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**JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY (JACTS)  
POLICY COMMITTEE**

**FOR FURTHER INFORMATION,  
CONTACT:**

**Steven Duke, Executive Director**

**Region 2 Planning Commission  
(517) 768-6706**

**DATE: THURSDAY, NOVEMBER 18, 2021**

**TIME: 8:00 A.M.**

**PLACE: Jackson County Tower Building – 5th Fl.  
120 W. Michigan Avenue  
Jackson, MI 49201**

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**A G E N D A**

Comments will be solicited on each item following discussion and prior to any final action.

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1. Call to Order
2. Public Comment
3. Approve Minutes of the Policy Committee Meeting of September 16, 2021 and Receive the Minutes of the Technical Advisory Committee Meeting of September 15, 2021 (see enclosures) – **ACTION**
4. Agency Status Reports – **DISCUSSION**
  - City of Jackson (enclosed)
  - Jackson Area Transportation Authority (enclosed)
  - Jackson County Department of Transportation (enclosed)
  - Michigan Department of Transportation (enclosed)
  - Jackson County Airport-Reynolds Field (not provided)
  - Enterprise Group (<http://www.enterprisegroup.org>)
5. Approval of Amendments to the JACTS FY 2020–2023 Transportation Improvement Program (TIP) (see enclosure) – **ACTION**
  - Jackson County Department of Transportation
6. Review JATA Reserve-A-Ride Ridership Summary (see enclosure) – **DISCUSSION**
7. Approval to Receive the “JATA Public Transportation Agency Safety Plan for a Small Urban Public Transportation Provider,” (see enclosure) – **ACTION**
8. Approval of Meeting Dates Calendar for 2022 (see enclosure) – **ACTION**
9. Other Business
10. Public Comment
11. Adjournment

# Region 2 Planning Commission



## Jackson Area Comprehensive Transportation Study

### MINUTES

#### JACTS POLICY COMMITTEE

Jackson County Tower Building  
120 W. Michigan Avenue – 5th Floor  
Jackson, Michigan

**Thursday, September 16, 2021**

Members Present: Keith Acker, Sandstone Township  
Jon Dowling (Alt.) – JACTS Technical Advisory Committee  
Jeff Franklin, MDOT – Lansing  
Jonathan Greene, City of Jackson  
David Herlein, Spring Arbor Township  
Pete Jancek, Vice-Chair, Blackman Charter Township  
Mike Overton, Jackson County Department of Transportation  
Laura Schlecte, City of Jackson  
Steve Shotwell, Chair, Jackson County Board of Commissioners  
Judy Southworth, Leoni Township

Members Absent: John Feldvary, Jackson County Airport-Reynolds Field  
Dan Gallagher, Napoleon Township  
Jae Guetschow, Region 2 Planning Commission  
Mike Trudell, Summit Township

Others Present: Joe Bentschneider, Jackson County Department of Transportation  
Charlie Briner, Jackson County Dept. of Transportation  
Jim Cole, Jackson County Dept. of Transportation  
Steve Duke, Region 2 Planning Commission  
Ben Gershman, Jackson County Dept. of Transportation  
Jacob Hurt, Region 2 Planning Commission  
Bret Taylor, Jackson County Department of Transportation  
Kelby Wallace, MDOT-Jackson TSC

#### ITEM 1      CALL TO ORDER

Chair Shotwell called the meeting to order at 8:05 AM.

#### ITEM 2      PUBLIC COMMENT

No public comments were received.

## JACTS POLICY COMMITTEE MINUTES

September 16, 2021

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### ITEM 3      **APPROVE MINUTES OF THE POLICY COMMITTEE MEETING OF AUGUST 19, 2021 AND RECEIVE THE TECHNICAL ADVISORY COMMITTEE MINUTES OF AUGUST 18, 2021**

A motion was made by Ms. Schlecte, supported by Mr. Acker, to approve the Policy Committee meeting minutes of August 19, 2021 and receive the Technical Advisory Committee meeting minutes of August 18, 2021 as presented. The motion carried unanimously.

### ITEM 4      **AGENCY STATUS REPORTS**

Project status updates were provided by the Jackson Area Transportation Authority, City of Jackson, Jackson County Department of Transportation, and the Michigan Department of Transportation.

### ITEM 5      **APPROVAL OF AMENDMENTS TO THE JACTS FY 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

The following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) were submitted by the City of Jackson, Jackson County Dept. of Transportation, and the Michigan Department of Transportation:

FY	Name	Limits	Description	Funding	Action
2022 City	Greenwood @ Fourth JN213455	Intersection	Reconstruct traffic signal with new mast arm	\$167,880 FED \$107,120 Local	ADD
2022 City	Fourth @ Prospect JN 213456	Intersection	Reconstruct traffic signal with new mast arm	\$180,000 FED \$45,000 Local	ADD
2021 JCDOT	S. Dearing/ McCain Safety Project JN 210343	S. Dearing @ McCain	Construct compact roundabout	\$294,204.60 FED \$32,689.40 Local	MOVE TO FY 2022
2022 MDOT	Regionwide JN 213331	All trunkline routes in Jackson County	Durable pavement marking application on all trunklines (PE Phase)	\$648 FED \$72 STATE	ADD
2022 MDOT	Regionwide JN 213331	All trunkline routes in Jackson County	Durable pavement marking application on all trunklines (CON Phase)	\$57,996 FED \$6,444 STATE	ADD

A motion was made by Ms. Schlecte, supported by Mr. Herlein, to approve the amendments as presented. The motion carried unanimously.

### ITEM 6      **APPROVAL TO RECEIVE THE JATA PUBLIC TRANSPORTATION SAFETY PLAN**

## **JACTS POLICY COMMITTEE MINUTES**

**September 16, 2021**

**Page 3**

No one from JATA was present at the meeting, therefore a motion was made by Ms. Schlecte, supported by Mr. Acker, to postpone the agenda item to the October 21<sup>st</sup> Policy Committee meeting. The motion carried unanimously.

### **ITEM 7            OTHER BUSINESS**

Mr. Duke announced that he is stepping down as the R2PC Executive Director effective October 1, 2021. He will continue working part-time until a new MPO transportation planner has been hired and trained.

Mr. Duke introduced Mr. Jacob Hurt as the new Executive Director of the Region 2 Planning Commission.

No further business was brought forward.

### **ITEM 8            PUBLIC COMMENT**

No public comments were received.

### **ITEM 9            ADJOURNMENT**

There being no further business, Chair Shotwell adjourned the meeting at 8:45 AM.

Steve Duke, Executive Director  
Region 2 Planning Commission

# Region 2 Planning Commission



## Jackson Area Comprehensive Transportation Study

### MINUTES

#### JACTS TECHNICAL ADVISORY COMMITTEE

Jackson City Hall  
161 W. Michigan Ave. – 10th Floor  
Jackson, MI 49201

**Wednesday, September 15, 2021**

Members Present: Joe Bentschneider, Jackson County Dept. of Transportation  
Jim Cole (Alt.), Jackson County Dept. Of Transportation  
Mike Davis (Alt.), MDOT-University Region  
Jon Dowling, Vice-Chair, City of Jackson – Engineering  
Steve Duke, Region 2 Planning Commission  
Mark Kloha, MDOT – Lansing  
Alex Masten, The Enterprise Group  
Jack Ripstra, Blackman Charter Township  
Bret Taylor, Jackson County Dept. of Transportation  
Troy White, City of Jackson – Engineering

Members Absent: Mike Brown, Jackson Area Transportation Authority  
Jonathan Greene, City of Jackson  
Andy Pickard, FHWA (Ex-officio)  
Juan Zapata, Jackson County Airport – Reynolds Field

Others Present: Grant Bauman, Region 2 Planning Commission  
Charlie Briner, Jackson County Dept. of Transportation  
Jeff Franklin, MDOT – Lansing  
Ben Gershman, Jackson County Dept. of Transportation  
Sam Korson, MDOT – Lansing  
Laura Schlecte, Jackson City Council  
Kelby Wallace, MDOT – Jackson TSC

#### ITEM 1      CALL TO ORDER

In the Chair's absence, Vice-Chair Dowling called the meeting to order at 9:33 AM. Introductions were made.

#### ITEM 2      PUBLIC COMMENT

No public comments were received.

**ITEM 3**      **APPROVE MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING OF AUGUST 18, 2021 AND RECEIVE THE POLICY COMMITTEE MINUTES OF AUGUST 19, 2021**

A motion was made by Mr. White, supported by Mr. Davis, to approve the Technical Advisory Committee meeting minutes of August 18, 2021, and receive the Policy Committee meeting minutes of August 19, 2021 as presented. The motion carried unanimously.

**ITEM 4**      **AGENCY STATUS REPORTS**

Project status updates were presented by the City of Jackson, Jackson Area Transportation Authority, Jackson County Department of Transportation, The Enterprise Group, and the Michigan Department of Transportation.

**ITEM 5**      **APPROVAL OF AMENDMENTS TO THE JACTS FY 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

The following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) were requested:

<b>FY</b>	<b>Name</b>	<b>Limits</b>	<b>Description</b>	<b>Funding</b>	<b>Action</b>
2022 City	Greenwood @ Fourth JN213455	Intersection	Reconstruct traffic signal with new mast arm	\$167,880 FED \$107,120 Local	ADD
2022 City	Fourth @ Prospect JN 213456	Intersection	Reconstruct traffic signal with new mast arm	\$180,000 FED \$45,000 Local	ADD
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2022 MDOT	Regionwide JN 213331	All trunkline routes in Jackson County	Durable pavement marking application on all trunklines (CON Phase)	\$57,996 FED \$6,444 STATE	ADD

A motion was made by Mr. Ripstra, supported by Mr. Taylor, to approve the amendments to the JACTS FY 2020-2023 TIP as presented. The motion carried unanimously.

**ITEM 6**      **APPROVAL TO RECEIVE THE JATA PUBLIC TRANSPORTATION SAFETY PLAN**

Since no one from JATA was present at the meeting to present the safety plan, a motion was made by Mr. Davis, supported by Mr. Duke, to postpone this agenda item to the October 20<sup>th</sup> meeting. The motion carried unanimously.

ITEM 7      **OTHER BUSINESS**

No other business was brought before the Committee.

ITEM 8      **PUBLIC COMMENT**

No public comments were received.

ITEM 10      **ADJOURNMENT**

There being no further business, Vice-Chair Dowling adjourned the meeting at 10:05 AM.

Steve Duke  
Executive Director

**To:** JACTS Technical Advisory and Policy Committees  
**DATE:** November 05, 2021  
**FROM:** Jon H. Dowling, P.E.  
**SUBJECT:** TIP Project Status

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**2021**

Steward Street: RR to Ganson (Urban) – Mill and asphalt resurface with curb repairs and signal reconstruction at Ganson. HRC is the consultant on this project. Project was let by MDOT on June 7 with J Ranck as the low bidder. All surface and subsurface work is complete. No further work is possible until signal poles and mast arms are delivered. Delivery is scheduled for early December.

Wisner St Traffic Signals (HSIP) Ganson, North and Argyle - Replacement of the existing traffic signals at these three intersections with mast arm signals. HRC is the consultant on this project. All surface and subsurface work is complete. No further work will be possible until signal poles and mast arms are delivered. Delivery is scheduled for April 2022.

**2022**

E. High Street Bridge over the Grand River - Replacement of the existing bridge superstructure. HRC is the consultant on this project. **Final submittal was made on October 22, 2021 to make the January 2022 letting.**

West Avenue Signals at Franklin, Washington and Morrell with Ganson and Elm Signal - Reconstruct Signals on West Ave at Franklin and Morrell with Signal at Ganson and Elm. HRC is the consultant on this project. **Final submittal was made on October 22, 2021 to make the January 2022 letting.**

Greenwood Ave: Fourth St to Morrell St with Greenwood/Fourth & Fourth/Prospect Signals - Mill and HMA Resurface on Greenwood with signal replacements at the intersections. HRC is the consultant on this project. **Final submittal was made on October 22, 2021 to make the January 2022 letting.**





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**PROJECT REPORT**  
**2020-2023 TIP**

***November 2021***

1. Vehicle Procurements
  - a. We have completed the ordering process for the procurement of the 35' Gillig bus which Chad had begun prior to his departure. We are tentatively expecting to have a pre-production meeting around April, 2022 with the manufacturing of the bus beginning late November or early December, 2022
2. Bus & Bus Components
  - a. Nothing new to report.
3. Facility Upgrades
  - a. Surveillance upgrades (fencing and gates)
    - i. The fences and gates project has been completed.
    - ii. Fishbeck has begun their work on the A&E design for the downtown Transfer Center. They have taken some pavement cores and have completed their survey of the site.
    - iii. We are still researching the best method for procuring the bus hoists for our maintenance facility. We would like to begin this project in the Spring of 2022.
4. Grants

Nothing new to report.
5. Rides to Wellness
  - a. JATA has applied for a sponsorship of the RTW program through True Community Credit Union. We are also trying to reopen talks with Henry Ford Allegiance Health in an effort to garner support from them.



# *Jackson County Department of Transportation*

Angela N. Kline, PE  
Managing Director / Director of Engineering & Technical Services

*Keeping Our Community Safely in Motion...*



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## Memorandum

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**Date:** November 8, 2021

**To:** Mr. Steven Duke  
*Executive Director*  
Region 2 Planning Commission

**From:** Angela N. Kline, PE  
*Director of Engineering/Managing Director*

**RE:** November JACTS Update

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We would like to provide the following update regarding our projects that are on the Transportation Improvement Program (TIP) for FY 2020, 2021, and 2022.

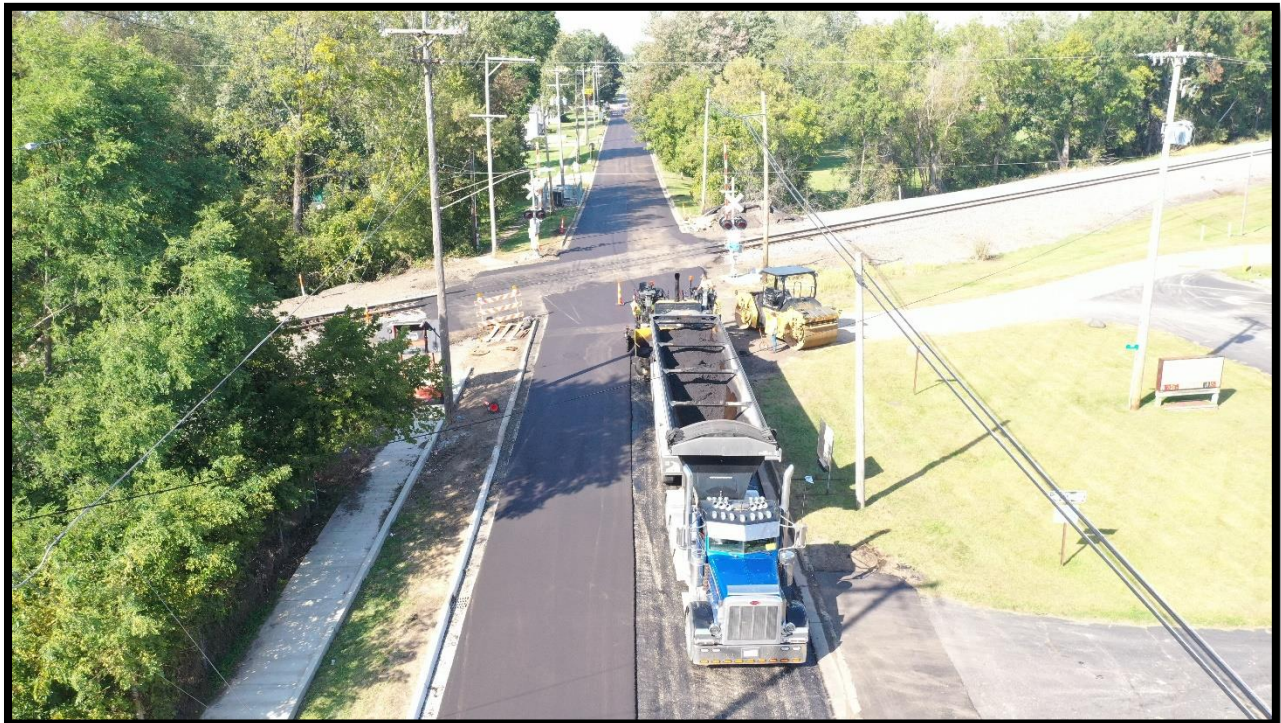
### **FY 2020**

#### **JN 206577 S Union Street (Village of Parma)**

Amtrak replaced the tracks at the crossing and Reith-Riley placed the asphalt at the crossing. Union Street from the north village limits to the south village limits was coldmilled and 2" of HMA was placed. This project also included new pavement markings, truncated domes at sidewalk ramps to make them ADA compliant, and a spot curb and gutter repair.



*Union St in Village of Parma*



*Union St in Village of Parma*





*Union St in Village of Parma*

### **JN 207227 S Jackson Road intersection re-alignment**

Project was completed in mid-September. Brush along the west side of S. Jackson Road will be removed by JCDOT crews in early November.



***S. Jackson Road at Lindsey Road – looking North at S. Jackson Road***



***S. Jackson Road at Lindsey Road – Looking West at Lindsey Road***



## **FY 2021**

### **JN 207171 McCain Road and Robinson Road**

Construction began on McCain Road at the end of September. Pavement recycling and asphalt surfacing took place in mid-October, with anticipated completion of all work on McCain Road in mid-November.



***McCain Road – Cold-in-Place Recycling Operation***

### **JN 210386 Edge line pavement marking**

Edge line placement began in mid-September, and was completed in mid-October.



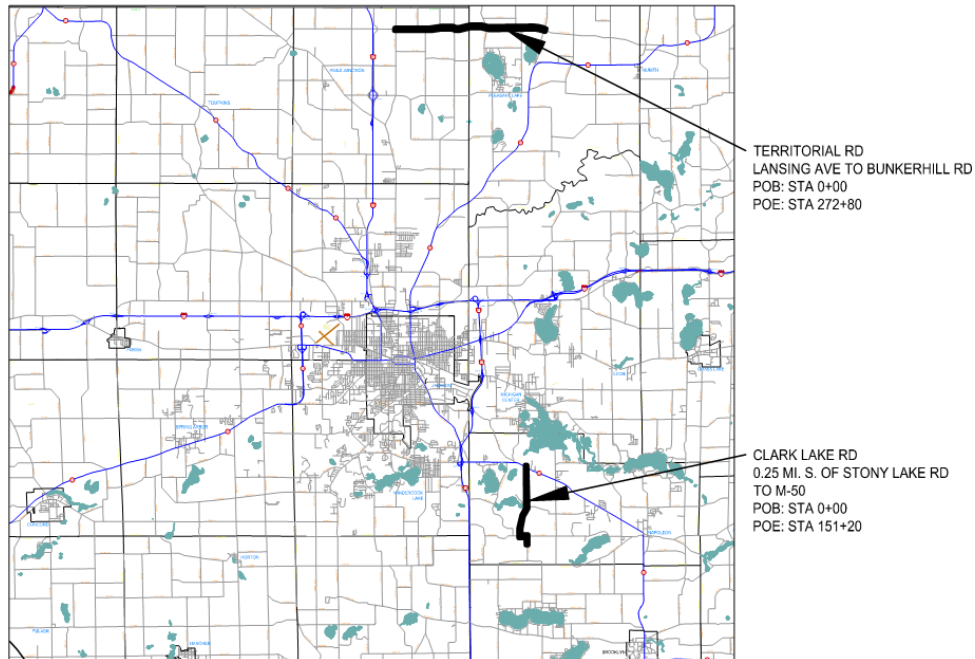
***Local Road Pavement Marking Placement***

### JN 210343 South Dearing Road and McCain Road Compact Roundabout

This project was moved to FY 2022 due to right of way procurement issues.

### JN 206636 Overlay Project, Territorial Road and Clark Lake Road All-Season Routes

Michigan Paving and Materials was the low bidder in the October letting with a bid of \$1,429,844, which was 4.14% under the engineer's estimate. This project will place a leveling course and a top 1.75" wearing course.



## **FY 2022**

### **County Farm/Springport Corridor Improvements and Jackson Technology Park – North Construction**

A GI review took place in early October, with an anticipated plan completion date in late 2021.  
Anticipated start date is early 2022.

#### **JN 206637 Preventative Maintenance**

Beginning design for a Summer 2022 letting.

#### **JN 207169 South Street Rehabilitation**

Developing environmental documents and beginning design for a Spring 2022 letting.

#### **JN 209883 S. Jackson Bridge Replacement**

Project documents will be submitted for an early 2022 letting.

#### **JN 210635 Mike Levine Lakelands Trail Extension**

A GI Meeting took place in mid-September. Project documents will be submitted for a January 2022 letting.

#### **JN 211703 Roundabout at Horton Road and Springbrook Road**

Developing environmental documents and beginning design for a Summer 2022 letting.

#### **JN 211779 Countywide Horizontal Curve Signing**

#### **JN 211851 Countywide LED Stop Signs**

Beginning design for a Winter 2022 letting.

#### **JN 211823 N. Concord Road Tree Removal**

#### **JN 211852 Moscow Road Tree Removal**

#### **JN 211853 Rives Junction Road Tree Removal**

Developing environmental documents and beginning design for a Summer 2022 letting.

#### **JN 211855 Roundabout at Springport Road and Rives Junction Road**

Developing environmental documents and beginning design for a Summer 2022 letting.

#### **JN 211862 Page Avenue Road Safety Audit**

#### **JN 211864 Spring Arbor Road Road Safety Audit**

Proposals received, and Consultants will be selected for November 2021 start.





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
JACKSON TRANSPORTATION SERVICE CENTER

PAUL AJEGBA  
DIRECTOR

November 5, 2021

**Construction:**

**I-94 & US-127** – Install cameras and/or permanent message boards near Airport Road, Parnall Road, Page Ave, I-94/US-127 south interchange, Hawkins Road, Whipple Road, and Grass Lake Scales. Message boards installed and working on communication connections.

**I-94 at Elm Road, Lansing Ave. and West Ave (US-127 west), also includes resurfacing on US-127 (I-94 to Parnall)** – Both directions of I-94 are on the new westbound roadway. Traffic will likely remain in this configuration through the winter, with all ramps open. Beams set on Elm Road bridge. Beams scheduled to be set on Lansing Ave and Lansing Ave on schedule to be open prior to Christmas. Work on the new eastbound roadway will probably continue through the winter. US-127 under I-94 will be returning to two lanes in each direction for the winter.

**I-94 BL (Michigan Ave) near Henry Ford Allegiance** – Install pedestrian refuge island and rapid reflective flashing beacon. Sidewalk and median island installed. Waiting to receive electrical components for flashing signal.

**US-127 bridges over M-50/Railroad (just north of McDevitt)** – Deck replacement and superstructure repairs. Work underway to construct freeway crossovers for the bridge work that will begin in spring of 2022.

**Railroad bridges over Jackson Street and Mechanic Street in downtown Jackson** – Bridge replacement. October 2021 letting (early 2022 construction).

**I-94 from M-60 to Calhoun County line** – Reconstruction from M-60 to Michigan Ave, major rehabilitation from Michigan Ave to Calhoun County line – (2022-2024 construction). Scheduled for February 2022 letting.

**Design:**

**M-106 and I-94BL** – Non-freeway signing upgrade (late 2022 construction).

**I-94 Westbound from Mt. Hope Road to Washtenaw County line** – Capital preventative maintenance resurfacing (2023 construction)

**M-50 from Valley Farm Road to Lincoln Road** – Shoulder paving (2023 construction)

**Cooper Street (M-106) bridge replacement in downtown Jackson south of train station** – Bridge replacement (2024 Construction).

**US-127 (Henry to near Ingham Co Line)** – state funds only, major resurfacing (future construction).



# Jackson County Department of Transportation

Angela N. Kline, PE  
Managing Director / Director of Engineering & Technical Services

*Keeping Our Community Safely in Motion...*



## Memorandum

**Date:** November 8, 2021

**To:** Mr. Steven Duke  
Executive Director  
Region 2 Planning Commission

**From:** Angela N. Kline, PE  
Director of Engineering/ Managing Director

**RE:** November JACTS TIP Amendment

Jackson Department of Transportation is requesting approval from the Region 2 Planning Commission, JACTS Technical Advisory, and JACTS Policy Committees concerning the following Transportation Improvement Program (TIP) Amendment for FY2020-2023:

Fiscal Year	Job #	Project Name	Limits	Project Description	Funding	Action
2023	213736	Edgeline Pavement Markings	56 miles total on 78 roadway segments	Edgeline Pavement Markings	\$97,724.92 HSIP \$22,246.08 Local \$119,971.00 Total	Add
2023	213875	N. Stony Lake Rd; Seymour Rd; Race Rd	Taylorfield Road to M-50; Trumble Road to Wooster Road; Ann Arbor Road to Seymour Road	Tree removal, pavement markings, signing upgrades	\$564,781.87 HRRR \$62,753.54 Local \$627,535.41 Total	Add
2023	213879	Dearing Rd; Jefferson Rd	W. Michigan Avenue to County Farm Road; S. Jackson Road / Waite Road to US-127	Tree removal, pavement markings, signing upgrades	\$461,101.01 HRRR \$51,233.45 Local \$512,334.46 Total	Add

2023	213984	Springport Rd at Minard Rd	at intersection	Convert skewed T-intersection to a compact roundabout	\$344,392.20 HRRR \$38,265.80 Local \$382,658.00 Total	Add
2023	214064	Horton Rd / S. Jackson Rd	Ferguson Road to Weatherwax Drive	Road safety audit	\$16,000.00 HSIP \$4,000.00 Local \$20,000.00 Total	Add
2023	214065	Moscow Road	At Hanover Road, Hatch Road, Sears Road, and Horton Road / Mathews Road	Road safety audit	\$16,000.00 HSIP \$4,000.00 Local \$20,000.00 Total	Add



## RIDERSHIP SUMMARY

Calendar Years 2019, 2020, 2021

Calendar Year	ZONE 1	ZONE 2	ZONE 3	TOTAL
2019	14,538	8,652	1,082	24,272
2020	9,891	7,177	748	17,816
2021 *Totals through 11/5/2021	9,632	6,855	825	17,313
TOTALS	34,061	22,684	2,656	59,401

Zone 1: City of Jackson

Zone 2: Blackman, Leoni, & Summit Townships

Zone 3: All remaining Townships



## TRIP DENIAL SUMMARY

Calendar Years 2019, 2020, 2021

Calendar Year	ZONE 1	ZONE 2	ZONE 3	TOTAL
2019	1,011	601	354	1,966
2020	388	276	154	818
2021 *Totals through 11/5/2021	610	373	209	1192
TOTALS	2,009	1,250	717	3,976

Zone 1: City of Jackson

Zone 2: Blackman, Leoni, & Summit Townships

Zone 3: All remaining Townships



# REPLACEMENT VEHICLE & EQUIPMENT REQUEST

RTF

Request Years: 2023-2026

Fiscal Year	Vehicle Number/Equipment	Year	Make	Model	ULB	Replacement Cost
2023	488 & 491	2009	Daimler	Sprinter	2016	\$116,755
2024	487 & 489	2009	Daimler	Sprinter	2016	\$119,440
2025	488	2009	Daimler	Sprinter	2016	\$61,100
	485	2009	Dodge	Caravan	2013	\$48,900
	Vehicle Tablets					<u>\$10,125</u>
	<b>Total</b>					\$120,125
2026	499 & 503	2010	Dodge	Caravan	2014	\$100,000
	Radio Equipment					\$5,000
	Vehicle Tires					<u>\$5,500</u>
	<b>Total</b>					110,500
<b>TOTALS</b>						<b>\$466,820</b>



# Public Transportation Agency Safety Plan (PTASP) for a Small Urban Public Transportation Provider



2350 East High Street  
Jackson, Michigan 49203  
Fiscal Year 2021

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## Introduction

Federal Transit Administration's (FTA's) regulation applies to operators of public transportation systems that receive financial assistance under the FTA's Urbanized Area Formula Program at 49 U.S.C. 5307. Recipients or subrecipients of Federal financial assistance under 49 U.S.C. 5307 that operate vehicles across all fixed route modes must develop, certify, and carry out an Agency Safety Plan (ASP) to document the processes and activities related to Safety Management System (SMS) implementation and to address part 673 requirements.

As specified in 673.11, a bus transit provider is responsible for developing and implementing its ASP by December 31, 2020:

- Can develop a single plan or separate plans for each mode of transit service.
- Is responsible for developing and carrying out an SMS that complies with FTA's Public Transportation Agency Safety Plan (PTASP) regulation, and is documented in its ASP; and
- Is responsible for carrying out and annually reviewing its ASP and updating the ASP as needed.

Part 673 expands the regulatory authority of the FTA to oversee safety, providing an opportunity for the FTA to assist transit agencies in moving towards a more holistic, performance-based approach in the SMS. Part 673 puts the FTA and the Michigan Department of Transportation (MDOT) 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 Public Transportation Agency Safety Plan (PTASP) for the Jackson Area Transportation Authority (JATA) 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 the SMS is to increase the safety of transit systems by proactively identifying, assessing, and controlling safety risks.

This ASP addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.

## Definitions of Special Terms Used in the ASP

Term	Definition
Agency Safety Plan	A plan developed by a local transportation authority that will include the processes and procedures to implement a Safety Management Systems (SMS). It must include safety performance targets as part of the overall safety plan.
Accountable Executive	Accountable for the agency's safety performance and SMS, has the authority to make policy and resource decisions and determine the organization's priorities, sets the expectations for SMS implementation roles and responsibilities, and allocates SMS resources. <ul style="list-style-type: none"> <li>• Sign PTASP and subsequent updates</li> <li>• Ensure implementation of PTASP</li> <li>• Ensure agency's SMS is implemented effectively and that action is taken to address substandard performance</li> <li>• Designate a Chief Safety Officer or SMS Executive for day-to-day SMS implementation</li> </ul>
Chief Safety Officer	Reports directly to the Accountable Executive and manages the safety function for the agency, as well as SMS implementation. SMS activities may be delegated to an SMS Project Manager who will coordinate SMS implementation.
Employee Reporting Safety Program	A program that encourages employees to act as participants in reporting accidents, incidents and hazards to management.
Board of Directors	A group of people who jointly supervise the activities of a non-profit organization in this case. The powers, duties, and responsibilities of a board of directors are determined by government regulations (including the jurisdiction's corporate law) and the organization's own constitution and bylaws.
Safety Performance Indicators and Targets	A quantifiable indicator of performance or condition that is used to establish targets related to safety management activities, and

	to assess progress toward meeting the established targets
Metropolitan Planning Organization	A federally mandated and federally funded transportation policy-making organization in the United States that is made up of representatives from local government and governmental transportation authorities.
Michigan Department of Transportation	A body of government made up of employees are responsible for planning, designing, and operating streets, highways, bridges, transit systems, airports, railroads and ports to provide for the safe, rapid, comfortable, economical, convenient, and environmentally safe movement of people and goods.
Director of Operations	Advanced principles and practices in transit operations. Markets and promotes the transit system in public hearings or informational meetings with community
Jackson Area Transportation Authority	A local transportation authority that has been in existence since the early 1930's. The current fixed route service consists of nine routes that connect the trip generators of the urbanized area of Jackson. Fixed route accounts for 50% of JATA's ridership
Safety Management Policy Statement	The foundation of an agency's Safety Management System (SMS). It includes information relevant to developing and carrying out the other SMS elements, and focuses on safety management policy, not all transit agency safety policies. Part 673 requires the following four SMP elements: <ul style="list-style-type: none"> <li>• Written statement with safety objectives</li> <li>• Employee safety reporting program</li> <li>• Communication of the SMP throughout the agency</li> <li>• Establishment of authorities, accountabilities, and responsibilities</li> </ul>
Transit Safety Committee	Provides information, advice, and recommendations on transit safety and other issues as determined by the Board of Directors
Event	Any Accident, Incident, or Occurrence
Hazard	Means any real or potential condition (as defined in the rail transit agency's hazard management process) that can cause injury, illness, or death, damage to or loss of

	a system, equipment or property; 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.
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.
Consequence	An effect of a hazard involving injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Hazard identification	Methods or processes to identify hazards and consequences of hazards.
Risk assessment	Methods or processes to assess the likelihood and severity of the consequences of hazards, and prioritize the hazards based on the safety risk.
Safety Risk Management	Safety risk management is a key component of any SMS and involves identifying safety hazards to your operations and assessing the risks and mitigating them. To successfully identify hazards, you should think laterally and be unencumbered by past ideas and experiences
Safety Management System	A Safety Management System (SMS) is a comprehensive, collaborative approach to managing safety. It brings management and labor together to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more precisely.
System Reliability	The system reliability target is expressed in miles and is the mean (average) distance between major mechanical failures. The NTD defines a major mechanical system failure as a failure of some mechanical element of the revenue vehicle that prevents the vehicle from

	<p>completing a scheduled revenue trip or starting the next scheduled revenue trip because actual vehicle movement is limited or due to safety concerns. NTD Full Reporters report major mechanical failures to the NTD on the Maintenance Performance form (R-20). To calculate the mean distance between failures, you divide total vehicle revenue miles (VRM) by the total number of failures, per mode.</p>
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## List of Acronyms Used in the ASP


Acronym	Word or Phrase
ASP	Agency Safety Plan
CDL	Commercial Driver's License
CEO	Chief Executive Officer
CSO	Chief Safety Officer
DOT	Department of Transportation
ERSP	Employee Reporting Safety Program
FTA	Federal Transit Administration
JATA	Jackson Area Transportation Authority
MDOT	Michigan Department of Transportation
MPO	Metropolitan Planning Organization
MTP	Michigan Transit Pool
PTASP	Public Transportation Agency Safety Plan
SMS	Safety Management System
SRM	Safety Risk Management

## 1. Transit Agency Information


<b>Transit Agency name</b>	Jackson Area Transportation Authority
<b>Transit Agency Address</b>	2350 East High Street – Jackson Michigan, 49203
<b>Name and Title of Accountable Executive</b>	Michael D. Brown Sr., Executive Director, CEO, and Accountable Executive

<b>Name of Chief Safety Officer or SMS Executive</b>	Chad W. Cumberworth, Government and Community Relations Manager and Chief Safety Officer		
<b>Mode(s) of Service Covered by This Plan</b>	Fixed Route Bus Service; Paratransit Service	<b>List of all FTA Funding Types (5307, 5337, 5339)</b>	5307, 5310, 5311, and 5339
<b>Mode(s) of Service Provided by the Transit Agency (Directly Operated or Contract Service)</b>	The modes of transit service covered by this plan are directly operated by the Jackson Area Transportation Authority directly. JATA, a public transportation provider, uses its employees to supply the necessary labor to operate the revenue vehicles. JATA has a Fixed Route Bus Service and Paratransit Service which is directly operated directly JATA. JATA does not contract any of its services out to vendors.		
<b>Does the agency provide transit agency services on behalf of another transit agency or entity?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Description of Arrangement</b>  Not Applicable
<b>Name and Address of Transit Agency(cies) or Entity(ies) for Which Service is Provided</b>	Not Applicable		

## 2. Plan Development, Approvals and Updates

<b>Name of Person who Drafted This Plan</b>	Chad Cumberworth, Government and Community Relations Manager and Chief Safety Officer, Jackson Area Transportation Authority	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive (JATA)</b>	<b>Date of Signature</b>
	 Michael D. Brown	4-27-21
	<b>President of the Board of Directors (JATA)</b>	<b>Date of Approval</b>



Approval by the Board of Directors or Equivalent Authority		4/28/21
	Randy Purvis	
	<b>Relevant Document (Title and Location)</b> JATA's Metropolitan Planning Organization – Region 2 Planning Commission. JATA – PTASP	
Requirements (FTA)	This PTASP addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.	

### 3. Version Number and Updates

Version Number and Updates			
<i>Record the complete history of successive versions of this plan</i>			
Version Number	Sections/Pages Affected	Reason for Change	Date Issued
1	1-20	Initial Document	11-03-2020
2	1-20	Changes made from review from FTA	04-23-2021

Annual Review and Update of the Agency Safety Plan
<i>Describe the process and timeline for conducting and annual review and update of the ASP</i>
This plan will be jointly reviewed by the Chief Safety Officer and Director of Operations on or just after January 15th of each year. If needed, updates will be made as seen fit for the ASP. The Accountable Executive will review and approve any of these ASP changes, sign the new ASP, then forward to the Board of Directors for approval.

## 4. Safety Performance Targets

For JATA's Safety Performance Indicators and Targets please see **Appendix A – JATA Safety Performance Indicators and Targets**.

Safety Performance Target Coordination		
Describe the coordination with the State and the Metropolitan Planning Organization (MPO) in the selection of the State and MPO safety performance targets		
JATA's Accountable Executive will share the Safety Performance Indicators and Targets within the Agency Safety Plan to the Metropolitan Planning Organization (MPO); Region 2 Planning Commission each year it is adopted by the Board of Directors for JATA. JATA will also share the ASP with the Michigan Department of Transportation (MDOT) each year after it has been reviewed each year on June 1 <sup>st</sup> .		
Targets transmitted to the State	State Entity Name	Date Targets Transmitted
	Michigan Department of Transportation (MDOT)	June 1 <sup>st</sup> of each fiscal year
Targets transmitted to the Metropolitan Planning Organization	Metropolitan Planning Organization Name	Date Targets Transmitted
	Jackson Area Comprehensive Transportation Study (REGION2)	June 1 <sup>st</sup> of each fiscal year
Coordination	<i>JATA will coordinate, to the maximum extent practicable, with the State and MPO to support the selection of State and MPO transit safety performance targets.</i>	



## 5. Safety Management Policy

### **Safety Management Policy Statement**

*Use the written statement of safety management policy, including safety objectives*

One of the core business functions at JATA is the management of safety. JATA is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards. This Safety Management Policy Statement will be communicated with endorsement by the Accountable Executive.

All employees are accountable for the delivery of the highest level of safety performance, starting with the Accountable Executive, Mike Brown.

JATA's safety objectives include:

- To embrace the Safety Management System (SMS) and remain committed to developing, implementing, maintaining, and constantly improving processes to ensure the safety of our employees, customers, and the general public.
- To proactively manage safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations.
- Providing management involvement and the necessary resources to establish an effective reporting system that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team. JATA will ensure that no action will be taken against employees who disclose safety concerns through the reporting system, unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.
- Establishing safety performance targets that are realistic, measurable, and data driven.  
**Please see Appendix A - JATA Safety Performance Indicators and Targets.**
- Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.
- Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks that align with their skills.

### **Safety Management Policy Communication**

*Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.*

The Safety Management Policy at JATA is communicated through numerous ways that include the following:

- Posting the Safety Management Policy in the lobby, training room, maintenance conference rooms, and breakrooms.
- Introduction of the Safety Management Policy during a new hire orientation and making in part of the JATA Employee Handbook.

- Acknowledgement of the policy by all team members during yearly training which will take place upon the ASP implementation.
- By creating a Transit Safety Committee to review all safety incidents, accidents, plans, and conveys information on hazards and safety risks relevant to employees' roles and responsibilities.
- JATA will provide ongoing communication through email, staff newsletters, weekly meetings and bulletin boards.
- JATA will also provide ongoing communications through aforementioned avenues regarding lessons learned and other pertinent safety management policy information

#### **Authorities, Accountabilities and Responsibilities**

*Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS)*

<b>Accountable Executive</b>	The Accountable Executive will have the ultimate responsibility for carrying out the Public Transportation Agency Safety Plan and the Safety Management System (SMS) The Accountable Executive will also have control or direction over the human and capital resources needed to develop and maintain the agency's SMS. The Accountable Executive meets the requirements of <u>§673.5</u> and <u>§673.23(d)(1)</u> .
<b>Chief Safety Officer or SMS Executive</b>	The Chief Safety Officer (CSO) will have the responsibility of the overall safety of the agency. The CSO will report directly to JATA's CEO. The CSO will manage the day-to-day safety of the Agency and be responsible for the ongoing updates both the Public Transportation Agency Safety Plan (PTASP) and the SMS. The CSO will work in concert with other Agency executives in order to develop and manage the SMS for JATA. The Chief Safety Officer meets the requirements in <u>§ 673.5</u> and <u>§ 673.23(d)(2)</u> .
<b>Agency Leadership and Executive Management</b>	The Operations Manager at JATA will also have the authority, skills and responsibility for day-to-day implementation and operation of the Agency's SMS
<b>Key Staff</b>	Other Key Staff members responsible for implementation and operation of the Agency's SMS will be the Human Resources Director and the Shop Manager.

#### **Employee Safety Reporting Program**

*Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore are excluded from protection).*

Team members are often best positioned to identify safety and health concerns and program shortcomings. By encouraging the reporting of perceived workplace hazards, unsafe conditions, close calls/near misses, and actual incidents, as well as following up promptly on all reports and doing so without consequences or possible harm to their employment. There are various ways employees can report safety concerns, including anonymously. For example, reporting verbally to management, and/or using a form, email address, or a locked box in the employee breakroom. JATA can address issues before someone gets hurt, becomes ill, equipment becomes damaged, or a customer is at risk from injury. All reports will be reviewed by the CSO and the Safety Committee, during monthly meetings, and reported back to the organization through meeting minutes which will be posted in

break rooms on bulletin boards and other monthly safety reports without the mention of names or any identifying information of the involved employee. Some employee behaviors, such as drug use, or misuse of company property may result in disciplinary actions or termination immediately from JATA, which would exclude them from protection. Each Accident that an employee has they must fill out the Employee Accident Report. **Appendix D – Employee Accident Report.**

## 6. Safety Risk Management

### Safety Risk Management Process

*Describe the Safety Risk Management process, including:*

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of those hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

The Safety Risk Management (SRM) process used by JATA is a method utilized to ensure the safety of employees, customers, facilities, and the general public. The SRM is in place to identify potential hazards, to ensure timely reporting to management, and for potential hazards to be addressed.

#### SRM Process

Before JATA can train its employees on their SRM, everyone must first understand some common terms used in the SRM.

**Event** – any accident, incident, or occurrence.

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

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

**Risk Mitigation** – method(s) to eliminate or reduce the effects of hazards.

**Consequence** – an effect of a hazard involving 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.

The SRM process involves three elements to implement for managing safety risk:

- **Hazard identification**
- **Risk assessment**

- **Risk mitigation**

### **Safety Hazard Identification**

Hazards can be pointed out as a safety concern by employees using the Employee Safety Reporting Program (ESRP), **Please see Appendix B – Employee Safety Reporting Program**, passengers, data driven trends and analysis, and surveys. It is also possible to identify these hazards as part of an audit process. Procedures for reporting hazards to JATA's CSO are reviewed during all weekly staff meetings and in the monthly Safety Committee meeting. JATA will take each and every report of a possible hazard and investigate it thoroughly. The CSO will review and determine if this concern constitutes an actual hazard, will go through the SRM process and required corrective action if necessary. If a concern is deemed as an actual hazard, it will go through a meticulous inspection process.

Per FTA (§ 673.25(b)(2)) identifications examples are as follows;

- Review of vehicle camera footage;
- Review of monthly performance data and safety performance targets;
- Observations from supervisors;
- Maintenance reports;
- Comments from customers, passengers, and third parties, including CT's transit insurance pool and vendors;
- Safety Committee, Drivers', and All-Staff Meetings;
- Results of audits and inspections of vehicles and facilities;
- Results of training assessments;
- Investigations into safety events, incidents, and occurrences;

Inspections will provide important information about any specific hazard. Audit information can be collected as part of the inspection process. Personnel are being used to identify and check potential hazards such as:

- Compliance check with rules and regulations
  - Could lead to a finding that an employee is not in compliance with safety rules
  - Identify challenges in complying with safety rules
  - Determine challenges with emerging practices
- Operations daily fitness checks
  - Impairment
  - Fatigue
  - Apparent injuries
  - Uniform or equipment issues
- Digital communication checks, which may help point out radio failures, dead spots or areas of high interferences.
- CDL and driver citation checks
- Pre-trip inspections
- Vehicle inspections, which may help identify defects in components.

- Facility inspections, which may identify conditions with impact to safety and can be found in **Appendix I – JATA TAM Plan.**

Investigations will be performed to help prevent recurrence and mitigate hazards. These investigations may help identify hazards to be considered in JATA's SRM process. As part of the investigation, trends may be identified as weekly, monthly, seasonal, or yearly.

Training information compiled may help identify hazards for assessment through our SRM process.

Internal safety audits and reviews will help identify how well safety is working here at JATA. Internal audits may help us identify safety concerns or hazards such as route qualification audits, refresher audits, observation audits, and hours of service audits.

For hazards that result in an accident or incident:

For each incident involving a vehicle accident each driver is required to fill out the MTP Vehicle Accident Report. **Appendix G – Vehicle Accident Report.**

For each incident involving a passenger injury a JATA employee must help the passenger fill out the Michigan Transit Pool, JATA's vehicle insurance organization, (MTP) Vehicle Incident Report/Passenger Injury Report. **Appendix E – Vehicle Incident Report – Passenger Injury Report.**

### **Safety Risk Assessment**

JATA examines safety risk associated with identified safety hazards using its safety risk assessment process. The safety risk assessment includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk. The CSO assesses hazards that have been prioritized by the JATA Safety Committee meaning that the hazards will already be given a priority before addressing them. A risk may be assessed the combination of an Injury (2) severity category and an Occasional (c) probability level.

For purposes of assessing risk:

- High hazard ratings will be considered unacceptable and require action from JATA to mitigate the safety risk,
- Medium hazard ratings will be considered undesirable and require JATA's Safety Committee to make a decision regarding their acceptability, and
- Low hazard ratings may be accepted by the CSO without additional review.

The JATA Safety Committee meets on a monthly basis to review hazards. The CSO will be part of this meeting and may request information from the Safety Committee to support the overall SRM.

After all the information has been gathered and verified, JATA will utilize the Risk Assessment Matrix listed below with the Safety Committee. The CSO will document the Committee's risk assessment

including hazards, assigned hazard ratings, mitigation options, and recommendations for each safety hazard.

JATA's sample matrix measures the level of safety risk in terms of severity and likelihood.

<b>RISK ASSESSMENT MATRIX</b>				
<b>Severity</b>	<b>Death (Catastrophic)</b>	<b>Injury (Critical)</b>	<b>Illness (Marginal)</b>	<b>Damage or Loss of Facilities Equipment (Negligible)</b>
<b>Likelihood</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Frequent (a)	High	Medium	Medium	Medium
Probable (b)				Medium
Occasional (c)				Low
Remote (d)	Medium	Medium	Low	Low
Improbable (e)	Medium	Low		

<b>Safety Risk Index</b>	<b>Criteria by index</b>
Medium	Unacceptable – Action Required:  Safety risk must be mitigated or eliminated
	Undesirable – Management Decision:  Executive management along with Safety Committee must decide whether to accept safety risk with monitoring or require additional action. (During monthly Committee review meetings)
	Acceptable with Review:  Safety risk is acceptable pending Safety Committee review.

### **Safety Mitigation**

Corrective action that is implemented and hazard mitigation will reduce the hazard frequency or severity. The Risk Assessment Matrix is used to evaluate hazards. Hazards rated with a High or

Medium risk, according to the Safety Risk Index must be mitigated and reduced to an acceptable level.

Hazards must be mitigated at the lowest level practicable. However, when a hazard is identified as having a mitigation that involves multiple departments or requires cost or changes beyond the Safety Committee or department abilities or budgets, the hazard will be escalated to the Accountable Executive along with the CSO who have the capability to employ multiple disciplines at JATA while also having access to higher level budgeted solutions.

The Accountable Executive and CSO review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. The organization can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritizing safety risk mitigations is based on the results of safety risk assessments. The CSO will track and update safety risk mitigation information in the Safety Risk Register (**Appendix C – Safety Risk Register**) and make the Register available to the Safety Committee during monthly meetings and to the JATA staff upon request.

## 7. Safety Assurance

### **Safety Performance Monitoring and Measurement**

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

Safety Assurance helps ensure:

- Safeguards are in place and working as intended.
- Early identification of potential safety issues.
- Safety objectives are met.

### **Safety Performance Monitoring and Measurement:**

JATA must establish activities to:

- Monitor system for compliance with, and sufficiency of, agency operations and maintenance procedures.
- Monitor operations to identify safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended.
- Investigate safety events to identify causal factors.
- Monitor information reported through any internal safety reporting program.

*Describe activities to monitor the system for compliance with procedures for operations and maintenance.*

JATA has procedures to monitor the organization for compliance such as.

- Informal safety audits,
- Informal inspections,
- Regular review of onboard camera footage to assess drivers and specific incidents,
- Safety surveys,
- ESRP,
- Investigation of safety occurrences,
- Regular vehicle inspections and preventative maintenance.

These processes are compared against any recent performance data trends quarterly and annually by the CSO to determine if action needs to be taken.

This document can be found with the Safety Committees safety documentation labeled **Appendix F - Safety Assurances.**

*Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.*

If JATA identifies a safety risk mitigation that is ineffective, inappropriate or was not implemented as intended, JATA will:

- Run the hazard through the Safety Risk Management process to ensure the hazard is appropriately identified.
- Reevaluate mitigation options through the Safety Risk Management process to identify an alternative.
- Use subject matter experts (independent contractors) to help assess the ineffective mitigation.

JATA monitors safety risk mitigations to help determine if there has been appropriate implementation and if the measures are effective, appropriate, and working as intended. The CSO maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The CSO establishes processes for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate manager. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports, conducting job performance observations, or other activities.

The CSO works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

*Describe activities to conduct investigations of safety events, including the identification of causal factors.*

JATA has procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event (see **Appendix H - Vehicle Safety Event Investigation Procedures Manual** for specific procedures for conducting safety investigations).

The CSO has at their disposal all documentation of JATA's investigation policies, processes, forms, checklists, activities, and results.

*Describe activities to monitor information reported through internal safety reporting programs.*



The CSO and Safety Committee review (on a monthly basis) safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. The CSO and Safety Committee ensure that the concerns are investigated or analyzed through JATA's SRM process.

## 8. Safety Promotion

### Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

Safety Promotion outlines requirements for promoting both SMS practices and safety throughout a transit agency. JATA's safety program applies to all JATA employees directly involved with:

- Bus vehicle operators,
- Dispatchers,
- Utility technicians,
- Mechanics/Technicians
- Managers and supervisors,
- Chief Safety Officer, and
- Accountable Executive.

JATA has resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. Trainings take place when a new employee is hired and on an annual basis for all employees to review basics and updates to the safety plan since the last training session.

Operations safety training includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- On-the-job training for dispatchers,
- Classroom and on-the-job training for operations supervisors and managers, and
- Accident investigation training for operations supervisors and managers.

Vehicle maintenance training includes the following:

- Ongoing vehicle maintenance/technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,
- Accident investigation training for vehicle maintenance supervisors,
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors.

JATA's Accountable Executive team must complete FTA's SMS Awareness online training and an executive session on safety management.

## **Safety Communication**

*Describe processes and activities to communicate safety and safety performance information throughout the organization.*

JATA's CSO and Accountable Executive coordinate JATA's safety communication activities for the SMS. JATA's activities focus on the three categories of activity surrounding communication.

- Communicating safety and safety performance information throughout the agency: JATA communicates information on safety and safety performance in its quarterly newsletter and bulletin boards placed throughout the office. JATA will also communicate with drivers in a monthly Drivers' Meetings that is dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact JATA's service or safety performance. JATA requests information from drivers during these meetings that is recorded in meeting minutes. JATA's CSO posts safety bulletins and flyers on the bulletin boards located in all bus operators and maintenance technician break rooms, Transfer Center breakrooms and employee lounges, advertising safety messages and promoting awareness of safety issues.
- Communicating information on hazards and safety risks: As part of new-hire training, JATA distributes safety policies and procedures, included in the JATA Employee Handbook, to all employees. JATA provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For new safety issues, the CSO issues bulletins via the newsletter, bulletin boards, emails and distributes these to supervisors for discussion.
- Informing employees of safety actions taken in response to reports submitted through the ESRP: JATA provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

## **Supporting Documentation**

*Include or reference documentation used to implement and carry out the ASP that are not included elsewhere in this ASP.*

JATA will maintain its original documentation included with its implementation of the SMS program as part of its overall PTASP. All of this documentation and the results from the SMS processes will be maintained and available for three years after creation. This information will be made available to FTA and FTA oversight committees upon request.

## 9. List of Appendices

- **Appendix A** - JATA Safety Performance Indicators and Targets
- **Appendix B** - Employee Safety Reporting Program
- **Appendix C** – Safety Risk Register

- **Appendix D** - Employee Accident Report
- **Appendix E** – Vehicle Accident Report – Passenger Injury Report
- **Appendix F** – Safety Assurances
- **Appendix G** – Vehicle Accident Report
- **Appendix H** – Vehicle Safety Event Investigation Procedures Manual
- **Appendix I** – JATA TAM Plan

## Appendix A - JATA Safety Performance Indicators and Targets

### 2015 Safety Performance Indicators

Revenue Miles		Fatalities			Injuries		Accidents		System Reliability	
<i>Fixed Route</i>	Total	Total	Per VRM	At Fault	Total	Per VRM	Total	Per VRM	Total	Per VRM
Fiscal Year End	348,477	0	0	0	24	6.887112	16	4.591408	136	39.02697
<i>Parantrasnit</i>	Total	Fatalities			Injuries		Accidents		System Reliability	
Fiscal Year End	244,244	0	0	0	7	2.865986	8	3.275413	19	7.779106

### 2016 Safety Performance Target Reduction Goals

Reduction Goal is 5 % for 2020 (Except for Fatalities)		Fatalities			Injuries		Accidents		System Reliability	
<i>Fixed Route</i>	Milage difference 15-16	2015 Total	Maintain Goal	At Fault	2015 Total	5% Goal	2015 Total	5% Goal	2015 Total	5% Goal
Fiscal Year End	-3.00%	0	0	0	24	22.8	16	15.2	136	378.1
<i>Parantrasnit</i>	Milage difference	Fatalities			Injuries		Accidents		System Reliability	
Fiscal Year End	-10.00%	0	0	0	7	6.65	8	7.6	19	18.05

JATA will use a Vehicle Revenue Miles (VRM) of 100,000

Total Measures x 100,000/Toal Miles = VRM   Red Numbers = Reduced Values   \* = Missing Values

Note: System Reliability Totals = the mean distance (miles) between major mechanical failures, by mode

Note: JATA's next year fiscal reduction goals are listed in red.

## Appendix A - JATA Safety Performance Indicators and Targets

### 2016 Safety Performance Indicators

Revenue Miles		Fatalities			Injuries		Accidents		System Reliability	
<i>Fixed Route</i>	Total	Total	Per VRM	At Fault	Total	Per VRM	Total	Per VRM	Total	Per VRM
Fiscal Year End	336,988	0	0	0	16	4.747944	17	5.04469	141	41.84125
<i>Parantrasnit</i>	Total	Fatalities			Injuries		Accidents		System Reliability	
Fiscal Year End	219,124	0	0	0	4	1.82545	6	2.738176	20	9.127252

### 2017 Safety Performance Target Reduction Goals

Reduction Goal is 5 % for 2016 (Except for Fatalities)		Fatalities			Injuries		Accidents		System Reliability	
<i>Fixed Route</i>	Milage difference 16-17	2016 Total	Maintain Goal	At Fault	2016 Total	5% Goal	2016 Total	5% Goal	2016 Total	5% Goal
Fiscal Year End	3.00%	0	0	0	16	12.35	17	110.2	141	378.1
<i>Parantrasnit</i>	Milage difference	Fatalities			Injuries		Accidents		System Reliability	
Fiscal Year End	7.00%	0	0	0	4	3.8	6	5.7	20	19

JATA will use a Vehicle Revenue Miles (VRM) of 100,000

Total Measures x 100,000/Toal Miles = VRM   Red Numbers = Reduced Values   \* = Missing Values

Note: System Reliability Totals = the mean distance (miles) between major mechanical failures, by mode

Note: JATA's next year fiscal reduction goals are listed in red.

## Appendix A - JATA Safety Performance Indicators and Targets

### 2017 Safety Performance Indicators

Revenue Miles		Fatalities			Injuries		Accidents		System Reliability	
<i>Fixed Route</i>	Total	Total	Per VRM	At Fault	Total	Per VRM	Total	Per VRM	Total	Per VRM
Fiscal Year End	347,107	0	0	0	15	4.321434	15	4.321434	207	204
<i>Parantrasnit</i>	Total	Fatalities			Injuries		Accidents		System Reliability	
Fiscal Year End	203,657	0	0	0	6	2.94613	5	2.455108	16	7.856347

### 2018 Safety Performance Target Reduction Goals

Reduction Goal is 5 % for 2018 (Except for Fatalities)		Fatalities			Injuries		Accidents		System Reliability	
<i>Fixed Route</i>	Milage difference 17-18	2017 Total	Maintain Goal	At Fault	2017 Total	5% Goal	2017 Total	5% Goal	2017 Total	5% Goal
Fiscal Year End	8.00%	0	0	0	15	14.25	15	14.25	207	378.1
<i>Parantrasnit</i>	Milage difference	Fatalities			Injuries		Accidents		System Reliability	
Fiscal Year End	7.00%	0	0	0	6	5.7	5	4.75	16	15.2

JATA will use a Vehicle Revenue Miles (VRM) of 100,000

Total Measures x 100,000/Toal Miles = VRM   Red Numbers = Reduced Values   \* = Missing Values

Note: System Reliability Totals = the mean distance (miles) between major mechanical failures, by mode

Note: JATA's next year fiscal reduction goals are listed in red.



## Appendix A - JATA Safety Performance Indicators and Targets

### 2018 Safety Performance Indicators

Revenue Miles		Fatalities		Injuries		Accidents		System Reliability	
<i>Fixed Route</i>	Total	Total	Per VRM	Total	Per VRM	Total	Per VRM	Total	Per VRM
Fiscal Year End	345,172	0	0	21	6.083923	16	4.63537	204	59.10097
<i>Parantrasnit</i>	Total	Fatalities		Injuries		Accidents		System Reliability	
Fiscal Year End	197,608	0	0	7	3.542367	8	4.048419	12	6.072629

### 2019 Safety Performance Target Reduction % and Goals

Reduction Goal is 5 % for 2019 (Except for Fatalities)		Fatalities		Injuries		Accidents		System Reliability	
<i>Fixed Route</i>	Milage difference 18-19	2018 Total	Maintain Goal	2018 Total	5% Goal	2018 Total	5% Goal	2018 Total	5% Goal
Fiscal Year End	3.00%+	0	0	21	19.95	16	15.2	204	83.6
<i>Parantrasnit</i>	Milage difference	Fatalities		Injuries		Accidents		System Reliability	
Fiscal Year End	6.00%	0	0	7	6.65	8	7.6	12	11.4

JATA will use a Vehicle Revenue Miles (VRM) of 100,000

Total Measures x 100,000/Toal Miles = VRM   Red Numbers = Reduced Values   \* = Missing Values

Note: System Reliability Totals = the mean distance (miles) between major mechanical failures, by mode.

Note: JATA's next year fiscal reduction goals are listed in red.

## Appendix A - JATA Safety Performance Indicators and Targets

### 2020 Safety Performance Indicators

Revenue Miles		Fatalities		Injuries		Accidents		System Reliability	
<i>Fixed Route</i>	Total	Total	Per VRM	Total	Per VRM	Total	Per VRM	Total	Per VRM
Fiscal Year End	TBD	0	#VALUE!	TBD	#VALUE!	TBD	#VALUE!	TBD	#VALUE!
<i>Parantrasnit</i>	Total	Fatalities		Injuries		Accidents		System Reliability	
Fiscal Year End	TBD	0	#VALUE!	TBD	#VALUE!	TBD	#VALUE!	TBD	#VALUE!

### 2021 Safety Performance Target Reduction % and Goals

Reduction Goal is 5 % for 2019 (Except for Fatalities)		Fatalities		Injuries		Accidents		System Reliability	
<i>Fixed Route</i>	Milage difference 20-21	2020 Total	Maintain Goal	2020 Total	5% Goal	2020 Total	5% Goal	2020Total	5% Goal
Fiscal Year End	TBD	0	0	TBD		TBD		TBD	
<i>Parantrasnit</i>	Milage difference	Fatalities		Injuries		Accidents		System Reliability	
Fiscal Year End	TBD	0	0		0		0		0

JATA will use a Vehicle Revenue Miles (VRM) of 100,000

Total Measures x 100,000/Toal Miles = VRM   Red Numbers = Reduced Values   # = Missing Values

Note: System Reliability Totals = the mean distance (miles) between major mechanical failures, by mode

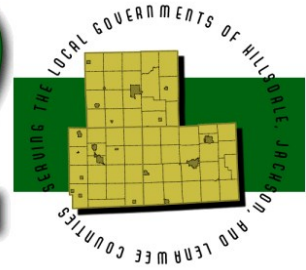
Note: JATA's next year fiscal reduction goals are listed in red.



# Region 2

## Planning Commission

### Jackson Area Comprehensive Transportation Study



The following is the 2022 schedule for the **Jackson Area Comprehensive Transportation Study (JACTS) Policy Committee** meetings (3<sup>rd</sup> Thursday of every month):

January 20, 2022  
February 17, 2022  
March 17, 2022  
April 21, 2022  
May 19, 2022  
June 16, 2022  
July 21, 2022  
August 18, 2022  
September 15, 2022  
October 20, 2022  
November 17, 2022  
December 15, 2022

Meetings are held at 8:00 a.m. in the Jackson County Tower Bldg., 120 W. Michigan Avenue, 5<sup>th</sup> Floor Commission Chambers, Jackson, Michigan.

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The following is the 2022 schedule for **Jackson Area Comprehensive Transportation Study (JACTS) Technical Advisory Committee** meetings (Wednesday prior to Policy Committee every month):

January 19, 2022  
February 16, 2022  
March 16, 2022  
April 20, 2022  
May 18, 2022  
June 15, 2022  
July 20, 2022  
August 17, 2022  
September 14, 2022  
October 19, 2022  
November 16, 2022  
December 14, 2022

The meetings are held at 9:30 a.m. at Jackson City Hall, 161 W. Michigan Avenue, 10<sup>th</sup> Floor, Jackson, Michigan.

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