the month, the budget was \$728,376 and the expense actual was \$641,356, leaving \$87,020 to the good. Year-to-date, Variances are \$921,472 to the good. KSU Revenues are down, which is understandable. Overall, year-to-date, the Variance is \$3,735,071 to the good. The Capital Finance Report shows \$690,883 was carried forward. For the Bus Storage Facility (5339), \$374,104 was drawn down and \$111,206 was drawn down for OTP2 – AVL Validators. The only expense was \$21,762 for OTPP – AVL Validators/Cradlepoints. He noted that at the Finance Committee meeting, he had a problem with his speakers and didn't hear why the \$1.5 million was going to be moved into Restricted funds. He said his guess is that it is to plan for future needs. He asked Ms. Schrader to touch on that for a moment.

Ms. Schrader said Mr. Lewis is right. Every year when federal grants are awarded, normally there's a matching component. There is a five-year projected working document for buses and other capital needs. The excess revenue from this year of \$1.5 million has been moved into the Restricted account for local match funds for future years. Mr. Lewis mentioned the sales tax is up; however, that may or may not continue.

Moving on to the Kent Central Gateway (KCG), Mr. Lewis said that's the other side of the coin. Improvements are visible starting in July moving forward because activity picked up. However, it has now leveled out a little bit. It is unclear what's going to happen moving forward with COVID-19, how it's managed, what can open and what can't, and what activities are or are not happening. It would be nice if activity continues to increase through the end of the year. KCG is showing a deficit of \$14,064 overall for the month, mostly due to wages and insurance against the revenues, which aren't coming in because parking is down in almost every category. Unfortunately, that means year-to-date is at a negative \$101,895, which is a difference against the budget of \$121,979. Ms. Schrader did some projections, and she thinks it's going to be right around negative \$138,000 for the end of the year, but that could change tomorrow with everything that's going on. There's not a lot that can be done that hasn't already been done to try to improve that. He concluded by asking if there were any questions.

Hearing none, Mr. Gynn thanked Mr. Lewis and said the Finance report will be filed for audit.

OPERATIONS COMMITTEE REPORT

Mr. Gynn said there was no need for the Operations Committee to meet.

PERSONNEL COMMITTEE REPORT

Mr. Gynn said there was no need for the Personnel Committee to meet.

OLD BUSINESS

Mr. Gynn asked if anybody knew of any Old Business that needed to come before the Board. Hearing none, he moved on to New Business.

NEW BUSINESS

Mr. Gynn noted that the Finance Committee meeting next month will be held on Thursday, November 12, instead of Tuesday, November 17, for the purpose of presenting the budgets. He urged everybody to consider attending this meeting to go through the budget. He said it's very detailed and would be a good Finance Committee meeting to attend. He then asked Mr. Popik to give his presentation.

Mr. Popik said he will be going over PARTA's fixed route service. This service uses big buses to go within the cities throughout Kent, Ravenna, and some of the villages in the northern part of the county. He will explain what fixed route service is, what each of the routes do, and how that service is evaluated and planned. Questions can be asked at any time.

Mr. Popik began by saying fixed route service, as defined by the National Transit Institute (NTI), is "Transit service provided on a repetitive, fixed schedule basis along a specific route, with vehicles stopping to pick up passengers at and deliver passengers to specific locations." Service hours are Monday through Friday, approximately 5:30 a.m. to 10:30 p.m., and Saturdays, approximately 7:30 a.m. to 7:30 p.m. "Approximately" is used because in a passenger's mind the start time might be when they need to catch that bus, such as first thing in the morning. Defining when the bus hits the road is typically when the bus arrives at the first stop and it comes off the road when it gets to the last stop. Defining the end time at that last stop can be a little dangerous because a passenger might think they can still catch that bus at 10:30 p.m. The Travel Trainer or somebody from the call center might inquire as to when a passenger wants to get back home for that final trip of the night so they don't get to a point where they can't get to their destination because the buses are coming in off the road. Stops are planned along the route and requests are taken from passengers, drivers, and Operations staff. Placement depends on population density. There will be a few more stops in a central business district – downtown Kent or Ravenna – versus suburban areas where stops might get spaced a little bit further apart. Accessibility and safety surrounding the stop are considered as well. An industry standard in transit is that a passenger will be willing to walk ¼ mile or approximately five (5) minutes to get to a bus stop. A simple guide when trying to plan a route or a stop location is how convenient is it for the person and will it be worth it to the person to choose transit over a single occupant car. Routes are then broken into an inbound and an outbound trip. KCG, in downtown Kent, operates as a transit center, which is owned and operated by PARTA and used for Kent area transfers among all the routes that service downtown Kent. UH Portage Medical Center is used as a Ravenna transit center. Other transit centers include the Robert K. Pfaff (RKP) Transit Center in downtown Akron, which is used to meet up with METRO RTA and SARTA, which is out of Stark County. When Cleveland is running, the Southgate Transit Center in Maple Heights and the Stephanie Tubbs Jones Transit Center in downtown Cleveland are used to coordinate transfers. This gives passengers quite a few options when it comes to getting into those cities to continue to their destinations.

KCG is serviced by eight (8) routes and has ten (10) bus bays, seven (7) of which can be in use at any given time of the day. Buses move in and out of KCG every seven (7) to forty-five (45) minutes depending on the route. Pulsing and clock facing are also done at KCG. Pulsing is where buses are brought in at matching arrival times and sent out at the same departure time, which is why sometimes in downtown Kent there may be a line of buses on State Route 59, Depeyster Street, or East Main Street. The reason that these buses sit stacked behind each other is because that's when one of the lineups was released and all the buses are heading out to their destinations. One bus will continue to Ravenna, one will go to south Kent, and another one will go towards north Kent. They use that small section of roadway surrounding KCG to get to those side streets. Clock facing is done at KCG, which is where routes depart on a predictable interval of a clock face. For example, most of the routes, when the buses are lining up at KCG, depart on the 15s and 45s of the hour. KCG also has an indoor waiting room, restrooms, ticket sales and information. Trips leaving KCG are considered outbound and inbound when they're coming in, which is how routes are designed. Transfers are issued and accepted at KCG for continued trips only. For example, a passenger comes into KCG on the Ravenna bus and needs to get out to South Water Street in Kent. The passenger can ask the Ravenna driver for a transfer and then get on that next bus for free. The UH Portage Medical Center is serviced by four (4) routes with two (2) to four (4) buses. Frequency or headway is how often a bus is coming. Buses come in and out of UH Portage Medical

Center every 30 to 120 minutes. Windham/Garrettsville has a big headway because it's going all the way out to Hiram and back, but the more local routes may run every half hour to every hour. Pulsing and clock facing are also done at UH Portage Medical Center. This is not quite the glamorous transit center as KCG. It's more of a shelter with a pull-off but it does make for a very convenient place to bring buses in and let them stage for their next trip. Trips leaving here are outbound except for the 35 – Interurban East route, which originates at KCG. When it goes out to Ravenna, it's going outbound towards UH Portage Medical Center whereas everything in Ravenna will be going inbound towards UH Portage Medical Center. Transfers are issued here as well for anybody continuing on trips. A passenger cannot come into UH Portage Medical Center on the Kent bus and then get back to Kent on that transfer. Other transit centers are used to easily make connections with neighboring transits. Transfers can be issued and accepted between those services as well. Transfers at METRO RTA and SARTA are issued and accepted for free. With Greater Cleveland RTA, a passenger can get a free RTA transfer because they paid PARTA \$5 but when they come back to PARTA with an RTA transfer, they'll pay that difference, which is \$2.75. A discount is accepted because they already paid a neighboring RTA.

Off-campus local service, sometimes referred to as county service, services Stow, Kent, Ravenna, Windham, Garrettsville, and Hiram at \$1 per trip or 50 cents per trip for reduced fare. KSU students, faculty, and staff ride free with their KSU ID per the contract. On-campus (KSU) routes are planned and operated by PARTA but are based on data provided by KSU, such as updated enrollment data, pass sales data, or residence hall occupancy. All these routes are free for everyone regardless of a KSU ID per the contract with KSU. The third fixed route service is Express, which provides service to downtown Akron at \$1 per trip for everybody and to downtown Cleveland at \$5 a trip for everybody. Currently, that service is suspended due to COVID-19.

Mr. Gynn asked what the difference was between the \$1 fare and the 50-cent reduced fare and if age was considered for reduced fare.

Mr. Popik said reduced fare is based on disability or age. There's an application process for reduced fare. A state issued ID and/or Medicare card can be used to verify if a passenger is 65 and over. An ID is issued by PARTA for a disability reduced fare. When ridership counts are turned into the state at the end of the year for these reduced fare categories, PARTA gets reimbursed the difference of the full fare trip.

Ms. Amrhein said elderly and disabled funding through ODOT is based on the prior year. Actual ridership on fixed route and for demand response service should match up with the amount of reduced fare provided in the reporting year. That's why that number fluctuates a little bit each year. When demand response fares were raised a couple years ago, part of the benefit was it increased reimbursement through the state.

Mr. Popik said the next slide shows each of the routes on the System Map. Starting in Kent, the Cleveland Express route goes to Streetsboro, Maple Heights, downtown Cleveland and then out to the east side. The Akron route starts in downtown Akron, goes to the local clustered area, Kent, Ravenna, and then up into the northeastern villages.

Moving on to the routes, the first route is the 30 – Interurban West. Route numbers allow individuals who may not be English proficient to learn the system based on a route number. It's a universal system versus individual route names. This route runs Monday through Saturday with two (2) buses every thirty (30) minutes providing service between Kent and Stow. It starts in downtown Kent, works its way out West Main Street to Silver Meadows Boulevard, up Graham Road to Fishcreek Road, into the Stow-Kent Shopping Center hitting Meijer, then out to the KSU Airport and back to Target to end that outbound trip. From Target, it works its way back on State Route 59 to Fishcreek Road, Graham Road, Silver Meadows Boulevard, West Main Street, and ends in downtown Kent.

The next route is the 35 - Interurban East, which runs Monday through Saturday with three (3) buses that run every thirty (30) minutes. This is how the 30 – Interurban West route and the 35 – Interurban East route can meet up every half hour at KCG. This is the Kent to Ravenna service. It starts in downtown

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Kent and goes straight out State Route 59. It pulls into C-Midway at KSU, Campus Pointe Apartments, Pebblebrook Apartments, and Walmart and then across to downtown Ravenna and into UH Portage Medical Center. From there, it traces back into Kent when it turns around and does the inbound trip.

The 40 - Suburban North route runs Monday through Saturday with one (1) bus every forty-five (45) minutes servicing north Kent, East Main Street, Lake Street, Mantua Street, and Hudson Drive. It starts in downtown Kent, goes out to East Main Street, C-Midway, Sixth Avenue and Ohio Street, then across Lake Street where it hits up the Lake Street Apartments, and then up towards the high school and middle school. Another section is a loop, versus the straight line, which is on the southern part of the route. That loop runs clockwise in the morning, counterclockwise in the afternoons, and then the bus shoots back across Lake Street and into KCG again.

The 45 - Suburban South route runs Monday through Saturday with one (1) bus every forty-five (45) minutes. It times with the 40 – Suburban North route every time it pulls into KCG and then every hour and a half with the 30 – Interurban West route and the 35 – Interurban East route. The goal is every hour and a half to have the four (4) main routes that service KCG sitting at KCG ready for the same departure time. This route services south Kent, South Water Street, and Franklin Avenue. It leaves KCG and heads towards Lincoln Street where it hits the west side of KSU's campus, Summit Street to the Kentway Apartments, down South Water Street to Marc's, past UH Kent Health Center, Indian Valley, back up Franklin Avenue towards the post office, and then back to KCG.

The 70 - Windham/Garrettsville route runs Monday through Friday with an LTV. LTVs are typically used for door-to-door service, but a couple larger ones are kept in the fleet for these smaller routes. This route runs about every one and a half (1.5) to two (2) hours. A couple trips stop at Garrettsville and a couple continue to Hiram. This route services northeast Portage County. It starts at UH Portage Medical Center, up State Route 88 to Freedom Town Hall, across to Windham hitting the Family Renaissance Center, and then up into Garrettsville. Garrettsville is the only fresh food source with two (2) grocery stores for that area. The route is timed so people can leave Windham or Hiram and get into Garrettsville to do some grocery shopping and then get back to their communities. This is a flag-down route, which means a passenger who lives along the route outside the village limits can call ahead and ask for the bus to stop to pick them. The bus will not deviate from the route. Not much of this service gets used but it is available.

The 80 – Raven West route services Ravenna Monday through Friday with one (1) bus that runs every sixty (60) minutes. There is a small gap in the middle of the day when this route doesn't run because of planning and rider demand. This route starts at UH Portage Medical Center, hits Social Security Administration, cuts across towards Infirmary Road and Cleveland Road, and then drops down Jones Avenue past The ROC. It does a loop out to the Portage County Administrative Building and then straight out to the east side of town to Giant Eagle and Marc's. The goal of this route is to get people out of the McElrath neighborhood, into downtown Ravenna, and then out to the grocery stores, which is Ravenna's fresh food source.

The 85 - Raven East route runs Monday through Friday with one (1) bus every sixty (60) minutes. On Saturdays, the 35 – Interurban East route will service the southern Skeels portion of this route when it leaves KCG. The 35 – Interurban East route did this portion of the route prior to the 2017 service expansion when Ravenna got its own dedicated routes. The 85 – Raven East route will meet up with the 80 – Raven West route at UH Portage Medical Center and pulse out of there at the top of the hour with the 35 – Interurban East route as well. The 85 – Raven East route services the Skeels neighborhood south off South Prospect Street, then does the Woodgate neighborhood off Freedom Street, and then goes out to the east side. Some trips will service Aldi, Longmeadow Skilled Nursing & Rehabilitation Center, and then will pull into Marc's.

The 90 - Akron Express route runs Monday through Friday with one (1) bus doing seven (7) trips out of KCG every one and a half (1.5) to two (2) hours. It starts by going to KSU, then services Brimfield off Tallmadge Road with three (3) trips, then it hits East Market Street and The University of Akron, Summit County Courthouse, and ends at the METRO RTA RKP Transit Center before coming back to Kent.

The 100 - Cleveland Express route runs Monday through Friday with an LTV. When it's running during the school year, sometimes on Friday afternoons, because of the passenger load heading back home, a bus will be added to that route, so everybody has a comfortable ride up to Cleveland. It starts at KSU's Student Center, goes to KCG, and then Streetsboro, Southgate Transit Center, downtown Cleveland, Cleveland Clinic, University Circle, Cleveland VA Medical Center, and Cleveland State University before turning around and coming back.

All the 50 Series routes are for the KSU contract service. The goal is to keep 10 buses on the road across all the routes with service running about every 12 to 15 minutes. Starting with the 51 - Campus Loop, this is clockwise circulation around campus and recently has started running into KCG due to KSU's westward expansion towards downtown Kent. The 53 - Reverse Loop is counterclockwise circulation and goes downtown as well. The 55 - Allerton route is strictly for service from the southside. The Allerton Sports Complex is a big commuter lot and brings students all the way up into the Student Center. The 57 - Stadium Loop is a catch all route for Saturdays. The 58 - Summit East/Front Campus brings everybody in from the stadium, the Summit East parking lot, and apartment complexes to the Student Center, and then does a lap around front campus past all the academic buildings. The final route on campus is the 59 - Stadium Night Loop, which provides East Summit Street service for after hours. Deviation on campus is allowed with this route. One important thing to remember with the 50 Series routes is that they are not an exclusive service. These routes are open to the public, and schedules are published for it. These are the routes planned as part of the contract service based on data from KSU each school year.

Internal service evaluation includes customer satisfaction, which is monitored through surveys as well as comments received by Customer Service. Service is designed based on customer need and feedback from Operations. Drivers also provide valuable input from a planning perspective because they are the eyes on the road. Road Supervisors are another good resource as well as dispatch and the scheduling office.

External service evaluation includes industry standards, such as the Ohio Public Transit Association (OPTA), the American Public Transit Association (APTA), the American Association of State Highway and Transportation Officials (AASHTO), and the National Transit Institute (NTI). AASHTO is a big planning resource for creating proposals that define services and provides design standards for bus stops and pull offs. NTI is an FTA funded Rutgers University program that provides classroom resources as well as webinar type resources for transit professionals. Another external service evaluation tool is regional coordination, which monitors what neighboring transits are doing, such as METRO RTA, Greater Cleveland RTA, SARTA, and NEORide.

Things to do when anticipating change include looking back at things like January 2017 when the last major service change was made to the fixed route system to determine if something was not addressed and looking back at surveys. This might include updating a Transit Development Plan (TDP) or completing or updating a Strategic Plan. Other things include looking at what neighboring agencies are doing to ensure good timely connections for passengers and what the Akron Metropolitan Area Transportation Study (AMATS) has put out for guidance. Last month's Policy Committee meeting for AMATS approved the draft Transit Plan for this year, which has a lot of helpful suggestions. PARTA was able to provide a lot of input and promote what it has accomplished while at the same time receiving suggestions on what it could be doing.

Evaluation allows for more of a proactive versus a reactive approach. Constantly looking at areas of improvement, rather than waiting on complaints, provides the opportunity for a self-analysis of service gaps and evaluating underserved areas, frequency, and accessibility. A proactive approach is implementing suggestions from surveys versus waiting on complaints and being part of community development. When communities are of the Transit Oriented Development (TOD) mindset, it helps in the long run because PARTA is at the table pointing out what vehicles can and cannot access when it comes to what infrastructure is being built in and around cities. Referencing census data is very important to ensure that service is provided to those who truly need it. One of the final things that is looked at when

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considering suggestions and planning is would this be an expansion or an adjustment in hours. An adjustment would keep hours at a net zero increase or decrease versus an expansion which is an obvious investment into the system.

Some things that are being looked at for the near future include North Water Street, which is becoming an area of developmental interest. There are street improvements coming and once those are made, the goal is to get in there before the development finishes because if PARTA has its presence first, potential riders wouldn't have a chance to find other modes of transportation. AMATS suggested that PARTA focus on Brimfield and Akron in the coming years. METRO RTA has been updating their strategic plan over the last couple years. Currently, PARTA provides service to Brimfield with the Akron Express, but a determination will have to be made as to whether the express route is a sustainable mode to provide local service to Brimfield residents. Another area is Hiram, where trips were restricted in 2017 because there wasn't much demand. Now, there are a few requests and a few on that route is a good size number to take seriously. Adding even one more trip cleans up some slack time and provides an easy fix for those who need to get between Hiram and Garrettsville as bad weather starts without increasing service hours. It is important to keep service moving in and out of Garrettsville frequently because that is the fresh food source for Hiram and Windham.

Mr. Popik concluded his presentation by asking if there were any questions.

Mr. Vitale complimented Mr. Popik on his presentation and asked how many passengers were served for the first nine (9) months of 2020 compared to the first nine (9) months of 2019 and how things will change assuming COVID-19 lingers into the first half of 2021.

Mr. Popik said that's a good question. Without his spreadsheets in front of him, he knows the number of passengers is down approximately 40-50% over this time last year, which was to be expected. Service was cut earlier in the year, which will affect ridership, but has since been brought back. Making major service plans and changes during the pandemic wouldn't be great. He thinks PARTA will have to ride the wave out into 2021 to truly see what the effects of the pandemic will be versus making those plans in the middle of a pandemic.

Mr. Vitale asked how this will work financially if there aren't as many buses on the road due to COVID-19.

Mr. Popik said less buses on the road would save money; however, the big component is more buses on the road means social distancing can be practiced on the buses, as has been done with KSU. A bus can hold 17 to 20 passengers, as opposed to 50 to 60 previously.

Mr. Trautman said the CARES Act was designed to provide financial resources to keep the mainstream infrastructure running and functioning, allowing PARTA to provide transportation to essential workers and people going back and forth to the grocery stores. Trying to compare ridership numbers from 2020 to 2019 is futile. Coming out of this pandemic, ridership numbers will turn around but, in the meantime, PARTA is taxed with trying to continue to keep an infrastructure in place that provides trips to people going to and from UH Portage Medical Center. About 70 trips a week are provided to dialysis patients and long-term care facilities.

Mr. Vitale asked if there has been a flurry of ridership because people want to get to voting locations.

Mr. Trautman said PARTA was approached by the Portage County Administrative Building (PCAB) to detour routes because there are so many people standing in line for early voting. There are a lot of people taking the bus to PCAB when it's feasible for them to get to and from early voting.

Mr. Murphy asked if there was demand for more service to parks and other recreational areas within the county.

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Mr. Popik said he has been approached about this and had a discussion with the health district the other day. A handful of parks and trailheads are serviced throughout the area just by nature of the way routes run. There is also a big sign at KCG promoting them.

Mr. Gynn asked if there were any other questions.

Ms. Morgan Tipton said she didn't have a question but wanted to thank Mr. Popik for his very informative presentation. She learned a few things today that she did not know before. It was heartening to hear that PARTA is addressing the food needs in a robust way by providing service in areas that need to have greater access to fresh foods and markets in Portage County.

Mr. Popik said fresh food sources are very important. Routes aren't fully designed off that purpose alone. There are a lot of factors in designing routes. Getting everybody out to where the three (3) grocery stores are located played a huge factor in 2017 when service was expanded in Ravenna. Multiple routes in one city starting at one location and ending at the same location is not common. Kent, for example, starts at KCG and goes to opposite ends of town. The goal in Ravenna was to start at the same point, go through opposite end neighborhoods, and then end at the same point at Marc's.

Mr. Gynn thanked Mr. Popik and urged all Board members to take a trip on the bus to see how it feels. He asked if there were any questions. Hearing none, he said the next item is the resolution.

Resolution

Mr. Gynn introduced Resolution #2020-10-01.

#2020-10-01: A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES HONORING TIMOTHY J. LASSAN, BOARD MEMBER, IN APPRECIATION FOR HIS DEDICATION AND SERVICE.

Mr. Gynn asked for a motion to accept.

Motion: R. T. Mansfield

Second: Frank Vitale

Both Mr. Gynn and Ms. Amrhein wished Mr. Lasso well and expressed appreciation for his service on the Board for many years.

Mr. Gynn then asked Ms. Fletcher to call the roll.

Ms. Fletcher called the roll.

Roll Call:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Marvin Woods	<u>Disconnected for vote</u>		Jack Murphy	<u>X</u>	___
Michael Lewis	<u>X</u>	___	Frank Vitale	<u>X</u>	___
Jeff Childers	<u>X</u>	___	Richard Brockett	<u>X</u>	___
Karen Wise	<u>X</u>	___	Virginia Harris	<u>UNEXCUSED</u>	___
Debbie Davison	<u>X</u>	___	Karen Beck	<u>X</u>	___
Marge Bjerregaard	<u>UNEXCUSED</u>	___	R. T. Mansfield	<u>X</u>	___
Morgan Tipton	<u>X</u>	___	David Gynn	<u>X</u>	___

Mr. Gynn said the motion passes.

Mr. Gynn said he didn't believe there was a need for an Executive Session and asked Mr. Justin Markey if he had any comments.

REVIEWED BY SENIOR STAFF

Mr. Markey said he did not.

Mr. Gynn thanked Mr. Markey for being here tonight.

ADJOURNMENT

Hearing no other items to come before the Board, Mr. Gynn entertained a motion to adjourn the meeting.

Mr. Mike Lewis made a motion to adjourn the meeting. Mr. Jack Murphy seconded the motion. Mr. Gynn asked all those in favor to say aye and opposed the same sign. The **motion to adjourn passed unanimously**.

The meeting adjourned at 7:59 p.m.

Respectfully submitted,



Marcia Fletcher
Executive Assistant

PARTA
2000 Summit Road
Kent, Ohio 44240

GENERAL MANAGER'S REPORT

TO: PARTA Board of Trustees 
FROM: Claudia B. Amrhein, General Manager
DATE: November 2020

Committee Meetings and Resolutions. The November meeting agenda includes two (2) resolutions to authorize 2021 operating budgets for PARTA and the Kent Central Gateway. **The finance committee reviewed both operating budgets on Thursday, November 12.**

The administration committee will meet remotely via Zoom on Thursday, November 19, at 6:30 p.m. just prior to the 7:00 p.m. board meeting. The committee will review three (3) resolutions: to recommend award of a contract for architectural and engineering services, to approve the FTA-required Public Transit Agency Safety Plan, and to apply for replacement bus funding through the 2020 Ohio Diesel Emissions Reduction Program.

- #2020-11-01: **A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2020 PROPOSED BUDGET FOR PARTA.**
- #2020-11-02: **A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES TO APPROVE THE FISCAL YEAR 2020 PROPOSED BUDGET FOR KENT CENTRAL GATEWAY (KCG).**
- #2020-11-03: **A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO AN AGREEMENT WITH RICHARD L. BOWEN & ASSOCIATES INC. FOR ARCHITECTURAL AND ENGINEERING (A&E) SERVICES.**
- #2020-11-04: **A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES ADOPTING THE PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP) AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).**
- #2020-11-05: **A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF AN APPLICATION WITH THE OHIO ENVIRONMENTAL PROTECTION AGENCY (OHIO EPA) FOR THE 2020 OHIO DIESEL EMISSIONS REDUCTION GRANT (DERG) PROGRAM.**

FTA Reopens 2020 Triennial Review of PARTA. As a designated recipient of urbanized area formula funds (Section 5307 funding), PARTA is subject to review by the Federal Transit Administration (FTA) every three (3) years. The 2020 review covers programs and projects carried out during 2017, 2018, and 2019. The process began in November 2019 with documentation due to FTA in January 2020 and the on-site visit scheduled for May. COVID-19 disrupted this schedule, and the "on-site" review will be conducted virtually sometime in 2021. Another round of documentation that usually would be reviewed in person must be submitted to the FTA consultant by December 16, 2020. A portion of the letter advising of the review schedule is included in this packet.

Award of Architectural and Engineering Contract. Resolution #2020-11-03 recommends award of a contract to Richard L. Bowen & Associates Inc. (Bowen) for architectural and engineering (A & E) design, consultant, and construction oversight services. Four (4) firms responded to the request for

qualifications (RFQ) issued in September. The RFQ is designed to identify the best qualified firm to prepare engineering and design documents and represent our interests throughout project bidding and construction of several projects. Staff has evaluated the submissions, identified Bowen as the best qualified firm, and negotiated fair and reasonable rates for each category of professional services.

Phase one will address designing the buildout of spaces in the new vehicle storage garage and designing a CDL driver training pad, with the goal of bidding out the projects in spring 2021. Bowen also will work with us to update our campus master plan and identify future projects.

Public Transit Agency Safety Plan (PTASP). *Resolution #2020-11-04* authorizes adoption of the PTASP, an FTA required safety plan that includes processes and procedures to implement Safety Management Systems (SMS). Chief of Staff Kelly Jurisch will present an overview of the new compliance requirements *PARTA* must meet to remain eligible to receive federal funding. The PTASP is included in this packet for your review. FTA requires governing board adoption of the plan by December 31, 2020, and compliance will be confirmed as part of the Triennial Review process.

Resolution Supports DERG Grant Funding Application. We continually seek state and federal grant funding to replace fleet vehicles that have exceeded their useful life. *Resolution #2020-11-05* will accompany an application requesting funding through the 2020 Ohio Diesel Emissions Reduction Grant (DERG) competitive funding program. The 2020 program makes \$10 million in competitive funding available to public transit agencies for replacement of diesel-powered public transit buses, an increase of \$3 million as compared to DERG 2019. DERG supports reduction of diesel emissions in priority counties, including Portage, Summit, and Cuyahoga, and our fixed route fleet travels through all three (3) counties. In 2019, we received funding for two (2) clean diesel replacement buses.

Service Reports. (*Coronavirus closures began March 2020*) *Ridership.* Total county fixed route and DART ridership decreased by 45.22% through October, as compared to October 2019 with total county service performing 199,705 trips as compared to 364,546 trips performed through October 2019.

County fixed route service has decreased by approximately 45.25% as compared to last year, with 165,948 trips completed through October as compared to 303,075 trips completed through October 2019.

DART service has decreased by 45.08% through October as compared to October 2019, with 33,757 trips completed as compared to 61,471 trips completed through October 2019.

Overall ridership, including campus service, decreased by 58.27%, with campus down by 65.96%. Total system ridership totaled 403,100 as compared to 965,903 through October 2019.

On-Time Compliance. *ADA Paratransit Service.* ADA on-time compliance was 95.35% in October as compared to 94.73% in September. Of 710 trips, 33 were performed late, with the latest running 20 minutes behind due to a route being over scheduled. *General Public (non-ADA) DART.* On-time performance for general public, non-ADA trips remained flat at 85.23% for October, as compared to 86.88% in September 2020. *Vehicle Preventative Maintenance (PM).* On-time compliance with established PM inspection schedules were 100% in October as compared to 100% in September 2020.

Parking Deck. October parking totals dropped by 1% as compared to September and by 45% as compared to October 2019. Cars per day averaged 198 as compared to 351 per day last October.

Thank you for your attention to these matters. If you have any questions prior to the Board meeting, please feel free to contact me by calling (330) 676-6315, or by e-mail at Amrhein.c16@partaonline.org.



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Washington, DC 20007
202-726-2630 Main
202-726-1830 Fax
donald.lucas@thedmpgroup.com
<http://www.thedmpgroup.com>

October 16, 2020

Ms. Claudia B. Amrhein
General Manager
Portage Area Regional Transportation Authority
2000 Summit Road
Kent, OH 44240

**Re: Federal Transit Administration (FTA) Fiscal Year 2020 Triennial Review–
Supplemental Recipient Information Request (RIR)**

Dear Ms. Amrhein:

The purpose of this letter is to follow-up on the email you received from FTA Region V Administrator, Kelley Brookins, on September 10, 2020 regarding your FY 2020 Triennial Review. After much consideration of the challenges faced by the transit industry in the past six months, FTA has decided to conduct all reviews remotely. This means that we will not conduct on-site inspections of facilities and equipment of the recipients or their contractors or subrecipients. However, we will do our best during this cycle to provide technical assistance to you and perform compliance oversight on behalf of FTA. The following is an overview of the next steps:

1. Please confirm that the officials identified in the original RIR are current and that you are still our point of contact for the Review.
2. We are completing the Review process that we began earlier in the year with the same Lead Reviewer. The remainder of the review will be conducted remotely. The Review will cover the period from your last Triennial Review through January 20, 2020, with two exceptions:
 - a. We will later be asking for supporting documentation and procurements related to your CARES Act funding, and
 - b. We are asking for your Public Transportation Agency Safety Plan (PTASP); the due date for this was extended to December 31, 2020.
3. Please respond to this supplemental RIR, which asks each recipient to provide documents that were not provided with the original submittal in January 2020, as well as documents that we would normally review during the site visit, such as ECHO documentation, selected procurement records and documentation of vehicle and facility preventive maintenance inspections, inventories, etc. You are asked to submit your response to this request at your earliest convenience, but no later than **December 16, 2020**.
4. Where possible, we ask you to use our *Box* drive to upload the documents as you did last January. We will send an invitation to collaborate in *Box* in a separate email, if

necessary. If you are unable to scan and upload the documents or have questions about which documents are needed, please contact your Lead Review so that we can assist.

5. The DMP team will review the additional documents and try to confirm compliance in as many areas as possible.
6. DMP will contact you, beginning in February 2021 through the first half of 2021, via email, teleconference, or video conferencing, e.g. Zoom, following our review of the documents to ask additional questions, as needed. We may schedule multiple calls with different staff, e.g., finance, procurement, maintenance, etc, as needed and as agreed to by you.
7. DMP will share our preliminary findings with the FTA Regional Office.
8. Following consultation with FTA, we will schedule a one-day remote site visit, where we will have an entrance conference in the morning and an exit conference in the afternoon. We will be available throughout that day to address any outstanding issues or provide technical assistance. These sessions will be held between February and July at a mutually agreeable time.

The remainder of the document is laid out as follows:

- *Section I – Additional Documents to be Submitted No Later than December 16, 2020*
These documents were either requested in the RIR and not received or are documents we would normally review during the site visit.
- *Section II– Review Area Follow up*
We have listed outstanding questions requiring additional follow-up and resolution. Please note that you may provide written responses to these questions, but you are not required to do so. If you chose not to provide written responses, we will discuss these outstanding questions via email and/or telephone or video conferencing during the remote site visit.
- *Section III – Anticipated Participants*
The participants list will be used to capture the individuals who will be participating in each session. Please begin populating the information and we will confirm attendance during the remote review process.

Please distribute the document requests to pertinent staff and ask them to be prepared to discuss these and other issues during the follow-up calls leading up to the remote site visit. We are looking forward to working with you and your staff to complete a successful review. If there are any questions or concerns, please do not hesitate to contact FTA Program Manager Nichole Neal at (312) 353-2792 or by email at nichole.neal@dot.gov, or myself, at (202) 726-2630 or by email at donald.lucas@thedmpgroup.com.

Sincerely,

Don Lucas

Donald Lucas
Lead Reviewer

Cc: Vanessa Adams, FTA Region V, Director of Financial Management &
Program Oversight
Nichole Neal, FTA Program Manager
Gregory Campbell, Associate Reviewer



Transit Trends

What is The National Transit Database (NTD)?

The public transit industry uses a lot of acronyms to describe services, programs, and regulatory requirements. One such acronym we cite frequently is that we report service statistics in “NTD,” the National Transit Database. Here’s an overview of NTD, directly from FTA’s website, www.transit.dot.gov.

After data reporting was required by Congress in 1974, the FTA’s National Transit Database (NTD) was set up to be the repository of data about the financial, operating and asset conditions of American transit systems. The NTD records the financial, operating, and asset condition of transit systems helping to keep track of the industry and provide public information and statistics. The NTD is designed to support local, state, and regional planning efforts and help governments and other decision-makers make multi-year comparisons and perform trend analyses. It contains a wealth of information such as agency funding sources, inventories of vehicles and maintenance facilities, safety event reports, measures of transit service provided and consumed, and data on transit employees.



FTA uses NTD data to apportion funding to urbanized and rural areas in the United States. Transit agencies report data on a number of key metrics including Vehicle Revenue Miles (VRM), Vehicle Revenue Hours (VRH), Passenger Miles Traveled (PMT), Unlinked Passenger Trips (UPT), and Operating Expenses (OE). This website provides reference materials to support reporting to the NTD and links to NTD data products.

New in 2020

In 2020, FTA released its 2019 NTD data products, which provide the most recent data on transit ridership, expenses, fares, safety, assets, and other transit system information. Data products are posted following transit agency submittal deadlines and review by FTA, making 2019 the most current information. See the [NTD Data page](#) to view the full set of publications and documentation.

FTA grant recipients

Those receiving funding from the Urbanized Area Formula Program (5307) or Rural Formula Program (5311) – are required to submit data to the NTD in uniform categories. Approximately 3,000 transit providers report to the NTD through the Internet-based system.

NTD data products include:

- Transit profiles: Frequently sought data on any transit provider
- National transit summaries and trends
- Time series data on transit systems dating back to 1991
- Up-to-date time series of monthly ridership data
- Time series of safety data



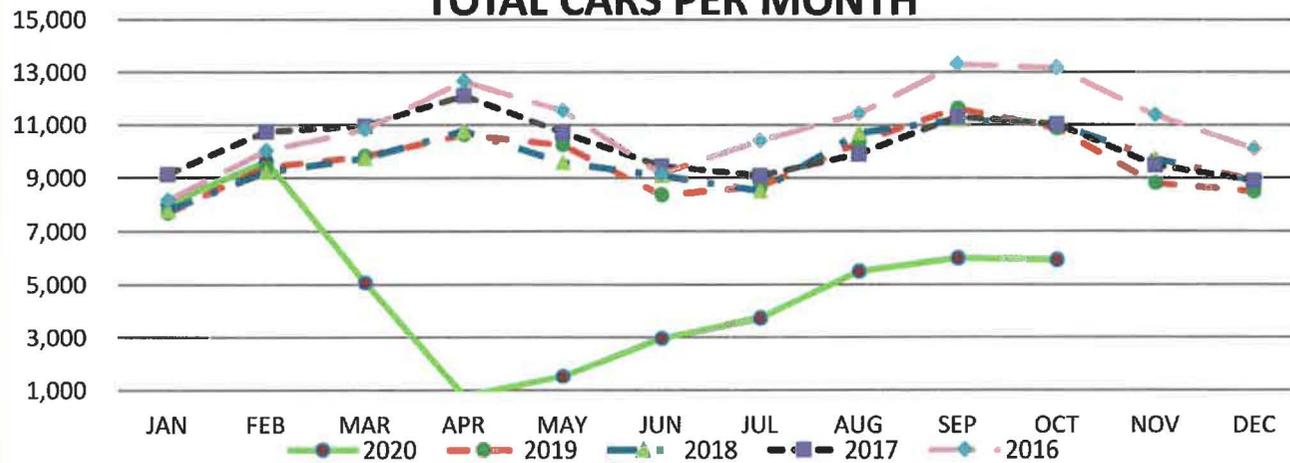
KENT CENTRAL GATEWAY PARKING SUMMARY - October 2020

6 Month Lookback						
	Monthly	Transient	Total	Cars/Day	Last	Last Year
May-20	1,252	283	1,535	50	96%	-85%
Jun-20	1,907	1,054	2,961	99	93%	-65%
Jul-20	2,328	1,402	3,730	120	26%	-57%
Aug-20	3,204	2,298	5,502	177	48%	-47%
Sep-20	3,962	2,034	5,996	200	9%	-49%
Oct-20	3,876	2,062	5,938	198	-1%	-45%

Annual Comparison

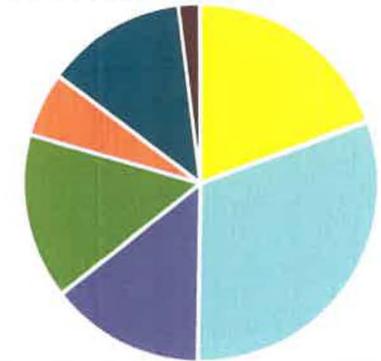
	2020	2019	2018
JAN	8,024	7,707	7,790
FEB	9,642	9,424	9,236
MAR	5,082	9,836	9,753
APR	785	10,639	10,775
MAY	1,535	10,268	9,592
JUN	2,961	8,371	9,098
JUL	3,730	8,672	8,510
AUG	5,502	10,352	10,702
SEP	5,996	11,657	11,197
OCT	5,938	10,888	11,039
NOV		8,812	9,759
DEC		8,505	8,886
TOTAL	49,195	115,131	118,373
	-49.7%	-1.0%	

TOTAL CARS PER MONTH

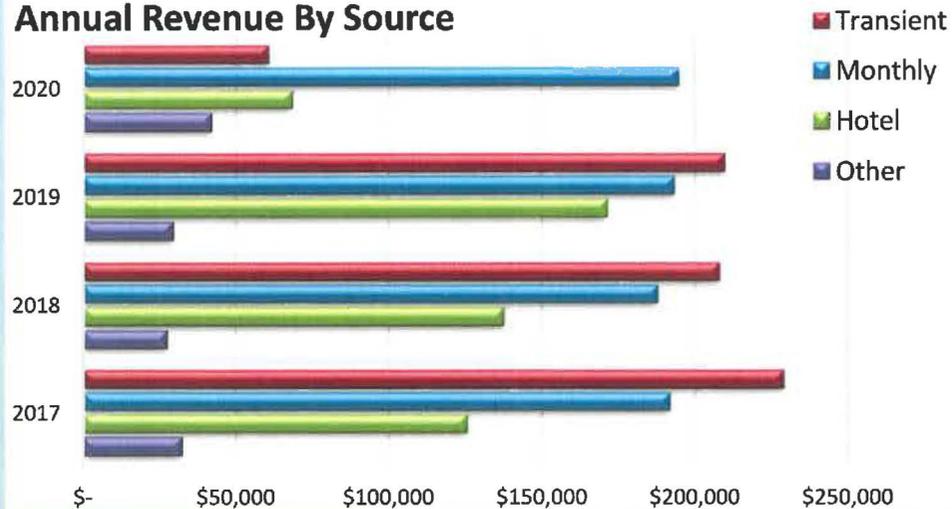


Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15

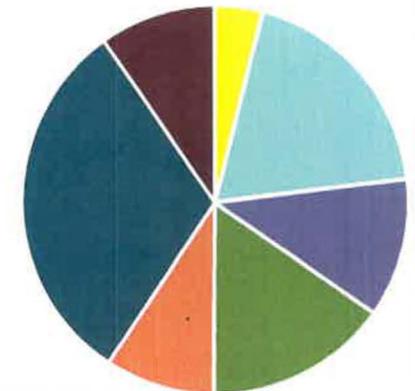


Annual Revenue By Source



\$ Rate Types Collected

- \$1.00
- \$2.00
- \$3.00
- \$4.00
- \$5.00
- \$6 - \$9
- \$10 - \$15
- >15



RESOLUTION #2020-11-01

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2021 PROPOSED BUDGET FOR PARTA.

WHEREAS, the PARTA Board of Trustees has authorized the spending of funds so appropriated in the budget as recommended by the Finance Committee; and,

WHEREAS, the FY2021 budget for PARTA is attached.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

The FY2021 proposed budget for PARTA is approved as submitted.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 19, 2020.

Date

David Gynn, President
Board of Trustees

Attested

RESOLUTION #2020-11-02

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES APPROVING THE FISCAL YEAR 2021 PROPOSED BUDGET FOR THE KENT CENTRAL GATEWAY (KCG).

WHEREAS, the PARTA Board of Trustees has authorized the spending of funds so appropriated in the budget as recommended by the Finance Committee; and,

WHEREAS, the FY2021 budget for the Kent Central Gateway (KCG) is attached.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

The FY2021 proposed budget for KCG is approved as submitted.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 19, 2020.

Date

David Gynn, President
Board of Trustees

Attested



KENT CENTRAL GATEWAY PROPOSED 2021 OPERATING BUDGET

	KENT CENTRAL GATEWAY PROPOSED 2021 OPERATING BUDGET															PROPOSED	
	2019	2020	2020	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2021	Budget
	Actual	Budget	Projected														
348 Parking Spaces																	
Hours of Operation = 24/7																	
REVENUE																	
HOTEL OVERNIGHT PARKING	\$ 171,278	\$ 172,400	\$ 65,571	\$ 10,000	\$ 10,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 13,000	\$ 16,000	\$ 12,000	\$ 12,000	\$ 151,000	\$ 12,583
MONTHLY PARKING	\$ 193,454	\$ 204,479	\$ 195,909														\$ 193,894
Shift = (68-100@ \$43.73/mth)				\$ 2,974	\$ 2,974	\$ 3,498	\$ 3,498	\$ 3,498	\$ 4,373	\$ 4,373	\$ 4,373	\$ 3,498	\$ 3,498	\$ 3,498	\$ 3,498	\$ 43,555	
Flex = (16@\$58.66/mth)+300				\$ 1,239	\$ 1,239	\$ 1,239	\$ 1,239	\$ 1,239	\$ 1,239	\$ 1,239	\$ 1,239	\$ 1,239	\$ 1,239	\$ 1,239	\$ 1,239	\$ 14,863	
Residential = (23@\$102.84, 5@\$81.00/mth)				\$ 3,079	\$ 3,079	\$ 3,079	\$ 3,079	\$ 3,079	\$ 3,079	\$ 3,079	\$ 3,079	\$ 3,079	\$ 3,079	\$ 3,079	\$ 3,079	\$ 36,946	
Bulk = (115@\$70/mth)				\$ 8,050	\$ 8,050	\$ 8,050	\$ 8,050	\$ 8,050	\$ 8,050	\$ 8,050	\$ 8,232	\$ 8,232	\$ 8,372	\$ 8,372	\$ 8,372	\$ 97,030	
Student = 2 @ \$350/yr				\$ 67	\$ 67	\$ 67	\$ 67	\$ 67				\$ 67	\$ 67	\$ 67	\$ 67	\$ 600	
				\$ 15,408	\$ 15,408	\$ 15,932	\$ 15,932	\$ 15,932	\$ 16,740	\$ 16,740	\$ 16,922	\$ 16,114	\$ 16,254	\$ 16,254	\$ 16,254		
DAILY TRANSIENT PARKING	\$ 209,790	\$ 215,000	\$ 61,072	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 8,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 8,000	\$ 8,000	\$ 89,000	
Retail Space	\$ 28,000	\$ 30,000	\$ 30,000	\$ 8,000			\$ 8,000			\$ 8,000			\$ 8,000			\$ 32,000	
2nd Floor Space	\$ -	\$ 9,000	\$ 7,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 20,700	
Other Misc.	\$ 2,497	\$ 2,000	\$ 2,531	\$ 100	\$ 120	\$ 100	\$ 120	\$ 100	\$ 100	\$ 110	\$ 100	\$ 50	\$ 500	\$ 500	\$ 100	\$ 2,000	
TOTAL REVENUES	\$ 605,019	\$ 632,879	\$ 362,583	\$ 40,008	\$ 32,028	\$ 34,532	\$ 42,852	\$ 34,832	\$ 40,640	\$ 50,650	\$ 42,822	\$ 40,964	\$ 52,554	\$ 38,554	\$ 38,154	\$ 488,594	\$ 488,594
																34.8%	
EXPENSES																	
WAGES (from Staffing Schedule)	\$ 226,278	\$ 279,202	\$ 217,440	\$ 16,181	\$ 16,181	\$ 16,181	\$ 16,181	\$ 24,272	\$ 16,181	\$ 16,181	\$ 16,181	\$ 16,181	\$ 24,272	\$ 16,181	\$ 16,181	210,357	
Health Insurance	\$ 55,666	\$ 93,876	\$ 68,153	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	72,000	4.3%
Fringe & Taxes	\$ 64,245	\$ 70,812	\$ 64,012	\$ 4,316	\$ 4,316	\$ 4,316	\$ 4,316	\$ 6,475	\$ 4,316	\$ 4,316	\$ 4,316	\$ 4,316	\$ 6,475	\$ 4,316	\$ 4,316	56,113	
Professional / Tech Services	\$ 1,940	\$ 2,520	\$ 1,583	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	2,400	
Contract Maintenance Service	\$ 15,945	\$ 26,100	\$ 25,229	\$ 500	\$ 1,600	\$ 1,500	\$ 5,000	\$ 1,500	\$ 1,500	\$ 5,500	\$ 4,500	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,000	26,100	
Other Services	\$ 57,622	\$ 36,000	\$ 43,510	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	42,000	
Materials & Supplies	\$ 21,611	\$ 30,000	\$ 10,741	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	12,000	
Utilities	\$ 60,372	\$ 68,000	\$ 54,177	\$ 6,000	\$ 5,600	\$ 5,000	\$ 5,000	\$ 4,600	\$ 4,100	\$ 4,100	\$ 4,600	\$ 4,600	\$ 5,000	\$ 5,000	\$ 5,000	58,600	
Property Liability	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	5,000	
Advertising Media	\$ 6,850	\$ 8,050	\$ 6,550	\$ 500		\$ 250	\$ 500			\$ 500			\$ 500			2,250	
Other Misc. Expenses (incl. Travel)	\$ 29,599	\$ 3,000	\$ 500	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 500	\$ 100	1,600	
TOTAL DIRECT EXPENSES	\$ 549,129	\$ 626,560	\$ 500,895	38,298	38,498	38,048	41,798	47,647	36,898	41,398	40,398	36,898	53,047	38,198	37,298	488,420	488,420
NET OPERATING INCOME																	-2.5%
NET PROFIT/(LOSS)	\$ 55,890	\$ 6,319	\$ (138,312)	1,710	(6,470)	(3,515)	1,055	(12,814)	3,743	9,253	2,425	4,067	(492)	357	857	174	
				1,710	(4,760)	(6,275)	(7,220)	(20,034)	(16,292)	(7,039)	(4,614)	(547)	(1,039)	(683)	174		

RESOLUTION #2020-11-03

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE GENERAL MANAGER, OR HER DESIGNEE, TO ENTER INTO AN AGREEMENT WITH RICHARD L. BOWEN & ASSOCIATES FOR ARCHITECTURAL AND ENGINEERING (A&E) SERVICES.

WHEREAS, PARTA identified a need for a contract for Architectural and Engineering (A&E) Services to design improvements to PARTA's facilities, as well as consultant and construction oversight services; and

WHEREAS, PARTA issued a Request for Qualifications (RFQ) for A&E services on September 14, 2020, to solicit "Statements of Qualifications" from firms to provide said services; and

WHEREAS, PARTA advertised for the A&E services once a week for two weeks in the *Record Courier* and on PARTA's website; and

WHEREAS, PARTA received four (4) RFQs on Friday, October 23, 2020, for engineering, design, and consultant services sufficient to solicit bids to build out an exercise space and a records' retention room in the newly constructed Bus Storage Facility and to solicit bids for a CDL driver training pad; and

WHEREAS, PARTA competitively selected Richard L. Bowen & Associates as the most qualified vendor and has negotiated the best value according to PARTA's Procurement Policy; and

WHEREAS, PARTA will use various funding sources as available for said services.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

The General Manager, or her designee, is hereby authorized to negotiate, enter into, and sign a task order based contract with Richard L. Bowen & Associates for up to five (5) years, as funding is available, for Architectural and Engineering (A&E) services to design improvements to PARTA's facilities, as well as consultant and construction oversight services.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on November 19, 2020.

Date

David Gynn, President
Board of Trustees

Attested

RESOLUTION #2020-11-04

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES ADOPTING THE PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP) AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION (FTA).

WHEREAS, the Federal Transit Administration (FTA) issued a rule in 2018 requiring recipients of Urbanized Area Formula Grants (5307 funds) to develop safety plans by the end of December 2020 that include the processes and procedures to implement Safety Management Systems (SMS); and

WHEREAS, PARTA prepared the attached Public Transit Agency Safety Plan (PTASP) in accordance with the FTA's rule; and

WHEREAS, the PTASP seeks to establish and enforce a comprehensive framework to oversee the safety of public transportation by measuring safety performance, strategies, and training; and

WHEREAS, the guiding principle of the PTASP is to increase safety of the transit system by identifying, assessing, and controlling safety risks.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

The attached Public Transit Agency Safety Plan (PTASP) be accepted and adopted by the Board of Trustees effective November 19, 2020.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on November 19, 2020.

Date

David Gynn, President
Board of Trustees

Attested

PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP)



Portage Area Regional Transportation Authority

2000 Summit Rd., Kent, Ohio 44240

November 13, 2020

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PREFACE

The Portage Area Regional Transportation Authority (*PARTA*) is committed to providing safe, dependable, courteous, and affordable public transit service in Kent, Ohio, and throughout Portage County in Ohio. *PARTA*, established in 1975, is governed by a 15-member Board of Trustees representing municipalities, townships, and villages within the county and the county government. *PARTA* directly operates all services from a single operations center located at 2000 Summit Road in Kent, Ohio. The population of the service area is approximately 161,419. *PARTA* operates 15 fixed routes, including Kent State Campus bus routes, ADA complementary paratransit, and general public demand response service. Services operate Monday through Friday from 5 a.m. to 3 a.m.; Saturday service operates between 7:30 a.m. and 7:30 p.m.; and Sunday service operates from 3:45 p.m. to 3 a.m. *PARTA* operates a fleet of 38 buses in its fixed route service, all of which are either low-floor or wheelchair lift-equipped. *PARTA* also operates a fleet of 35 accessible small buses and vans in its demand response service.

Portage County falls within the Akron Urbanized Area (UZA) with a population of 559,499. *PARTA* works with the Akron UZA's Metropolitan Planning Agency (MPO), AMATS, to secure federal funds. With voter approval in 2001 of a 5-year, ¼ percent sales and use tax dedicated to transit in Portage County, *PARTA* was able to increase its level of service. This funding source, which was made permanent in 2006, provides approximately \$5 million annually to *PARTA*'s budget. In addition, *PARTA* receives funding from the Federal Transit Administration (FTA) through 5307, 5310, 5339, 5339 (b), CMAQ and DERG. *PARTA* is also contracted to complete transportation for various local human service agencies and is the primary transportation system for Kent State University.

Moving Ahead for Progress in the 21st Century (MAP-21) grants the 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 Public Transit Agency Safety Plan (PTASP) that addresses performance measures, strategies, and staff training opportunities.

MAP-21 expands the regulatory authority of the FTA to oversee safety, providing an opportunity for the FTA to assist transit agencies in moving toward a more holistic, performance-based approach in **Safety Management Systems (SMS)**. MAP-21 puts the FTA and the Ohio Department of Transportation (ODOT) 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 *PARTA* 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 *PARTA* addresses the following elements.

<input type="checkbox"/> Policy Statement:	A policy statement establishing senior management commitment to continual safety improvement, signed by the executive accountable for the operation of the agency and the board of trustees.
<input type="checkbox"/> Document Revision and Control:	A description of the regular annual process used to review and update the plan including a timeline for implementation of the process.

<input type="checkbox"/>	Description of Core Safety Responsibilities:	A description of the responsibilities, accountabilities, and authority of the accountable executive, the key safety officers, and key members of the safety management team.
<input type="checkbox"/>	Safety Training Program:	A description of the comprehensive safety training program for agency staff that ensures that staff are trained and competent to perform their safety duties.
<input type="checkbox"/>	Safety Risk Management Approach:	A description of the formal processes the agency uses to identify hazards, analyze and assess safety risks, and develop, implement, and evaluate risk controls.
<input type="checkbox"/>	Prioritized Safety Risks:	A description of the most serious safety risks to the public, personnel, and property.
<input type="checkbox"/>	Risk Control Strategies and Actions for Prioritized Safety Risks:	A description of the risk control strategies and actions that the agency will undertake to minimize exposure of the public, personnel, and property to hazards, including a schedule for implementing the risk control strategies and the primary entity responsible for each strategy.
<input type="checkbox"/>	Safety Assurance:	A list of defined safety performance indicators for each priority risk and associated targets the agency will use to determine if it is achieving the specified safety goals.
<input type="checkbox"/>	Desired Safety Outcomes or Goals:	A description of desired safety outcomes for each risk using the measurable safety performance indicators established.

1 SAFETY MANAGEMENT POLICY

1.1 STATEMENT OF POLICY - Safety

PARTA is committed to safety management as a systematic and comprehensive approach to identifying safety hazards and risks associated with transit system operations and related maintenance activities. PARTA has adopted a Safety Management Systems (SMS) framework as an explicit element of the agency's responsibility by establishing safety policy; identifying hazards and controlling risks; and goal setting, planning, and measuring performance. Furthermore, PARTA has adopted SMS as a 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 in order to comply with Federal Transit Administration (FTA) requirements, PARTA has developed and adopted this Public Transit Agency Safety Plan (PTASP) to comply with FTA regulations established by Section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act signed into law by President Barack Obama on July 6, 2012.

The General Manager, PARTA's Accountable Executive, and PARTA's Board of Trustees have reviewed the PTASP and assures that its content has met the requirements of Section 5329(d) of MAP-21 through the establishment of a comprehensive Safety Management Systems (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 our competitive advantage; our business will be strengthened by making safety excellence an integral part of all our public transportation activities; and
- Accidents and serious incidents are preventable and do not occur out of the blue; 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:

- Top management commitment to safe operations;
- Responsibility and accountability of all employees;
- Clearly communicated safety goals; and
- Safety assurance and performance measurement for improvement.

Safety Objectives

- Reduce collisions and passenger falls through data collection and training;
- Monitor employee safety concerns; and
- Instill a safety first, top down, mentality.

Copies of this *Statement of Policy* are conspicuously posted throughout the PARTA facility. In addition, the policy statement can be found on PARTA's website at www.partaonline.org

Claudia B. Amrhein
General Manager and Accountable Executive

Date

1.2 ANNUAL PTASP REVIEW AND UPDATE

PARTA drafted our own PTASP and management will review the PTASP annually and update the document, as necessary. The annual review of the PTASP will be conducted by PARTA's Chief Safety Officer and Safety and Security Manager by June 1. Annual self-certification will consist of the General Manager signing and dating the appropriate signature page of this document. Necessary updates outside the annual review will be handled as PTASP addendums which will be incorporated in the body of the PTASP. Reviews of the PTASP by PARTA, any subsequent updates and addendums, adoption, and distribution activities will be documented in the PTASP Document Activity Log in this document. PARTA shall provide its public fixed route and complementary paratransit services in accordance with the terms adopted by the Board of Trustees in this policy document that are consistent with and necessary for execution of this policy.

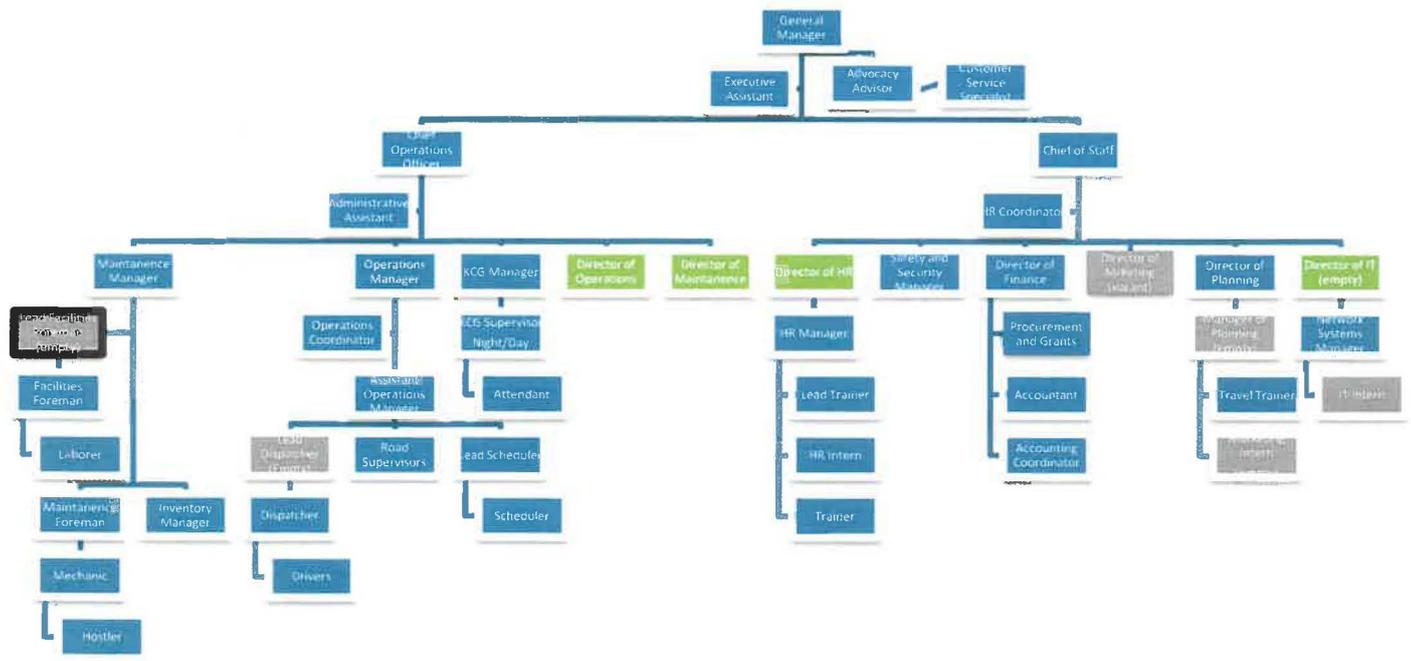
Additionally, PARTA will transmit performance targets to the Ohio Department of Transportation (ODOT) and AMATS annually.

1.3 ORGANIZATION, STRUCTURE AND SYSTEM SAFETY RESPONSIBILITIES

PARTA directly operates multiple modes of transportation, including fixed routes and demand response service. Management has the overall responsibility of safe and secure operations of PARTA and service operators. Each employee is required to carry out specific system safety responsibilities, depending on his/her position, in compliance with the PTASP. The information provided below describes each position and the reporting structure; the table in Appendix A shows system safety responsibilities of each position specifically.

See the Staff Safety Roles and Responsibilities table (Appendix A).

PARTA's Organizational Chart



1.4 SAFETY CULTURE

A positive 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 the *PARTA* Board of Trustees. 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 *PARTA* is to develop a positive safety culture that allows SMS to succeed. A positive safety culture at *PARTA* is defined as one which is:

A. 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; and
- Employees work continuously to identify and overcome threats to safety.
 - i. Examples of communication include:
 1. Safety bulletin board, updated monthly;
 2. Memos, as necessary;
 3. Scrolling tv in break lounge, updated monthly or as needed;
 4. New hire and annual refresher training; and
 5. Bi-annual operator meetings.

B. A Just Culture

- Employees know and agree on what is acceptable and unacceptable behavior; and
- Human errors must be understood but negligence and willful violations cannot be tolerated.

C. A Reporting Culture

- Employees are encouraged to voice safety concerns and to share critical safety information without fear of repercussion; and
- When safety concerns are reported, they are analyzed, and appropriate action is taken.
 - i. Examples of *PARTA*'s safety culture to report problems include:
 1. Report conditions directly to a supervisor;
 2. Quarterly Safety Committee meetings;
 3. Monthly safety toolbox talks;
 4. Bi-annual Operator meetings; and
 5. Management Labor Committee meetings.

D. 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; and
- Employees are updated on safety issues by management and safety reports are fed back to staff so that everyone learns the pertinent lessons.

2 SAFETY RISK MANAGEMENT (SRM)

PARTA uses the SRM process as the method to ensure safety of our operations, employees, passengers, general public, facilities and vehicles. Through the SRM process, hazards and consequences are identified, evaluated for the potential of safety risk, strategies are implemented, and risks are resolved. PARTA's SRM process is a holistic approach that looks at all elements of risk to our system, including operations and maintenance, facilities and vehicles, and personnel recruitment and retention.

2.1 HAZARD IDENTIFICATION

Establishing effective hazard identification programs is fundamental to safety management at PARTA. A hazard is 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 damage to the environment. Hazard identification can be reactive or proactive in nature. Occurrence reporting, incident investigation, and trend monitoring are essentially reactive. Other hazard identification methods actively seek feedback by observing and analyzing day-to-day operations. Common hazard identification activities include:

- Federal Transit Administration (FTA) oversight;
 - FTA Triennial Review; and
 - FTA Random Drug and Alcohol Compliance Audit.
- State of Ohio DOT and BWC (Oversight);
- Ohio Transit Risk Pool (OTRP) Annual Risk Management Audit (Oversight);
- Safety assessments;
- Toolbox talks/safety meetings;
- Trend monitoring;
- Hazard and incident reporting;
- Safety surveys;
- Safety audits;
- Review of video cameras; and
- Evaluating customer suggestions and complaints.

The number of near-miss incidents, known as precursors, is significantly greater than the number of accidents for comparable types of events. The practice of reporting and learning from accident precursors is a valuable complement to other hazard identification practices. To be successful, hazard identification must take place within a non-punitive and just safety culture. PARTA employs systematic safety improvements by discovering and learning of potential weaknesses in the system's safety.

Any identified hazard that poses an immediate threat to life, property or the environment must immediately be brought to the attention of the Accountable Executive and addressed immediately.

See the Safety Assessment and System Review (Appendix B).
See the Facility Safety and Security Assessment (Appendix C).

2.1.1 Non-Punitive Reporting Policy

PARTA is committed to the safest transit operating standards possible. To achieve this, it is imperative that PARTA has uninhibited reporting of all incidents and occurrences which may compromise the safe conduct of our operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety. Such communication must be free of any form of reprisal. PARTA also welcomes anonymous reporting of safety concerns and incidents.

PARTA will not take disciplinary action against any employee who discloses an incident or occurrence involving transit safety unless the employee is directly responsible for the incident or occurrence. This policy shall not apply to information received by *PARTA* from a source other than the employee, or which involves an illegal act or a deliberate or willful disregard of promulgated regulations or procedures.

The primary responsibility for transit safety rests with the Transit Operators and Road Supervisors; however, transit safety is everyone's concern.

PARTA's method of collection, recording, and disseminating information obtained from transit safety reports has been developed to protect, to the extent permissible by law, the identity of any employee who provides transit safety information.

2.2 RISK ASSESSMENT

Once hazards have been identified, *PARTA* will conduct an assessment to determine their potential consequences. Factors to be considered are the likelihood of occurrence, the severity of the consequences should there be an occurrence, and the level of exposure to the hazard. *PARTA* will assess risks subjectively by experienced personnel using a **Risk Assessment Matrix (RAM)**. This matrix categorizes risks by levels high, medium, or low. *PARTA* defines the risk as follows:

- High ratings are unacceptable/intolerable and require immediate action to mitigate the safety risk;
- Medium ratings are undesirable, but will be monitored to control the risk; and
- Low ratings may be acceptable but will be reviewed for continuous improvement.

Results of the risk assessment process will help determine whether the risk is being appropriately managed or controlled. If the risks are acceptable, the hazard will simply need monitoring. If the risks are unacceptable, steps will be taken by *PARTA* to lower the risk to an acceptable or tolerable level, or to remove or avoid the hazard.

See the Risk Assessment Matrix (RAM) (Appendix D).

2.3 RISK MITIGATION

The assessment process may indicate that certain hazards have an acceptable level of risk, while others require mitigation to an acceptable or tolerable level. *PARTA* will further manage risk by completing a **Hazard Identification and Risk Assessment Log (Appendix E)** that can help prioritize safety risks. The level of risk can be lowered by reducing the severity of the potential consequences, by reducing the likelihood of occurrence, and/or by reducing the exposure to that risk.

In general, *PARTA* will take the following safety actions to mitigate 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 events (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 accident/incident (e.g., safety regulations, standard operating procedures, personnel proficiency, supervision inspection, training, etc.); and
- **Behavioral Defenses:**
These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior of motorists, passengers, and pedestrians and factors outside the control of the agency.

2.4 PRIORITIZE SAFETY RISKS

Once hazards have been identified and risk levels assessed, *PARTA* will prioritize safety risks. A **Hazard Identification and Risk Assessment Log (Appendix E)** will be used by *PARTA*'s Safety and Security Manager and Chief Safety Officer to organize *PARTA*'s safety risks. The Hazard Identification and Risk Assessment Log identifies the risk likelihood, a description of the risk, risk type, risk severity, risk rating value, further action required to reduce risk, and responsible staff. In this log, activities or measures taken to correct safety risks will be documented for review to ensure effective mitigations.

See the Hazard Identification and Risk Assessment Log (Appendix E).

3 SAFETY ASSURANCE

Safety assurance provides the necessary feedback to ensure that the SMS is functioning effectively and that *PARTA* is meeting or exceeding its safety objectives. Safety assurance requires a clear understanding of how safety performance will be evaluated, or in other words, what metrics will be used to assess system safety and determine if the SMS is working properly. Having decided on the metrics by which success will be measured, safety management requires embedding these metrics in the organizational culture and encouraging their use for ongoing performance improvement.

PARTA evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are effective in controlling our safety risks. Effective safety risks must be assessed to ensure that mitigations are appropriate and implemented as intended. *PARTA* evaluates all safety events to identify any causal factors and analyzes the information from safety reporting, including data about safety defects, failures or conditions.

PARTA has event documentation and procedures that each employee is trained on and can be found in our training manuals. These procedures are carried out by Road Supervisors as well as the Safety & Security Manager. This includes all events that occur on transit buses, as well as events involving *PARTA* employees on and off of *PARTA* property. An event is defined as any accidental or intentional act that has the potential for property damage or bodily injury.

PARTA has a Safety Panel that consists of the Safety and Security Manager, Human Resource Manager, Operations Manager and Assistant Operations Manager. The purpose of the Safety Panel is to investigate collisions and passenger incidents to define causal factors of each incident or collision. The safety panel determines if an incident or collision is preventable or not and if it warrants discipline or retraining.

PARTA's Safety Committee meets quarterly. The Safety Committee consists of the following *PARTA* employees:

- The Safety and Security Manager;
- The Maintenance Manager;
- The Lead Trainer;
- One Union appointed driver representative; and
- Three drivers duly nominated and elected by the drivers.

All employees are welcome to attend the Safety Committee meetings. *PARTA*'s Safety and Security Manager completes minutes and provides a copy to the Chief Safety Officer to evaluate any safety hazard reports, as well as minutes are posted on the Safety Board.

PARTA retains all required SMS documentation for at least three years, and this documentation is available upon request by the FTA or other oversight agencies.

3.1 MONITORING PERFORMANCE AND EVALUATING RESULTS

PARTA monitors compliance with operations and maintenance safety procedures by internal audits, records, reviews, and observations. All employees undergo annual refresher training that include safety issues per their job responsibilities and duties. Drivers are annually evaluated specifically in the area of safe vehicle operation. This documentation is kept by the training department and in drivers' personnel files and is available to the appropriate personnel upon request.

The following procedures are monitored and used for the basis of investigations of accidents, incidents and safety occurrences (as needed per the event):

- Revenue and non-revenue vehicle operation;
- Adherence to *PARTA* regulated vehicle and building maintenance and cleanliness;
- Regular vehicle inspections;
- Regular building and maintenance facility inspections;
- Safety audits;
- Review of camera footage;
- Investigations of safety incidents;
- Safety meetings; and
- Safety assessments.

PARTA utilizes a system checks and balances with pre and post trip vehicle inspections, as well as frequent, documented inspections of maintenance facilities and tools.

The Chief Safety Officer and the Safety & Security Manager are responsible for reviewing the results of the monitoring, for the measures taken when non-compliance or insufficient procedures are identified, and how the information is documented and tracked. Monitoring will be addressed quarterly and documented for the Safety Committee. The Safety Committee, along with the Safety and Security Manager, will discuss results from safety reports and audits of safety assessments.

The Safety Panel will discuss the results of accident investigations. Accident reports are completed by Road Supervisors to determine any factors that may contribute to a safety event, such as equipment failures, weather, human, organizational and outside factors. Pictures and video footage of accidents are captured and also used during a Safety Panel hearing. The Safety and Security Manager maintains all documentation of *PARTA*'s investigations, including forms, checklists and results. The Safety and Security Manager prepares a copy of necessary documents for the Chief Safety Officer. If a safety risk mitigation needs to be implemented, the Chief Safety Officer will assign mitigation and monitoring activities to the appropriate director, manager or supervisor. These activities may include tracking a specific performance target weekly, monthly, or quarterly through performance evaluations or other activities. The Chief Safety Officer will work with the director, manager, or supervisor to determine the appropriate course of action to modify or manage the safety risk.

Performance measurement is the regular, systematic collection, analysis, and reporting of data that track resources used, work produced and whether specific outcomes were achieved. In other words, it is a tool to quantify and improve performance, and engage and communicate with *PARTA* staff and external stakeholders. The two core functions of performance measurement include monitoring and evaluating progress. Performance can be measured in terms of inputs, outputs, outcomes, and efficiency among many other criteria. *PARTA* utilizes **Safety Performance Targets (Appendix F)** to monitor performance improvement and evaluate progress.

Uses of Performance Targets include:

- Focus attention on performance gaps and trigger in-depth investigations of what performance problems exists;

- Help make informed resource allocation decisions;
- Identify needs for staff training or technical assistance;
- Help motivate employees to continue making program improvements;
- Support strategic planning efforts by providing baseline information for tracking progress; and
- Identify best practices through benchmarking.

Performance targets will be made available to ODOT and AMATS to aid in the planning process. *PARTA* will coordinate, to the maximum extent practicable, with ODOT and AMATS to support the selection of transit safety performance targets. *PARTA* retains all required SMS documentation for at least three years, and this documentation is available upon request by the FTA or other oversight agencies.

See the Safety Performance Targets (Appendix F).

4 SAFETY PROMOTION

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

PARTA's comprehensive safety training program applies to all *PARTA* employees, as safety is everyone's responsibility. *PARTA* employs dedicated trainers to conduct our training program. The scope of the training received, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS. All employees receive a training manual, which includes appropriate safety training and *PARTA*'s policies and procedures. Each employee is provided classroom and hands-on training during their new hire training.

4.1 Training

During the initial implementation of an SMS, specific training will be required for all employees to explain the agency's safety culture and describe how SMS works. The Safety & Security Manager is the resource person for providing a corporate perspective on *PARTA*'s approach to safety management. Once the SMS is implemented, safety training needs will depend on the safety responsibilities of the individual staff members and the nature of tasks performed.

A. Initial Safety Training for All Staff

- Basic principles of safety management, including the integrated nature of SMS, risk management, safety culture, etc.;
- Corporate safety philosophy, safety goals and objectives, safety policy, and safety standards;
- Importance of complying with the safety policy and SMS procedures and the approach to disciplinary actions for different safety issues;
- Organizational structure, roles, and responsibilities of staff in relation to safety;
- Transit agency's safety record, including areas of systemic weakness;
- Requirement for ongoing internal assessment of organization safety performance (e.g., employee surveys, safety audits, and assessments);
- Reporting accidents, incidents, and perceived hazards;
 - Lines of communication for safety managers;
 - Feedback and communication methods for the dissemination of safety information; and
 - Safety promotion and information dissemination.

B. Safety Training for Operations Personnel

- Unique hazards facing operational personnel;
- Seasonal safety hazards and procedures (e.g., winter operations);
- Procedures for hazard reporting;
- Procedures for reporting accidents and incidents; and
- Emergency procedures.

C. Safety Training for Management

- Principles of the SMS;
- Management responsibilities and accountabilities for safety; and
- Legal issues (e.g., liability).

D. Training for the Safety Officer

- Familiarization with different transit modes, types of operation, routes, and so forth;
- Understanding the role of human performance in accident causation and prevention;
- Operation of SMS;
- Investigating safety occurrences;
- Crisis management and emergency response planning;
- Safety promotion;
- Communication skills;
- Performing safety audits and assessments;
- Monitoring safety performance and
- NTD incident reporting requirement.

4.2 SUSTAINING A SAFETY MANAGEMENT SYSTEM

PARTA is committed to using the data collected and information learned to inform decision making and instill positive change. The main objective is the continuous improvement of transit system safety. *PARTA* will communicate our agency's safety performance, along with any hazards, in our Safety Bulletin Board, which is updated monthly and throughout the year at employee meetings. *PARTA* will communicate any safety actions taken based upon employee reports and trends and structure our communication based upon job responsibilities and duties.

In order to sustain a safety management system, *PARTA* will ensure that particular processes are employed to instill an organizational foundation. Examples of actions taken to sustain SMS include:

- **Create measurement-friendly culture:**
All staff, including senior managers, should be actively engaged in creating measurement-friendly culture by promoting performance measurement as a means of continuous improvement. Senior managers will also lead by example and utilize performance metrics in decision making processes.
- **Build organization capacity:**
Investment in developing skilled human resources capacity is essential to sustaining an SMS. Both technical and managerial skills will be needed for data collection and analysis and setting goals. Managing staff and the governing board will commit the financial resources required for organizational capacity and maintaining an SMS on a continuous basis.
- **Reliability and transparency of performance results:**
The SMS will be able to produce and report its results, both good and bad. Performance information should be transparent and made available to all stakeholders. Messengers should be protected to

preserve the integrity of the measurement system. The focus should be on opportunities for improvement rather than allocating blame.

- ***Demonstrate continuous commitment to measurement:***
Visible commitment to using metrics is a long-term initiative. PARTA will demonstrate a commitment to performance measurement by establishing a formal process of reporting performance results, such as including Transit Safety and performance measurement as a standing agenda item at meetings.

**PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP)
For: PARTA**

Adopted:

Last Revised:

This Public Transit Agency Safety Plan is hereby adopted and signed by:

Claudia B. Amrhein, General Manager

Date

Board of Trustees, President

Date

See the Board of Trustees Resolution for Adoption (Appendix G)

The Chief Safety Officer is the person designated by PARTA to manage and implement the Public Transit Agency Safety Plan, as well as answer any questions regarding the Agency's Transit Safety Plan.

Transit Agency Chief Safety Officer Contact Information

Title:	Chief of Staff
Name:	Kelly Jurisch
Address:	2000 Summit Rd. Kent, Ohio 44240
Phone:	330-678-7745 ext. 121
Email:	Jurisch.k88@partaonline.org

DEFINITION OF TERMS & ACRONYMS

Acronyms:

Akron Metropolitan Area Transportation Study – AMATS

Agency Safety Plan (ASP) – also referred to as PTASP in Part 673

Code of Federal Regulations - CFR

Federal Transit Administration – FTA

Metropolitan Planning Organizations – MPO

Moving Ahead for Progress in the 21st Century Act – MAP-21

National Transit Database – NTD

Ohio Department of Transportation – ODOT

Ohio Transit Risk Pool – OTRP

Portage Area Regional Transportation Authority - PARTA

Public Transit Agency Safety Plan – PTASP

Safety Management Systems - SMS

United State Code – U.S.C.

Vehicle Revenue Miles - VRM

Terms:

Accident means an event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of a public transportation vehicle; an evacuation for life safety reasons.

Accountable Executive means a single, identified person who has ultimate responsibility for carrying out the Agency Safety Plan; and control or direct the human and capital resources for developing and maintaining the agency's safety plan, in accordance with 49 U.S.C 5329 (d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.

Event means any accident, incident or occurrence.

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

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

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

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 40 U.S.C. Chapter 53.

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

Operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.

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

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

Public Transportation Agency Safety Plan (or Agency Safety Plan) means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

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

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

Safety Assurance means processes within a transit agency's Safety Management System that 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 Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regards to safety.

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

Safety performance target means a performance target related to safety management activities.

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

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

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

Serious injury means any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) results in a fracture or any bone (except simple fractures of the fingers, toes, or nose); (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.

Transit agency means an operator of a public transportation system.

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

APPENDICES

- Appendix A - Staff Safety Roles and Responsibilities**
- Appendix B - Safety Assessment and System Review**
- Appendix C - Facility Safety and Security Assessment**
- Appendix D - Risk Assessment Matrix**
- Appendix E - Hazard Identification and Risk Assessment Log**
- Appendix F - Safety Performance Matrix**
- Appendix G - Board of Trustees Resolution of Adoption**

APPENDIX A

PARTA

SAFETY ROLES AND RESPONSIBILITIES

Position Titles	Accountabilities	Position Description	Safety Responsibilities
General Manager	Accountable Executive	This accountable executive meets all the requirements in §673.5 and §673.23(d)(1) and is responsible for the coordinated development and implementation of the PTASP	<ul style="list-style-type: none"> • Carry out the PTASP and the TAM (Transit Asset Management). • Control and direct the human and capital resources needed to develop and maintain the PTASP. • Ensure the agency's SMS is effectively implemented, and action is taken, as necessary, to address substandard performance in the agency's SMS.
Chief of Staff	Chief Safety Officer	Acts as the agency's Chief Safety Officer (CSO) reporting directly to the General Manager. This accountable executive meets all the requirements in §673.5 and §673.23(d)(1)	<ul style="list-style-type: none"> • Responsible to have adequate safety training • Has the authority and responsibility for day to day implementation and operation of the SMS. • Develops policies and procedures • Keeps the Accountable Executive apprised on progress and status of SMS • Identifies performance standards and develops action plans for approval
Chief Operations Officer Safety & Security Manager Operations Manager Maintenance Manager Communications & Public Advocacy Advisor Planning Director	Executive Management And Leadership	Ensure coordinated development and implementation of the PTASP in day-to-day operations	<ul style="list-style-type: none"> • Promoting safety awareness throughout the organization • Ensuring that safety documentation is current and accessible to all employees • Communicating changes in safety documents to all personnel • Monitoring the effectiveness of corrective actions • Providing periodic reports on safety performance

			<ul style="list-style-type: none"> • Rendering independent advice to the General Manager, senior managers, and other personnel on safety-related matters; and • Ensuring that safety management has a high priority throughout the organization
Road Supervisors & Dispatchers	Key Staff	Supervisors are responsible for communicating <i>PARTA's</i> safety policies to all employees	<ul style="list-style-type: none"> • Having full knowledge of all standard and safety operating procedures • Ensuring that drivers make safety a primary concern when on the job • Listening and acting upon any safety concerns raised by the drivers • Immediately reporting safety concerns to the Safety & Security Manager • Provide leadership and direction to employees during safety incidents • Handle minor non-threatening rule violations • Defuse minor arguments • Determine when to call for assistance • Respond to fare disputes and service complaints • Take photographs of damage and injuries • Coordinate with all outside agencies at incident scenes
Trainers	Key Staff	Trainers are responsible for training employees on <i>PARTA's</i> safety policies	<ul style="list-style-type: none"> • Provide initial and refresher safety training for all employees, including policies and procedures • Instruct on proper techniques to avoid hazards and injuries
Bus Operators	Key Staff	Drivers are responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, in managing security incidents, and in responding to emergencies.	<ul style="list-style-type: none"> • Take charge of a hazard incident scene until the arrival of supervisory or emergency personnel • Collect fares in accordance with agency policy • Be familiar with <i>PARTA's</i> Employee Manual and Procedures • Attempt to handle minor non-threatening rule violations • Respond verbally to complaints • Attempt to defuse minor arguments • Determine when to call for assistance • Maintain control of the vehicle • Report all safety incidents to Supervisor on duty • Complete all necessary safety related reports

APPENDIX B

PARTA
SAFETY ASSESSMENT AND SYSTEM REVIEW

Complete the Safety Assessment and System Review (annually) to identify potential safety hazards. It is imperative that the individual completing this review is honest and assures that all information is accurate and correct. Data collected from this assessment will guide resource allocation and focus priority needs appropriately. Not all questions will apply. If you have additional questions that are relevant to your agency specifically, be sure to include those questions.

Completed by:	Date:
---------------	-------

SECTION	REVIEW QUESTIONS	YES	NO	N/A
Safety Policies:	• Are all safety policies up to date and reviewed?			
	• Is a Public Transit Agency Safety Plan (PTASP) or any other System Safety Plan written for the transit system?			
	• Is the Drug and Alcohol Policy current and up to date?			
New Hire Employee Files:	• Was there a structured interview conducted and documented?			
	• Is the applicant asked the questions relating to previous experience with drug and alcohol testing?			
	• Is the offer of employment documented in writing?			
	• Is there a pre-employment drug screen?			
	• Is there a pre-employment physical exam?			
	• Are safety sensitive responsibilities outlined in the job description?			
	• Is there a completed Substance Abuse Policy and Drug Free Workplace Policy Acknowledgement form?			
Post Hire Employee Files:	• Is there a Current Policies and Procedures Acknowledgement Form?			
	• Is a current employee roster available?			
	• Are the employee files maintained by the transit system?			
	• Do existing employee files contain			
	➢ Background check?			
	➢ Previous employer request form?			
	➢ Verification of current driver's license and CDL?			
	➢ Current MVR?			
	➢ Current copy of physical exam certificate?			
	➢ Signed Substance Abuse Policy Acknowledgement?			
➢ Drug and Alcohol Testing Record with COC and authorization forms?				
➢ Record of annual supervisor ride checks and evaluations?				
Education and Training:	• Are operator certifications current and up to date?			
	• Have managers completed Safety Management Systems (SMS) training?			
	• Are employees familiar with OSHA topics, including:			
	➢ Hazard Communication?			

	<ul style="list-style-type: none"> ➢ Emergency Action Planning? ➢ Bloodborne Pathogens? ➢ Lockout/Tagout? ➢ Personal Protective Equipment (PPE)? ➢ Injury Prevention Planning? 			
	<ul style="list-style-type: none"> • Have all safety sensitive employees received Drug and Alcohol Training? • Do new mechanics receive classroom training? • Do existing mechanics receive ongoing training? 			
Safety Meetings:	<ul style="list-style-type: none"> • Is there an active Safety Committee at the transit agency? • Are safety meetings held on a regular basis? • Are safety meetings and sign in sheets documented, with publicly posted agendas and minutes? • Do senior managers attend safety meetings? • Do vehicle operators attend safety meetings? • Do maintenance employees attend safety meetings? 			
Incident and Accident Investigation Procedures:	<ul style="list-style-type: none"> • Are policies in place dictating which incidents are reported and which are not? • Are incident report forms kept on board the vehicle? • Are accident reports completed for all situations? • Are incident/accident reports used as pre-accident training material? • Are incident/accident reports used as post-accident training material? • Are incident/accident reports used to identify potential hazards and analyzed in a Risk Assessment Matrix (RAM)? • Are complaint forms kept on all vehicles? • Are all Supervisors provided with safety vests on their vehicles? • Are incident/accident photos taken? 			
Substance Abuse:	<ul style="list-style-type: none"> • Is there a current and updated Drug and Alcohol Policy? • Do all staff members understand the Drug and Alcohol Policy? • Is random testing being completed? • Is reasonable suspicion testing being completed? 			
Facility and Shop Inspections:	<ul style="list-style-type: none"> • Are monthly facility inspections conducted as scheduled? • Are facility inspection forms completed properly? • Are unsafe conditions or acts, regarding the facility corrected and documented? • Are fire extinguishers up to date with annual servicing requirements? • Are fire extinguishers inspected on a monthly basis? • Are routing inspections of the fire extinguishers documented? • Are eye wash stations available with unobstructed access? • Are eye wash stations inspected on a scheduled basis? • Is machine guarding in place? • Are batteries stored safely? • Are all containers marked with the contents clearly identified? • Are floors clear of tripping hazards? • Are hazardous materials stored safely? 			

APPENDIX C

PARTA

FACILITY SAFETY and SECURITY ASSESSMENT

Complete the Facility Safety and Security Assessment (annually) to identify potential safety hazards. It is imperative that the individual completing this review is honest and assures that all information is accurate and correct. Data collected from this assessment will guide resource allocation and focus priority needs appropriately.

Completed by:	Date:
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SECTION	REVIEW QUESTIONS	YES	NO	N/A
Buildings and Facility Grounds:	• Are facility grounds randomly and frequently patrolled?			
	• Are daily security sweeps conducted?			
	• Are smoke/fire/carbon monoxide detectors provided and working?			
	• Are distribution and number of keys known and controlled?			
	• Are all keys labeled as "DO NOT DUPLICATE"?			
	• Are all unoccupied areas locked and secured?			
Lighting:	• Is entire perimeter of facility properly illuminated?			
	• Is lighting mounted at approximately second story level?			
	• Are lights provided over all entrance doors?			
	• Is lighting provided in staff parking areas?			
Entrance Doors and Windows:	• Are all doors:			
	➤ Built of commercial grade with metal framing?			
	➤ Outside hinges hidden and protected from vandalism?			
	➤ Provided with a commercial grade, one-sided lock?			
	➤ Provided with push "panic" bar releases?			
	➤ In case of breakage or opening are all windows and doors connected to a central station alarm?			
Electronic Surveillance:	• Is the entire perimeter of facility protected by a CCTV system?			
	• Is this system monitored by management and/or a security company?			
	• Is this system always on or activated by motion sensors?			
Non-Employee Access:	• Is access restricted to persons without proper credentials and clearance?			
	• Are supply deliverers required to show proper I.D. and sign-in a log book?			
	• Are all non-employees accompanied and/or observable at all times?			
Surrounding Environment:	• Are there other non-City/County buildings connected to the facility that may be vulnerable to unauthorized entry?			
	• Are all utility components (power transformers, back-up generators) protected and secured from vandalism or attack?			

	<ul style="list-style-type: none"> • Are all outdoor storage areas adequately lighted and secured? 			
Material Storage:	<ul style="list-style-type: none"> • Are all hazardous and flammable materials properly identified? • Are all materials properly labeled, stored, and secured? 			
Forms and Written Plans:	<ul style="list-style-type: none"> • Are emergency numbers (police, fire, ambulance) current and prominently displayed at each phone? • Is a Chain of Command and emergency call list prominently displayed? • Are employees trained and checklists provided on how to handle a physical threat or incident called in on the phone? 			
Evacuation Plan/Procedures	<ul style="list-style-type: none"> • Are there evacuation plans for this facility? • Are staff members trained on this plan? • Are assembly areas and alternate assembly areas identified and displayed in each office or area? • Have the primary and alternate assembly areas, evacuation sites, and evacuation routes been verified and coordinated with all appropriate agencies? • Has the Facilities Evacuation Plan been reviewed, coordinated, and briefed to staff as appropriate? 			
Training:	<ul style="list-style-type: none"> • Is an orientation program in place for each new staff member? • Do all staff members receive safety and security training appropriate to their position and level of responsibility? • Are periodic safety and security training and briefings completed with staff? • Do all new staff members receive briefings on the Facilities Evacuation Plan, the Security & Emergency Preparedness Plan (SEPP), and other security policies and procedures? 			
Administrative Procedures:	<ul style="list-style-type: none"> • Is a record of emergency data on file for each staff? • Have incident reporting format and procedures been established and staff briefed on them? • Are all incident reports treated with confidentiality and transmitted by secure means to the appropriate City/County department? • Are background checks conducted and verified on all prospective new hires? 			
Cash Handling and Transfer:	<ul style="list-style-type: none"> • Has a secure method for receipt, transfer and storage of cash been established and have appropriate staff members been trained on them? • Is cash transported by at least two individuals? • Do all staff members understand that in the event of a robbery they should never risk their lives to protect cash or other valuables? 			
Fire and Electrical Safety:	<ul style="list-style-type: none"> • Are fire extinguishers installed in all appropriate locations? • Are smoke and heat detectors installed, at least one on each floor? • Is a first aid kit present and maintained? • Are all electrical devices, outlets, circuit breakers and cords free of damage that may pose a shock hazard? • Are all electrical circuit, gas, and telephone boxes, if accessible from the outside, locked to prevent tampering? • Do any non-employees have access from outside the building to any fire escapes, stairways, and/or the roof? • Are all outdoor trash containers and storage bins located away from the building in the event of a fire? 			

Appendix D Risk Assessment Matrix (RAM)

RAM will be completed by the Safety and Security Manager

Identified Hazard:

Consequences					Likelihood				
Severity	People	Assets	Environment	Reputation	1	2	3	4	5
					Practically impossible (never heard of in the industry)	Remote, not likely to occur	Could occur, or heard of it happening	Likely, known to occur or has happened before	Common, or occurs frequently
1	First aid or no injury	No/Slight damage	No/Slight effect	No/Slight impact	Low	Low	Low	Low	Medium
2	Slight injury, medical treatment	Minor damage	Minor effect	Limited impact	Low	Low	Medium	Medium	High
3	Serious injury, hospitalization more than 7 days	Moderate damage	Moderate effect	Local area impact	Low	Low	Medium	High	High
4	Permanent total disability, or one fatality	Major damage, unit level	Major effect	Major statewide impact	Low	Medium	High	High	High
5	Multiple fatalities	Major damage, multiple units	Massive effect	Major national impact	Medium	Medium	High	High	High
Risk Value:									

- Low Risk, continuous improvement
- Medium Risk, monitor and control
- High Risk, unacceptable/intolerable, immediately introduce further control measures

Assessed Risk Level: 0

Instructions

1. Estimate potential consequences and severity (thought of as what could happen if hazard actually occurred)
2. Estimate likelihood of such consequences occurring (using historical evidence, data and experience)
3. Multiply the severity for each consequence by the likelihood of that consequence occurring. This is the risk value.
4. Sum the risk values for a total assessed risk level (out of 100)

PA RTA Identified Risks

(Min of 10)

Department	Hazard	Score
Operations	Bus/Bike Collision	9
	Bus/Pedestrian Collision	9
	Bus/Vehicle Collision	8
	Bus/Object Collision	5
	Passenger Fall	5
	Assault on Driver	3
Maintainence	Exposure to Hazmat	2
	Heat Exhaustion	2
	Equipment Malfunctions	3
	Hypothermia	2
	Improper Lifting	8
Administration	Building Fire	4
	Chemical/Gas Leak	4
	Hostile Event	6

APPENDIX E

PART A

HAZARD IDENTIFICATION AND RISK ASSESSMENT LOG

The Hazard Identification and Risk Assessment Log shown can be used to provide a record of the identified hazards and the actions that should be taken. The recommended action must be addressed by a specified individual, typically the appropriate department manager responsible for addressing that particular risk. Entries in the log should not be cleared until the required action is completed. The hazard log and action completion records should be retained for three years by the Safety and Security Manager.

Completed by:	Date:
---------------	-------

Risk Type	Risk Description	Current Measures to Reduce Risk	Risk Rating Likelihood	Risk Rating Severity	Risk Rating Value (Likelihood x Severity)	Further Action Required to Reduce Risk	Staff Responsible
		•				•	•
		•				•	•
		•				•	•
		•				•	•
		•				•	•
		•				•	•
		•				•	•
		•				•	•

Severity Categories

Description	Severity Category	Criteria
Catastrophic	3	Could result in death; permanent total disability; system shutdown lasting 4 hours or more; irreversible environmental damage that violates law or regulation; large loss of \$250,000 or more.
Serious	2	Could result in permanent partial disability, injury or occupational illness that includes hospitalization of at least one person; property damage exceeding \$25,000 to \$249,999; system shutdown of 10 minutes to 4 hours; or reversible environmental damage causing a violation of law or regulation.
Marginal	1	Could result in injury or occupational illness resulting in one or more lost workdays; property damage up to \$24,999; system shutdown of less than 10 minutes; or mitigatable environmental damage without violation of law or regulation.

Likelihood Levels

Description	Level	Frequency
Frequent	3	Continuously experienced
Occasional	2	Occurs several times
Remote	1	Unlikely, but possible

Safety Risk Level

Safety Risk Index	Criteria by Index
High (6-9)	Unacceptable: Safety risk must be mitigated or eliminated
Medium (3-5)	Undesirable: Management must decide whether to accept safety risk with monitoring or require additional action
Low (below 3)	Acceptable: Safety risk is acceptable pending management review

APPENDIX F

Safety Performance Targets

Safety performance targets are specific performance targets based on the safety performance measures established under the National Public Transportation Plan.

Rate is based on 100,000 Vehicle Revenue Miles.

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability
Fixed Route							
Demand Response							

*Targets are based on review of the previous 3 years of *PARTA*'s safety data.

PARTA's Accountable Executive shares our safety plan and our safety performance targets with AMATS, our Metropolitan Planning Organization (MPO), as well as our State DOT.

Date range of safety performance targets: January 1, 2017 to January 1, 2020

Date safety performance targets submitted to AMATS and ODOT:

Report completed by: _____

Title: _____

RESOLUTION #2020-11-05**A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AUTHORIZING THE FILING OF AN APPLICATION WITH THE OHIO ENVIRONMENTAL PROTECTION AGENCY (OHIO EPA) FOR THE 2020 OHIO DIESEL EMISSIONS REDUCTION GRANT (DERG) PROGRAM.**

WHEREAS, the United States Congress has set aside monies for Congestion Mitigation and Air Quality (CMAQ) projects through the 2020 Ohio Diesel Emissions Reduction Grant (DERG) Program; and

WHEREAS, the DERG program is jointly administered by the State of Ohio, Environmental Protection Agency (Ohio EPA), and the State of Ohio Department of Transportation (ODOT); and

WHEREAS, the Ohio EPA awards Congestion Mitigation and Air Quality (CMAQ) funds to support projects that reduce air emissions from diesel fleets in priority counties; and

WHEREAS, Portage County is defined as a priority county, and PARTA is eligible to apply for funding through DERG for a CMAQ eligible project; and

WHEREAS, the purchase of CNG-fueled vehicles to replace outdated 35' diesel buses is an eligible project under the DERG grant program, and the replacement of vehicles is consistent with PARTA's fleet replacement schedule; and

WHEREAS, in December 2020, the General Manager, or her designee, will file a grant application on behalf of PARTA to replace four (4) outdated 35' diesel buses with four (4) new CNG-fueled vehicles through the 2020 DERG program; and

WHEREAS, if requested funds are granted, the Portage Area Regional Transportation Authority (PARTA) shall be responsible for at least twenty percent (20%) of the eligible costs.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (PARTA) Board of Trustees that:

1. The 2020 DERG application to be filed in December 2020 by the General Manager, or her designee, to replace four (4) outdated 35' diesel buses with four (4) new CNG-fueled vehicles at a total project cost of \$2,411,988 be authorized and approved.
2. The information contained in the project application is accurate, to the best of its knowledge, that it intends to diligently pursue that project, and that a local share of at least twenty percent (20%) is required to match federal funds.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (PARTA), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on November 19, 2020.

Date

David Gynn, President
Board of Trustees

Attested

RAYMOND SLIFKO
BUCKEYEVILLE, OHIO



**U.S. ARMY/
1ST CPL**
U.S./Korean conflict
1950-1952

GLENN SMITH



U.S. ARMY/SSGT.
Camp Atterbury,
Indiana
1945

RYAN M. SMITH
AKRON, OHIO



**U.S. MARINE
CORPS**
Iraq
2005-2009

CHRISTOPHER J. SNYDER
STREETSBORO, OHIO



**U.S. MARINE
CORPS/
LANCE CPL**
Okinawa
Currently Serving

EVERETT SNYDER
CLEVELAND, OHIO



**U.S. ARMY/
ARMOR
DIVISION**
Korea
1964-1966

JACOB A. SNYDER
STREETSBORO, OHIO



**U.S. MARINE
CORPS/CPL**
Iraq
2003-2007

GEORGE SPEHAR
CANTON, OHIO



**U.S. AIR
FORCE/SGT.**
Turkey
1965-1967

GEORGE R. SPEHAR
LOUISVILLE, OHIO



U.S. NAVY
Norfolk, Virginia
1993-1997

DANIAL D. SPENCER
MUNROE FALLS, OHIO



**U.S. ARMY/
SPC; E-5**
Thailand
1966-1968

WILLIAM P. SPIDARE
AKRON, OHIO



**U.S. ARMY/
TECHNICIAN-
GRADE 5;
CHAPLAIN'S
ASST.**
Normandy,
Rhineland, Ardennes
1942-1945

LEROY R. ST. CLAIRE



STEVE STACY
NEW YORK



**US MARINE
CORPS**
Camp Lejeune, NC
1974-1978



**THANK YOU
FOR YOUR SERVICE
VETERANS DAY 2020**

VIEW OUR VETERANS DAY TRIBUTE VIDEO AT WWW.PARTAONLINE.ORG




PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
(PARTA)

2021 BOARD OF TRUSTEES
Meeting Schedule

JANUARY 28, 2021

FEBRUARY 25, 2021

MARCH 25, 2021

APRIL 22, 2021

MAY 27, 2021

JUNE 24, 2021

JULY 22, 2021

AUGUST 26, 2021

SEPTEMBER 23, 2021

OCTOBER 28, 2021

NOVEMBER 18, 2021

DECEMBER 16, 2021

The regular Board meetings of **PARTA** are held on the 4th Thursday of each month, except as noted in **red**. The dates in **red** reflect those meetings that have been changed from the normal 4th Thursday due to the holidays.

All Board meetings are held at 7 p.m. in the Board Room of **PARTA** at 2000 Summit Road, Kent, OH 44240, or via Zoom.

PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY
(PARTA)

BOARD OF TRUSTEES
2021 Finance Committee Meeting Schedule

No January Meeting

February 23, 2021

March 23, 2021

April 20, 2021

May 25, 2021

June 22, 2021

July 20, 2021

August 24, 2021

September 21, 2021

October 26, 2021

Wednesday, November 10, 2021 @ 3 p.m.

December 14, 2021

The **PARTA** Board of Trustees Finance Committee meetings are held on the 4th Tuesday of each month, except as noted in **red**. The dates in **red** reflect those meetings that have been changed from the normal 4th Tuesday.

All Finance Committee meetings are held at 11:30 a.m., except as noted, in the Board Room of **PARTA** at 2000 Summit Road, Kent, OH 44240, or via Zoom.