

Philip D. Murphy, Governor
Sheila Y. Oliver, Lieutenant Governor
Diane Gutierrez-Scaccetti, Commissioner
Kevin S. Corbett, President & CEO

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December 23, 2022

Honorable Philip D. Murphy
Governor, State of New Jersey
State House
Trenton, NJ 08625

Dear Governor Murphy:

Pursuant to Chapter 150, Laws of 1979, I herein transmit the minutes of actions taken at the open session of the meetings of the New Jersey Transit Corporation, NJ TRANSIT Rail Operations, Inc., NJ TRANSIT Bus Operations, Inc., NJ TRANSIT Mercer, Inc., and NJ TRANSIT Morris, Inc., Board of Directors held on Wednesday, December 14, 2022.

Sincerely,

Meghan Clark Umukoro

Meghan Clark Umukoro
Board Secretary

Enclosures

Open Session Minutes of the actions taken at the Board of Directors' meetings of the New Jersey Transit Corporation, NJ TRANSIT Rail Operations, Inc., NJ TRANSIT Bus Operations, Inc., NJ TRANSIT Mercer, Inc., and NJ TRANSIT Morris, Inc. held at NJ TRANSIT Headquarters, One Penn Plaza East, Newark, New Jersey on Wednesday, December 14, 2022. The meetings occurred concurrently.

Board Members

Diane Gutierrez-Scaccetti, Chair
Cedrick T. Fulton, Vice Chair
Noreen M. Giblin, Governor's Representative
Michael Kanef, Treasurer's Representative (Via Teams)
James D. Adams, Board Member
Sangeeta P. Doshi, Board Member
Bob Gordon, Board Member
Richard A. Maroko, Board Member (Via Teams)
Shanti Narra, Board Member - ABSENT
Rashonda A. Brown, Board Member (Non-Voting)
Karen Thomas, Board Member (Non-Voting)

Staff

Kevin S. Corbett, President & Chief Executive Officer (CEO)
Brian T. Wilton, Senior Vice President, Chief Legal Officer & General Counsel
Justin Davis, Senior Vice President Regulatory & Government Affairs & Chief of Staff
William Viqueira, Senior Vice President, Chief Financial Officer & Treasurer
Michael P. Kilcoyne, Senior Vice President, Surface Transit & General Manager, Bus Ops.
Jim Sincaglia, Senior Vice President & General Manager, Rail Operations
Christopher Trucillo, Senior Vice President, Chief of Police & Office Emergency Management
Richard Schaefer, Acting Senior Vice President, Capital Programs
Meghan Clark Umukoro, Board Secretary

Chair Gutierrez-Scaccetti convened the Open Session at 10:13 a.m. in accordance with the Open Public Meetings Act and NJ TRANSIT's enabling legislation. Board Secretary Umukoro asked everyone to mute their phones and turn their attention to the Public Safety Announcement. The pledge of allegiance to the flag was conducted.

Board Secretary Umukoro conducted Roll Call and noted Board Member Kanef was participating remotely and Board Member Maroko who was also participating remotely would join the call shortly. Board Member Narra was absent.

Board Secretary Umukoro announced that adequate notice of the meetings of the Board of Directors of the New Jersey Transit Corporation and its affiliates and subsidiaries was provided in accordance with the Open Public Meetings Act and NJ TRANSIT's enabling legislation. Notices were filed on December 8, 2022, with the Secretary of State, sent to newspapers of general distribution, posted in the main entrance of NJ TRANSIT

headquarters, published on the corporation's website, and sent to each individual, agency, and organization that requested such notice.

Approval of Minutes

Chair Gutierrez-Scaccetti asked for a motion to approve the minutes of the November 9, 2022 Board meetings. Vice Chair Cedrick T. Fulton made the motion and Board Member James D. Adams seconded the motion. Board Member Gordon noted that due to a conflicting Board of Public Utilities meeting, he was unable to join until the very end of the meeting and would be abstaining from voting on the minutes. The minutes were adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Abstain	Absent	Absent	Yes	Yes	Yes	Yes

President & CEO's Monthly Report

President & CEO Corbett began with ridership, which was holding steady on rail and bus, and up slightly on light rail. Overall weekday rail ridership remained between approximately 55 to 70 percent of pre-COVID levels, depending on the day of the week, with many peak-hour trains at or near 100 percent. Overall weekend rail ridership remained at approximately 80 to 90 percent of pre-COVID levels, with many trains at 100 percent, as well. Overall bus ridership systemwide was approximately 75 percent of pre-COVID levels.

Interstate bus ridership into New York was approximately 73 percent of pre-COVID levels, and intrastate bus ridership was again approaching 85 percent with many peak period trips at or near capacity. Light Rail ridership also increased from approximately 75 percent of pre-COVID levels to approximately 80 percent.

President & CEO Corbett said anecdotally, more and more riders were telling him and others at NJ TRANSIT that for all practical purposes ridership now felt relatively "back to normal," like the days of pre-COVID. President & CEO Corbett said there was standing room only on his train coming in that morning, and the 72 bus was full as well.

President & CEO Corbett said noted in the next few weeks their Emergency Operations Center would be open and closely monitoring ridership levels, particularly on New Year's Eve, as they were expecting potentially heavy ridership into New York City. He said hopefully, the increased ridership trends they see during the holiday season would be a harbinger of things to come.

NJ TRANSIT has introduced their holiday savings campaign as they continue to look for ways to incentivize transit use and increase ridership. Some of the holiday promotions include extending the family SuperSaver fare for the entire month of December, until the

morning of January 3, 2023. This discount allows up to two children 11 and younger to travel free with each fare paying adult. They also reintroduced their popular Bring a Friend and City Pass promotions, and full details could be found on njtransit.com/holiday.

President & CEO Corbett said as more and more riders return to their system, NJ TRANSIT was doing everything in its power to maximize accessibility for all of their customers. Aligned with one of the five overarching goals in *NJT2030* to power a stronger and fairer economy for all communities in the region, NJ TRANSIT will hold its second Accessibility Forum tomorrow, on December 15, 2022. The forum was designed to educate the public on the many services and features that make the NJ TRANSIT system as accessible and inclusive as possible, and to provide an opportunity for public feedback. Details on how to participate can be found on njtransit.com/accessibility.

Another important aspect of incentivizing transit use was keeping fares steady, and in that regard, NJ TRANSIT was once again leveraging existing assets to generate meaningful, non-farebox revenue. On November 28, 2022, President & CEO Corbett joined Mayor John McCormac, New Jersey Assemblywoman Yvonne Lopez, and Berkeley College leadership to announce a new, three-year agreement that included the renaming of NJ TRANSIT's Woodbridge Station to the Home of Berkeley College. This partnership officially cemented a long-standing, mutually beneficial relationship that has made Berkeley College one the nation's most attractive, convenient, and accessible places for students from all over the world to learn and grow, and it's just a short walk from the Woodbridge Station.

President & CEO Corbett said they knew robust public transit ridership was beneficial for the environment, and they continue to focus on sustainability as a core agency value and top priority. Aligned with this priority and also highlighted in *NJT2030*, NJ TRANSIT continues to advance the development of their first-ever Sustainability Plan, through additional public input. Yesterday, on December 13, 2022, NJ TRANSIT held their third public engagement Sustainability Plan webinar, where they shared a draft framework for the Plan, created with input from the previous two public stakeholder sessions. Recordings of previous meetings can be found on the Sustainability Plan webpage, at njtransit.com/sustainabilityplan.

President & CEO Corbett highlighted two items up for Board consideration on the Agenda. He said they would be seeking Board approval to initiate the rule-making process for the adoption of new regulations, pursuant to the Motorbus and Passenger Rail Service Employee Violence Prevention Act, signed into law by Governor Murphy this year in January. This proposed rules would strengthen protections for transit workers and customers. This action would also support their ongoing efforts to protect transit employees by enforcing elements of the new law, including the ability to ban riders for up to one year if they assault an NJ TRANSIT frontline employee. If a deadly weapon is used, that rider could be banned for life. This creates progressive sanctions with the length of a suspension increasing with each ensuing offense, while ensuring due process for individuals facing suspension. The proposed rules would also set procedures for the creation of a Ridership Appeal Board, when necessary, to review initial determinations made by NJ TRANSIT.

President & CEO Corbett said NJ TRANSIT was working to protect its employees on many fronts including: increasing New Jersey Transit Police Department patrols with uniformed and plain-clothed police officers; installing protective barriers in every one of their approximately 2,200 buses; and the creation of an Employee Court Advocate position, to fully support employees who were victims of assault, helping them navigate the criminal justice system at no cost to the employee. The Employee Court Advocate would also work with prosecutors to see that assailants face the full sentences allowable by law.

President & CEO Corbett said he had always known that NJ TRANSIT had the best employees in the business, but particularly today, in light of what their frontline employees did for everyone during the pandemic, they owe it to them to keep them as safe and protected as possible. Every single day, frontline employees move hundreds of thousands of people safely to their destinations, and NJ TRANSIT wanted to ensure they were doing everything they could to get those employees back to their families safely.

Also on the agenda and aligned with NJ TRANSIT's commitment to sustainability, the Board would consider a contract to overhaul 70 Tier 3, ALP-45 Dual-Powered locomotive engines on 35 locomotives, and there were two engines per locomotive. This overhaul would maintain NJ TRANSIT's compliance with EPA regulations for Tier 3 engines and keep these locomotives running in a state-of-good-repair, improving the overall reliability of NJ TRANSIT rail service. These were the new Tier 3 Dual-Powered locomotives received between 2012 through 2014 that replaced 35 older diesel locomotives. President & CEO Corbett said this replacement resulted in an annual reduction in particulate matter emission of approximately 83 percent, and an annual reduction in nitrogen oxide emissions of approximately 42 percent.

President & CEO Corbett said in addition to the engine overhaul on these 35 locomotives, NJ TRANSIT was in the midst of a major upgrade with their locomotive fleet, thanks to their recent purchases totaling 25 new ALP-45A Dual-Powered locomotives. Engines on these new locomotives were Tier 4 compliant, which compared to the oldest diesel locomotives in their fleet, would result in a further annual reduction in particulate matter and nitrogen oxide emissions of approximately 93 and 85 percent, respectively. Fourteen of 25 new dual-mode locomotives have been delivered, and were currently in revenue service. These new dual-mode locomotives provide additional reliability and flexibility to operate on both electrified and non-electrified tracks. That meant instead of running in full diesel mode on any of their lines that were not fully electrified, like the Morris & Essex, North Jersey Coast Line, or Raritan Valley Line, they were able to switch to electric mode wherever that option was available.

President & CEO Corbett said in doing this it has reduced the number of miles that NJ TRANSIT rail service operates using diesel power, significantly reducing greenhouse gas emissions. If they take service out of Hackettstown to Hoboken, for example, traditionally an old diesel train would operate on all 57 miles of that run. Today, when a dual-powered locomotive made that trip, it was only in diesel mode for 19 miles from Hackettstown to Dover, reducing diesel miles by two-thirds, or 38 miles. Even when those

dual-powered locomotives were operating in diesel mode for those 19 miles, they were still emitting far fewer greenhouse gas emissions than their predecessors, as mentioned earlier. In addition to improved reliability, operational flexibility, and customer convenience, including the ability to provide one-seat ride service from Bay Head to New York, these dual-mode locomotives have significant environmental benefits.

President & CEO Corbett said on infrastructure updates, he would like everyone to visit a new webpage they created to document their progress on the Portal North Bridge Replacement Project, available at njtransit.com/portal. This page included a Daily Project Snapshot, created by a high-definition camera they installed overlooking the site, giving customers, the general public, and other stakeholders a real-time view of the tremendous activity taking place right now at the construction site. He noted this was one of the largest projects in NJ TRANSIT's history. President & CEO Corbett said as the project progresses, they will be adding more pictures and videos, including time-lapse video of project progress at regular intervals, and he encouraged everyone to check back regularly.

In addition to Portal North, NJ TRANSIT continued to make progress on the Hudson-Bergen Light Rail (HBLR) Northern Branch project, currently in design, which would ultimately put the Bergen in the HBLR. As a key project, and thanks to their aggressive grant application efforts, President & CEO Corbett was pleased to note that last month, NJ TRANSIT was awarded a \$592,000 grant from the Federal Transit Administration to study equitable Transit-Oriented Development along that proposed nine-mile extension. The study would build on efforts to establish neighborhoods and employment centers along the corridor. In developing the study, NJ TRANSIT would engage local communities, governments, and regional and state agencies in the many facets of Transit-Oriented Development to craft a collective vision for the corridor.

Also related to infrastructure and to supporting robust and diverse involvement in NJ TRANSIT capital project bids, on November 18, 2022, NJ TRANSIT participated in the Regional Disadvantaged Business Enterprise (DBE) Opportunity Summit, held at MTA Headquarters in New York City. Summit speakers included NJ TRANSIT's Chief Civil Rights and Diversity Officer Leotis Sanders, Acting Senior Vice President of Capital Programs Rich Shaefer, and Acting Chief Procurement Officer Ron Hovey. United States Congressman Donald Payne, Jr. and FTA Regional Administrator Steve Goodman also spoke at the Summit, where DBE representatives learned how to contract with NJ TRANSIT, the MTA, the Port Authority, and other regional agencies. Their goal was to maximize contracting opportunities from their pool of certified DBEs. Coordinating with their regional partners to create events like this was just one example of the many ways NJ TRANSIT has been working to achieve that goal, as they develop a larger pool of qualified contractors who represent the diversity of the business community and the region they serve.

On the technology side President & CEO Corbett noted that they have completed the upgrades on every Ticket Vending Machine (TVM) on all three of their light rail systems that allow customers to purchase and validate their one-way ticket in one easy step at the TVM. This upgrade which was completed on the River LINE as of last month's Board

meeting, has now been finalized on the Hudson-Bergen Light Rail and Newark Light Rail machines. Previously, customers had to purchase their light rail ticket at a TVM, and then validate those tickets at a separate validator machine for a two-step process.

President & CEO Corbett shared some news about the gentleman whose team was responsible for the light rail TVM upgrades for their customers. He was pleased to note that their Chief Information and Digital Officer, Lookman Fazal, had won a 2022 CIO of the Year ORBIE Award, presented by New York CIO, the preeminent executive peer leadership development organization of Chief Information Officers. The ORBIE Award was the premier technology executive recognition program in the United States, this year honoring seven CIOs who were driving innovation and transforming their region's leading organizations. Winners were selected by an independent peer review process, and were announced at the CIO ORBIE Awards on December 9, 2022. President & CEO Corbett congratulated Mr. Fazal, and said it was well-deserved.

In wrapping up, President & CEO Corbett highlighted an initiative that NJ TRANSIT rolled out on December 5, 2022, at their Highland Avenue Rail Station, where he was pleased to announce the relaunch of NJ TRANSIT's Adopt-A-Station program, in partnership with American Express. Through this program, community groups could adopt their local train station to maintain its character as a focal point of their neighborhood, planting flowers, performing light landscaping, and removing litter. As part of the program, NJ TRANSIT provides community groups with safety vests, gloves, trash bag, and other supplies, thanks to the generous sponsorship of American Express. Adopted stations also include signage recognizing the considerable efforts of those community groups. The press conference included Orange Township Mayor Dwayne Warren, and representatives from American Express and the Vision for Orange Foundation, which formally adopted NJ TRANSIT's Highland Avenue Station, making them the first group to do so as part of the program's official relaunch.

In closing, President & CEO Corbett said in keeping with the season, he would like to highlight a few of the many ways NJ TRANSIT was working to give back to the communities they serve this holiday season. He was pleased to note that NJ TRANSIT hosted a number of holiday celebrations and community-building events this month such as, the 40th Annual Railmen for Children ride on December 2, 2022, where hundreds of less fortunate children rode with Santa along their Main Line, completed with presents, treats, decorations, and lots of holiday cheer. They had a two-hour Polar Express ride along their River LINE on December 3, 2022, also with Santa, presents, and treats for kids battling childhood illnesses, in partnership with the Ronald McDonald House of Southern New Jersey. Another Polar Express ride with Santa for disadvantaged children, was held on December 10, 2022, through a first-ever partnership with the Salvation Army.

Yesterday, December 13, 2022, President & CEO Corbett was honored to host a Menorah lighting ceremony at Newark Penn Station, along with Rabbi Kanefsky from the Bris Avraham of Hillside, New Jersey to celebrate the beginning of Hanukkah. While it has certainly been a whirlwind of activity at NJ TRANSIT this holiday season, President & CEO Corbett said they wouldn't have it any other way.

Chair Gutierrez-Scaccetti thanked President & CEO Corbett for all that NJ TRANSIT does throughout the holiday season, especially the Polar Express Rides and bringing so much happiness to the children.

Public Comments

Chair Gutierrez-Scaccetti asked Board Secretary Umukoro if there were any public comments. Board Secretary Umukoro said there were nine in-person speakers, and five pre-registered telephone speakers.

Board Secretary Umukoro said in order to give everyone an opportunity to be heard, comments would be limited to three minutes. She said priority access would be given to pre-registered in-person participants, followed by any additional in-person speakers. They would then take comments from pre-registered telephone participants, followed by any additional telephone participants, who queued to speak. Board Secretary Umukoro instructed those participating by telephone, if they had not already done so, please press *1 on their telephone keypad to enter the queue to speak. They would hear a brief tone to indicate they have successfully entered the queue.

Board Secretary Umukoro said the first in-person speaker would be Murray Bodin.

Murray Bodin said his chief concern was global warming, which was the driving force behind everything he does. Mr. Bodin said he has been around quite some time and wanted to comment on NJ TRANSIT building a bus garage which he said was not needed, and NJ TRANSIT would be better off building a bus facility which could be used to repair buses, rather than just house them. He said that a tent could be used to cover buses from the inclement weather, and if they were concerned about the cold bus seats, they could have seat warmers like his car had. Lastly, he said instead of purchasing diesel buses purchase the ones that can be switched over to hydrogen because that was the more future forward way to go. He also noted that the 10:00 a.m. start time for the Board meeting was great because he did not have to compete with the rush hour traffic.

Sally Jane Gellert, Chairperson for the Lackawanna Coalition, said Vito Havrilla would provide the Lackawanna Coalition remarks later, however, Ms. Gellert was speaking as a concerned citizen and member of a number of advocacy groups on her own behalf. Ms. Gellert said Action Item 2212-100 sensibly proposed only to initiate a rule making process regarding the Senior Citizens and Disabled Residents Transportation Advisory Committee (SCDRTAC) but was more than just that. She said in going through 498 pages previous of today's agenda to find the details specific to the committee, one would not realize that this item also included limitations to SCDRTAC's purview that were deeply disturbing. In addition, Ms. Gellert said SCDRTAC was able to review part of the proposed administrative rules, however, those limitations were not presented to them.

Ms. Gellert said their Chairperson was asked to make a statement approving the item without being informed that the critical passage severely restricted their purview. She believes an advisory committee can be effective but cannot consider solely one single program because all programs operate in a context. Ms. Gellert said there has been for

some time, no other NJ TRANSIT ADA Taskforce, although pending legislation does propose reviving the long-extended ones. She said the Northern and Southern Transportation Advisory Committee focus on services for the temporarily abled body, they have closed member-only meetings, were operating at half capacity, and were anticipating having a full roster of members when applicants are approved. Ms. Gellert said SCDRTAC hold meetings around the state at accessible locations and electronically with monthly schedules and have constituents coming to comment on the Casino Revenue programs and other accessibility issues.

Ms. Gellert said one of the items she brought to SCDRTAC was partnering with the Census in 2020, which she said was very difficult during the pandemic. She said they worked with counties to ensure as many New Jerseyans were counted. Ms. Gellert said ensuring a complete count of both casino revenue funds and other state federal programs that distribute funds based on those Census figures would ensure they were being distributed as fairly as possible. In closing, Ms. Gellert asked that they allow SCDRTAC to do its best for NJ TRANSIT, counties, and senior citizens and disabled residents by removing limitations, before the public comment period on the rule making process item.

David Peter Alan said he was now Chair-Elect of SCDRTAC, the Senior Citizens and Disabled Residents Transportation Advisory Committee, although he was speaking in his personal capacity that day. As he prepared to take office in the New Year, he noted that their roster would be full when the candidate they nominated has been approved. At that time, fully two-thirds of their citizen-appointees would be transit-dependent. Half of those members, including several seniors live with varying disabilities. In short, their membership reflected their statewide constituency more than ever before. In addition, several of their members were nationally known in their fields. They were proud of their members and their expertise, and wanted to demonstrate that they could help improve mobility for NJ TRANSIT's most-vulnerable riders.

Mr. Alan said the proposal before the Board for Item 2212-100, which would establish new rules for the Senior Citizens and Disabled Residents Transportation Assistance Program (SCDRTAP), would effectively stop them in their tracks. He said they have supported the program since its inception in 1984, and the proposed changes to N.J.A.C. 16:78-4.1(b) would restrict their purview to that program only, with the result that they would be prohibited from discussing or writing about such topic as NJ TRANSIT's fixed-route services, Access Link, accessibility features, connectivity, funding, ADA accommodation for riders with disabilities, and other issues that were vital to the riders for whom they could help improve mobility.

Mr. Alan said the second, fourth, and sixth sentences in the new proposed rule would revoke their rights to discuss or advocate for anything except the SCDRTAP grant program, and would prohibit them from enacting by-laws authorizing such discussion or advocacy. He believes this proposal had no basis in law, and contravenes the broad and noble purposes expressed in the Senior Citizens and Disabled Residents Transportation Assistance Act of 1983, and the Transportation Act of 1979 which established NJ TRANSIT. Mr. Alan said it also violated the Administrative Procedure Act, attempts to usurp the Legislature's exclusive authority to write and pass legislation, and would impose

an unlawful prior restraint upon their committee's rights under the First Amendment. Mr. Alan provided documentation in support of this statement. In closing, he asked that the three objectional sentences be removed from the proposed rule.

Ann Price, Program Manager for Waterspirit, a non-profit center focusing on spirituality and ecology which was sponsored by the Sisters of St. Joseph for Peace, promotes personal and systemic transformation needed for the flourishing earth with clean and safe water. Ms. Price said they could not protect water without resolving the climate crisis which was her reason for speaking. She has lived in New Jersey her entire life and has taught environmental education and protection, and environmental justice since 1987.

Ms. Price said she was proud to be in New Jersey on September 18, 2020, when Governor Murphy signed New Jersey's Environmental Justice Law, and also in 2020 Governor Murphy directed NJ TRANSIT to shelve plans for a new methane power plant and redesign the project in a way with clean renewable energy. She believes since then, NJ TRANSIT flipfopped and were still pursuing a methane gas power plant that would spew toxic pollution and climate destroying greenhouse gas emissions in the Garden State for decades to come. Ms. Price said this taxpayer funded project would violate the spirit of the State's landmark Environmental Justice Law and goals to reduce greenhouse gas emissions.

Ms. Price said there was no time to waste, they needed renewable energy now, and NJ TRANSIT needs to begin with the power plant project. She said a wise woman once said, "decades of short-sighted decision making has fueled this crisis, and now we must do all we can to help" and thanked Tammy Murphy. Lastly, Ms. Price asked Governor Murphy and NJ TRANSIT to make good on their promise for a renewable energy transit grid, and to stop flipflopping and protect the children and State of New Jersey.

Ted Glick, President for the 350 New Jersey Rockland organization, said he wanted to discuss NJ TRANSIT's plan to proceed with a fracked gas power plant in Kearny. He asked that Governor Murphy think seriously about renewable energy, because it seemed as if renewable energy has been put off for decades. Mr. Glick said if the Board had grandchildren and they looked them in the eyes and asked what they did back then to stop climate change, when things were not as bad as they have become in terms of life on earth, what would they say. He said the 350 in their organization name referred to the amount of carbon dioxide in the atmosphere that was a safe level based on what science had determined. Mr. Glick said for millions of years the levels of carbon dioxide in the atmosphere in the world was about 280 parts per millions. He said with the industrial revolution and the burning of coal and everything else related, it was now up to almost 420 parts per million and accelerating rapidly. Lastly, Mr. Glick said they can see the climate emergency they are all in and Governor Murphy and NJ TRANSIT must do the right thing to protect their children and grandchildren, reconsider the power plant in Kearny, and not flipflop back to a fossil fuel power plant.

Samantha DiFalco, member of Food & Water Watch, spoke on behalf of their 70,000 members in New Jersey. Like the previous two speakers Ms. DiFalco said they were very concerned that NJ TRANSIT was not taking their statements to address the climate crisis

seriously. They have been speaking at the Board meetings since February when they first learned about the RFP for the transit grid project still indicated a gas-fired power plant in Kearny. Ms. DiFalco said they knew that NJ TRANSIT was scheduled to release design decisions for this project at the end of December or early in 2023. They were very concerned the plans were going to include a gas-fired power plant, and it was clear in the RFP that NJ TRANSIT was not just seeing this as a resiliency project, but as a source of revenue which included selling power to Amtrak.

Ms. DiFalco said at the top of the meeting she enjoyed hearing President & CEO Corbett talk about different things the agency did to support children during the holiday season, especially children battling childhood illnesses, but at the same time a new gas power plant in Kearny would worsen air quality in this region and make those illnesses more prominent. They were also concerned about the proposal to vote on the purchase of 60 diesel burning buses which operate in many of the already overburdened polluted communities. Ms. DiFalco said NJ TRANSIT needs to put the brakes on the TRANSITGRID project and go back to the drawing board and make sure the huge upward amount of \$500 million for the TRANSITGRID project was going to provide a resilient solution.

Paula Rogovin, Don't Gas the Meadowlands Coalition, said they just marked the 10th Anniversary of Superstorm Sandy. She said after the hurricane, NJ TRANSIT was provided with over \$450 million by the Federal Government to address the issue of a temporary power outage like the one that impacted trains during Superstorm Sandy. Ms. Rogovin said in 2014, FEMA warned against the use of a gas-powered solution, and she quoted "natural gas supplies can be interrupted during high wind, flood, or earthquake events, also natural gas services are intentionally shutdown prior to a storm event to reduce risks of fires and explosions. Because of this, natural gas should not be used as a fuel for providing emergency power to critical facilities." Ms. Rogovin said despite all of the talent and expertise available, NJ TRANSIT's only proposal was for a dirty gas plant that would harm lives and worsen climate change.

Ms. Rogovin said after countless meetings and one year of advocacy, rallies, and signed petitions, Governor Murphy and NJ TRANSIT promised to pivot away from a gas-fired power plant proposal and use renewable energy alternatives. She said it was also promised that she be personally happy with the transit proposal. Ms. Rogovin held up flipflops in her hand to tell the Board what so many of them thought of both NJ TRANSIT and Governor Murphy flipflopping, and not keeping their promise on a renewable energy microgrid.

Frederick Mendez said he was speaking on his own behalf but was grateful for the Food & Water Watch organization who kept him apprised and educated him over the past years via Zoom meetings. Mr. Mendez said although he did not know any of the Board Members, he was going to assume they all had good intentions, and thanked them for the opportunity to speak, and would respect them until he knew better. Mr. Mendez said he wanted to speak against the gas-fired power plant and the RFP. He said although the Board may have all the facts, there would always be someone around to support them if they denied the facts, which seemed to be popular in our country today. Mr. Mendez said

the facts were there, and local pollution and global warming were a problem. He said the reason things were going this way with NJ TRANSIT and the Governor was because there must be very difficult problems to consider a clean energy alternatives seriously. Mr. Mendez said as a committed Christian, sometimes he has to have faith and act bravely, even when the way does not seem clear, or is inconvenient, or even impossible. He said his main reason for speaking that day was so he could look his son and grandson in the eye and say at least he tried to turn things around. Mr. Mendez said while he knew he was part of the problem because he still drove a car which uses gas, he has downsized to a smaller car.

Anthony Hall, a long-time member of the Senior Citizens and Disabled Resident Transportation Advisory Committee (SCDRTAC), said although he was not qualified to speak on behalf of the committee, he was speaking as a concerned citizen. He thanked the Board for allowing him to say a few words about the proposed rule N.J.A.C. 16:78-4.1(b), which they understood would severely limit the Committee's purview to provide advice. Mr. Hall said he joined with the others who spoke that day urging the Board to reject that measure and course of action, which in his judgement would waste a hardworking resource with no apparent gain. The Committee during his long tenure has discussed and offered advice on a wide range of topics, all affecting the mobility of seniors and persons with disabilities.

Mr. Hall said any of them who fall within those groups had a stake not only in those services specifically intended for their use, but also in a wider role in scheduled transport. He has often observed fellow seniors and passengers with disabilities riding scheduled trains and buses along with their able-bodied fellow travelers, and even observed special provisions designed to encourage, and accommodate passengers who were elderly or disabled to ride scheduled transit. Mr. Hall said it would seem fitting and proper that the SCDRTAC Committee address all issues that affect the mobility of the transit dependent.

Board Secretary Umukoro said they would now like to open the floor for public comments by telephone participants, beginning with those who pre-registered to speak.

The Operator said as a reminder, if you have not already done so, please press *1 on your telephone keypad to enter to queue to speak. You will hear a brief tone to indicate you have successfully entered the queue. Each speaker would be given three (3) minutes for their public comment. A warning would be provided with 1-minute remaining and again with 15 seconds remaining. The Operator said there were 14 speakers in the queue to speak.

Andy Weiss asked the Board to provide the status on the Customer Advocate position. He said they have been asking about this for years, the NJ TRANSIT Reform Bill passed in December of 2018, and it had been four years without a real customer advocate, which was presidential term. Mr. Weiss said he was tired of asking about the status on this position. He also could not understand why the Board closed the customer advocate job, which he said was unacceptable and should not be closed. Mr. Weiss said it was actually harder to implement the customer advocate position than it was to pass the reform bill in the first place. He said do not tell the public NJ TRANSIT was committed to getting a

customer advocate position because that meant nothing to them. Mr. Weiss said NJ TRANSIT was not in compliance with the law of 2018, it was time to implement it now, and he did not see the customer advocate position advertised on the NJ TRANSIT website. He believes the NJ TRANSIT customer advocate job description should not be watered down, and that person should not be sitting in the office creating spreadsheets and talking to politicians, but should be riding the transit system and meeting with the public riders. Lastly, Mr. Weiss said this was the worst Board, and they have never been an advocate for its riders.

Francis Howitt said he was born and raised in Hoboken, recently moved to Jersey City in 2017, and has been riding NJ TRANSIT since he was three years old. Mr. Howitt said he has seen how effective Hoboken service could be and has seen what it has transformed into today. He said he rode trains from Hoboken down to Tinton Falls and Little Silver to his grandmother's house, and has ridden every facet of NJ TRANSIT. Mr. Howitt said he wanted to comment on the pros and cons, and areas for improvement that he has seen recently, and knew many disgruntled riders NJ TRANSIT has heard from constantly who rode the Hoboken line.

Mr. Howitt commented on the NJ TRANSIT telephone app and the buses. He said the pros with the telephone app was that it was much more accessible, providing more information for the services offered compared to previously, and the online tracking of buses and having the pdf bus schedules helped keep the transit operators honest and riders aware. Mr. Howitt believes the con of the app was it was too hard to navigate, was not intuitive, did not have different comment portals, and the comments made to the Board could not be seen. He believes there should be a direct link to the bus route he was reporting on.

Mr. Howitt said the morning Board meetings were not fair because he had to step away from work to call in. He was glad to see NJ TRANSIT was getting new buses and said the 119-bus line was great. He said there were still some infrequencities that have not changed, and although they had gate 210 in the Port Authority Bus Terminal it still fills up and it was hard to get riders out. Mr. Howitt also thought it was strange that NJ TRANSIT was targeting buses outside of Hoboken with fare increases, but not charging fare increases for buses within Hoboken.

Adam Reich asked if Board Member Narra was available because he would like an update on the Customer Advocate position and Customer Advisory Board meeting, she promised to work on, and her review of staff opening up additional rail cars due to overcrowding. Mr. Reich said if Board Member Narra was not present could Vice Chair Fulton or Board Member Gordon follow-up with her. Mr. Reich said on December 15, 2022, the NJ TRANSIT Accessibility Forum President & CEO Corbett spoke of, would be taking place. Mr. Reich said it was imperative that part of the discussion be catered to people who were immunocompromised, or at risk for severe outcomes from COVID-19 infections. He said it was important to have a mask-only rail car dialogue.

Mr. Reich said at the last Operations & Customer Service Committee meeting Vice Chair Fulton said and used the phrase "asked and answered," referring to the masking issues,

however, he respectfully disagrees because he has asked many questions and they have gone unanswered. He could not understand why NJ TRANSIT, unlike the MTA with COVID on the rise since Thanksgiving, was not recommending that riders mask up. Mr. Reich said NJ TRANSIT should not be saying no to a mask-only rail car without offering another option. He said if NJ TRANSIT appreciated what he and the others have to say, then have a dialogue, and he asked if Vice Chair Fulton could initiate a call offline.

Rachel Dawn Davis, Public Policy and Justice Organizer for Waterspirit, Administrators of the Sisters of St. Joseph of Peace said she has spoken many times before this Board as several of her peers have done, and appreciated the opportunity to speak again, hoping they would receive a response. Ms. Davis said Waterspirit and their thousands of members across the state were calling on NJ TRANSIT to address the serious problems of the Request for Proposal (RFP) for a microgrid allowing for dirty, toxic gas. She said solutions exist that were smarter, and they know better alternatives do exist for the microgrid project in particular. Ms. Davis said NJ TRANSIT committed to this, Governor Murphy agreed as well, and as Ms. Rogovin said, Governor Murphy and NJ TRANSIT have flipfopped on this project. She believes the lack of leadership, and not responding was confusing to New Jersey's younger generation. Ms. Davis said the new project design must not include a dirty energy power plant, and NJ TRANSIT should clearly state the priority of renewable energy.

Ms. Davis said righting past wrongs can still be done in the spirit of environmental justice, the children were the future, and they would not support candidates for any level of office unless climate emergency was handled with action and hope. She also asked everyone to visit waterspirit.org for their upcoming winter celebration which was being held virtually and in-person.

Matthew Walsh, New Jersey Association of Rail Passengers, thanked the Board for the opportunity to speak. Mr. Walsh said it was great news what President & CEO Corbett said about the Hudson-Bergen Light Rail being extended up to the north. He was most concerned about the former Boonton/Greenwood Lake Line which extended from Morristown to Jersey City. Mr. Walsh said earlier this year Governor Murphy had acquired the line and it was intended to be a bike/walking trail and there were provisions made for public transit. He believed public transit was the extensive element in terms of demographic changes in northeastern New Jersey. Mr. Walsh said the New Jersey urban suburbs were going through an incredible redeveloping population boom borne out by the 2020 Census. He said Bloomfield, North Newark, and Hackensack were all redeveloping, and the reasoning was that people were decamping from expensive New York and wanted to have some type of urban ambience.

Mr. Walsh said New Jersey has the infrastructure and this was where the developers want to build, but they did not have the corresponding public transportation boom in the area. He said the right of ways were there and NJ TRANSIT needed to use them to accommodate the booming population coming in. Mr. Walsh said they also need to move forward with public transit on right of ways between Montclair and Jersey City, along with trails, and with the industrial track in Newark.

Diane Valiante said her daughter Tiffany was only 18 on July 12, 2015, when she was struck by a NJ TRANSIT train heading to Atlantic City from Philadelphia at midnight by mile marker 45. Ms. Valiante said her daughter was bare foot, partially clothed, and less than five miles from home, and unknown until that day, they did not know whether Tiffany was killed by the train, or murdered before being placed on the track to conceal the crime. She said as everyone should know by now the New Jersey Transit Police and the State Medical Examiner never did a complete investigation into Tiffany's death. Ms. Valiante said for example, the scene was never secured or treated like a crime scene, a full autopsy was never conducted, a rape test kit was never performed, and evidence of a long handled, possibly blood-stained axe and a rental car key chain was found near the scene, however, it was lost while in NJ TRANSIT custody. She said there was also false and misleading statements about the incident given by NJ TRANSIT's Operating Train Engineer, and they simply want to know why, their family wants to know why, and the community wants to know why.

Ms. Valiante said it has been more than seven years since Tiffany's death, and they were now, more than ever convinced that investigators and members of the New Jersey Transit Police department were wrong. She said they rushed to close Tiffany's case on a trespassers suicide and want to know why. Ms. Valiante also wanted to know why within hours of Tiffany's disappearance and death, one of NJ TRANSIT's own Public Relations employees openly talked to the press about the case being considered a suicide, which she thought was against NJ TRANSIT's own policy. She said this was allowed to happen before Tiffany's body parts were recovered and funeral arrangements had been made, and long before it was learned that the train personnel, including a student engineer in training, changed their stories about what they thought they saw that night. Ms. Valiante said NJ TRANSIT has never answered these and many other deeply disturbing questions about the investigation.

Ms. Valiante said questions were recently asked again in the Netflix Unsolved Mysteries Documentary, "Mystery at Mile Marker 45," which had been viewed by millions of people from New Jersey, and around the world. She said it was quite possible that Tiffany was murdered according to independent investigations that were conducted after the abrupt inquiry relied upon to quickly close Tiffany's case. Ms. Valiante hoped NJ TRANSIT would hear her today, would agree to meet with her in the near future, and see that it was NJ TRANSIT's solemn duty to direct an independent investigation.

Vito Havrilla, Legislative Director of the Lackawanna Coalition, provided the statement for the coalition. The Lackawanna Coalition passed two resolutions recently, one congratulating NJ TRANSIT Rail on its 40th Anniversary. Mr. Havrilla said NJ TRANSIT Rail began on January 1, 1983, after taking over operations from Conrail. On the second resolution they were calling for hourly service between Hoboken and Montclair State University Station on weekends. He said train service there was now every two-hours between Bay Street and Hoboken, the lines should have hourly service, and service every two-hours was below standard service. They were calling on NJ TRANSIT to implement that level of service at the beginning of fiscal years' 2023 and 2024.

Anthony Lanzelotti, one of the newest members of the Senior Citizens and Disabled Residents Transportation Advisory Committee and a resident of Brigantine, was deeply disturbed about the proposed rule changes to N.J.A.C. 16:78-4.1(b). As an individual who was totally blind and utilizes most forms of public transit, he shared similar views of his colleagues, but was making his statement in his own personal capacity. Mr. Lanzelotti said he has been blind since birth and another colleague, who was also new, commuted from his resident in Central New Jersey to New York, where he advises disabled students to assume post-secondary education. He said another longer serving member was a writer who was known nationally, and they had many other members who were visually and hearing impaired that brought tremendous talents to the table. Mr. Lanzelotti said implementing the proposed rule changes would not only be detrimental to all of them, but to the other disabled residents and citizens throughout New Jersey as well.

Brian Scanlon, former Councilman and Mayor of Wyckoff and big supporter of Food & Water Watch for New Jersey, said he was speaking in his personal capacity. Mr. Scanlon urged the Board to reconsider the Request for Proposal (RFP) for the Kearny power plant because it would not do enough to address the climate crisis. Mr. Scanlon said a few weeks ago his younger daughter gave him and his wife the joyous news of them having another grandchild. For his daughters and his family, he has now opted to work on climate change. Mr. Scanlon said many of the Board Members were somewhere around the same age as he, and that it was time for them to focus on climate change as well. He said the RFP failed to include information about solar siting on NJ TRANSIT property, and it did not address issues for acquiring property for the siting of solar panels. Mr. Scanlon said solar siting was critical for a back-up energy source for NJ TRANSIT. He said the RFP also failed to incorporate a system-wide analysis of available solar and battery siting locations on the NJ TRANSIT properties they already own along the three main railroads.

Mr. Scanlon said in regard to personnel, the head of NJ TRANSIT's sustainability program came from the oil company Hess, and most of the NJ TRANSIT sustainability experts lacked expertise in real renewable energy like solar. He said it seemed like staff was more interested in solutions such as Biogas and Renewable Natural Gas (RNG), rather than truly renewable energy like solar. Mr. Scanlon said when he leaves this world, he would like to say to himself that he did something about the climate crisis, and if the Board did not pull this project, how could they look their grandchildren in the eye.

Tim Sevenser, the New Jersey Association of Rail Passengers and Transit Village of Mount Tabor, said he wanted to reiterate what the last speaker Brian Scanlon said on solar siting. He pointed out that PATCO had already placed solar canopies on their stations in New Jersey, and 50 percent of their rail traction power was coming from that solar renewable energy. Mr. Sevenser said placing the solar canopies on their stations was also saving PATCO \$15 million on fuel and electricity costs. He said there was no reason why NJ TRANSIT should not be doing the same thing as PATCO for the NJ TRANSITGRID. Mr. Sevenser said it was feasible, was being done around the world, and made a lot of sense. Mr. Sevenser said it was questionable how many of the dual-mode locomotives NJ TRANSIT should be buying. However, he said it was good to be able to switch from diesel mode to electric, but in the long-term they really should be electrifying the rail lines.

Sid Madison said he was not in-person that day because he was sitting at home getting heat pumps installed for his HVAC and water heater, which was costly, but the right thing to do. Mr. Madison said he was advocating that everyone do the same thing, and he did not care if it costs more to do renewables, but they needed to find a way. He said as visible leaders in New Jersey, the Board and NJ TRANSIT needed to lead in terms of telling Governor Murphy to enact a moratorium on all fossil fuel projects in New Jersey. Mr. Madison believes the Board being so visible, telling Governor Murphy to enact this moratorium on fossil fuel infrastructure, would address a lot of the lack of incentive for people that really understand the climate crisis.

Richard Grant of Hackensack said NJ TRANSIT still expressed support for reducing greenhouse gas emissions without doing all it can to maximize and accelerate actions to make it happen. Mr. Grant said NJ TRANSIT was still going forward with a power source for the NJ TRANSITGRID, including a gas-fired power plant in Kearny, and as a result without any potential renewable capacity serving as no more than trimmings. He said President & CEO Corbett mentioned Tier 3 and 4 dual-powered locomotives working on an electrified and non-electrified track, reducing particulate emissions, but every mile and hour the locomotive was still powered by diesel, they emit carbon dioxide and produce air pollution.

Mr. Grant said in the real world, Indian Railways, the world's fourth largest rail network with 40,000 miles of track on which 11,000 trains ran daily, aimed to become a net-zero carbon emissions railway in the next seven years. They planned to achieve their target in a complete transition to electric trains by December 2023, and powering the trains and stations primarily from renewable sources by 2030.

Jim Blaze, a Senior Citizens and Disabled Residents Transportation Advisory Committee member, said he was speaking in a personal and professional capacity against the proposed rule changes N.J.A.C. 16:78-4.1(b) that his previous colleagues have spoken about. Mr. Blaze said he was an engineer, had two lenses in which he used for transportation projects, and had been in the transportation industry his entire life. He said he was 79 years old and as he looked at this from a strength and weakness point of view, the strengths were the seniors and disabled market was rather large, 18 percent of the total population was seniors, and the disabled were maybe one to nine percent of the population.

Mr. Blaze said as people got older, their chances of becoming disabled increased, and the weakness that the Board and NJ TRANSIT faced were the resources, because there was not enough money to fund all the programs, and over the years the senior market will continue to grow. He said medical science shows that doctors and nurses will continue to take care of seniors and they will live longer. Mr. Blaze said the proposed rules to limit SCDRTAC was put in place as a threat, a lack of military or commercial intelligence was the greatest threat, and the Board Members were the ones who might not reap the benefits if they somehow limit their availability to touch and reach their asset base at SCDRTAC.

Sam Pessin said he wanted NJ TRANSIT to amend the Request for Proposal (RFP) for the microgrid project, so the project design would not include a gas or dirty energy power plant, and prioritize renewable energy. Mr. Pessin said the polluting methane powered power plant was backwards looking, not forward looking, and was against environmental justice, and urban peoples' quality of life. He urged the Board, NJ TRANSIT, and Governor Murphy to be on the obvious right side of history. Mr. Pessin said Governor Murphy has been on the wrong side of previous power plants, on this power plant and on the turnpike expansion. He said Governor Murphy has also been against protecting Liberty State Park for future generations, listening to his billionaire friend Paul Fireman and Fireman's lobbyists. In closing, Mr. Pessin urged the Board and Governor Murphy to do the right thing for future generations, and to fund the shuttle bus that operated from Liberty State Park for 10 years, that was killed by former Governor Christie.

Sara Thompson said she was hard of hearing, wore hearing aids in each ear, and used NJ TRANSIT often, however, unfortunately NJ TRANSIT was not compliant with the American with Disabilities Act. She said often times on trains she has been confused and often did not know where she was, or which stop she was at. Ms. Thompson said she has missed her stop on more than one occasion, due to the lack of accessibility options and lack of accommodations as well. She agreed with one of the previous callers who said the NJ TRANSIT telephone app did not provide any efficient accommodations or accessibility options, and it was really difficult to navigate, especially, for someone with a hearing loss. Ms. Thompson said she was a doctorate student from the University of Rutgers, lived in New Brunswick, and commuted into Newark often. However, it was difficult to determine which stop she was at, or which train she was boarding.

Ms. Thompson said NJ TRANSIT did not have significant signage or signals to indicate which train station the train was stopping at, and when on the train, there were no caption options for the announcements, which made it very difficult for her to understand which train she was on. She also said the signs at the stations were not big enough to see where she was, and they were not lighted so she could see them. Ms. Thompson said this was very stressful for her and often times conductors have yelled at her because she was not where she was supposed to be. She urged the Board to please ensure that NJ TRANSIT was compliant with the Americans with Disabilities Act and those of them with disabilities were heard.

Holly Cox, a 24-year resident of New Jersey, asked the Board and Governor Murphy to amend the Request for Proposal (RFP) for the microgrid project so it would not include a dirty fossil fuel power plant. She asked that the project be designed with clean renewable energy. Miss Cox said the UNICC report dated April 22, 2022, only eight months ago, indicated that there was nearly a 50/50 chance that the Earth would reach a yearly average of 1.5 degrees Celsius, which was 2.7 degrees Fahrenheit within the next five years. Ms. Cox said scientists have been warning that they were already close to perilous tipping points, that could lead to cascading and irreversible climate effects, and it was now or never to limit global warming to 1.5 degrees.

Ms. Cox said, United Nations Secretary General Antonio Guterres said they were on a fast track to disaster unless governments everywhere reassess their energy policies the

world could be uninhabitable; also, if action was not taken soon, some major cities would be underwater, and there would be unprecedented heatwaves, terrifying storms, and widespread water outages; and there would be an extinction of a million species, plants, and animals. Ms. Cox said they only have seven years to keep the planet habitable, the need to act on climate was urgent, and the decisions made by NJ TRANSIT and the Board could help secure a livable future or lock everyone into an uninhabitable future. Ms. Cox said they cannot achieve real resiliency by building fossil fuel infrastructure projects. She said the State of New Jersey just sued five fossil fuel companies for engaging in a decade long campaign of misinformation related to climate change and its devastating impacts on New Jersey. Ms. Cox said Governor Murphy and NJ TRANSIT must say no to fossil fuel infrastructure projects and commit to a 100 percent clean renewable microgrid.

Board Member Comments

Board Member Adams thanked all the speakers for taking the time out of their day to express their concerns to the NJ TRANSIT Board, and said they take all of their comments seriously and they talk to the team about them. Although, they did not respond one to one on every one of their comments, it did not mean that they have not heard each of them or taken them under consideration. Board Member Adams said however, there were two or three things he wanted addressed, although he did not know what the proper forum was. He asked President & CEO Corbett to have his team reach out to the doctoral student from Rutgers, Sara Thompson, because she was limited in hearing and her travels were challenging at the least, and he believed they owed it to her to respond in the proper forum.

Board Member Adams addressed the hourly service request from Hoboken to Montclair State, which was every two-hours, and the caller requested every hour service. He asked if the team could look into whether it was feasible, if the ridership supported it.

Board Member Adams said he was happy to hear one of the callers say the 119 Bus Service had improved, which was kudos to President & CEO Corbett's team for doing a yeoman's job on improving that bus line. Lastly, Board Member Adams wished everyone a Merry Christmas and a Happy New Year, and hoped everyone, like himself, were looking forward to a prosperous 2023.

Board Member Gordon said he was very disappointed by the comment he had been hearing from his friends in the environmental community, and he did consider them his friends. He was troubled by two points. One, his environmental friends had already decided that based on the Request for Proposal (RFP) the NJ TRANSIT microgrid project was going to be a gas-fired system. Board Member Gordon said that he, nor any of the Board Members, have seen a proposal, and asked how any of them knew that was going to be the source of energy to be used, and not a fuel cell, or hydrogen, or decarbonized gas, or some other creative approach. He said they were definitely trying to promote creativity in the proposals they received. More disappointing was how the environmentalists' focus has been on this microgrid project, and their neglect of the big picture.

Board Member Gordon said the big picture was that Governor Murphy was leading the country in advancing towards renewable energy. He repeated New Jersey under Governor Murphy was leading the country in renewable energy. Board Member Gordon said they have an Energy Master Plan, were on track to implement that, were calling for 100 percent decarbonized system by 2050, and were going to have a third to a half of their energy coming from solar and wind. In addition to clean sources of nuclear energy, they already had 160,000 solar installations in the state and were leading the country in offshore wind. They have three projects underway that were going to provide power for 4.5 million homes, and a few weeks ago they did something that no one had ever done before in this country, they launched a project that would bring the power from the turbines on shore, and were breaking new ground. The solar program had been totally revamped, and they have launched a grid scale solar project last week which would double their solar. Board Member Gordon said it was really important not to lose sight of all the other great things that they were doing in renewable energy, and New Jersey was going to become the epicenter of renewable energy, if not in the nation, but on the east coast.

Board Member Gordon said in response to David Peter Alan and comments that were made about the Senior Citizens and Disabled Residents Transportation Program, which applied to anything that was on their agenda, they cannot really bring those matters to the Board the day of a vote. He asked that the public get in touch with the Board directly beforehand if they knew there were issues out there and they would go to staff for additional information.

Vice Chair Fulton thanked everyone for their contributions and very robust comments on the various issues. He asked that staff take a look at information with regard to what they were doing in India, and thought it would be constructive to understand more clearly. Vice Chair Fulton said he had seen some of the information regarding PATCO, but would like to know more about it. He also welcomed the comments from his colleague, who was closer to it, Board Member Gordon whose role with the BPU had more insight and access to information he did not have personally, noting it was helpful having that context and having him on their Board.

Vice Chair Fulton said at the Energy & Sustainability Policy Committee meeting a couple of weeks ago, one of the things that caused him great frustration was the pace at which they were not moving. Vice Chair Fulton said it was fact that they were experiencing these climate changes, and they realize that, although everyone comes to them as if they did not, but they do. He said the reality was that the generation of clean electricity required a process that could create the amount of energy that they needed today and into the future.

Vice Chair Fulton said they run a very complex train system that had huge demands every day and not just NJ TRANSIT, but the entire world was demanding more energy as they speak. Vice Chair Fulton said there was a real tension between how you generate clean energy and clean electricity, transmit it, and store the same so you have the availability for people all over the world. While he said he knew the environmental advocates understood this as well, he appreciated their rule to keep pressing hard to make sure people who were in positions to influence the acceleration of decisions were doing so.

Vice Chair Fulton said getting there was going to take far more than emotion and passion, it would take resources, and collaboration across levels that have never been seen in the history of man. As he has sat in this environment and learned, he has begun to see the challenges, difficulties, the pros and cons, and if they turn something off immediately, the consequences were significant. Vice Chair Fulton said the balance was to find the quickest way to meet the energy needs of society, while simultaneously reducing the amount of carbon release, which was a tough challenge no one had the answer for.

Vice Chair Fulton said NJ TRANSIT was committed to finding every opportunity to work towards it in the context of the NJ TRANSITGRID, he was just as anxious to see what the experts can bring to them, and at that time they would have a better understanding of what they were facing. Vice Chair Fulton said the question was did they want to experience what they experienced with Superstorm Sandy, and were they willing to live with the consequences of what they experienced with Superstorm Sandy if they did not like what the industry had to offer.

Vice Chair Fulton said there would be some tough decisions to be made as individuals, parents, and grandparents, and their hearts would have to deal with those issues. He said lastly, people responsible at NJ TRANSIT must ensure trains and buses continue to run in the state of New Jersey, and they must keep their eye on both balls and make sure that the company runs, and people have safe viable transportation. Vice Chair Fulton said at the same time they must make sure they were doing the best to manage the two objectives, because he too had a two-year old grandson who he wanted to have a world he could live in.

Advisory Committee Report

Anna Marie Gonnella Rosato said the North and South Jersey Passenger Advisory Committee met jointly on December 9, 2022, and President & CEO Corbett was present and provided an update on key issues such as ridership, funding, and capital projects, which he spoke about earlier in his report. They also received updates on legislation, various issues, and agency initiatives.

The Passenger Advisory Committee continued their support of NJ TRANSIT's Regional Rail Station Modernization Program and continue to provide letters of support for NJ TRANSIT grant applications. Ms. Gonnella Rosato said the second NJ TRANSIT Accessibility Forum would be held on December 15, 2022 at 1:00 p.m. and they would be participating in the Forum. She said NJ TRANSIT was awarded a Federal Transit Administration grant of \$592,000 for the Transit Oriented Development along the proposed nine-mile extension of the Hudson-Bergen Light Rail in Bergen County.

The Committee was also told about how NJ TRANSIT provided extra service during the Thanksgiving holiday. NJ TRANSIT and the North Jersey Transportation Planning Authority on November 9th announced the programming of \$43.6 million in federal funding to seven transit projects which advanced sustainability, and bus garage electrification and first last mile solutions. Projects included the Hilton Bus Garage Electrification Project, Microtransit Shuttle Pilot Routes, Solar Bus Shelters, Bike Sheds,

Electric Minibuses, Local Electric Vehicle Minibus Transition Study and Technical Support, and New Bus Hudson.

Ms. Gonnella Rosato said as President & CEO Corbett mentioned NJ TRANSIT would provide holiday travelers with great deal and discounts which could be found on the NJ TRANSIT website. Ms. Gonnella Rosato wished everyone a Merry Christmas and a Happy and safe New Year, and said it has been her pleasure providing NJ TRANSIT with her reports throughout the year.

Vice Chair Fulton said Chair Gutierrez-Scaccetti had to briefly step away, he thanked Ms. Gonnella Rosato for her report and wished her a Happy Holiday, and the next report Phil Harrison would be providing was the Senior Citizen and Disabled Residents Transportation Advisory Committee Report.

Senior Citizen and Disabled Residents Transportation Advisory Committee Report

Phil Harrison presented the Senior Citizens and Disabled Residents Transportation Advisory Committee (SCDRTAC) bi-annual report. Mr. Harrison said this would be his last report, his term expired on December 31, 2022, and at their meeting on Monday, December 12, 2022, David Peter Alan had been voted in as the incoming Chair for the 2023 and 2024 term. He said it had been a pleasure and honor to serve as the Chair for (SCDRTAC) over the past two years. He looked forward to continuing the work of the Committee in cooperation with NJ TRANSIT staff as they jointly continue to work to improve transportation services for the seniors and disabled residents of New Jersey.

Mr. Harrison said their committee applauded NJ TRANSIT staff who via the Accessibility Forum have shown further interest in improving transportation for New Jersey's disabled residents. However, many challenges still lie ahead. First and foremost, would be the difficulty in providing adequate numbers of CDL drivers to serve the Access Link buses and SCDRTAP-funded Community Transportation Systems. Mr. Harrison said he would advise that steps be taken to avoid this problem from causing drastic reductions in service to seniors and persons with disabilities who were the population that the New Jersey Legislature had directed their committee to advocate on behalf of.

Over the past six months, since Mr. Harrison last reported to the Board, they have been able to fill the vacancies on the Citizens Advisory Committee with several dedicated members with substantial knowledge of the systems, and a strong incentive to see improvements to community transportation in the Garden State. Several committee members, with the cooperation of Ocean County personnel and NJ TRANSIT staff, attempted to develop a voluntary system in Ocean County in order to provide the services required by the dialysis patients in that jurisdiction. While their efforts were not successful, they have started a dialogue about such issues, and they look forward in the coming year or so to help obtain the transportation necessary for that group of seniors and persons with disabilities.

Mr. Harrison, with the encouragement of one of their new members, was looking into issues dealing with problems in public transportation for the hearing impaired, which

heretofore had not been considered by the committee. They were also looking into providing input into the best practices which would be promulgated by the newly developing regional councils being formed pursuant to the paratransit reform legislation. Mr. Harrison said much of the Committee's work was done by sub-committees that focused on one particular area of concern. When the sub-committee had an issue that should be considered for presentation to NJ TRANSIT staff or other administrators, their suggestions were brought to the full Committee for resolution. In this way, the work of the Committee continues during intervals when there were no full committee meetings.

Mr. Harrison said the meetings of the Citizens Advisory Committee were open to the public and they welcomed public comment on issues dealing with public transportation for seniors and persons with disabilities in New Jersey. They have now, for almost three years, been meeting virtually, which has been necessary due to COVID protocols. However, this manner of the meeting, while allowing the committee to continue to advocate for seniors and persons with disabilities of the State, was not the optimal manner of accomplishing the ends that their Committee was charged with performing. They were happy to announce that their December meeting, just two days ago, was once again accomplished in-person, with a virtual option so that those unable to attend could still contribute. Mr. Harrison said they look forward to continuing their hybrid meetings where their Committee members may meet face-to-face and work on the issues charged to them by the New Jersey Legislature.

Mr. Harrison said this morning the Board would have before them a decision on voting to initiate the rule-making process for the adoption of regulations, N.J.A.C. 16:78-4.1(b) Senior Citizen and Disabled Resident Transportation Assistance Program. Mr. Harrison noted when he received a copy of his report, he noticed he was asking the Board to approve a regulation, but frankly had no idea of what the regulation was about. Mr. Harrison said his legal research was limited, however, he hoped David Peter Alan, a practicing attorney, would know more, but he did not, and none of them on the Committee had ever heard of this regulation. Mr. Harrison said that David Peter Alan looked up the regulation and got back to him and informed him that this regulation would limit what their Committee could discuss and rule upon, and they were quite concerned.

Mr. Harrison said it was mentioned earlier that their Committees' concern was being brought to the Board on short notice, which was true but the first that he had heard of this was just last Thursday, and the full Committee had never been advised of this regulation. He said this regulation had been inserted by NJ TRANSIT staff, and he had to change his position in his recommendation to the Board. Mr. Harrison also noted, at their meeting on Monday, December 12, 2022, two Resolutions were passed by the full Committee in session, and they were noted earlier by David Peter Alan. He said the first Resolution was to ask the Board to defer their vote on this regulation to allow the Committee to discuss the regulation in a democratic manner and weigh all the pros and cons, so their Committee could issue their recommendations to the Board since it dealt with their Committee. The second Resolution that was passed urged the Board to remove three specific sentences from the regulation that appeared offensive. In conclusion, Mr. Harrison thanked the NJ TRANSIT Board and staff for their support of SCDRTAC, and said he looked forward to their continued working relationship.

Chair Gutierrez-Scaccetti thanked Mr. Harrison for his report and all that his Committee does.

Board Operations and Customer Service Committee Report

Board Member Giblin presented the report for the Operations and Customer Service Committee. The Operations and Customer Service Committee received an update on trends, and analysis, and actions for rail, bus, light rail, and Access Link. The Committee also received an update on the Cost of Service.

Board Administration Committee Report

Board Chair Gutierrez-Scaccetti presented the report for the Administration Committee, due to Board Member Maroko having technical difficulties. The Administration Committee received a Financial Update. This included a summary of operating results compared to previous year's comparable period and Fiscal Year 2023 Budget, 12-month farebox revenue compared to pre-COVID, major balance sheet items and Federal COVID-19 relief grant drawdown summary. Additional information was provided as part of the agenda materials, including the cost-of-service key performance indicators, twelve-month farebox recovery, history of vacancies, attrition and hires, ridership and revenue, and a monthly budget-to-actual comparison for October 2022.

The Committee also received updates from Human Resources and Equal Employment Opportunity and Affirmative Action.

Board Capital Planning, Policy, and Privatization Committee Report

Vice Chair Fulton presented the report for the Capital Planning, Policy, and Privatization Committee. The Capital Planning, Policy, and Privatization Committee discussed the Board Items for the: Bus Stock Program: Purchase of 60 Articulated buses; Memorandum of Understanding with Middlesex County Improvement Authority for the New Brunswick Train Station; Elizabeth Rail Station Reconstruction Project; Construction Management Services Contract Amendment; ALP-45 Locomotive Engines Overhaul (70); Advanced Speed Enforcement System II – Positive Train Control: Approval to Issue a New Procurement-By-Exception Contract to Bach-Simpson, Division of WABTEC Canada for Remote Downloading of Event Recorders on Siemens PTC Equipped Vehicles; 149 Passenger Ferry Vessel – Borough of Carteret; Contracting Out – Warren Minibus Service; and Information Technology: Amendment to Contract with Integration Partners for Network Resiliency.

Board Safety Committee Report

Board Member Adams presented the report for the Safety Committee. The Safety Committee was provided an update by the Office of System Safety on key safety performance metrics for Rail, Light Rail, Bus, Access Link and Construction Safety. The Safety Committee was also made aware that Safety Education and Community Outreach partnered with The University of Newark Hospital, The Brian Alliance of New Jersey, New Jersey Transit Police Department, and a host of other external stakeholders to sponsor and facilitate free Health and Safety Fairs in East Orange and Newark, New Jersey.

Chief Trucillo made the committee aware that there would be an FTA mandated drill at the Bergen line Station on the Hudson-Bergen Light Rail on Sunday, December 4, 2022. Chief Trucillo also discussed the Outreach efforts of the department for the month of November. New Jersey Transit Officers also deployed Narcan for suspected drug overdoses 18 times during the month of November, saving 18 lives in the process.

Chief Trucillo also briefed the Committee on the content of the in-service training that officers were currently receiving. The Committee was also made aware that the department's Civilian Police Academy would be starting up in February and that the information was on the NJ TRANSIT website.

Action Items**2212-90: BUS STOCK PROGRAM: PURCHASE OF 60 ARTICULATED BUSES**

President & CEO Corbett introduced, Richard Schaefer, Acting Senior Vice President, Capital Programs, to present Action Item #2212-90. Richard Schaefer presented for approval Action Item #2212-90: Bus Stock Program: Purchase of 60 Articulated Buses.

Board Member James D. Adams made a motion, Board Member Bob Gordon seconded the motion, and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Absent	Absent	Yes	Yes	Yes	Yes

2212-91: MEMORANDUM OF UNDERSTANDING WITH MIDDLESEX COUNTY IMPROVEMENT AUTHORITY FOR THE NEW BRUNSWICK TRAIN STATION

President & CEO Corbett introduced Richard Schaefer, Acting Senior Vice President, Capital Programs, to present Action Item #2212-91. Richard Schaefer presented for

approval Action Item #2212-91: Memorandum of Understanding With Middlesex County Improvement Authority for The New Brunswick Train Station.

Board Member Noreen M. Giblin made a motion and Vice Chair Fulton seconded the motion.

Chair Gutierrez-Scaccetti thanked the NJ TRANSIT team because the more they were able to partner with their transit communities, especially on the rail side, the more they were able to accomplish. She said she believed this was the second opportunity they have had to do that in New Brunswick, and was a great new way for NJ TRANSIT to continue to improve the rail stations with their partners, so kudos to the whole team.

Chair Gutierrez-Scaccetti asked for a roll call vote and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

**2212-92: ELIZABETH RAIL STATION RECONSTRUCTION PROJECT:
CONSTRUCTION MANAGEMENT SERVICES CONTRACT
AMENDMENT**

President & CEO Corbett introduced Richard Schaefer, Acting Senior Vice President, Capital Programs, to present Action Item #2212-92. Richard Schaefer presented for approval Action Item #2212-92: Elizabeth Rail Station Reconstruction Project: Construction Management Services Contract Amendment.

Board Member James D. Adams made a motion, Board Member Bob Gordon seconded the motion, and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

**2212-93: NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
(NJDEP) REBUILD BY DESIGN – HUDSON RIVER NJ TRANSIT
PERMANENT EASEMENT AND LEASE FOR RESIST STRUCTURE
CONSTRUCTION AND OPERATIONS AND MAINTENANCE**

President & CEO Corbett introduced Richard Schaefer, Acting Senior Vice President, Capital Programs, to present Action Item #2212-93. Richard Schaefer presented for approval Action Item #2212-93: New Jersey Department of Environmental Protection (NJDEP) Rebuild By Design – Hudson River NJ TRANSIT Permanent Easement and Lease for Resist Structure Construction and Operations and Maintenance.

Board Member Noreen M. Giblin made a motion and Board Member Bob Gordon seconded the motion.

Vice Chair Fulton started off by saying this was a New Jersey Department of Environmental Protection (NJDEP) Project and not an NJ TRANSIT project, and he was told that this easement must be approved by the Board that day because there were funding requirements that the DEP must adhere to. This project was to address the legitimate goals of minimizing flooding in the towns on the Hudson, particularly Hoboken, which Vice Chair Fulton said was a noteworthy objective. However, since it was a DEP flood mitigation project, by its very definition meant that it was not central to the highest goals established by NJ TRANSIT. Consequently, when it comes to design and construction, NJ TRANSIT did not call the shots, and as a result things like construction means and methods, operation, flexibility, functionality, and opportunities for financial return may not be optimized for the benefit of NJ TRANSIT. Other considerations that were important to the DEP's mission but not NJ TRANSITs, and would likely carry the highest priority.

Vice Chair Fulton said it was clearly one of the greatest challenges facing NJ TRANSIT, which was funding, and as a Board Member, financial security was one of their greatest concerns as funding had a direct impact on safety, service, and reliability, and as he understood it NJ TRANSIT could be facing a fiscal cliff in 2025 or 2026. Vice Chair Fulton said, although they may not have a crystal ball, given current rider trends and the elimination of certain federal dollars, losing out on any potential revenue generating opportunities demand Board involvement in the process. It was also clear that NJ TRANSIT service reliability and customer service were under constant microscope, and rightfully so.

Vice Chair Fulton said the construction of the flood mitigation infrastructure could result in significant operating impacts during construction and create other types of operating impacts, including command and control independence when the system was deployed. He thought a project that could have tremendous impact on operations deserved more Board communication at every step of the process. Vice Chair Fulton said frankly, what was distressing and disappointing about this initiative was not the flood mitigation objective of strategic importance, he was frustrated by the lack of transparency associated with this initiative. This project was extremely complicated and appeared it had been under discussion for years, and Vice Chair Fulton said he had been on the Board since the beginning of 2020, and the first time he heard about this easement was last month at the November 2022 Board meeting. Now, December 2022 this Board was being asked to approve an easement that could have a significant financial and operating implication for NJ TRANSIT.

Vice Chair Fulton said, just so it was clear, he was not taking issue with what was being done, and said flood protection wins today, however, if given the opportunity perhaps he would have taken issue with how it was being done. Unfortunately, this Board did not become a part of the process until last month, for all intended purposes they have had little to no ability to influence the process, nor question the design approach, or enforce a relationship between the agencies, and no opportunity to consider the impacts to customers when the flood wall protocols are activated. Hopefully, he said they all agreed they were advancing the right solutions as they related to flood mitigation.

Vice Chair Fulton said he did not know if these solutions addressed flood mitigation objectives, and simultaneously preserved NJ TRANSIT's ability to maximize revenue opportunity, and maintain maximum control over its operation during construction, and when the wall was deployed. He was told that several Memorandums of Agreement between the agencies were under negotiations, and strongly encouraged staff to keep the Board apprised as negotiations continued.

Hurricane Sandy forever changed their thinking about an approach to resiliency, and there was little doubt that they were seeing storm intensity increasing year after year. Vice Chair Fulton said make no mistake about it, projects of this type required a give and take mentality, and mindset, and in projects like this were winners and losers, and this easement created a framework where theoretical new revenue opportunity would likely never be realized. He also noted this project would forever change NJ TRANSIT's operating protocols, most importantly, the lack of transferring of communication for a project of this magnitude was unacceptable. Vice Chair Fulton asked that President & CEO Corbett and his team do a better job in communicating matters that had this type of financial and operating significance to the Board.

Board Member Gordon said following up on Vice Chair Fulton's comments he wondered whether Mr. Schaefer could comment on how the flood wall activation would affect NJ TRANSIT Operations in Hoboken. He said he assumed that staff had examined that.

Mr. Schaefer said to some extent they thought of this and the flood gates that would be closed in preparation of a large storm coming through would be more than a few, but he did not have the exact number. He said the flood waters would be restrained out of Hoboken and protected, and the NJ TRANSIT yard would incur some flooding damage, but the potential benefit to NJ TRANSIT as stated by the project definition, Hoboken would be protected, thus not necessitating the longer period of recovery they normally would have. Mr. Schaefer said there were some shared benefits, but it was unfortunate that their property was where it was, and the city had not planned for the type of flooding occurring now 200 years ago.

Chair Gutierrez-Scaccetti noted she shared Vice Chair Fulton and Board Member Gordon's concern with the flood wall, and certainly understood that operational concerns were number one. However, it was to her understanding that teams after today would continue to work together to clearly identify responsibilities with regard to the operation of flood gates, as well as how their yard was impacted so there would be an ongoing conversation, which was a good thing. Chair Gutierrez-Scaccetti said she did agree with

Vice Chair Fulton that it would be good to keep the Board apprised of those discussions, so the Board has confidence that in the event of any type of storm where the surge could have such a detrimental effect on Hoboken as Superstorm Sandy did, they understood what was happening.

Chair Gutierrez-Scaccetti differed on the issue of revenue and said there was no doubt that when an easement is done with a private entity, there was a revenue component, and an easement had a monetary value. However, in this case, they were doing an easement with another governmental agency, and just the sheer purposes of exchanging money for those purposes had limited or good impact on either agency. Chair Gutierrez-Scaccetti said yes, NJ TRANSIT might benefit, but to the detriment of something else DEP needed to do. She said in the spirit of cooperation with their sister agency, and with the absolute need as talked about for flood mitigation, she clearly thought that everyone understood the need for flood mitigation, and that this project made sense at this time.

Chair Gutierrez-Scaccetti said they have been talking about this project forever since she has been on the Board, and yes, it would have been better for the Board to have been briefed incrementally, and going forward they would be. But, at the end of day, she did not worry about the revenue because they probably were never going to monetarize that property, but it was a place identified as absolutely critical in protecting Hoboken. Chair Gutierrez-Scaccetti said as much as they love each other, they do not always agree, but that was okay. From where she sat at the table, she 100 percent believed this project was for the purposes of protecting an important city, and community in their state. Chair Gutierrez-Scaccetti was also not disturbed necessarily by the idea they were not exchanging dollars with the DEP, and said at some point they would need something from the DEP, and there were a few things she could think of for global transportation needs, and would expect the DEP's cooperation back to the transportation agencies.

Chair Gutierrez-Scaccetti said, the most important part was the operational parts, and the need to know who was responsible for closing those flood gates. She said all those technical pieces were to be addressed in continuing conversations with the teams from NJ TRANSIT and the Governor's Office of Disaster Recovery and Resiliency Office, under the leadership of Dan Kelly. Chair Gutierrez-Scaccetti said they were going to vote on this Board Item and hopefully pass it, with a note in the minutes that the Board would be updated quarterly or more frequently, depending on activity, on what has happened with operational rules that would be put in place for that particular project.

Chair Gutierrez-Scaccetti asked for a roll call vote and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

2212-94: ALP-45 LOCOMOTIVE ENGINES OVERHAUL (70)

President & CEO Corbett introduced James Sincaglia, Senior Vice President and General Manager, Rail Operations, to present Action Item #2212-94. James Sincaglia presented for approval Action Item #2212-94: ALP-45 Locomotive Engines Overhaul (70).

Board Member James D. Adams made a motion, Vice Chair Cedrick T. Fulton seconded the motion, and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

2212-95: ADVANCED SPEED ENFORCEMENT SYSTEM II – POSITIVE TRAIN CONTROL:APPROVAL TO ISSUE A NEW PROCUREMENT-BY-EXCEPTION CONTRACT TO BACH-SIMPSON, DIVISION OF WABTEC CANADA FOR REMOTE DOWNLOADING OF EVENT RECORDERS ON SIEMENS PTC EQUIPPED VEHICLES

President & CEO Corbett introduced James Sincaglia, Senior Vice President and General Manager, Rail Operations, to present Action Item #2212-95. James Sincaglia presented for approval Action Item #2212-95: Advanced Speed Enforcement System II – Positive Train Control: Approval To Issue A New Procurement-By-Exception Contract To Bach-Simpson, Division of Wabtec Canada For Remote Downloading of Event Recorders on Siemens PTC Equipped Vehicles.

Board Member Noreen M. Giblin made a motion, Board Member Bob Gordon seconded the motion, and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

2212-96: 149 PASSENGER FERRY VESSEL – BOROUGH OF CARTERET

President & CEO Corbett introduced Michael Kilcoyne, Senior Vice President, Surface Transit and General Manager, Bus Operations, to present Action Item #2212-96. Michael Kilcoyne presented for approval Action Item #2212-96: 149 Passenger Ferry Vessel – Borough of Carteret.

Board Member Bob Gordon made a motion, Board Member James D. Adams seconded the motion, and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

2212-97: CONTRACTING OUT – WARREN MINIBUS SERVICE

President & CEO Corbett introduced Michael Kilcoyne, Senior Vice President, Surface Transit and General Manager, Bus Operations, to present Action Item #2212-97. Michael Kilcoyne presented for approval Action Item #2212-97: Contracting Out – Warren Minibus Service.

Vice Chair Cedrick T. Fulton made a motion and Board Member Bob Gordon seconded the motion.

Chair Gutierrez-Scaccetti praised Mr. Kilcoyne and his team because this was the kind of direction they needed to go in as a transit agency, by providing these types of services that complimented their larger fixed bus routes. She was pleased and looked forward to seeing more. Chair Gutierrez-Scaccetti said hopefully they would be able to use some of their federal funds that were provided this year, they really go to carbon reduction strategies in terms of environmental protection, and she looked forward to working with Mr. Kilcoyne and his team.

Chair Gutierrez-Scaccetti asked for a roll call vote and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

2212-98: APPROVAL OF NJ TRANSIT'S PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

President & CEO Corbett introduced Michael Kilcoyne, Senior Vice President, Surface Transit and General Manager, Bus Operations, to present Action Item #2212-98. Michael Kilcoyne presented for approval Action Item #2212-98: Approval of NJ TRANSIT's Public Transportation Agency Safety Plans.

Board Member Noreen M. Giblin made a motion and Board Member Bob Gordon seconded the motion.

Board Member Adams said he was in full agreement with this Board Item, and he intended to vote yes, but asked President & CEO Corbett in the future when items like this came up with an enormous number of pages in the hundreds, it be presented or discussed earlier on with the Board. Board Member Adams asked that it be reviewed a couple of months in advance and be presented to the Safety Committee, so they would have time to digest and understand the importance of it. He said he was in full support of the safety plan and the safety initiatives that NJ TRANSIT did each and every day to keep NJ TRANSIT passengers and employees safe. However, more of an advance notice would have been appreciated.

Vice Chair Fulton thanked Board Member Adams for his comments, and all that he would add was that the Safety Plan was a well put together document, and seeing all of that information in one place was a lot, and more time to digest it would have been appreciated. Vice Chair Fulton said the Safety Plan was helpful, educational, and the more time staff educated the Board put them in a better position to serve as Board Members. Lastly, he thanked all those who contributed to the Safety Plan.

Chair Gutierrez-Scaccetti asked for a roll call vote and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

2212-99: THIRD-PARTY INTERNAL AUDITING SERVICES CONTRACT

President & CEO Corbett introduced John O'Hern, Auditor General, Internal Audit, to present Action Item #2212-99. John O'Hern presented for approval Action Item #2212-99: Third-Party Internal Auditing Services Contract.

Board Member Adams made a motion and Board Member Michael Kanef seconded the motion.

Vice Chair Fulton asked if Mr. O'Hern could share with the Board the benefit he derived from having a third-party auditing service. Mr. O'Hern said they did not have in-house technical services primarily related to the Information Technology audits that they conduct. They had a vast portfolio of IT systems, both software and hardware, and did not have the in-house expertise to execute all of the audits they would like to. Mr. O'Hern said there were risks in the IT portfolio and thought it prudent that they have a third-party support them with those audits. They had two auditors in-house that were certified information security experts, but they could not perform all of the risk audits that they

needed to do, and probably could not have executed all their audits without the assistance of a third-party auditing service.

Chair Gutierrez-Scaccetti asked for a roll call vote and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

2212-100: ITEM DEFERRED: REGULATIONS: PROPOSED ADOPTION OF N.J.A.C. 16:78 SENIOR CITIZEN AND DISABLED RESIDENT TRANSPORTATION ASSISTANCE PROGRAM

President & CEO Corbett introduced Justin Davis, Regulatory and Government, Chief of Staff, to present Action Item #2212-100. Justin Davis presented for approval Action Item #2212-100: Regulations: Proposed Adoption of N.J.A.C. 16:78 Senior Citizen and Disabled Resident Transportation Assistance Program.

Board Member Adams made a motion and Board Member Noreen M. Giblin seconded the motion.

Chair Gutierrez-Scaccetti said they were going to have a discussion on this item. She noted there was a lot of discussion that day regarding this item, and asked whether there was a time sensitivity that required this Board Item to move. Mr. Davis said the regulations have been expired since 2005, but it was not time sensitive for the vote to be that month. Chair Gutierrez-Scaccetti asked that this Board Item be tabled until February so that Mr. Davis would have the opportunity to meet one more time with the SCDRTAC Committee to try and iron out their differences. Mr. Davis said they would be happy to have that meeting, prior to coming back to the Board.

Board Member Gordon said it would be useful for the Board to learn more about what the issues were, and given the fact that there was no time sensitivity issue, he thought that would be a useful process.

Board Member Adams said he fully agreed that they needed a little more time since there were no time sensitivity issues.

Chair Gutierrez-Scaccetti said she wanted to make one thing clear to both sides, the action to table this Board Item until February, which was when they have their next Board meeting, was not an indication that they favored one side or the other, because they did not know. She thought it best that during this meeting, SCDRTAC work out their differences with staff, because NJ TRANSIT were the ones they would be working with every day. Chair Gutierrez-Scaccetti said they always hear their fair share of criticism of

this Board, but all members of this Board actually have other day jobs, and everyone worked very hard, which was reflected in many of the comments that were said.

Chair Gutierrez-Scaccetti said this act to table this Board Item was also reflective of the fact that they wanted to make sure they did the right thing, but wanted to be very clear that this Board did not take a position one way or another on what was the right thing to do. She said some may come back in February and be very happy, and some may not. Chair Gutierrez-Scaccetti could not predict, but wanted to give the SCDRTAC Committee one more time to meet with staff and iron out their differences, and have an amicable result for a regulation that fell within the statutory requirements and limitations of the Committee, but also served the Committees' need for the constituency it references.

Chair Gutierrez-Scaccetti asked that the motion be amended to defer Board Item 2212-100: Regulations: Proposed Adoption of N.J.A.C. 16:78 Senior citizen and Disabled Resident Transportation Assistance Program until the February Board meeting, at which time they would decide whether to move it one way or the other.

Vice Chair Cedrick T. Fulton made an amended motion to defer Board Item 2212-100: Regulations: Proposed Adoption of N.J.A.C. 16:78, Board Member Noreen M. Giblin seconded the motion, and the amended motion to defer the item until the February 2023 Board meeting was adopted.

Roll Call Vote for Amended Motion:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

Chair Gutierrez-Scaccetti added that this action was not reflective of all of the work staff put in, and wanted that to be very clear. She appreciated the work that was done to take care of what was a very old matter, and while it was not time constrained, they wanted it back in February for the regulations process to be in place, and at which time the SCDRTAC Committee could participate in the formal process for providing comments.

David Peter Alan thanked the Board Chair, and Board Members Gordon and Adams.

2212-101: REGULATIONS: PROPOSED AMENDMENT OF N.J.A.C. 16:83 CONDUCT AND SAFETY OF THE PUBLIC IN THE USE OF NJ TRANSIT EQUIPMENT AND FACILITIES

President & CEO Corbett introduced Christopher Trucillo, Senior Vice President, Chief of Police and Office of Emergency Management, to present Action Item #2212-101. Christopher Trucillo presented for approval Action Item #2212-101: Regulations: Proposed Amendment of N.J.A.C. 16:83 Conduct and Safety of the Public in the Use of NJ TRANSIT Equipment and Facilities.

Board Member Bob Gordon made a motion and Board Member James D. Adams seconded the motion.

Board Member Adams said if he remembered correctly, they started discussing this item two years ago, based upon things that were happening on the trains and buses. Board Member Adams said he was so happy and overjoyed they were moving this item forward because the conductors and operators on the train, bus, and light rail were the cornerstone of NJ TRANSIT, and were one of the most important employees they had. Board Member Adams said during the pandemic when he was sitting at home by his computer, warm and safe, those employees were out there each and every day moving people from A to B, and it was inexcusable for them to be spit on, or hit, or screamed at. Board Member Adams said he was so pleased this was being put in place, and said to Chief Trucillo this was only the first step, but a monumental one. He asked that President & CEO Corbett correct him if he was wrong, that NJ TRANSIT was one of the first transit agencies to put this regulation in place. President & CEO Corbett said he believed they may be one of the first, and other sister agencies were looking at doing something similar.

Lastly, Board Member Adams thanked the team for being diligent in getting this done, and for looking out for the NJ TRANSIT family.

Board Member Thomas said she too was overjoyed that this regulation was being put in place, and being a Union worker herself, she appreciated her brothers and sisters' lives were being taken seriously because they went through a lot out there. She also said she was sure they would appreciate all that was being done to protect them.

Chair Gutierrez-Scaccetti asked that Board Member Thomas thank all of her colleagues for all that they do.

Chair Gutierrez-Scaccetti asked for a roll call vote and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

2212-102: PROPOSED LABOR AGREEMENT: FRATERNAL ORDER OF POLICE (FOP) LODGE #37

President & CEO Corbett introduced Christopher Trucillo, Senior Vice President, Chief of Police and Office of Emergency Management, to present Action Item #2212-102. Christopher Trucillo presented for approval Action Item #2212-102: Proposed Labor Agreement: Fraternal Order of Police (FOP) Lodge #37.

Board Member Bob Gordon made a motion, Board Member James D. Adams seconded the motion, and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

2212-103: INFORMATION TECHNOLOGY: AMENDMENT TO CONTRACT WITH INTEGRATION PARTNERS FOR NETWORK RESILIENCY

President & CEO Corbett introduced William Viqueira, Senior Vice President, Chief Financial Officer and Treasurer, to present Action Item #2212-103. William Viqueira presented for approval Action Item #2212-103: Information Technology: Amendment to Contract with Integration Partners for Network Resiliency.

Vice Chair Cedrick T. Fulton made a motion, Board Member Bob Gordon seconded the motion, and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

2212-104: PROPERTY ACQUISITION OF BUS GARAGE IN WESTWOOD, NEW JERSEY

President & CEO Corbett introduced William Viqueira, Senior Vice President, Chief Financial Officer and Treasurer, to present Action Item #2212-104. William Viqueira presented for approval Action Item #2212-104: Property Acquisition of Bus Garage in Westwood, New Jersey.

Board Member Noreen M. Giblin made a motion, Board Member James D. Adams seconded the motion, and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

Board Secretary Umukoro noted that Board Members Brown and Thomas were recused from the next three items, and they left the meetings.

2212-105: PERSONAL INJURY CLAIM OF JOSE GUERRERO

President & CEO Corbett introduced William Viqueira, Senior Vice President, Chief Financial Officer and Treasurer, to present Action Item #2212-105. William Viqueira presented for approval Action Item #2212-105: Personal Injury Claim of Jose Guerrero.

Board Member James D. Adams made a motion, Board Member Bob Gordon seconded the motion, and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

2212-106: PERSONAL INJURY CLAIM OF ALINA JADASZEWSKA

President & CEO Corbett introduced William Viqueira, Senior Vice President, Chief Financial Officer and Treasurer, to present Action Item #2212-106. William Viqueira presented for approval Action Item #2212-106: Personal Injury Claim of Alina Jadaszewska.

Board Member Bob Gordon made a motion, Vice Chair Cedrick T. Fulton seconded the motion, and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

2212-107: PERSONAL INJURY CLAIM OF THE ESTATE OF FREDERICK MALCHOW

President & CEO Corbett introduced William Viqueira, Senior Vice President, Chief Financial Officer and Treasurer, to present Action Item #2212-107. William Viqueira presented for approval Action Item #2212-107: Personal Injury Claim of the Estate of Frederick Malchow.

Board Member Noreen M. Giblin made a motion, Board Member Bob Gordon seconded the motion, and the item was adopted.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

Executive Session Authorization

Chair Gutierrez-Scaccetti noted they would adjourn to Executive Session, would only return to adjourn the meetings, and no further business would be conducted. Chair Gutierrez-Scaccetti advised everyone they were in for some severe weather, and if anyone was to be out and about doing shopping to be careful, and check the weather forecasts due to heavy storms coming in. Lastly, she wished everyone Happy Holidays, however they wished to celebrate, and peace, joy, and contentment over the holiday season, and a very healthy and happy 2023.

Chair Gutierrez-Scaccetti asked for a motion to enter Executive Session to discuss personnel matters, contract negotiations, the status of pending and anticipated litigation, and matters falling within the attorney-client privilege, including, but not limited to, the Property Acquisition of 82 Circle Avenue, Clifton, New Jersey for the Relocation of the Maintenance of Way Facility and the Grade Crossing License Agreement-Standard Alpha Property, LLC.

Board Member Bob Gordon made a motion, Board Member James D. Adams seconded the motion, and it was adopted. At approximately 1:07 p.m., the Board adjourned to Executive Session.

Roll Call Vote:

Adams	Doshi	Gordon	Maroko	Narra	Kanef	Giblin	Fulton	Gutierrez-Scaccetti
Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

Return to Open Session

Board Secretary Umukoro conducted a Roll Call as Board Members returned to Open Session. All Board Members, except for Chair Gutierrez-Scaccetti and Board Members Brown and Thomas, returned to Open Session at approximately 2:47 p.m.

Adjournment

Since there was no further business, a motion to adjourn was made by Board Member Bob Gordon, and seconded by Board Member James D. Adams, and adopted.

The meetings were adjourned at approximately 2:48 p.m.

NEW JERSEY TRANSIT CORPORATION
 NJ TRANSIT BUS OPERATIONS, INC.
 NJ TRANSIT RAIL OPERATIONS, INC.
 NJ TRANSIT MERCER, INC.
 NJ TRANSIT MORRIS, INC.
 BOARD OF DIRECTORS' MEETINGS

DECEMBER 14, 2022

MINUTES	PAGE
➤ CALL TO ORDER	-
➤ APPROVAL OF MINUTES OF PREVIOUS MEETINGS	63870
➤ PRESIDENT & CEO'S MONTHLY REPORT	63871
➤ PUBLIC COMMENTS	-
➤ ADVISORY COMMITTEE REPORT	-
➤ SENIOR CITIZEN AND DISABLED RESIDENT TRANSPORTATION ADVISORY COMMITTEE REPORT	-
➤ BOARD COMMITTEE REPORTS	-
<u>ACTION ITEMS</u>	
2212-90 BUS STOCK PROGRAM: PURCHASE OF 60 ARTICULATED BUSES – Authorization to exercise options contained in NJ TRANSIT Contract No. 18-032 with New Flyer of America of St. Cloud, Minnesota, for the purchase of 60 Articulated Buses, including spare parts, at a cost not to exceed \$56,794,743, plus five percent for contingencies, subject to the availability of funds.	63894
2212-91 MEMORANDUM OF UNDERSTANDING WITH MIDDLESEX COUNTY IMPROVEMENT AUTHORITY FOR THE NEW BRUNSWICK TRAIN STATION – Authorization to enter into a Memorandum of Understanding between and among NJ TRANSIT and the Middlesex County Improvement Authority by which NJ TRANSIT will fund a not-to-exceed amount of \$45,000,000.00 for internal and external improvements to the New Brunswick Train Station. Authorization to enter into funding agreements for each project phase prior to commencement of that phase for a total amount not-to-exceed \$45,000,000.00, subject to the availability of funds.	63895
2212-92 ELIZABETH RAIL STATION RECONSTRUCTION PROJECT: CONSTRUCTION MANAGEMENT SERVICES CONTRACT AMENDMENT – Authorization to enter into a contract amendment on NJ TRANSIT Contract No. 16-052R with WSP USA, Inc. to continue to provide Construction Management Services on the Elizabeth Rail Station Reconstruction Project in the amount not to exceed \$1,579,400.00, plus five percent contingency, subject to the availability of funds.	63897

NEW JERSEY TRANSIT CORPORATION
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- 2212-93 NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP) REBUILD BY DESIGN – HUDSON RIVER: NJ TRANSIT PERMANENT EASEMENT AND LEASE FOR RESIST STRUCTURE CONSTRUCTION AND OPERATIONS AND MAINTENANCE** – Authorization to take any and all actions to execute a permanent easement and lease agreement conveying necessary property interests to the New Jersey Department of Environmental Protection (NJDEP) for NJDEP's RBD project. **63900**
- 2212-94 ALP-45 LOCOMOTIVE ENGINES OVERHAUL (70)** – Authorization to enter into a sole source NJ TRANSIT Contract No. 22-635 with Foley-Caterpillar of Piscataway, New Jersey, to provide materials and services for the engine overhaul on 70 Caterpillar engines (two per locomotive) in an amount not to exceed \$34,854,248.48, plus five percent for contingencies, subject to the availability of funds. **63902**
- 2212-95 ADVANCED SPEED ENFORCEMENT SYSTEM II – POSITIVE TRAIN CONTROL: APPROVAL TO ISSUE A NEW PROCUREMENT-BY-EXCEPTION CONTRACT TO BACH-SIMPSON, DIVISION OF WABTEC CANADA FOR REMOTE DOWNLOADING OF EVENT RECORDERS ON SIEMENS PTC EQUIPPED VEHICLES** – Authorization to negotiate and issue a new contract to Bach-Simpson, division of Wabtec Canada, for remote downloading of event recorders on Siemens PTC equipped vehicles, to provide the ability to automatically generate the new FRA reporting requirements for the 96 Siemens vehicles in NJ TRANSIT's fleet at a cost not to exceed \$550,000, plus five percent for contingencies, subject to the availability of funds. **63907**
- 2212-96 149 PASSENGER FERRY VESSEL – BOROUGH OF CARTERET** – Authorization to enter into NJ TRANSIT Contract No. 21-066R with Hornblower Yachts, LLC., of San Francisco, California, for the construction of a 149-passenger ferry vessel at a cost to NJ TRANSIT not to exceed \$7,060,000, including administrative costs, subject to the availability of funds. The Borough of Carteret is responsible for all additional funding for the completion of the project. **63908**
- 2212-97 CONTRACTING OUT – WARREN MINIBUS SERVICE** – Authorization to enter into NJ TRANSIT Contract No. 22-043 with Delaware River Coach Lines, Inc., of Bethlehem, Pennsylvania, to operate the Warren Minibus Service for a 36-month base contract period of January 14, 2023 through January 16, 2026, at a cost not to exceed \$1,833,445, plus five percent for contingencies, for a total contract authorization of \$1,925,117, subject to the availability of funds and Board approval of NJ TRANSIT's Operating Budget. **63910**

NEW JERSEY TRANSIT CORPORATION
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- 2212-98 APPROVAL OF NJ TRANSIT'S PUBLIC TRANSPORTATION AGENCY SAFETY PLANS** – Authorization to take all actions necessary for approval of NJ TRANSIT's Public Transportation Agency Safety Plans detailed in the corresponding Exhibits with this Board item. **63911**
- 2212-99 THIRD-PARTY INTERNAL AUDITING SERVICES CONTRACT** – Authorization to enter into NJ TRANSIT Contract No. 22-053 with Experis US dba Jefferson Wells, Inc. of Milwaukee, Wisconsin, to provide Third-Party Internal Auditing services in an amount not to exceed \$1,500,000, plus five percent contingency, subject to the availability of funds. The contract shall have a base three-year term, with NJ TRANSIT retaining the sole discretion to extend the term of the contract with two (2) one-year option periods. The fiscal year amount for the contract will not exceed \$300,000, plus five percent contingency, subject to the availability of funds. **64360**
- 2212-100 REGULATIONS: PROPOSED ADOPTION OF N.J.A.C. 16:78 SENIOR CITIZEN AND DISABLED RESIDENT TRANSPORTATION ASSISTANCE PROGRAM** – **This item was deferred.** **64361**
- 2212-101 REGULATIONS: PROPOSED AMENDMENT OF N.J.A.C. 16:83 CONDUCT AND SAFETY OF THE PUBLIC IN THE USE OF NJ TRANSIT EQUIPMENT AND FACILITIES** – Authorization to take all actions necessary to initiate the rule-making process for the adoption of the regulations, N.J.A.C. 16:83 Conduct and Safety of the Public in the Use of NJ TRANSIT Equipment and Facilities, consistent with this Board item and corresponding Exhibit A. **64362**
- 2212-102 PROPOSED LABOR AGREEMENT: FRATERNAL ORDER OF POLICE (FOP) LODGE #37** – Authorization to enter into contract with the Fraternal Order of Police (FOP) Lodge #37 for the term of July 1, 2022 until June 30, 2027, subject to the availability of funds, approve the economic terms and other proposed conditions contained in the collective bargaining agreement, and take all necessary steps to finalize and implement same. **64380**
- 2212-103 INFORMATION TECHNOLOGY: AMENDMENT TO CONTRACT WITH INTEGRATION PARTNERS FOR NETWORK RESILIENCY** – Authorization to amend NJ TRANSIT Contract No. 21-642 with Integration Partners of Lexington, Massachusetts, under New Jersey State Contract M7000 for Data Communications for network architecture design, installation, and testing services of \$668,988.18, plus five percent for contingencies, subject to the availability of funds. **64389**
- 2212-104 PROPERTY ACQUISITION OF BUS GARAGE IN WESTWOOD, NEW JERSEY** – Authorization to: (1) execute and deliver any agreement for the purpose of funding the Property acquisition costs; (2) acquire the Property, for **64390**

NEW JERSEY TRANSIT CORPORATION
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an amount not to exceed that amount which was discussed in Executive Session, subject to the availability of funds, and negotiate and enter into or execute all documents, instruments and papers, and do and perform any and all acts or things, including by assignment of and hiring of staff and resources to proceed with the Property acquisition, in accordance with N.J.S.A. 27:25-1 et seq.; (3) exercise the power of eminent domain in accordance with the Eminent Domain Act, N.J.S.A. 27:25-5(j) and N.J.S.A. 27:25-13, and file complaints in condemnation, file and record declarations of taking, and execute deeds in lieu of condemnation in accordance with N.J.S.A. 20:3-1 et seq; and (4) carry out the relocation of affected property, if any, in accordance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, 42 U.S.C.A. §4601, et seq. and Uniform Transportation Housing Replacement and Relocation Act, N.J.S.A. 27:7-72 et seq.

- 2212-105 PERSONAL INJURY CLAIM OF JOSE GUERRERO** – Authorization to settle the claim of Jose Guerrero through his attorney, at an amount discussed in Executive Session. The Attorney General has approved the proposed settlement, subject to the availability of funds. **64391**
- 2212-106 PERSONAL INJURY CLAIM OF ALINA JADASZEWSKA** – Authorization to settle the claim of Alina Jadaszewska through her attorney, at an amount discussed in Executive Session. The Attorney General has approved the proposed settlement, subject to the availability of funds. **64392**
- 2212-107 PERSONAL INJURY CLAIM OF THE ESTATE OF FREDERICK MALCHOW** – Authorization to settle the claim of The Estate of Frederick Malchow through its attorney, at an amount discussed in Executive Session. The Attorney General has approved the proposed settlement, subject to the availability of funds. **64393**
- **EXECUTIVE SESSION AUTHORIZATION** **64394**
- **ADJOURNMENT**

APPROVAL OF MINUTES

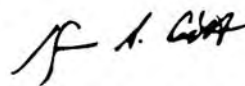
WHEREAS, the By-Laws provide that the minutes of actions taken at meetings of the New Jersey Transit Corporation, NJ TRANSIT Rail Operations, Inc., NJ TRANSIT Bus Operations, Inc., NJ TRANSIT Mercer, Inc., and NJ TRANSIT Morris, Inc. Board of Directors be approved by the Board; and

WHEREAS, pursuant to Section 4(f) of the New Jersey Public Transportation Act of 1979, the minutes of actions taken at the November 9, 2022 Board Meetings of the New Jersey Transit Corporation, NJ TRANSIT Bus Operations, Inc., NJ TRANSIT Rail Operations, Inc., NJ TRANSIT Mercer, Inc., and NJ TRANSIT Morris, Inc. were forwarded to the Governor on November 17, 2022;

NOW, THEREFORE, BE IT RESOLVED that the minutes of actions taken at the November 9, 2022 Board Meetings of the New Jersey Transit Corporation, NJ TRANSIT Rail Operations, Inc., NJ TRANSIT Bus Operations, Inc., NJ TRANSIT Mercer, Inc., and NJ TRANSIT Morris, Inc. Board of Directors' meetings are hereby approved.

Philip D. Murphy, Governor
 Sheila Y. Oliver, Lieutenant Governor
 Diane Gutierrez-Scaccetti, Commissioner
 Kevin S. Corbett, President & CEO

NJ TRANSIT
 One Penn Plaza East
 Newark, NJ 07105-2246
 973-491-7000

TO: BOARD OF DIRECTORS
 FROM: KEVIN S. CORBETT 
 DATE: DECEMBER 14, 2022
 SUBJECT: PRESIDENT & CEO'S REPORT – DECEMBER 2022

NJ TRANSIT has introduced a new holiday savings campaign as part of our ongoing efforts to incentivize ridership that includes extending our family SuperSaver fare and other promotional discounts. Full details are available at njtransit.com/holiday. As more riders continue to return to the system, we are also doing everything in our power to maximize accessibility for all of our customers. Toward that end, NJ TRANSIT will hold its second Accessibility Forum tomorrow, on December 15th. The forum is designed to educate the public on the many services and features that make our system as accessible and inclusive as possible, and to provide an opportunity for public feedback. Please visit njtransit.com/accessibility for more details.

Another important aspect of incentivizing transit use is keeping fares steady, and in this regard, NJ TRANSIT is once again leveraging existing assets to generate meaningful, non-farebox revenue. On November 28th, NJ TRANSIT announced a new, three-year agreement that includes making our Woodbridge Station the “Home of Berkeley College.” This partnership officially cements a long-standing, mutually beneficial relationship that has made Berkeley College one of our nation’s most attractive, convenient, and accessible places for students to learn and grow.

We also know that robust public transit ridership is beneficial for our environment, and we continue to focus on sustainability as a core agency value and top priority. Aligned with this priority, NJ TRANSIT continues to advance the development of our first-ever Sustainability Plan, through additional public input. Yesterday on December 13th, we held our third public engagement Sustainability Plan webinar, where we shared a draft framework for the Plan, created with input from the previous two public stakeholder sessions. Recordings of the previous two meetings are available on our Sustainability Plan webpage, at njtransit.com/sustainabilityplan.

As part of this morning's agenda, today we will seek Board approval to initiate the rules-making process for the adoption of new regulations that will enforce elements of the “Motorbus and Passenger Rail Service Employee Violence Prevention Act” signed into law by Governor Murphy this year in January. This includes the ability to ban riders for up to one year if they assault a NJ TRANSIT frontline employee, or a ban for life if a deadly weapon is used. Also on the agenda this morning, the Board will consider a contract to overhaul 70 Tier 3, ALP-45 Dual-Powered locomotive engines. This overhaul will maintain our compliance with EPA regulations for Tier 3 engines and keep these locomotive running in a state-of-good-repair – improving the overall reliability of NJ TRANSIT rail service.

Moving on to infrastructure-related updates, I'd like to invite all of you to visit a new webpage we created to document our progress on the Portal North Bridge Replacement Project, available at njtransit.com/portal, which includes a “Daily Project Snapshot.” As the project progresses, we will be adding more pictures and videos, including time-lapse video of project progress at regular intervals. In addition to Portal North, NJ TRANSIT continues to make progress on the Hudson-Bergen Light Rail Northern Branch project, which will ultimately put the “Bergen” in the HBLR. Thanks to our aggressive grant application efforts, I'm pleased to note that last month NJ TRANSIT was awarded a \$592,000 FTA grant to study equitable Transit-Oriented Development (TOD) along this proposed nine-mile extension. In developing the study, NJ TRANSIT will engage local communities, governments, and regional and state agencies in the many facets of TOD to craft a collective vision for the corridor.

Turning our attention to technology, just a quick note to let you know that we have now completed the upgrades on every Ticket Vending Machine (TVM) on all three of our light rail systems that allow customers to purchase and validate their one-way ticket in one easy step at the TVM. This upgrade, which was completed on our River LINE as of last month's Board meeting, has now been finalized on HBLR and Newark Light Rail machines.

In conclusion, I'd like to highlight an initiative that we rolled out on December 5th at our Highland Avenue rail station, where I was pleased to announce the relaunch of NJ TRANSIT's Adopt-A-Station program, in partnership with American Express. Through this program, community groups can “adopt” their local train station to maintain its character as a focal point of their neighborhood – planting flowers, performing light landscaping, and removing litter. The press conference included Orange Township Mayor Dwayne Warren and representatives from American Express and the Vision for Orange Foundation, which formally adopted our Highland Avenue Station – making them the first group to do so as part of the program's official relaunch.



PRESIDENT & CEO'S MONTHLY REPORT

December 14, 2022

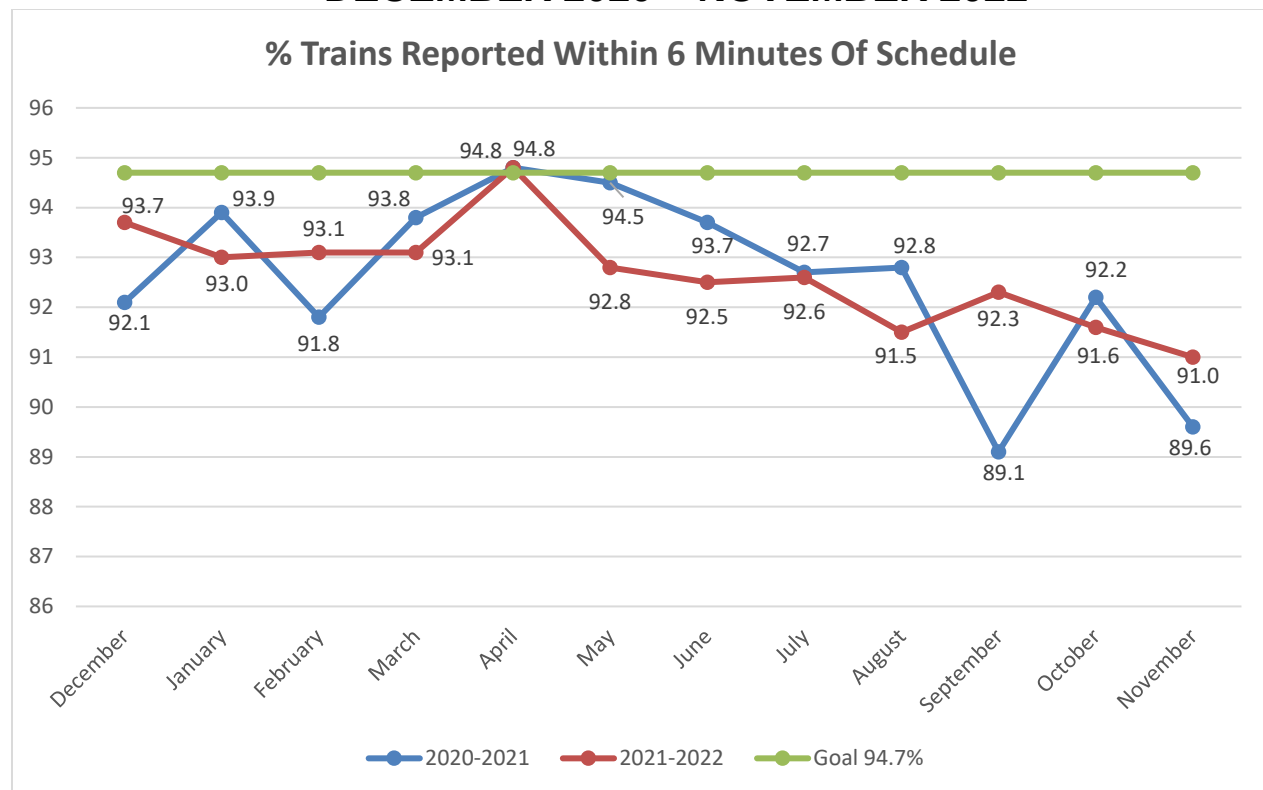
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- 1. PERFORMANCE MEASURES**
- 2. MEAN DISTANCE BETWEEN FAILURES**
- 3. DBE/SBE PROGRAM**
- 4. EMPLOYEE RECOGNITION**

PERFORMANCE MEASURES

NJ TRANSIT ON-TIME PERFORMANCE RAIL DECEMBER 2020 – NOVEMBER 2022



	<u>2021</u>	<u>2022</u>	<u>%Change</u>
November Comparison	89.6%	91.0%	1.4%
12-Month Average Nov. 2020 – Oct. 2022	92.6%	92.7%	0.1%

Analysis:

Rail On-time Performance was 91.0% for November 2022. Of the 117,630 trains scheduled to operate, 16,051 were on time, while 1,579 trains (or 9.0%) were delayed.

Key Causes included:

- Amtrak vandalism, NJT weather/wheelslip, bridge issues, cab car issues, programmed maintenance and a grade crossing accident contributed 88 delays on November 2.
- Amtrak equipment issue, programmed maintenance, NJT weather/wheelslip, PTC mechanical, programmed maintenance speed restriction and an unruly customer contributed 144 delays on November 7.
- Amtrak Portal Bridge open and NJT catenary utility issue contributed 57 delays on November 25.

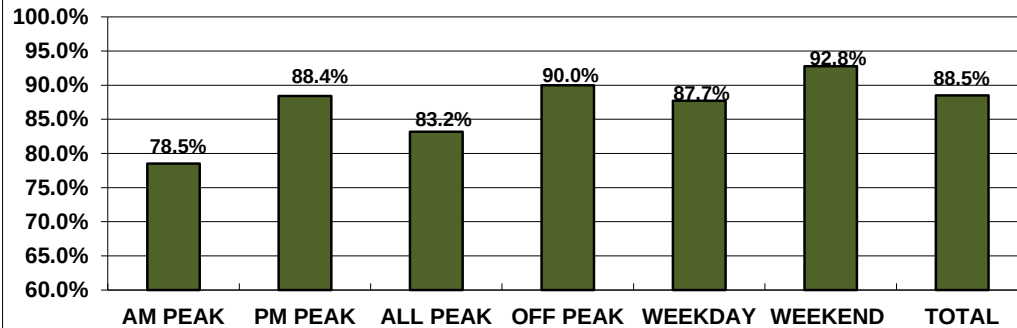
The 12-month Average for Rail On-Time Performance was 92.7%.

ON-TIME PERFORMANCE RAIL

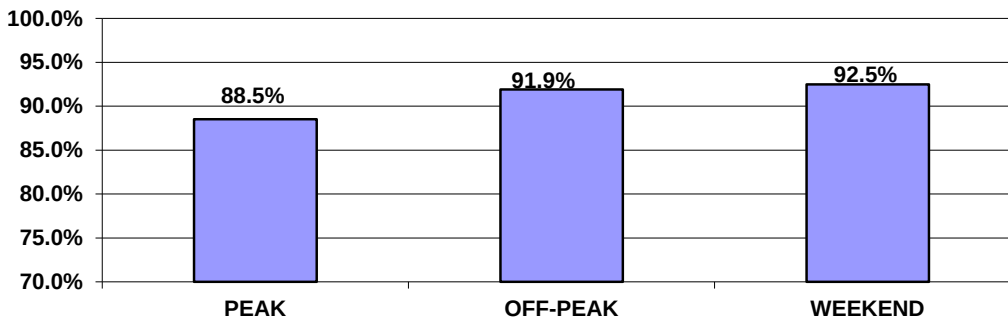
SUMMARY BY TIME PERIOD November 2022

*** NOTE: A train is reported late if it arrives at its final station stop more than 5:59 minutes later than the advertised schedule.**

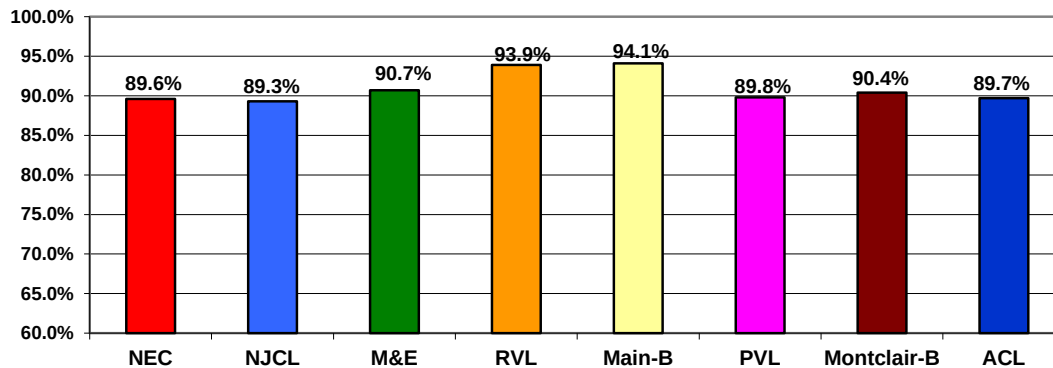
% NEW YORK PENN STATION Trains Reported On Time *



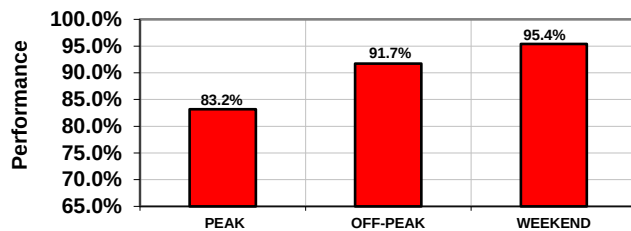
% SYSTEMWIDE Trains Reported On Time



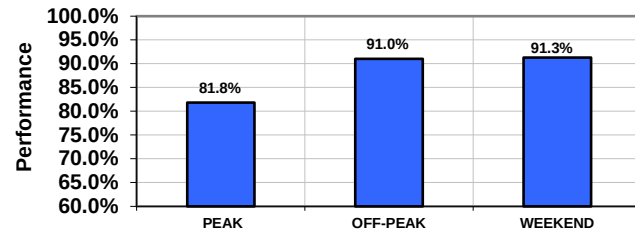
% BY LINE Trains Reported On Time



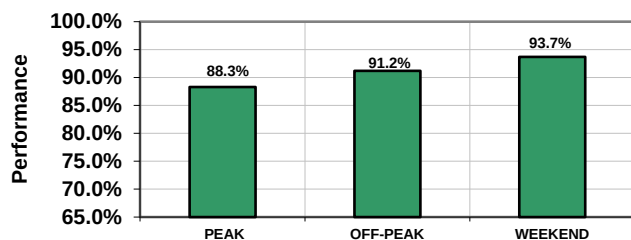
ON-TIME PERFORMANCE BY RAIL LINE & TIME PERIOD November 2022

NORTHEAST CORRIDOR

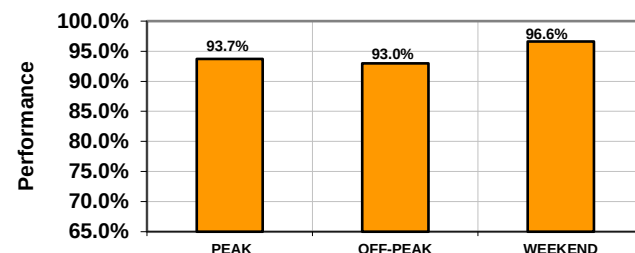
Time Period

NORTH JERSEY COAST LINE

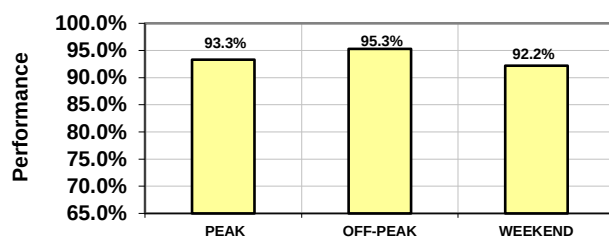
Time Period

MORRIS & ESSEX

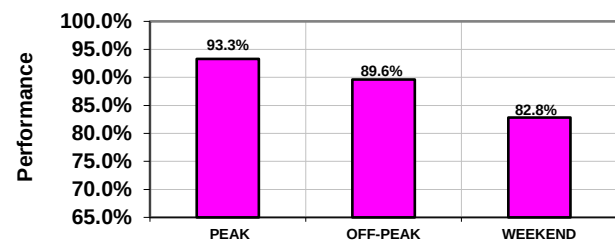
Time Period

RARITAN VALLEY LINE

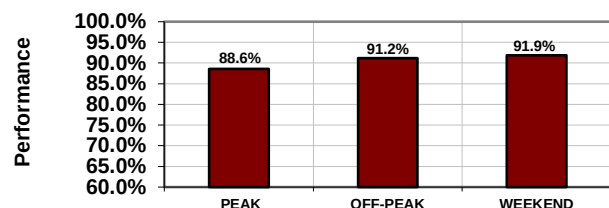
Time Period

MAIN-BERGEN

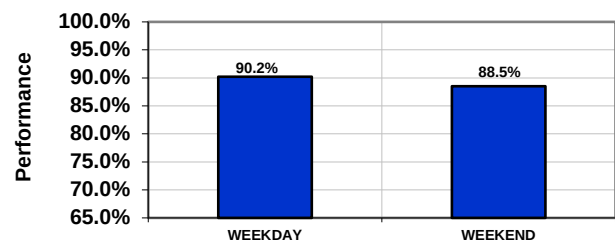
Time Period

PASCACK VALLEY

Time Period

MONTCLAIR-BOONTON

Time Period

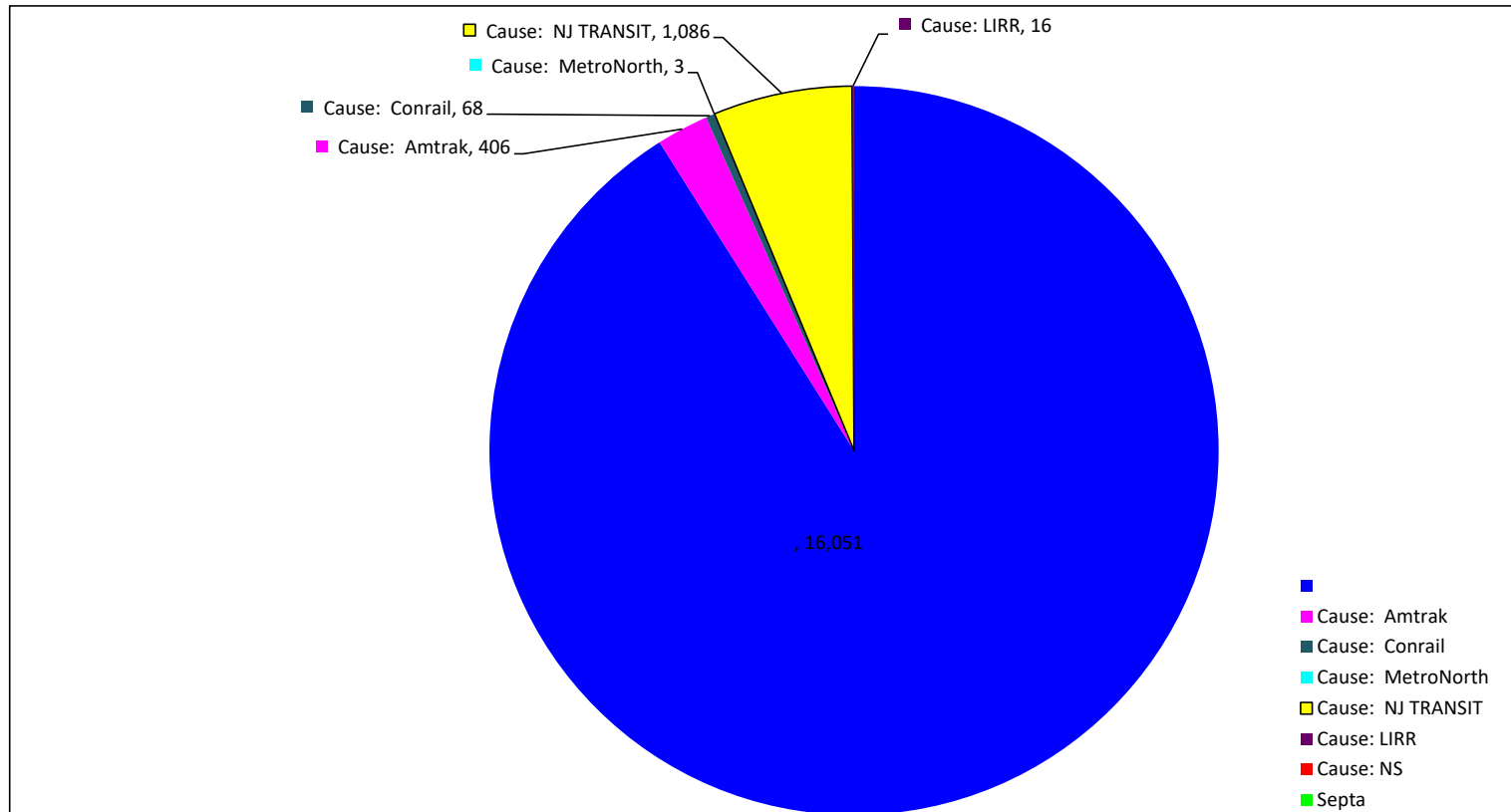
ATLANTIC CITY

Time Period

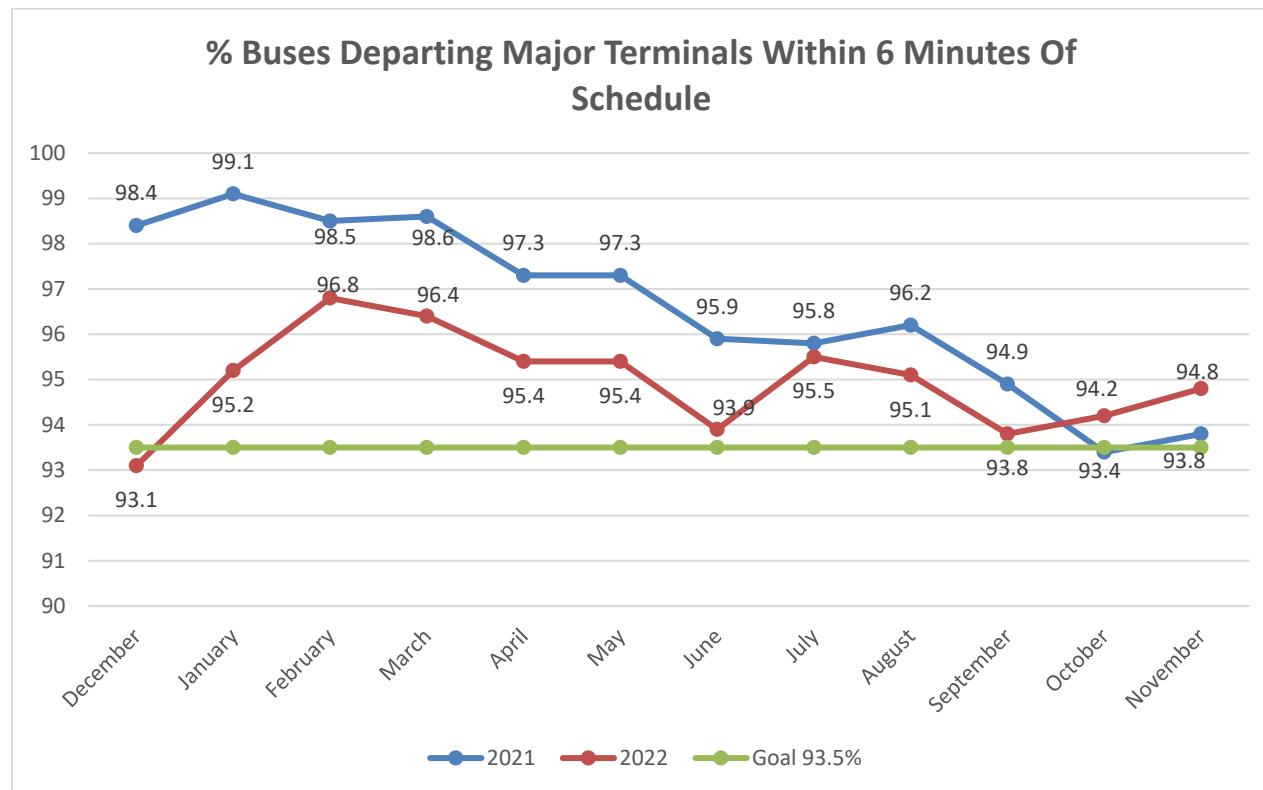
NJ TRANSIT Performance - November 2022

Late NJ TRANSIT Trains

		Cause: Amtrak	Cause: Conrail	Cause: MetroNorth	Cause: NJ TRANSIT	Cause: LIRR	Cause: NS	Septa
# of Trains On Time	16,051	406	68	3	1,086	16		
# of Late Trains	1,579	2.30%	0.39%	0.02%	6.16%	0.09%	0.00%	0.00%
Total # of Trains	17,630							
Percentage On Time	91.0%							



NJ TRANSIT ON-TIME PERFORMANCE BUS Dec 2020 –Nov 2022



	<u>2021</u>	<u>2022</u>	<u>%Change</u>
Nov Comparison	93.8%	94.8%	1.0%
12-Month Average Dec 2020 – Nov 2022	96.6%	95.0%	-1.6%

Analysis*:

Bus On-time Performance systemwide was 94.8% for the month of Nov 2022. Of the 43,129 monitored departures, 2229 experienced delays.

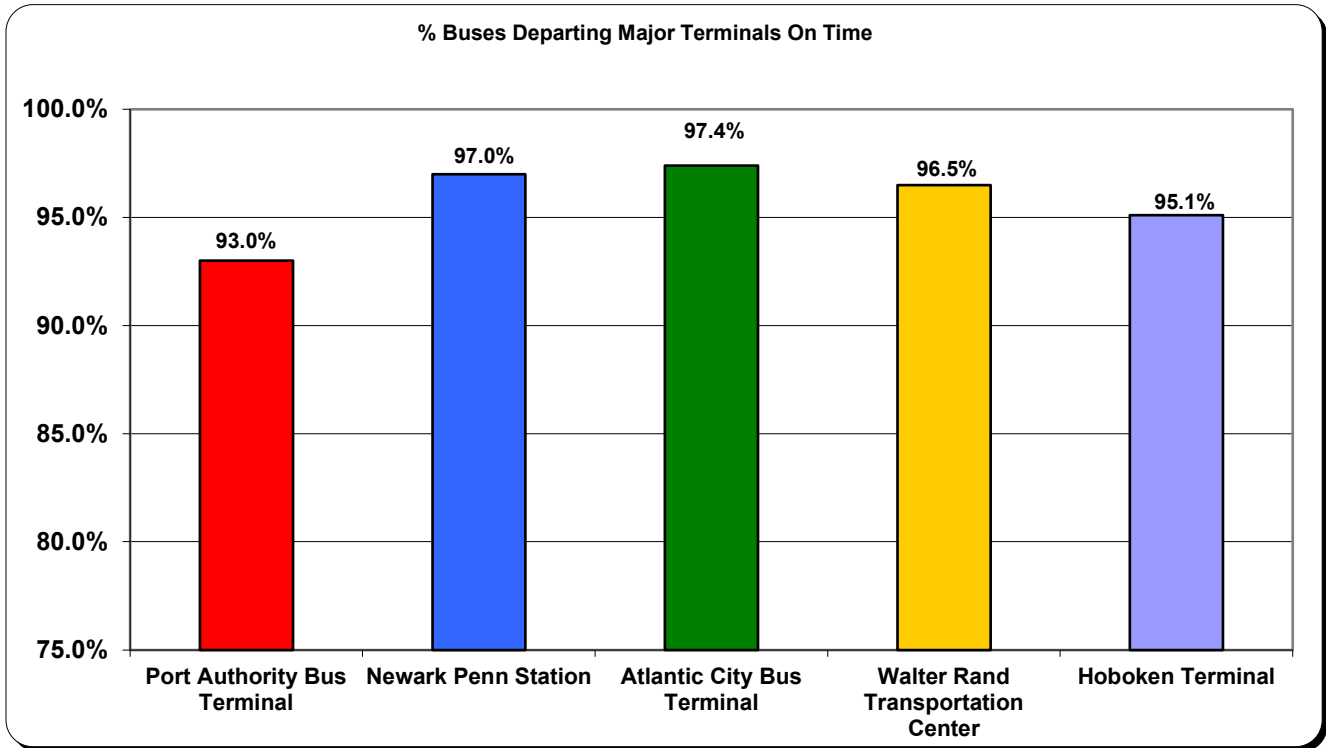
Key Causes included:

- At PABT, on the 10th, 11th & 15th heavy inbound traffic due to construction on Rt. 1&9, contributed to delays. On the 16th–18th disabled NJT bus in the center tube, NJT Bus/truck accident at the south tube, gridlock alert-inbound heavy traffic and disabled short line bus contributed to delays. On the 23rd heavy traffic due to the holidays and outbound traffic congestion caused delays.
- At Newark Penn, on the 3rd heavy traffic on multiple roads due to utility work, mechanical issues, Passaic Drawbridge closure, caused delays. On the 4th, mechanical issues, Bus/Auto accident, customer in need of assistance, road closures due to utility work caused delays. On the 22nd, DOT Inspections, Bus/Auto accident, injured operator, road

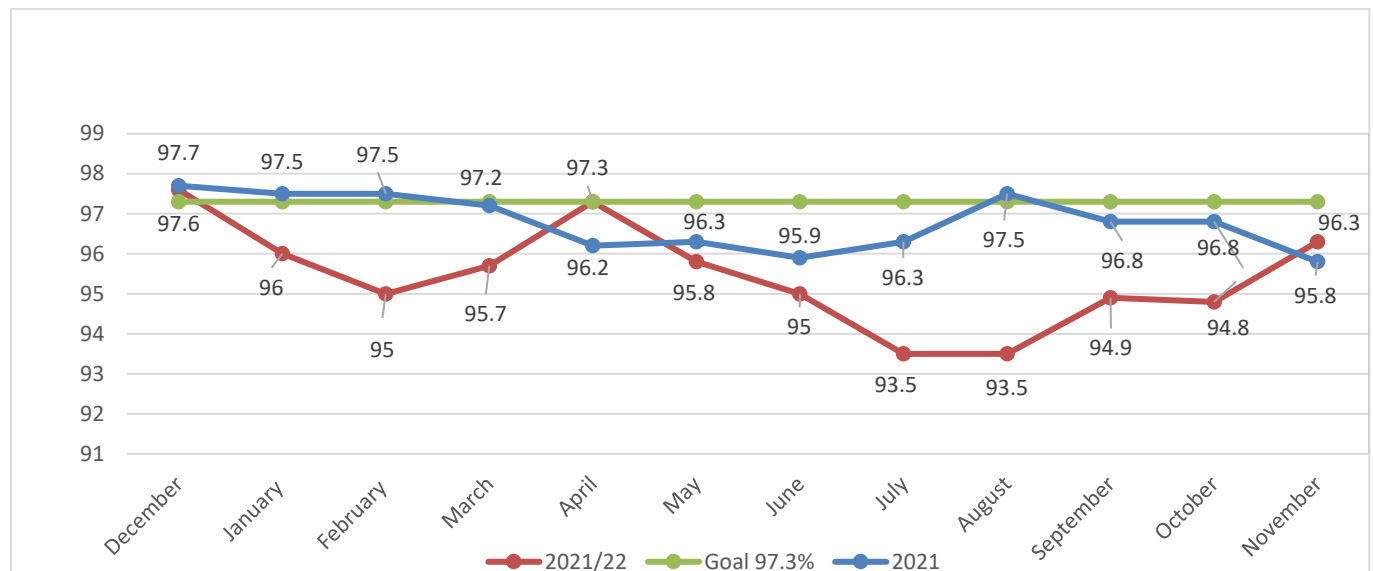
The 12-month average for Bus On-Time Performance was 95.0%.

ON-TIME PERFORMANCE BUS

SUMMARY BY TERMINAL



NJ TRANSIT ON-TIME PERFORMANCE LIGHT RAIL December 2020 – November 2022



	<u>2021</u>	<u>2022</u>	<u>%Change</u>
November Comparison	95.8%	96.3%	+0.5%
12-Month Average December 2021 – November 2022	96.6%	95.4%	-1.2%

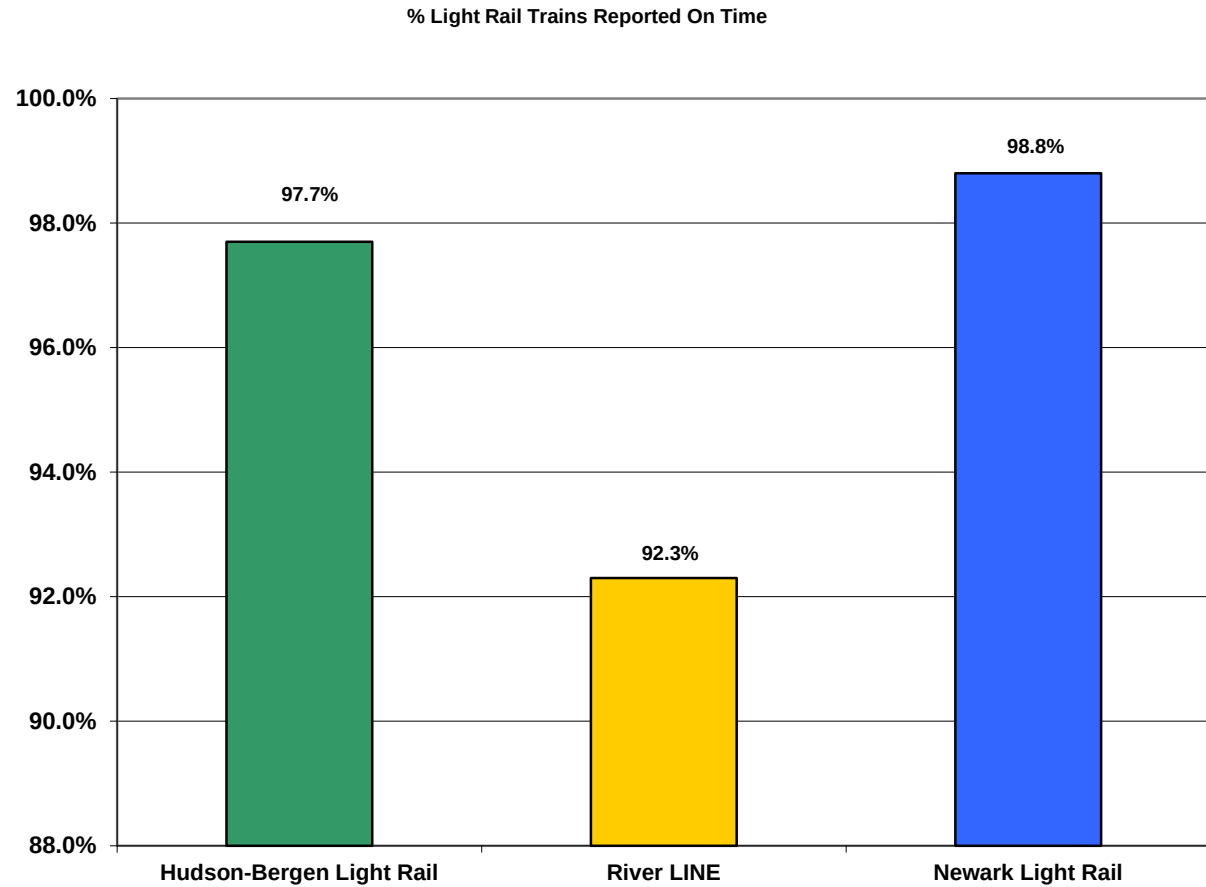
Analysis: Light Rail On-time Performance system wide was 96.3% for the month of November. Of the 26,174 scheduled departures, 1,043 experienced delays.

Key Causes included:

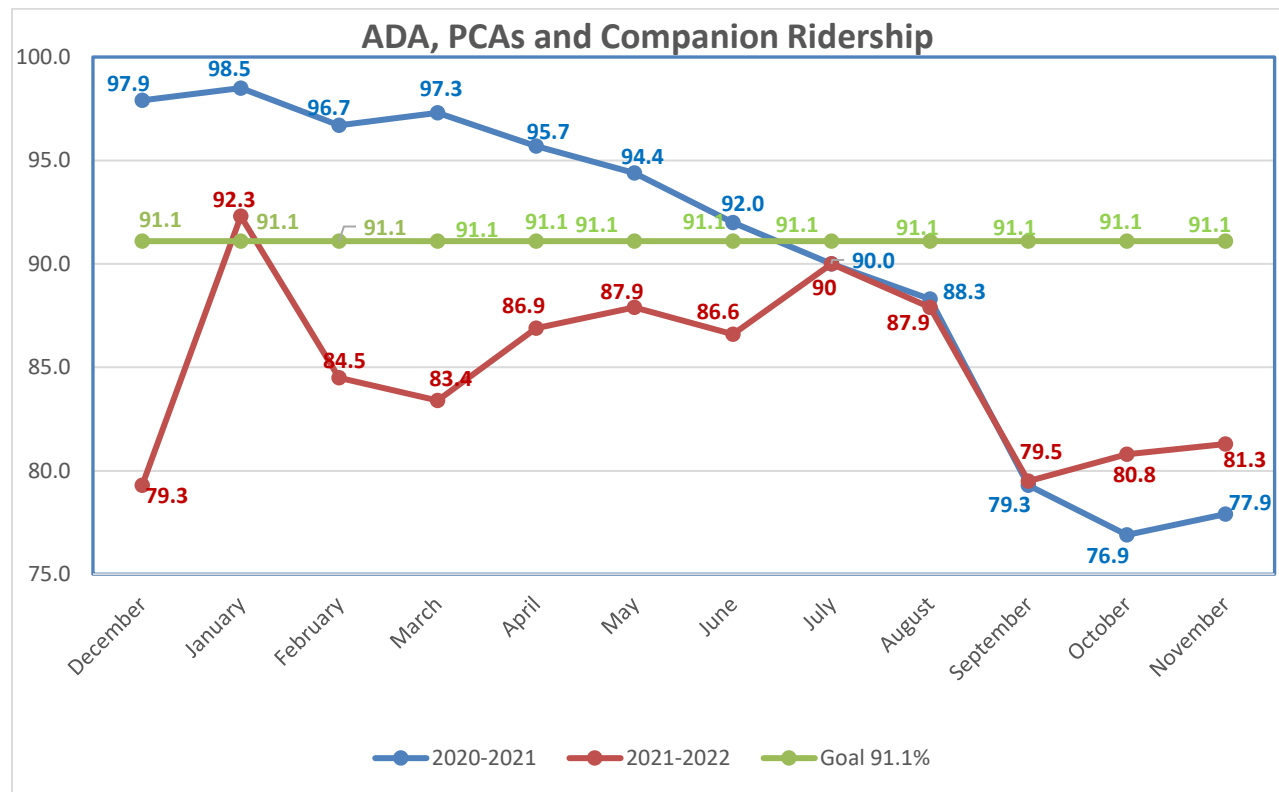
- **Newark Light Rail** – General maintenance taking place on multiple dates due to door, propulsion, and power/brake issues.
- **River LINE** – Incidents involving general maintenance of LRV/equipment issues taking place across multiple dates, including engine, door, signal, and brake issues. Customer incidents on 11/1, 11/7, 11/23, and 11/26 affected 12 trains. Motor vehicles on tracks on 11/4 and 11/27 impacted 7 trains.
- **HBLR** – Incidents involving general maintenance of LRV taking place across multiple dates, including door issues, power/propulsion issues, brakes, and other issues. Police activity on 11/1, 11/2, 11/3, 11/9, 11/10, 11/11, 11/12, 11/16, 11/18, 11/22, 11/23, 11/24, 11/29, and 11/30 affected 193 trains. Motor vehicles on tracks on 11/4, 11/14, 11/17, and 11/29 impacted 13 trains. External customer incidents throughout the month affected 76 trains. LRV accident with motor vehicle on 11/8 affected 104 trains, along with another accident on 11/18 affecting 69 trains.
- The 12-month Average for Light Rail On-Time Performance is 95.4%

ON-TIME PERFORMANCE LIGHT RAIL

SUMMARY BY LINE November 2022



NJ TRANSIT ON-TIME PERFORMANCE ACCESS LINK DECEMBER 2020–NOVEMBER 2022



	<u>2021</u>	<u>2022</u>	<u>%Change</u>
November Comparison	77.9%	81.3%	3.4%
November Ridership	102,152	114,124	11,972
12-Month Average December – November 2022	90.4%	85.0%	-5.4%

Analysis:

Access Link On-time performance was 81.3% for November 2022. In serving 123,744 total customers, for 114,124 ADA customers trips, 21,336 or (18.7%) experienced delays.

Key Causes included:

- Increased traffic during peak periods
- Regions 2, 5 & 6, 45-60 minute delays due to operator availability
- Customer cancellations and no-shows

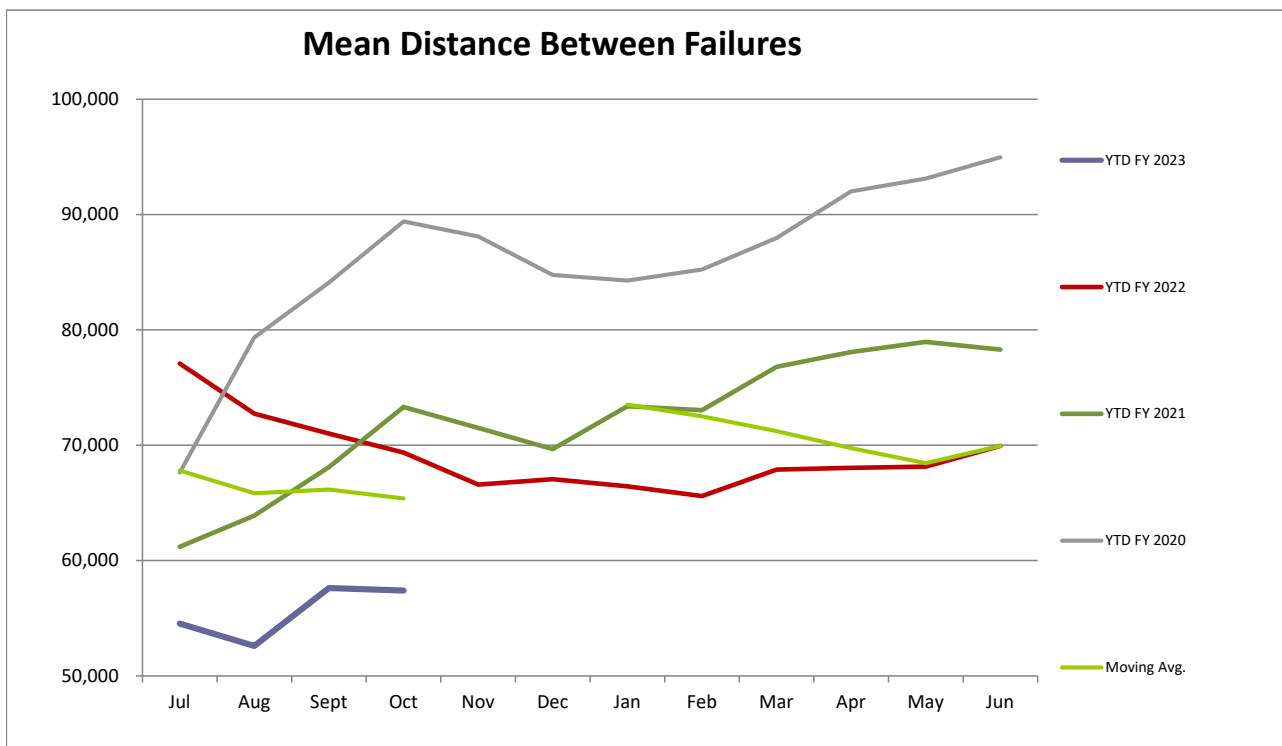
The 12-month Average for Access Link On-Time Performance was 85.0%.

MEAN DISTANCE BETWEEN FAILURES

October 2022

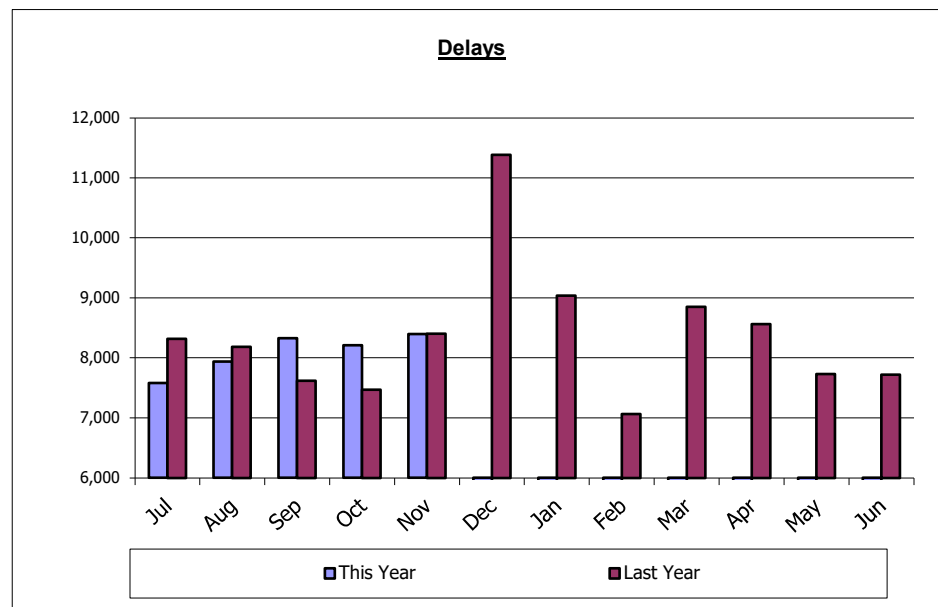
NJ TRANSIT Rail Operations
Mean Distance Between Failures

Month	YTD FY 2023	YTD FY 2022	YTD FY 2021	YTD FY 2020	12 Month Moving Avg.
Jul	54,531	77,087	61,198	67,634	67,808
Aug	52,602	72,743	63,891	79,350	65,832
Sept	57,623	71,005	68,109	84,111	66,170
Oct	57,410	69,368	73,320	89,410	65,389
Nov	-	66,597	71,498	88,101	-
Dec	-	67,060	69,664	84,773	-
Jan	-	66,433	73,392	84,273	73,526
Feb	-	65,594	73,030	85,233	72,516
Mar	-	67,894	76,790	87,973	71,219
Apr	-	68,050	78,072	92,007	69,751
May	-	68,153	78,962	93,119	68,454
Jun	-	69,949	78,300	94,969	69,949



Garage Performance Parameters**November 2022**

Location	Miles Between In-Service Delays			
	FY2023 Goal	This Month	FY2023 YTD	FY2022 YTD
Fairview	5,500	6,419	7,952	3,889
Greenville	7,000	4,105	5,167	3,411
Market Street	8,000	4,192	3,859	4,123
Meadowlands	9,500	5,225	4,901	5,438
Oradell	10,000	15,170	11,503	6,537
Wayne	16,000	10,949	10,529	15,502
WestWood	-	17,763	19,826	-
Northern Division	-	7,203	6,941	5,694
Big Tree	9,500	3,999	5,010	6,067
Hilton	10,600	7,555	6,718	5,704
Howell	17,500	25,792	24,215	14,156
Ironbound	10,200	8,768	7,974	12,394
Orange	9,800	3,349	3,261	5,085
Morris	10,500	48,446	22,270	40,305
Central Division	-	7,482	7,377	8,324
Egg Harbor	14,000	11,842	10,367	15,583
Hamilton	11,000	10,655	9,696	7,770
Newton Avenue	15,000	11,420	11,885	16,954
Washington Twp.	16,000	19,050	16,236	18,318
Southern Division	-	13,262	12,014	14,669
Bus Operations	-	8,396	8,073	7,980

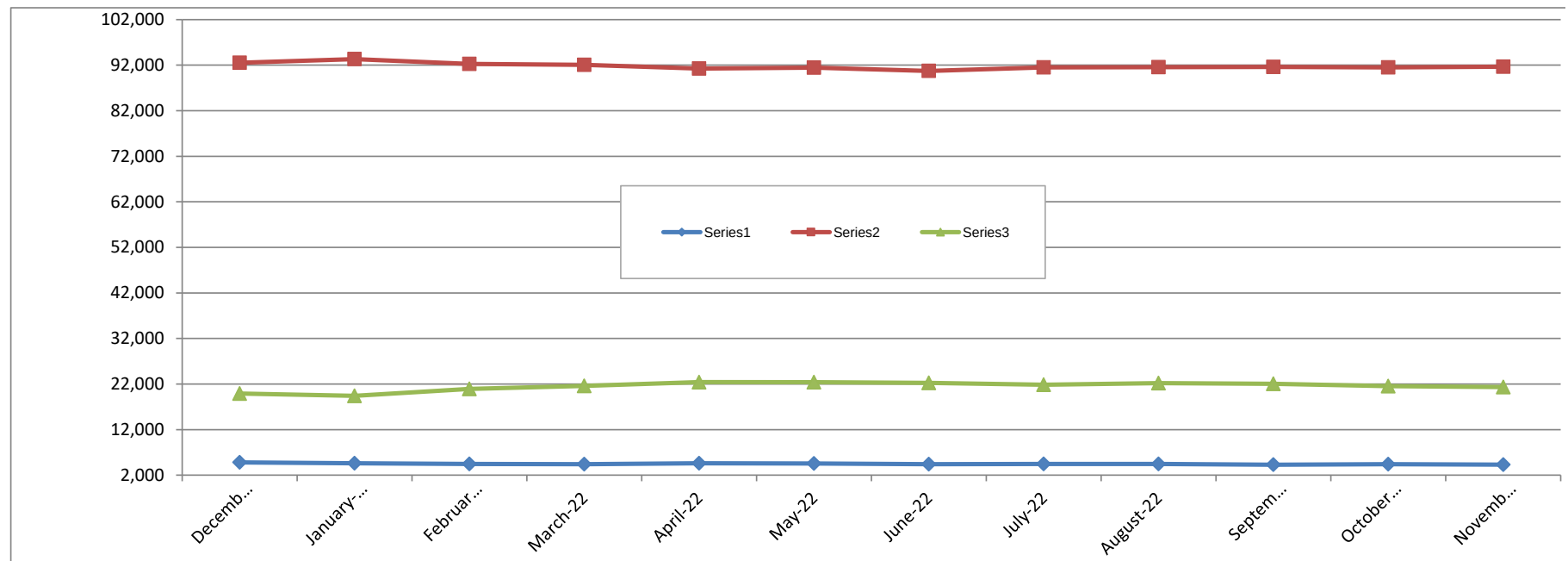


NJ TRANSIT - LIGHT RAIL, November 2022

Average Miles Between In Service Failures

NJT LIGHT RAIL	MDBSF * November 2022	MDBSF * October 2022
Newark Light Rail	4,218	4,413
Hudson Bergen	91,664	91,530
River LINE	21,328	21,544

AVERAGE MILES BETWEEN IN-SERVICE MECHANICAL FAILURES



DBE/SBE PROGRAM

NJ TRANSIT - DBE/SBE Participation for November 2022**State Funded Contracts****State Fiscal Year 2023 - July 1, 2022 through June 30, 2023**

During the month of **November 2022** NJ TRANSIT awarded **\$2,191,546.62** in state funded contracts. Of that total, Small Business Enterprises (SBEs) received **\$154,275.24** or **7.04%**.

State Fiscal Year 2023 YTD (July 1, 2022, through June 30, 2023) NJ TRANSIT awarded **\$33,197,423.03** in state funded contracts. Of that total, SBEs received **\$3,016,314.31** or **9.09%**.

Note: The above reflects the Procurement Report of Awards received on September 8, 2022.

SBE Goal Attainment from July 1, 2022 through June 30, 2023 (SFY 2023)

Category 1 SBEs	\$334,275.24	1.01%
Category 2 SBEs	\$2,234,354.05	6.73%
Category 3 SBEs	\$447,685.02	1.35%
Category 4 SBEs	\$0.00	0.00%
Category 5 SBEs	\$0.00	0.00%
Category 6 SBEs	\$0.00	0.00%

FTA Funded Contracts (Updated on a quarterly basis– next update will occur January 2023)**Federal Fiscal Year (FFY) 2022 - October 1, 2021 through September 30, 2022**

During the **4th Quarter** (July 1, 2022 – September 30, 2022) the FTA funded share of NJ TRANSIT's federal contracts awarded was **\$2,227,201.35**. Of that total, Disadvantaged Business Enterprises (DBEs) received **\$131,508.00** or **5.90%**

FFY 2020 through FFY 2022 Q4 (October 1, 2019 – September 30, 2022) NJ TRANSIT awarded **\$2,087,461,703.13**** in federally funded contracts. Of that total, DBEs received **\$141,682,519.00** or **6.787%**.

**Numbers reflect federal share*

*** Number includes subrecipient awards*

Transit Vehicle Manufacturer (TVM)¹ Awards

(Next update will occur in January 2023)

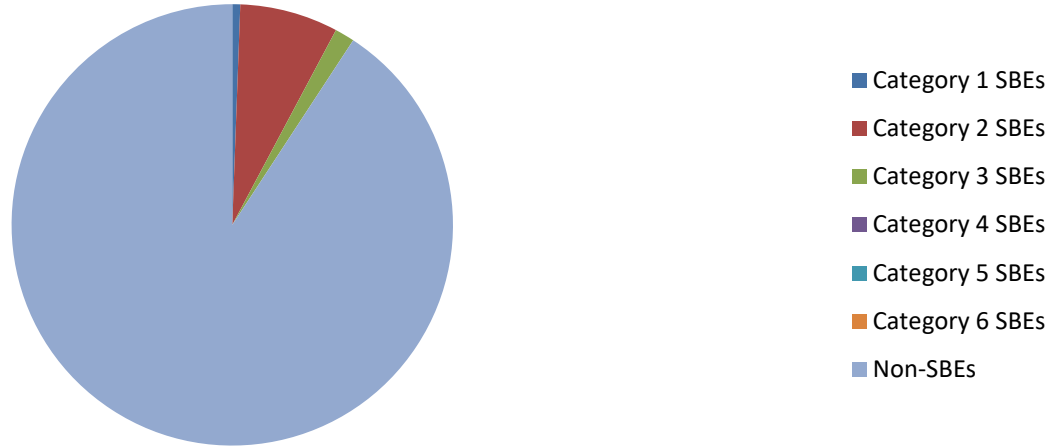
**Numbers reflect federal share*

*** Number includes subrecipient awards*

¹ Transit Vehicle Manufacturers (TVMs) will be reported to the President and CEO on a quarterly basis in the same manner that FTA-funded contracts are currently reported. TVMs are manufacturers whose primary business purpose is to build vehicles specifically for public mass transportation. The "TVM" designation indicates that the intended contract recipient/awardee has submitted to the Federal Transit Administration a plan to utilize Disadvantaged Business Enterprises on their contracts. NJ TRANSIT does not place a separate goal on Transit Vehicle Manufacturers.

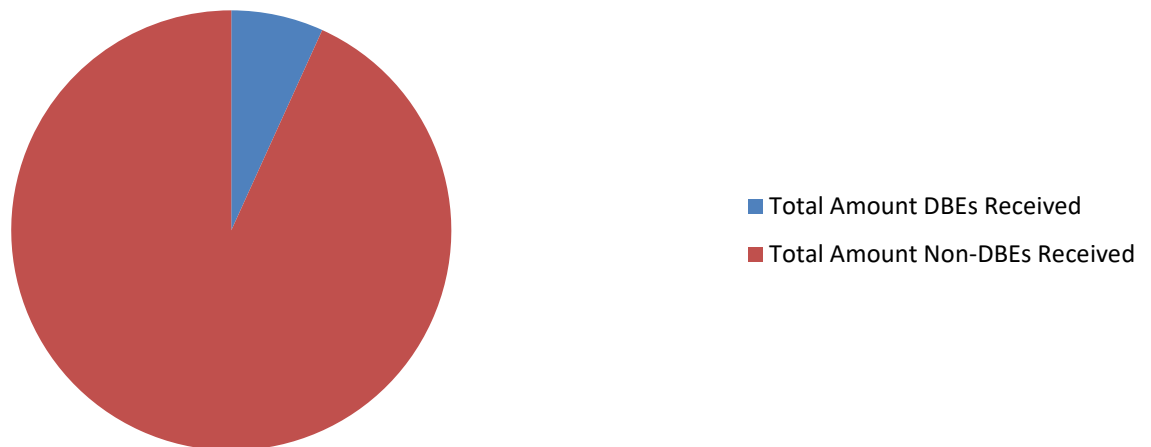
STATE CONTRACTS
STATE FYTD 2022

Category 1 SBEs	\$334,275.24	1.01%
Category 2 SBEs	\$2,234,354.05	6.73%
Category 3 SBEs	\$447,685.02	1.35%
Category 4 SBEs	\$0.00	0.00%
Category 5 SBEs	\$0.00	0.00%
Category 6 SBEs	\$0.00	0.00%
Non-SBEs	\$30,181,108.72	90.91%



DBE PARTICIPATION
FEDERAL CONTRACTS
FEDERAL FY 2020-2022

Total Amount DBEs Received	\$141,682,519.00	6.787%
Total Amount Non-DBEs Received	\$1,945,779,184.12	93.21%



EMPLOYEE RECOGNITION

NJ TRANSIT employees bid farewell after outstanding careers

22 NJ TRANSIT employees retired recently:

1. Luis Calisto, Director Equipment Facilities -- Wood-Ridge -- 29 years
2. Stanley Gaskin, Conductor -- Various -- 34 years
3. John Lee, Communications Maintainer -- Cranford -- 35 years
4. Patria Rosario, Car Appearance Maintainer -- Gladstone -- 28 years
5. Stephen Thavarajah, conductor -- Various -- 31 years
6. Sharron Webb, Officer Supervisor -- Morrisville -- 33 years
7. Marshal Gerber, Cleaner -- Howell -- 17 years
8. John Vecchio, Garage Clerk -- Howell -- 10 years
9. Troy Lewis, Operator -- Greenville -- 23 years
10. Jamie Lopez, Operator -- Market St. -- 27 years
11. Theresa Lyles-McDaniel, Operator -- Newton Ave. -- 9 years
12. Gregory Burruss, Tech Specialist -- Penn Plaza -- 38 years
13. Lenora Isaac, Sr. Director Superstorm Sandy -- Penn Plaza -- 35 years
14. Mark Kocher, Director Transportation -- Newton Ave. -- 43 years
15. Juan Rivera, Superintendent Garage -- Meadowlands -- 30 years
16. Ronald Faulkner, Mechanic -- Fairview -- 30 years
17. Henry Gotell, Operator -- Meadowlands -- 9 years
18. Joseph Tomaskovic, Starter -- PABT -- 40 years
19. Steven Bass, Repairman -- Washington Township -- 13 years
20. Anitra Holloway, Operator -- Market St. -- 14 years
21. Nabil Marcou, Garage Foreman -- Bloomfield -- 17 years
22. Andrea Robertson, Sr. Hearing Officer -- MMC -- 33 years

ACTION ITEMS

ITEM 2212-90: BUS STOCK PROGRAM: PURCHASE OF 60 ARTICULATED BUSES

WHEREAS, NJ TRANSIT provides its customers with regular route bus service throughout New Jersey and to New York City and Philadelphia which carries 154.5 million annual passenger trips (based on FY2017 data); and

WHEREAS, NJ TRANSIT utilizes its existing fleet of articulated buses – longer vehicles comprised of two permanently-attached segments to negotiate urban traffic and sharp turns – on routes where ridership levels warrant the use of higher capacity vehicles; and

WHEREAS, NJ TRANSIT entered into an NJ TRANSIT Contract No. 18-032 with New Flyer of America (NFA) to purchase 85 new 60-foot articulated buses, built in St. Cloud, Minnesota, to replace existing articulated buses on a “one-for-one” basis; and

WHEREAS, NJ TRANSIT’s contract with NFA includes options to purchase up to 85 additional articulated buses; and

WHEREAS, NJ TRANSIT has exercised 25 of the 85 optional buses originally contained in NJ TRANSIT Contract No. 18-032, 60 options remain; and

WHEREAS, NJ TRANSIT has 60 40-foot buses that are operating beyond their design life and are due for replacement; and

WHEREAS, NJ TRANSIT has recently increased garage capacity through the addition of a garage in Westwood, New Jersey; and

WHEREAS, the purchase of 60 60-foot articulated buses will allow NJ TRANSIT to retire 60 40-foot buses that are operating beyond their design life and increase operating efficiencies; and

WHEREAS, the cost of the purchase for 60 articulated buses, including spare parts, is \$56,794,743;

NOW, THEREFORE, BE IT RESOLVED that the Chair or President & CEO is authorized to exercise options contained in NJ TRANSIT Contract No. 18-032 with New Flyer of America of St. Cloud, Minnesota, for the purchase of 60 Articulated Buses, including spare parts, at a cost not to exceed \$56,794,743, plus five percent for contingencies, subject to the availability of funds.

**ITEM 2212-91: MEMORANDUM OF UNDERSTANDING WITH MIDDLESEX
COUNTY IMPROVEMENT AUTHORITY FOR THE
NEW BRUNSWICK TRAIN STATION**

WHEREAS, the New Brunswick Train Station (“Station”) is a fully operational train station situated at the corner of French and Albany Streets, between Easton Avenue and George Street in the City of New Brunswick (“New Brunswick”) State of New Jersey; and

WHEREAS, the Station was originally constructed in 1903 by the Pennsylvania Railroad and is listed on the National Register of Historic Places; and

WHEREAS, the Station operates along the Northeast Corridor (NEC), with NJ TRANSIT and the National Railroad Passenger Corporation (“Amtrak”) providing rail service to and from the Station; and

WHEREAS, the Station is designated as a high-speed rail corridor and considered an urban transit hub servicing the greater Central New Jersey area, including Rutgers University; and

WHEREAS, the Station also provides services, including, but not limited to NJ TRANSIT bus operations, Rutgers Campus buses, as well as local shuttles and transportation services; and

WHEREAS, due to these extensive services, the Station currently experiences a high volume of passenger demand for rail and bus service in the New Brunswick area; and this volume of both inbound and outbound traffic is anticipated to increase with the opening of the nearby New Jersey Innovation and Technology Hub, as well as the Jack and Sheryl Morris Cancer Pavilion, and the general regional growth of Middlesex County, New Jersey, resulting in increased demand and further strain on the Historic Station’s facilities, including, but not limited to general congregating areas, lavatories, platforms, and other features; and

WHEREAS, Middlesex County has proposed internal and external improvements to the Station, which may include the addition of new transportation complex (“Project”) components for the purpose of providing better access to the region’s transportation centers and increased economic opportunities and investments for the residents of New Brunswick and the County of Middlesex (“County”); and

WHEREAS, the Memorandum of Understanding between NJ TRANSIT and the Middlesex County Improvement Authority (MCIA) will provide for the above-referenced improvements to the Station; and

WHEREAS, the New Jersey State Legislature has appropriated monies through the New Jersey Debt Defeasance and Prevention Fund to NJ TRANSIT and \$45,000,000.00 shall be allotted for the Project; and

WHEREAS, MCIA will serve as project manager overseeing the design and construction of the project on behalf of NJ TRANSIT and MCIA; and

WHEREAS, prior to initiating each project phase, the MCIA will prepare a scope of work, cost estimate and schedule of the project phase for NJ TRANSIT's review and approval; and

WHEREAS, the parties will execute a funding agreement for each project phase prior to commencement of that phase; and

WHEREAS, the MCIA shall, or shall cause Middlesex County to, provide or pursue additional funding through a variety of sources in the event that costs exceed the above-referenced \$45,000,000.00; and

WHEREAS, NJ TRANSIT's maximum contribution will not exceed \$45,000,000.00 for all project phases, notwithstanding the actual cost of each individual project phase;

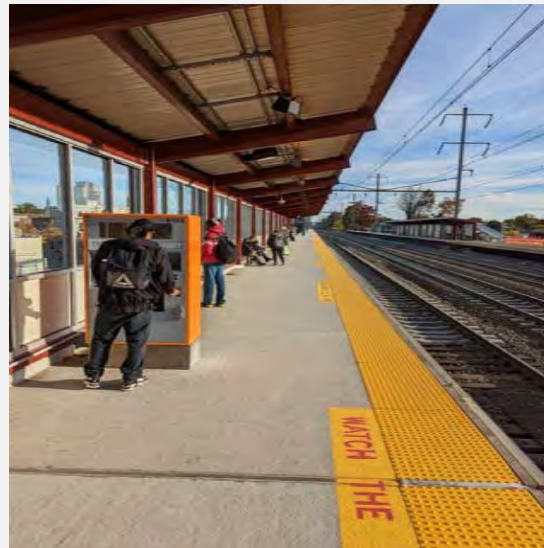
NOW, THEREFORE, BE IT RESOLVED, that the Chair or President & CEO is hereby authorized to enter into the attached Memorandum of Understanding between and among NJ TRANSIT and the Middlesex County Improvement Authority by which NJ TRANSIT will fund a not-to-exceed amount of \$45,000,000.00 for internal and external improvements to the New Brunswick Train Station; and

BE IT FURTHER RESOLVED that the Chair or President & CEO is hereby authorized to enter into funding agreements for each project phase prior to commencement of that phase for a total amount not-to-exceed \$45,000,000.00, subject to the availability of funds.

ITEM 2212-92 - ELIZABETH RAIL STATION RECONSTRUCTION PROJECT: CONSTRUCTION MANAGEMENT SERVICES CONTRACT AMENDMENT

Elizabeth Rail Station Reconstruction Project will include two new high-level platforms with four elevators.

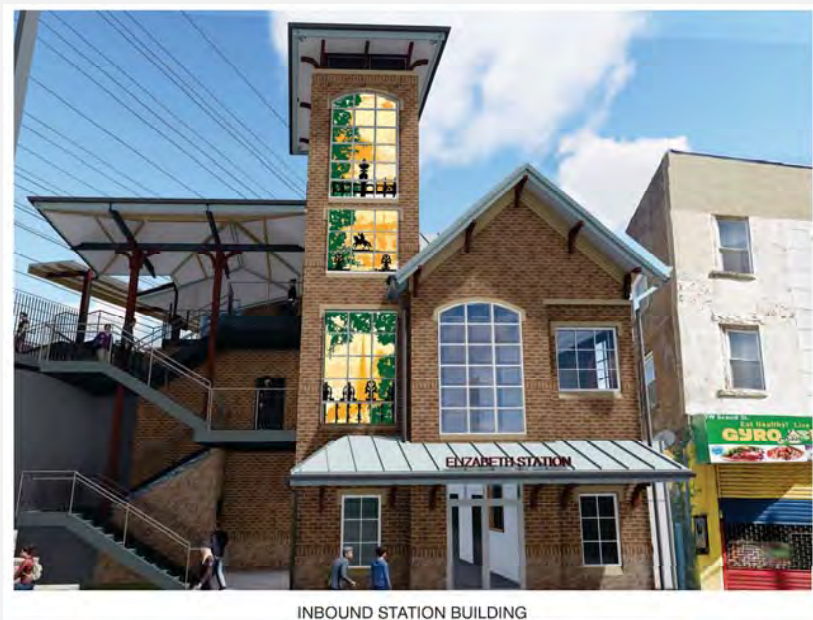
- Seeking authorization to add additional funding to NJ TRANSIT Contract No.16-052R with WSP USA, Inc., for the Construction Management Services in support of the Elizabeth Rail Station Reconstruction Project in the amount of \$1,579,400.00, plus five percent for contingencies, subject to the availability of funds.



Track 4 open 10/28/22

ITEM 2212-92 - ELIZABETH RAIL STATION RECONSTRUCTION PROJECT: CONSTRUCTION MANAGEMENT SERVICES CONTRACT AMENDMENT

- Authorization of the Construction Management Services Contract with WSP USA, Inc. will provide Management Support Services during to the end of construction and close out phases for this project.



Inbound Station Building Under Construction

**ITEM 2212-92: ELIZABETH RAIL STATION RECONSTRUCTION PROJECT:
CONSTRUCTION MANAGEMENT SERVICES CONTRACT
AMENDMENT**

WHEREAS, the Elizabeth Rail Station (Station) located in the City of Elizabeth, New Jersey, is adjacent to Amtrak's Northeast Corridor (NEC) and is serviced by NJ TRANSIT's Northeast Corridor and North Jersey Coast commuter train lines; and

WHEREAS, in 1987, NJ TRANSIT completed re-construction of the Elizabeth Rail Station complex, including high-level platforms, walkways, elevators, and stairways; and

WHEREAS, the current Elizabeth Rail Station Reconstruction Project brings the facility to a state-of-good-repair, increases current platform boarding capacity, and improves station functionality and safety; and

WHEREAS, in 2018, the NJ TRANSIT Board of Directors authorized staff to enter into a professional services contract with WSP USA, Inc. to provide Construction Management Services; and

WHEREAS, the Elizabeth Rail Station Reconstruction Project schedule has extended an additional eight months; and

WHEREAS, WSP USA, Inc. provided a cost proposal on May 6, 2022 at the request of NJ TRANSIT Procurement and Capital Project Management; and

WHEREAS, the NJ TRANSIT Office of Business Development (OBD) established a 23 percent Disadvantaged Business Enterprise (DBE) goal for this contract;

NOW, THEREFORE, BE IT RESOLVED that the Chair or President & CEO is authorized to enter into a contract amendment on NJ TRANSIT Contract No. 16-052R with WSP USA, Inc. to continue to provide Construction Management Services on the Elizabeth Rail Station Reconstruction Project in the amount not to exceed \$1,579,400.00, plus five percent contingency, subject to the availability of funds.

ITEM 2212-93: NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP) REBUILD BY DESIGN – HUDSON RIVER: NJ TRANSIT PERMANENT EASEMENT AND LEASE FOR RESIST STRUCTURE CONSTRUCTION AND OPERATIONS AND MAINTENANCE

WHEREAS, NJ TRANSIT is an instrumentality of the State of New Jersey and is authorized to operate rail passenger service in New Jersey and between points in New Jersey and points in other states pursuant to the New Jersey Public Transportation Act of 1979, as amended; and

WHEREAS, New Jersey Department of Environmental Protection (NJDEP) is also an instrumentality of the State with a core mission to protect the air, waters, land, and natural and historic resources of the State for the public's benefit; and

WHEREAS, NJDEP received funding from the United States Department of Housing and Urban Development for the Rebuild by Design (RBD) – Hudson River project, which includes a “resist” element that includes flood walls, gates, and other structures in portions of Weehawken and Hoboken for the purpose of flood prevention measures to protect Hoboken, Weehawken, and Jersey City from severe weather events due to climate change; and

WHEREAS, NJDEP is responsible for funding the project, procuring construction contractors, managing the overall construction of the project; as well as being responsible for the future operations and maintenance of the structure once complete; and

WHEREAS, on January 28, 2020, NJ TRANSIT and NJDEP entered into a Memorandum of Agreement detailing the mutually agreed goals and responsibilities to advance NJDEP's RBD project; and

WHEREAS, NJ TRANSIT is responsible for providing technical and other expertise to NJDEP in the evaluation of the RBD project design, as well as providing other support as necessary for the successful construction and operation of the RBD project; and

WHEREAS, the construction of the resist structure will have several positive benefits to NJ TRANSIT, including but not limited to, the ability to resume emergency and normal operations more quickly and the protection of NJ TRANSIT property used for the “Hoboken Connect” transit-oriented development (TOD) project located adjacent to NJ TRANSIT's Hoboken Terminal facility; and

WHEREAS, NJDEP requires a permanent easement from NJ TRANSIT to secure property interests necessary for the construction of the floodwall and associated appurtenances for the RBD project as follows: City of Jersey City - Block 6001, Part of Lots, 38, 39, 42, Block 6002, Part of Lot 6, Block 6005, Part of Lots 7,8, Block 6102, Part

of Lot 3, Block 7302, Part of Lot 1; City of Hoboken - Block 139, Part of Lot 1.02, Township of Weehawken - Block 34.03, Part of Lot 6; and

WHEREAS, NJDEP also requires temporary use of other certain NJ TRANSIT properties during the construction phase of the project to be conveyed by NJ TRANSIT through a lease agreement with NJDEP;

NOW, THEREFORE, BE IT RESOLVED that the Chair or President & CEO is authorized to take any and all actions to execute a permanent easement and lease agreement conveying necessary property interests to the NJDEP for NJDEP's RBD project.

ITEM 2212-94

ALP-45DP LOCOMOTIVE CATERPILLAR ENGINES OVERHAUL

- Seeking authorization to enter into a sole source NJ TRANSIT Contract No. 22-635 with Foley-Caterpillar, Inc. of Piscataway, New Jersey, to provide materials, services, and warranty for the overhaul of 70 Caterpillar engines (two per locomotive) in an amount not to exceed \$34,854,248.48, plus five percent for contingencies, subject to the availability of funds.



ITEM 2212-94

ALP-45DP LOCOMOTIVE CATERPILLAR ENGINES OVERHAUL

BACKGROUND

- NJ TRANSIT owns thirty-five (35) ALP-45 Dual Powered (DP) locomotives that were designed and built by Bombardier Transit Corporation.
- The ALP-45 DP locomotive utilizes two (2) Caterpillar 3512C HD high-speed diesel engines, which fully comply with and are certified to current EPA Tier III emissions regulations.
- To remain in compliance with the EPA regulations (40 CFR 92.1004), NJ TRANSIT is required to perform all emission-related maintenance per the Original Equipment Manufacturer's (OEM) maintenance instructions.
- NJ TRANSIT's thirty-five (35) ALP-45 DP locomotive engines are scheduled for an overhaul per the OEM's maintenance instructions.
- Foley-Caterpillar has submitted a proposal to NJ TRANSIT to overhaul the engines, that also includes the overhaul of the generator and replacement of the coupling, to ensure these locomotives remain in compliance with the Federal regulations.

ITEM 2212-94

ALP-45DP LOCOMOTIVE CATERPILLAR ENGINES OVERHAUL

The Caterpillar Engine Overhaul is required at approximately every 18,000 hours of operation and includes such tasks as:

- Engine inspection and overhaul, including replacement of parts such as:
 - Turbochargers
 - Cylinder heads
 - Fuel injectors
 - Pistons
- Replacement of Diesel Oxidation Catalyst
- Replacement of Engine Mounts
- Replacement of Generator Coupling Element
- Overhaul of Generator



ITEM 2212-94

ALP-45DP LOCOMOTIVE CATERPILLAR ENGINES OVERHAUL

<u>Description</u>	<u>Average Cost Per Engine</u>	<u>Total Cost for 70 Engines</u>
Material	\$292,678.87	\$20,487,521.14
Labor	\$120,952.84	\$8,466,698.59
Warranty	\$84,286.13	\$5,900,028.75
TOTAL	\$497,917.84	\$34,854,248.48

ITEM 2212-94: ALP-45 LOCOMOTIVE ENGINES OVERHAUL (70)

WHEREAS, NJ TRANSIT's existing ALP-45 Dual Powered Locomotives 4500-4534, which are currently used for passenger service, originally entered service in 2012; and

WHEREAS, the engines for these ALP-45 Dual Powered locomotives are required to comply with EPA Tier III emissions regulations; and

WHEREAS, the ALP-45 Caterpillar engine overhaul program is a state of good repair program that is required to remain in compliance with the requirements of Tier III emissions regulations and is designed around the recommendations from the locomotive manufacturer and the Caterpillar engine maintenance requirements; and

WHEREAS, upon completion of a procurement-by-exception process, it was determined that Foley-Caterpillar, Inc. of Piscataway, New Jersey, was the certified sole source supplier;

NOW, THEREFORE, BE IT RESOLVED that the Chair or President & CEO is authorized to enter into a sole source NJ TRANSIT Contract No. 22-635 with Foley-Caterpillar of Piscataway, New Jersey, to provide materials and services for the engine overhaul on 70 Caterpillar engines (two per locomotive) in an amount not to exceed \$34,854,248.48, plus five percent for contingencies, subject to the availability of funds.

ITEM 2212-95: ADVANCED SPEED ENFORCEMENT SYSTEM II – POSITIVE TRAIN CONTROL: APPROVAL TO ISSUE A NEW PROCUREMENT-BY-EXCEPTION CONTRACT TO BACH-SIMPSON, DIVISION OF WABTEC CANADA FOR REMOTE DOWNLOADING OF EVENT RECORDERS ON SIEMENS PTC EQUIPPED VEHICLES

WHEREAS, the Rail Safety Improvement Act of 2008 (RSIA 2008), Positive Train Control Enforcement and Implementation Act of 2015 (PTCEI 2015), and subsequent Federal Railroad Administration (FRA) regulations require commuter rail systems to implement Positive Train Control (PTC); and

WHEREAS, NJ TRANSIT was required to implement PTC along all its commuter rail line right-of-way and on rail rolling stock; and

WHEREAS, this PTC system, which includes the Alstom Advanced Speed Enforcement System II (ASES II PTC) and the Siemens Advanced Civil Speed Enforcement System II (ACSES II PTC), is also required to provide seamless interoperability with Amtrak's Northeast Corridor (NEC) Advanced Civil Speed Enforcement System II (ACSES II) technology; and

WHEREAS, the FRA conditionally certified NJ TRANSIT's PTC system on December 17, 2020; and

WHEREAS, FRA issued a new rule 49 CFR 236.1029(h), which mandates each host railroad to submit a quarterly report of PTC System Performance to FRA that in addition to previous requirements now requires additional performance data specifically the number of enforcements by the PTC system and the number of enforcements by the PTC system in which an accident or incident was prevented; and

WHEREAS, this work is required by the FRA and necessary for NJ TRANSIT to comply with FRA requirements in order to maintain the conditional certification of NJ TRANSIT's PTC system; and

WHEREAS, this work cannot be delayed due to the urgency imposed by the FRA and the ongoing costs NJ TRANSIT is incurring in manually acquiring the data required for the new FRA required reports;

NOW, THEREFORE, BE IT RESOLVED that the Chair or President & CEO is authorized to negotiate and issue a new contract to Bach-Simpson, division of Wabtec Canada, for remote downloading of event recorders on Siemens PTC equipped vehicles, to provide the ability to automatically generate the new FRA reporting requirements for the 96 Siemens vehicles in NJ TRANSIT's fleet at a cost not to exceed \$550,000, plus five percent for contingencies, subject to the availability of funds.

ITEM 2212-96: 149 PASSENGER FERRY VESSEL – BOROUGH OF CARTERET

WHEREAS, the New Jersey Public Transportation Act of 1979 authorizes NJ TRANSIT to establish and provide for operation and improvement of a coherent public transportation system in the most efficient and effective manner; and

WHEREAS, NJ TRANSIT recognizes the important contribution by water ferry systems in the state's transportation network and believes it is prudent policy to establish programs to invest State of New Jersey funds for capital acquisitions and infrastructure improvements for ferry operators; and

WHEREAS, safe, reliable, and efficient Trans-Hudson ferry service benefits New Jersey residents and is vital to our region's mobility and economic well-being; and

WHEREAS, the Borough of Carteret / Carteret Port Authority has invested in the operation of passenger ferry service between the borough and New York City; and

WHEREAS, on behalf of the Borough of Carteret, NJ TRANSIT has received an FTA grant (NJ-2020-010-00) in an amount of \$5,500,000, plus \$500,000 for administration for a total of \$6,000,000 for the purchase of a 149-passenger ferry vessel; and

WHEREAS, \$1,060,000 grant funding match has been secured by NJ TRANSIT from the Transportation Trust Fund on behalf of the Borough of Carteret; and

WHEREAS, the Borough of Carteret has committed to providing any additional funding above the grant award required for the purchase of the vessel; and

WHEREAS, a Request for Proposal (RFP 21-066R) was issued by NJ TRANSIT to seek competitive proposals from vessel manufacturers; and

WHEREAS, the NJ TRANSIT Office of Business Development assigned a DBE Race Conscious Goal of two percent on this contract; and

WHEREAS, NJ TRANSIT's Technical Evaluation Committee has reviewed and determined that Hornblower Yachts, LLC., proposal meets the requirements set forth in Request for Proposal No 21-066R; and

WHEREAS, the cost proposal submitted by the proposer has been evaluated against another proposer and found to be complete and reasonable; and

WHEREAS, upon completion of the competitive procurement process, it was determined that Hornblower Yachts, LLC., submitted a proposal that provides the best value to NJ TRANSIT and the Borough of Carteret;

NOW, THEREFORE, BE IT RESOLVED the Chair or President & CEO is authorized to enter into NJ TRANSIT Contract No. 21-066R with Hornblower Yachts, LLC., of San Francisco, California, for the construction of a 149-passenger ferry vessel at a cost to NJ TRANSIT not to exceed \$7,060,000, including administrative costs, subject to the availability of funds. The Borough of Carteret is responsible for all additional funding for the completion of the project.

ITEM 2212-97: CONTRACTING OUT – WARREN MINIBUS SERVICE

WHEREAS, staff has determined it is appropriate to provide local bus service in the Warren County area; and

WHEREAS, a Request for Proposal (RFP 22-043) was issued to seek competitive proposals from private motorbus carriers to provide these services; and

WHEREAS, the NJ TRANSIT Office of Business Development assigned a DBE Race Conscious Goal of one percent on this contract; and

WHEREAS, NJ TRANSIT's Technical Evaluation Committee has reviewed and determined Delaware River Coach Lines, Inc., a Trans-Bridge company, proposal meets the requirements set forth in Request for Proposal No 22-043; and

WHEREAS, the cost proposal submitted by the proposer has been evaluated against an internal cost estimate proposer and has been found to be complete and reasonable; and

WHEREAS, Delaware River Coach Lines, Inc., has been satisfactorily operating the service under contract with NJ TRANSIT for over 30 years; and

WHEREAS, upon completion of the competitive procurement process, it was determined that Delaware River Coach Lines, Inc., submitted a proposal that provides the best value and is in the best interest of NJ TRANSIT;

NOW, THEREFORE, BE IT RESOLVED that the Chair or President & CEO is authorized to enter into NJ TRANSIT Contract No. 22-043 with Delaware River Coach Lines, Inc., of Bethlehem, Pennsylvania, to operate the Warren Minibus Service for a 36-month base contract period of January 14, 2023 through January 16, 2026, at a cost not to exceed \$1,833,445, plus five percent for contingencies, for a total contract authorization of \$1,925,117, subject to the availability of funds and Board approval of NJ TRANSIT's Operating Budget.

ITEM 2212-98: PUBLIC TRANSPORTATION AGENCY SAFETY PLAN – (PTASP) 49 C.F.R. PART 673

FEDERAL TRANSIT ADMINISTRATION (FTA)

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) SUMMARY FOR NJ TRANSIT

ITEM 2212-98: PUBLIC TRANSPORTATION AGENCY SAFETY PLANS – EXISTING

- Through Moving Ahead for Progress in the 21st Century Act (MAP–21) and the FAST Act, Congress required operators of public transportation systems that receive FTA funds to develop and implement a Public Transportation Agency Safety Plan (PTASP) (49 U.S.C. §5329(d))
- FTA has implemented this requirement through the PTASP Final Rule (49 C.F.R. Part 673)
- NJ TRANSIT has fully complied with the final rule and has received Board approval for each plan during the previous 2020-2021 cycle

ITEM 2212-98: PUBLIC TRANSPORTATION AGENCY SAFETY PLANS – APPLICABILITY

MODE	PTASP APPLICABILITY	REGULATORY AUTHORITY
Bus 	PTASP Applies	Bus Operations subject to FTA PTASP Regulations
Light Rail 	PTASP Applies	All three systems subject to FTA PTASP Regulations
Rail 	PTASP Does Not Apply	Subject to FRA Safety Regulations §673.11(f) & 49 CFR Part 270

ITEM 2212-98: PUBLIC TRANSPORTATION AGENCY SAFETY PLANS – NEW REQUIREMENTS

On November 15, 2021, the PTASP requirements were amended to include the “Bipartisan Infrastructure Law (BIL) that requires Transit Systems to update their existing plans to include the following:

- Establish a Joint Labor-Management Safety Committee
- Strategies to minimize infectious disease exposures of the public, personnel and property
- Risk reduction program to reduce accidents, injuries and assault on transit workers
- The safety committee shall establish performance targets for the risk reduction program using a three-year rolling average of the data submitted by the recipient to the National Transit Database (NTD) under section 5335

ITEM 2212-98: PUBLIC TRANSPORTATION AGENCY SAFETY PLANS – NEW REQUIREMENTS

- Develop a comprehensive staff training program for the operations and maintenance personnel, and personnel directly responsible for safety of the recipient that includes the completion of a safety training program, continuing safety education training, and de-escalation training
- Reduction of vehicle and pedestrian accidents involving buses, including measures to reduce visibility impairments that contribute to these events, including retrofitting existing buses and specifications for future procurements
- Mitigation of assaults on transit workers , including improved infrastructure and technology on buses and barriers to restrict the unwanted entry of individuals and objects into workstations of Bus Operators

ITEM 2212-98: PUBLIC TRANSPORTATION AGENCY SAFETY PLANS – NEW REQUIREMENTS

MODE	CURRENT STATUS
System-wide (Bus & Light Rail)	Drafted and updated September 26, 2022
Bus	Updated July 21, 2022
Light Rail Systems	All three (3) plans updated and approved by SSOA September 2022

PTASP NEXT STEPS



Requesting Approval of all
PTASP's by NJ TRANSIT Board
of Directors

ITEM 2212-98: APPROVAL OF NJ TRANSIT'S PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

WHEREAS, the New Jersey Transit Corporation ("NJ TRANSIT") was established by the New Jersey Public Transportation Act of 1979 "the Act" (N.J.S.A. 27:25-1 et seq.) as the instrumentality of the State of New Jersey to establish and provide for the operation and improvement of a coherent public transportation system in the most efficient and effective manner; and

WHEREAS, NJ TRANSIT is committed to provide a safe, secure, and healthy environment for its employees, customers, and the communities where it operates; and

WHEREAS, NJ TRANSIT is empowered and authorized to develop, implement, and administer a comprehensive integrated, and coordinated Public Transportation Agency Safety Plans in accordance with the provisions of 49 CFR Part 673; and

WHEREAS, staff has developed and reviewed the NJ TRANSIT's Public Transportation Agency Safety Plans representing NJ TRANSIT's System-wide, Bus Operations, Newark Light Rail Operations, Hudson-Bergen Light Rail Operations Contractor 21st. Century Rail Corporation, and River Line, Contractor, Southern New Jersey Rail Group – Bombardier LLC; and

WHEREAS, NJ TRANSIT Public Transportation Agency Safety Plans for NJ TRANSIT's Light Rail divisions and Bus Operations meets the requirements under Federal Transit Administration (FTA) 49 CFR Part 673; and

WHEREAS, staff seeks authorization to take all actions necessary for NJ TRANSIT's Board approval of its Public Transportation Agency Safety Plans in compliance with FTA 49 CFR Part 673;

NOW, THEREFORE, BE IT RESOLVED, that the Chair or President & CEO, or the appropriate designee, is hereby authorized to take all actions necessary for approval of NJ TRANSIT's Public Transportation Agency Safety Plans detailed in the corresponding Exhibits with this Board item.



System-Wide Public Transportation Agency Safety Plan



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1. Transit Agency Information

Transit Agency Name:	NJ TRANSIT Corporation
Transit Agency Address	One Penn Plaza East, Newark, NJ 07105
Name and Title of Accountable Executive	Kevin S. Corbett President & CEO NJ TRANSIT Corporation
Name of Chief Safety Officer or SMS Executive	Clarice Blackman Acting SVP & Chief Safety Officer
Mode(s) of Service Covered by This Plan	NJ TRANSIT Bus Operations Newark Light Rail (NLR) Hudson Bergen Light Rail (HBLR) Southern New Jersey Rail Group, LLC, (SNJRG) - River LINE
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Motor Bus Directly Operated Light Rail NJT Directly Operated Light Rail Contract Services

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	NJ TRANSIT Corporation	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	Refer to attached NJ TRANSIT Corporation Plan Approval/Signatures	On or before December 31, 2022
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	NJ TRANSIT Board of Directors	On or before December 31, 2022
	Relevant Documentation (title and location)	
	A copy of the Board Resolution [insert resolution #], approving the Agency Safety Plan, is maintained on file by the Chief Safety Officer	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Kevin S. Corbett President & CEO NJ TRANSIT Corporation	On or before December 31, 2022
	Relevant Documentation (title and location)	

	Refer to attached NJ TRANSIT Corporation Plan Approval/Signatures Maintained by the Office of System Safety	

Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
(V1)		Development of the NJ TRANSIT System-Wide PTASP (NJT PTASP)	Developed - July 31, 2022.

Michael Kilcoyne
Sr. VP Surface Transit & GM of Bus Operations

Date

Clarice Blackman
Acting Sr. VP & Chief Safety Officer

Date

Certification of Compliance:

Kevin S. Corbett
President & CEO
Accountable Executive

Date

2.1 Annual Review and Update of the System-Wide Public Transportation Agency Safety Plan (NJT PTASP)

The (NJT PTASP) annual review, update revision, and publication process is the responsibility of the NJ TRANSIT Office of System Safety (NJT OSS). On or before January 1st of each year, review and input is solicited from the various divisions within NJ TRANSIT including: Bus Operations, Newark Light Rail Operations and the two contracted light rail providers, Hudson Bergen Light Rail and River Line. Each year the plan will be submitted for approval to the System-Wide Safety Committee and forwarded to the Sr. Vice-President & Chief Safety Officer (CSO), Office of System Safety and the Sr. Vice-President of Surface Transit – General Manager of Bus Operations for review and approval. Upon approval, the plan will be submitted to the Accountable Executive (President & CEO of NJ TRANSIT) for certification and to the NJ TRANSIT Board of Directors for approval. A timeline of specific review and approval dates/activities have been established by each Bus and Light Rail mode to ensure compliance with the annual review, update, and approval requirements.

3. Safety Performance Targets

3.1 Safety Performance Targets

NJTRANSIT shares our (NJT PTASP), including safety performance targets within each plan, with the individual Metropolitan Planning Authorities (MPOs) in our service areas in and around **July 1st** of each year and submitted to NJ TRANSIT Board of Director's for approval thereafter.

(NJTOSS) develops risk reduction Performance Targets and submits them to each safety committee defined within the attached PTASP's for review and approval. Upon approval, the Performance Targets are submitted to the System-wide Joint Labor & Management Safety Committee for final review and approval.

NJ TRANSIT sets its safety performance targets based on the safety performance measures outlined in the National Safety Plan (NSP). The NSP safety performance measures are: • Fatalities • Injuries • Safety Events • System Reliability (State of Good Repair).

3.2 Safety Performance Target Coordination

NJ TRANSIT's, Office of System Safety (NJTOSS) shares relevant Agency Safety Plans and Safety Performance Targets with the Metropolitan Planning Organizations (MPOs), in our service area, each year after its formal review and update. The (MPOs) in our service area include North Jersey Transportation Planning Authority (NJTPA), Delaware Valley Regional Planning Commission (DVRPC), and South Jersey Transportation Planning Organization (SJTPO). To the maximum extent practicable, NJ TRANSIT coordinates closely with them and is present and available for any discussions, questions as well as support when needed.

Safety Performance Target Transmission		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	NJ Department of Transportation State Safety Oversight Agency (NJDOT SSOA)	February 15, 2022
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	North Jersey Transportation Planning Authority (NJTPA) Delaware Valley Regional Planning Commission (DVRPC) South Jersey Transportation Planning Organization (SJTPO)	July 1, 2022

4. Safety Management Policy

4.1 Safety Management Policy Statement

Safety is a core value at NJ TRANSIT and the modes of service covered under this plan. As documented in the attached PTASPs, we collectively commit to developing, implementing, maintaining, and continuously improving processes to ensure the safety of our systems, employees, and the public served. An active Safety Management System (SMS) is the core of our safety policy that encourages the open sharing of information on all safety issues throughout each organization. A Statement of Safety Policy is contained within each plan along with the system objectives as follows:

- Continuously examining the operations for hazards, through active employee reporting and review and analysis of data;
- Clearly explaining for all staff their accountabilities and responsibilities for the development and operation of the SMS;
- Ensuring that employees charged with implementing the agency's SMS processes, methods and activities are adequately trained and only assigned tasks commensurate with their skills and experience;
- Providing employees and contractors with formal, ongoing SMS communications; and
- Continuously improving ST's safety performance through the management of processes that ensure effective safety risk mitigations are implemented in a timely manner.

Each system provides quarterly data to executive management regarding safety performance and activities to mitigate overall risk.

4.2 Safety Management Policy Communication

In accordance with 49 CFR 673.29(b), NJ TRANSIT's Accountable Executive and (SMS) Executive, through coordination with the Executive Staff will ensure that all employees and light rail contractors are aware of any policies, activities, and procedures that are associated with their safety-related roles and responsibilities. Safety communications may include information on hazards and safety risks that are relevant to the employee's role and responsibilities; explain reasons that a transit agency introduces or changes policies, activities, or procedures; and explain to an employee when actions are taken in response to reports submitted by the employee or contract employee through the employee safety reporting program. Means of communications include but are not limited to discussion in safety meetings, training, posting at conspicuous locations for employee viewing via email, and the NJ TRANSIT website.

Authorities, Accountabilities, and Responsibilities	
Accountable Executive	Kevin S. Corbett President & CEO
Chief Safety Officer or SMS Executive	Clarice Blackman, Acting SVP. & Chief Safety Officer
Agency Leadership and Executive Management	Refer to attached NJ TRANSIT Corporation Organizational Chart
Key Staff	Refer to attached NJ TRANSIT Corporation Organizational Chart and the position roles and responsibilities provided in each PTASP.

4.3 Employee Safety Reporting Program

- The NJ TRANSIT "Safety Hotline" has been developed as an internal reporting system providing employees an accessible/anonymous process for reporting hazards, issues, concerns, occurrences, and incidents via email and/or dedicated telephone number. The Hotline is available 24-hours a day, 7-days a week, and is internally disclosed to all employees within (NJT OSS) memos, handouts, bulletins, and routine safety alerts.
- The system ensures that no action will be taken against employees who disclose safety concerns through the safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures. Once (NJT OSS) receives notification of a report, appropriate inquiry will occur and follow-up notification on the status of the issue of concern will be provided to the employee if enough contact is available.
- With Respect to Light Rail Operations, employees can report unsafe conditions, either anonymously or with contact information, using three (3) existing methods:
 - Notification to the employee's supervisor

- Safety Hotline
 - Safety Mailbox (anonymous or identified – employees can provide contact information on the Employee Safety Reporting Form)
- d. Light Rail Operation's Employee Safety Reporting programs allows for all employees, including relevant contract employees, opportunities to report safety conditions to executive management. The program is intended to help the Accountable Executive, (CSO), and Senior Managers obtain important safety information throughout the agency. The Employee Safety Reporting Program (ESRP) is aimed at building a greater level of trust, which will improve light rail's, ability to learn about safety conditions and make meaningful changes in collaboration with frontline staff.
- e. The program demonstrates that the light rail management team is committed to ensuring that no action is taken against an employee who discloses a safety concern through an employee safety reporting program, unless disclosure indicates through the investigative process and beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures was committed.

5. Safety Risk Management

5.1 Safety Risk Management Process/Program

Each of the attached PTASPs (Attachment #1 - #4) outline a detailed Safety Risk Management (SRM) process and a separate Risk Reduction Program (Attachment #5) that includes the activities and tools needed to identify and analyze hazards and assess safety risk for Bus Operations.

Each service mode uses a consistent (SRM) process with participation by Location Joint Labor & Management Safety Committees and the System-wide Joint Labor & Management Safety Committee, to proactively manage safety hazards and their associated safety risk. The purpose of these committees is to mitigate the safety risk in our transit system to a point that is as low as reasonably practicable.

Included in attachment #5 is the Bus Operations Risk Reduction Program designed to reduce the number and rates of accidents, injuries, and assaults on transit workers based on data submitted to the national transit database. This program includes, but is not limited to the following activities:

- A reduction of vehicular and pedestrian accidents involving buses that includes measures to reduce visibility impairments for bus operators that contribute to accidents, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments.
- Mitigation of assaults on transit workers, including the deployment of assault mitigation infrastructure and technology on buses, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators when a risk analysis performed by the safety committee determines that such



barriers or other measures would reduce assaults on transit workers and injuries to transit workers.

- Risk Reduction Performance Targets (All modes) - Each PTASP has established performance targets for the risk reduction program using a 3-year rolling average of the data submitted to the National Transit Database 49 U.S.C. 5329(d)(4) and 49 U.S. Code 5335. Performance Targets are reviewed and approved by the Safety Committee's on an annual basis.
- The mitigation of assaults on transit workers, including the deployment of assault mitigation infrastructure and technology on buses, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators when a risk analysis performed by the safety committee determines that such barriers or other measures would reduce assaults on transit workers and injuries to transit workers

6. Safety Assurance

6.1 Safety Performance Monitoring and Measurement

- a. NJ TRANSIT and each applicable mode uses Safety Performance Monitoring and Measurement to evaluate compliance with operations and maintenance procedures and to determine whether our existing rules and procedures are sufficient to control our safety risk. Safety Performance Monitoring and Measurement is also used to assess the effectiveness of safety risk mitigations and to make sure the mitigations are appropriate and implemented as intended. Safety Performance Monitoring and Measurement activities also include investigating safety events to identify causal factors and analyzing the information from safety reporting, including data about safety failures, defects, and conditions.

NJ TRANSIT and each mode maintains documented procedures for conducting investigations and documenting safety events that include, accidents, incidents, and occurrences to find causal and contributing factors and review the existing mitigations in place at the time of the safety event.

- b. The Chief Safety Officer at NJ TRANSIT and designated safety representative for each mode routinely review safety data and information captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary.
- c. The Chief Safety Officer at NJ TRANSIT and designated safety representative for each mode also review internal and external reviews, including audits and assessments, compliance with operations and maintenance procedures, and the effectiveness of safety risk mitigations. The Chief Safety Officer at NJ TRANSIT and designated safety representative for each mode discusses relevant safety issues and concerns with the Accountable Executive and executive management.



- d. To satisfy NJ Department of Transportation State Safety Oversight Agency (DOT SSOA) monthly reporting requirements, each Light Rail system is required to submit a monthly report to the (CSO) no later than the **10th day** of each calendar month. The monthly report must include the following:
- Safety Performance Data/Indicators
 - Safety Events (Accidents, Incidents, & Occurrences) including progress updates for any open investigations beyond 30-days
 - Corrective Actions Taken/Plans - must include documentation of monthly updates for individual CAPs and any progress towards closure or revision to the due date (with an explanation of changes) until the CAP is closed.
 - Current Hazard Tracking Log
 - Internal & External Safety Audit/Review Finding Logs
- e. To satisfy NJ Department of Transportation State Safety Oversight Agency (DOT SSOA) annual reporting requirements, each Light Rail system is required to submit an Annual Report to the (CSO) no later than **January 15th** of each calendar year. The Annual Report must include the following:
- A listing of the internal safety audits/reviews conducted for that year
 - A discussion of where the system is in meeting its three-year audit/review schedule.
 - An updated schedule for the next year's audits/reviews or the three-year schedule of internal safety audits (if at the beginning of the new three-year cycle)
 - The status of all findings, recommendations and corrective actions taken/plans resulting from the audit/reviews conducted that year (Internal Safety Audit/Review Findings Log)
 - Any challenges or issues experienced by the system safety or public safety functions in obtaining action from/compliance with these findings, recommendations, and corrective actions during that year
 - Provide verification that the SSP/Security and Emergency Preparedness Plan (SEPP) & Accident Investigation Procedures were reviewed within the reporting calendar year
 - List of major projects at the Rail Transit Agency (RTA) Rail Fixed Guideway Transportation Systems (RFGPTS) along with the status
- f. The (CSO) evaluates the data and develops an Agency Annual Report that includes the data from all three Light Rail systems. Subsequently, the (CSO) submits the Agency Annual Report and a formal Letter of Certification to the NJ TRANSIT Accountable Executive for review and signature **no later than February 1st of each calendar year**.
- g. The letter certifies that based on the evaluations performed during the internal safety audit/review process at each Light Rail system during the previous year, the RTA is following its Agency Safety Plan and safety program related control documents/minimum standards for safety.
- h. Upon receipt of the Accountable Executive's signature, the (CSO) submits the Agency Annual Report & Letter of Certification (signed by the Accountable Executive) to the (NJDOT SSOA) **no later than February 12th of each calendar year**.



6.2 Management of Change

NJ TRANSIT and each mode covered under the (NJT PTASP) understands that change may affect the appropriateness or effectiveness of existing risk mitigation strategies. In addition, change may inadvertently introduce new hazards and safety risk into service modes. Therefore, each plan established a formal process for identifying and assessing changes that may introduce new hazards or impact safety performance. As a result of this process, if it is determined that change may impact safety performance, then such change(s) are evaluated through the Safety Risk Management (SRM) process.

6.3 Continuous Improvement

- a. NJ TRANSIT and each mode uses a continuous improvement process to monitor and improve the SMS process and safety performance. Periodically, each mode conducts a safety performance assessment typically at the beginning of each calendar year. If any deficiencies are identified as part of the safety performance assessment, a plan is developed and submitted to for implementation at the discretion of the Accountable Executive for each mode to address the identified safety deficiencies.
- b. The continuous improvement of the (SMS) is guided by the ability to achieve the defined safety objectives and safety performance targets. The Light Rail Safety Managers, in coordination with each department, will implement Light Rail's internal review process. This process allows Light Rail Operations to examine its own compliance continually and objectively with the requirements prescribed in this (NJT PTASP) as well as identify any deviations allowing the agency to meet its Safety Objectives, and Safety Goals. Internal reviews thus aim to determine the effectiveness of the (NJT PTASP), plus verify the need for implementing constituent program processes.
- c. In addition to the internal review process, Light Rail Operations will continuously monitor, track, and report on safety data in effort to identify trends.

7. Safety Promotion

7.1 Competencies and Training

NJ TRANSIT and each mode ensures that all employees and contractors are aware of policies and procedures related to the safety of agency operations, and specifically as related to their areas of work. Comprehensive and continuing safety training programs outlined in each plan applies to all employees directly responsible for safety including, but not limited to de-escalation training. (Refer to Bus Operations PTASP Revision 07-31-2022 Sections 7.1.7 (c.))

7.2 Safety Communication

In accordance with NJ TRANSIT's and each modes Statement of Safety Management Policy, active open sharing of information encourages on all safety issues throughout each organization. To ensure effective communication, each mode has established formal processes and activities to properly disseminate such safety performance information throughout the organizations.

8. Additional Information/Attachments

Supporting Documentation/Attachments
• #1 NJ TRANSIT's Bus Operations PTASP
• #2 NJ TRANSIT's Newark Light Rail Operations PTASP
• #3 Hudson Bergen Light Rail/ 21 st Century PTASP
• #4 Light Rail/ Southern New Jersey Rail Group – RiverLINE PTASP
• #5 Safety Risk Management/Reduction Program
• #6 NJ TRANSIT Corporation Organizational Chart
• #7 System-Wide PTASP Safety Committee Agreement

9. Definitions of Special Terms Used in the Safety Plan

Refer to the attached PTASPs for terms used and definitions.



Bus Operations

Public Transportation Agency Safety Plan



(V2 - Revised 07-31-2022)



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SECTION 1

TRANSIT AGENCY INFORMATION

1.1 AGENCY INFORMATION

Transit Agency Name

NEW JERSEY TRANSIT

Transit Agency Address

One Penn Plaza East, Newark, NJ 07105-2246

Name and Title of Accountable Executive

Kevin S. Corbett, President & CEO

Name of Chief Safety Officer or SMS Executive

Clarice Blackman Acting VP & Chief Safety Officer

Mode(s) of Service Covered by This Plan

Bus Operations

1.2 AGENCY LEADERSHIP AND EXECUTIVE MANAGEMENT

Kevin S. Corbett – **President & CEO & Accountable Executive**

Michael P. Kilcoyne – **Sr. VP Surface Transit & GM of Bus Operations**

Justin P. Davis – **Sr. VP Regulatory & Govt. Affairs & Chief of Staff**

Chris Lu- **Chief Compliance Officer**

(Vacant) – **Sr. VP & Chief Administrative Officer**

William Viqueira – **Chief Financial Officer & Treasurer**

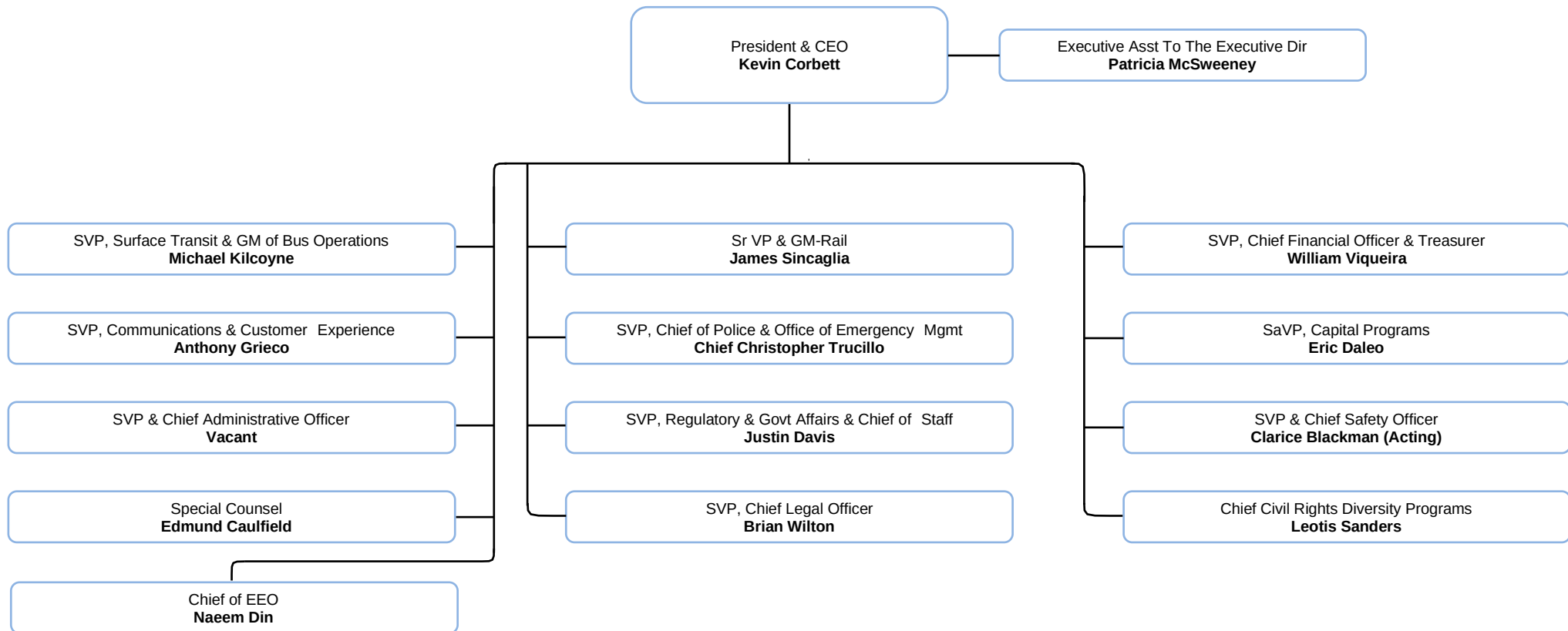
Anthony M. Grieco – **Sr. VP Communication & Customer Experience**

Christopher Trucillo – **Sr. VP Chief of Police & Office of Emergency Management**

Eric R. Daleo – **Sr. VP Capital Program**

Clarice Blackman – **Acting Sr. VP & Chief Safety Officer**

1.3 ORGANIZATION CHART



1.4 SCOPE OF BUS OPERATIONS

A. History and Background

In 1979, the New Jersey State Legislature enacted the New Jersey Public Transportation Act establishing NJ TRANSIT, Inc. (Parent) as a successor to the NJDOT Commuter Operating Agency and provided the organization with a mandate to 'acquire, operate, and contract transportation services in the interest of the public'. NJ TRANSIT Bus Operations was formed the following year in 1980. As legal entities, NJ TRANSIT, Inc. (Parent) and NJ TRANSIT Bus Operations, Inc. are quasi-public agencies of the state.

NJ TRANSIT's establishing act granted the organization sanction in salvaging private intrastate bus companies facing insolvency; the Maplewood Equipment Company and Transport of New Jersey (TNJ) were principally included in early acquisitions. Throughout the 1980's NJ TRANSIT proceeded to further incorporate private bus companies formerly servicing the North, Central, and South Jersey areas - notably including Mercer Metro, Somerset Bus Company, and Lincoln Transit.

NJ TRANSIT Bus Operations presently provides local and commuter passenger service to the residents of New Jersey, New York, and Pennsylvania. Scheduled local service is primarily inter-urban, serving the Newark-North Jersey area and the Camden-Philadelphia area. Commuter service includes operations from North and Central Jersey into New York City including service from Warwick, New York to New York City, as well as commuter service from South Jersey to Philadelphia, Pennsylvania.

B. Type of Operations

- **Company Name:** NJ TRANSIT Bus Operations Inc.
- **Type of Service:** Urban/Suburban/Highway
- **Annual # number of Passengers:** 71 Million
- **Annual # number of Revenue Miles:** 95.2 Million (Using NTD Miles)

C. Operating Schedule/Routes/Fleet Service

NJ TRANSIT Bus Operations operates local and commuter bus services for 19 of New Jersey's 21 counties via 253 separate lines, including 52 contracted lines using a total of 2,310 buses. Patrons served range through segments of all demographics, including daily commuters, children, the elderly, and the disabled. Major metro areas serviced include: Camden, Atlantic City, Cape May, Newark, Paterson, etc. Interstate service is provided into Philadelphia and New York City.

D. NJ TRANSIT Bus Operations Personnel

Bus Operators:	3,427	Maintenance:	1,296
Management:	487	Clerks/Ticket Agents:	89

SECTION 2

PLAN DEVELOPMENT, APPROVAL, AND UPDATES

2.1 PLAN DEVELOPMENT AND APPROVAL NJ TRANSIT Bus Operations PTASP

Michael Kilcoyne
Sr. VP Surface Transit & GM of Bus Operations

Date

Clarice Blackman
Acting Sr. VP & Chief Safety Officer

Date

Kevin S. Corbett
President & CEO
Accountable Executive

Date

2.2 PLAN UPDATES AND REVIEW PROCESS

2.2.1 Annual Public Transportation Agency Safety Plan (PTASP) Review Process

The Public Transportation Agency Safety Plan is annually reviewed to:

- Incorporate modifications required by 49 CFR 673.11 (a) (5) [annual review and update] and 49 CFR 673.13 (b) [annual certification of compliance]
- Incorporate changes in management
- Incorporate new equipment
- Incorporate new or modified systems and facilities
- Incorporate extended or modified operations
- Incorporate newly added safety related topics
- Incorporate evaluations of safety performance targets

2.2.2 Annual Public Transportation Agency Safety Plan (PTASP) Internal Review Process – Defined

The NJ TRANSIT Public Transportation Agency Safety Plan (PTASP) analysis, review, revision, and publication process is the responsibility of the NJ TRANSIT Office of System Safety (NJ TRANSIT OSS). On or before January 1st of each year, review and input is solicited from the various divisions within NJ TRANSIT Bus Operations. If substantive changes in the content of the plan occur, the plan will be forwarded to the Sr. Vice-President – Chief of the Office of System Safety and the Sr. Vice-President of Surface Transit – General Manager of Bus Operations for review and approval. Upon approval, the plan will be submitted to the Accountable Executive (President & CEO of NJ TRANSIT) for certification. An electronic copy of the PTASP will be posted annually on the NJ TRANSIT intranet for employee access.

2.2.3 Internal Review Policy Goals

NJ TRANSIT Bus Operations currently has an internal review process completed by various departments. All internal reviews and audits are performed to evaluate the organizations adherence to policies, procedures, and rules.

2.2.4 Procedures for Conducting Internal Reviews

Each department conducts reviews with checklists and schedules of criteria items to specifically measure the performance being reviewed.

2.2.5 Roles/Responsibilities of Participants

Roles and responsibilities of the selected participants will be defined at the onset of the criteria review process.

2.2.6 Reporting Requirements

Reports are analyzed to establish applicable recommendations and are circulated to accountable management for corrective action(s). Reports are filed and maintained with NJ TRANSIT OSS.

2.2.7 Internal Review Report Statistics

NJ TRANSIT OSS maintains a file and tracking system to identify deficiencies and corrective actions.

2.2.8 Process for Addressing Public Comments

NJ TRANSIT has a public information office (PIO) that is responsible for communicating public safety concerns to Bus Operations. Upon notification, OSS provides safety oversight and guidance on corrective action(s) if needed.

2.2.9 Internal Review by Organization

Refer to Section 6.8 – Follow up and Undercover Ride Program.

2.2.10 Internal Review of Communications Activities

The Director of Service and Supervision is responsible for Control Center operations, including the periodic evaluation of controllers. The evaluation process includes replaying taped transmissions for the purpose of assessing emergency operating procedures.

2.2.11 Maintenance Department Internal Reviews

Maintenance personnel conduct daily post-trip inspections of all buses receiving nightly service. Items inspected include safety-related systems, fluid levels, and specific campaign items. Maintenance personnel also conduct periodic inspections of the vehicle heating and air conditioning systems on a regular basis.

In accordance with the maintenance standard operating procedures manual, the NJ TRANSIT Vehicle Maintenance Support and Quality Assurance Departments conduct regular audits on vehicle systems and perform periodic reviews of mechanical systems with results forwarded to applicable management personnel.

2.2.12 Internal Review Administrative Managers

All administrative managers have been provided with a copy of this PTASP and have been advised of their on-going responsibilities as defined within this document. NJ TRANSIT OSS will conduct an annual evaluation of compliance with administrative activities and functions (including the PTASP review process) as part of on-going assessments of system safety responsibilities.

2.2.13 Internal Review Bus Station Cleanliness

Periodic inspections are conducted by NJ TRANSIT OSS representatives and Bus Operations personnel to ensure that physical hazards and cleanliness standards are maintained at all NJ TRANSIT bus stations.

2.2.14 External Reviews

As a public carrier, NJ TRANSIT Bus Operations is subject to external review processes conducted by various outside agencies, including:

- New York State Public Transportation Safety Board (NYSPTSB)
- National Transportation Safety Board (NTSB)
- NY/NJ State Department of Transportation (NY/NJ DOT)
- NJ Department of Labor (NJDOL)
- NJ Department of Health (NJDOH)
- NJ Department of Community Affairs (NJDCA)
- Federal Transit Administration (FTA)
- Occupational Safety and Health Administration (OSHA)
- Public Employees Occupational Safety and Health (PEOSH)
- Federal Motor Carrier Safety Administration (FMCSA)
- American Public Transportation Association (APTA)

2.2.15 Procedures for Implementation of External Audits

The policy of NJ TRANSIT Bus Operations is complete cooperation with all external agencies when concerning safety-related recommendations. NJ TRANSIT OSS is authorized to act as liaison for all issues relating to safety.

2.2.16 Recommendations/Findings by External Audits

NJ TRANSIT OSS reviews all external agency written requests and subsequently coordinates an action plan and response.

2.2.17 Agency Safety Plan Review and Approval by the Oversight Agency

In accordance with the New York State Public Transportation Safety Board (NYSPTSB) oversight requirements, the Bus System Safety Program Plan SSPP must be submitted biennially to the NYSPTSB for their review and approval on or before June 30th for recertification, or when changes in conditions require a modification of the SSPP. The PTASP has incorporated most of those elements contained in SSPP, however, the SSPP will remain a separate document requiring biennial submission to the NYSPTSB oversight agency.

2.2.18 PTASP Documentation and Recordkeeping

All documents related to the PTASP including policies, procedures, reference sources, and changes to the plan are maintained by the NJ TRANSIT OSS for a minimum of three years after they are created.

2.2.19 Tracking Versions/Date

Revision/Reviewed Date:			
Date	Section/Pages Affected	Reason for Change	Date Issued
5/20/22	3.2.2, Page 14	Bipartisan Infrastructure Law -Assault/Security Incident Events	V2 - 7/31/22
5/20/22	1.3 (B), Page 6 1.3 (D), Page 6	Updated Scope of Operations Employee Personnel	
5/20/22	7.1.1 (b), Page 36	New FMCSA requirement for training schools	
5/13/22	6.13.3, Page 33	Bipartisan Infrastructure Law -Joint Labor & Management Safety Committee Participation	
5/13/22	5.1.18 (c), Page 24	Bipartisan Infrastructure Law -Infectious Disease Awareness and Training	
5/12/22	6.11.2, Page 29	Bipartisan Infrastructure Law 5329 (d) (1) (i)(i) Protective barrier	
5/13/22	7.1.7 (c), Page 39	De-escalation Training for Bus Operators	

Revision/Reviewed Date (Continued):			
Date	Section/Pages Affected	Reason for Change	Date Issued
5/05/22	5.1.1 (k,l,m), Page 17	Bipartisan Infrastructure Law -Joint labor and management -Medical reporting for infectious disease Assault incident events, NTD	
Reviewed 07/21/2021	3.2.12, Page 11	Update Performance Targets with 2020 data	07/21/2021
Reviewed 12/09/2020	3.2.12, Page 11	Update Performance Targets with 2019 data	12/09/2020

SECTION 3

SAFETY PERFORMANCE MEASURES

3.1 COORDINATION WITH METROPOLITAN PLANNING ORGANIZATIONS (MPO'S) PROCESSES

NJ TRANSIT will work closely with each state MPO to ensure the following:

- Coordination with each state MPO in the development and selection of safety performance targets
- Safety performance targets are provided to each state MPO

3.2 SAFETY PERFORMANCE MEASURES/TARGETS

*Safety Events											
Fatalities/Rate		Passenger Injuries/Rate		Collisions/Rate		Employee Injuries/Rate		Major Bus Fire Events/Rate		System Reliability	Assaults & Security Incidents/Rate
6	.085 /Mil. Miles	173	2.45/Mil. Miles	222	3.14/Mil. Miles	431	7.67/200K Hrs.	6	.09/Mil. Miles	6540 MDBSF	5 .07/Mil. Miles

Refer to link below for NTD reporting criteria:

<https://www.transit.dot.gov/sites/fta.dot.gov/files/2022-04/2022%20NTD-Non-Rail-Quick-Reference.pdf>

3.2.1 Methodology:

Data was extracted from the National Transit Database (NTD) SSTime dataset and an average was established for three consecutive calendar years (2019, 2020 and 2021).

The frequency rate was calculated using the following formula for each of the categories:

Frequency Rate =	$\frac{\text{Number of Events} \times 1,000,000 \text{ Miles}}{\text{Annual Mileage}}$
Employee Injury Rate =	$\frac{\text{Number of Recordable Injuries} \times 200,000 \text{ Employee Hours}}{\text{Total Employee Hours}}$

3.2.2 Definitions:

National Transit Database (NTD) – Established in 1974, the National Transit Database (NTD) is a federal reporting program for transit agencies receiving Federal Transit Administration (FTA) funding. It serves as a primary repository for all transit-related data including safety statistics in the United States. The performance data from the NTD is used to allocate FTA funding and to report on public transit performance to Congress and researchers.

NTD Reportable Event – An event (either planned or unplanned) occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle that meets NTD reporting thresholds provided below: (Occupational safety events occurring in administrative buildings are excluded from NTD reportable events)

- Fatalities involving passengers, others (people waiting or leaving), bus operators, bicyclists, pedestrians, and occupants of other vehicles
- Injuries requiring transportation away from the scene for medical attention
- Total property damage greater than \$25,000
- Towaways of any motor vehicle
- Smoke, Fire Evacuations for life safety reasons

Fatalities – Total number of NTD reported fatalities and rate per total vehicle revenue miles.

Injuries – Total number of NTD reported injuries and rate per total vehicle revenue miles.

***Safety Events** – Total number of NTD reported events and rate per total revenue miles that occur during transit operations and the performance of regular supervisory or maintenance activities. Safety events include all NTD

reportable collisions, employee injuries and major smoke conditions and/or fires during revenue service requiring evacuation for life safety reasons.

System Reliability (Mean distance between major mechanical failures) –

The average distance between major mechanical failures that inhibit vehicle movement or prevents the start or completion of a scheduled revenue trip due to safety concerns. Examples of factors and/or components impacting System Reliability includes tires, brakes, doors, engine/transmission, cooling systems, steering, axles, and suspension. This data is represented as a total number of events and the rate per total revenue miles.

Assault/Security Incident Events

Event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility, during a transit related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are: (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that **are not on transit-owned property** (unless boarding/alighting at the time).

NOTE: The thresholds for "reportable" fatalities, injuries, and safety events are defined in the National Transit Database Safety and Security Reporting Manual.

(Data as of CY 2021)

SECTION 4

STATEMENT OF SAFETY MANAGEMENT POLICY

The management of safety is one of our core business functions. NJ TRANSIT Bus Operations is committed to developing, implementing, maintaining, and continuously improving safety hazard assessment and risk management processes in order to ensure bus transit services operate with the highest practicable performance standards while maintaining a balanced allocation of organizational resources, and a strict adherence to state and federal regulatory standards. All levels of management and all employees are accountable for implementing and delivering the highest level of safety standards, starting with the President & CEO, Kevin S. Corbett. The following objectives are provided in support of NJ TRANSIT Bus Operations' safety performance goals and objectives:

- **Support** the management of safety through the provisioning of appropriate resources and cultivate an organizational culture that promotes safe practices, encourages effective employee safety reporting and communication, and actively manages safety performance objectives with the same attention to results as other management systems within the organization;
- **Integrate** safety management among the responsibilities of all managers and employees;
- **Clearly define** for all staff, managers, and employees alike their accountabilities and responsibilities with regards to delivering the organization's safety performance goals and their contributions to the overall performance of our safety management system;
- **Establish and implement** hazard identification, analysis, and safety risk evaluation activities (including an employee safety reporting program as a fundamental resource for addressing safety concerns), in order to eliminate or to mitigate the consequences of safety risks/hazards resulting from our operations - or to reduce hazardous activities to a point consistent with our acceptable safety performance levels;
- **Ensure** that no action will be taken against an employee who discloses a safety concern through the safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures;
- **Comply** with, and whenever possible, exceed legislative and regulatory requirements and standards;
- **Ensure** that enough skilled and trained employees are available to implement safety management processes;
- **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 commensurate with their skills;
- **Establish and measure** our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** our safety performance through management processes and Safety Management System (SMS) principles that ensure appropriate safety management action is taken and that it is effective; and-
- **Ensure** that externally supplied systems and services necessary to support our operations and achieve our safety performance objectives are delivered meeting our safety performance standards.

Kevin S. Corbett
President & CEO

Michael P. Kilcoyne
Sr. VP Surface Transit & GM Bus Operations

SECTION 5

SAFETY RISK MANAGEMENT/RISK REDUCTION PROGRAM

5.1 SAFETY HAZARD IDENTIFICATION AND ANALYSIS, EVALUATION, AND RESOLUTION

This section describes the methods or processes integral in identifying, analyzing, and evaluating operational hazards and in achieving resolution. This section also describes the Risk Reduction Program (Refer to Addendum 1) in place that includes applicable referenced sections within this document to reduce vehicle and pedestrian accidents and Operator Assaults provided in the performance targets established in section 3.2 above. The section activities are to ensure consistency with the requirements outlined under the Bipartisan Infrastructure Law Bill (5329(d)(1)(I)) to include but not limited to:

- A reduction of vehicular and pedestrian accidents involving buses that includes measures to reduce visibility impairments for bus operators that contribute to accidents, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments (refer to sections 6.13.3 and 6.11.2)
- The mitigation of assaults on transit workers, including the deployment of assault mitigation infrastructure and technology on buses, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators when a risk analysis performed by the safety committee determines that such barriers or other measures would reduce assaults on transit workers and injuries to transit workers (refer to sections 6.13.3 and 6.11.2)

The hazard management process is utilized to assess and to mitigate safety-related hazards associated with NJ TRANSIT activities, passengers, employees, vehicles, and facilities. The process requires the identification of system hazards, analyzing the probability and severity of occurrences, and developing actions required to reduce risks as low as reasonably practicable.

Hazard identification is the initial step in the hazard management process. It is a methodical approach in assessing risks via various methods involving all systems and personnel. This process uses SMS (Safety Management System) concepts including engineering and operations management. The process of hazard identification is further achieved through safety inspections and audits, safety reviews, accident investigations, and industrial hygiene and fire safety surveys. Data trend analyses focus on employee/passenger accidents, near miss incidents, fire incidents, and site-specific surveys.

System programs and procedures utilized in hazard identification and assessment, evaluation, and resolution are discussed as follows:

- Rules/policies regarding hazard identification are in place and included as a part of every employee's duties (Appendix 1 - Employees Safety Rule Book).
- A systematic approach to ensure NJ TRANSIT's SMS processes are in place
- Establishment of the accountability and responsibilities for hazard identification and assessment, analysis, and resolution are identified within the safety risk management process

5.1.1 Internal Safety Data Sources Used for Hazard Identification and Analysis

The following sources of information are used in the hazard identification and analysis process:

- a. Specifications, plans, on-site safety evaluations and safety data analysis
- b. Evaluation of employees' adherence to safety policies and procedures and materials
- c. Feedback from various evaluations and audits completed by Bus Operations, OSS Safety, and Internal audits
- d. Quality Assurance and Preventative Maintenance Inspection reports
- e. Passenger Complaint reports
- f. Accident/Incident Investigation reports and logs
- g. On-board camera system events
- h. Bus Operator Reports of Unsafe Conditions
- i. Bus Condition Reports
- j. Computer reporting systems such as Vehicle Maintenance Information Systems (VMIS) and fluids management tracking program
- k. Joint labor and management safety committee(s)
- l. Periodic NJ TRANSIT Medical reporting for infectious disease activity throughout the agency

- m. NJTRANSIT accidents/incident data submitted to the National Transit Database (NTD)

5.1.2 External Safety Data Sources Used for Hazard Identification and Analysis

- a. External audits and inspections
- b. Contractor/vendor inspections of fixed facilities, equipment, operations, and safety procedures
- c. Vendor bulletins regarding defects and/or changes in maintenance intervals
- d. Industry trade organizations papers and newsletters
- e. Bulletins from government agencies, such as the Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT)
- f. Statistical data from the American Public Transportation Association (APTA), National Safety Council (NSC), and other organizations
- g. Safety Data Sheets (SDS)
- h. Internet and the World Wide Web

5.1.3 Internal Methods Used for Operational Systems Hazard Identification and Analysis

- a. Bus shelter designs and installations are evaluated for potential safety hazards
- b. Bus stops, park and rides, terminals, and adjacent areas are inspected and analyzed for safety hazards (Appendix 2 – Customer Facility Inspection Procedures).
- c. Fixed routes and road conditions are evaluated for potential safety hazards

5.1.4 Fixed Facility Inspections and Audits Used for Hazard Identification and Analysis

- a. Garage Self-Inspection Program:

The program is used to identify and resolve root hazards that could lead to employee or facility accidents. Additionally, it provides a mechanism to

ensure that physical hazards will be identified and resolved prior to outside inspections by external agencies (Appendix 3 – Garage Self-Inspection Procedures).

b. Monthly Fire Protection Equipment (FPEI) Inspections:

Inspections are performed to ensure that fire protection equipment is functional during an emergency (Appendix 4 – Fire Equipment Inspection Procedures).

c. Annual Bus Safety Facility Audits:

Audits are performed at all Bus facilities using the Safety Audit Criteria based on OSHA Codes and Federal Regulations (CFR) (Appendix 5 – Annual Garage Audit Procedures).

d. Semi-Annual Environmental Compliance Audits:

The NJ TRANSIT Environmental Service Unit performs two audits each year to determine whether the facility is operating in compliance with all applicable federal and state environmental regulations and permit conditions.

e. Storage and parking areas are periodically inspected.

f. Fleet maintenance equipment is periodically inspected.

g. Personal protective equipment is periodically inspected and changes to equipment are incorporated into the Bus Operations Personal Protective Equipment Catalogue.

h. Shop maintenance equipment is regularly inspected.

i. Fire detection and warning systems are regularly inspected and tested.

j. Fire suppression systems (i.e. automatic sprinkler systems, Halon systems, and portable fire extinguishers) are inspected for hazards and serviced periodically.

k. Fare collection equipment is periodically inspected for hazards to employees and customers.

5.1.5 Systems and Equipment Inspections Used for Hazard Identification and Analysis

a. Inspection of Communication rooms and systems

- b. Inspection of Sub-stations
- c. Facility signs and lighting are inspected for proper operation
- d. Inspection of Control Center facilities and equipment

5.1.6 Operating and Maintenance Procedures Used for Hazard Identification and Analysis

- a. Transportation and Maintenance procedures are reviewed as requested

5.1.7 Human Factors Hazard Identification and Analysis Processes

- a. Employees with multiple operational vehicle accidents are identified, counseled, and retrained by Bus Operations personnel
- b. The following series of activities involving employee and supervisory personnel are used to identify and mitigate hazards and unsafe behaviors are completed:
 - Behavioral safety reviews, including Bus Operator performance ride observations and onboard video events
 - Joint labor and management safety committee(s) participation in safety meetings and awareness programs. Location Safety Chair Person participation in safety meetings and awareness programs
 - Bus Operator re-training and defensive driving programs

5.1.8 Methodologies and Procedures Used for Hazard Evaluation

- a. Hazards are identified and evaluated using the above activities and are assessed for potential risks to the system in accordance with established system safety principles outlined in Military Standard 882E (Refer to the **Hazard Analysis Chart** next page).
- b. NJ TRANSIT OSS is tasked with implementing the hazard evaluation process with input from NJ TRANSIT Bus Operations senior management.
- c. A Hazard Identification Risk Assessment Table (HIRA) is reviewed and maintained for changes in operational activities and hazards that may introduce risk to the Bus System.

Hazard Analysis Chart:

Description	Level	Specific Individual Item	Fleet or Inventory
Frequent	A	Likely to occur in the life of an item	Continuously experienced
Probable	B	Will occur several times in the life of an item	Will occur frequently
Occasional	C	Likely to occur sometime in the life of an item	Will occur several times
Remote	D	Unlikely but possible to occur in the life of an item	Unlikely, but can reasonably be expected to occur
Improbable	E	Unlikely, but possible, it can be assumed occurrence may not be experienced in the life of an item	Unlikely to occur, but possible
Eliminated	F	Incapable of occurrence - this level is used when potential hazards are identified and later eliminated	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated

Risk Assessment Matrix:

	SEVERITY			
	1 - Catastrophic	2 - Critical	3 - Marginal	4 - Negligible
PROBABILITY				
A-Frequent	High	High	Serious	Medium
B-Probable	High	High	Serious	Medium
C-Occasional	High	Serious	Medium	Low
D-Remote	Serious	Medium	Medium	Low
E-Improbable	Medium	Medium	Medium	Low
F-Eliminated	ELIMINATED			

Category 1: Catastrophic – Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M.

Category 2: Critical – Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M.

Category 3: Marginal – Could result in one or more of the following: injury or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M.

Category 4: Negligible – Could result in one or more of the following: injury or occupational illness not resulting in a lost work day, minimal environmental impact, or monetary loss less than \$100K

5.1.9 Tracking System for Identified Hazards

Representatives from NJ TRANSIT OSS conduct monthly inspections and annual audits at all Bus garages/facilities. Upon completion, the hazards identified are entered into a Hazard Tracking Log Database. This information is consolidated to ensure that a process is in place to identify trends and corrective actions. NJ TRANSIT OSS analyzes trends and recommends actions taken to reduce hazards to as low as reasonably practicable.

5.1.10 Other Risk Assessment Methods

NJ TRANSIT OSS completes a trend analysis to establish priorities in the hazard resolution process via database compilations.

5.1.11 Priority of Hazards

Identified hazards are prioritized and addressed based on an analysis of occurrence probability and severity. The most severe/imminent safety hazards are addressed first.

5.1.12 Acceptable Level of Risk

Hazards are identified and corrective actions are implemented to bring probability and severity as low as reasonably practicable.

5.1.13 Analysis Conducted as Required

As a result of the hazard identification process, an analysis is conducted to determine the appropriate level of risk.

5.1.14 Responsibility of Hazard Assessment and Analysis

NJ TRANSIT OSS has the principal responsibility for ensuring that the hazard assessment and analysis is performed.

5.1.15 Staffing for Hazard Assessment and Analysis

NJ TRANSIT is adequately staffed for its role in hazard assessment and analysis.

5.1.16 Deferred Status

- a. Hazards are placed in a deferred/retained status when alternative measures of control are in place and meet the requirements of NJ TRANSIT OSS.

- b. Alternative measures of controlling hazards are discussed and included as part of deferred status.
- c. Alternative measures for temporarily deferred items are used as a short-term measure only.
- d. NJ TRANSIT OSS and Bus Operations coordinate activities and solutions to resolve deferred action into permanent resolution.
- e. Documentation of rationale and sign-offs are retained in files.

5.1.17 **Corrective Action/Hazard Resolution Implementation and Monitoring**

- a. Corrective action/hazard resolution follows the SMS principles and practices guided by the hierarchy of controls below:

Hierarchy of Hazard Controls	
Elimination	Remove the hazard from the workplace
Substitution	Replace hazardous material or equipment
Engineering Controls	Design or modify equipment or hazard to reduce the exposure
Administrative Controls	Warnings, labels, signs, alarms, training, monitoring, etc.
Personal Protective Equipment (PPE)	Equipment worn by employees to reduce exposure

- b. Recommended corrective actions pertaining to identified hazards are monitored for effectiveness.

5.1.18 **Security and Emergency Awareness**

a. **Vulnerability Self-Assessment**

Refer to NJ TRANSIT Office of Emergency Management Emergency Preparedness Plan.

b. **Employee Awareness Training for Detection and Deterrence**

All NJ TRANSIT Bus Operations Transportation and Maintenance employees have been trained on system safety and security protocol using the National Transit Institute video.

All NJ TRANSIT buses are equipped with two-way radios monitored by our Control Center. Messages are handled by their priority (e.g. emergency transmissions can be handled by pressing the “PRTT – priority request to talk” button), or in serious situations, an operator can press the emergency

alarm that advises the Control Center of an emergency, changes the destination sign to “Emergency” Call Police,” and activates the DriveCam video system to record the event.

NJ TRANSIT uses the USDOT, NJDOT, and FTA websites, as well as others as a source of information on bus safety and security.

c. **Infectious Disease Awareness Training and Program Management**

Based on the hazard identification and evaluation process outlined above, NJ TRANSIT Office of Emergency Management in coordination with Operations, Medical Services and (NJTOSS) has developed strategies to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions. All activities are reviewed to ensure they are consistent with guidelines of the Centers for Disease Control and Prevention or a State health authority, minimize exposure to infectious diseases. (Appendix 15)

d. **Proper Maintenance and Control of Security Sensitive Documents**

Accident/incident investigative reports, drug & alcohol records, and personnel records are properly stored in a secured space and maintained for a minimum of three-years as required by law.

SECTION 6

SAFETY ASSURANCE

6.1 SAFETY PERFORMANCE MONITORING AND MEASUREMENT

This section describes the following activities:

- a. Monitoring the system for compliance with maintenance and operations procedures
- b. Monitoring operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended
- c. Conducting investigations of safety events to identify causal factors
- d. Monitoring information reported through internal safety reporting programs

6.2 OPERATIONS MAINTENANCE

This subsection describes activities related to monitoring the system for compliance with maintenance and operations procedures:

6.2.1 Safety Related Maintenance Procedures

- a. Preventive maintenance procedures and intervals for vehicles are established based on the manufacturers' recommended maintenance intervals. In addition, each vehicle is inspected at 3,000 mile and 6,000-mile intervals (not to exceed 500 miles past inspection intervals). The grace period for preventative maintenance intervals shall not exceed 500 miles. Consequently, each vehicle must be inspected no more than 3,500 miles after the last 3,000-mile inspection and no more than 6,500 miles after each 6,000-mile inspection. Vehicles also receive semi-annual State of New Jersey, Department of Transportation inspections as well.
- b. Bus Maintenance in-house Bulletins/SOP's are periodically published by Maintenance Support to provide garage maintenance, management, and employees' detailed information required to complete modifications or upgrades to bus/vehicle components as needed. (Refer to Vehicle Maintenance Campaign Bulletin Binder and Maintenance SOP's Manual).
- c. Manpower size/qualifications are in place at all NJ TRANSIT operated bus locations. Manpower analysis showing shortages by job titles are published monthly and distributed to all bus locations. The following process evaluates manpower distribution:

1. Number of buses at location
 2. Number of miles operated
 3. Number of inspections required as a result of (2)
 4. Amount of cleaning and servicing based on (1)
 5. Amount of corrective demand maintenance anticipated
- d. NJ TRANSIT Bus Operations has the following programs in place to track vehicle maintenance trends:
- **Fleetwatch Tracking System** - A computer system tracking daily vehicle fluid consumption. Maintenance staff analyze resulting data to identify specific trends, such as higher than average levels of fluid usage that may indicate mechanical problems.
 - **Vehicle Maintenance Information System (VMIS)** - A system that captures and provides historical information on all vehicle inspections and repairs. (Refer to System-wide Fleetwatch Tracking System VMIS program)
 - **Automatic Vehicle Monitoring (AVM) System** – A system continuously monitoring bus electronic controls, reporting fault codes in real-time, and providing daily reports to the NJ TRANSIT Bus Operations Maintenance Department.

6.3 QUALITY ASSURANCE DEPARTMENT ACTIVITIES

The NJ TRANSIT Bus Operations Quality Assurance Department is responsible for the quality control for the maintenance of revenue vehicles. Responsibilities include, but are not limited to the following:

- Monitoring inspection intervals in accordance with FTA and DOT requirements
- Monitoring customer comfort controls
- Inspection of safety equipment
- Fluid testing
- ADA equipment condition inspections
- Biocide compound treatment of fuel tanks

6.4 OPERATOR PRE/POST TRIP INSPECTION PROCEDURES

6.4.1 All NJ TRANSIT Bus Operators are required to conduct pre & post trip inspections in accordance with DOT requirements. (Appendix 6 - NJ TRANSIT Bus Operations Transportation Employees Service Guide and Bus Condition Report Procedures)

6.4.2 NJ TRANSIT OSS ensures compliance with pre/post trip inspection procedures and seat belt compliance.

6.5 GARAGE/MAINTENANCE FACILITY INSPECTIONS AND AUDITS

6.5.1 NJ TRANSIT Bus Operations uses a wide variety of inspections, audits, and PM procedures to ensure the safety and maintenance of the facility (Appendix 7 - Garage Inspection and Audit Procedures).

6.5.2 Facility management at NJ TRANSIT Bus Operations facilities are required to conduct a monthly self-inspection to identify potential safety hazards. NJ TRANSIT OSS conducts monthly inspections to monitor corrective action.

6.6 BUS SHELTER AND BUS STOP INSPECTION AND TESTING

6.6.1 NJ TRANSIT provides bus stop shelters in a cooperative effort with local municipalities. Part of the agreement provides for municipalities to maintain bus stop shelters once they are in place. Inspections are conducted and any issues are addressed with each municipality owner.

6.6.2 Major bus stop shelters contain route/schedule information. Detailed scheduling information is available on-board all buses.

6.6.3 A separate Signs and Bus Shelter Department rationalizes all bus stops. Periodic monitoring and inspections are completed to ensure they meet operating needs.

6.6.4 “No Parking” enforcement is accomplished through cooperation with NJ TRANSIT and local police departments. Bus Operators and Garage Supervisors report problems using an “Unsafe Condition” reporting process.

6.7 PARKING/STORAGE PROCEDURES

Each NJ TRANSIT Bus Operations facility has specific parking and storage plans in effect. Parking/storage procedures are audited by the Bus Safety Department to ensure adequate access/egress and fire exit safety standards have been met. All facilities are striped to ensure aisle/fire lanes are maintained. “No parking” and “speed limit” signs are in place at all facilities as needed and have appropriate ADA designated parking.

6.8 FOLLOW-UP AND UNDERCOVER RIDES

6.8.1 Performance rides are completed randomly and at the request from garage management by Operational Training and representatives from NJ TRANSIT OSS to evaluate Bus Operator driving behaviors. Findings of unsafe behavior, inappropriate actions and/or rule violations are forwarded to garage management

for corrective action. Re-training/instruction may be requested if performance requires improvement (Appendix 8 – Performance Ride Program Procedures).

6.9 TRACKING SYSTEM FOR IDENTIFIED HAZARDS

NJ TRANSIT OSS conducts monthly inspections and annual audits at all garages/facilities. Upon completion of the inspections and audits, all noted deficiencies are entered into a Hazard Tracking Log database. The log consolidates the information to identify and track specific trends, implementation of corrective action, and compliance results.

6.10 REPORT OF FINDINGS

NJ TRANSIT OSS provides location management with documentation of inspections and audits that include findings and recommendations for corrective action.

6.11 RULES FOR INCORPORATING MODIFICATIONS INTO SYSTEM - MANAGEMENT OF CHANGE

6.11.1 New and Extended Routes/Lines

When a bus route/line is extended or added to the system, NJ TRANSIT Bus Operations Planning Department takes the lead role in communicating and documenting the management of change. Activities include the following:

- a. The Planning Department develops proposed routes/lines - including a description of the route/line and the bus stops associated. This process involves a company-wide work plan that coordinates all related activities.
- b. NJ TRANSIT Bus Operations' Transportation and Maintenance departments perform a cost analysis to plan for additional equipment and personnel.
- c. Depending on the impact of the change, an analysis team comprised of Bus Operations, Planning, Operational Training, and NJ TRANSIT OSS may evaluate environmental conditions, including traffic patterns and Bus Operator driving exposures.
- d. The Operational Training Department conducts training for Bus Operators on new routes/service.
- e. During implementation, Operational Training and/or Field Supervision provide increased presence and assistance to support the extended/new service. Safety Division monitors accident frequency for trends.

6.11.2 New/Upgraded Fleet

The following process is used for all new bus purchases:

- a. New bus specifications are developed and circulated to all NJ TRANSIT Bus Operations departments and NJ TRANSIT OSS for review and comment to include:
 - Existing and new bus procurements include a review of improved bus equipment features to reduce the visibility impairments that may contribute to vehicle and pedestrian accidents.
 - Operator protective barrier configuration and protective features are based on an assessment during existing pilot programs and new bus equipment purchases. Upgrades to new equipment and incorporated into new Bus purchases upon approval by NJ TRANSIT and the Original Equipment Manufacturer (OEM).
- b. New bus specification meetings are held during the review process to consolidate comments and finalize specifications.
- c. Final specifications are developed, re-circulated, approved, and/or accepted by NJ TRANSIT Bus Operations departments and the NJ TRANSIT OSS.
- d. Once the prototype bus is ordered, it is subsequently inspected and approved for an operational evaluation.
- e. NJ TRANSIT Bus Operational and Maintenance Training provides “Familiarization Training” to all Bus Operators, Mechanics, and management personnel.
- f. Upon placing the prototype bus into revenue service, the project management team monitors the bus for acceptable performance.
- g. Surveys are performed and evaluated by NJ TRANSIT Bus Operations based on criteria provided by customers, operations, and maintenance personnel concerning operational features.
- h. Project Management team meetings are held to review comments and feedback during the prototype bus evaluation.
- i. Changes on prototype vehicle specifications are reviewed and forwarded to the manufacturer for final concurrence.
- j. All vehicles procured and received are inspected to ensure quality and adherence to manufacturers’ specifications.

- k. NJ TRANSIT Bus Operational Training provides “Qualification” training to all Bus Operators prior to utilizing the vehicle in revenue service.
- l. Bus Operations Maintenance Training provides technical training courses for all new vehicles.
- m. The Maintenance and Engineering departments manage material inventory and ensure the development and implementation of maintenance procedures and inspection intervals for all new vehicles.

6.11.3 Operational Procedures for Incorporating New/Upgraded Facilities into the Bus System

- a. Pre-design meeting coordinated with NJ TRANSIT Engineering and Bus Operations departments to discuss location, objectives, and user needs.
- b. Facility design specifications completed by NJ TRANSIT Engineering and reviewed by all Bus Operations departments.
- c. Engineering plans developed for bid process.
- d. Contract awarded to contractor.
- e. Project started with monitoring from NJ TRANSIT Engineering and OSS personnel.
- f. As construction proceeds, a work team is formed comprising NJ TRANSIT Engineering & Project Management, OSS, Police and Operations departments. The team monitors progress and develops plans to interface into the bus system.

6.11.4 Operational Procedures for Incorporating New/Upgraded Systems into the Bus System

- a. Pre-design meetings are coordinated with NJ TRANSIT Engineering and Bus Operations departments to discuss objectives and user needs.
- b. Design specifications completed by NJ TRANSIT Engineering and reviewed by all Bus Operations departments.
- c. Engineering plans are developed for bid process.
- d. Contract awarded to contractor/vendor.
- e. Project started with monitoring from NJ TRANSIT Engineering and OSS personnel.

- f. New system installed and tested to ensure equipment conforms to specifications. NJ TRANSIT Engineering, Training, and NJ TRANSIT OSS evaluate performance criteria and the interface of the new system with the vehicle and/or facility.
- g. Upon concurrence, final design and implementation of the new system is accepted.
- h. Operating procedures/policies and training programs are designed and completed by NJ TRANSIT Bus Operations departments.
- i. Prior to implementation, NJ TRANSIT Bus Operations training personnel conduct management familiarization and training for Bus Operators and Maintenance personnel.
- j. During the new equipment phase in process, NJ TRANSIT Bus Operations monitors new equipment performance to specified operational criteria.

6.11.5 Changes in Service/Operations

NJ TRANSIT Bus Operations coordinates changes in service and interfaces with NJ TRANSIT OSS, all internal Bus Operations departments, and external agencies. Coordinated evaluations are completed and changes to equipment/operating personnel are implemented accordingly.

6.11.6 Procedures to Evaluate the Effect of Modifications/New Systems on Safety

- a. NJ TRANSIT OSS review is completed for changes in the design of bus systems that may impact customers, employees, public, and/or vehicle safety.
- b. NJ TRANSIT OSS collaborates with NJ TRANSIT Bus Operations in the drafting and implementation of safety related procedures.
- c. NJ TRANSIT OSS staff reviews all changes in chemicals, personal protective equipment, and safety items provided in the workplace.
- d. Results of all NJ TRANSIT OSS reviews are circulated to NJ TRANSIT Bus Operations for review and concurrence prior to system modifications/changes.

6.12 SAFETY ANALYSIS REVIEWED OR UPGRADED

- 6.12.1 A hazard assessment and an analysis are completed for the evaluation of system modifications including a comparative review to applicable code requirements/standards.
- 6.12.2 Results and recommendations of the evaluation are distributed to management for concurrence prior to implementing a system change.
- 6.12.3 Corrective actions for hazard resolution are validated prior to implementing system modifications.

6.13 SAFETY, MANAGEMENT AND LABOR ATTENDS/PARTICIPATES SAFETY COMMITTEE MEETINGS

6.13.1 Safety Meetings/Planned Topics

Monthly Safety Meetings are completed at all NJ TRANSIT Bus Operations locations for Transportation and Maintenance departments. The meetings include participation by both labor and management. Monthly safety topics including handouts, posters, and videos are planned and prepared by NJ TRANSIT OSS for topics related to each department. (Appendix 9 - Monthly Safety Meeting Procedures).

6.13.2 Feedback Mechanism for Safety Meetings

Minutes for each safety meeting are prepared and distributed to NJ TRANSIT OSS and location operations management. Safety meeting minutes are reviewed to identify potential safety concerns and responsibility for corrective actions if required.

6.13.3 Joint Labor & Management Safety Committee Participation

Each location has established Joint Labor and Management Safety Chairperson Committees who participate in planned meetings for the purpose of entifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and potential severity of consequences. The Committee's responsibilities also include identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended and identifying safety deficiencies for purposes of continuous improvement.

6.14 ACCIDENT/INCIDENT INVESTIGATIONS

6.14.1 Plan and Procedures for Accident/Incident Investigation

NJ TRANSIT Bus Operations is committed to a process of systematically classifying and conducting thorough accident and incident investigations to determine whether the processes and procedures in place are adequate in mitigating risks (Appendix 10 - Accident Investigation Procedures). Findings from accident/incident investigations are processed through the safety risk management cycle to effectively reduce identified risks as low as reasonably feasible.

6.14.2 Previous Accident Investigation Records

a. Accidents/Incidents Classified According to Condition

- All accidents are classified by frequency and severity of the occurrence in accordance with an accident grading system (Appendix 11 - Accident Grading and Discipline System).
- Recommendations, when made, are provided to management for analysis and implementation.

b. Follow up on Effectiveness of Recommendations

OSS tracks the effectiveness of all recommendations by analyzing the frequency and severity rate of reoccurrence.

c. Accident Investigation and Prevention

Accident data is collected and stored in a computer database program. Data is analyzed for trends used to develop targeted focus programs, bulletins, and safety meeting topics.

6.14.3 Analysis and Reporting of Accident Data

Reports on accident frequency and severity are circulated to management monthly, quarterly, and yearly for review. Accident costs are provided by NJ TRANSIT Risk Management for review and analysis.

a. Management Review of Accident Reports

Management reviews all accident investigations and takes corrective action on findings/recommendations on a case-by-case basis

b. Accident Notification Procedures – Outside Agencies

1. The following accidents involving bus service in New York are reported to the NYSPTS by NJ TRANSIT OSS:
 - All fatal accidents
 - All injury accidents involving five or more injuries
 - All accidents caused by mechanical failure, including, but not limited to all fires that occur in revenue service that require customer evacuation and response by the fire department (regardless of whether injuries occurred)
2. The following injuries involving NJ TRANSIT employees are reported to the Occupational Health Administration (OSHA) and the NJ Department of Labor Public Employees Occupational Safety and Health (PEOSH):
 - Employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye
 - A fatality (must be reported within 8 hours)
 - In-patient hospitalization, amputation, or eye loss (must be reported within 24 hours)

6.15 ACCIDENT/INCIDENT INVESTIGATION - PANEL COMMITTEE

NJ TRANSIT OSS and NJ TRANSIT Bus Operations management convene an accident panel committee for serious accidents to review contributing factors and corrective action measures obtained through the accident investigation process.

6.16 LIAISON COMMITTEE – LOCAL FIRE DEPARTMENTS

NJ TRANSIT OSS and NJ TRANSIT Bus Operations participate in activities with local fire departments to educate and inform first responders on emergency procedures related to bus facilities and bus equipment features.

6.17 LIAISON COMMITTEE – LAW ENFORCEMENT

The NJ TRANSIT Police Department participate in local and regional training programs providing updated information on joint transportation safety and security activities.

6.18 LIAISON COMMITTEE – FEDERAL/STATE EMERGENCY ORGANIZATIONS

The NJ TRANSIT Police Department, Office of Emergency Management Division coordinates with local, state, and the Federal Emergency Management Agency (FEMA) to develop plans and procedures for potential state-wide emergencies.

6.19 LIAISON COMMITTEE – LOCAL DISABLED COMMUNITY

NJ TRANSIT has an Americans with Disabilities Act (ADA) Services Department. This department is authorized to oversee the agency's policies and procedures, and to interface with the disabled community. Specific recommendations for problems identified are coordinated with the appropriate internal departments and outside agencies for resolution.

6.20 EMPLOYEE SAFETY REPORTING SYSTEM

The NJ TRANSIT "Safety Hotline" has been developed as an internal reporting system providing employees an accessible/anonymous process for reporting hazards, issues, concerns, occurrences, and incidents via email and/or dedicated telephone number. The Hotline is available 24-hours a day, 7-days a week, and is internally disclosed to all employees within OSS memos, handouts, bulletins, and routine safety alerts. The system ensures that no action will be taken against employees who disclose safety concerns through the safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures. Once NJ TRANSIT OSS receives notification of a report, appropriate inquiry will occur and follow-up notification on the status of the issue of concern will be provided to the employee if enough contact is available.

6.21 REPORTS/RESPONSIBILITIES

Reports, bulletins, and meeting minutes are distributed to all appropriate internal departments and external agencies to establish a tracking mechanism for the responsible parties' corrective action and activities.

6.22 CONTINUOUS IMPROVEMENT

Continuous Improvement is described as the process for assessing safety performances and for developing and carrying out plans to address safety deficiencies on a consistent basis. The following activities detailed in previous sections of this plan are used to track continuous safety performance improvement:

1. Safety Committees/Safety Meetings
2. Data Collection & Hazard Tracking System
3. Employee Safety Reporting System
4. Accident/Injury Investigations and Cause Analysis Reporting
5. Inspections/Audits and Hazard Tracking System
6. Monthly Safety Reporting for Vehicle Related Accidents and Customer/Employee Injuries

7. NJ TRANSIT Board Safety Committee Reporting on Leading Indicators vs. Lagging Indicators

SECTION 7

SAFETY PROMOTION

7.1 COMPETENCY AND TRAINING

Competency and training pertaining to new bus operators, maintenance personnel, controllers, field salary, and facility maintenance employees can be broken down into several parts. This includes refresher training for new or current personnel, specialized training on new equipment/bus systems, and professional development/qualification training applicable to all NJ TRANSIT OSS personnel.

7.1.1 Newly Hired Bus Operator Training - Commercial Driver's License (CDL)

- a. All newly hired Bus Operators who have not yet acquired a commercial driver's license (CDL) undergo a 21-day training program for a 40-foot and 45-foot bus, or a 25-day training program for those who will operate the articulated 60-foot style bus. A 14-day program has been developed for individuals hired with a CDL and have specific bus driving experience. The training program is designed to provide operators with basic driving skills, knowledge of accident causation factors, defensive driving principles/practices, and customer relation skills - including the ability to assist senior citizens and the disabled community (Appendix 12 - New-Hire Bus Operator Training Program). All Bus Operators are required to have a CDL to operate a bus.
- b. As of February 2022, Federal Motor Carrier Safety Administration (FMCSA) requires all CDL training schools to certify entry level driver training using an online registry. Operational Training logs all classroom and field training provided to trainees prior to their CDL road test.

7.1.2 New Bus Operator Training Course Outline

New Bus Operator training includes the following elements:

- c. Orientation to NJ TRANSIT Bus Operations' core mission and the specific job activities.
 - The orientation also includes a training overview and required criteria for students becoming Bus Operators.

- d. A two-hour module on the importance of safety to the organization, including a discussion and copies of the NJ TRANSIT Mission and Safety Policy Statements.
- e. All students are provided copies of the Federal Motor Carrier Safety Rule Book (Bus Version), NJ Motor Vehicle Commission (MVC) Commercial Driver's License CDL Handbook, the Employee Safety Rule Book, and the Transportation Service Guide.
- f. The function of safety in the organization, specifically a Bus Operator's role in maintaining safe operation and performance of their vehicles. These principles are reinforced during the 14-day, 21-day, and 25-day training courses.
- g. Bus route/line training, including a detailed study of the company's bus route descriptions and maps.

7.1.3 Bus Operator Training – Equipment Operation

All Bus Operators are trained using the "Doron Precision Systems, Inc." driving simulator equipment. Two new single seat and multi-seater training modules were developed specifically for NJ TRANSIT and installed at the Newark, NJ and Camden, NJ training facilities. Bus Operators are trained for competency in pedestrian awareness and practicing safe left-turn maneuvers. Additionally, a 6-hour online defensive driving course is available for Bus Operators focusing on enhancing safe driving practices and reinforcing the core principles of defensive driving.

The Bus Operator Training Program includes specific hands-on instructions and demonstrations of the following:

- a. Proper door operation and door interlock procedures
- b. Fire prevention and evacuation procedures
- c. Proper operation of the accessibility-lift and kneeling system
- d. The securement and locking systems for various types of mobility devices
- e. Safe acceleration and deceleration procedures including brake systems operation
- f. Proper driver's seat operation and adjustment
- g. Glare reduction methods, proper mirror adjustments, and windshield wipers use

- h. Proper operation of radio communications and the “Emergency Alarm System

7.1.4 Customer Safety/ADA Requirements

Bus Operators are instructed on the following customer safety procedures:

- a. Accessibility equipment activation and securement. All operators in training are also provided a copy of the Americans with Disabilities Act (ADA) manual applicable to all bus types
- b. Safety precautions to prevent customer injuries
- c. Safe customer loading requirements, including standee policy covering the use/importance of the standee line
- d. Communications, assistance, and completing occurrence reports for customer injuries

7.1.5 Safety Rules and Procedures

New Bus Operators are trained on the following safety rules and procedures (Appendix 1 - Employees Safety Rule Book & Appendix 6 - Transportation Employees Service Guide):

- a. The impact of inclement weather (i.e., rain, snow, ice, etc.) on vehicle operation, accidents, and customer injuries during boarding and alighting
- b. The enforcement of customer comfort rules (Ex: smoking, use of radios, and cell phone/electronic equipment)
- c. The use of the bus driver simulators to develop skills and awareness of potential hazards associated with highway, urban, limited visibility, and night driving conditions
- d. Railroad grade crossing procedures, including field skills and simulator demonstrations
- e. Crossing bridges and awareness to overhead clearances
- f. Emergency procedures while operating a bus
- g. Traffic accident procedures
- h. Procedures for bus fires or smoke conditions

- i. Customer illness and use of emergency call procedures
- j. Customer conflict resolution procedures
- k. Procedures for all unusual situations, such as flooding, fire, civil disturbance, vandalism, and severe weather

7.1.6 Specific Operator Reinstruction and Training

NJ TRANSIT Bus Operations, Operational Training Department provides Defensive Driving training and instruction: "Collision Reduction," "Accident Grading," "Pedestrian Awareness" and "Winning Combination Refresher Training" (Appendix 12 – Bus Operator Training Programs).

7.1.7 Periodic Operator Training and Refresher

- a. Operators are trained on all **new** equipment and operational features when purchased and placed into revenue service.
- b. Refresher training is provided to improve Bus Operators' fare collection activities, customer relations, ADA compliance, and emergency procedures (Appendix 12 - Bus Operator Training Programs).
- c. De-escalation Training for Bus Operators - All newly hired and existing Bus Operators receive de-escalation training to deal with a variety of scenarios facing anxious, hostile, or challenging behaviors during the course of their daily work assignments.

7.1.8 Training for Vehicle Maintenance Employees

- a. Maintenance and vehicle recovery employees receive training based on specific job tasks. The Operational Training Department provides all training to employees who, upon completion, must demonstrate adequate skills to the instructor before being qualified. Employees with CDL permits or a valid CDL receive eight-hours of driver training and become qualified to operate maintenance and/or revenue type vehicles on company property. Those employees with a CDL permit are provided with "In and Around Training," (mirror usage, safe bus operation, backing and turning), but can only operate a Commercial Motor Vehicle (CMV) vehicle on company property if accompanied by a CDL holder. Employees driving on public roads, and require a Commercial Driver's License (CDL), receive five days of additional "Field" training.
- b. Maintenance Training provides specific tow truck training and instruction for Repairman "A" and Mechanic "A" employees who are required to operate NJ TRANSIT towing equipment.

- c. Maintenance Employees are provided on-going and progressive training (Appendix 13 - Maintenance Training Master Course List).
- d. A Learning Management System (LMS) for MCI type bus equipment is available to all garage Foremen, Repairmen and Mechanics.
- e. Industrial lift truck safety training and evaluations are provided as required to all Maintenance Employees and/or when new equipment is purchased. Retraining may be provided when a Maintenance Employee is recommended for skills enhancement or post-accident training.
- f. All mechanics receive task-specific equipment training.
- g. All Maintenance Employees are provided with the scope of the Maintenance Department's mission and objectives.
- h. Maintenance Employees receive introductory training on the role of safety management and its significance to the organization. This includes an open discussion and distribution of the NJ TRANSIT Mission and Safety Policy Statements.
- i. All Maintenance Employees are provided a copy of the "Employees Safety Rule Book" (Appendix 1 – Employees Safety Rule Book).
- j. All Maintenance Employees are trained on the use of vehicle maintenance manuals, Preventative Maintenance (PM) sheets, defect cards, etc.
- k. All new Bus Maintenance Employees are given a facility orientation covering all areas of their assigned location.

7.1.9 Maintenance Employee Training on Bus Safety Equipment

- a. Maintenance and safe operation of doors, interlock brakes, and proper vehicle securement.
- b. Maintenance and safe operation of all kneeling systems including testing and troubleshooting.
- c. Maintenance, troubleshooting, and safe operation of accessibility lifts and securement devices.
- d. Maintenance and safe operation of braking systems including proper use.
- e. Maintenance and safe operation of HVAC systems including proper charging, handling, and storage procedures of refrigerants.

- f. Proper maintenance, troubleshooting, and safe operation of electric systems.
- g. Proper maintenance, troubleshooting, and safe operation of engine and drive-train systems.
- h. Proper maintenance, troubleshooting, and safe operation of steering and suspension systems.
- i. Proper maintenance, troubleshooting, and safe operation of exterior and interior lights, wipers, mirrors, and other accessories.
- j. Proper maintenance, troubleshooting, and safe operation of hybrid propulsion systems including high-voltage safety, safe power-down procedures, and lockout/tagout.
- k. All newly hired Maintenance employees are provided the following training:
 - Hazard Communication, Globally Harmonized System (GHS), and Right-To-Know (RTK) training
 - Electrical Safety – Lock-out/Tag-out
 - Bloodborne Pathogens
 - Fatigue Management
 - Confined Space Awareness
 - Personal Protective Equipment
 - Respiratory Protection Hazards in the Workplace
 - Fire Safety
 - Walking Working Surfaces and Fall Protection
 - Drug and Alcohol Awareness

7.1.10 Training for Facility Maintenance Employees

Facility Maintenance employees are assigned to jobs by job title (e.g., electrical, plumbing, etc.). Most employees are graduates of accredited union or trade school apprenticeship programs. In addition to job requirements, all facility personnel undergo system specific training given by vendors on all new projects (e.g., building ventilation systems). Ongoing requirements include training for special skills and licenses such as boiler or wastewater treatment. Ongoing training, such as welding and electrical code updates, are given to specific employees as needed.

7.1.11 Training for Controllers and Regional Supervisors

- a. All controllers receive 24 hours of in-house training from the Electronics and Communications Department on how to operate consoles and computers.



New controllers are also given 170 hours of on-the-job training by an experienced controller. After training, the new controller is closely supervised by the Chief or Senior Controller on duty. Training includes familiarization with all procedures, SOP's, and EOP's.

- b. All Regional Supervisors/Road Supervisors receive initial training and orientation on the requirements of the job. Training includes: customer service skills, computer systems, fatigue operator procedures, drug and alcohol, security awareness, bus equipment familiarization and accident investigation protocols. A safety rule book and company policies are also provided during training.

7.1.12 Training for Field Salary Employees

Field Salary employees receive classroom, field, and computer-based training to improve their skills in day-to-day garage bus operations and employee relations.

7.1.13 Safety Training Program Plan

NJ TRANSIT Bus Operations has comprehensive interactive bus simulations and computer training programs that incorporate the organizational safety elements that includes enhanced risk-based safety management systems (SMS) activities. To enhance training efforts, all training courses are reviewed and revised annually, or as needed to ensure all state and federal laws, NJ TRANSIT safety rules, policies, and procedures are updated and included.

7.1.14 Safety Integration into Training

a. Safety Input

Safety input into the course curriculum is conducted via the collaboration of Bus Operations and the Office of System Safety.

b. Instructor Standards

Both the Bus Operations Training and the Office of System Safety are part of the same NJ TRANSIT organization. Selection criteria for instructors reflect the overall mission of NJ TRANSIT.

c. Standardization of Lesson Plans

Both the Bus Operations' Training and the Office of System Safety use standardized lesson plan formats and requirements.

7.1.15 Documentation of Safety Training Goals/Objectives**a. Safety Rules/Manuals**

As part of training students receive manuals, handouts, and safety rulebooks (Appendix 1 - Employees Safety Rule Book).

b. Testing/Evaluation

All students must pass a course competency exam that includes safety related questions.

c. Familiarity with Hazards

Part of all training includes job specific procedures to identify and evaluate hazards and reporting protocols. An evaluation of student's competency in this area is reflected in the course exams.

d. Training Feedback

Course evaluation sheets are provided at the conclusion of new-hire training to obtain feedback on training course goals, objectives, and instructional methods.

e. Training Records

Course attendance, evaluation, and test records are maintained at the conclusion of the training session to ensure the proper documentation of course activities.

f. Safety Audit of Training

The Office of System Safety reviews and attends segments of the courses offered to evaluate relevant safety content.

7.1.16 Interface of Maintenance Training/Vendors

NJ TRANSIT Bus Operations Maintenance Training reviews and evaluates new equipment and/or systems to determine training program elements.

7.1.17 Training for Outside Agencies

NJ TRANSIT Bus Operations, Operational Training Department provides specialized Bus Operator training programs for outside agencies, other than NJ TRANSIT, to improve management skills and other transportation related training needs.

7.1.18 Training Development for Office of System Safety Staff

In addition to basic job qualifications and requirements, NJ TRANSIT provides professional growth and development of OSS personnel through the following on-going training programs:

- a. OSS personnel participate in training courses offered by the NJ State Safety Council and FTA Transportation Safety Institute (TSI). Numerous NJ TRANSIT OSS personnel have received and/or are eligible to receive the NJ State Safety Council Practicing Safety Professional Certificate (PSPC), the Transit Safety and Security Program (TSSP) Certificate and have received and/or applied for the World Safety Organization (WSO) designation. NJ TRANSIT OSS personnel participate in the following FTA sponsored training courses:

NJ State Safety Council Courses:

- Ergonomics, Managing for Results
- OSHA Fall Protection & Scaffold Safety
- Job Hazard Analysis
- Respiratory Protection & Fit Testing, Train the Trainer
- Electrical Safe Work Practices & NFPA 70E

TSI Courses:

- Transit Bus System Safety (FT00533)
- Transit Rail Safety and Security Audit (FT00547)
- Transit Rail System Safety (FT00543)
- Transit Rail Incident Investigation (FT00544)
- Transit System Security (FT00432)
- Effectively Managing Transit Emergencies (FT00456)
- Fundamentals of Bus Collision Investigation (FT00435)
- SMS Principles for Transit (FT00564)
- SMS Awareness
- SMS Safety Assurance (FT00561)

- b. Office of System Safety Staff Attend Outside Seminars

OSS participate in various seminars and conferences related to transportation, passenger and occupational safety best practices.

- c. Safety Memberships

The OSS is actively involved in safety organizations, such as the World Safety Organization (WSO), American Public Transportation Association (APTA), American Society of Safety Professionals (ASSP), National Fire Protection Association (NFPA), and the NJ State Safety Council.

d. Safety Publications

OSS has access to safety reference materials and publications to ensure most recent information is available and utilized.

7.2 SAFETY COMMUNICATION

The following processes and activities are used to communicate safety performance throughout the organization:

7.2.1 Monthly Safety Meetings

Safety meetings are held at all levels of the organization to share and discuss information related to accident/injury prevention activities, location specific trends, and new initiatives to improve overall safety performance (Appendix 9 - Monthly Safety Meeting Procedures).

7.2.2 Quarterly Board Safety Committee Meetings

NJ TRANSIT OSS Sr. Vice President and Chief Safety Officer reports safety metrics and program updates to a Board Safety Committee comprised of NJ TRANSIT Senior Management and selected board committee members on a quarterly basis. Safety information discussed includes: performance indicators related to vehicle collisions and employee/customer injuries. Leading indicators related to facility inspections and audits, bus stops and routes, and Bus Operator performance evaluations are also reviewed. These committee meetings allow for an interactive discussion of key trends identified during each quarter and provides a top down communication approach throughout the organization.

7.2.3 June Safety Month

June of each year, OSS along with the NJ TRANSIT Marketing and Communications group, Public Information, and Bus Operations coordinate the "June Safety Month" awareness and outreach campaign. This program is shared with all NJ TRANSIT employees, Bus, Rail, and Light Rail customers, as well as the general public. Campaign activities include: Bus Rider Tip cards distributed to customers, safety slogans, fire safety and fire prevention tips and simulated exercises, displays via NJTV monitors throughout employee work locations, safety tips on employee paycheck stubs, and safety kit giveaways at designated transit locations.

7.2.4 Safety Alerts, Bulletins, and Advisories

OSS develops and distributes safety alerts, bulletins, and advisories to employees on various safety issues and topics. Information contained in these notices are discussed during employee safety meetings and job safety briefs.

7.2.5 Safety Recognition and Awards Program

Each year, NJ TRANSIT Bus Operations recognizes exceptional Bus Operators with ten, twenty, and thirty-year track-records in which zero (0) preventable accidents occurred during these time periods. Also recognized are Bus locations/facilities that achieve the highest level of safety improvement and overall performance. In addition, maintenance employee's system-wide receive an annual safety award for having Zero (0) recordable injuries throughout the calendar year (Appendix 14 - Bus Safety Awards Recognition Program).

7.2.6 Administration of Drug and Alcohol Abuse Program

- a. All new employees must pass a drug and alcohol screen prior to employment. The Medical Services Department in conjunction with the Human Resources Department administers these tests.
- b. NJ TRANSIT has an Employee Assistance Program (EAP) for employees and is managed and directed by a separate NJ TRANSIT EAP Department.
- c. The NJ TRANSIT Medical Services group requires that a drug and alcohol test be completed on all employees holding a CDL as part of their bi-annual DOT physical.
- d. All employees who perform safety-sensitive functions are subject to random, unannounced drug and alcohol testing.
- e. An employee is required to submit to an alcohol and/or drug test when a supervisor has reasonable suspicion, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee, to believe the employee has engaged in any of the behaviors prohibited by the policy concerning the use of alcohol and/or drugs (Refer to NJ TRANSIT Drug and Alcohol Policy).
- f. An employee involved in a serious accident, fatality, or whose performance could have contributed to an accident, is subject to post-accident testing for drugs and alcohol (Refer to Corporate Wide Policy & Procedures Manual, Drug and Alcohol-Free Workplace Policy).

SECTION 8

KEY TERMS & DEFINITIONS

8.1 ACRONYMS

Abbreviation	Description
ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
ASSE	American Society of Safety Engineers
AVM	Automatic Vehicle Monitoring
CDL	Commercial Driver's License
CMV	Commercial Motor Vehicle
CSO	Chief Safety Officer
DCA	NJ Department of Community Affairs
EAP	Employee Assistance Program
FEMA	Federal Emergency Management Agency
FMCSA	Federal Motor Carrier Safety Administration
FTA	Federal Transit Administration
GHS	Globally Harmonized System
LMS	Learning Management System
MPO	Metropolitan Planning Organization
MVC	Motor Vehicle Commission
NFPA	National Fire Protection Agency
NJDOH	NJ Department of Health
NJDOL	NJ Department of Labor
NSC	National Safety Council
NTD	National Transit Database
NTSB	National Transportation Safety Board
NSC	National Safety Council
NY/NJDOT	NY/NJ State Department of Transportation
NYSPTSB	New York State Public Transportation Safety Board
OSHA	Occupational Safety and Health Administration
OSS	Office of System Safety
PEOSH	Public Employees Occupational Safety and Health
PIO	Public Information Office
PTASP	Public Transportation Agency Safety Plan

PPE	Personal Protective Equipment
RTK	Right-to-Know
SDS	Safety Data Sheet
SMS	Safety Management System
SSPP	System Safety Program Plan
TSI	Transportation Safety Institute
TSSP	Transit Safety and Security Program
VMIS	Vehicle Maintenance Information System
WSO	World Safety Organization

8.2 DEFINITIONS

Accident

An event that involves any of the following:

- A loss of Life
- A collision of public transportation vehicles
- A report of serious injury to a person
- An evacuation for life safety reasons

Accountable Executive

Identifies the person at a transit agency that has the responsibility and accountability for the implementation of SMS, control, and direction of the Public Transportation Agency Safety Plan, and the Transit Asset Management Plan.

(ADA) Americans with Disabilities Act

A federal law that establishes the comprehensive prohibition of discrimination based on disabilities – especially pertaining to employment, public accommodations, and transportation access. NJ TRANSIT operates an Americans with Disabilities Act (ADA) Services Department fully authorized to oversee the agency's policies, procedures, and interactions with disabled customers, and which coordinates recommendations and problem identification with appropriate internal departments and outside agencies.

(APTA) American Public Transportation Association

A nonprofit group of approximately 1,500 public and private sector member organizations that promotes and advocates for the interests of the public transportation industry in the United States.

(ASSE) American Society of Safety Engineers

A global organization of professional members who manage, supervise, research, and consult on work-related OSH concerns in all industries, government, and education.

(AVM) Automatic Vehicle Monitoring

A system that continuously monitors electronic control systems on a bus and reports fault codes and daily reports in real-time to the NJ TRANSIT Bus Operations Maintenance Department.

(CSO) Chief Safety Officer

An adequately trained individual responsible for developing and coordinating the implementation of safety policies, and who reports directly to a transit agency's chief executive officer, general manager, president, or equivalent executive officer.

(CDL) Commercial Driver's License

A license requiring a higher level of knowledge, experience, skills, and physical abilities than that required to drive a non-commercial vehicle. An applicant must pass both skills and knowledge testing. A CDL holder is held to a higher standard when operating any type of motor vehicle on public roads.

(CMV) Commercial Motor Vehicle

A vehicle used to transport goods or customers for the profit of an individual or business. Examples are box trucks, semi-trucks, pickup trucks, trailers, buses, coaches, and taxicabs.

(DCA) Department of Community Affairs, NJ

A governmental agency of the U.S. state of New Jersey. The DCA establishes and enforces building codes, licensing code officials, and training to protect the health and safety of New Jersey residents.

(EAP) Employee Assistance Program

An employee assistance program that has been established and is available to all transit system employees who wish to receive counseling or aid related to personnel issues or problems at the workplace/home.

Event

Any accident, incident, or occurrence.

(FEMA) Federal Emergency Management Agency

A federal agency, operating within the United States Department of Homeland Security, that coordinates and supplements responses to disasters that overwhelm local/state authorities.

(FMCSA) Federal Motor Carrier Safety Administration

An agency in the U.S. Department of Transportation that regulates the trucking industry in the United States. The primary mission of the FMCSA is to reduce crashes, injuries, and fatalities involving large trucks and buses.

(FTA) Federal Transit Administration

An agency within the United States Department of Transportation.

(GHS) Globally Harmonized System

A classification and labeling compliance of chemicals. GHS defines and classifies the hazards of chemical products and communicates health and safety information on labels and Safety Data Sheets (SDS).

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 recipient's public transportation system; or damage to the environment.

Hazard Identification

Formal activities to identify hazards during operations related to provision of services.

(HIRA) Hazard Risk Assessment Table

An organized display classifying safety hazard probabilities on a graded frequency/severity scale for the purpose of implementing appropriate control methods and adequate resources to mitigate risks.

Incident

An event that involves any of the following

- A personal injury that is not a serious injury
- One or more injuries requiring medical transport
- Damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit system

(LMS) Learning Management System

A system software application for the administration, documentation, tracking, reporting, and delivery of educational courses, training programs, or learning and development programs.

(MPO) Metropolitan Planning Organization

A Metropolitan Planning Organization (MPO) is the policy board of an organization created and designated to carry out the metropolitan transportation planning process. MPOs are required to represent localities in all urbanized areas (UZAs) with populations over 50,000, as determined by the U.S. Census. MPOs are designated by agreement between the governor and local governments that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population) or in accordance with procedures established by applicable state or local law.

(MVC) Motor Vehicle Commission

A governmental agency responsible for titling, registering and inspecting automobiles, and licensing drivers in the U.S.

(NFPA) National Fire Protection Association

An international nonprofit organization devoted to eliminating death, injury, property/economic loss due to fire, electrical, and other related hazards.

(NSC) National Safety Council

A nonprofit service organization promoting health and safety in the U.S. The NSC's missions is to eliminate preventable deaths at work, in home and communities, and on the road through leadership, research, and education.

(NTD) National Transit Database

A federal reporting program for transit agencies receiving Federal Transit Administration (FTA) funding. It serves as a primary source for all transit-related data and statistics in the U.S.

(NTSB) National Transportation Safety Board

An independent Federal Agency responsible for civil transportation accident investigations; aviation and highway crashes, ship, marine, and railroad accidents, and pipeline ruptures.

Near Miss

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

(NJDOH) NJ Department of Health

A state agency serving the U.S. state of New Jersey. The department oversees numerous types of health facilities, including: general hospitals, psychiatric, nursing homes, hospice care, etc.

(NJDOLE) NJ Department of Labor

A state agency serving the U.S. state of New Jersey. The agency provides worker protections, including: Workers' compensation, safety and health, wage and hourly compliance, the Equal Pay Act, and paid sick leave.

(NY/NJDOT) NY/NJ State Department of Transportation

The agency responsible for maintaining transportation systems and infrastructure in the states of New Jersey and New York. This includes maintaining and operating the states' highways and public road systems, and planning and developing transportation policies. It is headed by the Commissioner of Transportation.

(OSHA) Occupational Safety and Health Administration

An agency within the U.S. Department of Labor. OSHA's mission is to assure and healthy working conditions for working men and women by setting and enforcing safety standards, and by providing training outreach, education, and assistance.

Occurrence

An unforeseen event that causes or could potentially cause harm to an employee, customer, equipment, and/or physical property.

(OSS/NJ TRANSIT OSS) Office of System Safety

An organizational department within NJ TRANSIT which consists of Safety Personnel. OSS develops and communicates safety policies, implements and monitors key safety performance metrics to mitigate onsite hazards and public safety risks, and is charged with managing, promoting, and overseeing comprehensive system safety throughout NJ TRANSIT.

(PPE) Personal Protective Equipment

Protective clothing, such as helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards prevented by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

(PEOSH) Public Employees Occupational Safety and Health

An agency that establishes safety and health standards for state and local public employees.

(PIO) Public Information Office

An organizational department within NJ TRANSIT that disseminates information to the general public and generates press releases.

(PTASP) Public Transportation Agency Safety Plan

FTA final rule requires States and certain operators of public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53 to develop Public Transportation Agency Safety Plans based on the Safety Management System approach.

(RTK) Right-To-Know

A group of rules and regulations at the state and national levels that mandate that employers share scientific information with workers and local communities regarding concerning toxicity and other characteristics of chemicals and materials used in business processes.

Risk

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

(SDS) Safety Data Sheet

A document that provides information on chemicals/products that may be hazardous to employees working in an occupational setting.

(SMS) Safety Management System

A formal, top-down, organization-wide data-driven approach to managing safety risk and assuring the effectiveness of a recipient's safety risk mitigations. SMS includes systemic procedures, practices, and policies for managing risks and hazards using the following four (4) safety components:

- **Safety Management Policy**

A transit agency's documented commitment to safety – which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees with regards to safety.

- **Safety Risk Management**

A process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

- **Safety Assurance**

A process within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation.

- **Safety Promotion**

A combination of training and communication of safety information to support SMS as applied to the Transit Agency's Public Transportation System.

(SSPP) System Safety Program Plan

A document developed by the rail and bus transit agency, detailing its safety policies, objectives, responsibilities, and procedures. Currently the SSPP is required by the NYSPTSB, however, the SSPP will be replaced by the PTASP.

(TSSP) Transit Safety and Security Program Certificate

Transportation Safety Institute (TSI), is responsible for managing and administering the Transit Safety and Security Certificate Program (TSSP). This certificate program recognizes the rail and bus transportation safety and security professionals who have successfully completed the required course work and core competencies to earn a TSSP Certificate of Completion. A transit professional that successfully completes the four (4) required courses within a consecutive three (3) year timeframe is eligible to apply. The Certificate of Completion indicates that the individual has a broad-based knowledge of safety and security principles applicable to transit system safety, operations, and management.

(TSI) Transportation Safety Institution

The Transportation Safety Institute (TSI) has assisted the U.S. Department of Transportation's (DOT) modal administrations and other leading transportation agencies and entities in fulfilling their mission-essential training requirements.

(VMIS) Vehicle Maintenance Information System

A system software application to capture all vehicle inspections, repairs, and tracking and fluids management. This system also provides historical information on all vehicle inspections and repairs.

(WSO) The World Safety Organization

An international professional association in safety.

APPENDIX

1	Employees Safety Rule Book
2	Customer Facility Inspection Procedures
3	Garage Self-Inspection Procedures
4	Facility Fire Inspection Procedures
5	Annual Garage Audit Procedures
6	Transportation Employees Service Guide
7	Garage Inspection and Audit Procedures
8	Performance Ride Program Procedures
9	Monthly Safety Meeting Procedures
10	Accident Investigation Procedures
11	Accident Grading and Discipline System
12	New-Hire Bus Operator Training Program
13	Maintenance Training Employee Course Outline
14	Bus Safety Awards Recognition Program
15	Infectious Disease Awareness Training and Program Management



Newark Light Rail
Public Transportation Agency Safety Plan



Revision 2.5 (July 2022) – Final Copy



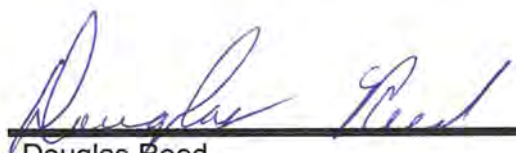
**NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan**

Document Control

Revision No.	Revision Date	Pages Revised	Description
1	July 2020	All	Original - NJT Board Approved NLR PTASP
2	September 2021	All	Complete update and revision
2.1	December 2021	ii, viii, 2, 20-23, 24, 34, 39, 40-43, 45, 55, 60, 61, 65	Address NJDOT Comments and Concerns
2.2	January 2022	Cover Page, i, xxiii, 24, 39, 41, 42, 43, 49, 60, all Footers	Address NJDOT Comments and Concerns
2.3	June 2022	Cover Page, ii, vii, viii, 1, 6, 11, 12, 13, 25, 26, 27, 41-71, New Appendix G, all Footers	Personnel changes, and Inclusion of Bipartisan Infrastructure Law Requirements
2.4	July 2022	Cover Page, All Footers, Table of Contents, ii, vii, viii, 1, 11, 12, 13, 25, 26, 27, 28	Address NJDOT Comments and Concerns
2.5	July 2022	Cover Page, All Footers, 27, 28	Address required OSS changes

PTASP Approvals 673.11 (a)(1)

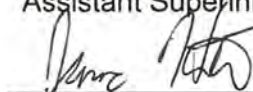
As required by 49 U.S.C. § 5329 (d), NJDOT-State Safety Oversight and NLR's Public Transportation Agency Safety Plan requirements, Newark Light Rail - Bipartisan Joint Labor/Management Committee Members and supporting members have continually participated in the System Safety Process and confirm that all issues brought to the Committee have been resolved satisfactorily. To this end, the Committee has reviewed Newark Light Rail's (NLR's) Public Transportation Agency Safety Plan (PTASP) provided by the NLR Management and hereby certify that all System Safety and Security requirements have been successfully accomplished. As a result of this review, the Bipartisan Committee confirm that, the NLR provided PTASP is certifiable as safe and secure for implementation.



Douglas Reed
Assistant Superintendent, Transportation



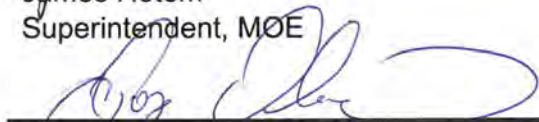
Date



James Hetem
Superintendent, MOE



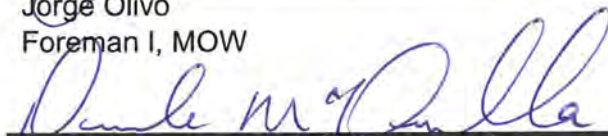
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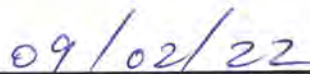
Jorge Olivo
Foreman I, MOW



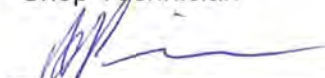
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Donnele MCQuilla
Shop Technician



Date



Anthony Pierre
MOW Lineman



Date



Tyrone Bradshaw
NLR Operator



Date

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Public Transportation Agency Safety Plan

PTASP Approvals 673.11 (a)(1)

This Public Transportation Agency Safety Plan (PTASP) for the Newark Light Rail System has been reviewed and approved by the following individuals:

Gregory Woods
Chief, Light Rail

Date

Michael Kilcoyne
Sr. VP Surface Transit & GM of Bus Operations

Date

Clarice Blackman
Sr. VP Chief Safety Officer (Acting)

Date

Kevin S. Corbett
President & Chief Executive Officer
Accountable Executive

Date

Approval by NJ TRANSIT Board of Directors

NJ TRANSIT Board of Directors - Approved

Date

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PTASP Certification 673.13(a)(b)

This Light Rail Public Transportation Agency Safety Plan (PTASP) was drafted for NJ TRANSIT's Newark Light Rail system.

The following signatures provide certification that this PTASP complies with 49 CFR Part 673 as well as the State Safety Program Standard (SSPS) established by the New Jersey Department of Transportation's (NJDOT) State Safety Oversight Program.

1. Signature by the
Accountable Executive

Kevin S. Corbett
President & Chief Executive Officer

Date of Signature

2. Approval by the Board
of Directors

NJ TRANSIT Board of Directors
Approved

Date of Approval

3. Certification of
Compliance with 49
CFR Part 673 and
NJDOT SSPS

Clarice Blackman
Sr. VP Chief Safety Officer (Acting)

Date of Certification

NJ TRANSIT - Newark Light Rail
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STATEMENT OF SAFETY MANAGEMENT POLICY

The management of safety is one of our core business functions. NJ TRANSIT is committed to developing, implementing, maintaining, and continuously improving safety hazard assessment and risk management processes in order to ensure bus transit services operate with the highest practicable performance standards while maintaining a balanced allocation of organizational resources, and a strict adherence to state and federal regulatory standards. All levels of management and all employees are accountable for implementing and delivering the highest level of safety standards, starting with the President & CEO. The following objectives are provided in support of NJ TRANSIT's safety performance goals and objectives:

- **Support** the management of safety through the provisioning of appropriate resources and cultivate an organizational culture that promotes safe practices, encourages effective employee safety reporting and communication, and actively manages safety performance objectives with the same attention to results as other management systems within the organization;
- **Integrate** safety management among the responsibilities of all managers and employees;
- **Clearly define** for all staff, managers, and employees alike their accountabilities and responsibilities with regards to delivering the organization's safety performance goals and their contributions to the overall performance of our safety management system;
- **Establish and implement** hazard identification, analysis, and safety risk evaluation activities (including an employee safety reporting program as a fundamental resource for addressing safety concerns), in order to eliminate or to mitigate the consequences of safety risks/hazards resulting from our operations - or to reduce hazardous activities to a point consistent with our acceptable safety performance levels;
- **Ensure** that no action will be taken against an employee who discloses a safety concern through the safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures;
- **Comply** with, and whenever possible, exceed legislative and regulatory requirements and standards;
- **Ensure** that enough skilled and trained employees are available to implement safety management processes;
- **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 commensurate with their skills;
- **Establish and measure** our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** our safety performance through management processes and Safety Management System (SMS) principles that ensure appropriate safety management action is taken and that it is effective; and
- **Ensure** that externally supplied systems and services necessary to support our operations and achieve our safety performance objectives are delivered meeting our safety performance standards.

Kevin S. Corbett
President & CEO
Accountable Executive

Clarice Blackman
Sr. VP - Chief Safety Officer (Acting)/SMS Executive

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Definitions – 673.5

24 Hour Summary	A document supplied by the RTA/Rail Property to NJOFGSSO@dot.nj.gov in editable format for safety events as per Procedure SSO-003.
Accident	An Event that involves any of the following: 1. A loss of life; 2. a report of a serious injury to a person; 3. a collision involving a rail transit vehicle; 4. a runaway train; 5. an evacuation for life safety reasons; or 6. any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. An accident must be reported in accordance with the thresholds for notification and reporting set forth in 49 CFR Part 674 and NJDOT's SSPS.
Accountable Executive	A single, identifiable individual who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency 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.
Administrator	The Federal Transit Administrator or the Administrator's designee.
Advisory	A notice that informs or warns a recipient of hazards or risks to the recipient's public transportation system. An advisory may include recommendations for avoiding or mitigating the hazards or risks. [49 CFR Part 670]
Attempted Suicide	Refers to self-inflicted harm where death does not occur, but the intention of the person was to cause a fatal outcome. The intent can be determined by any reasonable method including police reports and eyewitness accounts. [NTD Glossary]
Audit	A review or analysis of records and related materials, including, but not limited to, those related to financial accounts. [49 CFR Part 670] See also Safety Audit.
Chief Safety Officer (CSO)	An adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety

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Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system. [49 CFR Part 673]

Collision

A vehicle/vessel accident in which there is an impact of a transit vehicle/Bessel with: [NTD Glossary]

- Another transit vehicle
- A non-transit vehicle
- A fixed object
- A person(s) (suicide/attempted suicide included)
- An animal
- A rail vehicle
- A vessel
- A dock

Conditional Approval

Approval given by the NJDOT SSO program to the RTA/rail property CSO indicating that a submission will be approved after specific conditions are met (e.g., RTA signatures, Board of Directors approval, etc.).

Configuration Management

A process to assure that all documentation that describes a system and its various components is current and reflects the actual functional and physical characteristics of the system throughout its life cycle.

Contractor

An entity that performs tasks on behalf of FTA, a State Safety Oversight Agency, or a Rail Transit Agency, through contract or other agreement.

Corrective Action Taken

Actions taken by the Rail Transit Agency to minimize, control, correct, or eliminate risks and hazards, prior to NJDOT SSO program approval.

Corrective Action Plan (CAP)

A plan developed by a Rail Transit Agency that describes the actions the Rail Transit Agency will take to; minimize, control, correct, or eliminate risks and hazards, the schedule for taking those actions and the individual(s) and department(s) responsible for implementation. A State Safety Oversight Agency or FTA may require a Rail Transit Agency to develop and carry out a corrective action plan.

Derailment

A non-collision event in which one or more wheels of a rail transit vehicle unintentionally leaves the rails. [NTD Glossary]

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Designated personnel	Employees and contractors identified by a recipient whose job function is directly responsible for safety oversight of the public transportation system of the public transportation agency; or employees and contractors of a State Safety Oversight Agency whose job function requires them to conduct safety audits and examinations of the rail fixed guideway public transportation systems subject to the jurisdiction of the agency. [49 CFR Part 672]
Directly responsible for safety oversight	Public transportation agency personnel whose primary job function includes the development, implementation and review of the agency's safety plan, and/or the SSOA requirements for the rail fixed guideway public transportation system pursuant to 49 CFR Part 674. [49 CFR Part 672]
Directive	A written communication from FTA to a recipient that requires the recipient to take one or more specific actions to ensure the safety of the recipient's public transportation system. [49 CFR Part 670]
Emergency	A situation, which is life threatening or which causes damage on or in any RTA facility, right-of-way or vehicle.
Employee	An individual who is compensated by the transit agency. Applies to Transit Employees and Contractors. [NTD Glossary]
Equivalent Authority	An entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
Evacuation, reportable	A condition that occurs when persons depart from transit vehicles or facilities for life safety reasons. Evacuations to a location that may put passengers or patrons in imminent danger (such as controlled rail right-of-way) must also be reported. [NTD Glossary]
Event	An Accident, Incident or Occurrence.
Examination	A process for gathering or analyzing facts or information related to the safety of a public transportation system. [49 CFR Part 670]
External Safety Audit/Review Findings Log	A document/log created and maintained by the RTA/rail property CSO to track through implementation all findings, recommendations, and corrective actions taken/plans developed as a result of the external safety audit/review process (Triennial, FTA, etc.). The log is to be provided to the SSOA in editable spreadsheet format.

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Fatality	A death or suicide confirmed within 30 days of a reported event. Does not include deaths in or on transit property that are a result of illness or other natural causes. [NTD Glossary]
Fatality (Pursuant to 49 CFR Part 674)	A death or suicide occurring at the scene or within 30 days following the accident; excludes deaths resulting from illness or other natural causes and criminal homicides that are not related to collisions with a rail transit vehicle.
Federal Railroad Administration (FRA)	An agency within the United States Department of Transportation.
Federal Transit Administration (FTA)	An agency within the United States Department of Transportation.
Findings of Non-Compliance	Those instances where the RTA's SSPP, SSP/SEPP or supporting documents and manuals do not meet state or federal requirements, or in cases where internal practices do not follow the RTA's own plans or procedures.
Findings with Recommendation	Identify conditions, practices, or procedures that are undocumented, inconsistently applied, or are non-existent despite being important to safety and security of the transit system. Industry best practices and gaps or deficiencies in the RTA's policies, procedures, or in the implementation of policies and procedures may also be accounted for.
Grade Crossing	An intersection of a roadway and a rail right-of-way that cross each other at the same level (at grade). For street-running operations, each street intersection is considered a grade crossing (excludes driveways and parking lot entrances). [NTD Glossary]
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 rail fixed guideway public transportation system; or damage to the environment.
Hazard Analysis	A systematic analysis performed to identify hazards and establish requirements for their elimination or control.
Hazardous Condition	A condition that may endanger human life or property (formally called "unacceptable hazardous condition")
Hazardous Material	Any commodity or product identified or regulated by the United States Department of Transportation in title 49 CFR Parts 171 -179 which may be transported under restricted conditions.

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Immediate Action	An action taken by transit or emergency responders to manage a safety- related event in the first few moments or hours for emergency response and securing the scene of the safety event.
Incident	An event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a rail transit agency. If a rail transit agency or State Safety Oversight Agency later determines that an Incident meets the definition of Accident, that event must be reported to the SSOA in accordance with the thresholds for notification and reporting set forth in 49 CFR Part 674 and NJDOT SSPS.
Incident and Occurrence Log	A document/log created and maintained by the RTA/rail property CSO to collect, track and analyze data on Incidents/Occurrences to reduce the likelihood of recurrence and inform the practice of SMS. The log is to be provided to the SSOA in editable spreadsheet format.
Individual	A passenger; employee; contractor; other rail transit facility worker; pedestrian; trespasser; or any person on rail transit-controlled property.
Injury	Any damage or harm to persons as a result of an event that requires immediate medical attention away from the scene. [NTD Glossary]
Inspection	A physical observation of equipment, facilities, rolling stock, operations, or records for the purpose of gathering or analyzing facts or information. [49 CFR Part 670]
Internal Safety and Security Audit	A formal, comprehensive, internal on-site examination by the RTA of all or part of a systems safety and security practices conducted annually to determine whether they comply with the policies and procedures required under the system's SSPP and SEPP.
Internal Safety Audit/Review Findings Log	A document/log created and maintained by the RTA/rail property CSO to track through implementation all findings, recommendations, and corrective actions taken/plans developed as a result of the internal safety audit/review process. The log is to be provided to the SSOA in editable spreadsheet format.
Investigation	The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
Life Cycle	The course of developmental change, which a transit system passes through from its inception to its retirement and disposal

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Life Safety Reason	A situation, such as a fire, the presence of smoke or noxious fumes, a fuel leak, a vehicle fuel leak, an electrical hazard, a bomb threat, a suspicious item, or other hazard that constitutes a real or potential danger to any person. [NTD Glossary]
Mainline	The primary rail over which rail transit vehicles travel between stations; it excludes: Yard and Siding track. [NTD Glossary]
Monthly Status Tracking Reports	Status tracking reports/logs that are required to be provided by the RTA/rail property CSO to the NJDOT SSO program by the 15 th of the month, unless that date falls on the weekend and then it is required by the following business day.
National Public Transportation Safety Plan	The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
National Transportation Safety Board (NTSB)	An independent Federal agency.
Near Miss (or Mishap)	An Occurrence that did not involve personal injury or damage to equipment, but could have resulted in damage to equipment, serious injury, or death.
New Start	Any rail fixed guideway system funded under FTA's 49 U.S.C. 5309 discretionary construction program.
Occurrence	An Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a rail transit agency.
Office of Transit Safety and Oversight (TSO)	The FTA office that administers a national transit safety program and program compliance oversight process through adherence with legislative, policy and regulatory requirements as established by FTA.
Operator of a Public Transportation System	A provider of public transportation as defined under 49 U.S.C. 5302(14)
Passenger	An individual on board, boarding, or alighting from a revenue transit vehicle. Excludes operators, transit employees and contractors. [NTD Glossary]

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Passenger Operations	The period of time when any aspect of the RTA rail, bus, and paratransit operations are initiated with the intent to carry passengers.
Patron	An individual on transit property such as a bus stop or transit facility. [NTDGlossary]
Pattern or Practice	Two or more findings by FTA of a recipient's violation of the requirements of 49 U.S.C. 5329 or the regulations there under. [49 CFR Part 670]
Pedestrian Grade Crossing	location where one (1) or more fixed guideway system tracks cross a public sidewalk or pathway by pedestrians at a grade.
Performance measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets. [49 CFR Part 673]
Performance target	A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA. [49 CFR Part 673]
Person	A passenger, employee, contractor, pedestrian, trespasser, or any individual on the property of a rail fixed guideway public transportation system.
Public Transportation Agency Safety Plan (PTASP)	The comprehensive agency safety plan for a transit agency, including a Rail Transit Agency, that is required by 49 U.S.C. 5329(d) and based on a Safety Management System.
Public Transportation Safety Certification Training Program	Either the certification training program for Federal and State employees, or other designated personnel, who conduct safety audits and examinations of public transportation systems, and employees of public transportation agencies directly responsible for safety oversight, established through interim provisions in accordance with 49 U.S.C. 5329(c)(2), or the program authorized by 49 U.S.C. 5329(c)(1).
Rail fixed guideway public transportation system	Any fixed guideway system that uses rail, is operated for public transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of the Federal Railroad Administration, or any such system in engineering or construction. Rail fixed guideway public transportation systems include but are not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideway.

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Rail/Highway Grade Crossing	A location where one (1) or more (railroad) fixed guideway system tracks cross a public highway, road, street, or private roadway.
Rail Transit Agency (RTA)	Any entity that provides services on a rail fixed guideway public transportation system.
Rail transit vehicle	Any revenue or non-revenue rail vehicle that is used on the rail system, including the mainline, yards, and non-mainline tracks.
Recipient	A State or local governmental authority, or any other operator of public transportation that receives financial assistance under 49 U.S.C. Chapter 53. The term "recipient" includes State Safety Oversight Agencies. [49 CFR Part 670]
Record	Any writing, drawing, map, recording, diskette, DVD, CD-ROM, tape, film, photograph, or other documentary material by which information is preserved. The term "record" also includes any such documentary material stored electronically. [49 CFR Part 670]
Reportable Accident	Accidents which exceed the thresholds described in Section 7 and which are associated with the operation and maintenance of rail transit vehicles, other on-track equipment, signal systems, traction power systems, or the maintenance of track and other wayside equipment.
Right-of-Way	The area through which a train travels; a train's dynamic envelope, to include the track and the area around the track. [NTD Glossary]
Risk	The composite of predicted severity and likelihood of the potential effect of a hazard.
Risk mitigation	A method or methods to eliminate or reduce the effects of hazards.
Roadway or Right-of-way Worker Protection	Providing a safe work zone while minimizing the dangers and hazards of working on the right-of way, including moving rail vehicles and other hazards on the right-of-way such as traction power delivery (overhead or third rail).
Rolling Stock	A wheeled vehicle operating on RTA tracks, as well as any bus or paratransit vehicle, including those used for non-revenue service.
Runaway Train	A train which is no longer under the control of a driver regardless of whether the operator is physically on the vehicle at the time. [NTD Glossary]
Safety	Freedom from harm resulting from unintentional acts or circumstances.

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Safety Assurance	Processes within a transit agency's Safety Management System that functions 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. [49 CFR Part 673]
Safety audit	A review or analysis of safety records and related materials, including but not limited to, those related to financial accounts. [49 CFR Part 672]
Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety. [49 CFR Part 673]
Safety Management System (SMS)	A formal, top-down, organization-wide data-driven approach to managing safety risk and assuring the effectiveness of a recipient's safety risk mitigations. SMS includes systematic procedures, practices and policies for managing risks and hazards. [49 CFR Part 673]
SMS Executive	A Chief Safety Officer or equivalent. [49 CFR Part 673]
Safety Performance Target	A Performance Target related to safety management activities. [49 CFR Part 673]
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system. [49 CFR Part 673]
Safety Related Activities	An activity that performed in a prescribed manner to assure that the RTA meets its stated safety goals and objectives. Typical examples include designing, acquiring, constructing, inspecting, testing, operating, maintaining, repairing, modifying, or extending those elements of the public transit guideway that are important to preventing or mitigating accidents.
Safety Risk Assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks. [49 CFR Part 673]
Safety Risk Management	A process within a Transit Agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk. [49 CFR Part 673]
Security	Freedom from harm resulting from intentional acts or

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circumstances.

Serious injury

Any injury that:

- (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received;
- (2) Results in a fracture of any bone (except simple fractures of 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 5percent of the body surface.

SSOA/FTA – 2 Hour Notification

An email must be sent to **both** the designated New Jersey Department of Transportation (NJDOT) State Safety Oversight Program Manager at NJOFGSSO@dot.nj.gov and to the FTA at TOC-01@dot.gov within two hours of the safety event that reaches the FTA reportable threshold for Accidents. Additionally, a phone call must be made to the NJDOT SSO program as per Procedure SSO-003.

State

A State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of good repair

The condition in which a capital asset is able to operate at a full level of performance. [49 CFR Part 673]

State Safety Oversight (SSO) Program

The division or department within the established State Safety Oversight Agency responsible for management of the State's responsibilities defined in 49 CFR Part 674 and 49 CFR Part 673 for Rail Fixed Guideway Public Transportation Systems in the State.

State Safety Oversight Agency (SSOA)

An agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in this part.

State Safety Program Standard (SSPS)

A document developed and adopted by the oversight agency, describing the State Safety Oversight program policies, objectives, responsibilities, and procedures to provide rail transit agency safety and security oversight.

Substantial damage

Damage to any involved vehicles, facilities, equipment, rolling stock, or infrastructure that:

- Disrupts the operations of the rail transit agency, and
- Adversely affects the structural strength, performance, or operating characteristics of the vehicle, facility, equipment,

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rolling stock, or infrastructure, such that it requires towing, rescue, on-site maintenance, or immediate removal prior to safe operation.

Substantial damage excludes damage that is limited to:

- Cracked windows;
- Dents, bends, or small puncture holes in the body;
- Broken lights, mirrors; or
- Removal from service for minor repair or maintenance, inspection, testing, or video and event recorder download.

[NTD 2021 Safety & Security Reporting Manual]

Suicide	Refers to self-inflicted harm where the intention of the person was to cause a fatal outcome and death occurs. The intent can be determined by any reasonable method including police reports and eyewitness account. [NTD Glossary]
Testing	An assessment of equipment, facilities, rolling stock or operations of are recipient's public transportation system [49 CFR Part 670]
Tow-Away	Tow-away from the scene for a transit roadway vehicle or other non-transit roadway vehicle that incurred disabling damage as a result of a collision. [NTD Glossary]
Transit Agency	An operator of a public transportation system.
Transit Asset Management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit 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. [49 CFR Part 673]
Trespasser	A person in an area of transit property not intended for public use (i.e., an unauthorized area). [NTD Glossary]
Vehicle	Any rolling stock used on a rail fixed guideway public transportation system, including but not limited to passenger and maintenance vehicles. Same as RailTransit Vehicle [NTD Glossary]

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Acronyms and Abbreviations – 673.5**A**

AAR	After-Action Reports
AC	Alternating Current
ACID	Accident/Incident Database
ADA	Americans with Disabilities Act
AE	Accountable Executive
ALARP	As Low As Reasonably Practicable
APTA	American Public Transportation Association
AREMA	American of Railway Engineering and Maintenance of Way Association
ASP	Agency Safety Plan

C

CAP	Corrective Action Plan
CFR	Code of Federal Regulations
CMP	Configuration Management Plan
COI	Conflict of Interest
CSO	Chief Safety Officer

E

EAP	Employee Assistance Program
EAR	Electronic Accident and Incident Reporting Database
EMP	Emergency Management Plan
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ESRP	Employee Safety Reporting Program

F

FAST	Fixing America's Surface Transportation Act
FSR	Full Scale Exercise
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTE	Full Time Equivalent

H

HAZCOM	Hazardous Communications
HBLR	Hudson Bergen Light Rail
HR	Human Resources
HSEEP	Homeland Security Exercise and Evaluation Program

I

IFR	Interim Final Rule
ISA	Internal Safety Audit

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IT Information Technology
ITP Individual Training Program

M

MAP-21 Moving Ahead for Progress in the 21st Century
MIL-STD Military Standard
MOU Memorandum of Understanding
MPO Metropolitan Planning Organization

N

N/A Not Applicable
NFPA National Fire Protection Association
NIOSH National Institute for Occupational Safety and Health
N.J.A.C. New Jersey Administrative Code
NJDOT New Jersey Department of Transportation
N.J.S.A. New Jersey Statutes Amended
NJ Transit New Jersey Transit
NLR Newark Light Rail
NPTSP National Public Transportation Safety Plan
NSP National Safety Plan *also see NPTSP*
NTD National Transit Database
NTSB National Transportation Safety Board

O

OC Operations Control
OCS Overhead Catenary (or Contact) System
OHA Operational Hazard Assessment
OSHA Occupational Safety and Health Administration
OPRA Open Public Records Act
OSS Office of System Safety

P

PM Preventative Maintenance
PPE Personal Protective Equipment
PSR Annual Public Rail Transit Safety Report
PTASP Public Transportation Agency Safety Plan
PTSCTP Public Transportation Safety Certification Training Program

R

RFAI Request For Additional Information
RFGPTS Rail Fixed Guideway Public Transportation System
RFGS Rail Fixed Guideway System
RFI Request For Information
ROW Right-Of-Way
RTA Rail Transit Agency
RWP ROW or Roadway Worker Protection

S

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S&S	Safety and Security
SA	Safety Assurance
SDS	Safety Data Sheet
SEPP	Security and Emergency Preparedness Plan
SGR	State of Good Repair
SME	Subject Matter Expert
SMS	Safety Management System
SOP	Standard Operating Procedure
SPI	Safety Performance Indicators
SPT	Safety Performance Targets
SRA	Safety Risk Analysis
SRCP	Rules Compliance Program
SRL	Safety Risk Log
SRM	Safety Risk Management
SSCP	Safety and Security Certification Plan
SSO	State Safety Oversight
SSOA	State Safety Oversight Agency
SSOR	State Safety Oversight Reporting
SSP	System Security Plan
SSPS	System Safety Program Standard

T

TAM	Transit Asset Management
TSA	Transportation Security Administration
TSI	Transportation Safety Institute
TTP	Technical Training Plan
TTX	Tabletop Exercise
TVA	Threat and Vulnerability Assessment

U

U.S.C.	United States Code
USDOT	United States Department of Transportation
USCG	United States Coast Guard

V

VRM	Vehicle Revenue Miles

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Referenced Documents - 673.11(a)(2) and 673.21

	Document Name	Version	Date
1	NJ DOT State Safety Program Standard (SSPS)	2	10/2021
2	T.I.G.E.R. Team Investigation Procedure (in development)		TBD
3	System Security and Emergency Preparedness Plan (SSEPP) – NJ Transit Police / Office of Emergency Management	Current	01/21/20
4	Environmental Compliance Policy	2.22	11/01/2006
5	NJ TRANSIT 's Drug and Alcohol Policy	3.25A	08/15/2019
6	Transit Asset Management Plan	1.2	2/25/2020
7	Standard Operating Procedures (currently being updated/revised)	3	06/03/2002
8	Emergency Operating Procedures (currently being updated/revised)	3	06/03/2002
9	NLR Training Program	1	09/12/2006
10	NLR Safety Management Manual (OSHA Related Programs) - (currently being update/revised)	Initial Issue	08/2002
11	Newark Light Rails Rules for Operation and Maintenance	3	01/01/2021
12	Rules Efficiency Check Program	2	2018
13	NLR Roadway Worker Protection (RWP) Program	9	04/27/2015
14	Configuration Management Plan		06/2022
15	Safety and Security Certification Plan (under development)		06/10/2021

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PART A: PROGRAM OVERVIEW

1.0 Transit Agency Information – 673.11

Transit Agency Name

NJ TRANSIT

Transit Agency Address

One Penn Plaza East, Newark, NJ 07105-2246

Name and Title of Accountable Executive

Kevin S. Corbett, President & CEO

Name of Chief Safety Officer or SMS Executive

Clarice Blackman, Sr. VP & Chief Safety Officer (Acting)

Mode(s) of Service Covered by This Plan

Light Rail

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2.0 Overview

NJ TRANSIT's Newark Light Rail's Public Transportation Agency Safety Plan (PTASP) has been developed in accordance with Federal Regulation (49CFR Part 673) and has been submitted for approval to NJ Transit's Office of System Safety and the accountable executive at NJ Transit. Upon approval, the PTASP is then submitted to the NJ Department of Transportation (NJDOT) State Safety Oversight Agency (SSOA).

This PTASP is intended to comply with all relevant state safety requirements and to comply with relevant local public safety regulations, industry accepted standards, and with applicable federal regulations promulgated by the FTA, FRA, NTSB & OSHA.

NJ TRANSIT is committed to ensuring the safety of our customers, personnel, and operations. Part of that commitment is developing an SMS and an agency wide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and safety culture is communicating our Safety Management Policy (SMP) (listed above) throughout our agency. Newark Light Rail will provide Instruction – NLR Training to all employees and contractors so that they can be familiar with our SMP and where they can find it. It will be posted at all Department bulletin boards.

2.1 Communicating the Policy Throughout the Agency – 673.23(c)

The SMP and safety objectives are at the forefront of all communications. This communication strategy will include posting the policy in prominent work locations for existing employees and adding the policy statement to the material for all new employees. In addition, the policy statement will become part of Newark Light Rail's regular safety meetings and other safety communications efforts. The policy is signed by the President and Chief Executive Officer / Accountable Executive so that all employees know that the policy is supported by management.

Possible methods of communicating the NJ TRANSIT Safety Management Policy to employees include, but are not limited to, the following:

- New Employee Orientation
- Driver's Training
- Instructor-Led Training
- Safety Meetings
- Newark Light Rail Toolbox Talk / Job Briefing (Safety Bulletin)
- Safety Planning Advisory Committee
- Staff Meetings
- Department Bulletin Boards
- Employee Handbooks

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3.0 Purpose and Scope

This PTASP has been developed for NJ TRANSIT's Newark Light Rail.

SMS is a 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. This process offers a means to reduce the potential for public transportation accidents by integrating safety into all aspects of a transit system's activities, including planning, design, construction, operations, and maintenance.

SMS builds on the U.S. public transportation industry's three (3) decades of experience with system safety by bringing management processes, integrated data analysis, and organizational culture more squarely into the industry's overall risk management framework. SMS is a management approach that provides processes that ensure each public transportation agency, no matter its size or service environment, has the necessary organizational structures, accountabilities, and policies and procedures in place to direct and control resources to manage safety optimally. When systematically applied, the SMS approach provides a set of decision-making tools that allow transit agencies to prioritize safety and sound transit asset management when making informed operating and capital investment decisions.

NJ TRANSIT's SMS processes, defined in this PTASP, are designed, and scaled to the size and complexity of the Agency, while identifying accountabilities, structures, and processes to manage safety of the system and encouraging employee and contractor safety reporting of safety risks and hazards. SMS combines established system safety engineering principles with advanced organizational management techniques, and supports continuous improvement in safety performance through a positive safety culture founded on four (4) key components and 11 sub-components:

Table 1: SMS Framework

1.0	Safety Management Policy
1.1	Safety Management Policy Statement
1.2	Safety Accountabilities and Responsibilities
1.3	Integration with Public Safety and Emergency Management
1.4	SMS Documentation and Record
2.0	Safety Risk Management
2.1	Hazard Identification and Analysis
2.2	Safety Risk Evaluation
3.0	Safety Assurance
3.1	Safety Performance Monitoring and Measurement
3.2	Management of Change
3.3	Continuous Improvement
4.0	Safety Promotion
4.1	Safety Communications
4.2	Competencies and Training

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Requirements for an agency to adopt an SMS were effective on July 19, 2019, when the prior regulation, 49 CFR 659 was superseded by 49 CFR 673: Public Transportation Agency Safety Plan. The new rule requires public transit agencies to develop and implement a PTASP using the four (4) components of SMS. Through 49 CFR 673 and section 5329(d)(1) of title 49, U.S.C., requires each transit agency that receives certain FTA funding to certify that it has established a comprehensive PTASP. Additionally, the FTA published 49 CFR 674 which grants greater authority to the States to oversee an RTA's safety program, including its SMS.

4.0 Program Administration

The following section will describe how NJ TRANSIT will maintain SMS documentation and ensure all SMS documentation will be maintained for no less than three (3) years after this PTASP has been approved. NJ TRANSIT will ensure that the FTA and other federal entities, as applicable, as well as NJDOT have access to review and approve the PTASP. Other critical processes supporting the SMS, but not specific to the PTASP, are included within those process specific documents.

4.1 PTASP Schedule - 673.11(a)(5) and 674.29(b)

The PTASP will be reviewed on an annual basis and revised as needed within one year as required to reflect any changes to Newark Light Rail that impact the PTASP. The reviewed document shall be formally revised and submitted for approval within the time-frame parameters as directed by the FTA and NJDOT as outlined in the schedule listed in Table 2 below. The approved PTASP will be republished and distributed to all departments.

The schedule following page will be used to ensure that the Newark Light Rail PTASP is implemented, reviewed, and maintained in accordance with federal and state requirements.

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Table 2: PTASP Management Schedule

Milestones		Schedule	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Spt	Oct	Nov	Dec
PTASP Initial Certification	Completed July 2020													
Annual PTASP Review	March 30 th													
Notification to NJDOT that the annual review has been completed and whether or not the ASP will be updated	April 30 th													
Submit draft PTASP revision to NJDOT for Review & Approval	July 1 st													
NJDOT to Provide Written Conditional Approval or required changes	August 1 st or 30 days after receipt of draft ASP													
Submit PTASP to NJ TRANSIT Board of Directors for Approval	November 30 th													
Update Version No., Adopt & Certify Plan Compliance														
Final Approved PTASP Submitted to NJDOT	December 31 st													
Pre-Revenue, Capital Projects ¹	180 Days Prior to Revenue Service													

4.2 Document Control and Updates

Based on NJDOT's SSPS requirements as well as the requirements of 49 CFR Parts 673 and part 674, NJ TRANSIT is required to submit an initial PTASP, and any subsequent revision of the PTASP, and an annual review and update to NJDOT for review and approval. All operating rules, procedures, and materials referenced in the PTASP should also be submitted to NJDOT along with the PTASP to ensure an efficient and complete review of the safety program.

The CSO has the authority under the Accountable Executive to sign off on any revisions or changes to this PTASP in coordination with other safety and security staff members as well as other departments. It will be the CSO's responsibility to ensure proposed changes from the findings and recommendations of internal safety audits, incident, accident and hazard investigations, corrective action plans, changes in regulations, system modifications and expansions, transit industry advancements, technology advancements and changes in operating conditions are incorporated, as needed. Revisions made to this document will be reviewed to ensure they do not create hazards that will affect the safety of the system or conflict with or adversely impact any other Newark Light Rail documents and processes. Revisions are deemed approved when signed by the SMS Executive/CSO, Accountable Executive/President and CEO, and Chairperson of the Board, then approved by NJDOT.

¹ A Capital Project, or Major Capital Project is one that meets the requirements of 49 CFR 633 "Project Management Oversight" that generally costs in excess of \$100 million to build.

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At all times, NJ TRANSIT will maintain documents that set forth our ASP, including those documents related to the implementation of NJ TRANSIT's SMS and those documents related to the results from SMS processes and activities. NJ TRANSIT will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or NJDOT. NJ TRANSIT will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in the section Reference Documents above and the list will be kept current as a part of the annual ASP review and update.

All PTASP Updates, Revisions and Annual Reviews will be reviewed and approved by the NLR Safety Review Committee prior to being approved by NJDOT SSOA and NJ TRANSIT's Board of Directors.

4.2.1 Annual Revisions – 673.11 (a)(5)

NJ TRANSIT will review this PTASP at least annually, in accordance with the schedule above, and make any modifications as needed to ensure that the plan is current and accurate. NJ TRANSIT will submit a Final Draft PTASP to NJDOT for review and approval by the end of every year on December 31st. Each final draft PTASP submitted to NJDOT should include a summary identifying and explaining the changes. It should also be indicated in the review and approval process if no changes have been made to the document.

This PTASP will be reviewed and updated as relevant organizational, or process changes occur and at a minimum annually as required by 49 CFR 673.11(a)(5). In addition, NJ TRANSIT will maintain its PTASP in accordance with the recordkeeping requirements of 49 CFR 673.11(c) and will maintain its relevant SMS documents and those referenced herein for a minimum of three (3) years after they are created in accordance with 49 CFR 673.31.

4.2.2 Ongoing Revisions

The PTASP is a living document that governs safety compliance for NJ TRANSIT's Newark Light Rail system including meeting all internal and external requirements. As such, changes to the operating system may require changes to the PTASP. Changes may also be required from external audit findings, internal reviews, investigations, or changing trends in safety and security data and information analysis.

Revisions to the PTASP initiated by NJ TRANSIT will be submitted to NJDOT for review and approval within thirty (30) calendar days of the effective date of the change. If changes are requested from NJDOT, NJ TRANSIT will coordinate with SSOA representatives to negotiate a timeframe and set a deadline for completing the revision.

4.3 Authority

NJ TRANSIT is the public transportation provider for the State of New Jersey. NJ TRANSIT's Newark Light Rail provides light rail service to the Cities of Newark, Bloomfield, and Belleville.

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4.4 Federal Transit Act

In response to congressional concerns regarding the potential for catastrophic accidents and security incidents on rail transit systems, the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) added Section 28 to the Federal Transit Act (codified at 49 U.S.C. Section 5330). This section requires the FTA to issue a rule creating the state-managed oversight program for rail transit safety and security.

The FTA published the revised Rail Fixed Guideway Systems: State Safety Oversight Rule on April 29, 2005, codified as 49 CFR Part 659, subsequently referred to as State Safety Oversight Rule. Only those states with RFGPTS meeting the definition specified in Part 659 are required to comply with the FTA's State Oversight Rule revisions. On March 16, 2016, the FTA published a new State Safety Oversight Rule, 49 CFR 674, which went into effect on April 15, 2016. Three (3) years after this date, on April 15, 2019, Part 674 took effect, superseding 49 CFR 659.

Under 49 CFR 674, NLR is required to produce an agency approved PTASP, which must then be submitted to the State Safety Oversight Agency (SSOA) for review and certification, at least annually. It is also the obligation of the SSOA to enforce the execution of the PTASP, through order of Corrective Action Plans (CAP) or any other means. Other requirements include investigating accidents which are defined in the SSOA program standards.

Further requirements are defined in 49 CFR 673, requiring NLR to develop a PTASP by July 20, 2020, which requires the Rail Transit Agency (RTA) to establish and implement an SMS. The PTASP, and any subsequent updates are to be signed by the Accountable Executive and approved by the Board of Directors, and subsequently certified annually by the SSOA. Further requirements of Part 673 require compliance with the minimum safety performance standards authorized under 49 U.S.C. 5329(b)(2)(C).

4.5 State Safety Oversight Agency

Moving Ahead for Progress in the 21st Century (MAP-21), enacted as 49 U.S.C. 5329, set in motion a process whereby SSOA must enhance their standards and practices and become certified by FTA. The law called for FTA to develop and issue a new State Safety Oversight Rule, codified as 49 CFR 674, which became a final rule in 2016. The rule requires that states with a RFGPTS identify an agency to hold oversight responsibilities of the rail transit system.

Through New Jersey Administrative Code (N.J.A.C) 16:53E, the New Jersey General Assembly assigned the NJDOT Office of Multimodal Transportation Division as the agency responsible for rail transit safety oversight in the state. As such, NJDOT was designated as the SSOA responsible for safety oversight of the NLR system. To implement these responsibilities, the SSOA has established its SSPS, which outlines the SMS requirements NLR must implement under provisions of the State Safety and Security Oversight Program under 49 CFR 674.

NJDOT's SSPS defines the requirements for the NLR system to create and maintain a PTASP that specifies the adoption of an SMS program in accordance with 49 CFR 673. It is further specified that RTA shall prepare and submit the PTASP to the NJDOT SSO program for review and written approval based on compliance with the NJDOT SSPS, at least on an annual basis.

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To ensure an on-going involvement in RTA's SMS programs, agency personnel will continue to coordinate with NJDOT to foster an ongoing safety performance improvement processes.

In accordance with 49 CFR 673 and 674 NLR will coordinate with the SSOA to ensure that the rules, policies, and procedures provided within this PTASP, and implemented by NLR, comply with the SSPS.

5.0 System Overview

5.1 Newark City Subway History

The Newark City Subway was, for the most part, constructed in the bed of the Morris canal, which itself was built between Jersey City and Phillipsburg, NJ in the period 1825-1837. At its peak it was over 100 miles long and barges took five days to traverse its entire length. But, by the early 1900's, the railroads across New Jersey (specifically the Lackawanna and Jersey Central Railroad) and the New Jersey state legislature pushed for the draining and filling of the Morris canal bed for construction of street cars and subways. In 1927, the Newark portion of the canal was authorized to become a right-of-way for streetcars, and construction began on this new subway.

The Newark City Subway (which was 'rebranded' Newark Light Rail, NLR in July 2006) was constructed between 1929 and 1935 on the bed of the former Morris Canal. When the system opened in 1935, it was a rapid transit service link to downtown Newark that was directly connected to four (4) different surface trolley lines. The system right of way is still owned by the City of Newark while the vehicles, track and infrastructure are owned by NJ TRANSIT Bus Operations Inc., an instrumentality of the State of New Jersey. The system is operated and maintained by the NJ Transit's Newark Light Rail System, which is under the umbrella of NJ Transit's Surface Transit and Bus Operations.

An abstract of the major events that resulted in the present-day NJ Transit ownership and operation of the NLR by NJ TRANSIT is located in Appendix A.

5.2 Scope of Service

The Newark Light Rail system provides light rail service to the cities of Newark, Bellevue and Bloomfield. The system is comprised of a double track mainline that operates between the terminuses of Grove Street in Bloomfield, NJ and Penn Station Newark. A second double track line operates between Newark Penn Station and the Broad Street Station in Newark, NJ.

NLR uses a fleet of twenty-one (21) bi-directional LRVs for revenue service. Eleven LRVs consist of three sections and the remaining ten LRVs consist of five sections. NLR operates daily from 4:10am with the last trip at 1:15am.

Additional information regarding the system, infrastructure, stations and systems can be found in Appendix B.

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The NLR system map on the right, from Wikipedia, illustrates the present configuration of the NLR alignment. Detailed physical characteristics are illustrated on the linear route profile diagrams included in the Newark Light Rail Rules for Operations and Maintenance (Rule Book).

Figure 1: NLR System Map



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PART B: SAFETY PERFORMANCE

MAP-21 transformed how transit agencies monitor and improve their overall performance by establishing safety management structures and asset management programs. Through the establishment of goals, measures, targets and plans, performance management refocuses the attention of agency leadership on accountability and transparency, which improves decision-making capabilities through performance-based planning. By defining attainable Safety Performance Targets (SPT), NLR will increase its capacity to monitor and evaluate its safety performance, which will facilitate more effective resource investments.

6.0 Safety Performance Measures – 673.11(a)(3)

The goals of this PTASP are to implement a program that maximizes the highest reasonable level of operational safety for employees of Newark Light Rail (NLR), the employees of NJ TRANSIT and its contractors, customers, and the general public, to minimize unsafe and criminal acts, and to maximize community involvement regarding the safety and security of Newark Light Rail.

A safety summary report is submitted to NJDOT-OSSO as part of the annual report (utilizing the FTA Standard Template). The report contains injury rate data regarding passengers, NLR personnel, and public accidents and incidents. The report is the basis for the formulation of safety performance goals and objectives for the coming year. The report outlines the strategies for the achievement of the stated safety objectives.

Annual performance goals and objectives for Employee Injury reduction and Passenger Injury reduction have been incorporated into the NJ TRANSIT-wide performance goals process. These goals will be applied to each NLR department. This will include key safety and security goals and objectives, milestones, and methods / accomplishments.

Newark Light Rail has established current year performance measurement goals based on annual Critical Element Lagging Indicators from the previous year's data. The performance goals are established by review of events reported during the calendar year, which resulted in collision, fire, and customer injury and employee injury/loss time, etc. as defined, by FTA, NTD or OSHA reporting criteria. Occurrences are reviewed annually to establish new goals.

In accordance with 49 U.S.C. 5329, FTA requires each Public Transportation Agency Safety Plan to include safety performance targets based on the safety performance measures established by FTA in the National Public Transportation Safety Plan (NPTSP). In the NPTSP, 49 CFR 673.11 (a) (4), FTA is adopting four initial safety performance measures: (1) Fatalities, (2) Injuries, (3) Safety Events, and (4) System Reliability. These measures are intended to focus transit agencies on the development of specific and reliable targets, as well as the actions each agency would implement to improve their own safety outcomes. Through the SMS process, FTA expects transit agencies to develop their own performance indicators and regularly monitor the performance of their systems to ensure that they are meeting their targets and improving safety outcomes. FTA expects transit agencies to evaluate their safety performances and determine whether they should

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change their safety performance targets at least annually when the transit agencies are reviewing and updating their Public Transportation Agency Safety Plans.

NJT Office of System Safety and NJ TRANSIT Surface Transportation - Light Rail Department will coordinate with the State and MPOs in selecting realistic safety performance targets.

Reference **Figure 2** for the Goals and Objectives that are reviewed annually.

US DOT-FTA's National Public Transportation Safety Plan provides (and explains) four Safety Performance Measures and an explanation of each of them.

6.1 Coordination with Metropolitan Planning Organizations (MPO's) Processes - 49 CFR 673.15(a)(b)

NJ TRANSIT will work closely with each MPO to ensure the following:

- Coordination with each MPO in the development and selection of safety performance targets
- Safety performance targets are provided to each MPO

6.2 Safety Performance Measures / Targets - 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include safety performance targets (SPTs) based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

The Bipartisan Infrastructure Law required that Safety Performance Measures be determined utilizing a 3-year rolling average based on the data submitted to the National Transit Database (NTD) under section 5335, for accidents and injuries. These Safety Performance Targets will also have to include assaults on transit workers once the FTA updates the National Public Transportation Safety Plan. As such, Performance Targets for Assaults on Transit Workers are not included in this PTASP. The Table on the following page demonstrates how the Safety Performance Targets were developed for 2022.

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**Newark Light Rail – 2022 Performance targets
3-Year rolling average of NTD Data**

Vehicle Revenue miles NTD Data	
2019	507,188
2020	477,125
2021	502,995

Occurrence Rate per 1,000,000 miles
Occurrence Rate Calculations
$\frac{(\text{Number of Occurrence} * 1,000,000)}{\text{Annual Revenue Miles}}$

	Number of Events				2022 Safety Performance Targets		Background Data					
	2019	2020	2021		3-Year Total	3-Year Average	2019 Number of Occurrences	2019 Occurrence Rate	2020 Number of Occurrences	2020 Occurrence Rate	2021 Number of Occurrences	2021 Occurrence Rate
Collisions												
Revenue Collisions	5	5	1		11	4	5	9.86	5	10.48	1	1.99
Non-Revenue Collisions	1	0	0		1	0	1	1.97	0	0.00	0	0.00
Total Collisions	6	5	1		12	4	6	11.83	5	10.48	1	1.99
Derailments	2	1	4		7	2	2	3.94	1	2.10	4	7.95
Fire Occurrences	8	4	1		13	4	8	15.77	4	8.38	1	1.99
Evacuations for Life Safety Reasons	0	0	0		0	0	0	0.00	0	0.00	0	0.00
Runaway Trains	0	0	0		0	0	0	0.00	0	0.00	0	0.00
Total Safety Events	16	10	6		32	11	16	31.55	10	20.96	6	11.93
Fatalities	0	0	0		0	0	0	0.00	0	0.00	0	0.00
Passenger Injuries	15	5	3		23	8	15	29.57	5	10.48	3	5.96
Employee Injuries	19	9	7		35	12	19	37.46	9	18.86	7	13.92
Stop Signal Violations	3	2	4		9	3	3	5.91	2	4.19	4	7.95

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Figure 2: Goals and Objectives

2022 ESTABLISHED SAFETY GOALS AND OBJECTIVES		Number of Occurrences CY 2021	CY 2021 Occurrence Rate
<u>Goal # 1</u> See Note 1	Reportable Safety Events (NTD) – To reduce the number of Safety Events, performance targets were developed utilizing a 3-year rolling average of data submitted to the NTD under section 5335. Reduce the number of Accidents events and rate per total vehicle revenue miles:		
Objective 1.A	Reducing the Number of Collisions to ≤ 7 per 1 Million revenue Miles	1	1.99
Objective 1.B	Reducing the Number of Derailments to ≤ 2 per 1 Million revenue Miles	4	7.95
Objective 1.C	Reducing the Number of Fire Occurrences to ≤ 4 per 1 Million revenue Miles	1	1.99
Objective 1.D	Reducing the Number of Evacuations for Life Safety Reasons to ≤ 1 per million revenue miles	0	0.00
Objective 1E	Reducing the Number off Runaway train Incidents to ≤ 1 per million revenue miles	0	0.00
*Objective 1F	Reduce Total Safety Events to ≤ 11 per 1 Million revenue Miles	6	11.93
<u>Goal #2</u> See Note 2	Fatalities – Reduce the Number of Fatalities and rate per total vehicle revenue miles:		
Objective 2	Reduce the Number of fatalities to ≤ 1 per 1 Million Revenue Miles	0	0.00
<u>Goal #3</u> See Note 3	Injuries – Reduce the Number of Reportable Injuries and rate per total vehicle miles:		
Objective 3.A	Reducing the Number of Passenger Injuries to ≤ 8 per 1 Million Revenue Miles	3	5.96
Objective 3.B	Reducing the Number of Worker Injuries to ≤ 12 per 1 Million Revenue Miles	7	13.92
<u>Goal # 4</u> See Note 4	System Reliability – Mean Distance Between Major Mechanical LRT Failures		
Objective 4	$\geq 5\%$ (+263 miles) Improvement in System Reliability MDBSF (based on previous year's NTD data)	4789 monthly Average	N/A
<u>Goal # 5</u>	Efficiency Check Program		
Objective 5	Establish non-compliance goal of $\leq 8\%$ to Rules and Safety-Work Practices	4.95%	N/A
<u>Goal # 6</u>	Reportable Safety Events-Other (SSOA) Reduce the number of Incident & Occurrence		
Objective 6A	Reducing the Number of Stop Signal to ≤ 3 per 1 Million Revenue Miles	4	7.95
Objective 6B	Reducing the Number of Miss-Route to ≤ 1 per 1 Million Revenue Miles	0	0.00

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- **Note 1: SAFETY EVENTS** - A Safety Event, also referred to as an Event, is defined as any Accident, Incident, or Occurrence.
- **Note 2: FATALITY** - A reportable fatality² is a death due to a:
 1. Collision, including suicides
 2. Derailment
 3. Fire
 4. Hazardous Materials Spill
 5. Act of God (i.e. hurricane, earthquake)
 6. Other safety events

Fatalities that occur because of illnesses or other natural causes - including individuals who are found deceased, are not reportable and thus are not required to be measured as part of the Safety Performance criteria.

- **Note 3: INJURY RATE** - An Injury is defined as harm to a person, requiring that person to be transported from the scene of an incident to a hospital or medical facility for treatment. This includes any damage or harm to persons that requires immediate medical attention away from the scene because of a reportable event must be reported as an injury. Reportable events further require monitoring of serious injuries as well as injuries where an individual seeks medical care several hours after an event, or in the days following an event. The Injury Rate is thus based on National Transit Database (NTD) Reporting Criteria.
- **Note 4: SYSTEM RELIABILITY** - Safety and performance of NLR are collectively dependent, in part, on the condition of its assets. When transit assets are in a state of disrepair, the likelihood of consequential event occurring increases, as well as the likely impact against the system. Therefore, system reliability metrics illustrates the relationship between safety and the asset condition. The data collected for system reliability should support and provide input into NLR's TAM.

System Reliability is thus calculated through the following equation:

$$\text{System Reliability} = \frac{\text{Revenue Miles Operated}}{\text{Number of Major Mechanical Failures}}$$

² NTD Major Event Threshold

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SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

The Federal Transit Administration has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Public Transportation Safety Plan, and 49 CFR Part 673, NJ TRANSIT Newark Light Rail is adopting SMS as the basis for directing and managing safety and risk at Newark Light Rail. NJ TRANSIT has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components: Safety Management Policy (SMP), Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP). The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 3.

Figure 3: Safety Management Systems



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PART C: SAFETY MANAGEMENT POLICY – 673.23

Component 1 of the SMS structure is the Safety Management Policy. The Safety Management Policy is the keystone of NLR's SMS and provides direction for effective Safety Risk Management, Safety Assurance, and Safety Promotion. Per 49 CFR 673, NLR must establish the following sub-components of the Safety Management Policy:

- 673.23(a) Safety Management Policy Statement;
- 673.23(a) Organizational Accountabilities and Responsibilities;
- 673.23(b) Employee Reporting Program
- 673.11(6)(b) Integration with Public Safety and Emergency Management
- 673.23(d) Accountabilities and Responsibilities
- 673.31 Documentation and Recordkeeping

The Safety Management Policy thus assists in assuring management's involvement and commitment to the SMS and agency-wide safety improvement, by laying out the policies and procedures required to carry about the SMS. This is only accomplished through a clearly defined statement that defines the organizational structures, effectively identifies accountabilities, and SMS planning efforts.

NJ TRANSIT's Safety Management policy will be communicated throughout the organization.

7.0 Safety Management Policy Statement – 673.23(a)

NJ TRANSIT's mission is to move New Jersey and the region by providing safe, reliable and affordable public transportation that connects people to their everyday lives, one trip at a time.

NJ TRANSIT and NLR are committed to providing safe working conditions for all employees, and to comply with all applicable Federal, State, and local laws and regulations. This policy expresses our intention to institute an SMS to provide our customers a safe transportation service, maintain a strong safety culture, and provide a working environment that ensures the safety and health of its employees, passengers, contractors, and the general public. NLR is further committed to developing, implementing, maintaining, and continuously improving its processes to ensure that all transit service delivery activities occur under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting the established standards. As such, NLR is placing the management of safety as one of the core business functions of the organization.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, beginning with the Accountable Executive/President and CEO. This policy statement will be reviewed and updated to align SMS processes with ongoing and evolving safety performance goals and objectives. The full and signed Safety Management Policy Statement can be found on page viii of this PTASP.

**NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan****7.1 Safety Goals and Objectives**

The goal of this PTASP is to establish processes and procedures of the SMS that will support the efforts of the organization to provide reliable service. The processes defined in the PTASP will ensure programs effectively address, manage, and monitor safety performance efforts throughout the four (4) components of SMS.

NLR has identified twelve goals and objectives to optimally strategize the SMS and manage its safety risks across all modes of transportation. These goals and objectives are aimed to certify compliance with the Safety Performance Targets. As the SMS programs mature, the goals and objectives of the Agency may change to accommodate the changing environment.

- Support the SMS and the management of safety by providing appropriate resources to support an organizational culture that fosters safe operational practices, encourages effective safety reporting and communication, and actively manages safety with the same attention to results as that given to the other management systems of the organization
- Integrate the management of safety as part of the primary responsibilities of all NLR managers and employees
- Clearly Define accountabilities and responsibilities of all employees and managers alike, to uphold the organization's safety performance goals and performance of the SMS
- Establish and Operate a Safety Risk Management (SRM) process that allows for hazard identification, analysis, and risk evaluation utilizing an employee reporting program as a principal source for information gathering
- Prioritize the elimination or mitigation of calculated identified safety risks created by operating conditions or activities, to a level consistent with the agency's acceptable level of safety performance
- Ensure that no action will be taken against any employee who discloses a safety concern through an employee safety reporting program, unless disclosure indicates through the investigative process and beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of NJ TRANSIT or NLR policies, procedures or regulations was committed
- Comply with, or exceeding, when possible, legislative, and regulatory requirements and standards
- Ensure sufficiently trained and knowledgeable human resources are available to implement the various SMS processes
- Ensure all employees are provided with adequate and appropriate safety-related information and training, competent in safety management processes, and allocated only tasks commensurate with their skills
- Establish and Measure safety performance against data-driven safety performance indicators and targets
- Continuously Improve safety performance and the SMS through management processes that ensure appropriate safety risk management, assurance, and promotion activities are identified, implemented, and is effective
- Ensure externally supplied systems and services to support NLR operations are delivered in a manner to meet safety performance standards

**NJ TRANSIT - Newark Light Rail
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This section describes the integration of safety throughout Newark Light Rail.

This section will also describe the accountabilities and responsibilities of the Accountable Executive, CSO, the agency's executive management team, and key staff, for their respective departments/divisions. Ultimately, the management of safety is an agency-wide function that encompasses all departments and is supported by the Office of System Safety. All employees play a part in safety, including executive management and front-line employees.

The organizational chart is located in Appendix C.

8.1 Accountable Executive - 673.5, 673.23(d)(1), and 674.7

The Accountable Executive for NLR is the President and Chief Executive Officer of NJ TRANSIT and is the single identifiable person who:

- Has ultimate responsibility for carrying out the PTASP of a public transportation agency;
- Has responsibility for carrying out the agency's Transit Asset Management Plan; and
- Has control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP and TAM

In addition to these responsibilities, the Accountable Executive is responsible for ensuring that the agency's SMS is effectively implemented. Additionally, the Accountable Executive must ensure action is taken, when necessary, to address substandard safety performance of the agency. The Accountable Executive may delegate specific safety responsibilities; however, they are ultimately accountable for the agency's safety performance.

8.2 Chief Safety Officer - 673.5, 673.23(d)(2), and 674.29(b)

NJ TRANSIT's CSO is designated by the Accountable Executive as the SMS Executive and holds a direct line of reporting to the Accountable Executive. Overall, the SMS Executive has the authority and responsibility for the day-to-day implementation and operations of the SMS program and does not serve in other operational or maintenance capacities. The CSO is adequately trained.

Roles and responsibilities of the CSO include, but are not limited to:

- Overseeing the safety risk management process
- Overseeing accident/incident investigations
- Coordination with NJDOT during all applicable program processes, including, but not limited to triennial audits, annual plan certification, CAP
- Communicate and coordinate with other NJ TRANSIT and NLR's Executive Leaders and the Board of Directors to ensure continuous safety improvement
- Overseeing safety and security certifications
- Exercise the authority to suspend unsafe operations, as necessary

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During the implementation of the SMS, the SMS Executive will hold the following responsibilities:

- Coordinate Key Staff to support SMS implementation
- Facilitate the development, implementation, and continuous improvement of SMS processes and activities
- Procure technical resources for SMS implementation
- Socialize SMS activities with agency executives and staff as necessary
- Communicate SMS implementation progress and challenges

The CSO will rely on the Subject Matter Experts (SME) of each division to support the development and integration of SMS into the agency that is appropriately scaled and sized to meet the needs of the organization.

8.3 Agency Leadership and Executive Management - 673.23(d)(3)

Executive Management includes members of its leadership or executive management, other than an Accountable Executive, Chief Safety Officer, or SMS Executive, who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS³.

Executive Management will ensure the incorporation of safety management practices in their operational area. Agency leadership and executive management will take ownership of the SMS and ensure staff understand the benefits of effective safety management and their impact on functional processes. This includes maintaining accountability for safety performance of their divisions as well as establishing and maintaining clear lines of safety communication to front line staff by means of the SMS Key Staff identified below. Responsibility of the Executive Management team further includes reasonably designating representatives from operations, maintenance, and other revenue service support functions to serve as SMS Key Staff. Doing so depicts management's implementation of the safety management process, which will entice greater support and training opportunities for staff.

NLR Executive Management is comprised of the following individuals:

1. Chief, Light Rail
2. General Manager – Light Rail

8.4 Key Staff - 673.23(d)(4)

SMS requires a multi-disciplinary approach involving representatives from the various divisions of NLR that are familiar with their department's processes and practices. SMS Key Staff will serve as the SME representing their individual departments during the SMS implementation. Their responsibilities include providing insight on how to adapt existing departmental practices to work with the SMS.

³ 49 CFR 673(d3)

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Key Staff includes managers and supervisors, who are expected to show leadership of the SMS. Their responsibilities/accountabilities include their need to actively support and promote the SMS, ensure that they and their staff comply with the SMS processes and procedures, ensure resources are made available to achieve the outcomes of the SMS, and continually monitor their area of SMS responsibility. This will include identifying departmental data and information resources to support the SMS Implementation objectives, as well as ongoing SMS decision making processes. Ultimately, their responsibility will be to identify and provide concerns and solutions for the SMS that ensure NLR is adhering to its safety performance targets and the SMS is functioning in tandem with organizational practices.

Key Staff include:

- NLR Safety Manager
- NLR Supt. Transportation
- NLR Supt. MOE
- NLR Supt. MOW
- NLR Training Manager
- NLR Director of Light Rail QA & QC

8.5 Front Line Employees

Front Line Employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

8.6 SMS Task Responsibility Matrix

The following safety task responsibility matrix shows the interfaces among the system safety functions and other rail transit departments for identified safety responsibilities and the key reports or actions required. The integrated task matrix depicts the roles and responsibilities of the Accountable Executive, SMS Executive, NLR Executive Management, and Key Staff.

Table 3: Integrated Safety Task Matrix Key

P	Primary Responsibility	The identified participant(s) is (are) responsible for the preparation of the specified documentation.
S	Secondary Responsibility	The identified participant(s) is (are) to provide the necessary support to accomplish and document the task.
R	Review/Comment Responsibility	The identified participant(s) may review and provide comment on the task or requirement.
A	Approval Responsibility	The identified participant is to review, comment, and subsequently approve the task or requirement.

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Table 4: SMS Task Responsibility Matrix

Task/Activity	Accountable Executive	SMS Executive	NLR Management (Chief / GM – Light Rail)	Key Staff						NJT Engineering (CP&P)	NJT Police Dept. / OEM	Front Line Staff
				NLR Safety Manager	NLR Supt. Transportation	NLR Supt. MOE	Supt. MOW	NLR Training Manager	NLR Director of LR QA/QC			
Development / Maintenance of the PTASP												
Document Control and Updates	A	P	S									
Documentation of Key Processes and Procedures	A	S	P	S								
Goals and Objectives	P	S	R									
SMS Implementation	P	S	R									
Carrying Out the PTASP	P	S	R	R								
Carry out the TAM	P	R	S	S								
Control/Direction Over Human and Capital Resources	P	S	S									
Daily Implementation and Operations of the SMS Program	A	P	S	S								
Oversight Activities	S	P										
PTASP Part C: Safety Management Policy												
Safety Management Policy Statement	A	P	P									
Employee Reporting Program	A	P	P	P								
Safety Communication	P	P	P	P	P	P	P	P	P			

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Task/Activity	Accountable Executive	SMS Executive	NLR Management (Chief / GM – Light Rail)	Key Staff						NJT Engineering (CP&P)	NJT Police Dept. / OEM	Front Line Staff
				NLR Safety Manager	NLR Supt. Transportation	NLR Supt. MOE	Supt. MOW	NLR Training Manager	NLR Director of LR QA/QC			
Interagency Coordination	P	P	P	S	S	S	S	S	S			S
Safety & Security Committees	A	P	S	P	S	S	S	S				
Organizational Structure	A	P	P	S	S	S	S	S	S			
Drug and Alcohol Abuse Program/Policy	A	P	P	S	S	S	S	S	S			
Coordination with Emergency Management & First Responders	R	P	P	S	S	S	S	S	S		P	S
Emergency Management Plan	A	P	S	S	S	S	S	S	S		P	
PTASP Part D: Safety Risk Management												
Hazard Identification		P	P	P	P	P	P	P	P	P	P	P
Hazard Analysis		P	R	P	S	S	S	S	S	S		
Hazard Management		S	P	P	S	S	S	S	S	S		
PTASP Part E: Safety Assurance												
Management of Change	A	R	P	P	S	S	S	S	S	S		
Continuous Improvement	P	P	P	P	S	S	S	S	S	S		R
Safety Performance Monitoring	A	P	R	S	S	S	S	S	S	S		S

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Task/Activity	Accountable Executive	SMS Executive	NLR Management (Chief / GM – Light Rail)	Key Staff						NJT Engineering (CP&P)	NJT Police Dept. / OEM	Front Line Staff
				NLR Safety Manager	NLR Supt. Transportation	NLR Supt. MOE	Supt. MOW	NLR Training Manager	NLR Director of LR QA/QC			
Monitoring Procedures for Compliance with the SMS	A	P	R	S	S	S	S	S	S			S
Management of CAPs		A	R	P	S	S	S	S	S			S
Accident / Incident Investigation		A	R	P	S	S	S	S	S			
SSOA Notifications			A	S	P	S	S	S	S			
FTA Notification			A	S	P	S	S	S	S			
National Transportation Safety Board (NTSB) Notification	A	P	S	S	S	S	S					
Safety and Security Certification Program	A	P	S	S	S	S	S	S	S	S		
Acceptance Testing and Inspections		A	P	P	S	S	S	S	S	S		
Computer Software Configuration Management		A	P	P	S	S	S	S	S	S		
Safety Inspection		A	P	P	S	S	S	S	S			
Operations Safety		A	P	P	S	S	S	S	S			
Hazardous Material Program		A	P	P	S	S	S	S	S			
Occupational Health and Safety		A	P	P	S	S	S	S	S			
Construction Safety		A	P	P	S	S	S	S	S			
Safety Data Acquisition		A	P	P	S	S	S	S	S			

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Task/Activity	Accountable Executive	SMS Executive	NLR Management (Chief / GM – Light Rail)	Key Staff						NJT Engineering (CP&P)	NJT Police Dept. / OEM	Front Line Staff
				NLR Safety Manager	NLR Supt. Transportation	NLR Supt. MOE	Supt. MOW	NLR Training Manager	NLR Director of LR QA/QC			
Data Analysis & Tracking		A	P	P	S	S	S	S	S			
Internal auditing / Review	A	P	P	P	S	S	S	S	S			
Coordination of External Audits / Reviews	A	P	P	P	S	S	S	S	S			
Emergency Drills and Exercises	R	P	S	S	S	S	S	S	S	S	P	S
PTASP Part F: Safety Promotion												
Safety Training and Refresher Training		R	A	S	S	S	S	P				
Communications of Safety Performance Information		P	R	R	S	S	S	S	S			
Safety Risk Management Communications		P	R	S	S	S	S	S	S			
Ongoing Communications with Employees	P	P	P	P	P	P	P	P				
Public Awareness		P	S	S	S	S	S	S	S	S	S	S

**NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan****9.0 Employee Safety Reporting Program - 673.23(b)**

Employees can report unsafe conditions, either anonymously or with contact information, using three (3) existing methods:

- Notification to the employee's supervisor
- Safety Hotline
- Safety Mailbox (anonymous or identified – employees can provide contact information on the Employee Safety Reporting Form)

NLR's Employee Safety Reporting programs allows all employees, including relevant contract employees, more opportunities to report safety conditions to NLR executive management. The program is intended to help the Accountable Executive, CSO, and Senior Managers obtain important safety information throughout the agency. The Employee Safety Reporting Program (ESRP) is aimed at building a greater level of trust, which will improve NLR's ability to learn about safety conditions and make meaningful changes in collaboration with frontline staff.

The program shows NLRs management team is committed to ensuring that no action is taken against an employee who discloses a safety concern through an employee safety reporting program, unless disclosure indicates through the investigative process and beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures was committed.

A Sample Employee Safety Reporting Form can be found in Appendix D.

9.1 Safety Review Committee

The Safety Review Committee is a multi-disciplinary committee responsible for the review of all safety issues.

The NLR's Safety Review Committee reviews and manages the following:

- Identified and/or Potentially Hazardous Conditions
 - o Identifies and recommends risk-based mitigations/strategies to reduce likelihood and severity of consequences through Safety Risk Assessment Process
 - o Identifies mitigations/strategies that may be ineffective, inappropriate or were not implemented as intended
 - o Recommendation risk-based mitigations/strategies will be forward to the Joint Labor / Management Committee for its review and comment
- Reviews Safety and Security Certification Processes
- Reviews Change Modification Requests
 - o Change Modification that has a potential risk or hazard must be submitted to the Joint Labor / Management Committee review and comment
- Reviews Accidents / Incidents / Events
 - o Mitigations developed from Accidents / Incidents / Events must be sent to the Joint Labor / Management Committee From review and comment

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- Review the Hazard Tracking Log
 - o Review the status of each log item
 - o Forward the Hazard Tracking Log and the status of each log item to the Joint Labor / Management Committee for its review and comment
- Review Established Performance Targets for:
 - o Accidents
 - o Injuries
 - o These targets must be sent to the Joint Labor / Management Committee for review and comment

Assaults on Transit Workers – Once the FTA publishes the applicable performance targets in the National Public Transportation Safety Plan

- Once the FTA published the applicable performance targets in the National Public Transportation Safety Plan for Assaults on Transit Workers all data must be submitted to the Joint Labor / Management Committee for review and comment.

The committee's members are as follows:

- NLR Safety Manager – Chair
- General Manager – Light Rail
- General Superintendent – NLR
- Superintendent of Transportation
- Superintendent of MOE
- Superintendent of MOW
- Assistant Superintendent of Transportation
- Assistant Superintendent of MOW
- Assistant Superintendent of MOE
- Director of Light Rail QA/QC
- Director – NLR Training
- Director - NLR Budget / Storeroom
- Office of System Safety

Invited Guests:

- NJDOT SSOA

The Committee will effectively lead, direct, measure, and promote the functional day-to-day aspects of safety and security as NLR's top priority and comply with this PTASP. It will be the responsibility of this committee to review any concerns raised by employees.

Additionally, the Safety Review Committee will manage change throughout the system. This requires the committee to review proposed deviations from design criteria and construction change orders as well as any proposed changes to the operating configuration of the system, including all the system documentation, training programs, timetables, and organizational

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changes. Recommendation that are part of the risk management / risk reduction program will be sent to the Joint Labor / Management Committee for review and approval. All safety management changes also will be sent to the Joint Labor / Management Committee for review and comment.

The Safety Review Committee meets regularly, typically meetings occur on the 3rd Tuesday of each month. Additional meetings are held as required. Meeting minutes are developed for each meeting and distributed to the committee for comment and/or correction and will be forwarded to the Joint Labor / Management Committee for their review.

All PTASP Updates, Revisions and Annual Reviews will be reviewed and approved by the NLR Safety Review Committee prior to being approved by NJDOT SSOA and NJ TRANSIT's Board of Directors

9.2 NLR Joint Labor / Management Committee

The NLR Joint Labor / Management Committee will meet monthly, and the meetings will be separate from the NLR Safety Review Committee. Meeting minutes are developed for each meeting and distributed to the committee for comment and/or correction. Additionally, the minutes from the Joint Labor / Management Committee will be submitted to the Safety Review Committee for review.

The members of the Joint Labor / Management Committee will be of equal numbers 3 Labor representatives and 3 NLR Management representatives with a primary and alternate member for each. A Quorum must exist at these meetings, for the Joint Labor / Management Committee to meet a quorum, at least 6 voting members, of equal parts Labor and Management, must be present.

The Joint Labor / Management Committee is responsible for reviewing Safety Management, Risk Management / Risk Reduction and for reviewing the Public Transportation Agency Safety Plan. This may include the reviewing and commenting the following, which may include but not limited to:

- Review and Approval of the NLR Public Transportation Agency Safety Plan
- Identified and/or Potentially Hazardous Conditions
 - o Risk-based mitigations/strategies to reduce likelihood and severity of consequences through Safety Risk Assessment Process
 - o Mitigations/strategies that may be ineffective, inappropriate or were not implemented as intended
- Reviews Change Modification Requests
 - o Change Modification that has a potential risk or hazard
- Reviews Accidents / Incidents / Events
 - o Mitigations developed from Accidents / Incidents / Events
- Reviews the Hazard Tracking Log and the status of each log item
- Review Established Performance Targets for:
 - o Accidents
 - o Injuries

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- Assaults on Transit Workers – Once the FTA publishes the applicable performance targets in the National Public Transportation Safety Plan

Once the FTA published the applicable performance targets in the National Public Transportation Safety Plan for Assaults on Transit Workers all data must be submit to the Joint Labor / Management Committee for review and comments.

Meeting minutes are developed for each meeting and distributed to the committee for comment and/or correction and will be forwarded to the Safety Review Committee.

The committee's members are as follows:

Voting Members:

- NLR Safety Manager – Chair
- Superintendent of Transportation
- Superintendent of MOE
- Labor – Transportation
- Labor – MOW
- Labor – MOE

Members (Non-Voting):

- Assistant Superintendent of Transportation¹
- Assistant Superintendent of MOE²
- Director of Light Rail QA/QC³
- Labor – Transportation⁴
- Labor – MOW⁵
- Labor – MOE⁶

Invited Guests:

- NJDOT SSOA

¹ Alternate Voting Member for the Superintendent of Transportation

² Alternate Voting Member for the Superintendent of MOE

³ Alternate for Safety Manager

⁴ Alternate for Labor – Transportation

⁵ Alternate for Labor – MOW

⁶ Alternate for Labor – MOE

9.3 NLR Joint Labor / Management Committee Representatives – Labor Organization Selection Process

The labor representatives are selected to serve on a two-year basis. The Labor Organization submits three names for each position, which are reviewed by NLR Executive management. The proposed candidate's records are reviewed, and one primary and one alternate candidate from each discipline is selected, based on their safety and job performance as well as their disciplinary record.

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Public Transportation Agency Safety Plan****9.4 T.I.G.E.R. Team (Accident / Incident Review Committee)**

When an accident or serious incident occurs at NLR, the accident investigation process (including TIGER Team) is initiated to determine possible causes, failures, if any, within the NLR Rules and system, the reasons therefor and to generate the necessary corrective actions and countermeasures to prevent recurrence. Thus, in NLR's safety management environment, the accident/incident investigation process has a distinct role, being an essential process that deploys when safety defenses, training, barriers, efficiency checks, etc. and counterbalances in the system have not worked as designed.

Being an important element of NLR's SMS and ASP frameworks, accident/incident investigations and implementation of appropriate corrective actions contribute to the continuous improvement of NLR system by providing the root causes of accidents/incidents and lessons learned from the analysis of events. Detailed accident/incident investigations support decisions regarding the development of corrective actions and corresponding allocation of resources and may identify necessary improvements to the NLR system including SMS, NLR ASP as well as the accident/incident investigation process.

At NLR, in addition to determining findings and the root causes of accidents/incidents, the investigation process also uncovers hazards/risks (and associated threats). NLR's Accident/Incident investigation and analyses process includes determination of and discrimination between an ultimate consequence, an unsafe event and hazards/risks/threats that contributed to the accident/incident. This may include any systemic, latent, or other (example: organizational) factors in the NLR operating system framework. NLR's accident/Incident investigation process considers both accident/incident investigation process and hazard reporting/identification process.

The full NLR's T.I.G.E.R. Team investigations procedure is currently under development and is incorporated by reference and can be reviewed upon request to the NLR Manager of Safety, at NLR's Bloomfield, NJ Offices.

10.0 Integration with Emergency Management & Public Safety - 673.11(a)(6)

This section describes the process used by NLR to coordinate emergency management activities, including meetings with external agencies as well as emergency planning processes. The CSO in coordination with the NJ TRANSIT Chief of Police will ensure this section of the PTASP and the System Security and Emergency Preparedness Plan (SSEPP) (Office of Emergency Management responsibility) are effectively implemented, monitored, and updated throughout the Agency. Integration with the SSEPP, SOPs, and other emergency plans or programs will be completed in a manner that will not diminish the safety and security of NLR's passengers, employees, and assets.

Detailed information concerning NLR's emergency management and security program can be found in the SSEPP. The SSEPP will be revised to identify all security and emergency management activities across NJ TRANSIT.

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NJ TRANSIT's SSEPP is incorporated by reference and available for review by authorized entities at NJ TRANSIT's Headquarters, at the Office of Emergency Management. NJ TRANSIT's SSEPP addresses an integrated working relationship with the various New Jersey, and Federal agencies. Also, it describes NJ TRANSIT's emergency relationships with utility and private partners.

10.1 Meetings with External Agencies - 673.11(a)(6)

Periodic meetings with Emergency Management Services of Newark, Bellevue and Bloomfield will be planned and coordinated by the Office of Emergency Management. Coordination is also be fulfilled with the appropriate fire, police, and emergency management departments throughout NLR's service area. Meetings with Federal, State and Regional officials for the purposes of determining roles and responsibilities for emergency preparedness will be coordinated by the Office of Emergency Management as required.

10.2 Drills and Exercises

The Office of Emergency Management is responsible for NJ TRANSIT's agency-wide emergency exercise program and its implementation. This section shall support the internal audit process, which contains provisions for assuring that emergency exercises are conducted and properly documented to show the specific goals, objectives and procedures utilized during the exercise. Information collected during an exercise will be used to incorporate into an After-Action Reports (AAR), to analyze existing procedures, and enhance emergency processes.

NLR evaluates its emergency management function by implementing a comprehensive drills and exercise program and is considering using the Homeland Security Exercise and Evaluation Program (HSEEP) model as a baseline. The program will organize various emergency response agencies to critique emergency preparedness activities by simulating scenarios involving various system components, including infrastructure, vehicles, facilities, and equipment. Drills and exercises will incorporate, but are not limited to, the following:

1. **Tabletop Exercise (TTX):** A TTX is intended to generate discussion of various issues regarding a hypothetical, simulated emergency. TTXs can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident. Generally, TTXs are aimed at facilitating conceptual understanding, identifying strengths and areas for improvement, and/or achieving changes in perceptions.
2. **Drills:** A drill is a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. Drills are commonly used to provide training on new equipment, validate procedures, or practice and maintain current skills. For example, drills may be appropriate for establishing a community-designated disaster, receiving center, or shelter. Drills can also be used to determine if plans can be executed as designed, to assess whether more training is required, or to reinforce best practices. A drill is useful as a stand-alone tool, but a series of drills can be used to prepare several organizations to collaborate in a Full-Scale Exercise (FSE).
3. **Full-Scale Exercise (FSE):** FSEs are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and

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validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command (UC). In an FSE, events are projected through an exercise scenario with event updates that drive activity at the operational level.

NLR may implement other drills and exercises defined in the HSEEP framework and will utilize the exercise methodology illustrated below.

Figure 4: HSEEP Exercise Cycle



10.2.1 After Action Reports

An evaluation will be completed after each exercise to allow NJ TRANSIT and NLR the opportunity to assess the capabilities needed to accomplish a mission, function, or objective. This will be completed through an After Action Report (AAR), which will document key information related to evaluation. The length, format, and development timeframe of the AAR depend on the exercise type and scope. The primary focus of the AAR is the analysis of core capabilities and will include the following sections:

- Exercise name
- Type of exercise
- Date of the exercise
- Location(s) of the exercise
- Participating organizations
- Mission area(s)
- Specific threat or hazard
- A brief scenario description
- The name of the exercise sponsor and Point of Contact.
- Analysis of Core Capabilities

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- CAP(s), as necessary

CAPs will be developed and monitored in accordance with Section 25 of this PTASP.

10.3 Emergency Training

The Manager of Safety will coordinate the responsibility of managing and implementing Emergency Management Training programs with the Manager of Training. Training may consist of, but is not limited to:

1. Workplace awareness campaigns such as postings, newsletters, and memos
2. Publication distribution
3. Formal classroom training

At a minimum, emergency response training will be conducted annually, dependent upon emergency personnel's availability.

10.3.1 Familiarization Training

Periodic informational updates will be planned and coordinated with the appropriate fire, police, and emergency management departments by the Manager of Training. These meetings provide local emergency responders with an overview of the Newark Light Rail systems. At a minimum, emergency response training shall be conducted annually dependent upon emergency personnel's availability.

11.0 Safety Management Policy Communication

In accordance with 49 CFR 673.29(b), NJ TRANSIT's Accountable Executive and SMS Executive, through coordination with the Executive Staff will ensure that all employees are aware of any policies, activities, and procedures that are associated with their safety-related roles and responsibilities. Safety communications may include information on hazards and safety risks that are relevant to the employee's role and responsibilities; explain reasons that a transit agency introduces or changes policies, activities, or procedures; and explain to an employee when actions are taken in response to reports submitted by the employee or contract employee through the employee safety reporting program. Means of communications include but are not limited to discussion in NLR meetings, training, posting at conspicuous locations for employee viewing, via email, and the NJ TRANSIT website.

12.0 Hazardous Materials Program

To support employee chemical safety programs and the duty to comply with legally mandated hazardous materials rules and regulations, NLR's Procurement Manager diligently monitors and controls the chemicals used by employees to keep hazardous materials to a minimum. A complete listing is available from the manager of Budget & Stockroom. Controlled items would include used gearcase oil for example.

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The NJ TRANSIT Environmental Compliance Policy is incorporated by reference and can be reviewed upon request to the NJ TRANSIT Environmental Department, in NJ TRANSIT Headquarters located in Newark, NJ.

13.0 Drug and Alcohol Program

To prevent accidents/incidents in system operations and to assure safe operations under all conditions, testing for alcohol and substance abuse must be a mandatory requirement for employee certification. NJ TRANSIT recognizes that employees are its most valuable resource. To protect this resource and further NJ TRANSIT's ability to provide safe and dependable service, requires that NJ TRANSIT:

1. Engage in the necessary action to ensure that employees can perform assigned duties in a safe, healthy, and productive manner.
2. Create a workplace environment free from the adverse effects of drug and alcohol substance abuse or misuse.
3. Prohibit the unlawful manufacture, distribution, dispensation, possession or use of controlled substances.
4. To encourage employees to seek professional assistance any time personal problems, including alcohol and/or drug dependency, adversely affect an employee's ability to perform assigned duties.

NJ TRANSIT's Substance Abuse Policy, which is incorporated by reference to this PTASP and available for review by contacting NJ TRANSIT Human Resources (HR) was created to ensure worker's fitness for duty and to protect employees, passengers and the public from risk posed by the use of alcohol and prohibited drugs. This policy is also intended to comply with all applicable FTA and United States Department of Transportation (USDOT) regulations governing workplace anti-drug programs in the transit industry.

NJ TRANSIT's Substance Abuse Policy includes FTA and USDOT requirements (49 CFR Parts 40 and 655) which mandate urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prohibit performance of safety-sensitive functions when there is a positive test result. Also, the FTA has promulgated 49 CFR Parts 40 and 655 establishing standards for the collection and testing of urine and breath specimens.

The Drug Free Workplace Act of 1988 and regulations promulgated in 49 CFR Part 29 require the establishment of drug-free workplace policies and the reporting of certain drug related offenses to FTA. NJ TRANSIT's Substance Abuse Policy includes all of these requirements for employees defined as safety-sensitive and for other employees as noted.

The requirements of these regulations do not restrict NJ TRANSIT from adopting and enforcing additional or more stringent requirements. The rules shall apply during the time period just before, during, or just after duty hours only. Individuals testing positive for alcohol and substance abuse just before duty, on duty or just after duty must be immediately removed from duty and shall be subject to discipline up to and including discharged.

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In addition to post-accident or reasonable suspicion testing, the testing program includes random unannounced testing of individuals performing safety-sensitive functions. To assist these employees, NJ TRANSIT has in place an Employee Assistance Program (EAP) administered by the Human Resources Director in coordination with the various department managers. Through these programs, NJ TRANSIT provides an opportunity for employees to deal with drug and alcohol-related problems. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through the EAP in complete confidence and without jeopardizing his/her employment with NJ TRANSIT solely because of the request for assistance. Although employees are encouraged to receive help for drug or alcohol problems, participation in an EAP will not excuse an individual's failure to comply with the requirements of the Policy.

14.0 Procurement

It is the policy of NJ TRANSIT's Procurement procedures and NLR's Manager of Procurement, that after consulting with the appropriate Key Staff and NLR Executive Managers, to obtain supplies and materials or equipment that meet or exceed generally accepted standards through informal and formal bid processes. Any items that have the potential of impacting safety shall be assessed for compatibility with the system, and assurance that all safety risks have been minimized to the lowest practical level.

For outside contract work, contracts stipulate quality specifications of all materials, services, and equipment used in the project shall be subject to adequate inspection and testing in accordance with generally accepted standards and that the contractor shall provide the necessary testing and inspection services required by the contract.

It is also the policy of the NLR Manager of Procurement to obtain Safety Data Sheets for all samples and products for prior approval before samples or products are accepted for review and/or use by NLR. The NLR Manager of Procurement makes every effort to preclude the introduction of unauthorized, hazardous materials and supplies, as well as defective or deficient equipment. The Purchaser works to ensure that the use of permissible hazardous materials or supplies is kept at a bare minimum and only used when no alternative non-hazardous alternatives are available.

NLR will provide a copy of this PTASP to all contractors and/or sub-contractors. All contractors and their sub-contractors are required to adhere to the PTASP during all stages of construction and rehabilitation.

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PART D: SAFETY RISK MANAGEMENT – 673.25

48 CFR Part 673 and NJDOT requires NLR to develop and document in its PTASP, a process to identify and resolve hazards for new starts projects, extensions, or modifications of existing systems, operational or environmental changes, or from hazards discovered from employee reports, public complaints, reviews, audits, inspections, and investigations

Safety Risk Management (SRM) is an essential process within NLR's SMS for identifying hazards and analyzing, assessing, and mitigating safety risk. The SRM component has two (2) sub-components

1. Hazard Identification and Analysis, and
2. Safety Risk Evaluation and Mitigation

The SRM process and its sub-components provides a formal process to systematically identify, evaluate, and mitigate potential hazards associated with the construction, maintenance, and operation of NLR's operating systems for patrons, employees, and the general public. Known hazards are categorized as to their potential severity and probability, analyzed for potential impact, and resolved by design, procedure, warning device, or other methods so they fall within a level of risk acceptable to NLR. This process provides NLR's executive management team and mid-level managers the necessary information to prioritize decision making efforts.

The following figure provides an illustration of steps used in the Safety Risk Management process:

Figure 5: SRM 4-Step Process



The proceeding sections document the risk management process and NLR's approach to hazard investigations, including the notification and investigation requirements specified by NJDOT in the SSPS.

The SRM process is the primary tool used by NLR to ensure the safety of its passengers, employees, facilities, and vehicles. This process is accessible to all levels of the organization and is how hazards are identified, analyzed for potential impacts on the transit system, and resolved

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in a manner acceptable to management. This process will follow the guidelines listed in the proceeding sections.

NLR is developing a program to consolidate hazard information in a centralized location to share information throughout the agency and enable detailed analysis.

15.0 Hazard Identification 673.25(a), 673.25(b)(1), and 674.7

49 CFR Part 673 requires NLR to establish methods or processes to identify hazards and consequences of hazards. A hazard will let the agency know that something is wrong, while a consequence identifies what could happen. When NLR properly identifies and clearly defines hazards, the organization can more easily identify potential consequences that will help management allocate safety resources based on safety risk.

All employees and contract employees are charged with the responsibility of identifying and reporting conditions that have the potential to cause a consequential event. Hazards can also be identified through various outputs of Safety Assurance (SA) activities, such as employee safety reporting programs, event investigations, monitoring of operations and maintenance procedures, or system changes, as sources for hazard and consequence information. Potentially hazardous conditions may also be identified through other means, including those listed below:

- FTA triennial reviews
- FTA bulletins or other industry recommendations
- SSOA internal reviews and audits
- SSOA findings from investigations
- Reports from passengers and other individuals
- Reports from operators and other personnel
- Reports from maintenance personnel or contractors
- Investigation and review of accidents and incidents
- Collection and analysis of accident statistics and risk management information system data regarding safety, accident rates, and claims reports, including trend analysis.
- Checklist audits performed by transit agency supervision.
- Information, experiences, and ideas from support departments.
- Observations of facilities and operations hazards, by administrative personnel.
- Results from drills, exercises, and emergency response to accidents and incidents.

15.1 Hazard Tracking

When a potential hazard is identified, it will be added to NLR's Safety Risk Log (SRL). NLR will submit the SRL monthly or make the log available upon request from the SSO Program Manager.

The tracking log will contain, at a minimum:

- Safety risk description
- Immediate mitigation (if needed)
- Origin of safety risk

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- Date safety risk was identified
- Responsible investigator or committee leader
- Safety risk analysis results
- Proposed CAP(s) including all relevant information
- Date safety risk closed

The SRL template can be found in Appendix E of this PTASP. Further, NLR's SRL may be reviewed regularly by NJDOT.

15.2 Hazard Notification - 673.25(b)(2)

Unacceptable, or High, hazardous conditions must be reported to NJDOT within 2 hours of discovery of an unacceptable/significant hazard, which is identified as a state reportable "Incident" (See Program Standard SSO-003). In the event NLR determines that the final risk assessment of the hazard is "Unacceptable" using the criteria and assessment process in its PTASP, NLR will notify NJDOT by 5:00 p.m. on the next regular working day following the determination of the Unacceptable condition.

Additional hazards identified by NLR may also be reportable to NJDOT under the direction of the CSO and Safety Review Committee.

16.0 Safety Risk Analysis & Evaluation

Hazards which are not resolved at the operating, maintenance, or other front-line department levels are appropriately investigated by NLR's Safety Manager and NLR management and assisted by the responsible operations and maintenance department. Investigation findings are documented and reported during the Safety Review Committee meeting.

16.1 Hazard Categorization - 673.7, 673.25(c), and 674.7

This involves categorizing identified hazards in terms of each one's severity or consequence and its probability of occurrence. The United States Department of Defense (DoD) Standard Practice for System Safety, Military Standard (MIL-STD) 882 Version E, establishes system safety criteria guidelines for determining hazard severity and probability.

The hazard severity categories listed on the following pages provide the qualitative indication of the relative severity of the possible consequences of the hazardous conditions.

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Table 5: Severity Categories

Description	Score	Mishap Result Criteria
Catastrophic	1	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$1 Million.
Critical	2	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$500,000 but less than \$1 Million.
Marginal	3	Could result in one or more of the following: injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100,000 but less than \$500,000.
Negligible	4	Could result in one or more of the following: injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$100,000.

Once a hazard's severity has been determined, the analysis will consider the probability, or likelihood that the consequences will exist if the hazard is not corrected or controlled. The susceptibility of a location to a hazard occurring is measured using the following table.

Table 6: Probability Categories

Description	Score	Specific Individual Item	Fleet or Inventory
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced
Probable	B	Will occur several times in the life of an item.	Will occur frequently
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible
Eliminated	F	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.

Together, the hazard severity and probability properties measure the Safety Risk Score and the priority for applying control measures. Using this scale, the members of the Safety Review Committee can examine, quantify, and resolve the hazards based on the severity of a potential outcome and the likelihood that such an outcome will occur.

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Figure 6: Safety Risk Matrix

Severity Probability	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
A - Frequent	1A	2A	3A	4A
B - Probable	1B	2B	3B	4B
C - Occasional	1C	2C	3C	4C
D - Remote	1D	2D	3D	4D
E - Improbable	1E	2E	3E	4E
F - Eliminated	Eliminated			

1A, 1B, 1C, 2A, 2B

1D, 2C, 3A, 3B

1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B

4C, 4D, 4E

F

High	Unacceptable
Serious	Undesirable, management's decision is required
Medium	Acceptable, with review by the SRC
Low	Acceptable, without review by the SRC
Eliminated	Eliminated

The results from using the Safety Risk Matrix will then be used to determine whether a hazardous condition should be eliminated, controlled, or accepted. Hazards rated as "High" must be addressed to control or eliminate the risk to the lowest practical level through the processes defined in Section 17.0 below. Hazards classified as "Serious" may be tolerable if it can be demonstrated that its occurrence is highly improbable.

High / Unacceptable: The risk cannot remain and must be mitigated through the Safety Review Committee. The Safety Risk Analysis (SRA) and subsequent analyses will present options for elimination or reductions of high risks.

Serious / Undesirable: The risk should be reduced if at all practical to do so with support from the Safety Review Committee. The Safety Risk Analysis (SRA) and subsequent hazard analysis will provide options, where possible, to reduce risks.

Medium / Acceptable, With Review: The risk can be acceptable after review by management and the Safety Review Committee. The Safety Risk Analysis will recommend either that the hazard be left as is or be acted upon to further reduce risk. The Safety Review Committee makes the final determination.

Low / Acceptable: The risk is acceptable as is and does not require further review. The Safety Risk Analysis will not recommend any action be taken to address a low risk. Final determination is made by the NLR Safety Manager.

Eliminated: The risk no longer exists.

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16.2 Hazard Prioritization - 673.25(c)(2)

All hazards will be prioritized based on the Safety Risk Score calculated during the Analysis and Evaluation process. The score is achieved by combining the Severity rating with its Probability. The greater the score, the higher the hazard's prioritization. Hazards ranked as High/Unacceptable or Serious/Undesirable should be mitigated first, with High/Unacceptable ranking as the greatest. Prioritizing risks will support management in the decision-making process by elevating the hazards and vulnerabilities that need immediate attention to the forefront for action.

17.0 Safety Risk Mitigation - 673.25(a) and 673.25(d)

49 CFR 673 requires NLR to establish methods or processes to identify mitigations or strategies necessary, as a result of the agencies' safety risk assessment, to reduce the likelihood and/or severity of the consequences. The goal of risk mitigation is to reduce the assessed risk rating to an acceptable level; however, mitigations do not typically eliminate the risk entirely. NLR will consider input from SMEs from different departments to ensure that the selected safety risk mitigation is appropriate. Input from multiple sources can help prevent unintended effects, including new hazards.

Hazard control processes will follow the Hierarchy of Controls as defined by the National Institute of Occupational Safety and Health (NIOSH).

Figure 7: NIOSH Hierarchy of Controls⁴



A combination of controls may be used when no single method fully protects the system or components of the system.

⁴ OSHA Hazard Prevention and Control

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Elimination or Substitution: While most effective at reducing hazards, these methods tend to be the most difficult to implement in an existing process. The core methodology between elimination and substitution is the separation of the hazard from the system or sub-system either by means of removal or modification/replacement. These steps are most effectively implemented at the early stages of a project/process, and if the project/process is still at the design or development stage. Elimination and substitution of hazards may be inexpensive and simple to implement.

Where some hazards are inherent and cannot be eliminated completely through design, they should be substituted, if possible, to reduce the risk to the lowest acceptable level. This can be accomplished by incorporating, as necessary, fail-safe devices and principles in design, incorporating high-reliability system components, and using redundant or backup hardware and software devices.

Engineering Controls: This methodology is designed to remove the hazard at the source before it comes in contact with the worker. Well-designed engineering controls can be highly effective in protecting workers and will typically be independent of worker interactions to provide this high level of protection. The initial cost of engineering controls can be higher than the cost of administrative controls or Personal Protective Equipment (PPE), but over the longer term, operating costs are frequently lower, and in some instances, can provide a cost savings in other areas of the process. Examples include reducing exposure to noise through redesigning equipment or infrastructure or increasing air circulation to eliminate heat related stress of workers and patrons.

Administrative Controls and PPE: Administrative controls and PPE are frequently used with existing processes where hazards are not particularly well controlled. Administrative controls and PPE programs may be relatively inexpensive to establish but, over the long term, can be very costly to sustain. Administrative controls essentially change the way people work. This method limits exposure to the hazard rather than removing it. Similarly, PPE does not eliminate hazards and may result in workers being exposed if the equipment fails.

Therefore, these methods for protecting workers have also proven to be less effective than other measures, requiring significant effort by the affected workers. As such, Administrative Controls and PPE should be used as a last resort if the other methodologies are not feasible

18.0 Hazard Acceptance

If it is not possible to reduce a hazard by any means, a decision must be made to accept the hazard or implement a hazard mitigation plan. This decision is made by the Safety Review Committee. The Accountable Executive has final signatory authority for hazard acceptance or implement a hazard mitigation plan. Hazard management documentation, including the acceptance of hazards will be managed and maintained by NLR's Safety Manager.

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19.0 Coordination with SSOA

The following table provides an overview of key dates and timelines associated with coordination responsibilities of the Safety Risk Management process with NJDOT for hazards identified by NLR. More detailed information is provided the table below.

Table 7: NJDOT Hazard Coordination Timeline

Activity	Date
Submit Updated SRL	Monthly
SRL Review with NJDOT	Monthly
Initial Investigation Report	24 Hours via EAR
Investigation Updates – Progress updates for all open events are provided to NJDOT SSOA via the monthly report by the CSO/OSS.	Monthly, until completed

NLR will track the progress on addressing hazards through entries onto the SRL and provide updated copies to the CSO/OSS for submittal to the SSO monthly. NLR will have quarterly meetings with the SSO to review the SRL and other activities associated with the SRM process.

After the initial notification, NLR will submit the investigation report to the SSOA via NJDOT's EAR System. The sample forms can be found in Appendix F of this PTASP. NLR will also submit to the SSO the initial report of its investigation of the reportable hazardous conditions within 24 Hours of the hazard being reported to the SSO. NLR may transmit an electronic copy via email or a hard copy via mail or fax. Reports will be provided on the hazard investigation monthly until the investigation is completed. These reports may also be transmitted electronically via email or as hard copy via mail or fax.

NLR will prepare and submit to NJDOT for review and approval a final report that includes a description of activities, findings, identified causal factors, and a corrective action plan. NLR will submit via EAR to the CSO/OSS, who subsequently reviews, concurs and submits the investigation (and all supporting documentation) to the NJDOT SSOA.. Within thirty (30) calendar days of receiving a report designated as final, NJDOT will review the report. Within thirty (30) calendar days of acceptance of the investigation report, NJDOT will issue NLR a written approval of the report. In the event that NJDOT does not accept a report, NJDOT will communicate in writing the area(s) of disagreement or concern. The report shall not be considered final until all conditions are met, and the report is agreed upon by NLR and NJDOT.

20.0 Minimization of Infectious Disease Exposure

NJ TRANSIT has established procedures, practices and guidelines as they pertain to communicable disease of significant risk found in the general population, which can be transmitted by air, object or through casual contact and which would put the employee population and the riding public at risk.

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These policies can be found in Appendix G of this document.

NJ TRANSIT continues to follow the guidance issued by the Centers for Disease Control and Prevention (CDC). Since CDC guidance is constantly evolving, employees can obtain the most current CDC guidance at <https://www.cdc.gov>.

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Safety Assurance is Component 3 of the SMS framework. It is the process within NLR's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that NLR meets or exceeds its safety objectives through the collection, analysis, and assessment of information. This section will describe the activities NLR will use to monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance. Furthermore, NLR will review system functions to identify safety risk mitigations that may require further improvements or are functioning as intended. The results of these reviews will be submitted to the CSO/OSS for review and concurrence, and for the CSO/OSS to submit to the SSO.

Safety Assurance means processes within the NLR Safety Management System that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) NLR meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting critical NLR safety objectives and contribute towards SPTs.

21.0 Investigations of Safety Events – 673.27(B)(3)

NLR currently conducts investigations of safety events. From an SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that NLR can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

The investigation process is a critical component of the Safety Assurance function of the SMS and is one indicator to measure safety performance success. When conducted appropriately, the investigation will determine the need for revisions to existing safety risk controls, implementation of new or additional safety risk controls, or review any changes needed to Safety Promotion activities, existing training programs, and/or policies, or procedures. The investigation should aim to identify new or previously unrecognized hazards that require evaluation, analysis, and assessment of safety risk to develop effective mitigations following the SRM process. NLR will investigate any accident or unacceptable hazardous condition or safety event that occurs in the system. Investigations will be documented in a final report that includes a description of investigation activities, findings, identified causal factors, and CAP(s) as necessary. It will not be the intention of the investigation to affix blame, or subject persons to liability for their actions, or to recommend disciplinary action.

21.1 Investigations – 674.35(a) & (b)

NLR will investigate any accident or unacceptable hazardous condition, as well as other safety events on NLR as deemed necessary by the agency or NJDOT. Each investigation conducted on behalf of the SSO will be led in accordance with the reporting procedure outlined in the SSPS.

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The investigation will be documented in a final report that includes a description of investigation activities, findings, identified causal factors, and CAP(s) as necessary.

Additionally, NJDOT reserves the right to conduct independent investigations on its own behalf of any reportable event involving NLR, in accordance with the SSPS. NJDOT will inform the CSO of its intention to investigate or participate in an investigation of a reported event. NLR Staff and support personnel will cooperate with the SSO representatives during any investigation. Upon arrival at an incident scene or facility SSO representatives will notify NLR personnel of their presence and their anticipated activities regarding the incident. SSO representatives will have access to all information, reports, and records pertinent to the incident under investigation. Following NJDOT's investigation, NJDOT will provide the CSO with a copy of its investigation report to review and provide comments. NLR reserves the right to disagree with the findings of NJDOT's investigation. In the event of a disagreement, The CSO will provide NJDOT with its disagreements with NJDOT's investigation, to include but not limited to, records, reports, analysis related to the incident. In the event that a mutual resolution cannot be negotiated, then the CSO will forward the information to the Accountable Executive to forward and discuss with NJDOT's Assistant Commissioner.

21.1.1 Fatalities & Serious Injuries Unrelated to NLR

In accordance with the FTA Two-Hour Accident Notification Guide (February 2018), NJDOT will not treat certain fatalities and serious injuries as reportable Accidents under the Part 674 event reporting criteria. Instead, such fatalities and serious injuries shall be treated as Unacceptable hazards, to be reported to NJDOT within one (1) business day of discovery. Examples include:

- Death resulting from illness, drugs, or natural causes occurring on rail transit property
- Criminal homicide occurring on rail transit property
- Serious injury resulting from illness, drugs, or natural causes occurring on RTA property
- Serious injury resulting from criminal assault occurring on rail transit property

NLR will perform an investigation of details and serious injuries occurring on rail transit property, in accordance with its existing rules and practices. Following initial notification of a death or serious injury, NJDOT may request additional information from NJDOT, may request to participate in the investigation, and/or may launch a NJDOT investigation.

21.2 Investigator Qualifications – 673-35(c)

The CSO as well as the General Manager are trained on basic investigation processes and procedures for NLR. The General Manager will coordinate with Key Staff to perform investigations.

21.3 Accident Notifications

The following section describes the notification process NLR will follow when a report of a safety event is received. Only those events that meet the definition of an Accident, require notification to NJDOT and/or the FTA within two (2) hours.

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21.3.1 Internal Notifications – 673.27(b)(4)

Employees are required to report all Accidents, Incidents, and Occurrences as soon as possible. Reports are investigated by the appropriate management personnel. The type of event dictates who investigates the accident or incident, what forms are used and who is notified. In the event of a major Event, copies of accident forms shall be submitted to the NLR Safety Manager for further review and analysis. Sample NJDOT Reporting Safety Event forms are in Appendix F. The forms represent sample documents. Additional forms are being developed or modified for each mode of transportation.

21.3.2 Notification to NJDOT - 674.27(a)(6) and 674.33(a)

NLR will notify NJDOT of an Accident within two (2) hours by telephone, and via email. This includes an event that involves any of the following:

1. A loss of life;
2. Report of a serious injury to a person;
3. A collision of a rail transit vehicle (based on 49 CFR Appendix & FTA Two-Hour Accident Notification Guide);
4. A runaway train;
5. An evacuation for life safety reasons; or
6. Any derailment of a rail transit vehicle, at any location, at any time, whatever the cause

NLR will notify NJDOT's SSO via telephone number (609) 273-5169 after the event occurred to provide any known facts about the Accident that has occurred. During NLR's notification to NJDOT, NJDOT will as needed provide guidance as to whether NJDOT has determine if the Accident requires notification, investigation, and reporting to the FTA or other meets other reporting requirements. In some cases, the notification ends with this phone call if it is deemed not required either by FTA or the state.

The table below provides contact information for NLR's NJDOT representatives.

Table 8: NJDOT Notification Information

Primary NJDOT Contact	
Telephone	(609) 273-5169
Email	NJOFGSSO@dot.nj.gov

NLR will provide a follow-up email with an Initial Notification Form to NJDOT within two hours of the incident or event. The following information will be provided by NLR in the initial notification of the event.

- Name and job title of person reporting and name of the RTA
- Event type (fatality, injuries, property damage, evacuation, derailment or other)
- Location, time, and date
- Notification time for NJDOT SSO program

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- Number of Fatalities
- Number of Injuries
- Rail transit vehicle(s) involved (type, number)
- Other vehicle(s) involved (type, number)
- Property damage estimate
- NTSB, Transportation Security Administration (TSA) reportable:
 - o NJ TRANSIT OSS primary point of contact conducting the investigation, including:
 - Name
 - Title
 - Phone and fax numbers
 - Email address
 - o Provide brief description of the event generating notification

If the information is not pertinent to the event, then identify it as such on the Initial Notification Form as “not applicable” (N/A).

The Initial Notification Form can be found in Appendix F.

Within 24 hours of the incident or event NLR will submit the 24-hours summary form to NJDOT via EAR.

21.3.3 Notification to the FTA

The responding NLR investigating supervisor, with Operations Control Center (OCC) acting as a back-up, will notify the FTA Office of Safety and Security of major accidents, as specified in the 2021 NJDOT Program Standard Procedure SSO-003, and service in accordance with its requirements. Current requirements include telephone notification and/or e-mail notification.

Table 9: FTA Notification Information

Agency	Timeline	Criteria Reference	Contact Info.
FTA	Within Two (2) Hours	49 CFR 674.33	TOC-01@dot.gov Or (202) 366-1863 (800) 424-0201 (202) 366-7951 (Fax)

21.3.4 Additional Notifications

The CSO will notify the NTSB at the earliest practical time following any one of the following accidents:

- No later than 2 hours after an accident that results in:
 - o A passenger or employee fatality or serious injury to two or more crew members or passengers requiring admission to a hospital
 - o The evacuation of a passenger train
 - o A fatality at a grade crossing

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- No later than 4 hours after an accident which does not involve any of the circumstances enumerated in bullet one above, but which results in:
 - o Damage (based upon a preliminary gross estimate) of \$150,000 or more for repairs, or the current replacement cost, to railroad and non-railroad property
- Damage of \$25,000 or more to a passenger train and railroad and non-railroad property

In addition to the NTSB requirements, NLR will notify the Department of Homeland Security (DHS) Freedom Center immediately of any security threats and significant security concerns as defined in 49 CFR 1580.203 associated with NLR.

Lastly, safety and security events that meet the criteria of 49 CFR 630 will be reported to the National Transit Database (NTD) for all modes of transportation.

The following table provides additional notification requirements for NLR.

Table 10: Federal Agency Notification Requirements

Agency	Timeline	Criteria Reference	Contact Info.
NTSB	Within Two (2) Hours	49 CFR 840.3(a)	National Response Center 1 (800) 424-0201
	Within Four (4) Hours	49 CFR 840.3(b)	
TSA	Immediately	49 CFR 1580.203	DHS Freedom Center (866) 615-5150
NTD	Within Thirty (30) days of the Event	S&S-40 Major Event Report	Online
	End of the Following Month	S&S-50 Non-Major Monthly Summary	

21.4 Investigation Procedures

Investigation procedures aim to guide investigators to identify facts relative to the root and contributory causes of the event to improve safety and efficiency as well as prevent reoccurrence. The accident investigation must determine the facts relative to the cause of the accident and to document specific actions that shall be taken to prevent future occurrences. Specific procedures for the investigation of safety events on NLR are outlined in the Accident Investigation Guide for NJ Transit – Newark Light Rail Professionals. In general, the following processes will be followed:

- Conduct interviews
- Conduct visual inspections
- Take measurements
- Provide sketches and/or photographs
- Perform operational reenactments, as necessary
- Identify underlying risk
- Perform Drug & Alcohol Testing, as necessary
- Review all pertinent records

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The investigation shall be conducted by appropriate management personnel. This effort will be further supported by Key Staff and front-line employees.

NLR accident investigations are to be completed within thirty (30) calendar days of the event's occurrence. If an investigation continues beyond 30 calendar days, a status report shall be submitted monthly by the CSO to NJDOT until the investigation has been completed.

21.4.1 T.I.G.E.R. Team

The T.I.G.E.R Team consists of NLR's senior management staff – General Manager, NLR Safety Manager (Chairperson), Supt. Of Transportation, Supt. MOE, Supt. MOW, and other key staff members as required.

21.5 Investigation Reports

The T.I.G.E.R. Team will be responsible for generating the investigation report, under the direction and authority of the General Manager. Upon completion of an Accident Investigation, NLR will prepare and submit to NJ TRANSIT'S OSS for submittal to NJDOT a draft final report that includes the following information, at a minimum:

1. Investigation Report General Outline

- a. Event description
- b. Notification, Incident Response, and Incident Command
- c. Initiating Event
- d. Immediate Corrective Actions
- e. Operator Information – Fatigue Evaluation and Training
- f. Investigation
- g. Operator event report
- h. Field supervision report
- i. Employee record/history

2. Post-Accident Safety Inspection

- a. Video analysis
- b. Communications analysis
- c. Findings, Potential Causal Factors, Potential Contributing Factors and Recommendations (CAPs)
- d. Investigator
- e. Date of Report
- f. Distribution

21.6 Coordination with NJDOT

NJDOT has delegated NLR investigations to NLR through the SSPS. NLR will coordinate with NJDOT during investigations of any Accident, Unacceptable hazardous conditions, and any other condition or event as deemed necessary. For all NLR investigations led by NLR, NJDOT will review and approve all accompanying reports before finalizing the investigation and adopted. Under certain circumstances, NJDOT may determine the need to conduct an independent

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investigation, separate and apart from NLR's. NLR will continue to conduct its own concurrent investigation, while supporting the independent investigation, as necessary.

NLR shall submit an investigation report to the OSS for review prior to OSS submitting the investigation report to NJDOT for review and approval. Once a investigation report is submitted, NJDOT will review the report within thirty (30) calendar days and issue a written reply either accepting or rejecting the report. If NJDOT does not accept a report, NJDOT will communicate, in writing, the area(s) of disagreement or concern. NLR will coordinate with NJDOT to ensure all concerns and comments have been addressed prior to finalizing the report. The report shall not be considered final until all conditions are met, and the report is approved and adopted by NJDOT in writing.

Additional coordination and communication efforts with NJDOT regarding safety events or related matters will be made via phone (for reporting of incidents) and by fax, email, or hardcopy for reports.

22.0 Safety Performance Monitoring & Measuring

Safety Performance Monitoring and Measuring activities are aimed at the quantification of NLR's safety effectiveness and efficiency during service delivery operations. This is accomplished through a combination of defining and tracking SPI to measure NLR's ability to meet its SPTs. This is a continuous process that aims to provide feedback to the SMS on how well safety performance targets are being met. The data used to monitor and measure the SPT will be supplemented by information collected from SMEs and data input from this process will be reviewed, monitored, and analyzed for trends through various lenses of NLR's operations (i.e. by mode, department, location, line, day of the week, time of day, employee, etc.) Reports will then be developed as necessary and provided to the Safety Review Committee and management staff for review and identification of mitigation if required. Specific SPTs are defined in Part B, Section 6 of this PTASP.

22.1 Safety Data Acquisition and Analysis

An on-going requirement of an effective SMS is to collect, maintain, and store data relevant to continued safety improvements. The NLR Safety Manager will coordinate with NLR Management and Key Staff to acquire, maintain, and distribute retrievable data including accident statistics, safety performance data, safety inspections and audits, hazard reports and safety documents. This data is useful in auditing compliance with NLR's rules, regulations, and procedures.

It is critical to safety assurance at NLR that safety-related data is acquired from various sources. Furthermore, analysis and distribution of that data to NLR management and staff is also critical to ensuring safe operation and performance. In some instances, the acquired data is used to meet external reporting requirements for NJDOT or the FTA. Trend analysis is performed on the acquired data as a means of identifying trends in accidents and occupational injuries to develop and implement corrective action to predict and prevent further occurrences.

Numerous sources are utilized to obtain data relevant to the safe operations of the system. Sources include but are not limited to the following:

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Accident Statistics	NTSB Reports
Accident/Incident Reports	Occupational Injury Reports
Claims Reports	Public Comment / Concerns
Customer Feedback	Rules Compliance Program
Drills and Exercises	Safety Meetings and Committees
Drug & Alcohol Testing	Security Reports
Employee Reporting Program	SSOA Reviews
First Responders	Supervisor Logs
Inspection Reports	Internal Audits
Maintenance Records	

Safety data analysis also involves obtaining technical information from external sources for use in identifying trends and developing and implementing corrective actions. Sources for such data include but are not limited to the following:

- Peer agencies
- American National Standards Institute (ANSI)
- American Public Transportation Association (APTA)
- American Society for Testing and Materials (ASTM)
- Department of Homeland Security (DHS)
- Environmental Protection Agency (EPA)
- Federal Transit Administration (FTA)
- Municipal Statutes and Public Laws
- Safety Data Sheets (SDS)
- National Fire Protection Association (NFPA)
- National Transportation Institute (NTI)
- Occupational Safety and Health Administration (OSHA)
- Transportation Security Administration (TSA)
- Other transit systems

Other data sources, standards and guidelines will be identified, as they are applicable to the analysis being conducted. The NLR Safety Manager is responsible for ensuring that appropriate and adequate safety data collection is maintained for the operations and maintenance activities and adequate analysis is performed on the data, shared appropriate system-wide and acted upon to predict and prevent adverse events for safety assurance purposes.

22.1.1 Safety Performance Indicators

SPI are quantifiable parameters used for monitoring and assessing safety performance and SPT. SPIs should be clearly defined with input on what the indicators are based on data and information provided by the SMEs. More importantly, SPIs should be quantifiable, and measured by using the data provided in Section 17.1. There are two (2) common types of indicators:

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Lagging Indicators: Data related to things that have already happened. NLR will define lagging SPIs using historical data of negative outcomes, such as accidents, incidents, and occurrences.

Leading Indicators: Measure conditions that have the potential to become or contribute to a negative outcome before the outcome occurs. Leading indicators can be very valuable and will allow NLR to monitor precursors to events and offer the opportunity to act before something bad happens.

NLR will use both lagging and leading indicators to measure and monitor its safety performance and feed the SPTs.

22.1.2 Access to Data

The NLR Safety Manager and the CSO retain records of all events and hazardous conditions and is responsible to distribute that information to the Safety Review Committee. All recommendations will be developed and reviewed by the Safety Review Committee and implemented as deemed necessary. It is the CSO's responsibility to ensure recommendations are implemented.

22.1.3 Data Analysis

The CSO, with support of the Safety Review Committee will track safety-related data to identify trends, including those related to hazards. The data analysis process will involve collaborating with SMEs. Identified trends for all data are then analyzed and/or investigated by the designate of the CSO with the cooperation of the appropriate department(s) to determine causal factors.

22.2 Rules Compliance

The purpose of Rules Compliance or Efficiency Check Program is to ensure safety-related operating and maintenance rules are monitored for compliance. The program will also promote safety culture ideals from this PTASP and NLR's SMS framework, while stressing the importance of safety to public transportation. Specific to this process is the ability to monitor complex and diverse activities associated with public transportation, that may result in Practical Drift.

NLR's Rules Efficiency Check Program is incorporated by reference and can be reviewed with the NLR Safety Manager.

22.2.1 Review of Rules and Procedures

The NLR Management team is responsible for ensuring the day to day operations are consistent with the rules and procedures, while the NLR Safety Manager supports their efforts to ensure processes provide a safe and secure system. Therefore, the NLR Safety Manager will coordinate the review of rules and procedures with the executive team from each mode of transportation. Any new rules or procedures created that affects safety will be posted and dated by General Manager. Depending on the severity of the procedural change, all employees may be required to acknowledge in writing receipt of information regarding new safety rules and procedures. NLR

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utilizes the APTA Standards as its methodology for conducting its review of the NLR Operating Rulebook, and conducts this review on not less than a 3 year time period.

22.2.2 Rules Compliance Program

NLR is currently in the process of reviewing, revising, and updating its Rules Compliance Program (RCP). The RCP will be designed to develop, maintain, and ensure compliance with rules and procedures having a safety impact. Compliance with rules and procedures shall be reviewed at least annually or as necessary, with periodic reviews completed following a safety event, upon request, and at random under the direction of the General Manager. Reviews, inspections, and audits of rules and procedures to determine compliance will be documented by each department, with all findings submitted to the Safety Review Committee.

The purpose of the RCP will be to identify operating, safety and maintenance rules and procedures that may require modification or improvement to meet safety performance standards. The program will include techniques used to assess the:

- a. Implementation of operating and maintenance rules and procedures by employees
- b. Effectiveness of supervision relating to the implementation of operating and maintenance rules

The program will also provide a process for documenting results and incorporating them into the hazard management program. Observations will be performed in a methodical, objective manner. The means of collecting data (i.e., forms, electronic, other) shall be standardized along with specific instructions for conducting the compliance checks. Observers must be trained in the methods of collection and proper documentation of the observations.

The NLR Safety Manager will be responsible for the management of the rule compliance process, including monitoring the compliance program to verify if it is being followed according to established policies and standards. Similarly, the NLR Management Team will support the administration of the program, by assigning Key Personnel to complete rules compliance processes. To ensure supervisory personnel are also reviewed for rules compliance, the NLR Safety Manager will work with the NLR management team for periodic reviews utilizing the methods outlined in the oversight rules and procedures for maintenance, operations and/or contract personnel. Additional evaluations may be performed by personnel trained in the safe operations and maintenance of NLR.

Although ongoing compliance checks occur, the frequency of the compliance checks will be determined by the General Manager. At a minimum, compliance testing will be performed monthly.

For additional information the NLR Efficiency Check Program is included by reference and can be reviewed with the NLR Safety Manager.

22.2.3 Documentation

Documentation is maintained by the NLR Safety Manager and NJ TRANSIT OSS, through collaboration with Key Staff. Supervisory personnel are primarily responsible for formally

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documenting procedures and rules observed. Violation(s) are to be documented and brought to the attention of managers and the General Manager who will ensure that appropriate documentation is maintained. Records of rules and procedures violations are maintained by each department and copies will be submitted to the Safety Review Committee for continued review and monitoring. All records shall be kept on file for a minimum of three (3) years.

22.3 Safety Inspection Program

All facilities, equipment, and maintenance activities incorporated in the operation of NLR are subject to regular safety-related inspection and testing. The purpose of Safety Inspection Program is to detect and correct unsafe conditions and deteriorating facilities and equipment, as well as ensuring NLR is compliant with maintenance processes and procedures as they relate to safety.

The objectives of the Safety Inspection Program are to:

- Ensure the safety of all transit vehicles
- Regularly inspect all stations and facilities
- Verify that routine maintenance of vehicles, facilities and infrastructure is occurring at regular intervals as prescribed by manufacturer recommendations, industry best practices, and federal and state regulations
- Document, track, and resolve all safety-related findings
- Enhance safety within the work environment for employees, contractors, and visitors
- Minimize unnecessary disruptions to revenue service
- Ensure and continuously monitor compliance with policies and procedures, state requirements, federal regulations, and industry best practices
- Ensure compliance with federal, state, and local environmental regulations as well as manufacturer recommendations

Results of safety inspections will be accounted for, and discussed at the Safety Review Committee, as part of the safety risk management process. Facilities, infrastructure, and equipment subject to inspection include, but are not limited to the following:

- Stations
- Maintenance Facilities
- Vehicles (Revenue and Non-Revenue)
- Infrastructure
- Parking lots

Similarly, a review of NLR's maintenance program will monitor and evaluate the overall safety of vehicle, facility, and infrastructure maintenance practices, both preventive and corrective. These reviews will be used to evaluate:

1. Compliance with safety requirements, standards, regulations, and best practices
2. Knowledge and implementation of safety rules and procedures
3. Adherence to required routine maintenance schedules
4. Effectiveness of established routine maintenance schedules

22.3.1 Checklists

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The General Manager, with support of the Safety Review Committee, assigns the appropriate employees to conduct the various inspection tasks. Inspections and reviews of facilities, and equipment will be documented using a series of checklists, while maintenance reviews will verify inspection reports and checklists used to maintain the system.

All records shall be kept on file for a minimum of three (3) years.

22.3.2 Corrective Actions – 674.37(a)

Findings identified during maintenance audits/inspections are recorded and monitored until resolved and closed in accordance with the SRM and CAP processes. Hazards that require coordination across departments or additional resources are addressed by the NLR Safety Manager and the Safety Review Committee. In addition, the departmental managers will formally notify the NLR Safety Manager upon identification of a hazardous condition. Unresolved hazardous conditions may be submitted to the Safety Review Committee for review, analysis, and resolution.

22.4 Training and Certification Review

Compliance with training requirements is assessed by the NLR Training Manager on an on-going basis. Assessments of compliance are based on student course evaluations, instructor course evaluations, and a management review of courses for content and relevance as needed at a minimum triennially. All recommendations for changes in course content or delivery mechanism will be approved by the NLR Training Manager and appropriate division manager as appropriate prior to any substantial changes.

23.0 Local, State and Federal Requirements

NLR employees and contractors are required to comply with all applicable local, state, and federal requirements and PEOSH standards for the safety of their own employees as well as to safeguard NLR employees, customers, and the public. These are described in NLR's safety management program manual.

All contracts for services have a safety element built in to ensure the safety of employees and NLR property. NLR personnel have the authority to stop any work which may cause damage to property or compromise the safety of employees, customers, or the public.

All contractor employees are required to attend a safety orientation prior to working on the NLR system. These are described in NLR's safety management program manual. NLR LRT Technical Training Programs maintains all training records. The briefing includes a review of NLR guidelines for Roadway Worker Protection and Contractor Safety with the principles working on the assigned project. Personal protective equipment and clothing requirements, protection against moving equipment, the electric traction system, general safety rules, fire safety requirements, and injury reporting are discussed.

Whenever contracted work is being done on the tracks, right of way, or in the tunnel, NLR provides a flagman to alert contractor employees of the approach of moving equipment and to monitor their proximity to the active track and/or the overhead catenary system. When necessary, the catenary system is de-energized, or track is taken out of service by qualified NLR personnel.

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The Contractor Safety Orientation is reviewed annually by the Safety Manager and the Manager, LRT Technical Training Programs and revised as needed with concurrence from NLR Staff.

The safety program for NLR employees and contractors (and visitors) that incorporates the applicable local, state, and federal requirements, including (i) safety requirements that NLR employees and contractors must follow when working on, or in close proximity to, NLR controlled property; and (ii) processes for ensuring the employees and contractors know and follow the requirements.

NLR safety program includes a description of how employee's and contractor's safety requirements are assessed during audit and rules compliance activities.

This section includes a description of the employee safety program that incorporates the applicable NJ PEOSH Act (N.J.S.A.34: 6A-25 et. seq.), Safety and Health Standards for Public Employees (N.J.A.C.12: 100) and Federal OSHA requirements.

These requirements include the elements of: Employee Right to Know; Personal Protective Equipment (PPE); Work in Confined Spaces; Lockout and Tag out; Materials Handling, Storage, Use, and Disposal; Hazardous Materials, etc. Safety Data Sheets (SDS) for all chemical and other hazardous materials that are being considered for purchase and use must be reviewed and evaluated by the NLR System Safety Function for approval, prior to use.

24.0 Management of Change – 673.27(c)(1)

Change Management is the process through which NLR will ensure that any changes or proposed changes do not introduce new hazards or vulnerabilities. All changes or modifications within NLR's system must be controlled to ensure that safety and security are managed throughout the process. The purpose is thus to ensure that a process is in place for the control of changes and/or system modifications to NLR owned and operated equipment, facilities, and/or operational policies. This process will ensure that changes and/or modifications to any aspect of the system have been systematically planned, evaluated, and approved by all appropriate departments and/or personnel. It ensures all modifications are systematically reviewed for compliance with established system safety and security requirements and verified prior to implementation of revenue service. This includes, but is not limited to, modifications to:

- a. Systems
- b. Vehicles
- c. Equipment
- d. Facilities
- e. Plans
- f. Procedures
- g. Training

If changes have introduced newly identified risks, NLR will measure the risks to mitigate their potential consequences are implemented.

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NLR may experience change due to the following reasons:

- Modifications to programs and services
- Introduction of new equipment or facilities
- Financial considerations
- Introduction of new codes, standards, or regulations
- Expansion of Service
- Improving performance or efficiency

Hazards may inadvertently be introduced into the system whenever change occurs. Changes can also impact the appropriateness and or effectiveness of existing safety risk mitigation strategies. Changes may be external to the organization, or internal; however, NLR will ensure that all changes are evaluated through the SRM process. The process requires the review of all system documentation by the Safety Review Committee for compliance with the PTASP and the inclusion of proper safety and security requirements where appropriate.

The NLR Safety Manager, through the Safety Review Committee is responsible for ensuring that all departments have appropriate processes for documenting their configuration, including, but not limited to:

- Specifications, drawings, and diagrams
- Procedures, policies, and guidelines
- Equipment and vehicles
- Facilities and structures, infrastructure
- Administrative, quality, security, and emergency processes,

In lieu of a Change Control Board (CCB) to review, consider, and approve/disapprove/modify all requested System changes, any proposed changes will be reviewed by the Safety Review Committee. Hence, the Safety Review Committee will serve as the CCB

24.1 Change Management

The following review and approval process will be followed if any proposed change is determined to have the potential of affecting safety or security.

1. The person or department seeking implementation of the change must clearly identify, in written format, reasons for the change, how and when the change would be implemented.
 - a. Effect this change has on safety and/or security
 - b. How any associated risks are minimized
 - c. Enhancement to safety and/or security
2. The NLR Safety Manager, in conjunction with the Safety Review Committee will
 - a. Review documentation
 - b. Analyze effects of the change on the system
 - c. Perform a hazard safety risk assessment,
 - d. Document recommendations on proposed changes

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3. The NLR Safety Manager, through agreement with the Safety Review Committee will submit any final recommendations on the system modification review and approval process.
 - a. All departments affected by the change will have the opportunity to comment on design specifics and that all conflicts are resolved if not done through the Committee.
 - b. Management will be responsible for oversight of the project to ensure all hazards are mitigated to the lowest practical level through the Safety Risk Management process and no new hazards are created.
4. When applicable, develop specific procedures to isolate construction from operations if sections of the system are removed from service temporarily
5. Develop specific procedures for monitoring construction activities and mitigations

When the change could critically impact the safety or security of the system, the Review Certification process shall be followed.

All Change Management activities will be documented and distributed to the applicable parties prior to implementing any change for continuous monitoring and improvement. The NLR Safety Manager, through coordination with the project's manager, will maintain safety related records, drawings, change orders, photos, and other applicable documents.

Drawings and specifications will be updated by the appropriate Architectural/Engineering firm and approved by the Safety Review Committee to reflect changes from the design conditions. In addition, the appropriate NLR Executive manager will incorporate any procedural changes into appropriate Standard Operating Procedures (SOP). Final installed configurations will be reflected within drawings and specifications, which then become as built project record documents. Copies of these project record documents shall be stored at NLR main facility accessible through the NLR Safety Manager.

24.2 Configuration Management

Configuration Management is a critical element to the Change Management program, where processes are implemented to ensure that all documentation that describes a system and its various components is current and reflects the actual functional and physical characteristics of the system throughout its life cycle. NLR is developing a system wide program for Configuration management.

The program, provides appropriate processes required to control the modification and distribution of issuance documents such as system plans, program policies, operator's manuals, and procedures. These constraints assure that documents, including changes, are reviewed for accuracy and adequacy, and are approved by the General Manager, Safety Review Committee, and the Chief, Light Rail, as needed.

NLR's Configuration Management Plan is incorporated by reference and can be reviewed at the Office of the Director of Light Rail QA & QC.

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Safety and Security Certification (SSC) is a process applied to project development that ensures all practical steps have been taken to integrate operational Safety and Security requirements into the project lifecycle, program, or activity through the SRM program. When applicable, NLR will implement the SSC process for major capital projects.⁵ The program is a formal process that provides documented verification that all project components comply with safety and security standards, criteria, and requirements. The SSC establishes program requirements for capital projects and describes how all safety and security components are reviewed, analyzed, and verified throughout all phases of a project's life cycle.

To implement this program, NLR's certification process will follow the FTA's 10-step methodology, however modifications to the process can be made depending on the scope of the work. This determination will be made by the NLR Safety Manager through coordination with the Safety Review Committee as well as identified consultants. The SSC thus will be accomplished through a formal process that will begin early in design and continue until revenue operations begin. The steps in the process will be implemented by application of procedures that ensure consistency in the certification of each element. The steps in the process are:

1. Identify Certifiable Elements
2. Develop Safety and Security Design Criteria
3. Develop and Complete Design Criteria Conformance Checklist
4. Perform Construction Specification Conformance
5. Identify Additional Safety and Security Test Requirements
6. Perform Testing and Validation in Support of the SSC Program
7. Manage Integrated Tests for the SSC Program
8. Manage "pen Items" in the SSC Program
9. Verify Operational Readiness
10. Conduct Final Determination of Project Readiness and Issue Safety and Security Certification

Detailed processes will be identified in project specific Safety and Security Certification Plans (SSCP) using the Safety Risk Management process.

NLR's Safety Certification Plan which will be used as the baseline for all Safety and Security Certification Plans is currently under development and Environmental Compliance Policy is incorporated in reference.

24.4 Authority for the Management of Change

All authority for change is the responsibility of the Accountable Executive. However, this authority can be delegated to the responsible executive team member, which includes the CSO/SMS Executive, depending on the criticality of the change. Delegated authority may include:

⁵ Per 49 CFR 633

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Table 11: Delegated Authority for Change

Proposed Change	Delegate Authority
Changes to the original design	General Manager – Light Rail NLR Safety Manager
Change to maintenance activities	General Manager – Light Rail Supt. MOW Supt. MOE NLR Safety Manager
Change to Operations	General Manager – Light Rail Supt. Transportation NLR Safety Manager

25.0 Continuous Improvement – 673.27(d)(1)

The continuous improvement of the SMS is guided by the ability to achieve the defined safety objectives and safety performance targets. The NLR Safety Manager, in coordination with each department, will implement NLR's internal review process. This process allows NLR to examine its own compliance continually and objectively with the requirements prescribed in this PTASP as well as identify any deviations allowing the agency to meet the SPTs, Safety Objectives, and Safety Goals. Internal reviews thus aim to determine the effectiveness of the PTASP, plus verify the need for implementing constituent program processes.

In addition to the internal review process, NLR will continuously monitor, track, and report on safety data in effort to identify trends towards achieving SPTs.

25.1 Internal Safety Audit Program

The Internal Safety and Security Review Program is intended to evaluate the implementation of the PTASP. Reviews will be conducted by individuals independent from the function being audited and free from any conflict of interest and/or appearance of a conflict of interest. The purpose of the program will be to provide NLR with a mechanism for assuring the Agency is meeting its own requirements, as well as the requirements of NJDOT and the FTA.

The NLR Safety Manager will be responsible for developing, implementing, and reporting the Internal Safety Audit Program (ISA). As part of this procedure, checklists will be developed for conducting each of the required reviews. Once a review is completed, a written report will be developed documenting any findings, recommendations, and corrective actions. An Internal Safety Audit Findings Log will be used to track the implementation of all developed CAPs.

At the end of each calendar year, NLR will develop an Annual Internal Review Report, documenting all internal audit activities from the preceding calendar year. The report will be accompanied by a formal certification signed by the Accountable Executive.

All records shall be kept on file for a minimum of three (3) years.

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The ISA Program is intended to assist NLR's Safety Manager with the implementation of an internal review process in a logical and organized manner. The objectives of the program are to:

- Verify that safety and security programs have been developed/implemented in accordance with PTASP, NJDOT, and FTA requirements
- Evaluate the effectiveness of NLR's SMS and security programs
- Identify potential hazards in the operational system and weaknesses in the SMS
- Verify CAPs are being developed, implemented, tracked, and monitored
- Provide recommendations to improve to the agency's SMS and security programs
- Assure continuing evaluation of safety and security programs

All departments are included under the review process.

It is NLR's intent to utilize 3rd party SME's to assist with the ISA program.

25.1.2 Internal Review Checklists

NLR's Safety Manager or their designee will develop checklists to collect applicable information during an internal review. The NLR Safety Manager will use departmental SOPs and other pertinent process documents as a basis for preparing the internal audit checklists. The checklists will provide sufficient criteria to determine if all audited criteria are performing as intended. Referenced documents may include:

- System operating rule books
- Maintenance manuals and procedures
- Preventive maintenance inspection (PMI) processes
- Employee training programs
- Environmental compliance procedures
- Other documents deemed by the NLR Safety Manager
- Previous internal and external audits, including FTA and SSOA audit reports
- CAPs for safety and security events,
- CAPs for Unacceptable Hazards
- NTSB accident investigation reports and other agency peer review reports

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25.1.3 Internal Review Schedule and Milestones

The Table 12 summarizes key milestones for the ISA process and coordination with NJDOT.

Table 12: Internal Review / Audit Milestones and Schedules

No.	Milestone to NJDOT	Frequency	Timeline
1.	Triennial Review Schedule (NJDOT provided)	Triennially	January 31st
2.	Update Audit Schedule	Annually	January 31st
3.	Notification of Upcoming Audits	≥ 30 Days	As Needed, prior
4.	Scheduled Audits	≥ 30 Days	As Needed, prior
5.	Internal Audit Checklists	≥ 30 Days	As Needed, prior
6.	Internal Audit Report(s)	≤ 60 Days	As Needed, prior
7.	Internal Audit Report	Annually	February 14th
8.	Certification of Compliance	Annually	February 14th

Audits are scheduled and announced to have minimum disruption of activities. All audits will have concurrence of NLR Management (both Chief, Light Rail Operations and the General Manager, Light Rail Operations).

NLR maintains a three-year audit schedule to ensure that all ASP elements and activities are reviewed during the audit cycle. The audited departments will be informed in advance of the audits, and the audits will be scheduled to be unobtrusive. Unannounced audits or spot checks may also be performed as part of the overall audit process with concurrence of NLR management

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Required NLR ASP audit elements (and projected audit schedules) are listed in Table 13 below:

Table 13: ASP Element/Task Triennial Audit Schedule

ASP Element/Task	Schedule		
	Year 1	Year 2	Year 3
Policy Statement and Authority			✓
Goals and Objectives			✓
Overview of Management Structure			✓
ASP Control and Update			✓
Implementation Activities and Responsibilities			✓
Hazard Management Process		✓	
Safety Certification		✓	
System Modification			✓
Safety Data Collection and Analysis		✓	
Accident/Incident Investigation and Reporting		✓	
Emergency Management Program	✓		
Internal Safety Audits		✓	
Rules Compliance		✓	
Facilities and Equipment Inspections		✓	
Maintenance Audits and Inspections	✓		
Training and Certification for Employees and Contractors		✓	
Configuration Management and Control	✓		
Compliance with Local, State and Federal Requirements	✓		
Hazardous Materials Program	✓		
Drug and Alcohol Program	✓		
Procurement Process	✓		
Hours of Service			✓
Roadway Worker Protection Training	✓		
Minimum Documentation Submission to the NJDOT-OSSO			✓

This is a projected schedule, subject to change. NJDOT-OSSO will be notified by NLR Safety Manager, as required by the NJDOT's State Safety Program Standards (SSPS) in advance of the audit. Audit of all the NLR ASP elements will be completed in three year cycle.

25.1.4 Coordination with NJDOT

Coordination with NJDOT will be applicable to NLR's internal safety reviews.

NLR will submit its three-year internal safety and security review schedule to NJDOT that shows a review of all components of this PTASP. The schedule will be submitted by January 31st of the year starting the three-year cycle with a schedule of each of the three (3) years of audits for the safety program. This schedule of internal review can change as needed so long as the overall three (3) year requirements of completing all elements are met.

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Not less than thirty (30) days prior to conducting the review, NLR's Safety Manager shall notify NJ TRANSIT's OSS and NJDOT point of contact in writing of the time and location of the audit. NJDOT, at its discretion, may participate in all or any part of the audit. At the time of the notification, NLR will submit to NJDOT all checklists and procedures relevant to the review, a minimum of 30 days prior to the start of the ISA.

Once the review is completed, an Audit Report will be submitted to NJDOT, not more than sixty (60) days following the completion of the review. This report will help address any issues with the review findings and CAPs developed to streamline the approval of the RTA's annual report.

Corrective actions recommended in the audit report must be approved by management and then tracked for compliance. The schedule and progress of internal safety audits each year is tracked as part of the monthly status tracking of CAPs.

25.1.4.1 Internal Review Schedule and Milestones

NLR will develop and submit to NJDOT an Annual Report that documents all internal review activities from the preceding calendar year. The report will summarize the results of the reviews performed, including the status of findings and CAPs associated with the completed reviews. At a minimum, the Annual Report will include:

1. A list of the internal safety and security audits conducted for that year
2. Internally developed checklists used to conduct the reviews
3. A discussion of where NLR is meeting its three-year internal audit schedule, including the identification of any obstacles in meeting the schedule and any proposed mitigation measures.
4. An updated schedule for the next year's audits.
5. The status of all findings, recommendations and corrective actions resulting from the audits conducted that year.
6. Any challenges or issues experienced by NLR's safety function in obtaining action from/compliance with the findings, recommendations, and corrective actions during that year

The Annual Report will be accompanied by a formal certification signed by the Accountable Executive indicating that NLR is compliant with the PTASP. If CAPs are developed due to findings of non-compliance, the Accountable Executive will identify the actions NLR will take to achieve compliance.

This report will be submitted electronically in the FTA format via e-mail or in hard copy through fax or mail.

All records shall be kept on file for a minimum of three (3) years.

26.0 Corrective Action Plans – 674.37(a)

CAPs will be developed under four (4) conditions:

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1. During the investigation of a Safety Event to avoid or minimize the reoccurrence of the investigated event or address a related, systemic problem
2. To correct identified safety risks
3. When it is determined by NLR, NJDOT, the FTA, or other regulatory or investigative agency that a CAP is required to avoid or minimize the reoccurrence of the unsafe condition or address a related, systemic problem.
4. Also, as a result of audit findings, inspections, hazard identification, etc.

NLR will develop a formal CAP to correct those elements or activities identified as deficient. Included in the CAP will be the following information:

- The hazard or programmatic deficiency;
- Action taken to correct the hazard
- An implementation schedule(s)
- The individual(s) and department(s) responsible for the implementation
- Interim/short-term steps taken while awaiting implementations of long-term mitigations

Corrective Actions will be developed using the guidance provided in Part D, Section 17.0 Safety Risk Mitigation for the Hierarchy of Controls. When properly designed and implemented, the corrective action should minimize the risk to the lowest practical level.

Corrective Actions will be submitted via EAR to CSO/OSS, who subsequently reviews, concurs and submits the report to the NJDOT SSOA.

26.1 Notification

The following table illustrates notification requirements for a CAP to NJDOT for their review and approval prior to implementation:

Table 14: CAP Notification Requirements

Scenario	Timeline
Normal Condition	30-days
Emergency / Immediate	24 Hours

Thirty (30) days after submitting a CAP, NJDOT will review and provide to NLR, in writing, approval or rejection of the CAP. If the CAP is rejected, NJDOT will provide an explanation for its rejection, at which point NLR will submit the revised CAP to NJDOT no later than thirty (30) after noted deficiencies.

26.1.1 Immediate or Emergency CAPs

Certain conditions require NLR to begin implementing a CAP prior to obtaining approval from NJDOT to commence the correction. Under these conditions, an exception to NJDOT's pre-approval may be made for immediate or emergency corrective actions that must be taken to ensure immediate safety. NLR will continue to submit the CAP(s) to the CSO/OSS for review and submission to NJDOT for review and approval.

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NLR maintains a CAP tracking log that provides pertinent information on specific CAPs. The log contains the following information:

- Identify noted deficiency/finding/hazard
- Date corrective action plan was opened
- Process, plan, or mechanism to address and resolve deficiency
- Timeframe for implementation of each part of the plan
- Department(s) and person(s) who will be responsible for implementation
- Source of the CAP
- CAP tracking ID
- Line for SSO Program Manager approval and date of approval
- Proposed implementation date, including interim milestone date(s) as appropriate
- Actual implementation date (once approved and completed)
- Issues preventing resolution
- SSO verification that CAP was implemented
- Other critical information, as appropriate

The content/scope, person responsible, or due date of each CAP associated with NLR cannot be changed once approved without formal agreement with NJDOT.

NLR will submit its CAP log to NJDOT monthly, and shall provide information regarding the progress towards closure of the CAP. The CAP Log are sent to the CSO/OSS for review and submission electronically, or via other means agreed upon with the NJDOT SSO Program Manager. All open or recently closed CAPs will also be discussed at monthly meetings with NJDOT.

The CAP Tracking Log can be found in Appendix G of this PTASP.

26.3 Verification and Closure of CAPs

NLR will submit verification to the OSS for review and submittal to NJDOT for any CAP proposed completion. Information regarding the completion must be included in the CAP Log and include any additional actions that were implemented to complete the CAP. Verification documentation may include:

- Photographs
- Receipt of new or revised document
- Work order or similar document showing full completion

Per the SSPS, only NJDOT has the authority to close a CAP. Any dispute of closure by NJDOT will following the CAP Dispute Resolution Process as well as the Verification and Closure of CAPs process defined in the SSPS.

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27.0 Hours of Service – NJDOT Requirement

In order to protect the safety of Operators, NLR Employees and the passengers, NJ Transit follows the hours of service regulations contained in Part 395 of the Federal Motor carrier's safety Regulations handbook and Rule 'P' in the NLR Rules Book.

These regulations limit an NLR operator to:

- no more than 10 hours driving time (as defined below-see Note: (i)) following 8 consecutive hours off duty, and
- no more than 15 hours of on duty time following 8 consecutive hours off duty, and
- no more than 70 hours on duty time during any period of 8 consecutive days, and
- no more than 60 hours on duty time during any period of 7 consecutive days*

(Note: (i) Driving time is defined as "all time spent at the driving controls of a vehicle in operation".

(ii) On duty time is defined as "all time from the time a driver begins to work or is required to be in readiness to work until the time they are relieved from work and all responsibilities for performing work")

The above hours of service guidelines are followed for all operating employees at NLR.

During emergency and snow removal duties, the rest periods may be shortened to allow for expediting work activities until the time when situation is restored or adequately mitigated. However, the 16 hour/day limit shall not be exceeded. NLR's "Tele driver" system pre-calculates hours of service and alerts the management, preventing any potential violation on the hours of service rule.

Those employees holding a CDL and operate commercial vehicles are required to follow the hours of service guidelines as stated under the NJ State Commercial Drivers' Manual and/or federal Motor Carriers Safety Regulations.

The NLR Track and Line Department personnel shall be governed by the FRA standard for hours of service for on duty time. "Kronos" timekeeper system maintains track of Line and Track Department employee's hours.

NLR's hours of service policy is monitored to ensure employees are familiar with the policy and know their responsibility towards compliance with policy.

28.0 Minimum Document Submission to the NJDOT-OSSO

The following is the minimum documentation required for submission to the State of New Jersey, Office of Fixed Guideway Safety & Security Oversight (NJDOT-OSSO) programs.

- Annual report of Safety & Security Reviews no later than February 12th of each year, including NJ Transit Accountable Executive certification.

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- NLR's Monthly Reports, due by the 15th of each month including.
 - o Internal/External Audit Logs
 - o Incident & Occurrence Logs
 - o Hazard Log
 - o CAP Monitoring Process & Log
 - o Internal Safety and Security Audits
 - o Status of Safety Certification
 - o Annual Review/Update of NLR's ASP
- Updates to NLR's Plans and Procedures as required by the NLR SMS PLAN.
- NLR's Accident/Incident Report(s) submitted within 30 day of the Accident/Incident(s) or a status update of the Accident/Incident(s) if the report cannot be completed, including Corrective Action Plan(s) for each Accident/Incident (if required).
- Internal Audit Check Lists.
- Copies of all monthly/ annual reports and correspondence submitted to the Federal Railroad Administration (FRA) from NLR (which operates with a Federal Railroad Administration Shared Use Waiver).
- Copies of all inspection reports received from the Federal Railroad Administration for NLR (which operates with a Federal Railroad Administration Shared Use Waiver).
- Copies of all correspondence from/or to the Federal Railroad Administration regarding NLR's Shared Use Waiver.

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PART F: SAFETY PROMOTION – 673.29

Part F of this ASP outlines the processes in which NLR will promote both SMS practices and safety throughout the light rail system. As part of 49 CFR Part 673, this section will discuss the following two (2) sub-components of Safety Promotion:

- Competencies and training
- Safety communication

29.0 Competencies and Training – 673.29(a)

New NLR employees must successfully complete the in-service training program prior to being certified. Additional training shall be required to maintain certification when new equipment, system and operational procedures are instituted. After completing the 90-day probation period, a new employee is certified when they show proficiency in the requirements as set forth the employee training certification program. Annual re-testing is also required of NLR employees to maintain certification.

NLR employee certification checklists can be found in Appendix H.

29.1 Designated Personnel

NLR designated personnel are required by 49 CFR Part 672 to attend courses to complete Individual Training Program (ITP), also referred to as the Public Transportation Safety Certification Training Program (PTSCTP). NLR designated personnel include employees and contractors whose job function is directly responsible for safety oversight of the agency. More specifically, this includes personnel whose primary job functions include the development, implementation, and review of this PTASP, and/or the NJDOT requirements for the agency pursuant to 49 CFR parts 674. These individuals include:

- NLR Safety Manager
- 3rd Party SMEs hired to assist with System Safety Support and the ISA Program.

Additional designated personnel may be identified as the SMS continues to mature. Required courses for designated personnel include:

Table 15: PTSCTP Required Curriculum

Course Name	Methodology	Duration
SMS Awareness	e-Learning	1 Hour
Safety Assurance	Virtual Classroom	2 Hours
SMS Principles for Transit	Classroom	20 Hours
Rail System Safety	Classroom	36 Hours
Effectively Managing Transit Emergencies	Classroom	32 Hours
Rail Incident Investigation	Classroom	36 Hours

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ITPs are only valid for a period of three years, at which time refresher training is required to maintain the ITP. NLR's current refresher training has been classified as its Contractors Safety Training class, which consists of a minimum of one hour of safety training. Additional information regarding the Contractor Safety Training is located below in section 28.2.1.

29.2 Safety Training

NLR's standard operating procedures for daily operations are set out in the Emergency Response Plan and Standard Operating Procedures that is a part of this document by reference.

Training provided includes but is not limited to the following:

- Initial LRV Operating Training/Certification
- Annual LRV Operator Re-Certification
- LRV Operating Re-Certification
- LRV Operator De-Certification – this training could result f violation of any of the following:
 - o NJ TRANSIT Drug & Alcohol Policy
 - o Avoidable Derailment
 - o Failing to stop for a RED signal
 - o Running through a switch
 - o Failing to avoid a collision with a fixed object
 - o Failing to follow blue signal protection procedures
 - o Failing to follow flagging procedures
- Return to Work Training (after 30 day absence other than vacation) – as requested by the Superintendent
- All employees receive de-escalation training on an annual basis.
- Employee Safety Training in the following areas are provided:

	Department			
Safety Training	Trans	MOW	MOE	Frequency
Powered Industrial Trucks		✓	✓	Tri-Annual
Fall Protection Awareness		✓	✓	Annually
Blood Borne Pathogens	✓	✓	✓	Annually
Fire Extinguisher Operation	✓	✓	✓	Annually
Hearing Conservation		✓	✓	Annually
Fatigue Awareness		✓	✓	Annually
Confined Space Awareness		✓	✓	Annually
Roadway Worker Safety	✓	✓	✓	Annually
Facility Emergency Evacuation Procedures	✓	✓	✓	Annually
Drug and Alcohol Program	✓	✓	✓	Annually
NJ Worker & Community Right-To-Know Act	✓	✓	✓	Annually
Use of Bells in the Shop	✓	✓	✓	Annually
Blue Flag Training	✓	✓	✓	Annually
Lock out/Tag Out		✓	✓	Annually

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Evacuation Training (Conducted in the field, followed by a written test). The training indicates all emergency exits, tunnel column markings, exhaust fans and provides for general walking surface information	✓	✓	✓	Annually
Bus Certification	✓			Annually
De-escalation Training	✓	✓	✓	Annually

All new employees at NLR receive the following training:

- o initial safety orientation and training
- o chemical safety awareness
- o Drug and Alcohol prevention
- o working in confined spaces
- o using respirators.
- o New Hires are also provided with appropriate manuals, supplemental reference materials, and rulebooks

Training is also provided to First Responders, as well as Contractor Safety Training and Roadway Worker Safety.

Technical Training for both MOE and MOW is typically conducted through one of the following methods:

- o Apprentice Training Program
- o On the Job Training
- o Technical Training through Bus Training at the Ferry Street Training Facility
- o Outside Vendors

29.2.1 Contractor Safety Training

Contractors will receive safety awareness training by the NLR Training Department and are required to sign an acknowledgement of receipt of this training. They are required to ensure that their employees are instructed to follow all safety procedures referenced in this PTASP. Additionally, NLR managers will hold daily safety briefings before work begins each day and will require that no contractors be allowed on the right-of-way without a NLR escort.

The training provides a minimum of one hour of safety instruction in the following areas:

- General Safety NJ TRANSIT & Newark Light Rail
- Personal Protective Equipment
- Railway Worker Protection Training
- Track Safety (on & near tracks)
- Catenary / High Voltage Safety Training
- Job Briefing requirements
- Good Faith Challenges

Contractors are required to take a Contractors Safety Training refresher course on an annual basis.

**NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan****29.3 Roadway Worker Protection / On-Track Safety Protection**

Newark Light Rail has established a Roadway Worker Protection policy for all Operations and Maintenance personnel and a training program to ensure that all Roadway Workers have knowledge of NLR's policy. These are rules relating to protecting personnel working on or near active track along the NLR Right-of-way. Employees are annually trained and qualified to provide appropriate protection for work groups performing work activities along the alignment. All NLR Staff, Operators, and Maintenance personnel are required to attend the training program. Additionally, on-track safety requirements are included in the NLR Contractor Safety Training Program.

NLR's Roadway Worker Protection (RWP) Program is designed to protect all Roadway Workers conducting work on or near NLR's rights-of-way. The RWP Program requires adherence to clear rules and procedures. The RWP Program also requires appropriate training, certification, and retraining. The RWP Program also requires regular monitoring of right-of-way safety compliance of NLR employees and Contractors. NLR staff (Flagman or Employee-in-Charge or Supervisors) oversee the Roadway Workers to assure safety compliance. The RWP also requires reporting of Near Misses or other hazards to Operations Control (OC) and these are discussed at the Safety Review Committee and TIGER Team meetings.

The RWP Training Class covers: RWP Regulations (FRA Rules: 49 CFR 214, APTA Standards; and NLR Rules) and requires all Roadway Workers to attend the RWP training / recertification. Training addresses the responsibility of all Roadway Workers. It identifies the dangers on the roadway, including moving trains, the traction power system and known hazardous conditions.

NLR's Operating Rules prohibit lone Roadway Workers on the Right of Way.

NLR's Roadway Worker Protection (RWP) Program is incorporated by reference and can be reviewed at the office of the NLR Training Manager.

29.4 On-The Job Training (OJT)

OJT includes classroom instruction, hands-on field training and impromptu instruction that is an unstructured exchange between experienced and inexperienced employees; which can be on an instructor-to-employee basis, supervisor-to-employee basis, or employee-to-employee basis. Outside of OJT, most of NLR's training programs are formalized with lesson plans as defined in the LRT Technical Training Programs.

29.5 Training Records – Record Keeping

The NLR Training Manager is responsible for the on-site storage of training records and reports. All training records are maintained for a minimum of three years.

**NJ TRANSIT - Newark Light Rail
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Communicating with frontline employees about safety and security is crucial in establishing a positive safety culture. Effective safety communication makes personnel aware of safety priorities and initiatives and ensures that feedback is captured and acted upon as appropriate.

NLR will focus on relaying safety-related information on a regular basis, focusing on raising awareness of potential safety risks and the progress of the agency's safety programs. Accomplishing this will encourage employees to report concerns and demonstrates management's commitment to both the employees and the agency's safety performance objectives. In accordance with 673.29(b), NLR will ensure that all employees are aware of any policies, activities, and procedures that are related to their safety-related roles and responsibilities. Communication of safety programs, including SMS initiatives and achievement of SPTs, Goals and Objectives will be led by NJ TRANSIT's OSS, in coordination with department NLR Department Managers and Supervisors. Mechanisms for communication include, but are not limited to:

- Employee Reporting Program
- Safety Committees
- Training
- Policies and Procedures

Safety communications will include information on safety risks that are relevant to the employee's role and responsibilities, explain reasons that a transit agency introduces or changes policies, activities, or procedures, and explain to an employee when actions are taken in response to reports submitted by the employee through the employee safety reporting program.

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APPENDICES

Appendix A – NLR History

**NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan**

In 1979, the New Jersey State Legislature enacted the New Jersey Public Transportation Act establishing NJ TRANSIT, Inc. (Parent) as a successor to the NJDOT Commuter Operating Agency and provided the organization with a mandate to acquire, operate, and contract transportation services in the interest of the public. NJ TRANSIT Bus Operations was formed the following year in 1980. As legal entities, NJ TRANSIT, Inc. (Parent) and NJ TRANSIT Bus Operations, Inc. are quasi-public agencies of the state.

NJ TRANSIT's establishing act granted the organization sanction in salvaging private intrastate bus companies facing insolvency; the Maplewood Equipment Company and Transport of New Jersey (TNJ) were principally included in early acquisitions. Throughout the 1980's NJ TRANSIT proceeded to further incorporate private bus companies formerly serving the North, Central and South Jersey areas – notably including Mercer Metro, Somerset Bus Company, and Lincoln Transit.

NJ TRANSIT Bus Operations presently provides local and commuter passenger service to the residents of New Jersey, New York, and Pennsylvania. Scheduled local service is primarily inter-urban, serving the Newark-North Jersey area and the Camden-Philadelphia area. Commuter service includes operations from North and Central Jersey into New York City including service from Warwick, New York, to New York City, as well as commuter service from South Jersey to Philadelphia, Pennsylvania.

The following is an abstract of the major events that resulted in the present-day NJ Transit ownership and operation of the NLR by NJ TRANSIT.

Synopsis:

As a result of *RAILROAD COMPANIES'* (The United New Jersey Railroad and Canal Company and The Pennsylvania Railroad Company, its lessee) intention to construct a new railroad station (later known as Penn Station) together with additional tracks, platforms and other appurtenances, the City of Newark and Public Service Coordinated Transport agreed to facilitate the building and use of the new station and the additional tracks to be constructed by Railroad Companies and provided for the layout of a new street railway station partly beneath the new station.

As part of a prior agreement, the City of Newark agreed to facilitate the building and use of the new station and the additional tracks to be constructed by Railroad Companies and provided for the layout of a new street railway station partly beneath the new station.

- **January 9, 1929** - The City of Newark and Public Service Coordinated Transport (a corporation of New Jersey) agreed to lay out, construct and complete a double track electric railway without grade crossings in, on and along the canal property that was acquired for public use and other property acquired in connection with the new railroad station (later called Penn Station).
The electric railway system, with turnaround loops at both ends, was to be constructed between the new railroad station to or near the Town of Belleville.
- **July 15, 1930** - For saving considerable expenditures, the City of Newark and Public Service Coordinated Transport agreed to defer the construction of an underpass at Orange Street. The change included a layout and construction for the electric railway to cross Orange Street at grade.

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- **August 21, 1939** -The agreement between the City of Newark and Public Service Coordinated Transport was modified to limit the construction of the electric railway system to a point north of Heller Parkway at the southerly line of Erie Railroad right of way at North Sixth Street, with terminal facilities including a loop for the operation of buses to the terminal station.
- **June 19, 1937** - Starting at midnight, Public Service Coordinated Transport operated the completed portion of City Light Rail from Heller Parkway to the Pennsylvania Station, Newark.
- **December 31, 1969** - The original agreement, for the term of fifty (50) years, between the City of Newark and Public Service Coordinated Transport, which contained a termination clause that either party could terminate the Agreement after thirty (30) years providing there was a two (2) year advance written notice, was amended. The new agreement amended paragraph three of the January 9, 1929 Agreement, to provide; that at any time after the expiration of thirty years from the beginning of the term of fifty (50) years, either party may give at least six (6) months' written notice to terminate the agreement.
- **April 17, 1978**- Memorandum from Ann Summer, Attorney General, to Martin E. Robbins, Exec. Assistant to the Assistant Commissioner for Public Transportation identifies the Public Service Coordinated Transport as now being called TNJ. The Memorandum refers to TNJ (Transport of New Jersey) in the same context as Public Service Coordinated Transport as part of the 1929 agreement addressing the construction and operation of the Light Rail system.
- **July 17, 1979** - The New Jersey Transit Corporation was created under the Public Transportation Act of 1979. The Act created a public corporation within the Department of Transportation powered to acquire, operate, and contract for the operation of public transportation services and facilities. As part of the Act, the Corporation was empowered to establish one or more operating divisions as deemed necessary.
- **October 14, 1980** - The New Jersey Transit Corporation, under the powers created by the Public Transportation Act of 1979 to establish one or more operating divisions, acquired the Transport of New Jersey (TNJ) and its wholly owned subsidiary, the Maplewood Equipment Company (MEC).
It was also determined that the public would be confused with the names of the new companies and therefore initiated all actions to change the name of TNJ to NJ TRANSIT Bus Operations Inc. ("NJ TRANSIT Bus Operations Inc." referred to herein as "NJ TRANSIT Bus Operations" and "NJ TRANSIT Bus and Light Rail Transit Operations")
- **November 4, 1993** - Ordinance of the City of Newark authorized the execution of a lease agreement between NJ TRANSIT for the leasing and continued operation of the Light Rail and right-of-way as a transportation facility.
- **June 1, 1994** - Ordinance of the City of Newark amended the lease agreement and Ordinance of November 4, 1993 to include the addition of a stipulation of dismissal and a stipulation of settlement. The amendment did not alter the agreement as it relates to operation of the Light Rail and right-of-way as a transportation facility.
- **February 1, 1995** - The City of Newark and NJ TRANSIT entered into a renewed agreement for the lease of right-of-way for the Light Rail and to continue operations as a transportation facility. The lease term is fifty (50) years commencing November 1, 1993 and ending October 31, 2043. Also, part of the agreement is an option to renew, six (6) months prior to the expiration of the agreement, for an additional twenty-five (25) years to commence at the

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end of the termination of the first term.

- **February 1, 1999** - Newark Light Rail commences a major modernization project to accommodate projected ridership increases and a new fleet of modern light rail cars (LRVs). The modernization program consists of replacing the current overhead catenary system, signal system, track structure, improving access to stations to meet ADA requirements, replacement of the aging PCC Cars with modern LRVs, construction of a vehicle maintenance facility, and adding a one-mile extension to the existing Light Rail system.
- **February 10, 2000** - Newark Light Rail accepts delivery of sixteen (16) new modern Kinkisharyo Light Rail Cars (LRVs) to replace the existing revenue fleet of PCC Cars.
- **March 16, 2001** - Newark Light Rail Operations & Maintenance activities are relocated to the new Vehicle Maintenance Facility (VBF) in Bloomfield, NJ.
- **August 24, 2001** - Newark Light Rail retires the fleet of PCC Cars. The official retirement ceremony was conducted at the Branch Brook Park Station. Commemorative trips were made after the conclusion of revenue service and the PCC Car fleet was moved to the new maintenance facility in Bloomfield, NJ for storage until final arrangements are made for the disposition of the fleet.
- **August 27, 2001** - Newark Light Rail places sixteen (16) new Kinkisharyo Light Rail Cars into revenue service with a modern Train Control System, including automatic train protection. New stations (Orange Street and Branch Brook Park) are opened.
- **September 05, 2001** - Newark Light Rail begins the Penn Station - Newark (PSNWK) Rehabilitation Project. This project will modernize the major transfer point on the system. Station enhancements will include new platforms, improved station lighting, new stairs and escalators, and the installation of new elevators to make the station accessible in accordance with the provisions of the Americans with Disabilities Act (ADA).
- **December 15, 2001** - NJ TRANSIT commences the Broad Street Extension project. This one-mile extension of the NLR system to the commuter rail station on Broad Street in Newark, NJ will provide additional service to downtown Newark and will serve major venues in the arts and entertainment district including the NJ Performing Arts Center and the minor league baseball stadium. The project includes the construction of a new extension of the existing tunnel system, four (4) stations, and one mile of right-of-way. Revenue service is anticipated to commence during the spring of 2006.
- **February 1, 2002** - Newark Light Rail commences utility relocation in preparation for mainline tunnel extension portion of the Broad Street Extension project. The project includes the construction of a one-mile extension of the City Light Rail system, including track, OCS, Train Control system, track structure, improving access to stations to meet ADA requirements, replacement of the aging PCC Cars with modern LRVs, construction of a vehicle maintenance facility, and adding a one- mile extension to the existing Light Rail system.
- **June 22, 2002** - Newark Light Rail commences revenue service on the new northern extension. Two new passenger stations, Silver Lake and Grove Street, are opened to provide system access to Belleville and Bloomfield residents.
- **May 30, 2003** - Washington Street Station Rehabilitation Project is completed and the entire station is opened for revenue service. Station improvements include new platforms, station lighting, stairs, and the installation of elevators to make the station accessible in accordance with the provisions of the Americans with Disabilities Act (ADA).
- **June 03, 2004** - Newark Light Rail accepts delivery of three (3) additional new modern

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Kinkisharyo Light Rail Cars (LRVs) for service on the Broad Street Extension.

- **October 03, 2005** - NJ TRANSIT creates a Light Rail Operations division within the Capital Improvements Department. The Light Rail Operations division includes the Newark Light Rail, the Hudson-Bergen Light Rail Transit System, and the Southern NJ Light Rail RIVER Line.
- **May 01, 2006** -The Penn Station Rehabilitation Project was completed, and the entire station is opened for revenue service. Station improvements include new platforms, Call-For-Aid boxes, CCTV cameras, Customer amenities, station lighting, stairs, replacement of escalators, and the installation of elevators to make the station accessible in accordance with the provisions of the Americans with Disabilities Act (ADA).
- **July 17, 2006** - Newark Light Rail commences revenue service on the Broad Street Extension. This segment includes five (5) new stations: NJPAC/Center Street, Atlantic Street, River Front Stadium, Broad Street Station and Washington Park.
- **May 01, 2017-Five (5) Section LRV Extension Program-** At Newark Light Rail, ridership is always near capacity during peak hours resulting in full vehicles and a scarcity of seats. NJT/NLR took the 'Best Value" approach to increase passenger capacity by retrofitting a portion of each of the ten (10) LRVs with an additional two sections and a second trailer truck, making 3 section vehicles into 5 section vehicles.

Appendix B – System Overview

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NLR System Operations - The NLR is a 6.5-mile light rail line that operates as a rapid transit link between terminal stations at Newark Broad Street Station through Newark Penn Station located in Newark (Pennsylvania Railroad Station or Penn Station - Newark) to the Grove Street Station in Bloomfield, NJ. The line is in an underground tunnel for 1.7 miles and either at grade or depressed cut for 3.8 miles and approximately one mile of street running territory. The patronage is derived from pedestrian traffic, bus and rail transfers, and park/ride commuters. The fleet of twenty-one (21) modern Light Rail Cars (LRV) and seventeen (17) stations serve 6.0 million passengers annually. Approximately two-thirds of the riders travel the system during the morning and evening peak periods. With nearly around the clock operation, the service is curtailed at 1:35 A.M. and resumes 4:10 A.M. The LRVs operate at asymmetrical intervals during peak periods (every three to four minutes on the base main line system-AM peak hours start at 6:30 A.M. to 9:30 A.M., and PM peak hours, 3:30 P.M. to 7:00pm).

Off-peak midday weekday service runs every ten minutes; post PM peak service decreases gradually from every ten minutes at 7:00pm to every 30 minutes after 10:00pm until closing.

Penn Station - Newark is the eastern terminus of the NLR system and serves as a major transfer point for NJ TRANSIT's commuter rail and bus service, as well as, providing access to Greyhound Bus lines, PATH service and Amtrak train routes. The NLR has five (5) tracks and two (2) controlled interlockings to route LRVs through the station. Interlocks are automatically aligned for inbound movements by the Train Control system and aligned for outbound movements using Train to Wayside Communication (TWC) devices initiated by the LRV operator with permission from the Operations Control Center. Electro-pneumatic switches are used to align the track.

Branch Brook Park (BBP) Station in Newark, NJ, is the western terminus of the NLR trunk system and is a major transfer point to NJ TRANSIT Bus lines. The BBP Station has platforms adjacent to the Bus plaza, an island platform that serves two (2) tracks, and a pedestrian ramp to provide access from the bus stops on Heller Parkway. The BBP Station has two (2) controlled interlockings to route LRVs through the station for the turn back operation. Interlockings are automatically aligned for movements into the station and pocket track by the Train Control system and aligned for movements out of the pocket track and station through the use of TWC devices initiated by the LRV operator with permission from the Operations Control Center or BBP Depot Master. Electro-pneumatic switches are used to align the track.

Grove Street Station in Bloomfield, NJ, is the western terminus of the NLR system and is a transfer point to NJ TRANSIT Bus lines and includes a commuter park & ride facility. Grove Street Station has an island platform that serves two (2) tracks. Interlockings are automatically aligned for movements into the station via the Train Control system and aligned for movements out of the station similarly or using TWC devices initiated by the LRV operator with permission from the Operations Control Center. Electro-pneumatic switches are used to align the track.

Broad Street Station in Newark, NJ, is the northern terminus of the NLR street-running branch and is a major transfer point to NJ TRANSIT Commuter and Bus lines. The Broad Street Station has an island platform that serves two (2) tracks and a pedestrian crossing to provide access to NJ TRANSIT's adjacent commuter rail station. The Broad Street Station has two (2) controlled interlockings to route LRVs through the station for the turn back operation. Interlocking is

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automatically aligned for movements into the station and pocket track by the Train Control system and aligned for movements out of the pocket track and station through the use of TWC devices initiated by the LRV operator with permission from the Operations Control Center. Electric switches are used to align the track.

NLR/LRT Division's Operations & Maintenance offices are located at the Vehicle Base Facility (VBF), Bloomfield, NJ. Administrative, operational, and maintenance functions of the NLR are performed, monitored, and controlled from this facility.

Procedures for the safe and efficient operation of the NLR are detailed in the Newark Light Rail Light Rail Transit Division *Safety Rules & Procedures* manual. Standard Operating Procedures for typical service and Emergency Procedures for incidents and evacuations occurring on the NLR are detailed in the *Manual of Standard and Emergency Operating Procedures*.

An emergency notification guide is maintained at the NLR Operations Control (OC) located in Bloomfield, NJ. This guide is designed to expedite critical notifications to key internal personnel and to local emergency forces. The guide contains an index of possible incidents and appropriate notification priorities.

Shared Right-of-Way - Access to the NLR Vehicle Base Facility (VBF) extends along a portion of the Norfolk Southern (NS) Orange Industrial Track (MP-9.156 and MP-9.83) of which 0.24-mile portion is utilized by both NLR and the freight carrier. NJT and Norfolk Southern (NS) have a formal written agreement where freight service will be permitted with permission from NLR Operations Control and will not be confined to a specific time.

When aligned for exclusive NLR operations, the shared track is protected from freight encroachment by a wayside signals and interlocked power operated split point derails on the freight side of both entrances to the shared track.

When the shared track is aligned for exclusive NS freight operations, the shared track is protected against NLR LRV encroachment by wayside signals at all turnouts, audio frequency track circuits and cab signals. The freight engineer contacts and receives verbal authorization from an NLR OC Controller to align the track for freight movements. The freight crew uses a wayside device to align the track for freight movements and initiate protection against LRV encroachment. Additionally, the wayside device initiates a timed sequence for the traffic control devices at the Franklin Street and Belmont Avenue crossings so that motor vehicle traffic is stopped to allow the unimpeded freight movement through the area.

Shared track operations are actively monitored and controlled by the NLR Operations Central Control through a track circuit block occupancy vehicle location system. The signal system is fully interlocked with switches at all turnouts to control all movements on the shared track.

Description of Line - The double-tracked light rail line includes 1.7 miles in underground Light Rail with four stations and 4.8 miles above ground or in depressed open cut right-of-way and twelve stations. The Light Rail stations within the underground tunnel proceeding outbound are located at Penn Station, Military Park, Washington Street, and Warren Street. Continuing outbound, the stations in open cut and at grade are Norfolk Street, Orange Street, Park Avenue,

Bloomfield Avenue, Davenport Avenue, Branch Brook Park, Silver Lake, and Grove Street. The

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stations proceeding outbound in the street-running segment are NJ PAC, Atlantic Street, Broad Street, and Washington Park on the inbound alignment. A special event stop is provided at the Riverfront Stadium, a raised sidewalk provides accessibility to the LRVs. Embedded tracks are used in the street-running segment and the critical curves are protected with girder rail.

Bridges - There are ten overhead crossings of the NLR right-of-way. The ten crossings are auto crossing. Fencing and screening have been added to all crossings to reduce the possibilities of a person throwing or discarding objects onto the vehicles or right-of-way. The NLR system crosses over the NJ TRANSIT Morris & Essex commuter rail lines at Orange Street in Newark. The two bridges are equipped with high fencing to minimize trespassing and throwing objects on to the commuter rail right-of-way. Iron rod, fluted panels, steel plates and concrete parapet walls have been used as fencing. Wire mesh is used to supplement the fencing in areas where there is a high rate of incidents.

The 750-volt DC overhead contact system (OCS) wire is insulated from the bridge structure using K&M arms mounted on either wood or inverted fiberglass U-channel. The channel is continuous for the length of the OCS and extends on both sides of the crossings to reduce the chances of objects hitting or contacting the wire.

Electrification - The purpose of the electrification system is to supply and distribute electric traction power for the NLR system. The electrification provides all related functions including conversion and switching of traction power, negative return, and auxiliary power. Critical physical components of the electrification system include: sub-station connections to incoming utility (PSE&G) power, connections at the rail to impedance bond leads and traction power bonding, and connections to the auxiliary power equipment located in train control, station, and shop systems as well as line feed switches and jumpers. Traction Power substations are protected with a fire detection system and security intrusion alarms. Overhead Catenary isolation switches are located along the right-of-way to control power to sections of the power distribution system.

The major components within the electrification system include but are not limited to:

Substation and power distribution – This include all traction power feeder cables to the OCS as well as the return cables.

Overhead Catenary System - including catenary poles, overhead wire, and sectionalized by-pass switches, pole mounted disconnect switches, pole mounted surge arresters, and cast-in-place foundations. The overhead catenary wire is installed within the dynamic outline of the tracks with a vertical height from top of rail between 12.3 to 22 feet.

Stray current mitigation - including bonding and isolation equipment (which includes rail bonding)

Traction Power Substations (TPSS) are spaced along the right-of-way at approximately 1½-mile intervals. The NLR system has a total of six (6) substations. The substations have traction power rectification equipment and switch gear to supply 750 vDC to the OCS. Normal operations can be maintained with one TPS inoperative and/or out of service. All Traction Power Stations are equipped with an internal fire detection system and an intrusion alarm system that is monitored by the NLR OC through the SCADA network. SCADA/Supervisory System is remotely connected to train control, traction, and ventilation systems. It allows OC to monitor, in real-time, the status

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of system including the train movements. Certain remote-control functionalities of the system are allowed if they do not violate the fail-safe principle configured in each system. The supervisory system is considered “non-vital” because it cannot override the vital systems in the field.

The Penn Station and Grove TPSS are equipped with two (2) power feeds from separate circuits from the local power supplier. All other TPSSs have a single power supply from the local power company.

Each TPS is equipped with an automatic trip reset feature. Tripped circuit breakers will automatically reset, after a brief interval, two (2) times before they must be manually reset.

The power distribution system conducts current from the traction power substation to the vehicle pantograph. The track system forms the return side of the circuit back to the substation due to its role in the interaction between the pantograph and the contact wire.

All metallic system elements that support the OCS are grounded and provide protection against the buildup of electrical ground faults.

Emergency Trip Stations (ETS) are located at each traction power substation and at the rail entrances to the Shop Building and LRV Storage Shed at the VBF. At the substations, the ETS are mounted on the building wall adjacent to the entrance door and are secured in a locked box. When the button is pushed, the track current to the catenary is de-energized. The ETS for the Shop Building and LRV Storage Shed act only on the single DC breaker supplying the catenary in the respective building. ETS are intended for the rapid de-Energization of the OCS by maintenance or possibly emergency response personnel.

Regular visual and functional tests of traction power equipment are accomplished in accordance with best industry practice. The NLR Superintendent is directly responsible for inspection and testing activities as well as preventative maintenance of the electrification system.

Train Control - The train control system provides the primary functions of train routing at the five (5) interlockings and the power operated crossovers on the NLR system as well as train separation at all locations other than in the yard. The system also provides the functions of on-board speed enforcement through the cab signaling system acting on the LRV's traction power and braking control systems. The train control system is an audio frequency track circuit-controlled system which displays the necessary commands in the vehicle cab. The vehicle is manually controlled by an operator who must comply with the displayed commands. If the operator does not comply with the displayed commands, an audible warning is sounded to alert the operator to take appropriate action. Further disregard of the displayed command results in the system bringing the train to a safe condition automatically.

This *Automatic Train Protection* (ATP) provides full train ‘stop’ protection and speed control in either direction on either track. The NLR operation is bi-directional with reverse signaling. The available speeds for operation are in increments between 5 and 50 MPH.

The train control system also ensures that conflicting routes cannot be set, either manually or automatically. Once a train is routed, all other conflicting moves are prevented by the automated system. These features are provided at all controlled track switches where conflicting train movements could be initiated, otherwise known as interlockings. These interlocked locations are also equipped with wayside signals which provide additional visual directions to the operator.

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Noncompliance with a wayside signal will result in activation of the ATP.

The train control system also includes *Train-to-Wayside* (TWC) communications which provides for routing requests at interlockings and supplemental information regarding train location.

A functional check of the operation of all signaling and train control equipment and verification of software integrity is performed as required to meet safety and service availability requirements. The NLR Superintendent is responsible for the inspection and verification of train control equipment.

Traffic Operating System - This system includes all traffic control software, computer hardware, and devices which control the movement of LRVs and motor vehicles at highway and track intersections. The Traffic Operating System (TOS) interrupts the normal motor vehicle traffic control device cycle (via use of pre-emption or priority) upon approach of an LRV. The traffic control device is cycled to stop motor vehicle traffic to allow passage of the LRV. LRV movements are governed by a separate bar signal system that is displayed perpendicular to the motor vehicle traffic control devices. All NLR LRVs and special purpose vehicles stop at all highway/track intersections and proceed after visual verification that all motor vehicles have stopped clear of the intersection.

Track - The primary purpose of the fixed guideway is to provide support and guidance to trains. NLR utilizes three types of track which are:

Ballasted Track - consisting of 115 lb. AREA rail installed on wood ties fastened with a spring-loaded Pandrol clip.

Slab (Direct fixation) Track - consisting of 115 lb. AREA rail fastened directly to cast-in-place track plinths. The rail rests on resilient plates which are in turn bolted to the plinths. Special effort is made to provide electrical isolation of the rail from the concrete.

Embedded Track - consisting of 115 lb. AREA rail implanted into the guideway so that it is flush with the roadbed.

Switches/Crossovers - Power operated crossovers are strategically located throughout the system to provide operational flexibility. These crossovers are controlled by electro-pneumatic switch machines. LRV movements through these power operated crossovers are automatically routed from normal operations through the Train Control System. Wayside home signals are present to provide the LRV Operators with color aspects that indicate stop and wait as well as aspects for turn-out and through moves. Train to Wayside (TWC) equipment on board the LRV and antennae receivers near the crossovers allow the LRV Operator to align the switches for either turn-out or through movements. An Automatic Train Protection (ATP) system, with positive train stop, prevents conflicting LRV movements at interlockings and crossovers.

Maintenance and Storage Area -The Vehicle Base Facility (VBF), located in Bloomfield, NJ, is the primary maintenance facility for the LRV fleet. The VBF site includes the LRV Maintenance Shop, the LRV Storage Building, an electrical substation, and three (3) Central Instrument Houses (CIHs). The LRV Maintenance Shop is a one-story building with a mezzanine. The main shop contains four (4) tracks and all the necessary shop equipment and service pits to accomplish all maintenance and repairs of the LRV fleet, including a paint preparation/Car body repair area, a

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paint booth, an automated car wash, a car inspection/repair area, a heavy repair area with car lifts, a wheel truer, and a parts/supplies warehouse.

Since the major components are located on the roof of the LRVs, raised platforms have been installed to provide access to the roof. Additionally, an electric hoist, on a fixed guideway, has been installed to transport components from the LRV roof to the repair area. OCS isolation switches are provided to control power to the individual shop tracks. Lock Out/Tag Out procedures are established to ensure employee safety when working near the high voltage catenary wires.

The Mezzanine contains employee areas such as locker rooms, break rooms, and restrooms, administrative offices, the Operations Control Center (OC), and support areas. The LRV Maintenance Shop meets the accessibility requirements of the Americans with Disabilities Act. The LRV Storage Building provides weather protection for the fleet. This building has three tracks and is open at either end to allow the free movement of LRVs through the building. Peak service pulls outs typically occur from the storage building. Additionally, off-peak interior cleaning and pre-trip inspections are performed in this area.

The electrical substation is sized to supply power for the yard catenary, yard lighting, and building requirements. *The safety and security features of the VBF include, but are not limited to, the following:*

- Automatic sprinkler systems are installed throughout the building.
- The LRV Storage Building is equipped with a dry sprinkler system.
- An automatic fire alarm system is installed in the building and substation.
- Emergency lighting is provided throughout the building and substation.
- Fire hydrants are provided throughout the site.
- Protective guards and shields are provided for all rotating machinery.
- CCTV surveillance of the VBF property and building storage areas.
- Warning signs, devices, and barriers are provided at all LRV maintenance areas.
- A Public Address system is provided for communicating emergency messages.
- Emergency trip stations are located at the ends of the Shop tracks and in the LRV Storage Building.

Light Rail Cars (LRV) - NLR uses a fleet of twenty-one (21) bi-directional LRVs for revenue service. Eleven LRVs consist of three sections and the remaining ten LRVs consist of five sections. The three section LRVs are 70% low floor double articulated vehicles approximately 90 feet in length, 9 feet wide, and 12 feet high. The LRVs are equipped with four doors on each side of the vehicle to allow passenger access/egress and one door on each side to the Operator's compartment. The LRVs can accommodate 68 seated passengers and a total of approximately 240 passengers under crush load conditions. The vehicle has spaces for wheelchairs and is compliant with the accessibility provisions of the Americans with Disabilities Act (ADA).

The LRVs consists of three sections and three trucks. The outer trucks are equipped with traction motors and through axles while the center truck is not. The LRV may be operated individually or as multiple units consists. The vehicle may operate at speeds up to 50 MPH and is powered by 750 volts DC by means of a pantograph contacting the overhead catenary system. The vehicles are equipped with several braking systems. At higher speeds, the braking action is achieved by the dynamic brakes which use the resistance of the traction motors to slow the vehicle. The

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dynamic brakes are blended with mechanical disc (friction) brakes as low speeds are reached until all braking is supplied by the disc brakes as the train comes to a full stop. In the event of an emergency requiring maximum braking effort, the dynamic and disc brakes are supplemented by the track brakes. The track brake (is magnetic iron core) can be magnetically applied to the running rail surface by the console push button.

At Newark Light Rail, ridership is always near capacity during peak hours resulting in full vehicles and a scarcity of seats. In 2017, NJT/NLR took the 'Best Value' approach to increase passenger capacity by retrofitting a portion of ten (10) LRVs with an additional two sections and a second trailer truck, making 3 section vehicles into 5-section vehicles. These ten 5-section vehicles would have 34 more seats and room for an additional 159 standees. This represents a 50% increase in the number of seats and an overall 40% increase in passenger carrying capacity. In addition, the extended vehicle would have the same braking rates as the existing 3 section vehicle as demonstrated during testing of the first extended vehicle. The acceleration rate would be lower, dropping from 1.34m/s^2 to 1.15m/s^2 as demonstrated. Extending 10 vehicles at NLR would allow peak hour trains to provide additional seating capacity as well as the associated standing room. This addresses a perception of seat shortages at the NLR as well and helps ease the burden of full passenger loads during peak hours (Details of Five- Section Cars can be found in NLR ASP Revision 11 A- February 2017).

The safety and security features of the LRVs include, but are not limited to, the following:

- Fire extinguisher located in the Operator's compartments.
- Operator's compartments equipped with alarms & fire extinguishers.
- Doors interlock (NO-MOTION) system to prevent train movement when a door is open.
- Emergency intercom for passenger communication with the Operator.
- Passenger doors equipped with manual release mechanisms (exterior and interior) for emergency situations.
- Event recorders to document vital train functions, commands, and faults.
- Automatic Train Protection (ATP) system linked to the cab signaling.
- Closed Circuit Television in lieu of side view mirrors.

Special Purpose Vehicles – NLR utilizes several non-revenue rail vehicles to support the maintenance operation of the system. These vehicles include:

Line Car (5420) - This vehicle is used for catenary maintenance, inspection, and repair. Built in 1996, the diesel hydraulic drive car can be operated from the cab or by radio remote control.

The Line Car is equipped with hydraulic attachments for a variety of tools, a 110-volt AC alternator, a scissor lift with an insulated deck expandable to 30 feet in height, and a pull bar to tow a line cart with a drum of trolley wire and other materials.

Track Mobile (4500 TM) - This vehicle, built in 1986, is used to transfer LRVs through non-powered sections of the system. The diesel drive Track mobile can be moved over city streets or on the fixed guideway using hi-rail equipment. The Track mobile is equipped with air over hydraulic disc brakes actuated on all four rail wheels.

Bucket Truck - This vehicle is used for catenary maintenance, inspection, and repair. Built in 2000, this is a standard diesel-powered truck equipped with high-rail pony wheels and an extendable

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articulated boom with a work platform on a turntable.

Tunnel Safety Features -The underground tunnel, built of concrete and steel, is approximately 1.7 miles in length starting at Penn Station, Newark proceeding to Warren Street, Newark. An 800' section of tunnel was added as part of the Broad Street alignment extension with the portal located at Center Street in Newark.

A dry standpipe system has been installed in the tunnel for use by the Fire Department for fire suppression activities. The standpipe system is not connected to a water source and must be supplied by fire apparatus. Six (6) Fire Department connections are strategically located to charge the standpipe system. Standard 2½" outlets are provided in the tunnel at approximately 300' intervals for Fire Department hose connections. The outlets are equipped with pressure reducers to provide safe operating pressure for Fire Department personnel.

The tunnel is equipped with a mechanical ventilation system designed to aid in fire and smoke control. The system has an environmental mode for routine ventilation. The system incorporates 115 bidirectional axial fans and 10 bi-directional jet fans to achieve optimal flexibility and air flow management. Critical system components are hardened to withstand high temperatures for a minimum of one hour. Materials for electrical conduits, raceways, ducts, equipment enclosures, and their surface finish materials can withstand elevated temperatures for a minimum of one hour and will not support or contribute to combustion.

Power for the ventilation system is provided from two separate and distinct utility sources fed from different power grids. The primary power source is from the Warren Street sub-station and a secondary feed from the Mulberry Street sub-station is totally isolated from the main system feeds to provide a reliable redundant power supply.

Thirty-three (33) of the axial fans have two-speed capability. These fans may be used for routine environmental ventilation as well as smoke control and extraction.

Fluorescent lighting is provided throughout the tunnel and station areas. Each light fixture contains two fluorescent tubes normally powered by the auxiliary AC power distribution system. One tube in each fixture is powered from a battery back-up for emergency lighting in the event of a power outage.

Right-Of-Way Safety Features – From Warren Street to the VBF, the track way is located either in depressed open-cut or at grade right of way. The entire mainline segment is fenced to deter access to the right of way and secure non-operating sections of the platforms, except where the line crosses city streets at grade. A locked gate is in the vicinity of the Bloomfield Avenue Station for maintenance and emergency access.

The Broad Street Extension (BSE) is a mixed street-running segment where automobile traffic operates parallel to the guideway. The guideway is separated from the traffic lanes by a mountable granite curb 6" high. The extension alignment has fourteen grade and pedestrian crossings. These intersections are protected by traffic control devices that are integrated with the train control system to give priority to the LRVs and to prevent conflicting signals and unsafe vehicular movement. Each intersection is marked in accordance with the provisions of the US

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Department of Transportation *Manual of Uniform Traffic Control Devices* and the NJ Department of Transportation diagnostic team recommendations.

The Vehicle Base Facility is completely fenced and has lockable gates to secure track access to the facility maintenance yards. Security officers monitor activities at the maintenance facility and always provide an enhanced security presence.

Overhead bridges have either fencing and steel panels or a combination of both to offer protection to the LRVs against thrown or discarded objects. The protection also serves as a barrier to deter intruders from encountering the overhead contact wire or in some cases high-tension distribution cables.

Closed Circuit Television (CCTV) units are used to monitor activity on the station platforms. CCTV transmissions are monitored at the NJ TRANSIT Police Central Communications Center and the NLR Operations Control Center.

Each station platform edge is identified by a high-visibility safety line or with a tactile surface. Frequent automated public address announcements are made to remind customers of safety-related advisories. Additionally, warning signs and *No Trespassing* signs are located at the ends of each station platform and at pedestrian crossings to deter unauthorized access onto the right-of-way.

The safety and security features of the Stations, Right-of-Way and Tunnel include, but are not limited to, the following:

- An approved Agency Safety Program Plan and Safety Rules & Procedures Manual.
- Tunnel is equipped with a dry standpipe system and mechanical ventilation system.
- The Center Street tunnel portal is equipped with an enhanced CCTV system for Intrusion detection
- Station platforms are monitored by Closed Circuit Television (CCTV).
- Station platforms have tactile surface to warn visually impaired customers of platform edge.
- Right-of-Way is either grade separated or fenced to deter unauthorized access and vandalism.
- Stations and right-of-way regularly patrolled by NJT Police.
- Station platforms and critical right-of-way locations have posted *No Trespassing* signs.
- Penn Station - Newark and VBF are equipped with automatic fire detection, automatic fire suppression, and standpipe systems.
- The VBF has contracted Security Officer on-duty.

Fare Collection – NLR uses a Proof of Payment system to collect fares for passenger service. Customers are required to purchase tickets prior to boarding the LRV. Tickets may be purchased from Ticket Vending Machines (TVM) located at each station, or monthly passes by mail. Other than monthly passes, all tickets must be validated before boarding the LRV. Validators are located at each station. Customers are required to present a validated ticket or monthly pass to NJT Fare Enforcement Officers (FEO) who routinely patrols the LRVs and the stations to ensure compliance with the fare policy. Customers without valid proof of payment are issued a summons and are

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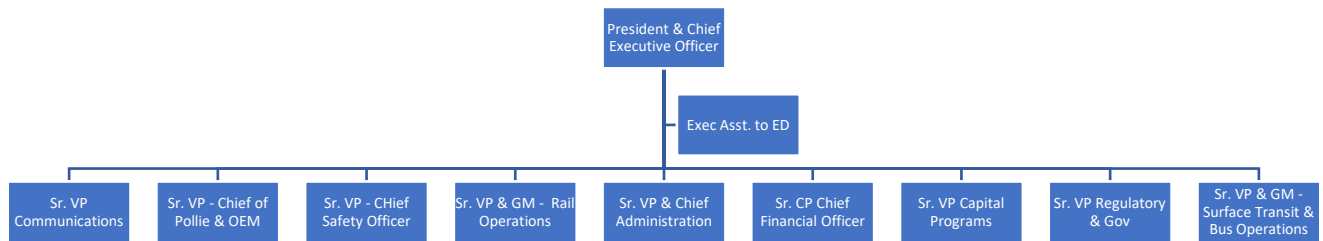
subject to a fine.

Maintenance and repair of TVMs, as well as revenue collection is performed by vendors hired by NJ TRANSIT. All TVMs are equipped with intrusion and vibration alarms that sound an audible alarm when attempts of abuse or unauthorized entry into the equipment are detected. Additionally, TVMs are equipped with remotely monitored alarms and revenue/ticket stock status.

Appendix C – Organization Chart

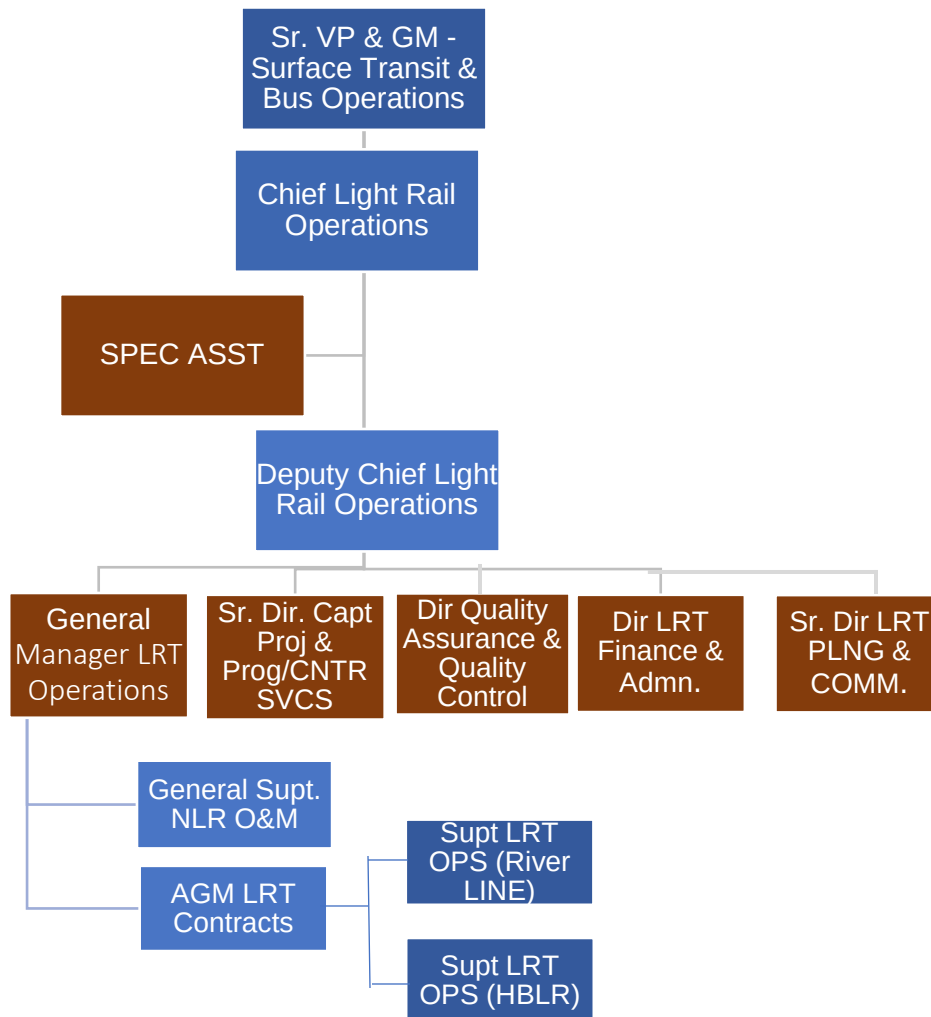
**NJ TRANSIT - Newark Light Rail
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NJ TRANSIT Executive Level Organizational Chart

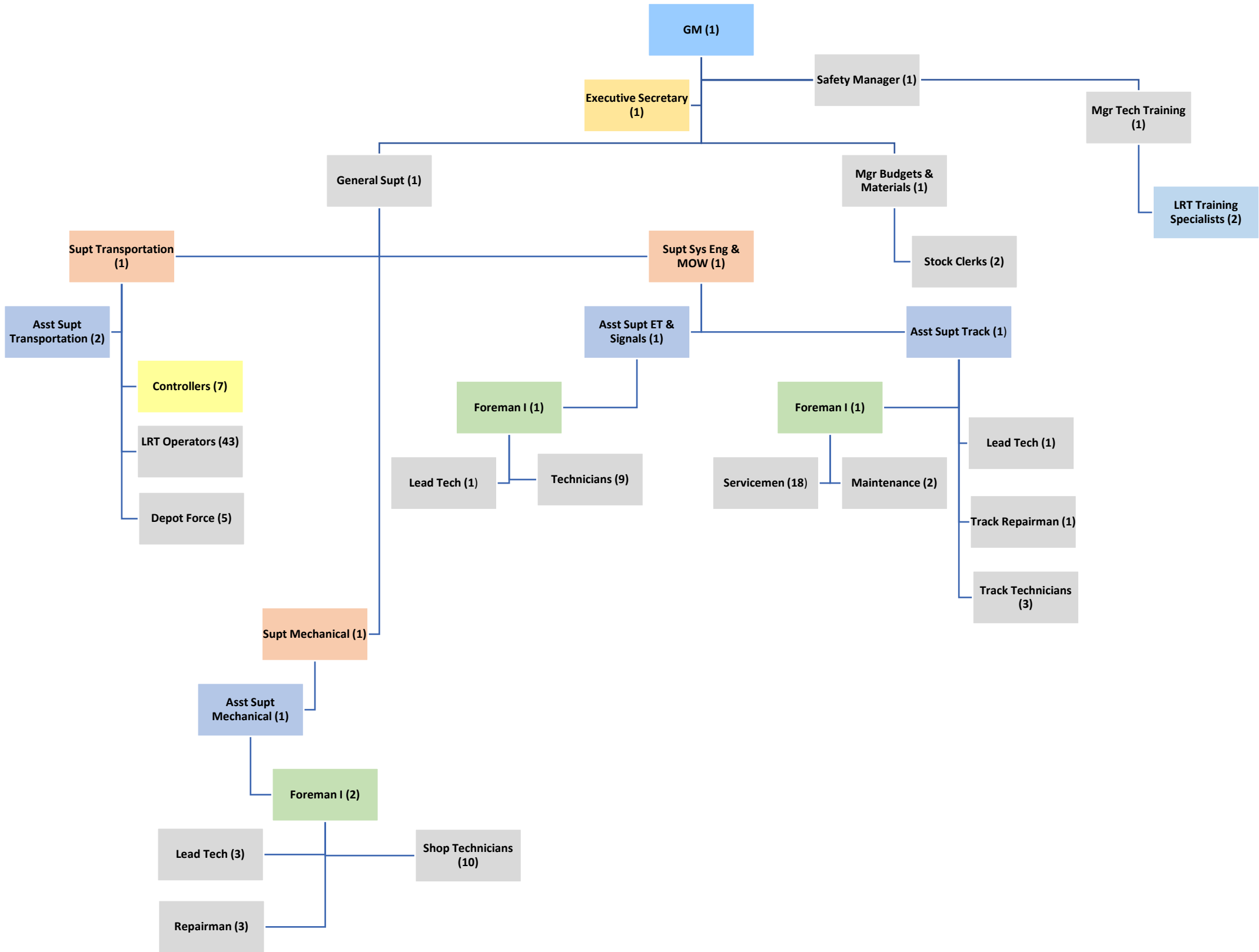


**NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan**

Light Rail Organizational Chart



NJ TRANSIT – NEWARK LIGHT RAIL
CURRENT ORGANIZATIONAL CHART



Appendix D – Sample Employee Reporting Form

NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan

NLR EMPLOYEE REPORT/SUGGESTION FORM

Date:	
Hazard:	
Location:	
Equipment:	
Track:	
Structure:	
Other:	
Description:	
Severity Level:	
Submitted by:	
	Name (optional)

Appendix E - Safety Risk Log

Newark Light Rail Safety Risk Log

Newark Light Rail Safety Risk Log															
Haz. ID	Source	Date Identified	Lead Investigator	Hazard Information			Initial Safety Risk Index			Corrective Action Plan CAP	CAP No.	Status (Open/ Closed)	Date Closed	Closed By	Notes / Comments
				Hazard Description	Cause(s)	Effect(s)	Severity (1-4)	Probability (A-F)	SRI						

Appendix F - NJDOT's EARS FORM

**NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan**



State of New Jersey SSO

☐ Reviewed by The Office of System Safety

EAR Number

PD Case Number

ACID Number

NTD Report Number

Property Tracking Number

NTSB Report Number

24 HR SUMMARY OF ACCIDENT/INCIDENT AND HAZARDOUS CONDITION☐ 2-HR Call Time Met☐ Reported to FTA

Reported by

Title

Service/ Line

Incident Date

Event Type

Incident Time

☐ Grade Crossing

Probable Cause

☐ Tow Required

Station

Serious Injury

Fatalities

Injury [Evac. to Hosp.]

Emergency Evac. from RV

Minor Injury

Other [Specify]

Location Details

Estimated Property Damage

Revenue Vehicles

Nonrevenue Vehicles

TOTAL ESTIMATED DAMAGE

☐ Substantial Damage

Vehicle ID

Track

Direction

#1

#2

#3

Trains Delayed

Description of Incident

Temperature

Environmental Conditions

**NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan**



State of New Jersey SSO

EAR Number

ACID Number

Property Tracking Number



Reviewed by The Office of System Safety

PD Case Number

NTD Report Number

NTSB Report Number

24 HR SUMMARY OF ACCIDENT/INCIDENT AND HAZARDOUS CONDITION



2-HR Call Time Met



Reported to FTA

☐ Immediate Actions - for SSOA Review

SSO Reviewer

Review Date

Involved Employee(s):

#1

Title

ID

#2

Title

ID

#3

Title

ID

#4

Title

ID

#5

Title

ID

24 Hr Summary Reported to SSO:

Investigator Name / Title

Investigator Signature

Investigator Contact Information

Email

Phone

Fax

**NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan**



State of New Jersey SSO

☐ Reviewed by The Office of System Safety

EAR Number

PD Case Number

ACID Number

NTD Report Number

Property Tracking Number

NTSB Report Number

24 HR SUMMARY OF ACCIDENT/INCIDENT AND HAZARDOUS CONDITION

☐ 2-HR Call Time Met☐ Reported to FTA

As required by Program Standard, draft final investigation reports are due within 30 days of an event. If the investigation has not concluded within that time, a Progress Report must be submitted electronically stating any issues or updates since this 72 Hour Summary.

Any signature (including any electronic symbol or process attached to, or associated with, a contract or other record and adopted by a Person with the intent to sign, authenticate or accept such contract or record) hereto or to any other certificate, agreement or document related to this transaction, and any contract formation or record-keeping through electronic means shall have the same legal validity and enforceability as a manually executed signature or use of a paper-based recordkeeping system to the fullest extent permitted by applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the New York State Electronic Signatures and Records Act, or any similar state law based on the Uniform Electronic Transactions

Reviewer 1:		☐ I consent to signing this document electronically
Reviewer 2:		☐ I consent to signing this document electronically
Reviewer 3:		☐ I consent to signing this document electronically
Reviewer 4:		☐ I consent to signing this document electronically
Reviewer 5:		☐ I consent to signing this document electronically

Appendix G – CAP Tracking Log

NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan

NJ TRANSIT – Newark Light Rail Corrective Action Plan Tracking Log																
CAP ID	Source	Date Opened	Deficiency/Finding/Hazard Description	CAP Description (Process, Plan, or Mechanism)	Responsible Department	Responsible Person	Estimated Completion	Actual Completion	Issues Preventing Closure (if applicable)	NLR Verification		NJDOT Verification			Status (open/closed)	Notes / Comments
										Verification of Completion	Date Verified	Initial Approval	Date Approval	Verification of Completion		

Appendix H - Employee Certification Checklists

LIGHT RAIL QUALIFICATION RECORDNJ TRANSIT LIGHT RAIL OPERATIONS
LIGHT RAIL TRAINING
LIGHT RAIL BACK TO WORK - LONG TERM SICKNESS CERTIFICATION TRAINING

Training Start Date ____/____/____

LAST NAME _____ FIRST _____ MIDDLE INITIAL _____

EMPLOYEE NUMBER _____

CDL DRIVER'S LICENSE _____

MEDICAL CERTIFICATE EXPIRATION DATE _____

JOB TITLE**TYPE OF TRAINING**

- ☐ OPERATOR
☐ SUPERVISOR
☐ ASST. SUPERVISOR
☐ FIELD SALARY
☐ INSTRUCTOR
☐ _____
☐ _____

DAY CERTIFICATION

GRADE	Definition
PASS	Indicating satisfactory performance in category or course
FAIL	To be unsuccessful in the performance or completion in a category or course

Comments:

TRAINING DAYS

Date ____/____/____	Hours	On Time	In Uniform	Vehicle No.	Training Covered	GRADE	Instructor's Signature
Day 1 ____/____/____					RULES		
Day 2 ____/____/____					RULES		
Day 3 ____/____/____					RULES		
Day 4 ____/____/____					RULES		
Day 5 ____/____/____					RULES		

LIGHT RAIL QUALIFICATION RECORD

Date	Hours	On Time	In Uniform	Vehicle No.	Training Covered	GRADE	Instructor's Signature
Day 6 _/_/_					YARD		
Day 7 _/_/_					YARD		
Day 8 _/_/_					YARD		
Day 9 _/_/_					YARD		
Day 10 _/_/_					YARD		
Day 11 _/_/_					ABNORMAL OP		
Day 12 _/_/_					ABNORMAL OP		
Day 13 _/_/_					ABNORMAL OP		
Day 14 _/_/_					MU TRAINING		
Day 15 _/_/_					MAINLINE TRAINING		
Day 16 _/_/_					MAINLINE TRAINING		
Day 17 _/_/_					MAINLINE TRAINING		
Day 18 _/_/_					MAINLINE TRAINING		

LIGHT RAIL QUALIFICATION RECORD

Date	Hours	On Time	In Uniform	Vehicle No.	Training Covered	GRADE	Instructor's Signature
Day 19 _/_/___					MAINLINE TRAINING		
Day 20 _/_/___					MAINLINE TRAINING		
Day 21 _/_/___					MAINLINE TRAINING		
Day 22 _/_/___					MAINLINE TRAINING		
Day 23 _/_/___					MAINLINE TRAINING		
Day 24 _/_/___					MAINLINE TRAINING		
Day 25 _/_/___					SIMULATION		
Day 26 _/_/___					SIMULATION		
Day 27 _/_/___					WILDCATting		
Day 28 _/_/___					WILDCATting		
Day 29 _/_/___					WILDCATting		
Day 30 _/_/___					FINAL DAY ASSESSMENT		

STUDENT ASSESSMENT

Grades = PASS/FAIL	VBF YARD TRAINING					INSTRUCTOR
DATE: _____	Day 6	Day 7	Day 8	Day 9	Day 10 Assessment	
BAR SIGNAL/PROCEDURES						
BELL HORN USAGE						
CAB SIGNAL PROCEDURES						
CAR STORAGE						
CAR PREP FOR SERVICE/CONDITION REPORT						
CAR OPERATION / YARD						
COMMUNICATION						
DOOR OPERATION						
EMERGENCY PROCEDURES						
FOLLOWING SAFETY PROCEDURES						
GRADE CROSSING PROCEDURES						
MONITOR USE						
OCC COMMUNICATION PROCEDURES						
PEDESTRIAN CROSSWALK						
PULL IN/OUT YARD						
READING SWITCH TRACK POINTS						
RULES AND REGULATIONS						
SIGNALS YARD / PROCEDURES						
TERMS AND DEFINITIONS						
TRAILING SWITCH MOVEMENT						
TROUBLESHOOTING CAR						
TWC PROCEDURES						
WAYSIDE SIGNALS						
X						
X						
X						
X						
Student Name _____	Student Signature _____				Counseling: _____	

STUDENT ASSESSMENT

Grades PASS/FAIL	MAIN LINE TRAINING								INSTRUCTOR
DATE:	Day 11	Day 12	Day 13	Day 14	Day 15	Day16	Day 17	Day 18	
ADA ANNOUNCEMENT POLICY AND PROCEDURES									
BAR SIGNAL/PROCEDURES									
BELL HORN USAGE									
CAB SIGNAL PROCEDURES									
CAR STORAGE									
CAR OPERATION / MAIN LINE									
CAR PREP FOR SERVICE/CONDITION REPORT									
CAR OPERATION / YARD									
COMMUNICATION									
DOOR OPERATION									
EMERGENCY PROCEDURES									
FOLLOWING SAFETY PROCEDURES									
GRADE CROSSING PROCEDURES									
MONITOR USE									
OCC COMMUNICATION PROCEDURES									
PEDESTRIAN CROSSWALK									
PULL IN/OUT YARD									
READING SWITCH TRACK POINTS									
RULES AND REGULATIONS									
SIGNALS YARD / PROCEDURES									
SIGNALS MAINLINE/PROCEDURES									
SIMULATION SERVICE									
TERMS AND DEFINITIONS									
TRAILING SWITCH MOVEMENT									
TROUBLESHOOTING CAR									
TWC PROCEDURES									
WAYSIDE SIGNALS									
Student Name_____	Student Signature_____							Counseling:	

STUDENT ASSESSMENT

Grades PASS/FAIL	MU			ABNORMAL			SIM		WILDCATTING			FINAL	INSTRUCTOR
DATE: _____	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	Day 29	Day 30	Instructor
ADA ANNOUNCEMENT POLICY AND PROCEDURES													
BAR SIGNAL/PROCEDURES													
BELL HORN USAGE													
CAB SIGNAL PROCEDURES													
CAR STORAGE													
CAR OPERATION / MAIN LINE													
CAR PREP FOR SERVICE/CONDITION REPORT													
CAR OPERATION / YARD													
COMMUNICATION													
DOOR OPERATION													
EMERGENCY PROCEDURES													
FOLLOWING SAFETY PROCEDURES													
GRADE CROSSING PROCEDURES													
MONITOR USE													
OCC COMMUNICATION PROCEDURES													
PEDESTRIAN CROSSWALK													
PULL IN/OUT YARD													
READING SWITCH TRACK POINTS													
RULES AND REGULATIONS													
SIGNALS YARD / PROCEDURES													
SIGNALS MAINLINE/PROCEDURES													
SIMULATION SERVICE													
TERMS AND DEFINITIONS													
TRAILING SWITCH MOVEMENT													
TROUBLESHOOTING CAR													
TWC PROCEDURES													
WAYSIDE SIGNALS													
Student Name _____		Student Signature _____						Counseling: _____					

**NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan**

**NJ TRANSIT LIGHT RAIL OPERATIONS
LIGHT RAIL TRAINING**

LIGHT RAIL OPERATOR RECERTIFICATION TRAINING

Employee Name _____	GRADE	Definition
Employee No. _____ Job Title: _____	PASS	Indicating satisfactory performance in a category or course
Final Assessment Date: _____	FAIL	To be unsuccessful in the performance or completion in a category or course
Reason for Certification / Recertification		
☐ Initial Certification		
☐ Other (Explain) _____		
<i>Comments</i>		
For additional comments use comment page		

EVALUATION GRADES	PASS	FAIL		

OPERATOR

ADA Policy and Procedures - For People With Disabilities				
Attitude Toward Work Positive				
Automatic/Manual ADA Announcement Procedures Followed.				
Bulletin Summary (Weekly)				
Cab changing Procedures.				
Communication to Central Control. OCC Communication Procedures observed.				
Door Enable Operation. Trouble-shooting procedures comprehended.				
Emergency Operation / Emergency Response Procedures observed and comprehended.				
Grove Street procedures.				
Penn Station procedures				
Pocket Track Operation.				
Public Address Internal/External procedures followed.				
Radio procedures.				
Reading Track Points.				
Report to Work Procedures. Operator understands and complies with all orders in effect.				
Revenue Service Administrative Procedures. POP announcements complied.				
Review of Basic LRC Operation. (Operator comprehension.)				
Seasonal Operation i.e. Sagging Catenary wires - Leaves, Ice, Snow, Extreme heat.				
Signal/Signs and their meaning.				
Terms and Definitions. (Overall comprehension).				
TOP "Transit On Patrol"				
Troubleshooting - Circuit Breakers and Cutout/bypass Seals -Central Control Permission Procedures.				

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Uniform Neat In Appearance				
EVALUATION GRADES	PASS	FAIL		

SAFETY/OPERATIONS

Backing Car Procedures.				
Bell/Gong/Horn Request Hand Signal - Emergency procedures				
Bell/Gong/Horn - Proper usage - Forward/Reverse Grade Crossing				
Cab Signal - Proper Speed Adjustment				
Cab Door Closed While Operating				
Car operation - Wayside Signals - Station Procedures - Diverging Procedures.				
Car operation - Carborne Signals				
Construction Workers / Police on or near Track Procedures.				
Coupling Procedures - on Curve and on Straight Track.				
Dead Car Towing				
Door Out of Service Procedures.				
Emergencies Procedures LRC Communication.				
Emergencies Procedures LRC (Incidents/operational).				
Grade Crossing procedures Mainline				
Grade Crossing Procedures Yard				
Intruders on track procedures				
Light Rail Car Pull-out Procedures.				
Light Rail Car operation. (Overall Operation).				
Light Rail Car Pull-in Procedures				
Loading/Unloading - Door Operation - Left/Right Door - Station Accommodation Procedures.				
Mainline Wayside/Bar Signals and Their Procedures.				
Mainline Operation/Single Track & Grove Street Terminal Procedures.				
Maintenance Shop VBF/PENN Station procedures.				
Operation through switches Yard/Mainline				
Pedestrians Crosswalk - Yard/Mainline				
Prep Car for Service - Walk-a-round & Self Test Procedures.				
Reading Track Points Yard - Switch Points				
Reading Track Points on Mainline				
Safety Comprehension/Awareness.				
Scanning Stations / Right of Way / Etc. for Potential Hazards.				
Signs - Speed Restrictions/Spots/Resume/Restrictions/Stop/Yard Limits/				
Silver Lake Pull-in Procedures.				
Station Accommodations.				
Stops Brakes Properly				
Storage Shed communication and procedures.				
Verification of the Alignment of Tracks.				
Yard layout.				
Yard Operation Trailing				

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Yard Switch Machine operation and procedures.				
Yard Operation - Maintenance				
Yard Operation East/west Loop.				

EMP. NAME	EMP. #	DATE:
DATE EMPLOYED	LOCATION	
STATE DRIVER'S LICENSE: _____	MEDICAL CERTIFICATION YES ☐ NO ☐	EXPIRATION DATE
CDL LICENSE W/P ENDORSEMENT ☐ YES ☐ NO EXP:		
☐ Certification ☐ Recertification		
☐ Instructor ☐ Supervisor ☐ Operator ☐ Maintenance		
THIS IS TO CERTIFY THAT THE EMPLOYEE WHO'S NAME APPEARS ABOVE HAS COMPLETED THE LIGHT-RAIL CAR OPERATOR CERTIFICATION PROGRAM. THEIR INITIALS BELOW INDICATE THAT THEY UNDERSTAND AND WILL COMPLY WITH ALL RULES AND REGULATIONS OF NJ TRANSIT, THE FEDERAL AND STATE GOVERNMENT THAT GOVERN THE SAFE OPERATION OF LIGHT RAIL CARS.		
Student Initials _____ _____ Rules and regulations. _____ Summary Bulletin Order _____ Term and definitions. _____ Prep Car for Service - Self Test Procedures. _____ Signals and their procedures. _____ Intruders, employees, construction workers and Police on or near track procedures. _____ Knowledge and understanding of Central Control responsibilities. _____ All types of emergencies and their procedures (incidents/operational). _____ ADA procedures & compliance. _____ Reading track points on Mainline and Yard switch points and verification of the alignment of tracks. _____ Yard trailing switch movements and their procedures. _____ Signals on Mainline and Yard and their indication and procedures. _____ Backing car procedures. _____ Changing Cab procedures. _____ Grade Crossing Procedures - Mainline & Yard _____ LRC pull-out / pull-in / relief procedures. _____ Silver Lake Pull-in procedures. _____ LRC operation in Yard and on Mainline. _____ Car operation - Carborne Signals - Waysides Signals - Station Procedures - Diverging Procedures. _____ Door Operation - Left/Right Door - Station Accommodation Procedures. _____ Bell/Gong & Horn - Proper usage - Forward/Reverse Grade Crossing - Request Hand Signal - Emergency. _____ Coupling. _____ Dead Car Towing. _____ LRC troubleshooting procedures - Circuit breakers and Cutout/Bypass Central Control permission Procedures _____ Door Out of Service Procedures. _____ Examination. _____ Proper Speed Limits - Cab Signal - Yard - Storage Shed - Maintenance - East/West Loop - Diverting. _____ Pedestrians Crosswalk - Yard/Mainline _____ Single Track Procedures _____ Pocket Track Procedures _____ Penn Station Approach/Departure Procedures _____ Bar Signals _____ Other (Explain) _____		
STUDENT SIGNATURE _____		Date _____
INSTRUCTOR SIGNATURE: _____		Date _____

NJ TRANSIT LIGHT RAIL OPERATIONS LIGHT RAIL TRAINING

LIGHT RAIL COMMENT / COUNSELING SHEET

DATE: _____

REMARKS/COUNSELING:

[illegible]

[illegible]

**NJ TRANSIT - Newark Light Rail
Public Transportation Agency Safety Plan**

Instructor Name _____

Instructor Sign _____

Date _____

Original; Training Files
Copy: Manager of Training & Safety

Instructor will counsel student during training for sub-standard skills. 2 counsels for same substandard skill will result in disqualification from training, certification or recertification.

Appendix G – NJ TRANSIT’s Communicable Disease in the Workplace Policy

3.36

Policy Number	Supersedes	Effective Date
3.36		Fri, 03/13/2020 - 12:00
Manual	Source	Key Subject
Human Resources	Human Resources	Communicable Disease
Title		
Communicable Disease in the Workplace Policy		
Applies to		
All Non-Agreement NJ TRANSIT Employees		

I. PURPOSE

The purpose of this document is to establish procedures, practices and guidelines as they pertain to communicable diseases of significant risk found in the general population, which can be transmitted by air, object or through casual contact and which would put the employee population and riding public at risk.

Excluded from this policy are common communicable diseases, such as strep throat and the common colds, and those transmitted through sexual contact or through needle use, such as Hepatitis Band HIV.

This policy is a statement of NJ TRANSIT'S official policy and, as such, supersedes all prior policy statements, directives and memoranda of NJ TRANSIT, NJ TRANSIT Bus Operations, NJ TRANSIT Mercer, NJ TRANSIT Morris and NJ TRANSIT Rail Operations dealing with this subject.

I. DEFINITIONS:

The following definitions pertain to this policy:

Communicable Disease - A communicable disease is an illness due to a specific infectious agent or its toxic produces which can be transmitted from one individual to another. A communicable disease may be transmitted directly from one body to another through actions such as kissing, sexual contact, or droplet spray from sneezing, coughing, spitting, singing or talking as well as indirectly when an object transmits the organism. Objects of transmission may be clothing, linens, hard surfaces, utensils, food, water, milk, air, soil or insects.

Communicable Period - The communicable period is that period of time or times during which the infectious agent may be transferred directly or indirectly from an infected person to another person.

Isolation - The physical separation and confinement of individual(s) who are infected or reasonably believed to be infected, based on signs, symptoms or laboratory analysis, with a contagious or possibly contagious disease from non-isolated individuals, to prevent or limit the transmission of the disease to non-isolated individuals.

Quarantine - A restriction on the movement of those who may have been exposed to a



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communicable disease but do not have a confirmed medical diagnosis in order to prevent spread to others.

Significant Risk - High probability that the contagious disease is likely to create an impact of some consequence and increase the chances of developing serious consequences for one's health and the health of others (Active Tuberculosis, MERS, SARS, Measles, Ebola, COVID-19, etc.).

III. POLICY

Workplace Health and Safety Standard

NJ TRANSIT has an obligation to provide a safe environment for its customers and employees. Therefore, if an employee has been diagnosed with having a communicable disease as defined in this policy, the employee is directed to stay home and notify their supervisor or manager and NJ TRANSIT's Medical Services Department as soon as possible. This notification should be made by speaking directly to their supervisor or manager. However, if that is not possible, the employee may leave a voice, text, or email message with their supervisor or manager explaining why they are unable to report to work and leave a contact number where the employee can be reached.

The employee must make the same notification to the Medical Services Department. Upon notification by the employee, the Supervisor will immediately contact the Director of Medical Services for coordination and guidance.

If the employee is under quarantine, whether voluntary or involuntary, and the employee's job functions can be performed away from their normal work location, and the employee is able to work, with or without an accommodation, and has the appropriate equipment and/or materials available, such as a home computer or laptop, NJ TRANSIT may allow the employee to work from home or at an offsite location. All such requests to work from home or at an offsite will be evaluated on a case by case basis. Employees may use leave and/or sick time in accordance with NJ TRANSIT policy, other relevant law, regulation or directive. When an employee with a communicable disease is in the workplace, it is the responsibility of the Director of Medical Services to ensure that the employee's medical condition does not



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pose a significant risk to the employee, co-workers or other individuals in the workplace. Employees who have a communicable disease pursuant to this policy must be restricted from the workplace until such time as the employee no longer poses a risk to others. Employees returning to work after being quarantined or isolated and/or treated for a communicable disease, must provide a written statement from their physician indicating that the employee is no longer infectious and, as of a specified date, is able to return to work.

NJ TRANSIT respects the right to privacy of any employee who has a communicable disease. All employee records or information regarding communicable diseases will be confidentially maintained in the Medical Services Department, Employee Health File, apart from the employee's personnel file. The employee's medical condition will be disclosed only to the extent necessary to minimize the health risks to co-workers, individuals and others. NJ TRANSIT will comply with all federal and state laws regarding confidentiality and privacy requirements.

Communicable Disease Reporting

According to the NJ Administrative Code on Communicable Diseases (N.J.A.C. 8:57-1, Appx. B), specific diseases are reportable to local or state health departments. Timely reporting ensures that cases of communicable disease can be investigated quickly, public health control measures can be implemented to prevent further disease spread, allows public health agencies to understand the burden of disease among New Jersey residents, and assists public health agencies to develop appropriate education, guidance, and infection control recommendations based on disease trends. Check the NJDOH website for any changes in the disease reporting rule:

https://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf

IV. RESPONSIBILITIES

It is the responsibility of all affected parties to report infection with a communicable disease to the Medical Services Department. The responsibility for coordination of the implementation of the Communicable Disease policy shall be shared among the following groups, and the directors of these offices shall implement plans to maintain a safe and orderly work environment.

**Medical Services Department Responsibilities:**

- A. Assess employees suspected of having a communicable disease for significant risk. Medical Services Department staff will advise the employee to seek healthcare from a medical care provider, as appropriate.
- B. If an employee is unable to immediately leave NJ TRANSIT property, the Director of Medical Services (or their designee) shall work with the affected employee and management to ensure containment of the communicable disease and the safety of all other NJ TRANSIT's employees in the workplace. Such measures may include isolation of the affected employee, until such time as the employee can be safely transported to the employee's home or medical provider.
- C. The Medical Services Department will notify all appropriate parties of a suspected/verified case of communicable disease in the workplace.
- D. It is the responsibility of the Medical Services Department to report specific communicable diseases to the appropriate public health agencies, in accordance with New Jersey laws and regulations. Medical Services will work with local public health officials to identify any potential exposures of others in the workplace.
- E. Before an employee may return to work, the employee must provide a statement of non-communicability from their primary care physician. The physician shall certify that the employee is no longer infectious to others and that the employee presents no risk to the community. The employee must then be evaluated by a Medical Services Department staff physician before being deemed medically qualified to return to work.
- F. The Medical Services Department shall notify all appropriate parties that the employee has been released from care and may return to work.

Office of System Safety Responsibilities:

- 1. Arrange for routine and special custodial services for the area in which the employee is isolated.
- 2. With the assistance of the Medical Services Department, inform maintenance and trades persons who are assigned, or may be assigned, of the area in which the infected person is convalescing and of the recommended methods of self-protection should maintenance and trades persons come into contact with the infected person.



3. Ensure that eligible and/or affected employees have access to required or recommended applicable safety training, such as but not limited to OSHA Blood Borne Pathogens training, OSHA HazCom training, training in the use of personal protective equipment as well as job specific trainings.

Environment, Energy & Sustainability Department Responsibilities:

1. Maintain current list of NJ TRANSIT Medical Waste facilities and ensure that those facilities and any additional facilities are properly registered with the NJ Department of Environmental Protection.
2. Maintain business relationship (Contracts/PO's) with licensed medical waste transportation and disposal providers.
3. Serve as Point-of-Contact for NJ TRANSIT employees and medical waste transportation and disposal providers.

Facilities Maintenance Department Responsibilities:

1. Inform all housekeeping staff who are assigned to the isolation area of the diagnosis and mode of transmission of the disease.
2. With the assistance of the Medical Services Department and the Office of System Safety, inform the custodial staff of the recommended methods of self-protection and cleansing that should be used in carrying out routine and special custodial service.

New Jersey Transit Police Department Responsibilities:

1. With the assistance of the Medical Services Department, inform officers that a person with a communicable disease is on NJ TRANSIT premises.
2. With the assistance of the Medical Services Department and the Office of System Safety, provide the officers with information about the disease, the location of the isolated employee, and the recommended methods of self-protection should the officers come into contact with the infected person.

NJT Office of Emergency Management:

1. Provide internal coordination across NJ TRANSIT.

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2. Provide external coordination across local, county, state, and federal offices of emergency management.
3. Activate NJ TRANSIT's Comprehensive Emergency Management Plan, if applicable.

**Human Resources Department Responsibilities:**

1. Notify the Office of the President & CEO of the incident and request that appropriate staff be advised.
2. Mediate employee relations issues that may arise as a result employee concerns regarding exposure to a communicable disease
3. Coordinate with Medical Services and Communications Departments to keep employees informed of the situation.
4. Respond to questions concerning use of sick, leaves, and other benefit time.

V. **EXCEPTIONS** There may times when NJ TRANSIT receives directions from federal, State, and/or local authorities that may supersede this policy. In such cases, all employees must follow the directions given by those agencies. In addition, the provisions of this policy may be modified under the authority of NJ TRANSIT'S Comprehensive Emergency Management Plan (CEMP) (Policy 2.25) in response to a declared public health emergency or state of emergency. Other exceptions to this policy may be approved by the Chief, Human Resources after consultation with and approval by the President & CEO.

VI. CROSS REFERENCES**1. Corporate-wide Policies****3.06A Family and Medical Leave****3.06 C Family Leave Insurance Program****3.07 Reasonable Accommodation for Disabilities****3.12 Attendance & Hours of Work 3.12A****Flexible Work Arrangements****3.16 Employee Discipline****3.19 Sick Leave****3.19A NJ Earned Sick Leave****3.24 Salary Continuation for Absences Due to Occupational Illness/Injury****2. Exhibits**

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Exhibit 1 - Report of Personal Injury (TRO-75) - Rail only

Exhibit 2 - Workers' Compensation Initial Application for Benefits - Bus only

Exhibit 3 - Initial Medical Record

Exhibit 4 - NJ TRANSIT Medical Facilities

Exhibit 5- Medical Services Form (MD-40)

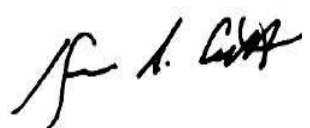
Exhibit 6 - Workers' Compensation & Disability Department Application for
Payment of Disability Benefits

Exhibit 7 - Medical Certificate

Exhibit 8 - NJ TRANSIT Insurance Carrier Facilities



3.36A

Policy Number	Supersedes	Effective Date
3.36A	Supplements Policy	Thu, 02/25/2021 - 12:00
Manual	3.36 Source	
Title		Key Subject
Supplement to Communicable Disease in the Workplace Policy		COVID-19
Applies to		Signed by
The provisions in this Policy supersede and/or supplement certain provisions in Policy 3.36		

I. PURPOSE

The purpose of this Supplement to Policy 3.36 is to provide revised Employee, Supervisor, and Manager responsibilities and procedures for personal protective equipment (PPE) compliance, reporting instances of COVID-19, and to set forth procedures for returning to the workplace **in addition, this Supplement provides operational provisions, in accordance with Governor Murphy's** applicable Executive Orders, including but not limited to E.O. Nos. 125, 165, and 192 (2020) as well as Transportation Security Administration Security Directive SD 1582/84-21-01, implementing President Biden's Executive Order Promoting COVID-19 Safety in Domestic and International Travel (January 21, 2021). Nothing in this policy prevents the Incident Commander from issuing additional directives as necessary to ensure health and safety of employees and customers. This policy will be activated/de-activated by the Incident Commander overseeing the pandemic response in accordance with the Governor's Executive Order(s)..

II. CROSS-REFERENCES:

- Governor's Executive Orders, including but not limited to 125, 165, 192 (2020)
- Transportation Security Administration Security Directive SD 1582/84-21-01
- Center for Disease Control and Prevention (CDC) Guidance (See CDC.gov)
- NJ TRANSIT Policies 3.36 and 3.16

III. EMPLOYEE RESPONSIBILITIES

A. Entry to Buildings

Until directed otherwise, all employees, contractors and visitors of employees who intend to go to the Newark Headquarters office (HQ), the General Office Building (GOB) in Maplewood, and other NJ TRANSIT buildings and properties determined to be operationally feasible for such procedures, must complete a COVID Self-Screening Questionnaire no more than 24-hours before the intended visit. The form should be completed before the employee leaves their residence for the office. Upon completion and submission of the questionnaire, a green- or red-colored email will immediately be sent to the employee. If the employee receives a green-colored email, the employee will be permitted to enter the building after displaying the green-colored email to the security guard or swiping the QR Code against the reader. If the employee receives a red-



colored email, the employee must contact the **NJTRANSIT hotline at (888) 890-0729 to report the email and open a case.** Thereafter, a representative from NJ TRANSIT's Medical Department may contact the employee to go over the questionnaire to determine if the employee will be permitted to enter the building or if the employee will be advised to get tested for COVID-19 and/or to quarantine.

If an employee forgets or neglects to complete the COVID self-screening questionnaire before arriving at any of the locations that require completion of this form, the employee will be denied entry until the form is completed.

At all other NJ TRANSIT properties and locations where a self-screening questionnaire is not practical due to operational impact and inability to ensure compliance at points of entry, Supervisors are required to continue visual symptom checks and ensure that employees are not displaying signs and symptoms consistent with COVID-19.

B. Calling the NJ Transit Hotline

Until cleared by NJ TRANSIT Medical Services, employees must not come to work if they have tested positive for COVID-19, are experiencing symptoms consistent with COVID-19 or if they have been ordered to quarantine by a health care professional. In addition, employees who are caring for a close family member who has tested positive for COVID-19, and/or are caring for a child due to a school closure as a result of COVID-19 and cannot come to work must report their absence to the NJ TRANSIT hotline.

In all such cases set forth above, the employee must notify Medical Services as soon as possible via **the 24-hour NJ TRANSIT hotline at (888) 890-0729. After the call is taken,** the employee may then email test results, quarantine orders and doctor's notes to **Medical@NJTransit.com**. The following information is required in every employee email to ensure proper processing:

- Name
- Employee ID
- Job title
- Business line (Bus/Rail/Access Link/Light Rail/Corporate/Police)
- Agreement position or in a Non-Agreement position
- Employee's first date out of work.



Diagnosed employees who have been ordered not to come to work, should follow medical direction regarding treatment and absence from work. Clearance from Medical Services will be required in order to return to the workplace. The employee should then notify their Supervisor or Manager that they will be out of work and the expected duration of their leave. Agreement employees must follow rules of their contract regarding notification of absence.

Employees who have questions concerning how they will be paid or how they have been paid must contact their timekeeper and/or Supervisor with their questions.

C. Returning to Work after a Leave for COVID-19

If the employee was out of work because they tested positive or was diagnosed symptomatically positive, Medical Services will need a note from the employee's Health Care Provider clearing them to return to work. The employee must first **call the NJ TRANSIT 24- hour hotline at (888) 890-0729** and advise of their upcoming return to work, at least 3-days before the anticipated return to work date. After checking in on the hotline, the employee should then email the note from the employee's Health Care Provider, remembering to include of all the identifying information set forth above, and then notify their Supervisor or Manager to confirm their date to return to work.

If an employee was out for school closure reasons, or to care for a close family member who had COVID-19, or was out of work for precautionary measures only---they were exposed, but did not develop symptoms and the initial quarantine period expired, the employee must **contact NJ TRANSIT's 24-hour coronavirus hotline at (888) 890-0729** and advise of their return to work date at least 3 days in advance of their return date in order to obtain an MD-40 (Work Status Form).

D. Facemasks and Social Distancing

As long as the COVID-19 pandemic continues to impact the health of our customers and employees, NJ TRANSIT will continue its enhanced cleaning regimen and disinfection protocols throughout its facilities.

NJ TRANSIT has provided face masks to all its employees and requires that these face masks be worn at all times while on any NJ TRANSIT bus, rail, light rail, access link



vehicle, as well as in or around its transportation facilities, bus terminals, rail yards,

garages, office buildings, and any other properties under NJ TRANSIT control.

Employees who do not have a NJ TRANSIT face mask will be provided with a disposable one. Face masks must completely cover the nose and mouth of the wearer. The mask should be secured to the head and ties or ear loops should fit snugly and comfortably. Masks do not include face shields, which are not a substitute for a proper mask.

While face masks must be worn at all times while on NJ TRANSIT property, employees may remove face masks if they are alone in a walled office, or eating, drinking, or taking oral medications, however, prolonged periods of mask removal are not permitted for eating or drinking. In addition, employees may remove face masks if experiencing difficulty breathing or shortness of breath. In that case, the individual may remove the mask temporarily until they are able to resume normal breathing. Any employee who has a medical condition for which they are unable to wear a mask may request a reasonable accommodation. Forms to request a reasonable accommodation may be found on @transit and may be submitted to Medical Services for review upon completion.

Employees are required to comply with all rules, policies, and directives that have been put in place to protect our customers, and colleagues during this pandemic. This includes but is not limited to ensuring social distancing in elevators, conference rooms, offices, hallways, stairways, bus garages, and rail yards. Markers have been placed on floors to assist employees in keeping a safe distance from one another and employees are required to follow these guidelines.

Compliance with the face mask requirements is now a requirement of federal law, which may subject the employee to federal penalties for failure to comply. Failure to comply with NJ TRANSIT rules, policies, and directives may subject employees to disciplinary action, up to and including termination, in addition to any federal penalties that may be assessed.

It is the responsibility of all NJ TRANSIT personnel who bring vendors/contractors or visitors onto NJ TRANSIT property to ensure that they are also in compliance with this Policy.



E. Compliance

Employees are required to follow all the provisions of this Policy, including but not limited to social distancing and wearing face masks while on NJ TRANSIT property and on its vehicles. Failure to do so may result in disciplinary action, up to and including termination.

All employees are required to complete the COVID Self-Screening Questionnaire *prior* to arriving at any of the buildings where it is required, preferably before the employee leaves home to come to work. Employees are strongly discouraged from coming to the workplace without having already completed the COVID Self-Screening Questionnaire prior to arrival. This questionnaire is not intended to be completed upon arrival and alternative means of completing the questionnaire may be provided solely as a courtesy to the employee.

IV SUPERVISORY RESPONSIBILITIES

1. Supervisors and Managers should not contact Medical Services to report an employee quarantine or positive test, unless the employee is unable to contact the hotline themselves. (This supersedes NJ TRANSIT Policy 3.36).
2. In the event an employee passes away from COVID-19 complications, a Supervisor or Manager must report this information to their Executive Management Team member. It will be the responsibility of the Executive Management Team member to notify Medical Services.
3. Supervisors and Managers are required to continue visual symptom checks and ensure that employees are not displaying signs and symptoms consistent with COVID-19. If the Supervisor and/or Manager believes the employee is exhibiting signs and symptoms consistent with COVID-19, the Supervisor or Manager must contact Medical Services for further advice.
4. If an employee tests positive for COVID-19 and the employee has been on NJ TRANSIT property or facilities immediately prior to testing positive, the Supervisor or **Manager must immediately contact the 24-hour NJ TRANSIT hotline at (888) 890-0729** to ensure the case has been opened and reported, and that the proper chain of events take place. Medical Services will contact the appropriate individuals within the Incident Command Structure and if enhanced cleaning is needed, the



Operations section will arrange for it through the Environmental Team and/or Organizational Services.

5. Notifications of COVID-19 positive cases will be issued by the Incident Command by disseminating notice to geographic locations where an employee has received a confirmed positive diagnosis of COVID-19 that has been officially reported to NJ TRANSIT.
6. NJ TRANSIT Management reserves the right to contact the employee from time to time while the employee is on leave to check on the status of the employee and confirm the employee's anticipated return to work date.
7. Supervisors who have questions concerning timekeeping may contact Human Resources or Payroll, as appropriate.
8. Supervisors are required to enforce the provisions of this Policy, including but not limited to the social distancing and face mask requirements set forth, above. Supervisors are required to immediately contact Employee Relations or Bus/Rail Labor Relations, whichever is applicable, for the purpose of bringing disciplinary action against any employee who violates the social distancing and face mask requirements.

V. CDC GUIDANCE

NJ TRANSIT continues to follow the guidance issued by the Centers for Disease Control and Prevention (CDC). Since CDC guidance is constantly evolving, employees can obtain the most current CDC guidance at <https://www.cdc.gov>.

VI. OPERATIONAL PROVISIONS IN ACCORDANCE WITH EXECUTIVE ORDERS

In accordance with E.O. 125, the NJ TRANSIT Coronavirus Task force will issue directives to ensure the safety, security and privacy of all NJT employees and customers. Operational directives will be made in accordance with the Governor's Executive Orders as they are issued, including but not limited to E.O. 125, 165, 192 (2020), as well as Transportation Security Administration Security Directive SD 1582/84-21-01 implementing President Biden's Executive Order Promoting COVID-19 Safety in Domestic and International Travel (January 21, 2021), in addition to all relevant CDC guidelines.





HUDSON-BERGEN LIGHT RAIL TRANSIT SYSTEM

Public Transportation Agency Safety Plan



REVISION 1.3
August 2022



FOREWORD

This Hudson-Bergen Light Rail Transit (HBLRT) Public Transportation Agency Safety Plan has been prepared to fulfill the requirements of the contract between the 21st Century Rail Corp (TFCRC) and NJ Transit (NJT). NJT required TFCRC to prepare and implement a Safety Plan for the Hudson Bergen Light Rail Transit System (HBLRTS) that complies with FTA 49CFR, Part 673 and 674 the State of New Jersey Administrative Code 16:53E, (NJAC16:53E), and NJ Transit Agency Safety Plan. Further, it is based on the four FTA principles of a “*Safety Management System*”.

This HBLRTS Public Transportation Agency Safety Plan (PTASP) achieves this responsibility and is intended to compliment the NJ Transit Agency Safety Plan.



HUDSON-BERGEN LIGHT RAIL TRANSIT SYSTEM
Public Transportation Agency Safety Plan
RECORD OF REVISIONS

Title	Pages Revised	Rev.	Rev. Date	Author	Description
Safety Plan	Original. This document supersedes all previous editions of the SSPP.	0	July 2018	Steven Vecerina	Complete restructuring to comply with new FTA Safety Management and Performance Measurement Requirements and revised NJDOT-OSS Standards and Procedures. New Original Based on 49CFR, Part 673 – This Replaces SSPP-TFC-SAF-1, which was based on 49CFR, Part 659.
Safety Plan	Multiple	1	September 2018	Steven Vecerina	Added Comments and Corrections pertaining to Appendix J – Exhibit B – Detailed Conformance Checklist
Safety Plan	Numerous Changes	2	February 2019	Steven Vecerina	Several Changes made to incorporate comments from the 2018 Internal Safety Review
Safety Plan	Final Compliance with 49 CFR 673 and MIL-STD-882E	3	April 2019	Steven Vecerina	Final changes to comply with 49 CFR 673
ASP	Front matter; pages 5-6 Goals and Objectives; page 8 Safety Plan Activity & Responsibility Matrix; pages 29-36; Training pages 47-48	Draft	July 2019	Steven Vecerina	Changes made to comply with NJT from meeting held at NJT on Friday July 26, 2019
ASP	Sections 5 and 8.	Draft	March 2020	Steven Vecerina	Added comments from NJT Review of 2/28/2020
PTASP	NJT Signature Page added.	Rev. 0	July 2020	Steven Vecerina	Final Board Approval received.
PTASP	Multiple	Rev. 01	August 2021	Steven Vecerina	Updated to comply with Internal Audit Findings.
Safety Plan	Complete Revision to restructure and format the Safety Plan with multiple changes	Rev.1	September 2021	Steven Vecerina	Safety plan restructured to condense and more readily reflect FTA ASP guidance based on lessons learned, and incorporate NJDOT_OSS Triennial Review Comments
HBLRTS Safety Plan	Revision to the HBLRTS Rail Safety Plan and incorporation of comments from NJDOT-OSS	Revision 0	January 2022	Steven Vecerina	Annual Update of the HBLRTS Rail Safety Plan and incorporation of comments from NJT.NJDOT-OSS dated December 20, 2021
HBLRTS PTASP	Multiple	Rev. 1	May 2022	Steven Vecerina	Incorporated comment from the NJT-OSS
HBLRTS PTASP	Multiple	Rev. 1.1	July 2022		Incorporated comment from the NJT-OSS
HBLRTS PTASP	Multiple	Rev. 1.2	Aug 2022		Incorporated comment from the NJT-OSS and NJDOT
HBLRTS PTASP	Multiple	Rev. 1.3	Aug 2022		Incorporated comment from the NJT-OSS and NJDOT



NJT Approval and PTASP Certification under 673.11, 673.13, 674.29

This Light Rail Public Transportation Agency Safety Plan (PTASP) was drafted for NJ TRANSIT's Hudson Bergen Light Rail system.

The following signatures provide certification that this PTASP complies with 49 CFR Part 673 as well as the State Safety Program Standard (SSPS) established by the New Jersey Department of Transportation's (NJDOT) State Safety Oversight Program.

1. Signature by the Accountable Executive

Kevin S. Corbett
President & Chief Executive Officer

Date of Signature

2. Certification of Compliance with 49 CFR Part 673 and NJDOT SSPS

Clarice Blackman
Sr. VP Chief Safety Officer (Acting)

Date of Certification



Approval and Certification of Compliance (§673.11)

By signature below, the individuals confirm that this Hudson Bergen Light Rail Transit System (HBLRTS) Public Transportation Agency Safety Plan is submitted in accordance with the requirements of the NJ Administrative Code 16:53E, 49CFR, Part 673 and 674, and NJ. Transit.

Approval of this Safety Plan also affirm that the safety management process has conformed to the requirements of 49CFR, Part 673, 674, NJAC 16:53E and 21st Century Rail Corp Contractual requirements of NJ Transit.



Jamaal McClintock
President, CEO

Date 10-17-2022



Steven R. Vecerina
Manager, System Safety

Date 10-17-2022



Cross-Walk Matrix
49 CFR Part 673 Requirements / NJ DOT Program Standard & Procedures/HBLRTS
Safety Plan

49 CFR Part 673 Rail Fixed Guideway Systems; State Safety Oversight; Final Rule	State of New Jersey Safety Oversight Program – Fixed Guideway Systems New Jersey Administrative Code 16:53E	Hudson Bergen Light Rail Transit system Safety Plan	
Par Description	Par Description	Par Description	Page
Sub-Part A – General	Introduction and Background	1.0 Applicability	
§673.1 – Applicability	4.2.2 Purpose	4.2 Purpose	6
§673.3 – Policy	4.2.1 Policy	2.0 Safety Policy	2
§673.5 – Definitions	Page viii Definitions	3.0 Definitions	3
Sub-Part B – Safety Plans			
§673.General requirements	4.2 Required Content of the RTA ASP	1.0 Applicability	1
§673.11(a)(1) Accountable Executive		6.0 Chief Executive Officer	2
§673.13 Certification of compliance	4.2.1 Element 1. Policy Statement and Authority for ASP	6.2 Safety Policy	2+6.6
		1.0 Authority	
§673.21 General Requirements – establish and implement a Safety Management System 2	4.2.2 Element 2. Purpose, Goals and Objectives	4.2 Safety Plan Purpose	6
	4.2.3 Element 3. Overview of Management Structure	6.1 Overview of Management Structure	13
	4.2.4 Element 4. ASP Control and Update Procedure	8.0 Safety Assurance	22
	4.2.5 Element 5. ASP Implementation – Tasks and Activities	6.3 Control & Update Procedures	14
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	4.2.17 Element 17. Configuration Management and Control	8.14 Maintenance Audits and Inspections	55
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Cross-Walk Matrix

49 CFR Part 673 Requirements / NJ DOT Program Standard & Procedures/HBLRTS Safety Plan

49 CFR Part 673 Rail Fixed Guideway Systems; State Safety Oversight; Final Rule		State of New Jersey Safety Oversight Program – Fixed Guideway Systems New Jersey Administrative Code 16:53E		Hudson Bergen Light Rail Transit system Safety Plan		
Par	Description	Par	Description	Par	Description	Page
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1.0 APPLICABILITY & AUTHORITY (§673.1)

This Safety Plan is an applicable requirement of 21st Century Rail Corp.(TFCRC) contract with NJ Transit to Design, Build, Operate and Maintain the Hudson-Bergen Light Rail Transit System, including by reference, the State of New Jersey Administrative Code 16:53E, and FTA Regulation 40CFR, Part 672, 673 and 674; it is the **Authority** for development, issuance and implementation of the Safety Plan.

In addition, the aforementioned provides the authority for issuance of this Hudson Bergen Light Rail Transit Safety Plan,

It is subordinate to NJ Transit's Agency Safety Plan in that it identifies the Hudson-Bergen Rail Transit System Safety Management responsibilities as specified in the contract between TFCRC and NJ Transit.

This Safety Plan is based on the four components of Safety Management

Figure 1 – 1 – Four Components of SMS





2.0 HBLRTS SAFETY MANAGEMENT POLICY STATEMENT (§673.3)

Safety is of utmost importance in our everyday activities. 21st Century Rail Corporation is committed to the preparation, implementation, and improvement of our strategies and our management systems and processes to ensure that all our operational activities uphold the highest level of safety performance and achieve the highest industry standards.

The PTASP meets the requirements set forth in Contract No. 96CT001 between NJ TRANSIT and TFCRC; The PTASP, as a Contract Deliverable, is submitted to NJ TRANSIT upon revision, and, upon their approval, submitted to the New Jersey Department of Transportation (NJDOT) State Safety Oversight Agency (SSO) for their approval.

This safety management policy shall be communicated to all employees by their respective department heads, during training, and posted on Bulletin Boards throughout the HBLR system.

Our commitment is to:

- Develop, embrace and embed a safety culture in all of our activities recognizing the importance and value of effective safety management and further, acknowledges that safety is priority in everything we do;
- Clearly define our staff responsibilities and accountabilities for the development and delivery of our safety strategy and performance;
- Minimize all known risks associated with our system operations as low as reasonably practicable/achievable;
- Ensure that supplied equipment, systems and services having an impact on the safety of our operations meet appropriate safety standards;
- Continually develop and improve our safety practices to meet or exceed national and industry standards;
- Comply with and, wherever possible, exceed national and industry requirements and standards;
- Ensure that all staff are provided with adequate and appropriate safety information, training and equipment and further, are only assigned tasks based on their ability to perform them;
- Ensure that resources (including skilled and trained staff are available), to carry out our organization's safety policy;
- Establish and measure our safety performance against practical targets;
- Continually work toward improvement of our safety performance and culture;
- Conduct safety and management reviews to ensure that relevant corrective actions are taken;
- Ensure that the application of effective safety management systems is integral to all our activities, with the objective of achieving the highest levels of safety standards and performance.

Jamaal McClintock
President, CEO 21 Century Rail

Kevin S. Corbett
President, CEO NJ Transit



3.0 HBLRTS DEFINITIONS (§673.5)

As used in this HBLRTS Safety Plan--

- **Acceptable Risk**, means Risk that the appropriate acceptance authority (NJT) is willing to accept without additional mitigation
- **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 public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause
- **Event** means any Accident, Incident, or Occurrence.
- **Accountable Executive (AE)** A single, identifiable individual who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan accordance with 49 U.S.C. 5326
- **Chief Safety Officer (CSO)** An adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system. [49 CFR Part 673]
- **Chief Executive Officer** means a single, identifiable person (TFCRC), who has the responsibility for carrying out the HBLRT PTASP and control or direction over the human and capital resources.
- **Chief of Light Rail and Contract Services** Responsible for the NJT Light Rail contract oversight and managing staff assigned to the individual systems. Reviews observation and accident reports and coordinates deliverables with each individual system.
- **Construction** means the project phase that begins with the development, fabrication, or building of an engineered design and concludes with the delivery of the completed project. This phase includes the inspection, review, and testing of the delivered project and concludes with the determination that the delivered project meets the engineering specification.
- **Contractor—Recipient** means a State or Local governmental authority, or any other operator of a public transportation system receiving financial assistance under 49 U.S.C. chapter 53.
- **Contractor—State Safety Oversight Agency** means an entity that performs tasks on behalf of FTA, a State Safety Oversight Agency, or public transportation agency through contract or other agreement.
- **DHS** means the Department of Homeland Security.
- **Final Design** means the third developmental phase required for New Starts Projects to receive Federal funds. During this phase, the project sponsor takes the formalized concept and engineering development and finalizes them in the plans, specifications, and FTA C 5800.1 Page I-3 8/1/2007
- **Final Verification Report** means the report developed to document the results of safety and security certification for the project. This report is also called the Safety and Security Certification Verification Report (SSCVR).
- **Fire/Life Safety Committee** means the committee that serves as a liaison between the recipient and the fire jurisdictions and emergency response agencies (police, EMS, etc.) throughout the project
- **FRA** means the Federal Railroad Administration, an agency within the U.S. Department of Transportation.



- **FTA** means the Federal Transit Administration, an agency within the U.S. Department of Transportation.
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of a system, equipment, or property; or damage to the environment. For rail transit agencies, the term “hazard” must be defined in the rail transit agency’s hazard management process.
- **Hazard Analysis** means formal analysis performed to identify and classify hazards for the purpose of their elimination or control. Examples include preliminary hazard analysis (PHA), systems hazard analysis (SHA), and a variety of reliability analyses, including Failure Modes Effects and Criticality Analysis (FMECA).
- **Hazard Resolution** means the analysis and subsequent action taken to reduce to the lowest level practical, the consequences associated with an identified hazard.
- **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
- **Integrated Testing** means activities typically performed as part of construction to identify, plan, and conduct tests to evaluate integration of the delivered and accepted project into planned revenue operations. This phase concludes with verified documentation of compatibility between system elements.
- **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.
- **Passenger** means a person who is on board, boarding, or alighting from a transit vehicle for the purpose of travel.
- **Performance measure** means a quantifiable indicator of performance or condition that is used to establish targets to assess progress toward meeting the established goals.
- **Pre-revenue Operations** means activities typically performed at conclusion of construction to verify the functional capability and readiness of the system. It concludes with verified documentation of readiness for revenue operations.
- **Program Standard** means a written document developed and adopted by the State oversight agency, that describes the policies, objectives, responsibilities, and procedures used to provide rail transit agency safety and security oversight.
- **Preliminary Engineering** means the second developmental phase required for New Starts Projects to receive Federal funds. During this phase, project sponsors investigate the merits of all potential configurations and designs in greater detail. The results of this phase provide the basis for subsequent funding and implementation decisions. This phase concludes with the request to enter final design.
- **Reliability, Maintainability, Availability & Dependability Plan** means a plan for measuring the state of good repair/maintenance of the system.
- **Revenue Service** means the time when transit vehicles are available to the general public and there is an expectation of carrying passengers. These passengers either directly pay fares or are subsidized by public policy or contractual arrangement.
- **Safety** means freedom from harm resulting from unintentional acts or circumstances.
- **Safety Assurance** means processes within HBLRTS Safety Management System to ensure the implementation and effectiveness of safety risk mitigation, and ensure that HBLRTS meets or exceeds its safety objectives through the collection, analysis, and assessment of information



- **Safety Manager** means the HBLRTS Manager of safety, who reports directly to the HBLRTS Chief Executive Officer, and functionally to the NJ Transit Chief Safety Officer.
- **Safety Management Policy** means HBLRTS documented commitment to safety, which defining HBLRTS safety objectives and the accountabilities and responsibilities of its employees regarding safety
- **Safety Management System (SMS)** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of safety risk mitigation. IT includes systemic procedures, practices, and policies for managing risks and hazards.
- **PTASP** means Public Transportation Agency Safety Plan, a document developed by the transit agency, describing safety performance, both qualitative and quantitative, including policies, objectives, responsibilities, and procedures.
- **Safety and Security Change Review Board** means the committee that reviews, evaluates, and manages the changes proposed to the project's documents for safety and security impacts. This body also makes recommendations for the disposition of proposed changes.
- **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.
- **State Safety Oversight Agency** means the agency established by the State of New Jersey that performs the functions specified by 49 CFR part 674.
- **Transit agency** means New Jersey Transit (NJ Transit/NJT).
- **Safety and Security Design Criteria** means criteria intended to provide guidance to the design team to support the definition of systems, sub-systems, and components, the development of performance requirements, and the final specification of the engineered system.
- **Safety and Security Operations Review Committee** means the committee responsible for overseeing commissioning activities, including systems integration testing, start-up, activation, final safety and security certification, and operations and maintenance demonstration.
- **Safety and Security Requirements** means a listing of safety and security codes, regulations, rules, design procedures, standards, recommended practices, handbooks, and manuals prepared to provide guidance to designers in the development of safety and security design criteria and project specifications and bid documents.
- **Safety Review Committee** means the committee that oversees the accomplishment of the safety and security objectives for each project development phase; this committee may receive the final safety and security certification and Final Verification Report.
- **SSCP (Safety and Security Certification Plan)** means the document that describes the process used to verify that safety and security related requirements are incorporated into a project, thereby demonstrating that it is operationally ready for revenue service and safe and secure for passengers, employees, emergency responders, and the general public.
- **Security** means freedom from harm resulting from intentional acts or circumstances.
- **SSOA (State Safety Oversight Agency)** means an agency established by a State that meets the requirements and performs the functions specified in 49 U.S.C. 5329(e) and the regulations set forth in this part.
- **State** means a State of the United States, the District of Columbia, Puerto Rico



- **Security & Emergency Preparedness Plan** means a document developed by the transit agency describing its security and emergency preparedness policies, objectives, responsibilities, and procedures while in revenue service.
- **TSA** means the Transportation Security Administration, an agency within the Department of Homeland Security.
- **Unusual Occurrence** means sudden and unexpected event that cannot be prevented by reasonable human care, skill, or foresight
- **Vulnerability** means the characteristics of passengers, employees, vehicles, and/or facilities that increase the probability of a security event.
- **Vulnerability Analysis** means a systematic analysis performed to identify vulnerabilities and make recommendations for their elimination or mitigation during revenue and nonrevenue operation

4.0 HBLRTS PTASP – OVERVIEW (§673.11and 673.31)

4.1 Introduction

The Accountable Executive for HBLR is the President and Chief Executive Officer of NJ TRANSIT who is the single identifiable person who:

- Has ultimate responsibility for carrying out the PTASP of a public transportation agency.
- Has responsibility for carrying out the agency's Transit Asset Management Plan; and
- Has control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP and TAM. The Accountable Executive is responsible for ensuring that the agency's SMS is effectively implemented. Additionally, the Accountable Executive must ensure action is taken, when necessary, to address substandard safety performance of the agency as required under 673.5 and 673.23(d)(1).

The SMS safety objectives are at the foreground of all communications. Communication strategies include posting the policy in prominent work locations for employees and including the policy statement to the material for all new employees. The policy statement is part of regular safety meetings and other safety communications efforts. The policy is signed by the HBLR President and Chief Executive Officer so that all employees know that the policy is supported by management. Methods of communicating the HBLR and NJT Safety Management Policy to employees include, but are not limited to, the following:

- New Employee Orientation
- LRV Operator Training
- Safety Meetings
- Toolbox Talk / Job Briefing (Safety Bulletin)
- Safety Review Committee
- Bulletin Orders
- Special Instruction
- Employee Rule Books

The HBLRTS is working to promote the adoption of safety management and performance measurement concepts and transform the safety culture within our organization continually to make progress on our safety objectives.



Safety, as defined in this HBLRTS PTASP, is the potential risk of harm to people or damage to property. Our purpose is to reduce safety risk to an acceptable level through a continuing process of hazard identification and risk management. It has been developed using as guidance, the Federal Transit Administration, and the Federal Aviation Administration Safety Management Systems. Use of their documents in the development of this PTASP (to include Management & Performance Measurement), is acknowledged.

Annual PTASP Review

The HBLR PTASP is reviewed for compliance with 49CFR, Part 673, and NJDOT State Safety Oversight Standards and Procedures.

The PTASP must be reviewed at least once each calendar year to determine if changes are required. HBLR is required to submit the PTASP directly to NJ Transit Chief Safety Officer, Office of System Safety & the NJ Transit Accountable Executive for approval, and subsequently to the SSO by NJT OSS for review and approval.

The timeline for PTASP distribution process is as follows:

Annual PTASP Review	March 30
Notification to the OSS that the annual review has been completed and whether the PTASP will be updated.	April 30
Submit draft PTASP revision to OSS.	June 1
OSS to submit to NJDOT for review and approval.	July 1
NJDOT provides written conditional approval or required changes	August 1 or 30 days after receipt of draft PTASP
PTASP to NJ Transit Board of Directors for Approval	November 30
Final Approved PTASP submitted to NJDOT by NJT OSS	December 31
Pre-Revenue, Capital Projects	180 Days prior to revenue service

Matters related to Security and Emergency Preparedness are governed by the HLRTS Security & Emergency Preparedness Plan (SEPP), hence, are included only by reference in this document.

4.2 PTASP Purpose

The purpose of this PTASP is to describe HBLRTS Systems and processes that have been established in accordance with New Jersey Transit, Title 49 of the Code of Federal Regulation (49CFR, Part 673, 674), and the State of New Jersey Administrative code 16:53E to ensure that Safety is considered in every aspect of day-to-day activities including Safety Operations, Maintenance, Training, and Administration.

This PTASP also supports and compliments the NJ Transit Agency Safety Plan.

4.3 Safety Management & Performance



The HBLRTS has achieved a high level of safety. Sustaining this successful safety record will prove challenging as our system and ridership increases. The statistical reality is that as HBLRTS grows and revenue-miles increase, the potential for accidents, injuries and property loss may also increase. This is a growing concern that the traditional approach of *reacting* to accidents is not sufficient for sustaining and improving HBLRTS safety.

The need for a systemic approach in addressing HBLRTS safety has become necessary. Modern safety management practices that *systemically* and *proactively* identify the factors that contribute to unsafe events and prevent or minimize the likelihood of their occurrence have proven effective. Such practices call for setting safety goals and objectives, defining clear levels of accountability and responsibility for safety, establishing a proactive approach to managing risks and hazards in the day-to-day activities, risk-based resource allocation, monitoring and evaluating performance towards goals, and continuous learning and improvement.

To that end, the HBLRTS has adopted safety management and performance measurement concepts and is transforming the safety culture within our organization continually to make progress on our safety objectives.

4.4 HBLRTS PHYSICAL PLANT

The first segment of MOS-1 (i.e., IOS-1) began revenue operations during April 2000. Extensions IOS-2A and IOS-2B segments began revenue operations during November 2000 and April 2001 respectively. The final segment of MOS-1 (i.e., IOS-3) to Hoboken Terminal began revenue operations during September 2002. S-21 Extension of MOS-2 Segment from 34th Street Shelter Stop in Bayonne to 22nd Street Shelter Stop in Bayonne began revenue operations during November 2003. Regular Revenue Operations from Hoboken Terminal to Lincoln Harbor Shelter Stop (and special service operations as required to Port Imperial Ferry Shelter Stop) began during September 2004. Revenue Service to Port Imperial Ferry Shelter Stop began in October 2005. Regular Revenue Service to Bergenline Avenue Station (in the Light Rail/Weehawken Tunnel) and Tonnelle Avenue Shelter Stop began in February 2006.

MOS-1 Segment, and S-21 Extension operate at five-minute peak headways on the mainline from Liberty State Park Shelter Stop in the south to Hoboken Terminal Shelter Stop in the north. The Westside and Bayonne Branches operate at 12-minute headways. The service from the Bayonne branch to Hoboken Terminal is also supplemented by Bayonne Flyers. The Flyers are currently scheduled at four (4) trains in the a.m. and p.m. weekday peaks. The MOS-2 service between Hoboken and Tonnelle Avenue Shelter Stops operates at approximately 15 minutes headway, seven days a week during base periods and 12 minutes headway during peak periods. All Peak service trains operating on the Tonnelle Avenue to Westside branch are either single or two-car trains (multiple units). Forty-two (42) cars are used for peak service.

Most of the ridership demand occurs during typical commuting hours, between 6:00 and 10:00 in the morning and 3:00 and 7:00 in the evening. The LRT system is currently in operation from 4:30 a.m. to 1:30 AM weekdays, and from 5:30 AM to 1:30 AM on weekends.

The system's design provides the ability for a 24-hour operation. The actual hours of operation are determined by NJ Transit.



The major travel routes include: the northern portion of the system between Hoboken terminal and Tonnelle Avenue Shelter Stop as well as the future extension to Meadowlands; and the proposed connection to a new segment operating between Englewood and Tenaflly utilizing the former Erie Railroads' Northern Branch. This is in addition to the southern portion from Hoboken, extending to the terminal stations in Bayonne. The Trans-Hudson trips, defined as LRT passengers whose ultimate trip ends on opposite sides of the Hudson River, is expected to account for approximately one-half of the HBLRTS total ridership.

IOS-1 included the southern portion of the system to the 34th Street Shelter Stop in Bayonne, the West Side Avenue Line in Jersey City, and the combined area in-street running territory to the Exchange Place Shelter Stop at the north end. IOS-2A and IOS-2B continued north from the Exchange Place Shelter Stop to the Newport Shelter Stop. IOS-3 continued north from the Newport Shelter Stop to end operations at the Hoboken Terminal Shelter Stop. IOS-3 included double-track service and terminated at Hoboken in a three-track configuration. S-21 Segment extended the southern portion of the system from 34th Street Shelter Stop in Bayonne to 22nd Street Shelter Stop in Bayonne. MOS-2A segment includes the northern portion of the River Line from Hoboken Terminal to Port Imperial Ferry Shelter Stop in Weehawken. Similarly, MOS-2B Segment extends the HBLRS from Port Imperial Ferry Shelter Stop in Weehawken, NJ to Tonnelle Avenue in North Bergen, NJ.

The system initially operated in single-car consists during non-peak and two-car consists during peak hours. Operating in such a configuration, permits a "hot standby" (one or two car trains) within the Newport Pocket tracks (Pavonia Yard). Additional "gap" trains may be stored on Track-A between Brody and Horwich Interlockings (at "Three Roads"), as required, and during off-peak service hours on Track H4 at the Hoboken Station. If passenger demand exceeds capacity, additional LRV's are dispatched to make up a multiple unit (MU) configuration of two- or three-car consists.

In such a case, the hot standby car(s) within the Newport Pocket tracks are relocated to the Yard North lead track. As the majority of MOS-1 and S-21 shelter stops cannot accommodate train lengths exceeding two-car consists, a reduction in the headway is required if passenger demand exceeds the capacity of an MU operation at the initial base schedule headway.

MOS-2 shelter stops (majority of them) can accommodate train lengths exceeding two-car consists and as such Tonnelle Avenue trains will be two or three car trains. The MOS-2B segment contains a station within a tunnel. The Light Rail Tunnel (in Weehawken) is 4096 feet in length and 160 feet from street level. It is equipped with an emergency ventilation system, Station Attendant quarters and 3 high-speed elevators.

The Station Attendant's quarters are located at the plaza level within the TEC (Tunnel Emergency Command). Included in the TEC is an emergency panel and LCP (Local Control Panel) to monitor train movement in the event a response is warranted. A loop track is located at the extreme northern end of Tonnelle Ave. Shelter Stop to allow for trains to turn back. The loop is also used for train lay-up and storage.



A crew facility equipped with locker room facilities, office, break room and security tower is located at Tonnelle Ave. in North Bergen. This location is used for crew sign-ups and monitoring of pull-outs from Tonnelle Ave. Shelter Stop southward.

The MOS-2 service consists of service between Hoboken Shelter Stop and Tonnelle Avenue Shelter Stop and service between Westside Avenue Shelter Stop and Tonnelle Avenue Stop. General Order No. 03-06 places the entire MOS-2 segment “in-service” (Hoboken to Tonnelle Avenue).

This entire segment is operated under the authority of the President, CEO & Director, Rail Operations, and is subject to TFCRC Operating Rules and maintenance of standards as delineated in this SSPP (TFC-SAF-1), Operating Plan (OP-1), the Employee Timetable (OP-2), and the Configuration Management Plan (OP-3), and other applicable documents.

MOS 3 extends from 22nd street to 8th street (including Danforth Yard) in Bayonne.

4.5 HISTORY OF THE HBLRTS

The first segment of MOS-1 (i.e., IOS-1) began revenue operations during April 2000. Extensions IOS-2A and IOS-2B segments began revenue operations during November 2000 and April 2001 respectively. The final segment of MOS-1 (i.e., IOS-3) to Hoboken Terminal began revenue operations during September 2002. S-21 Extension of MOS-2 Segment from 34th Street Shelter Stop in Bayonne to 22nd Street Shelter Stop in Bayonne began revenue operations during November 2003.

Regular Revenue Operations from Hoboken Terminal to Lincoln Harbor Shelter Stop (and special service operations as required to Port Imperial Ferry Shelter Stop) began during September 2004. Revenue Service to Port Imperial Ferry Shelter Stop began in October 2005.

Regular Revenue Service to Bergenline Avenue Station (in the Light Rail/Weehawken Tunnel) and Tonnelle Avenue Shelter Stop began in February 2006.

MOS-1 Segment and S-21 Extension operate at five-minute peak headways on the mainline from Liberty State Park Shelter Stop in the south to Hoboken Terminal Shelter Stop in the north. The Westside and Bayonne Branches operate at 12-minute headways. The service the Bayonne branch to Hoboken Terminal is also supplemented by Bayonne Flyers.

The Flyers are currently scheduled at four (4) trains in the a.m. and p.m. weekday peaks. The MOS-2 service between Hoboken and Tonnelle Avenue Shelter Stops operates at approximately minute headway, seven days a week during base periods and 12-minute headway during peak periods. All Peak service trains operating on the Tonnelle Avenue to Westside branch are either single or two-car trains (multiple units). Forty-two (42) cars are used for peak service. Most of the ridership demand occurs during typical commuting hours, between 6:00 and 10:00 in the morning and 3:00 and 7:00 in the evening.

The LRT system is currently in operation from 4:30 a.m. to 1:30 a.m. weekdays, and from 5:30 a.m. to 1:30 a.m. on weekends. The system’s design provides the ability for a 24-hour operation. The actual hours of operation are decided by NJ Transit.



The major travel routes include: the northern portion of the system between Hoboken terminal and Tonnelle Avenue Shelter Stop as well as the proposed new segment operating to Englewood utilizing the former Erie Railroads' Northern Branch. This is in addition to the southern portion from Hoboken, extending to the terminal stations in Bayonne.

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MOS-2A segment includes the northern portion of the River Line from Hoboken Terminal to Port Imperial Ferry Shelter Stop in Weehawken. Similarly, MOS-2B Segment extends the HBLRTS from Port Imperial Ferry Shelter Stop in Weehawken, NJ to Tonnelle Avenue in North Bergen, NJ.

The system initially operated in single-car consists during non-peak and two-car consists during peak hours. Operating in such a configuration, permits a "hot standby" (one or two car trains) within the Newport Pocket tracks (Pavonia Yard). Additional "gap" trains may be stored on Track-A between Brody and Horwich Interlockings (at "Three Roads"), as required, and during off-peak service hours on Track H4 at the Hoboken Station. If passenger demand exceeds capacity, additional LRV's are dispatched to make up a multiple unit (MU) configuration of two- or three-car consists.

In such instances, the hot standby car(s) within the Newport Pocket tracks are relocated to the Yard North lead track. As the majority of MOS-1 and S-21 shelter stops cannot accommodate train lengths exceeding two-car consists, a reduction in the headway is required if passenger demand exceeds the capacity of an MU operation at the initial base schedule headway MOS-2 shelter stops (majority of them) can accommodate train lengths exceeding two-car consists and as such Tonnelle Avenue trains will be two or three car trains. The MOS-2B segment contains a station within a tunnel. The Light Rail Tunnel (in Weehawken) is 4096 feet in length and 160 feet from street level. It is equipped with an emergency ventilation system, Station Attendant quarters and 3 high-speed elevators. The Station Attendant's quarters are located at the plaza level within the TEC (Tunnel Emergency Command).

Included in the TEC is an emergency panel and LCP (Local Control Panel) to monitor train movement in the event a response is warranted. A loop track is located at the extreme northern end of Tonnelle Ave. Shelter Stop to allow for trains to turn back. The loop is also used for train lay-up and storage. A crew facility equipped with locker room facilities, office, break room and



security tower is located at Tonnelle Ave. in North Bergen. This location is used for crew sign-ups and monitoring of pull-outs from Tonnelle Ave. Shelter Stop southward.

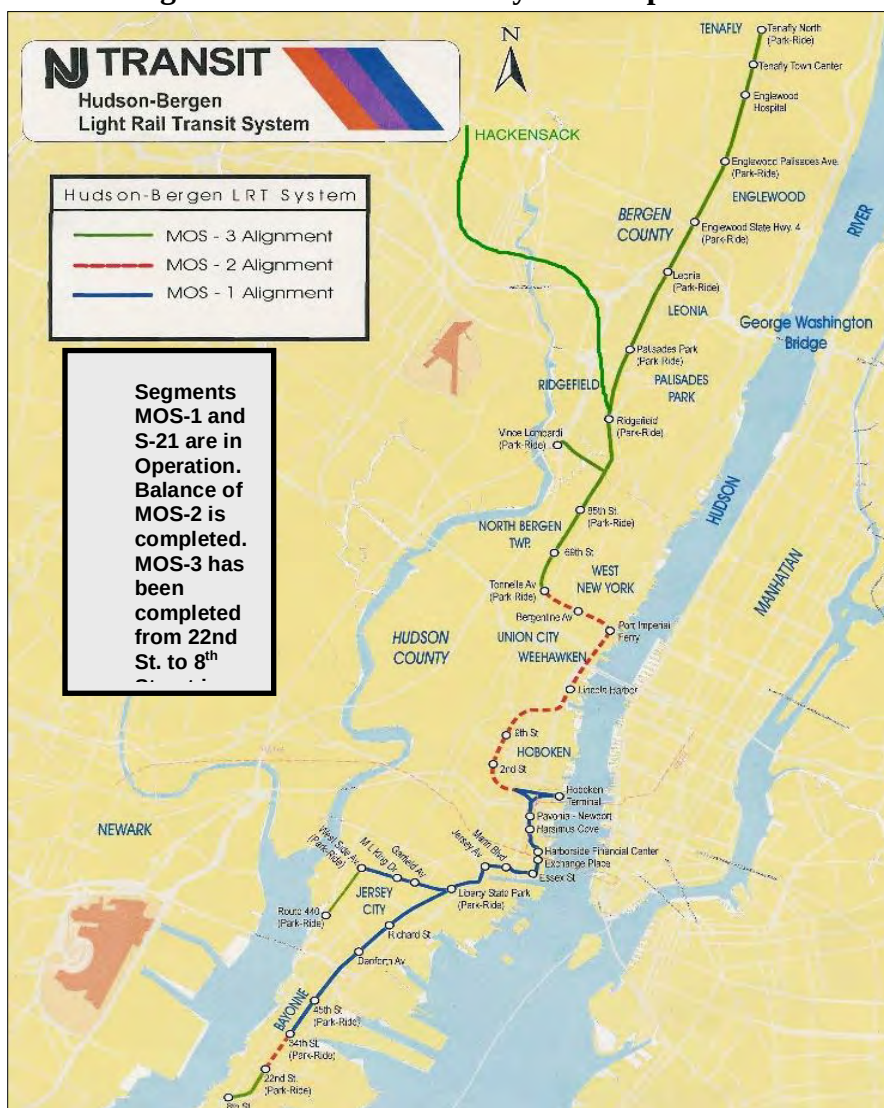
The MOS-2 service consists of service between Hoboken Shelter Stop and Tonnelle Avenue Shelter Stop and service between Westside Avenue Shelter Stop and Tonnelle Avenue Stop. General Order No. 03-06 places the entire MOS-2 segment “in-service” (Hoboken to Tonnelle Avenue).

This entire segment is operated under the authority of the President, CEO & Director, Rail Operations, and is subject to TFCRC Operating Rules and maintenance of standards as delineated in this PTASP (TFC-SP-1), Operating Plan (OP-1), the Employee Timetable (OP-2), and the Configuration Management Plan (OP-3) and other applicable documents.

MOS 3 from 22nd street to 8th street (including Danforth Yard), in Bayonne is fully operational and represents the operating system to date. Figure 13-4 provides an illustration of the HBLRTS alignment.

Engineering and planning activities are on-going, for extension of HBLRTS North of Tonnelle Avenue.

Figure 4-1: HBLRTS Rail System Map





4.6 HBLRTS SAFETY MANAGEMENT SYSTEM

The HBLRTS has established a safety management and performance measurement process. It is considered essential to our organization in implementing an effective and comprehensive safety management & performance measurement program.

HBLRTS has organized this PTASP to achieve the following important needs:

- Provide our organization with a standard set of concepts, documents, and tools for development and implementation of a Safety Management & Performance Measurement System.
- Ensure our PTASP implementation complies with the requirements of 49CFR, Part 673, and NJ Administrative Code 16:53E.
- Create our safety program documents and tools that align with the structure and format of the FTA Transit Safety Management & Performance Guidebook, Volume I and compliments NJ Transit's Agency Safety Plan.
- Create documents and tools that are easily understood internally by all departments.

The HBLRTS safety program is organized into the four components of safety management *safety policy, safety risk management, safety assurance and safety promotion.*

- **Safety Policy** identifies who has responsibility, authority, and accountability for the goals of the organization.
- **Safety Risk Management** is the process of hazard identification and management of risk to acceptable levels. It describes how we identify hazards, how we assess the risks, and our process for controlling the risks.
- **Safety Assurance** is the day-to-day activities that ensure risk controls and safety initiatives are maintained within acceptable levels.
- **Safety Promotion** is our continuing process of promoting safety within the HBLRTS. Senior leadership promotes a positive safety culture within our organization. Key components are personnel training and clear communication of lessons learned.

4.7 PTASP AND SUPPORTING PROGRAMS

This PTASP sets forth instructions and guidance to all HBLRTS personnel regarding their responsibilities, authorities, and performance of duties as they pertain to Safety

Other documents that are incorporated by reference include the following:

- Security and Emergency Preparedness Plan (SEPP)
- Safety & Security Certification Plan
- Maintenance Plans and Procedures
- Operations Plans and Procedures
- Operations/Maintenance Training
- Emergency Planning and Response
- Accident/Incident Notification, Reporting, Investigation & Resolution



- Book of Operating Rules
- Roadway Worker Protection Plan

5.0 HBLRTS PTASP (§673.11)

5.1 General Requirements

21st Century Rail Corp. is under contract with NJ Transit to develop and implement a safety plan that incorporates the requirements of FTA Regulation 49CFR, Part 673, the State of New Jersey Administrative Code (NJAC 16:53E), the Contract between 21st Century Rail Corp (TFCRC) and NJ Transit.

5.2 Certification of Compliance (§673.13)

The HBLRTS is fully compliant with the requirements of 49CFR, Part 673, (§673.13), the state of New Jersey Administrative Code 16:53E, and the Contractual safety requirements of NJ Transit. Additionally, HBLRTS has developed performance targets with information provided by NJ Transit and a separate Security and Emergency Preparedness Plan.

5.3 Coordination with Metropolitan, Statewide, and Non-Metropolitan Planning Processes. (§673.15)

The HBLRTS does not coordinate with the Metropolitan Planning Commission (MPC) as this is the responsibility of NJ Transit. However, TFCRC does provide goals established by NJ Transit (after coordination with the MPC), which are incorporated in this HBLRTS PTASP.

6.0 SAFETY MANAGEMENT SYSTEMS (§673.21)

HBLRTS has developed and maintains a comprehensive PTASP in accordance with FTA 49CFR, Parts 673, 674, and the State of New Jersey Safety Administrative Code 16:53E and the Contract between TFCRC and NJ Transit.

The TFCRC President, CEO & Director, Rail Operations, is the responsible Executive, and as such, he accepts full responsibility for Safety Management and Performance Measurement, and for ensuring that personnel adhere to the requirements of this PTASP.

HBLRTS has established its PTASP and is under the control of the Manager of System Safety, reporting directly to the TFCRC President, CEO & Director, Rail Operations. The program and the person administering it are independent of other departments to assure autonomy

It is intended to ensure that the integrity of the PTASP remains intact by regular surveillance, review, and audit in accordance with Federal Regulations and State of New Jersey Safety Oversight Standards.

6.1 Overview of Management Structure

In addition to HBLRTS previously identified Chief Executive Officer and Manager, System Safety, other departments, and their management responsible for implementing this PTASP are:

- Quality Assurance Manager
- Superintendent of Transportation *



- Health & Safety Manager
- Superintendent of Maintenance-of-Way
- Vice President, Light Rail Vehicle (LRV) Maintenance Department
- Director of Engineering
- Manager of Training
- Procurement Manager
- Human Resources
- Integrated Control Systems Specialist

6.2 General Requirements (§673.21)

It is a requirement that HBLRTS establish and implement a Safety Management System that is appropriately scaled to the size, scope, and complexity of HBLRTS including the following elements:

- Safety Management Policy
- Safety Risk Management
- Safety Assurance
- Safety Promotion

The following sections of this PTASP express in detail, the aforementioned four components of the HBLRTS safety management system.

6.3 PTASP Control and Update Procedures

The PTASP is designated as a controlled document within the HBLRTS. As such, it is subject to formal Document Control procedures. These include Designation of control copies which are issued to individuals within HBLRTS, NJ Transit (NJT), and New Jersey Department of Transportation (NJDOT). The HBLRTS PTASP, and its revisions, are retained for record purposes

This PTASP was developed under the authority of the TFCRC President, CEO & Director, Rail Operations, and staff. The Manager of Safety is responsible for amending this plan as required to ensure that its content is relevant and current with the latest Federal Transit Administration Regulations, and the New Jersey Administrative Code 16:53E.

All recommended revisions to the PTASP (where necessary), are reviewed by the Safety Review Committee. Revisions, which are accepted, are forwarded to the President, CEO & Director, Rail Operations, for approval and, upon approval, submits all revisions to NJ Transit.

6.4 Review and Approval by NJ Transit, OSS, and NJDOT

Upon approval by the TFCRC President, CEO & Director, Rail Operations, the revised PTASP is transmitted to NJ Transit OSS for review and approval.

Upon approval by NJ Transit, it is provided to the state for review & conditional approval. If conditionally approved, NJ Transit submits to board for approval.

6.5 Safety Management System Activities



Specific to day-to-day operations, maintenance, and management of the HBLRTS are described in Section 8.0 –Safety Assurance. **Figure 6-1** provides a general matrix of PTASP Activities and Responsibilities.

6.6 Safety Management Policy. (§673.23)

As described in Section 2.0, the 21st Century Rail Corporation is committed to the preparation, implementation, and improvement of our strategies and our safety management system and processes to ensure that all our operational activities uphold the highest level of safety performance and achieve the highest industry standards.

Our commitment is to:

- Develop, embrace, and embed a safety culture in all our activities recognizing the importance and value of effective safety management and further, acknowledges that safety is priority in everything we do.
- Clearly define our staff responsibilities and accountabilities for the development and delivery of our safety strategy and performance.
- Minimize all known risks associated with our system operations as low as reasonably practicable/achievable.
- Ensure that supplied equipment, systems and services having an impact on the safety of our operations meet appropriate safety standards.
- Continually develop and improve our safety practices to meet or exceed national and industry standards.
- Comply with and, wherever possible, exceed national and industry requirements and standards.
- Ensure that all staff are provided with adequate and appropriate safety information, training, and equipment and further, are only assigned tasks based on their ability to perform them.
- Ensure that resources (including skilled and trained staff are available), to carry out our organization's safety policy.
- Establish and measure our safety performance against practical targets.
- Continually work toward improvement of our safety performance and culture.
- Conduct safety and management reviews to ensure that relevant corrective actions are taken; and
- Ensure that the application of an effective safety management system that is integral with all our activities and the objective of achieving the highest levels of safety standards and performance; and most importantly, ensure compliance with our contractual obligations of NJ Transit.



Figure 6-1: PTASP Activity, Responsibility & Coordination Matrix

ITEM No.	SMPM ACTIVITY	President/ CEO	NJ Transit OSS	Safety Department	Engineering	Quality Assurance	Operations Department	Maintenance Department	Training Department	Frequency
PTASP (INCLUDING MANAGEMENT & PERFORMANCE MEASUREMENT ACTIVITIES)										
I	Executive Safety Management & Performance Measurement (SMPM) Policy	A	A	P	R/C	R/C	R/C	R/C	R/C	A/AS
1.0	SMPM Modification Review & Modification	A	A	P	R/C	R/C	R/C	R/C	R/C	AR
2.0	Safety Management System Overview	A	A	P	R/C	R/C	R/C	R/C	R/C	AR
3.0	PTASP	A	A	P	R/C	R/C	R/C	R/C	R/C	A
4.0	SMPM System Goals	A	A	P	P	P	P	P	P	A
5.0	Quality Assurance & Safety Plan	A	R/C	P	R	P	R	R	R	A
6.0	Regulatory Compliance	A	A	P	R/C	R/C	R/C	R/C	R/C	A/AR
7.0	Organizational Responsibility	A	R/C	P	P	P	P	P	P	A
7.2	SMPM Committee & Chair	A	R/C	P	R/C	R/C	R/C	R/C	R/C	AR
8.0	Risk Management & Assessment	A	R/C	P	R/C	R/C	R/C	R/C	R/C	AR
9.0	Accident/Incident/Hazard Reporting	A	A	P	R/C	S	S	S	S	AR
10.0	Safety Culture	P	R/C	P	P	P	P	P	P	AR
11.0	Non-Punitive Reporting	A	R/C	P	R/C	R/C	R/C	R/C	R/C	AR
12.0	Training	A	R/C	R/C	R/C	P	P	P	P	AR
13.0	Configuration Management	A	R/C	R/C	P	S	RC	S	R/C	AR
14.0	Safety Data	A	R/C	P	R/C	P	R/C	R/C	R/C	AR
15.0	Safety Assurance	A	A	P	R/C	R/C	R/C	R/C	R/C	AR

Table Legend - P: Primary Responsibility; **S:** Support Responsibility; **R/C:** Review and Comment; **A:** Approval

Frequency - M: Month; **Q:** Quarter; **A:** Annual; **A/AR** – Reviewed Annually/updated as required-**AR** - As Required



7.0 SAFETY RISK MANAGEMENT (§673.25)

7.1 Safety & Risk Management Overview.

HBLRTS implements a formal process of hazard management to systematically identify, evaluate, and mitigate potential hazards associated with the engineering and operation of the HBLRTS for patrons, employees, and the public. All known hazards identified are categorized as to their potential severity and probability of occurrence, analyzed for potential impact, and resolved by design, procedure, warning device, or other methods so that they fall within the prescribed level of risk acceptable to NJ Transit.

HBLRTS methodology provides a systematic means of identifying, analyzing, assessing, and resolving the cause(s) of accidents, incidents and hazards within the HBLRTS that could impact the safety of the system. The application of hazard identification methods during the HBLRTS life-cycle phases and to all system elements permit the timely identification, elimination, minimization, or control of hazards. System safety activities include trend analysis, failure reporting and accident rate analysis.

The purpose of this process is to provide management with appropriate information regarding the risk of hazards. This information includes identifying hazards and faults, the probable causes and effects, and recommended resolution action(s). By evaluating these causes, conditions, and any combination thereof, together with the resolutions available, informed management decisions can be made. This methodology is the underlying rationale for all hazard determinations and recommended resolution actions, whether formal analyses are conducted or informally performed.

Hazard management is the responsibility of HBLRTS Manager of Safety and consists of three elements: ***Hazard Identification and Analysis***, ***Hazard Categorization***, and ***Hazard Resolution***. These processes and techniques are described in the following sections.

7.2 Hazard Identification and Analysis

The methodologies used to identify safety conditions and potential hazards are based on the Program documents, standards and procedures of the State of New Jersey Department of Transportation, State Safety Oversight, audit Program Standards, the FTA hazard identification process and Industry Standards.

Hazard identification is considered from data and information provided by an oversight authority (i.e.: NJ DOT SSOA) and the FTA. Once a hazard is identified, an analysis as to its potential severity and probability of occurrence is performed as prescribed herein.

7.3 Hazard Categorization

The hazard management process involves categorizing each hazard in terms of severity and probability of occurrence to determine the acceptability of the risk associated with a potential hazard, and the necessity of implementing corrective actions. Hazards are categorized in terms of **Hazard Severity (Figure 7-1)**, and **Probability of Occurrence (Figure 7-2)** are illustrated below.



Figure 7-1 Hazard Severity Categories

Description	Category	Definition
CATASTROPHIC	I (1)	<i>Operating conditions are such that human error, design deficiency, element, subsystem or component failure, or procedure deficiency may cause death or major system loss and require immediate termination of the unsafe activity or operation.</i>
CRITICAL	II (2)	<i>Operating conditions are such that human error, sub-system or component failure, or procedural deficiencies may cause severe injury, severe occupational illness, or major system damage and require immediate corrective action</i>
MARGINAL	III (3)	<i>Operating conditions are such that they may result in minor injury, occupational illness, or minor system damage and are such that human error, sub-system, or component failures can be counteracted or controlled</i>
NEGLIGIBLE	IV (4)	<i>Operating conditions are such that human error, sub-system or component failure, or procedural deficiencies will result in less than a minor injury, occupational illness, or less than minor system damage</i>

Figure 7- 2 Hazard Probability Levels

Description (In Passenger Miles)	Level	Specific Item	Likely Frequency
FREQUENT >1/100 $1 \times 10^{-2} = .01$	A	Likely to occur frequently	Continuously experienced
Probable >1/1,000 $1 \times 10^{-3} = .001$	B	Will occur several times in the life of an item	Will occur frequently
OCCASIONAL >1/10,000 $1 \times 10^{-4} = .0001$	C	Likely to occur sometime in the life of an item	Will occur several times
REMOTE > 1/100,000 $1 \times 10^{-5} = .00001$	D	Unlikely but possible to occur in the life of an item	Unlikely but can reasonably be expected to occur
IMPROBABLE >1/1,000,000 $1 \times 10^{-6} = .0000001$	E	So unlikely, it can be assumed occurrence may not be experienced	Extremely unlikely to occur, but possible

7.4 Risk Determination, Mitigation and Corrective Action

Risk analysis is the process whereby hazards are characterized for their likelihood and severity. Risk analysis looks at hazards to determine **what** can happen and **when**.

This can be either a qualitative or quantitative analysis. The inability to quantify and/or the lack of historical data on a specific hazard does not exclude the hazard from the need for analysis.



HBLRTS has developed a Hazard/ Risk Index to determine the level of risk and guide management in rendering risk decisions. The risk assessment criteria, as adopted from the APTA Guidelines and MIL-STD-882E, are defined as follows:

Risk is the impact of an undesired event in terms of event severity and event likelihood. Throughout this process, hazards are identified, risks analyzed, assessed, prioritized, and results documented for decision-making. The continuous loop process provides for validation of decisions and evaluation for desired results and/or the need for further action. A systematic approach to process improvement requires proactively searching for opportunities to improve the process at every step, not simply identifying deficiencies after an undesired event. Risk Management has been defined as the process by which Risk Assessment results are integrated with political, social, economic, and engineering considerations for decisions about need/methods for risk reduction

The Safety Manager conducts periodic inspections of facilities and equipment to identify hazards on a proactive basis. Incident reports, injury and illness reports, and worker's compensation data bases are reviewed by the Safety Manager as another method of hazard identification. In the investigation of serious accidents, safety committees are assembled utilizing various disciplines as committee members to develop a consensus determination of hazard severity and causal factors. When required, outside assistance may be provided to the committee from contractors and manufacturers. Independent reviews may be obtained as necessary, to ensure objectivity. Hazard identification and analysis are also applicable to the operations and maintenance activities of the system and include identification of hazards involving construction and installation, inspection activities, punch lists, equipment modifications, design reviews, testing, analysis, and maintenance requirements.

7.5 Risk Assessment

In conducting Risk Assessment, Risk is determined by utilizing the combination of hazard severity and probability of occurrence Assessment (Figures 7-1 and 7-2), which are consolidated and Prioritized for Risk. Risk Assessment can include the consolidation of risks into risk sets that can be jointly mitigated, combined, and then used in decision making. Hazard resolution is not synonymous with hazard elimination.

In the HBLRTS environment, there are some hazards that may be impossible to eliminate and other hazards that are highly impractical to eliminate. Reduction of risk to the lowest practical level is accomplished in a variety of ways, from protective and warning devices to redesign and special procedures. However, some hazards present unacceptable risks because of the severity and high probability and are eliminated. Once hazards are identified, they are assessed to determine their potential risk consequences. Typically, this assessment involves three considerations:

- The *likelihood* of the hazard precipitating an unsafe event.
- The *severity* of the consequences of the unsafe event if the hazard is permitted to remain; and
- The *exposure* to the hazard, (e.g., number of revenue passengers per year, number of pedestrians using a grade crossing during the peak-hour, number of vehicle miles per year, etc. and the characteristics of transit users and motor vehicles).
- Each hazard is assigned the severity (I, II, III, or IV) and a probability (A, B, C, D, or E), and their consequence defined by one of 20 risk indices. For example, the highest Hazard (I-A), is assigned as a “High” Risk in the analysis, while the lowest Hazard, (IV-E), is assigned to a negligible severity with an improbable occurrence. Figure 6-3 reflects the severity category by group.

**Figure 7-3 Hazard Categories**

	Catastrophic -1 (I)	Critical -2 (II)	Marginal -3 (III)	Negligible -4 (IV)
A Frequent	1A	2A	3A	4A
B Probable	1B	2B	3B	4B
C Occasional	1C	2C	3C	4C
D Remote	1D	2D	3D	4D
E Improbable	1E	2E	3E	4E
F Eliminated				

The 20 hazard risk assessment values is then used to group the individual hazards into hazard categories and used to generate specific hazard mitigation to report the most severe hazards to management for action. **Figure 7-3** lists the hazard risk categories, their level of priority for resolution, and related assessment values. The Acceptance Criteria is then used to guide management in decision making.

Hazard risk classification and hazard severity and hazard probability characteristics were combined into a single risk index as shown in **Figure 7-4** below.

Figure 7-4 Risk Index

Hazard Risk Assessment Value	Priority	Hazard Risk Category	Hazard Risk Decision Acceptance/Approval Level
1A-C, 2A-B	1	High	Chief Executive Officer
1D, 2C, 3A-B	2	Serious	Chief Executive Officer/ Manager, System Safety
1E, 2D-E, 3C-E, 4A-B	3	Medium	Director Level Manager, System Safety
4C-E	4	Low	Department Level Manager, System Safety

7.6 Hazard Resolution

To determine what action to take to correct or to document acceptance of identified hazards, a system of determining the level of risk involved has been adopted. This risk assessment activity is incorporated in formal system safety analyses. This risk assessment activity is incorporated in formal system safety analyses.

In turn, this will assist management in properly understanding the amount of risk involved relative to its impact (schedule, dollars, operations, etc.) in reducing the hazard to an acceptance level. The Hazard/Risk Index, **Figure 7-4**, is the acceptance criteria utilized by the Safety Review Committee (SRC) for identified hazards based on estimated severity and probability of occurrence.



The SRC will take appropriate actions to reduce to the lowest level practical, the risk associated with the identified hazard. The methods utilized for eliminating or controlling hazards are listed in their ascending order of precedence, as follows:

- Design for minimum risk;
- Incorporate safety devices;
- Provide warning devices; and
- Develop special procedures & training.

Each of the methods identified above is defined as follows:

Design for Minimum Risk - From the first, design to eliminate hazards. If an identified hazard cannot be eliminated, reduce the associated risk to an acceptable level, as defined by the Risk Assessment Criteria, through design.

Incorporate Safety Devices If identified hazards cannot be eliminated or their associated risk adequately reduced through design, that risk shall be reduced to an acceptable level through the use of fixed, automatic, or other protective safety-designed features or devices. Provisions shall be made for periodic functional checks of safety devices.

Provide Warning Devices When neither design nor safety devices can effectively eliminate identified hazards or adequately reduce associated risk, devices shall be used to detect the condition and to produce an adequate warning signal to alert personnel of the hazard. Warning signals and their application shall be designed to minimize the probability of incorrect personnel reaction to the signals and shall be standardized within like types of systems.

Develop Procedures and Training Where it is impractical to eliminate hazards through design selection or adequately reduce the associated risk with safety and warning devices, procedures and training shall be used. However, without a specific waiver, no warning, caution or other form of written advisory shall be used as the only risk reduction method for Category I or II hazards. Procedures may include the use of personal protective equipment. Precautionary notations shall be standardized. Tasks and activities judged critical may require certification of personnel proficiency.

The Hazard Resolution process has the following objectives:

- To identify areas where hazard resolution may require a change in the system design or development of special procedures;
- To verify that hazards involving interfaces between two or more systems have been resolved; To verify that the resolution of a hazard in one system does not create a new hazard in another system; and
- To verify that required analysis is provided in a timely manner and identify where delinquent analysis is delaying hazard resolution.

Hazard resolution is not synonymous with hazard elimination. In the HBLRTS environment, there are some hazards that may be impossible to eliminate and other hazards that are highly impractical to eliminate. Reduction of risk to the lowest practical level is accomplished in a variety of ways, from protective and warning devices to redesign and special procedures. However, some hazards present unacceptable risks because of the severity and high probability and are eliminated.



7.7 Corrective Action Plan

A Corrective Action Plan (CAP) is then developed with input from appropriate department functions, including those with expertise in specific disciplines necessary to evaluate and remedy the identified hazard(s).

The CAP includes a brief statement associating the CAP with the specific hazard(s) and where appropriate, identifying the level of hazard introduced. It will state the action to be taken, the departments or functions responsible for implementation and include the implementation schedule and means for verification upon final resolution. Upon NJ Transit concurrence, the NJT OSS then submits CAP to SSOA for approval, implementation and tracking to close-out.

The tracking schedule will be monitored by the Manager, System Safety to ensure completion. Reporting of progress will be accomplished through the Monthly Report to NJ Transit. NJ Transit OSS provides the information to the SSO via the monthly report from the CSO.

Validations and Control: Evaluate Results of Corrective Action Plan for Further Action
Validation and control begin with (1) the results of scheduled analyses on the effectiveness of actions taken including identification of data to be collected and identification of triggering events if possible; then developing a plan to review the data collected and (2) the status of each prioritized risk.

If the residual risk is acceptable, then documentation is required to reflect the hazard/risk to the system, and the rationale for accepting any residual risk. If unacceptable, an alternate action plan is needed, or a modification to the system/process, if necessary.

7.8 Coordination with NJ Transit

HBLRTS is responsible for reporting accidents, incidents, and hazardous conditions in accordance with the requirements of the NJDOT-OSS Standard, to NJ Transit, to the FTA, and to the NTSB (where required), in a timely manner, depending on the severity of the occurrence.

7.9 Hazard Tracking Log (Critical Items List)

During the process of developing the hazard analysis, Category I and Category II Hazards and associated risks are identified and are compiled into a Safety Critical Items List (SCIL) for tracking purposes until resolved. This provides NJ Transit, the NJT-OSS, and HBLRTS management visibility of these issues and for monitoring and control.

8.0 SAFETY ASSURANCE (§673.27)

8.1 Introduction

An important element of our Safety Management and our safety risk controls established under our safety risk management process is to ensure that our organization meets or exceeds its safety objectives through the collection, analysis, and assessment of data concerning HBLRTS performance.

This section of the PTASP provides details of the specific day-to-day safety assurance activities.



8.2 Safety Assurance Purpose, Goals and Objectives

8.2.1 Purpose

The purpose of this Section of the PTASP NJT-OSS and HBLR System Safety Department are to provide detailed Safety Assurance requirements identifying, evaluating, and minimizing safety risks throughout the operational life of HBLRTS, including all safety-related activities that occur during modification, extension, operation and maintenance of the system.

This section of the PTASP, and all succeeding sections, establishes guidance for implementing safety on a day-to-day basis. It serves as a blueprint by:

- Establishing the organization of safety activities and outlining employee responsibilities with respect to those activities;
- Promoting and maintaining safety and training programs as mandated by Federal and State regulatory agencies;
- Setting and implementing established safety goals, objectives, and practices;
- Providing the mechanisms for identifying and assessing safety hazards, during the operation and maintenance of the system;
- Providing the methods to eliminate, minimize, or control the identified critical or catastrophic hazards;
- Constantly improving the safety culture throughout the HBLRTS Organization
- Defining the requirements and procedures for conducting standard safety audits

Many other specific agreements, policies, procedures and memoranda of understanding have been incorporated herein by reference.

The operation and maintenance of HBLRTS requires continual safety activity its operational life, including procurement of new systems, and modification and/or rehabilitation of existing safety-critical equipment and facilities.

The purpose of this Section of the PTASP is to provide Safety Assurance requirements for safety management and performance measurement activities that identify, evaluate, and minimize safety risks throughout the operational life of the HBLRTS. It identifies all safety-related activities that occur during the modification, extension, operation and maintenance of the system in the various municipalities in which it operates.

8.2.2 Goals

Annual performance goals and objectives for Employee Injury reduction and Passenger Injury reduction have been incorporated into the NJT-wide performance goals process. These goals will be applied to each HBLR department. This will include key safety and security goals and objectives, milestones, and methods /accomplishments.

Hudson-Bergen Light Rail under the direction of NJT OSS establishes current year performance measurement goals based on a 3-year average of Critical Element Lagging Indicators from previous year's data. The performance goals are established by review of events reported during the calendar year, which resulted in collision, fire, and customer injury and employee injury/loss



time, etc. as defined, by FTA, NTD or OSHA reporting criteria. Occurrences are reviewed annually to establish new goals.

US DOT-FTA's National Public Transportation Safety Plan provides (and explains) four *Safety Performance Measures* and an explanation of each of them. HBLR's Goals and Objectives are based

2022 SAFETY GOALS AND OBJECTIVES	
Goal # 1	Reportable Safety Events (NTD) -Reduce the number of Accidents events and rate per total vehicle revenue miles:
<i>Objective 1.A</i>	Reducing the Number of Collisions to ≤ 10 per Million revenue Miles
<i>Objective 1.B</i>	Reducing the Number of Derailments to ≤ 1 per Million revenue Miles
<i>Objective 1.C</i>	Reducing the Number of Fire Occurrences to ≤ 1 per Million revenue Miles
<i>Objective 1.D</i>	Reducing the Number of Evacuations for Life Safety Reasons to ≤ 1 per million revenue miles
<i>Objective 1E</i>	Reducing the Number of Runaway train Incidents to ≤ 1 per million revenue miles
<i>*Objective 1F</i>	Reduce Total Safety Events to ≤ 20 per Million revenue Miles
Goal # 2	Fatalities - Reduce the Number of Fatalities and rate per total vehicle revenue miles:
<i>Objective 2</i>	Reduce the Number of fatalities to ≤ 1 per 1 Million Revenue Miles
Goal # 3	Injuries - Reduce the Number of Reportable Injuries and rate per total vehicle revenue miles:
<i>Objective 3.A</i>	Reducing the Number of Passenger Injuries to ≤ 5 per Million Revenue Miles
<i>Objective 3.B</i>	Reducing the Number of Worker Injuries to ≤ 5 per Million Revenue Miles
Goal # 4	System Reliability – Mean Distance Between Major Mechanical LRT Failures
<i>Objective 4</i>	$\geq 5\%$ Improvement in System Reliability MDBSF (based on previous year's NTD data)
Goal # 5	Efficiency Check Program
<i>Objective 5</i>	Establish non-compliance goal of $\leq 1.5\%$ to Rules and Safety-Work Practices
Goal # 6	Reportable Safety Events-Other (SSOA) Reduce the number of Incident & Occurrence
<i>Objective 6A</i>	Reducing the Number of Stop Signal to ≤ 1 per Million Revenue Miles
<i>Objective 6B</i>	Reducing the Number of Misroute to ≤ 1 per Million Revenue Miles

on performance targets provided by NJ Transit and included in the following table.

Figure 8-1: Safety Goals and Objectives

Notes: (Extracted from FTA's National Public Transportation Safety Plan, January 2017)

- **Notes 1:** Measuring the number of fatalities over vehicle revenue miles, by mode, provides a fatality rate from which to assess future performance.
- **Notes 2:** Measuring the number of injuries by mode, over vehicle revenue miles provides an injury rate from which to assess future performance.
- **Notes 3:** Measuring the number of safety events by mode over vehicle revenue miles provide a safety event rate from which future performance can be compared.
- **Notes 4:** This measure allows agencies to develop safety performance targets that are specific to their own fleet type, age, operating characteristics, and mode of operation.



8.2.3 Objectives

Specific objectives of this Section of the PTASP are:

1. Achieve a level of safety performance that meets or exceeds the operating experience of similar transit systems in the following areas by:
 - Analyzing employee and passenger injuries;
 - Analyzing accidents, incidents and hazardous conditions;
 - Training all employees in safety related programs and assure that safety certifications are updated and maintained; and
 - Instituting and measuring performance measures against established performance goals
2. Increase and strengthen community involvement and participation in safety and security of system by:
 - Encouraging citizens to organize neighborhood watch programs for the areas surrounding the system;
 - Involving and educating community organizations and schools in safety; and
3. Improve planning and projections for fiscal support needs by:
 - Tracking and analyzing historical data;
 - Coordinating and communicating closely with internal departments and external organizations
 - Estimating, based on historical data and previous experience, future costs and system improvements on an annual basis.
 - improvements on an annual basis.

8.3 PTASP Implementation – Tasks and Activities

8.3.1 Overview

Implementation of this HBLRTS comprehensive and effective operational safety program are line responsibilities at HBLRTS. As such, the responsibility, authority, and accountability for the effectiveness of safety flows from the direct line of the TFCRC President, CEO & Director, Rail Operations, thru the Safety Manager who has dotted-line accountability to the NJT CSO for safety to the Superintendents, Supervisors, and employees.

Safety Assurance, with respect to the implementation of this PTASP, includes specialized technical assistance (for example, through the performance of operational analysis or participation on the Rules Committee and in the administration of the efficiency checks program). Specific areas of concentration for Safety include:

- (a) **Passenger Safety.** The proper discharge of duty by Supervisors and train operators is important to customer safety. The safety of passengers require adherence to operating rules and requirements, communication between HBLRTS, NJ Transit OSS, safe train handling, and continued surveillance of equipment and right of way conditions. Hazardous or damaged equipment shall be immediately removed from revenue service.
- (b) **Employee Safety.** HBLRTS provides all employees with a safe workplace. toolbox



This extends to operational practices e.g. access to hazardous areas, as well as to the physical condition of HBLRTS. Employees are provided with continuous training with respect to their responsibilities and on knowledge of safety related documents such as the Rules for Conducting Transportation, the General Safety Rules, and the Special Instructions

(c) Life Safety. The Life Safety effort for HBLRTS is coordinated by the Manager of System Safety including the active participation and support of line Superintendents/Managers.

Coordination of response and training (including drills) is systemically performed with respondents from various Emergency Response agencies, as well as with appropriate statewide respondents.

(d) Training of Emergency agency personnel includes general familiarization of HBLRTS physical plant, review of OCC procedures, review of special hazards associated with electrified railways and participation in “table-tops” exercises, as well as performance of full-scale response drills within each jurisdiction. Joint protocols are developed with respondent which identify the “Command Post” for coordination.

8.3.2 Interdepartmental and External Agency Coordination

HBLRTS communicates between internal departments and external agencies regarding matters of safety, as it is a vital component of safety and emergency preparedness. Verbal and written information is disseminated to departments and agencies appropriate to the nature of the issues and accompanied by adequate training for affected personnel.

All accidents, incidents, and hazardous conditions are reported internally to appropriate Departments, and to NJ Transit as required.

Additionally, HBLRTS has developed an Operating Plan, a Transportation Plan, a Fixed Plant Maintenance Plan, a Vehicle Maintenance Plan, Safety Rules, and Emergency Action Plans for the safe and efficient operation of the HBLRTS system. These plans are disseminated to the appropriate internal departments, and training is provided.

All employees of HBLRTS are responsible for performing their work safely and in accordance with established requirements for the protection of themselves, co-workers, patrons, facilities, and equipment.

There are Monthly Safety Coordination Meetings between the 21st Century President, CEO, Safety Manager and the Senior Vice President and Safety Officer of the LRV Department to effectively coordinate safety functions.

8.3.3 Infectious Disease Exposure

HBLRTS follows the guidelines of the Centers for Disease Control to combat Infectious Disease Exposure. The strategies, while ever-changing, include the wearing of masks, frequent hand washing, keeping the LRTs clean, etc. to minimize spread by person-to-person contact. Potential mitigations to reduce consequences from potential illness are compared against list of actual mitigations implemented and contained in the **Hazard, Risk Rating and Safety Management process and Hazard Identification and Risk Assessment tables**. Practices are consistent with Center for Disease Control and Prevention or State health authority guidelines. The processes include analysis of potential impacts on the operating system, and a means to resolve the identified impacts which are acceptable to management. Hazard management process is available as evidence of implementation.

Figure 8 -2: provides a series of detailed System Assurance Matrices that identify internal and external coordination activity and responsibility.

**Figure 8 –2: Safety Assurance Activity, Responsibility & Coordination Matrix**

ITEM No.	Safety Assurance Activities	President / CEO	NJ Transit OSS	Safety Dept.	Engineering	Quality Assurance	Operations Dept.	Fixed Facility and LRV Maintenance Dept.	Training Dept.	Frequency
SAFETY ASSURANCE DETAILED ACTIVITIES										
1	Purpose	RC	RC	P	S	S	S	S	S	AR
2	Goals	A	RC	P	S	S	S	S	S	AR
3	Objectives	RC	RC	P	S	S	S	S	S	AR
4	Overview	RC	RC	P	S	S	S	S	S	AR
5	General Overview and History	RC	RC	P	S	S	S	S	S	AR
6	Scope of Services	RC	RC	P	S	S	S	S	S	AR
7	Physical Plant	RC	RC	P	S	S	S	S	S	AR
8	Operations	RC	RC	P	S	S	S	S	S	AR
9	Maintenance	RC	RC	P	S	S	S	S	S	AR
10	Integration of Safety	RC	RC	P	S	S	S	S	S	AR
11	Safety Line Authority	A	RC	P	S	S	S	S	S	AR
12	Annual PTASP Review	A	A	P	S	S	S	S	S	A/AR
13	PTASP Control & Update Procedures	RC	RC	P	S	S	S	S	S	AR
14	Review and Approval by NJDOT	A	A	P	S	S	S	S	S	AR
15	PTASP Change Management	A	A	P	S	S	S	S	S	AR
16	Overview	RC	RC	P	S	S	S	S	S	AR
17	System Safety Activities	RC	RC	P	S	S	S	S	S	AR
18	System Safety Methodology	RC	RC	P	S	S	S	S	S	AR
19	Operational Safety	RC	RC	P	S	S	P	S	S	AR
20	Operational Safety Documents	RC	RC	P	S	S	P	S	S	AR

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SAFETY ASSURANCE DETAILED ACTIVITIES										
21	Safety & Other Committees	A	RC	P	RC	RC	RC	RC	RC	AR
22	Public Awareness Program	RC	RC	S	RC	RC	RC	RC	RC	AR
23	System Safety Program Verification	A	A	P	RC	RC	RC	RC	RC	AR
24	Safety Responsibility of Other Departments	RC	RC	S	RC	RC	RC	RC	RC	AR
25	Safety Responsibility Matrix	RC	RC	P	RC	RC	RC	RC	RC	AR
26	Overview	RC	RC	P	RC	RC	RC	RC	RC	AR
27	Hazard Identification and Analysis	A	A	P	RC	RC	RC	RC	RC	AR
28	Hazard Categorization	RC	RC	P	RC	RC	RC	RC	RC	AR
29	Hazard Resolution	A	A	P	RC	RC	RC	RC	RC	AR
30	Corrective Action Plan	A	A	P	RC	RC	RC	RC	RC	AR
31	Hazard Tracking (Critical Items List)	A	A	P	RC	RC	RC	RC	RC	AR
32	Coordination with the NJDOT-SSO	A	A	P	RC	RC	RC	RC	RC	AR
33	Safety Certification program	A	A	P	RC	RC	RC	RC	RC	AR
34	Certifiable Elements	RC	RC	P	RC	RC	RC	RC	RC	AR
35	System Integration	RC	RC	S	RC	RC	P	S	RC	AR
36	Commissioning	RC	RC	S	RC	RC	P	P	RC	AR
37	Start-Up	RC	RC	S	RC	RC	P	P	RC	AR
38	System Activation	RC	RC	S	RC	RC	P	P	RC	AR
39	Safety Certification	RC	RC	P	RC	RC	S	S	RC	AR
40	Operation Demonstration	RC	RC	P	RC	RC	P	P	RC	AR

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SAFETY ASSURANCE DETAILED ACTIVITIES										
41	Acceptance Testing	RC	RC	S	RC	P	S	P	S	AR
42	Inspections	RC	RC	S	RC	P	S	P	S	AR
43	Data Acquisition	RC	RC	P	RC	S	S	S	S	AR
44	Data Analysis and Tracking	RC	RC	P	RC	S	S	S	S	AR
45	Access to Data	RC	RC	P	RC	S	S	S	S	AR
46	Accident/Incident Investigation Criteria	A	A	P	RC	RC	RC	RC	RC	AR
47	Accident/Incident Investigation Procedures	A	A	P	RC	RC	S	S	RC	AR
48	Internal Notification Procedure	A	RC	P	RC	RC	RC	RC	RC	AR
49	Supervisory Investigation	RC	RC	S	RC	RC	S	S	RC	AR
50	Accident/Incident Investigation Team	RC	RC	P	RC	RC	S	S	RC	AR
51	External Notification Procedure	A	A	P	RC	RC	RC	RC	RC	AR
52	NJDOT-OSS	A	A	P	RC	RC	RC	RC	RC	AR
53	NTSB and FTA	RC	S	P	RC	RC	RC	RC	RC	AR
54	Accident/Incidents Reports and Documentation	A	A	P	RC	RC	S	S	RC	AR
55	Reports to NJDOT OSS	A	A	P	RC	RC	RC	RC	RC	AR
56	Corrective Action Resulting from Investigations	A	A	P	RC	RC	S	S	RC	AR
57	Coordination with NJDOT-OSS	A	A	P	RC	RC	RC	RC	RC	AR
58	Responsibilities for Emergency Preparedness	RC	RC	P	RC	RC	RC	RC	RC	AR
59	Interdepartmental Coordination	RC	RC	P	S	S	S	S	S	AR
60	External and Interagency Coordination	A	RC	P	RC	RC	RC	RC	RC	AR

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ITEM No.	Safety Assurance Activities	President / CEO	NJ Transit OSS	Safety Dept.	Engineering	Quality Assurance	Operations Dept.	Fixed Facility and LRV Maintenance Dept.	Training Dept.	Frequency
SAFETY ASSURANCE DETAILED ACTIVITIES										
61	Coordinating Schedule with Emergency Organizations	RC	RC	P	RC	RC	RC	RC	RC	AR
62	Fire/Life Safety Committee (F/LSC)	RC	RC	P	S	S	S	S	RC	AR
63	Emergency Exercises	RC	RC	P	RC	RC	S	S	RC	AR
64	Emergency Procedures	RC	RC	P	S	RC	S	S	RC	AR
65	Emergency Operating Response Procedures	RC	RC	P	RC	RC	S	S	RC	AR
66	Emergency Training	RC	RC	P	RC	RC	S	S	RS	AR
67	Familiarization Training	RC	RC	P	RC	RC	RC	RC	RC	AR
68	Internal Audit Overview	A	RC	P	RC	S	S	S	S	AR
69	Scope of Audit Activities	RC	RC	P	RC	S	S	S	S	AR
70	Organizational Units	RC	RC	S	RC	RC	S	S	S	AR
71	Organizational Functions	RC	RC	S	RC	S	S	S	S	AR
72	Internal Audit Process	A	A	P	RC	S	S	S	S	A
73	Integrity of the Audit Process	RC	RC	P	RC	RC	RC	RC	RC	A
74	Audit Cycle/Schedule	RC	A	P	RC	RC	RC	RC	RC	A
75	Audit Checklists and Procedures	RC	A	P	RC	RC	RC	RC	RC	A
76	Audit Reporting	A	A	P	RC	RC	S	S	S	A
77	Annual Audit to NJDOT OSS	A	A	P	RC	S	S	S	S	A
78	Coordination with NJDOT OSS	A	A	P	RC	S	S	S	S	A
79	Audit Completeness	A	A	P	RC	S	S	S	S	A
80	External Audits	A	A	S	RC	S	S	S	S	A

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SAFETY ASSURANCE DETAILED ACTIVITIES										
81	Annual Report to NJDOT-OSS	A	A	P	RC	RC	RC	S	RC	A
82	Overview	RC	RC	P	RC	S	RC	RC	RC	AR
83	Review of HBLRTS Rules and Procedures	RC	RC	P	RC	S	P	RC	RC	AR
84	Ensuring Rules Compliance	RC	RC	P	RC	S	P	P	S	AR
85	Operations & Maintenance Compliance Techniques	RC	RC	P	RC	RC	S	S	RC	AR
86	Supervisory Personnel Compliance Techniques	RC	RC	S	RC	RC	P	P	RC	AR
87	Compliance Documentation & Corrective Action	RC	RC	S	RC	RC	P	P	RC	AR
88	Facilities & Equipment Subject to Inspection	RC	RC	S	RC	RC	S	S	RC	AR
89	Categories of Maintenance	RC	RC	RC	RC	RC	RC	P	RC	AR
90	Types of Maintenance (Safety Critical)	RC	RC	P	RC	RC	RC	P	RC	AR
91	Equipment Inspections	RC	RC	S	RC	RC	S	P	RC	AR
92	Preventive Maintenance Inspection Schedules	RC	RC	RC	RC	RC	RC	P	RC	AR
93	Vehicle Maintenance Plan	RC	RC	S	RC	RC	RC	P	RC	AR
94	Maintenance Inspection Checklist Requirements	RC	RC	S	RC	RC	S	P	RC	AR
95	Inspection/Hazard Management Coordination	RC	RC	S	RC	RC	S	S	RC	AR
96	Systems and Facilities Subject to Maintenance Audits	RC	RC	P	RC	S	S	S	RC	AR
97	Failure & Corrective Maintenance	RC	RC	S	RC	RC	S	P	RC	AR
98	Audit/Inspection Findings & Resolution	RC	RC	P	RC	RC	P	P	RC	AR
99	Maintenance Program Monitoring	RC	RC	S	RC	RC	S	P	RC	AR
100	Maintenance of Way	RC	RC	S	RC	RC	RC	P	RC	AR

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SAFETY ASSURANCE DETAILED ACTIVITIES										
101	Shelter Stop, Station and Parking Lot Maintenance	RC	RC	RC	RC	RC	RC	P	RC	AR
102	Maintenance Audit Checklists	RC	RC	S	RC	S	S	P	RC	AR
103	Overview	RC	RC	RC	RC	RC	RC	RC	RC	AR
104	Employee Safety Training	RC	RC	P	RC	RC	S	S	P	AR
105	Safety/Industrial Hygiene Training & Education	RC	RC	P	RC	RC	S	S	S	AR
106	Operations Related Safety Training	RC	RC	P	RC	S	P	S	P	AR
107	Vehicle Operator Training & Qualifications	RC	RC	S	RC	RC	P	RC	P	AR
108	Vehicle Supervisor & Controller Training & Qualifications	RC	RC	S	RC	RC	P	P	P	AR
109	Maintenance Personnel Training & Qualifications	RC	RC	S	RC	RC	S	P	P	AR
110	Safety Critical Training & Certification Compliance	RC	RC	S	RC	RC	P	P	P	AR
111	Contractor Safety Training	RC	RC	P	RC	RC	S	S	S	AR
112	Maintaining Training Records	RC	RC	S	RC	RC	S	S	P	AR
113	Training Requirements Compliance	RC	RC	S	RC	RC	P	P	P	AR
114	Overview-Design Requirements	RC	RC	S	P	S	S	S	S	AR
115	Design Requirements	RC	RC	S	P	S	RC	RC	RC	AR
116	Design to Minimize Damage and Injuries	RC	RC	P	P	S	S	S	RC	AR
117	System Safety Design Techniques	RC	RC	P	S	S	S	S	RC	AR
118	General Design Support	RC	RC	S	P	S	S	S	RC	AR
119	Codes and Standards	RC	RC	S	P	S	S	S	RC	AR
120	Configuration Management	RC	RC	S	P	S	S	S	RC	AR

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**Figure 8 –2: Safety Assurance Activity Responsibility & Coordination Matrix**

ITEM No.	Safety Assurance Activities	President/ CEO	NJ Transit OSS	Safety Dept.	Engineering	Quality Assurance	Operations Dept.	Fixed Facility and LRV Maintenance Dept	Training Dept.	Frequency
SAFETY ASSURANCE DETAILED ACTIVITIES										
121	Computer Software Configuration Management	RC	RC	S	P	S	S	S	S	AR
122	Change Control Process	RC	RC	S	P	S	S	S	S	AR
123	Change Authorization	A	RC	S	P	S	S	S	S	AR
124	Change Control Board	A	R	S	P	S	S	S	S	AR
125	System Change and Operations Review Committee	RC	RC	S	P	S	S	S	S	AR
126	Employee Safety Program	RC	RC	S	S	S	P	P	P	AR
127	Occupational Safety & Health Program	RC	RC	P	S	S	S	S	S	AR
128	Industrial Hygiene Program	RC	RC	P	S	S	S	S	S	AR
129	Personal Protective Equipment Program	R	RC	P	S	S	S	S	S	AR
130	Medical Surveillance Program	R	RC	S	S	S	P	P	S	AR
131	Contractor/Subcontractor Environ. Safety and Health Program	RC	RC	P	S	S	S	S	S	AR
132	Contractor Safety Program	RC	RC	P	S	S	S	S	S	AR
133	Right-Of-Way Worker Protection	RC	RC	P	S	S	S	P	P	AR
134	Required Safety Program Compliance	RC	RC	S	S	S	P	P	S	AR
135	Safety Committees	RC	RC	P	S	S	P	P	S	AR
136	Environmental Protection Program	RC	RC	S	S	S	S	P	S	AR
137	Hazardous Waste Management Program	RC	R	S	S	S	S	P	S	AR
138	Waste Water Abatement Plan	RC	R	S	S	S	S	P	S	AR
139	Drug and Alcohol Program	A	RC	S	S	S	S	P	P	AR
140	Employee Assistance program	A	RC	S	S	S	S	P	P	AR

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SAFETY ASSURANCE DETAILED ACTIVITIES										
141	Drug and Alcohol Abuse Training & Education training	A	RC	P	S	S	S	S	P	AR
142	Employee Assistance program	A	RC	S	S	S	P	P	S	AR
143	Drug and Alcohol Abuse Training & Education training	RC	RC	S	S	S	P	P	P	AR
144	Procurement Process	A	RC	P	S	S	S	S	S	AR

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8.4 Management Structure

8.4.1 Overview

TFCRC (the Design-Build-Operate-Maintain Contractor of the HBLRTS), is comprised of 21st Century Rail Corporation partners (Schimmick Corp. and Kinkisharyo International LLC). NJ Transit (NJT) is the owner of the HBLRTS and administrator of the design, build, operate, and maintain (DBOM) contract through the NJ Transit Light Rail and Contract Services, located at 20 Caven Point Avenue Jersey City, NJ USA 07305-4604. All official communication is between TFCRC and the NJ Transit organization through NJ Transit Light Rail and Contract Services. The TFCRC office (located in Jersey City, NJ) maintains close liaison, including daily communication/liaison with other departments within the NJ Transit organization. These groups within NJ Transit typically include police, fare collection, system safety, service planning and risk management.

All employees of HBLRTS are responsible for performing their work safely and in accordance with established procedures for the protection of themselves, co-workers, passengers, facilities, and equipment, as described in the Rules and Instructions for Conducting Transportation (TFC-RI-1) and Safety Rules (TFC-SS-10). Figure 8-3 illustrates the Interagency/Intercompany Relationship and Figure 8-4 provides our Organization Chart.

Figure 8--3: Interagency/Intercompany Relationship Chart

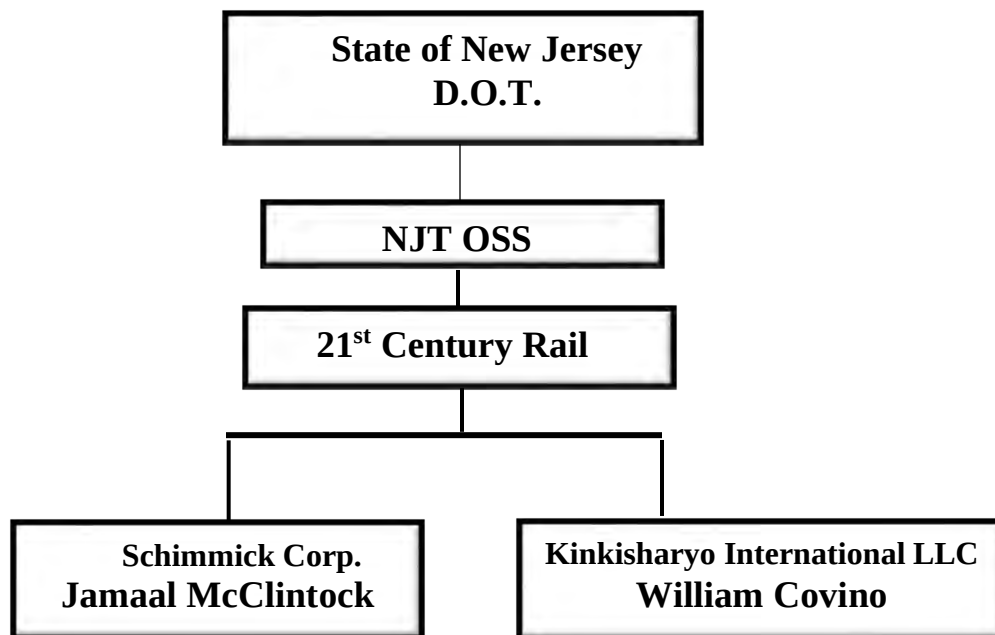
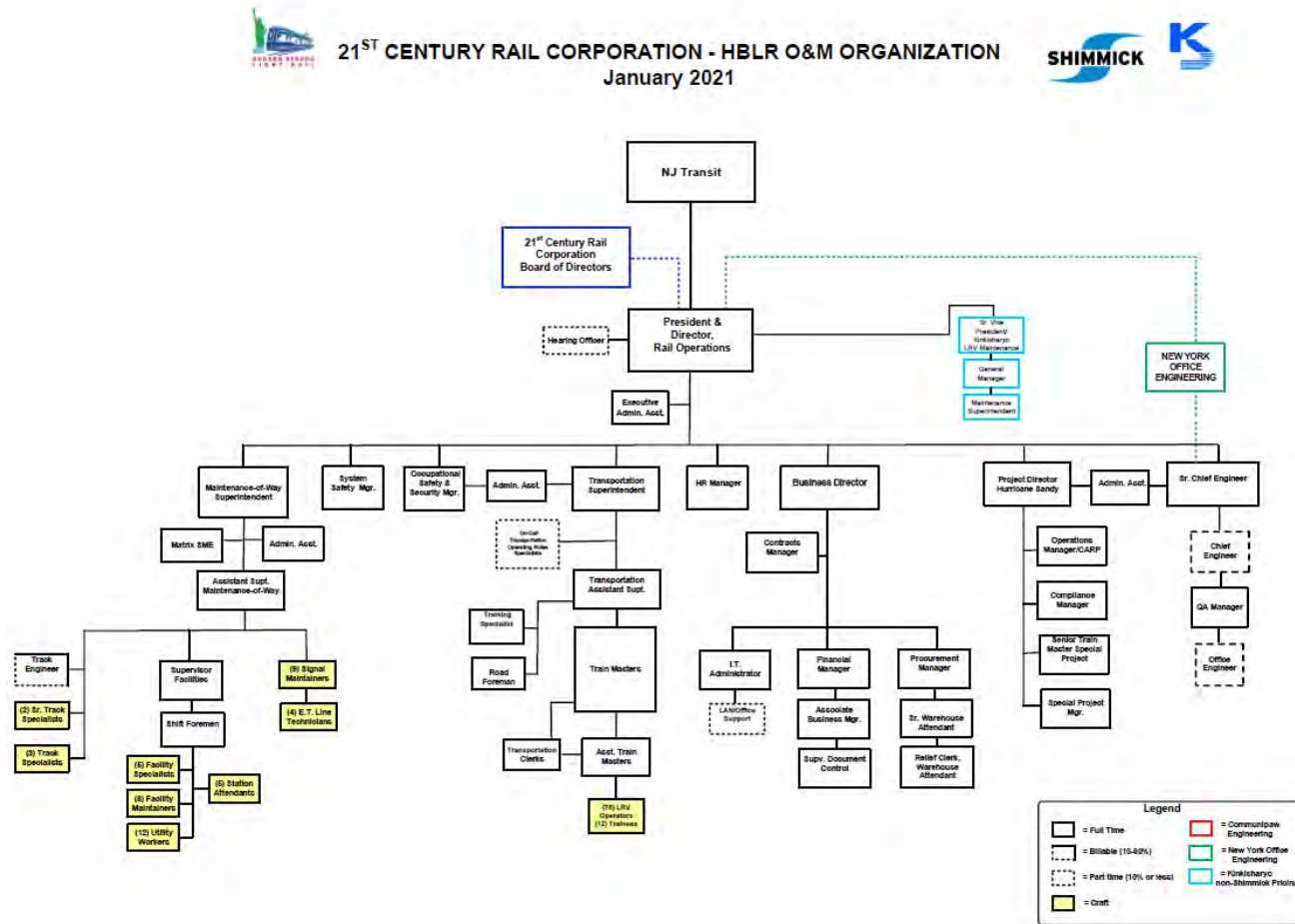




Figure 8-4 HBLRTS Organization Chart



8.5 Organization & Individual Responsibilities

New Jersey Transit's President and Chief Executive Officer, who is the Accountable Executive, ensures that NJ TRANSIT's light rail contracted operators comply with the requirements as described under 49 CFR 673 and is responsible for carrying out the Public Transportation Agency Safety Plan and the Transit Asset Management Plan. The ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the accountable executive.

New Jersey Transit's President and Chief Executive Officer, who is the Accountable Executive may designate specific responsibilities to the Chief Safety Officer in accordance with 49 CFR 673.23(d)(2).

The Chief Safety Officer of New Jersey Transit's Office of System Safety/SMS Executive has the authority and responsibility of day-to-day implementation of the agency's SMS. The Deputy Chief, Office of System Safety, and staff of Office of System Safety (OSS) monitors the safety performance of HBLR through evaluating safety data from accident/injury occurrences, unacceptable hazardous conditions, threats, and rules and procedure violations.

8.5.1 The TFCRC President, CEO & Director, Rail Operations* is responsible for all transit operations including Labor Relations, Transportation, Maintenance of Way, Vehicle Maintenance, Safety, and the Operations Control Center (OCC) with contractual obligation to NJT Accountable Executive, Chief Safety Officer and Chief, Light Rail and Contract Services.

8.5.2 Manager, System Safety*

The Manager, System Safety reports directly to the TFCRC President, CEO & Director, Rail Operations and has authority for implementing policies and tasks associated with the PTASP, and for day-to-day operational safety. This includes accident investigation, reporting and resolution, safety of patrons, public, and employees, safety of operating department employees, Safety Training, Safety Metrics Preparation, Site Safety Inspections and Auditing, and management of hazards and is responsible for development and management of the PTASP.

The Manager, System Safety (as lead Contractor safety person), is required and is compliant with the requirements of 49CFR, Part 672, Public Transportation Safety Certification Training Program. The Manager, System Safety has dotted-line accountability to the NJT Chief Safety Officer. NJTs CSO is designated by the Accountable Executive as the SMS Executive and holds a direct line of reporting to the Accountable Executive. The SMS Executive has the authority and responsibility for the day-to-day implementation and operations of the SMS program and does not serve in operational or maintenance capacities. The CSO is adequately trained.

8.5.3 Quality Assurance Manager*

The Quality Assurance Manager reports to the President, CEO & Director, Rail Operations and is responsible for implementing the HBLRTS Quality Assurance Plan.

8.5.4 Superintendent of Transportation

The Superintendent of Transportation reports to the President, CEO & Director, Rail Operations and is responsible for all day-to-day operational activity including OCC, field supervisors, controllers, transportation clerks and train operators.

This position ensures that the system complies with SOPs and EMPs. In addition, this position performs accident/incident investigations according to HBLRTS defined protocols.

The Superintendent works in coordination with the Rules Examiner and the Training Manager to ensure that certifications are maintained.

8.5.5. Health & Safety Manager

The Health & Safety Manager reports to the President, CEO & Director, Rail Operations, and provides Health and Environmental guidance for the Train Operators, Maintenance of Way personnel and Contractors on the Railroad Right of Way.

Additional responsibilities include preparation and review of Safety Plans, Substance Abuse Testing Administrator, Subcontractor prequalification. The Health & Safety Manager is required and is compliant with the requirements of 49CFR, Part 672, Public Transportation Safety Certification Training Program.

8.5.6 Superintendent of Maintenance-of-Way*

The Superintendent of Maintenance of Way reports to the President, CEO & Director, Rail Operations, and has responsibility for inspections and maintenance of fixed plant systems for applicable sections of this PTASP.

This individual is responsible for performing periodic inspections and for assuring that all personnel under his or her direction have received required training and certification in Maintenance of Way activities. The Superintendent is also responsible for all administrative and organizational requirements for the operation of the MOW department, including, preparation of budgets, staffing, planning, and employee development. This position is responsible for the implementation of the PTASP throughout this department and for the development and implementation of the Maintenance-of-Way Plan

8.5.7 Light Rail Vehicle (LRV) Maintenance Department

Senior Vice President, TFCRC* is responsible for all LRV maintenance activities, Maintenance of all vehicles, equipment, and facilities is performed in accordance with manufacturers' manuals, codes, standards, and established procedures to maintain a level of readiness that will ensure safe, efficient and reliable transit service. Preventive maintenance activities on vehicles, wayside equipment, and other safety critical equipment are performed in accordance with manufacturer recommended practices.

Safety-critical equipment that does not meet established requirements are withdrawn from service. Vehicles or equipment that involved in an accident are inspected by qualified personnel prior to it being placed back into service.

8.5.8 Senior Chief Engineer*

The Senior Chief Engineer manages and provides engineering liaison for future extension and supports the Manager of System Safety in implementing the requirements of the PTASP.

Engineering is also responsible for supporting preventive maintenance and repair of stations, vehicle maintenance shop including building systems, shop equipment and bridges. Additionally, Engineering handles long and short-term maintenance planning, review, and design.

8.5.9 Manager of Training

The Training Manager reports to the Superintendent of Transportation and is responsible for coordinating all training activities within the O/M organization including the tracking of employee certifications and notification of their expirations, scheduling annual re-certification training, and analyzing historical training activities to improve the organization's time management without degrading the assurance of safety within the system. Instruction to employees will be provided by this individual in the areas of expertise. Subcontracted and other off-site training courses will be coordinated by this individual, including the development of courses, if necessary.

8.5.10 Procurement Manager

The Procurement Manager reports to the Business Manager, and procures equipment, supplies, and services for the HBLRTS system in accordance with contractual, company, and federal/state regulations, policies, and procedures; ensures configuration management compliance by prohibiting the procurement of substitute equipment, supplies, and services not originally approved by Safety and/or specified by the Plan or proper governing authority.

8.5.11 Human Resources Manager

The Human Resources Manager ensures that applicants for covered as well as non-covered positions are screened properly (e.g. physicals, substance abuse, background checks, etc.), and that personnel records are maintained in employee files. Additionally, the Human Resources Department is responsible for managing the HBLRTS Progressive Discipline Process.

8.5.12 Contract Administrator*

The Contract Administrator reports to the President, CEO & Director, Rail Operations and administers contracts, including contractual safety compliance by coordinating directly with the Manager, System Safety further ensuring contractual compliance by the Operations and Maintenance Departments

8.5.13 Operations Control Center (OCC) Controllers / Assistant Train Masters (ATMs)

As direct representatives of the Superintendent of Transportation, the lead controller is in direct charge of all daily operational activities which impact train movements or passengers. OCC Controllers are responsible for ensuring that all train operations and employees and contractors working on or near the right-of-way are performing activities in a safe manner in compliance with written rules and procedures.

8.5.14 Assistant Train Masters are responsible directly supervising mainline and yard operations of all LRTs and LRT Operators to help ensure the safe and dependable provision of HBLRTS transportation. They cover all or a designated portion of the system. The ATM supports the overall transportation function by ensuring rules compliance by LRT Operators, responding to, managing, reporting on, investigating, and documenting incidents and the recovery thereof. All these activities are directed by and in coordination with the 20 Office.

8.5.15 Train Operators

Train Operators report to Transportation Supervisors. Responsibilities include operating Trains in compliance with the Rules for Operation, SOP's, Emergency Procedures, General Orders, and Special Instructions.

Additionally, they are responsible for updating their Rule Books in accordance with published bulletins, orders, notices, and special instructions, maintaining their certification to operate Trains, and for compliance with the Drug and Alcohol Policy as defined by HBLRTS and the FTA.

A formal ride check program is accomplished by requiring each train operator to be checked annually, or upon the occurrence of an incident frequency, complaints, or upon return to work after a long absence. Train operator records are periodically checked based on level of risk.

8.5.16 Rules Examiner*

The Rules Examiner reports to the Superintendent of Transportation, and is responsible for all issues regarding procedure and compliance with operating rules. He or she provides instruction to employees whose duties are in any way affected by the operating rules and maintains records of periodic and special rules examinations. The Rules Examiner conducts field observation checks and classroom training to ensure understanding and compliance to the requirements of the operating rules. In cases of an accident or violation of the operating rules, the Rules Examiner assists the investigation team in determining facts related to rules procedures. The Rules Examiner makes recommendations for additions, modifications, or deletions to the operating rules.

*** Identifies Key TFCRC Management Staff**

8.5.17 Integrated Control Systems Specialist

The Integrated Control Systems Specialist reports to the President, CEO & Director, Rail Operations and ensures the safety of passengers/employees within the system by maintaining an operational Integrated Control System located in the Control Center and communications room.

They ensure the safety function by maintaining operational communications systems for coordination with life-safety agencies, employees, and passengers (call-for-aid function). The CMMS Manager reports to Business Manager.

The CMMS (Computerized Maintenance Management and Information Systems) Manager reports to the Manager of Technology, and is responsible for the Configuration, development, and upkeep of CMMS software package and its associated modules, and interfaces with external data sources.

The Manager, CMMS creates custom management information reports and statistical information as required by the client contract, regulatory agencies, or internal needs of the Company. The Stores/Inventory functions are managed utilizing a module within the CMMS System.

8.6 Operation, Maintenance, Safety and Training Plans

HBLRTS has specific Plan Documents that define in detail, operational, maintenance, safety and training responsibilities and capabilities. The Plans are:

Operations Plan	Maintenance Plans
HBLRTS PTASP	Safety Certification Program Plan
Configuration Management Plan (CMP)	Training Plan
Quality Management Plan	Roadway Worker Protection Plan (RWPP)

8.7 Safety and Security Certification Program

8.7.1 Introduction

Hudson-Bergen Light Rail System (HBLRS) is a transit system being designed and operated through a Design, Build, Operate, and Maintain (DBOM) process in New Jersey's Hudson and Bergen Counties. As a transit system, HBLRS must comply with the requirements of the Federal Transit Administration (FTA) and those of the Safety Oversight Agency for the State of New Jersey, in that the DBOM contractor must self-certify the safety and security readiness of HBLRS for public use.

The guidelines for State Safety Oversight and HBLRS safety certification are available through the office of the Manager of System Safety. It is essential that senior management in the design/build organization, the LRV supplier and maintainer, and the rail operations units be aware of these guidelines.

8.7.1.1 Objective

The objective of this Safety Certification Plan is to summarize the method by which the HBLRS Project Team satisfies the regulatory and contractual requirements which pertain to safety and security. This includes the development of hazards analyses and the formulation, modification, control and signing of Safety Certification Checklists and Verification Reports leading to the final safety certification.

8.7.1.2 System Safety Process and System Safety Certification

The HBLRS System Safety process encompasses equipment and systems, as well as operational and engineering processes, training and qualification of employees, and public and customer safety and security.

The Safety Certification Program Plan requires that the System and extensions be "certified and verified safe (through the safety certification process) for revenue service", as well as providing a basis for assuring the safety of operational segments. Safety Certification process is documented in the Safety Certification Program Plan (SCP, TFC-SC-1). TFC-SC-1 document complies with the requirements of the FTA and the State Safety Oversight. The development and implementation of these Plans are the primary function of HBLRS's Manager of System Safety.

The Manager of System Safety is directly responsible for the maintenance of an active system safety program. It is noted here that system safety is all-encompassing and addresses the Planning, Design, Systems Integration, Configuration Management, Construction and Commissioning, as well as Operations and Maintenance.

System Safety extends to construction safety, office safety, operating safety and personnel safety.

8.8 SYSTEM MODIFICATION AND CHANGE

8.8.1 Configuration Management

Configuration Management requirements are established in the HBLRTS *Configuration Management Plan (CMP)* and are included in major contracts to assure that changes to design of equipment and facilities are adequately documented and approved. Contractors are required to submit "as-built" drawings and update manuals and procedures. Changes to designs, after completion of design reviews

The HBLRTS configuration management process uses baseline management to ensure that the technical baseline (as established at the time of Safety Certification), for Revenue Service is defined and controlled throughout the life of the system.

At specific points in time, selected documentation is formally designated and approved as part of the technical baseline. The operations and maintenance technical baseline is the final as-built documentation and system performance requirements.

Configuration Management includes certain specified contractual documents, operations and maintenance documents, and safety and security documents. 23.7 Computer Software Configuration Management.

Computer software is essential and critical throughout the life cycle of the HBLRTS Project. Because of its significance, computer software is managed and controlled in accordance with a software management process or applicable procedures that implement the requirements of the applicable software standards.

The requirements of the CMP are applied as applicable to software and firmware used in the operations and maintenance of structures, systems, and components.

This applies to software and firmware that is developed in-house, licensed, or procured from a commercial vendor, obtained from another organization, or otherwise acquired and used in HBLRTS applications.

This includes the following general software categories and software validation and verification techniques:

- Validation and verification of scientific/engineering codes used to define, analyze, evaluate or verify safety functions includes:
- Verification and validation of custom software and firmware used to monitor and control safety-related plant conditions and operations;
- Verification of supplier standard software and firmware used to monitor and control safety-related conditions and operations (e.g. carborne equipment, braking and so on)
- Verification that changes to critical software and firmware does not affect safety of interfacing systems and functions; and
- Verification of proper use of computer operating systems used in conjunction with the software categories listed above.

8.8.1 Software Control, Access, and Protection

The Manager of Technology establishes controls and security measures for all software and computer systems, which permit authorized access, prevent unauthorized access, and prevent inadvertent alterations of the software.

Access will be granted only to authorized persons that can demonstrate a need. The physical computer storage media (documents, programs, and data) are protected during all phases of the software life cycle to prevent inadvertent damage or degradation. In addition, safeguards are established to provide for authorized back-ups stored remotely. Provisions are implemented for disaster recovery.

8.8.2 Process for Change - Configuration Control

The HBLRTS establishes policy, responsibility and procedures for Configuration Control to ensure continued design integrity of the HBLRTS system, subsystems, equipment and facilities

Achieving this integrity requires that configuration changes to the system elements defined at the time of Safety Certification are properly coordinated, reviewed, approved and documented.

System changes are changes to the configuration and supporting and related supporting documentation that are precipitated by need for new or revised:

- Equipment extensions;
- Systems;
- Quality improvement initiatives;
- Unforeseen conditions discovered during operations; and
- Maintenance activities which require a re-design of a system or its' component(s).
- Safety critical and other supporting documents

System and/or element changes which affect design and/or operation and maintenance of HBLRTS are reviewed and recommendations made by the Rail Operations Group to the Change Control Board (described in **13.9.9** below) in accordance with the procedures established in the Configuration Management Plan.

8.8.3 Authority for Change

8.8.3.1 Change Control Board (CCB)

The Change Control Board (CCB) reviews, evaluates, and manages the changes proposed to the baseline HBLRTS Configuration and related HBLRTS baseline operation. The CCB will make recommendations for the disposition of proposed changes.

The CCB consists of the following members:

- TFCRC President, CEO & Director, Rail Operations
- Director, Vehicle Maintenance
- Engineer
- Safety Manager
- Transportation & Maintenance Managers and others as requested.

The TFCRC President, CEO & Director, Rail Operations has overall responsibility for the rail operations configuration management process and for chairing the HBLRTS Change Control Board (CCB).

Other internal organizations such as Project Administration (Contracts, Procurement, and Project Controls (PC) are responsible for supporting the CCB as required.

This will apply if a change in configuration:

- Causes a change, or likely change to the Global Risk Profile of HBLRTS Operations. In this case, the System Safety Committee must review and concur.
- Causes a change to the Directives or Mandatory Criteria governing operations.

System modifications to the operating system or design extensions are controlled by a systematic review and approval process which includes representatives from:

- Fire/Life Safety Committee
- Change Control Board
- Safety Review Committee

8.8.3.2 System Change Review Committee (SCRC)

SCRC is responsible for overseeing the HBLRTS Commissioning activities including Systems Integration, Start-up, Rail Activation, Safety Certification, and Operation Demonstration. SCRC activities include:

- Planning and coordinating operational training,
- Simulating revenue service conditions, and
- Pre-revenue plans, rules and procedures for revenue service

Additionally, the SCRC may identify changes to the SMPMP and reviews to procedures, manuals and other documents pertaining to proposed system extensions.

These documents also provide the basis for certifying the HBLRTS System's readiness for revenue service. SCRC is comprised of the following staff members:

- TFCRC President, CEO & Director, Rail Operations, Chair
- Manager, System Safety
- Superintendents of Transportation, Maintenance of Way
- Superintendent, Vehicle Maintenance
- Rules Examiner; and
- Start-up Manager

Projects and modifications may require safety certification as determined by the Manager, System Safety Programs, or SCRC.

The process implemented as defined in the HBLRTS *Safety Certification Program* is to assure that a responsible engineer or manager has reviewed and approved all applicable safety documents for safety impact. It also assures that the department(s) responsible for the operation and maintenance of equipment and/or systems related to the modification, have approved the safety and security certification certificates.



8.9 ACCIDENT/INCIDENT/HAZARDOUS CONDITION NOTIFICATION, INVESTIGATION, REPORTING (§673.27)

8.9.1 Overview

This section of the PTASP describes the process used by HBLRTS to conduct accident, incident and unacceptable hazardous condition investigations, and for notifying appropriate external agencies, including NJT OSS and the NJDOT, the National Transportation Safety Board (NTSB), and the Federal Transit Administration (FTA). It includes a clear link between the accident/incident/hazard notification, investigation and reporting process and the hazard management process. Additionally, this section addresses the method used by HBLRTS in the development of corrective action plans to prevent recurrences, and further, to coordinate review and approval of these plans with NJT OSS.

8.9.2 Accident/Incident/Hazardous Condition Investigation Criteria

HBLRTS has established a formal procedure for the Notification, Investigation and Reporting of Accidents, Incidents and Hazardous Conditions. Classification of types of accidents, incidents and hazardous conditions, and the way the different classifications are investigated, by whom, and to what level of detail are described below. This includes a predetermination regarding such things as thresholds for automatic activation of an investigation, guidelines on whether incidents/hazards should be investigated immediately or after the fact, and who oversees each specific level of investigation.

Accidents, Incidents and Hazardous Conditions are subject to the requirements identified as defined in the Safety Risk Management Section.

8.9.3 Investigation Procedures

The investigation process used is dependent upon the severity of an accident, incident, or hazardous condition, and whether an Internal Investigation and/or External Investigation is required.

The Manager, System Safety reviews all reports for serious accidents, incidents or hazardous conditions. Additionally, when accident/incident or hazardous condition reports and statistics indicate repetitive trends that result in an inability to meet or exceed the safety goals and objectives, the Office of Safety initiates an investigation to determine the causal factors. The Manager, System Safety participates with appropriate departments to determine the required corrective actions.

Investigation of accidents, incidents or hazardous conditions are conducted as required by NJT OSS procedural requirements.

NJDOT may conduct an independent investigation and HBLR will review the report, NJDOT will issue HBLR a formal written report. In the event HBLR does not accept report, HBLR will communicate in writing the area(s) of disagreement or concern. The report shall not be considered final until all conditions are met, and the report is agreed upon by both parties.

8.9.4 Internal Notification Procedure

All employees of HBLRTS having a direct knowledge of an accident, incident, or hazardous condition (or a potential condition) must file a written report.

Accidents, incidents or hazardous conditions are investigated jointly by the operating department and the Safety Manager in cooperation with the respective departments, oversees the policies, procedures, and responsibilities for accident/incident/hazardous condition reporting and investigation.

There are two levels of investigation: **supervisory** and **investigating team**. The level of investigation required is dependent on the seriousness of the event.

8.9.5 Supervisory Investigation

Accidents, incidents or hazardous conditions, not serious in nature, usually require only an initial investigation by the Supervisor responding to the scene. Supervisors are trained to perform investigations in a formal training program. These occurrences may involve medical attention to a passenger, employee, or other person requiring transport to a medical facility by ambulance or police vehicle, and/or a collision between right-of-way vehicles or other on-right-of-way equipment or motor vehicle. The Supervisor at the scene:

- Performs an investigation
- Conducts interviews, as appropriate
- Gathers and collects physical evidence; and
- Submits a report based on the information collected.

8.9.6 Major Accident/Incident Hazardous Condition Investigation

Major occurrences require an Investigation Team comprised of representatives from Transportation, Vehicle Maintenance, Maintenance-of-Way, Engineering and Safety. It can be activated by any member of the SRC. Generally, the team is activated to investigate accidents serious in nature; however, personal injury and extent of damage are not the sole criteria. A potentially hazardous condition, or an incident, which has the potential for serious injury or damage are investigated, as well.

Events of this nature may include fatalities, derailments, explosion, fire or any other loss-causing event that results in injury, emergency evacuation, or property damage EXCEEDING \$25,000 or more for repairs or replacement cost, to fixed guideway and non-fixed guideway property, or to a Vehicle.

8.9.7 Investigation Report Confidentially

All formal safety investigations are confidential. Investigations include the following steps (as appropriate):

- An on-site inspection of the accident/incident scene
- Review of reports written by involved personnel
- Interviews with involved personnel and witnesses
- Reviews of laboratory results of post-incident substance abuse testing
- Review of the following physical evidence:

- ✓ System log data relative to time relationships of train movements, track circuit and signal status, switch movements, support system status, and controls emanating from the control center
- ✓ Yard control event recorder data
- ✓ Vehicle and signal system event recorder data
- ✓ Communication tapes
- ✓ Train control relay position data
- ✓ Train alarm tabulation printouts
- ✓ Cab signal, car equipment and trackwork maintenance inspection and damage reports; and
- ✓ Operation control center documentation.
- Perform system tests; and
- Coordinate accident reconstruction activities.

Information acquired during the above steps does not provide sufficient information to determine accident/incident/hazardous condition cause and contributing factors, safety and hazard analysis process is initiated to provide a clear understanding of the event cause.

Investigation Team members carefully coordinate their activities with appropriate law enforcement officials when death investigations, or investigations of serious incidents involving possible criminality are underway or pending, especially regarding site disturbance, interviews, and the collection of pertinent tapes and documents. Investigation of criminal acts is the responsibility of the appropriate law enforcement organization(s).

A final report with findings, conclusions, and recommendations follows all investigations. The Team, through the Manager, Safety, submits a report of its findings to the SRC.

8.9.8 External Notification Procedure

External notification and investigation is accomplished in accordance with external organization requirements; as shown below.

8.9.8.1 NJT OSS and NJDOT

HBLRTS will notify NJT OSS and NJDOT within 2 hours, by telephone, of any accident, resulting in the following:

- Fatalities (one or more fatalities within 30 calendar days of safety event. This requirement includes all loss of life (fatality) that occur on a transit property or are related to transit operations or maintenance).
- Serious Injury
 - Requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received;
 - Results in a fracture of any bone (except simple fractures of fingers, toes, or nose)
 - Causes severe hemorrhages, nerve, muscle, or tendon damage;
 - Involves any internal organ;
 - Involves second- or third-degree burns, or any burns affecting more than five percent of the body surface.
- Collision between a rail transit vehicle and another rail transit vehicle

- Collision of a rail transit vehicle at a grade crossing
- Collision of a rail transit vehicle with a person, motor vehicle, or object (Resulting in substantial damage, serious injury, or fatality)
- A runaway train
- Evacuations (due to life safety reasons)
- Derailments (all)
- Fires (resulting in a serious injury or fatality)

Notification Phone Numbers are included in the Appendix E.

When the accident, incident, or condition involves post-accident inspections, examination, or testing, NJT OSS and NJDOT is notified so that it may participate in the investigation. Notification.

8.9.8.2 National Transportation Safety Board (NTSB), and Federal Transit Administration (FTA)

NJT-OSS is responsible for notifying the NTSB.

HBLRTS will notify the SSOA/FTA **within two hours**, by telephone of any accident involving:

EVENTS	FTA and NJDOT SSO Program Criteria	Exclusions
Fatalities	One or more fatalities within 30 calendar days of safety event. This requirement includes all loss of life (fatality) that occur on a transit property or are related to transit operations or maintenance.	This requirement <i>excludes</i> deaths resulting from illness or other natural causes, criminal homicides, and drug overdoses, that are not related to collisions with a rail transit vehicle.
Serious Injury 1. Requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received. 2. Results in a fracture of any bone except simple fractures of fingers, toes, or nose). 3. Causes severe hemorrhages, nerve, muscle, or tendon damage. 4. Involves any internal organ. 5. Involves second-or third-degree burns, or any burns affecting	One or more serious injuries outlined in item 1-5. This includes all serious injuries that occur on a transit property or are related to transit operations or maintenance.	This requirement <i>excludes</i> serious injuries resulting from illness or other natural causes, drug overdoses, and criminal assaults that are not related to collisions with a rail transit vehicle.

more than five percent of the body surface.		
Collision between a rail transit vehicle and another rail transit vehicle	All	This requirement excludes hard couples.
Collision of a rail transit vehicle at a grade crossing.	Resulting in substantial damage, serious injury, or fatality.	Substantial damage excludes damage that is limited to: • Cracked windows • Dents, bends, or small puncture holes in the body • Broken lights, mirrors • Removal from service for minor repair or maintenance, inspection, testing, or video and event recorder download.
Collision of a rail transit vehicle with a person, motor vehicle, or object.	Resulting in substantial damage, serious injury, or fatality.	
A runaway train	All	
Evacuations	Due to life safety reasons	
Derailements	All	
Fires	Resulting in a serious injury or fatality	

The FTA will be provided with the following initial information:

- Name and title of person reporting;
- Name of transit system;
- Location of accident;
- Time and date of accident;
- Brief description of accident;
- Number of casualties;
- Number of fatalities;
- Number of injuries; and
- Estimate of property damage.

The Manager of System Safety will coordinate all additional information and requests from the FTA. Should the NTSB conduct an on-site investigation the Manager, System Safety will coordinate all efforts on behalf of TFCRC.

8.9.9 Accident/Incident/Hazardous Condition Reports and Documentation

Accident, incident and hazardous condition reports are prepared and submitted as required, to NJT OSS CSO and NJDOT. Draft Final Investigation Reports are submitted by the system (HBLR) to the CSO/OSS, who reviews the reports for completeness, and submits to the SSO program.

8.9.10 Reports to NJT OSS and NJDOT

HBLRTS will submit initial 24-Hour reports via the NJDOT EAR Database. Follow-up reports of the accident/incident/hazardous condition to NJT OSS for review and approval, within 30 days of the event.

The 24-Hour report will contain the following elements:

- Name and job title of person reporting and name of RTA/RFGPTS
- Event type (fatality, injuries, property damage, evacuation, derailment or other)
- Location, time, and date
- Notification time for NJDOT SSO program
- Fatalities
- Injuries
- Rail transit vehicle(s) involved (type, number)
- Other vehicle(s) involved (type, number)
- Property damage estimate
- NTSB, FRA, TSA reportable
- Short description of the event
- Immediate actions
- RTA/RFGPTS primary person (i.e. Chief Investigator) conducting the investigation (name, title, phone and fax numbers, email address)

If the investigation has not been completed, written interim reports, outlining progress to date, are submitted. Progress reports submitted to NJDOT from the CSO.

A monthly report is submitted to NJT OSS and the CSO submits this report to the NJDOT of all incidents and unacceptable hazardous conditions.

NOTE: NJT OSS and NJDOT may conduct separate, independent investigations at its own discretion. HBLR as the right to review and comment on third-party independent investigation.

8.9.11 Corrective Action Resulting from Investigations

Each accident, incident or hazardous condition reported, (resulting from an accident investigation or the hazard management process), requires a Corrective Action.

The following identifies the process for preparation, implementation and tracking to close out, Corrective Action, and the process for managing potential conflicts related to investigation findings and corrective action plan development.

The discovery of a hazardous condition after an accident or incident event, the HBLRTS will submit to NJT OSS, a Corrective Action for concurrence that sets forth in detail the actions the HBLRTS will take to eliminate, minimize, or control the occurrence of the accident, incident, or hazardous condition, and include an implementation schedule.

Certain conditions may require HBLR to begin implementing a CAP prior to approval from NJDOT to implement corrective action. In such situation, an exception to NJDOT's approval process is granted for immediate or emergency corrective actions that must take place immediate to ensure safety.

Additionally, a Corrective Action Log is maintained, which identifies and presents the status of corrective action plans that have been submitted and concurred by NJT OSS. Update corrective action plan information is provided through monthly corrective action implementation updates. Corrective actions tracked include those resulting from investigation reports. NJT OSS submits all updates to NJDOT SSO for approval and close-out.

8.9.12 Coordination with NJ Transit OSS

Coordination between the HBLRTS and NJT OSS related to accident, incident and hazardous conditions is accomplished in accordance NJT OSS and NJDOT Standards and Procedures for Accident, Incident and Hazardous Condition Notification, Investigation and Reporting.

8.10 SECURITY & EMERGENCY PREPAREDNESS

This PTASP describes only safety-related activities for the HBLRTS. The Security and Emergency Preparedness Plan (SEPP) describes all security and emergency preparedness-related activities and is a sub-plan to this PTASP. It identifies security and emergency preparedness activities of the HBLRTS. The SEPP is reviewed annually and submitted to NJDOT SSOA by NJT OSS for approval.

8.11 INTERNAL AUDIT PROCESS

The following describes the Internal Audit Process:

Integrity of the Audit Process

The Safety Manager, in consultation with line Management, selects the Audit Leader and Team proficient in the areas being audited, ensuring that the audit team does not include staff from the functions and/or units being audited. They ensure that all audits are conducted in a cooperative, professional manner, and include an administrative process for resolving problems or disagreements or findings.

8.11.1 Audit cycle/schedule

Both announced and unannounced audits are performed. Announced audits are scheduled and announced to minimize disruption of activities. Unannounced audits are performed as part of the audit process wherein only the Manager, System Safety is informed. All audits will have concurrence of HBLRTS Management. Internal system safety audits occur on a three-year rotating schedule which addresses all the required elements of 49 CFR Part 673 & 674.

8.11.2 Audit Checklists and Procedures

Auditing teams utilize checklists approved by the NJDOT SSO in their audit. The checklists reflect the items and areas and the department being audited. The audited department is given the required opportunities to provide support documentation to the auditors to “close” the items on the checklist.

Auditors may choose a day to do spot checks of individual records, such as maintenance records or personnel qualification records. NJ Transit and NJDOT Office of State Safety Oversight will be notified 30 days prior by the Manager, System Safety of upcoming Internal Audits.

8.11.3 Audit Reporting

The auditing group prepares an audit report which is provided to the Manager, System Safety who in turn provides copies of the document to HBLRTS Management. Appropriate HBLRTS Management/Staff prepares responses to the audit. Audit teams are proficient in the areas being audited.

The Manager, System Safety ensures that all audits are performed on a coordinated basis with full support of HBLRTS management.

Documents that will not be audited include confidential records and financial records, and other sensitive materials. Once an audit date and scope are established, all departments involved in the audit provide full cooperation to the auditors. Completed audits include findings, observations, open items, problem areas, corrective actions and a schedule for implementation of the corrective actions.

The audit report includes a summary of open items, areas of concern and the required corrective actions. CAPs are formally submitted to the NJT OSS (via EAR). The NJT OSS is required to review and provide concurrence for all CAPs prior to being submitted to SSOA for review and approval. Corrective actions, including a schedule for implementation are approved by HBLRTS Management and are tracked for compliance until close-out by the respective managers.

At the end of the audit the audit team briefs management concerning the areas of concern and recommended corrective actions.

8.11.4 Annual Audit Report to NJT OSS and NJDOT

Copies of the final internal audit reports are submitted to NJ TRANSIT and NJ Transit Chief Safety Officer provides formal notice of annual report submittals to NJDOT SSO as part of the annual report. HBLR coordinates these activities through the CSO with the NJDOT-SSO.

8.11.5 Coordination with NJT OSS and NJDOT

The HBLRTS coordinates its internal safety audits with NJT OSS through submittal of the annual and three-year internal safety review schedules, checklists, and annual and three-year audit reports to the CSO who submits to the NJDOT SSO for review/approval.

8.11.6 Audit Completeness

The Manager, System Safety ensures that all audits are performed on a coordinated basis with full support of HBLRTS management. Documents that will not be audited include confidential records and financial records, and other sensitive materials. Once an audit date and scope are established, all departments involved in the audit provide full cooperation to the auditors. Completed audits include findings, observations, open items, problem areas, corrective actions, and a schedule for implementation of the corrective actions.

All internal safety audits are fully documented and reported to NJT OSS and NJDOT immediately following the audit with the appropriate NJT Accountable Executive signed Certification letter to ensure that hazards are subjected to the hazard identification and resolution

process for action to include tracking until resolved. The findings of the audit are then prioritized, and CAPS are developed in order to track and close any open findings. Monthly meetings will be held in order to track and close each of the CAPs. The President & CEO and the Accountable Executive has the final determination for the development and implementation of CAPS.

8.11.7 External Audits

It is also important that periodic external reviews and audits are accomplished to continually evaluate safety programs. These external audits may be conducted by peer groups, NJT OSS and NJDOT, or other regulatory agencies.

NJT OSS and NJDOT staff are responsible for oversight of the safety program. Oversight may be achieved through review of various safety reports and witnessing of inspections, participation in training sessions, and the general observation of work practices and total program audits.

ANALYSIS OF ASP ELEMENT Internal Safety Audits/SCHEDULE HUDSON BERGEN LIGHT RAIL TRANSIT SYSTEM YEARS PLANNED 2022, 2023, 2024, 2025					
		Completed	TBD	TBD	TBD
Element#	ASP ELEMENT/TASK	May 16-20	Planned		
1	Policy Statement and Authority	2022	2023	2024	2025
2	Goals and Objectives	2022	2023	2024	2025
3	Overview of Management Structure	2022	2023	2024	2025
4	ASP Control and Update	2022	2023	2024	2025
5	Implementation Activities and Responsibilities	2022	2023	2024	2025
6	Hazard Management Process	2022	2023	2024	2025
7	Safety Certification	2022	2023	2024	2025
8	System Modification	2022	2023	2024	2025
9	Safety Data Collection and Analysis	2022	2023	2024	2025
10	Accident/Incident Investigation and Reporting	2022	2023	2024	2025
11	Emergency Management Program	2022	2023	2024	2025
12	Internal Safety Audits	2022	2023	2024	2025
13	Rules Compliance	2022	2023	2024	2025
14	Facilities and Equipment Inspections	2022	2023	2024	2025



15	Maintenance Audits and Inspections	2022	2023	2024	2025
16	Training and Certification for Employees and Contractors	2022	2023	2024	2025
17	Configuration Management and Control	2022	2023	2024	2025
18	Compliance with Local, State and Federal Requirements	2022	2023	2024	2025
19	Hazardous Materials Program	2022	2023	2024	2025
20	Drug and Alcohol Program	2022	2023	2024	2025
21	Procurement Process	2022	2023	2024	2025
22	Hours of Service	2022	2023	2024	2025
23	Roadway Worker Protection Training	2022	2023	2024	2025
24	Minimum Documentation Submission to the NJDOT-OSSO	2022	2023	2024	2025

8.12 RULE COMPLIANCE

From an operating perspective the HBLRTS Operating Rule Book is the governing documents from which a compliance is determined.

Rules Compliance responsibility of the Rules Examiner

The Rules Examiner is responsible for all issues regarding procedure and compliance with operating rules. He or she provides instruction to employees whose duties are in any way affected by the operating rules and maintains records of periodic and special rules examinations. The Rules Examiner conducts field observation checks and classroom training to ensure understanding and compliance to the requirements of the operating rules.

In instance of an accident or violation of the operating rules, the Rules Examiner assists the investigation team in determining facts related to rules procedures. The Rules Examiner makes recommendations for additions, modifications, or deletions to the operating rules.

8.13 FACILITIES AND EQUIPMENT INSPECTIONS

8.13.1 Facilities and Equipment Subject to Inspections

HBLRTS operating and maintenance facilities and equipment undergo a complete inspection by the Safety Department at least once a year to ensure the safety and health of employees. Hazards discovered during inspections are reported and follow the hazard resolution process.

Individual maintenance shops within the maintenance facilities are formally inspected monthly. These inspections are conducted using inspection forms, and include inspections to verify OSHA compliance, personal protective protection utilization, inspections of equipment, housekeeping inspections, inspections to verify industrial hygiene practices, etc. However, informal

inspections may be conducted at any time. Inspection reports are issued which list the hazards and the safety and health problems found during the inspection. Follow-up inspections and reports are completed within 30 days. The department responsible for the inspected area is required to provide a schedule of corrective actions within 30 days. Follow-up inspections and reports are made 30 to 60 days after the initial inspection.

The Fixed Plant Maintenance Plan describes basic maintenance fixed plant elements of HBLRTS. The plan provides for the inspection, condition monitoring, routine servicing, preventive maintenance, overhaul and replacement requirements for the system.

The Plan provides for maintenance of the fixed plant, and explains the technical, operational, and organizational approach required to satisfy this doctrine.

The Fixed Plant Maintenance Plan is supported by lower-level documents which provide technical requirements for specific systems. These include:

1. Standards for Inspection and Maintenance of Track and Way
2. Standards of Inspection and Maintenance of the Electrification System
3. Standards for Inspection and Maintenance of Communications and Signal Equipment

The goal of the maintenance plan is to ensure that the HBLRTS meets all safety, availability, and reliability requirements to achieve passenger satisfaction and comfort.

This plan ensures: 1) a high degree of continuity and consistency in routine maintenance activities, 2) a structured process for improving the productivity and efficiency of fixed systems functions, and 3) a fulfillment of FTA's Section 9 requirements.

8.13.2 Categories of Maintenance

Maintenance tasks are divided into four major categories;

- **Inspection and Test (I&T):** Activities which are performed to determine and verify the condition or readiness of equipment, for example, monthly turnout inspection.
- **Preventative Maintenance (PM):** Those maintenance activities that are performed on a schedule to ensure availability, safety or prolong the service life of facilities and equipment. PM activities are scheduled based on frequency of use (e.g., cycle, hours of use or pure elapsed time) and not from differences observed during I&T.
- **Corrective Maintenance (CM):** These refer to demand responsive maintenance activities that are necessary because they affect operations or the safety of patrons or are in response to in-service failures, or to unsatisfactory conditions which are identified during inspections and testing (I&T).
- **General Maintenance (GM):** Those maintenance activities that are necessary to maintain service quality, such as graffiti removal.

8.13.3 Types of Maintenance (Safety Critical)

While inadequate or improper maintenance on any of the HBLRTS may potentially have safety implications, HBLRTS recognizes that failures or incorrect operation of certain systems may directly cause hazardous conditions. Such systems are designated as "Safety Critical Systems". The Safety Critical Systems include:

- Stations

- Train Control
- Track
- Electrification
- Viaducts
- Right of Way (for fencing, the IDW, and drainage adjacent to track)
- Bridges
- Tunnel

Special requirements, including standards, employee certification, documentation, and quality assurance are imposed for these systems. Further details of equipment inspections and tests are described below.

8.13.4 Equipment Inspections

Equipment inspections are made in accordance with manufacturer guidelines, industry-accepted standards and practices.

- Track inspections conform to FRA standards, such as:
 - Walking inspections twice a week
 - Riding inspections by track inspectors twice a week;
 - Ultrasonic inspection once a year; and
 - Gage and other geometry measurements twice each year.

Receiving inspection inspects/tests all incoming materials and equipment to contract specifications and segregates defective materials in a non-conforming material hold area in accordance with Quality control procedures.

8.13.5 Preventive Maintenance Inspection Schedules

A sweep of the alignment is performed by the first train each morning. The yard & shop areas are inspected monthly.

Routine inspections of the structures, bridges, inverts, and aerial guideways are performed at established cycles using approved guidelines.

The system elements such as train control/signaling, grade crossing equipment, traction power, SCADA, and OCS are inspected at established cycles based on the manufacturer guidelines and industry experience. The period of these inspections may be varied based on climatic conditions, corrective maintenance demands, and length in service.

Vehicle inspections are made in accordance with industry-accepted procedures including periodic inspections specified by the LRV Running Maintenance and Servicing Manual and the Vehicle Heavy Maintenance Manual. Operators perform visual inspections and relevant systems checks prior to service-start.

8.13.6 Vehicle Maintenance Plan

Vehicle maintenance (VM) is divided into four areas: daily, preventive, program, and corrective. A brief description of each area is described below:

**Daily Maintenance**

Each car undergoes daily inspection and interior and exterior cleaning prior to release for service.

The daily inspection check sheet is included in the Maintenance Plan for Vehicle Maintenance.

Preventive Maintenance

Preventive maintenance is a combination of periodic inspections and routine servicing with monthly, semi-annual, and annual intervals. During monthly inspections, any open or deferred work orders for minor repairs are performed. Bi-annual and annual preventive maintenance is based on equipment manufacturer's recommendations.

Program Maintenance

Program maintenance is primarily developed by Engineering with the support of equipment manufacturers, and consists of engineering changes, field modifications, seasonal programs, and overhauls.

Corrective Maintenance

Corrective maintenance consists of troubleshooting and repairing equipment in response to a reported malfunction, failure, defect, incident, or other abnormality. These abnormalities may be reported by train operators, OCC, inspection technicians, or quality inspectors.

Quality Assurance

The LRV Quality Assurance function ensures that Vehicle Maintenance processes, documentation and procedures are in place and properly utilized. LRV Quality assurance personnel monitor maintenance activity and documentation for completeness and accuracy. The quality assurance function will include reliability and maintainability analysis to identify trends in equipment performance.

8.13.7 Materials Control

Materials Control is the management of all components and equipment, whether inventory spares or in repair, it is used in support of maintenance of Vehicles and equipment. Responsibilities of material control include:

- Inventory Management,
- Warehousing and Distribution,
- Shipping and Receiving,
- Unserviceable Tagging, Disposition and Restocking,
- Planning and Purchasing,
- Expediting.

Materials Control will continuously monitor parts and equipment status and usage to identify shortages, potential shortages and optimize stocking requirements.

Engineering changes are design modifications established by equipment manufacturers or Engineering and affect form, fit, or function of a component or system. These modifications are typically effective for the entire fleet and future production and are documented using the Engineering Change Notice.

Field modifications may include an Engineering Change Notice established by equipment manufacturers or Engineering. These may affect the entire fleet and are documented by use of Field Modification Instructions. These are typically developed to illustrate the implementation

of the Engineering Change Notice, address a quality defect, or clarify a servicing or repair procedure.

Seasonal programs are servicing procedures or temporary modifications utilized to address seasonal sensitivities. Seasonal inspection and servicing are typically performed during semi-annual inspections.

Some examples of seasonal programs: air conditioning servicing for summer operations, alteration of cleaning procedures for winter operations, and coupler "bagging" to prevent snow and ice build-up.

Overhauls, or heavy maintenance, are performed on a program basis. Period and scope of overhaul programs are established using equipment manufacturers' recommendations, and data obtained during yearly inspections.

Overhauls are divided into major sub-component groups including, trucks, hydraulic brake equipment, HVAC units, air compressors, pantographs, and passenger doors.

Failures and defects are reported by train operators using a Vehicle Defect Report. OCC provides Incident Reports, and inspection technicians utilize Discrepancy Reports.

All reports are brought to the attention of the Vehicle Maintenance Supervisor, who is responsible for investigating, documenting, disposition, and correcting the abnormality.

8.13.8 Maintenance Inspection Checklist Requirements

Checklists are used for all maintenance actions using an automated system that provides checklists as part of issuance of a work order.

8.13.9 Inspection-Hazard Management Coordination

Results from facilities and equipment inspections and tests are closely coordinated with the hazard management process. Hazards identified during these inspections are integrated into the hazard management process for tracking until resolved.

8.14 MAINTENANCE AUDITS/INSPECTIONS

Effective maintenance is required for safe and efficient light rail operations. HBLRTS has adopted maintenance standards that make safety and availability the primary objectives of the system. These goals will be met by the incorporation of preventive and corrective maintenance programs for all aspects of the system.

All Physical Plant, Fixed Systems and Vehicle Maintenance activities specified in the original equipment manufacturers' (OEM) or maintenance manuals are performed in a professional and timely manner. All requirements to maintain and enforce warranties, and to verify and document the functionality and performance of safety critical equipment, will be satisfied.

Implementation of maintenance activities is under the direction of the Superintendent of Maintenance of Way for fixed plant equipment as well as certain railroad and work equipment and the Superintendent of Vehicle Maintenance. These individuals coordinate their actions with

the respective Operations Safety and Maintenance Safety Training Programs for employee development requirements.

8.14.1 Systems and Facilities Subject to Maintenance Audit

As previously stated, inadequate or improper maintenance on any of the HBLRTS may potentially have safety implications, HBLRTS recognizes that failures or incorrect operation of certain systems may directly cause hazardous conditions. Such systems are designated as “Safety Critical Systems”. The Safety Critical Systems include:

- Vehicles
- Stations and Shelter Stops
- Train Control
- Track
- Electrification
- Viaducts
- Right of Way (for fencing, the IDW, and drainage adjacent to track)
- Bridges
- Tunnel

Special requirements, including standards, employee certification, documentation, and quality assurance are imposed for these systems.

8.14.2 Failure and Corrective Maintenance

It is the goal of HBLRTS maintenance to minimize system down time and maximize system availability.

Failure Correction is prioritized based first on safety and then equipment availability. Under no circumstances is unsafe equipment permitted to remain in service. Essential corrective maintenance is not deferred beyond the next scheduled preventive maintenance examination.

Corrective Maintenance is generally performed in response to an “in-service” failure (referred to as a “service failure”) or as a direct action following an unsatisfactory inspection and test. It may also require informal observation or vendor (supplier) directive.

8.14.3 Audit/Inspection Findings and Resolution

A log of failed or unsatisfactory inspection and test results and corrective action is maintained by the Superintendent of Maintenance of Way and for the Vehicle’s by the Superintendent of Vehicle Maintenance and Manager, System Safety for incorporation into the Hazard Management Process.

Where the results of the inspection and test activities are such that transportation services are adversely impacted (e.g., if track inspection determines that a speed restriction is required), the OCC is notified, and an entry made on the Service Failure Log. Any result of an inspection and test action which adversely impacts service availability is considered an “in service” failure.

8.14.4 Maintenance Program Monitoring

The maintenance program is monitored on a regular and frequent basis to identify trends in equipment performance.

This information is used to identify reliability improvement opportunities, such as the replacement of unreliable components based on life cycle cost analyses, etc. Reliability and maintainability data is also used to redefine maintenance intervals and maintenance cycles based on experience over the term of the Operations and Maintenance phase of the contract. These intervals are increased or decreased to provide more cost-effective maintenance.

Certain MOW and Fixed Plant maintenance activities are performed by subcontractors, while others are accomplished directly by HBLRTS staff. The coordination and management of both are the responsibility of the Superintendent of Maintenance of Way.

8.15 TRAINING

8.15.1 Training and Certification Review/Audit

Audits of training will include the verification of employee training, certification, and retraining programs as appropriate. The audit will verify that the HBLRTS employee instructions and course contents meet the expectations of training and certification requirements. The content and presentation of the training programs are evaluated on a periodic basis.

The courses are conducted and documented with complete and accurate records. Records are maintained in a secure location by the Training Department.

Maintenance personnel, operations personnel, and personnel directly responsible for safety will complete de-escalation training. This training will be part of initial on-boarding for the personnel identified, as well as on a refresher basis every three (3) years.

8.15.2 Employee Safety Training

HBLRTS employee training is conducted for all operations and maintenance personnel to include the following:

- Safety/Industrial Hygiene Training and Education
- Operations Related Safety Training
 - Train Operator Training and Qualifications
 - Transportation Supervisor and Controller Training and Qualifications
 - Maintenance Personnel Training and Qualifications
 - Safety Critical Training and Certification Compliance

8.15.3 Safety/Industrial Hygiene Training and Education

The Operational Safety Manager provides training to HBLRTS employees in basic, safe work practices and hazard identification. Employees exposed to chemicals and/or physical agents receive training in industrial hygiene principles, use and care of personal protective equipment, and the hazards and safe handling methods associated with chemicals.

Employees whose job functions include exposure to special hazards receive additional training, including, but is not limited to, confined space entry, blood borne pathogen, HazCom, or other safety-specific training.

8.15.4 Operations Related Safety Training

Safety training is conducted on HBLRTS equipment, operating rules, and procedures. Copies of SOP's and rules are given to all HBLRTS operating personnel. The Manager, System Safety assists the Transportation Department in the formulation of training programs, SOPs, and rules. SRC is responsible for the review and approval of all operating rules and procedures and operations training programs, prior to their implementation.

All safety-sensitive positions directly engaged in rail operations or in Rail Operations Management are subject to random drug and alcohol testing, random safety checks, limitations on hours worked and certification/recertification on an annual basis. Additionally, personnel must pass an annual examination on the operating rules, safety rules and procedures. Each person who fails the annual examination is given special retraining. The preparation, administration, and maintenance of these examinations and related records are the responsibility of the employee's respective department.

Additionally, personnel must pass an annual examination on the operating rules, safety rules and procedures. Each person who fails the annual examination is given special retraining. The preparation, administration, and maintenance of these examinations and related records are the responsibility of the employee's respective department.

8.15.5 Train Operator Training and Qualifications

All new Train operators are given the Transit Vehicle Operator training course. This course covers rules, procedures, and actual vehicle operation. Each new train operator is certified by practical testing to validate operational readiness and knowledge of operating and safety rules and procedures. Annually each operator is given a refresher course on the rules and procedures and is re-certified by written and practical testing.

8.15.6 Transportation Supervision Training and Qualifications

Each Transportation Supervisor receives training in vehicle operations, including rules and regulations, efficiency checks, emergency response, accident/incident investigation, customer assistance, and vehicle maintenance troubleshooting.

The Safety Department coordinates with the Training department to train Transportation Supervisors in accident/investigation procedures performed in accordance with the HBLRTS SOP. Each supervisor is certified by both written and practical testing to validate operational readiness and knowledge of operating and safety rules and procedures. Annually each Supervisor is given a refresher course on the rules and procedures and is re-certified by written and practical examination. Controllers are qualified and certified.

Transportation Supervisors who have received additional training and certification in the areas of vehicle movements, including direct action and control of routes, coordination of emergency response and security activities, and coordination of construction and maintenance activities on the active railway are qualified as Controllers.

Controllers are certified by both written and practical testing to validate their operational readiness and knowledge of operating and safety rules and procedures. Annually each Controller is given a refresher course on vehicle movements, and emergency and operating rules and procedures, and is re-certified by written and practical examination.



8.15.7 Fixed Facility and LRV Maintenance Personnel Training and Qualifications

Maintenance requirements, methods and procedures for HBLRTS equipment and systems described in manuals, handbooks, and other documentation developed for the training and certification of maintenance personnel. Use of personal protective equipment (PPE), emergency equipment, and safety instruction are included within the training program.

Maintenance Supervisors are responsible for ensuring Maintenance Personnel required to operate vehicles, hi-rail equipment, heavy equipment, or other specialized vehicles/ equipment/apparatus are certified by both written and practical testing (to document the employee's knowledge of safety and operating procedures and skill in the proper and safe operation and procedures).

Each employee is re-certified annually, in the proper and safe use of equipment/vehicles by written and practical examination. \

8.15.8 Safety Critical Training and Certification Compliance

To ensure that compliance to training and certification of HBLRTS staff, the following is presented:

- The Training Department, with assistance from the Safety Department is responsible for operational training, including the training of new staff as assigned.
- Various levels of safety training are established for HBLRTS staff and Emergency Responders so that employees can effectively carry out their respective responsibilities. Employees receive safety training appropriate to their level of responsibility. Figure 13-5 below provides a matrix of Training, Including Emergency Responders

Figure 8-5: Safety Training Requirements

Courses	Staff Level				
	Emergency Responders	OCC Controller	Operator	Supervisor	HBLRTS Staff
HBLRTS Orientation	X ⁵	X	X	X	X
HBLRTS SOP's & EMP's	X ⁵	X	X	X	X
HBLRTS Safety Rules	X ⁵	X	X	X	X
HBLRTS Safety Systems	X ⁵	X		X	X
HBLRTS -Facilities & Vehicles	X ⁵	X	X	X	X
Roadway Worker Training	X ³	X ³	X ³	X ³	X ³
Emergency Responder Training	X ¹	X		X ²	
Incident Command Training	X ¹	X		X ²	
Interagency Training ⁴	X ⁴	X			X ³
CPR		X ³	X ³	X ³	X ³
First Aid		X ³	X ³	X ³	X ³
Hazardous Material Awareness		X		X	
Facility & Operational Security	X ³	X ³	X ³	X ³	X ³
De-Escalation Training		X	X	X	X

1 Qualified and not required

2 Supervisors designated as On-site incident coordinators

- 3 Selected Staff
- 4 Includes table-tops, drills, functional and full-scale simulations
- 5 Training limited to ROW access, equipment familiarity and HBLRTS Emergency Procedures

NJT and HBLR employees and contractors whose job function is directly responsible for safety oversight of the agency are required by 49 CFR Part 672 to attend the Public Transportation Safety Certification Training Program (PTSCTP) to include refresher training every 2-years. This includes personnel whose primary job functions include the development, implementation, and review of this PTASP, and/or the NJDOT requirements for the agency pursuant to 49 CFR parts 674.

8.15.9 Contractor Safety Training

The Health & Safety Manager, and the Manager, System Safety administer the Construction E, S&H Program when contractors' work affects HBLRTS operations, passengers, facilities, and personnel.

Contractors are required to comply with all applicable OSHA standards for the safety of employees as well as to safeguard HBLRTS employees, contractors, passengers and the public.

All contractors and subcontractors working on or interfacing with the HBLRTS are required attend safety training prior to working on the operating system. This training course is developed jointly by the operating department and the Safety Department.

HBLRTS Operating and Safety Rules and Procedures are included in each contractor/Subcontractor contract, and these rules and procedures bind them while performing work on the HBLRTS

8.15.10 Maintaining Training Records

All records of HBLRTS personnel training are retained in the Training Department, including training certification and re-certification. Training records are maintained indefinitely.

8.15.11 Training Compliance Requirements

The Training and Administration Managers report to the TFCRC President, CEO & Director, Rail Operations and is responsible for coordinating all training activities within the HBLRTS organization.

This includes the tracking of employee certifications and notification of their expirations, scheduling annual re-certification training, and analyzing historical training activities to improve the organization's time management without degrading the assurance of safety within the system. Instruction to employees will be provided by this individual in the areas of expertise.

Subcontracted and other off-site training courses are be coordinated by the individual, including the development of courses, if necessary.

8.16 SAFETY COMMITTEES

HBLRTS has several safety committees to facilitate distribution of information and the proper resolution of safety issues.

The Safety Review Committee is the primary committee, and it is supported by the Fire/Life Safety Committee, System Change and Operations Review Committee, Change Control Board, Employee Development & Safety Recognition Task Group, etc. The Manager, System Safety Programs is represented in these committees.

The scope and responsibilities of these committees are presented in the following sections. Unresolved and open issues that result from these supporting committees are forwarded to the Safety Review Committee for resolution.

8.16.1 Safety Review Committee (SRC)

The Safety Review Committee oversees all Safety activities for HBLRTS, conducts periodic meetings as necessary, and is responsible for:

- Reviewing documentation (evidence of conformance to safety requirement), assigning responsibilities for open issues and approvals of certification documentation, conducting site visits, and defining safety and security-related tests and analyses, as required.
- Determining whether to accept specific conditions or requiring corrective action(s), including determining the specific methods to mitigate the conditions or potential hazards.
- Providing recommendations to the TFCRC President, CEO & Director, Rail Operations regarding certification and noncompliance of system elements.

The SRC consists of the following members:

- TFCRC President, CEO & Director, Rail Operations
- Transportation Department
- Fixed Facilities & LRV Maintenance Departments
- Chief Engineer
- Manager, System Safety
- The Safety Review Committee is chaired by the Manager, System Safety

In addition to ensuring the employees' welfare, each HBLRTS manager and supervisor is responsible for having knowledge of, and enforcing compliance with, all applicable federal and state OSHA laws, standards, and regulations.

8.16.2 Labor/ Management Committee

The Labor/ Management Committee meets at least monthly and is comprised of equally paired labor and management personnel from Maintenance of Equipment, Maintenance of Way, Transportation, Assistant Superintendent of Transportation, Assistant Superintendent of Maintenance, and the Safety Manager. Committee implementation and representation will fulfill "at a minimum, responsibility for identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment; identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and identifying safety deficiencies for purposes of continuous improvement". This committee will also be included in the review and approval process of the ASP. Records of minutes for each meeting, written agenda, distribution of committee's correspondence to be provided to all stakeholders in the safety review committee. SSOA may participate in meeting. Employee

membership goes through a documented labor/ management selection process. Quorum of equally paired concurring members must exist for each meeting.

8.17 COMPLIANCE WITH LOCAL/STATE/FEDERAL REQUIREMENTS

8.17.1 Employee Safety Program

HBLRTS provides all employees with a safe workplace. This extends to operational practices e.g., access to hazardous areas, as well as to the physical conditions.

Employees are provided with continuous training with respect to their responsibilities in the HBLRTS Safety Program, as well as on safety related documents such as the Rules for Conducting Transportation, the General Safety Rules, and the Special Instructions.

8.17.2 Occupational Safety and Health Program

Occupational Environmental, Safety and Health (E, S&H) Program is a high priority for the. HBLRTS Manager, System Safety is responsible for monitoring implementation of project E, S&H. Manager(s) for Rail Operations, LRV Maintenance and Construction ES&H are responsible for ensuring compliance with safety programs, all applicable OSHA standards and local codes. It is the responsibility of each department manager and supervisor to ensure a safe and healthy work environment for all employees under their direction. The HR & Labor Relations Manager has the responsibility for ensuring that employee information bulletin boards are posted and maintained.

8.17.3 Industrial Hygiene Program

HBLRTS conducts regular industrial hygiene studies such as air quality, noise level, hazardous materials, including wastes, and environmental stresses, to evaluate the degree of employee or patron exposure to chemical and physical agents encountered in the work environment, including the office environment.

The survey results are utilized to determine the necessary corrective action, including engineering and administrative controls and/or the required use of personal protective equipment. Reports of the industrial hygiene study are submitted to all affected departments.

Industrial hygiene studies are performed on a hazard priority basis to identify and eliminate exposures that exceed the Threshold Limit Value (TLV) and Permissible Exposure Level (PEL). The priority is established by the Manager, System Safety through an evaluation of the work processes, including type of work performed, types of chemicals or hazardous materials used to which persons are exposed, frequency and duration of exposure, and number of employee (or patrons) exposed.

Examples of high priority exposures are:

- Airborne concentrations of lead, silica and other toxic particulates and aerosols
- Organic solvents
- Excessive noise levels

In addition, high priority is given to employee or patron concerns, and requests for evaluations from HBLRTS Risk Management or Safety.



8.17.4 Personal Protective Equipment Program

Appropriate personal protective equipment (PPE) are provided and its use required by HBLRTS personnel working on the system.

The use of PPE is evaluated for use by the respective Safety Superintendents (of Operations, Maintenance or Construction ES&H, as appropriate) prior to its purchase by the using organization. Management and supervisory personnel are responsible for providing the necessary PPE and enforcing its use by employees.

8.17.5 Medical Surveillance Program

Physical examinations are coordinated through the Manager, System Safety to monitor the health and welfare of employees, and to identify workplace conditions which may jeopardize their safety and health.

8.17.6 Contractor/Subcontractor ES&H Programs

The intent of the HBLRTS Contractor/Subcontract E, S&H Programs is to enhance individual protection and public safety by fostering an awareness and concern for safety on the job site.

Implementation of Contractor/Subcontractor E, S&H requirements during construction, and those covered by the Federal and NJ State Occupational Safety and Health Administration, are the responsibility of HBLRTS and are included in the HBLRTS Construction E, S&H Program(s).

8.17.7 Contractor Safety Program

The Manager, System Safety administers the Construction E, S&H Program when contractors' work affects HBLRTS operations, passengers, facilities, and personnel.

Contractors are required to comply with all applicable OSHA standards for the safety of their own employees as well as to safeguard HBLRTS employees, contractors, passengers, and the public.

All contractors and subcontractors working on, or interfacing with the HBLRTS are required to attend safety training prior to working on the operating system.

This training course is developed jointly by the operating and safety departments and reviewed by the Manager, System Safety.

HBLRTS Operating and Safety Rules and Procedures are included in each Contractor/Subcontractor contract, and these rules and procedures bind them while performing work on or about the operating system.

8.17.8 Required Safety Program Compliance

Safety program requirements for compliance are an integral part of numerous HBLRTS committees that have been previously described or are as identified below. These committees establish the rules, procedures and guidance that must be complied with, for worker safety

8.18 HAZARDOUS MATERIALS PROGRAM

The fundamental requirements of the Federal and State of New Jersey Right-To-Know laws/standards are included in the HBLRTS Hazard Communication Program. The Manager, System Safety enforces procedures that ensure compliance with the standards by employees of all departments.

Safety Data Sheets (SDS) for all chemicals and other hazardous materials that are being considered for purchase and use are reviewed and evaluated by Quality Assurance for approval, prior to use. The user will furnish the manufacturer's SDS for hazardous products, and information on the planned use and application methods. The procurement department ensures that the Manager, System Safety has submitted written approval of requested materials prior to procurement.

HBLRTS trains its employees in the use of chemicals and hazardous materials. Follow-up is conducted on the field use of approved products to ensure that safe, proper handling methods are utilized.

8.18.1 Environmental Protection Program

As the operator of HBLRTS facilities and equipment, it is the responsibility of HBLRTS to minimize and control the generation of hazardous waste and pollutants to protect the environment.

HBLRTS management ensures that all facilities and equipment under its control and direction comply with all applicable NJDOT and federal environmental regulations.

The Manager, Safety & Quality Assurance is responsible for the coordination of hazardous waste manifests, storage, and removal and safe disposal of wastes from HBLRTS facilities, and for the maintenance of any required records.

The Safety Manager performs routine environmental protection inspections throughout the HBLRTS sites to ensure compliance with applicable regulations. Procedures are established by the Manager, System Safety to monitor and coordinate all environmental protection activities of HBLRTS departments.

Although OSHA stipulates those employees are responsible for complying with OSHA standards, HBLRTS considers that it is responsible for the employees' compliance. HBLRTS ensures that procedures are established by all departments that facilitate disciplinary action against those individuals who fail to comply with applicable OSHA laws, standards, and regulations.

Examples of types of employee actions that require disciplinary action are failure to use/wear required personal protective equipment, failure to follow appropriate chemical handling procedures, and the unauthorized modification of safety equipment and devices

The Spill Prevention, Control and Countermeasure (SPCC) Plan described in Waste Management & Spill Prevention Control/Countermeasure Plan is required by the US EPA Regulations 40 CFR 112.

The Plan is required to be available for implementation on-site to prevent oil spills, to control spills if they occur, and to employ the necessary countermeasures to contain the spill. It should be noted that the Vehicle Service and Maintenance Shop facility does not meet the criteria of a facility that "could reasonably be expected to cause substantial harm to the environment by discharging into or on the navigable waters or adjoining shorelines." The Shop is generally designed as an Unlimited Area and Low Hazard (S-2). The analysis was based on Uniform Construction Code of New Jersey. This is referenced in the Waste Management & Spill Prevention Control/Countermeasure Plan.

8.18.2 Hazardous Waste Management Program

The Manager, Safety & Quality Assurance administers the Hazardous Waste Management Program to ensure that all HBLRTS facilities minimize and control the generation of hazardous waste and insure disposal in accordance with environmental regulations. Solvent and oil recycling programs are established to assist in maintaining the status of "Small Quantity Generator."

Hazardous materials storage areas are established for each facility, including designated accumulation storage areas. In addition, all employees having responsibility for the control and disposal of hazardous waste are appropriately trained to ensure compliance with environmental regulations. Hazardous material emergency responses are developed and implemented to deal with emergency situations.

8.18.3 Waste-Water Abatement Program

The Manager, Safety & Quality Assurance maintains the Waste-Water Abatement Program to ensure that all spills and concentrations of hazardous materials and in process wastewater from HBLRTS facilities and equipment are controlled to minimize surface wash-off spillage in exterior areas. HBLRTS management is responsible for implementing the program for HBLRTS systems.

8.19 PROCUREMENT

The Manager, Maintenance, and Construction, the Manager, System Safety and other potentially affected departments perform safety and security reviews of procurement specifications, designs for facilities, equipment, or systems, which may affect the safety and security of employees and passengers. The maintenance program is monitored on a regular and frequent basis in order to identify trends in equipment performance. The review is performed to assure the incorporation of safety requirements in contract specifications and designs, and to assess compliance with the safety requirements through the testing and/or inspection of the facility, equipment, or system.

A system to control procured material, equipment, and/or services, with sufficient specification detail to meet design requirements is in place.

Applicable design bases and Quality Assurance program requirements are included or referenced in documents used for procurement of materials, parts, equipment, and/or services.

A materials procurement and inventory control program through the CMMS is used. This is comprised of the specification, purchase, inspection, storage, issue, and use of all spare

replacement parts. All spare parts whether new or remanufactured are to be equal to or better than the original equipment parts. The spare parts inventory is monitored on a regular and frequent basis to ensure that there is an adequate and cost-effective spares inventory.

Procurement of new systems such as facilities, equipment, and light rail vehicles includes safety requirements in specifications, codes/standards and design reviews.

8.20 DRUG AND ALCOHOL PROGRAM

Maintenance of a Drug and Alcohol-free workplace is essential to the safety, reliability, and efficiency of HBLRTS operations. 21st Century, its partners, and sub-contractors are totally committed to this objective and support this. Employees of each partnering firm within the HBLRTS are covered by the respective Substance Abuse Control Programs.

The abuse of legal drugs, the misuse of alcohol, and/or the use of illegal drugs by HBLRTS employees poses a serious risk of harm to the health and safety of the public and to other employees.

The administration of the program is through the security office. The program provides for training of supervisors in the signs and symptoms of substance abuse; initial testing of employees and potential employees prior to placement in safety-sensitive positions; record-keeping of test results, and an employee drug information program.

The purpose of the Drug and Alcohol Policy/Program is to assure employee fitness for duty and to protect employees, customers, and the public from risk posed by worker use of drugs or alcohol.

It is noted that employees must inform their supervisors when using prescribed medication(s) that may alter their ability to perform their work.

This program is intended to comply with all applicable Federal regulations governing workplace drug and alcohol misuse in the transit industry.

Regulations issued by the U.S. Department of Transportation (DOT) and the Federal Transit Administration (FTA) mandate of urine drug testing and evidential breath alcohol testing for safety-sensitive positions. The policy sets forth HBLRTS drug and alcohol abuse program and the testing and reporting guidelines for safety-sensitive employees as required by those regulations, and for employees in non-safety-sensitive positions.

It is the goal of the Drug and Alcohol Program to prevent substance abuse; all persons covered by the policy are aware that violations of the policy will result in discipline, up to and including termination, or in not being hired. Employee disciplinary actions are coordinated with the Human Resources Manager or the Labor Relations Manager, as appropriate.

HBLRTS Drug and Alcohol Abuse Policy addresses:

- a. Applicability of the Drug and Alcohol Abuse Program
- b. Safety-Sensitive functions
- c. Prohibited substances
- d. Prescription drug use

- e. Prohibited activity
- f. Alcohol use
- g. Compliance with testing
- h. General provisions for drug and alcohol testing

Types of testing

- Post-offer/pre-employment
 - Reasonable suspicion
 - Post-accident/incident
 - Random – safety-sensitive employees
 - Return-to-duty
 - Follow-up
 - Methodology
 - Substance Abuse Professional Evaluations
 - Confidentiality
 - Retests
 - Notification of criminal or driving while intoxicated conviction
- i. Employee absences
 - j. Employee Assistance Program
 - k. Education and training
 - l. Discipline
 - m. Return-to-Work requirements
 - n. Program administration

8.20.1 Employee Assistance Program

HBLRTS recognizes its commitment and responsibility to its employees by seeking to provide, through the Employee Assistance Program (EAP) and/or Substance Abuse Program (SAP), an opportunity for employees to deal with drug and alcohol-related problems.

Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through the EAP and/or SAP in complete confidence and without jeopardizing his/her employment with HBLRTS solely because of the request for assistance. Other treatment programs for drug and alcohol problems are available through the health and welfare provider selected by individual employees.

The immediate discontinuation of any involvement with alcohol or drugs is an essential requisite for participation in any treatment program.

Although employees are encouraged to receive help for drug or alcohol problems, participation in an EAP and/or SAP will not excuse an employee's failure to comply with the requirements of the Policy. Drug and Alcohol Abuse Program Administrator coordinates EAP and SAP with the Human Resources Manager

8.20.2 Drug and Alcohol Abuse Education and Training

It is the policy of HBLRTS, that training and education programs are made available to all its employees. Supervisors, managers, and officials receive instruction on supervisory

responsibilities, effects of alcohol and drug misuse, procedures of HBLRTS drug and alcohol program, and indicators of probable alcohol and drug misuse.

Employees receive information on the effects of drug and alcohol misuse and their effect on an individual's health, work, and personal life; signs and symptoms of drug and alcohol problems; and available methods of intervention.

8.21 HOURS OF SERVICE PROGRAM

HBLRTS Hours of Service are as shown below.

8.21.1 A Covered Service employee must have a Required Off-Duty Period of at least 10 consecutive hours immediately preceding the report time for a new Work Tour.

8.21.2 During a Work Tour, an employee must not remain on duty for more than 12 consecutive hours, or 12 hours broken by Break Period.

8.21.3 When an employees on duty period is broken or interrupted by Break Period they may return to duty for the balance of the 12 hour on duty period. The total accumulation of on duty time and Break Periods during a single Work Tour must not exceed 16 hours.

8.21.4 When an employee works 14 consecutive days they must have a minimum of 2 consecutive days off prior to reporting for a new Work Tour.

8.21.5 Except in an emergency, an employee must not be disturbed during a Required Off-Duty Period.

8.21.6 Any commingled service must be included when calculating Total Time On-Duty.

8.21.7 Under extreme circumstances Hours of Service may be suspended temporarily. The OCC manager or designee shall, based on adverse operating, emergency conditions or situations beyond the control of HBLR, be empowered to declare an emergency, suspending any or all the Hours-of-Service requirements. This action shall be clearly communicated to all affected parties describing the reasons for the declaration, job classes affected, and the expected duration of the order. Return to normal operation shall occur as quickly as the situation allows.

8.21.8 HBLR and Covered Service employees will maintain Hours of Service records including: dates worked, Required Off-Duty Periods, on and off duty times, Break Periods, Work Tour totals, Total Time On Duty and days off. These records will be held for a period of 2 years. Records maintained by HBLR will be available for inspection by the proper authority during regular business hours. Managers will have access to HBLR's Hours of Service records in order to verify employees are properly rested prior to accepting an assignment.

8.21.9 Hours of Service – Definitions

Covered Service:

Operators -That portion of the employee's time on duty during which the employee is engaged in, or connected with, or affecting the movement of a train.

Controllers - That portion of the employee's time on duty during which the employee, by the use of an electrical or mechanical device, dispatches, reports, transmits, receives, or delivers an order related to or affecting the movement of a train.

Signal Maintainer - That portion of the employee's time on duty during which the employee is engaged in installing, repairing, or maintaining a signal system.

Supervisors - Under normal circumstances, Supervisors responsibilities are considered non-covered service not affected by Hours-of-Service rules. In circumstances where a Supervisor does perform Covered Service, such as performing the duties of an Operator, Controller or Signal Maintainer, that work is governed by the Hours of Service rules and may fall under the category of Commingled Service and subject to Hours of Service restrictions.

Commingled Service: When required by HBLR to perform any non-covered service that is not separated from Covered Service by a Required Off-Duty Period. Examples: Covered Service employees and Supervisors performing a combination of non-covered and Covered Service, including mandatory attendance at classes, hearings or investigations. Therefore, any non-covered service performed along with Covered Service without a Required Off-Duty Period will be treated as Covered Service when calculating Total Time on Duty for purposes of Hours of Service.

On Duty: Begins when the employee initially reports for a Work Tour after a Required Off-Duty Period, or they resume duty after a Break Period, at the time and location established by HBLR.

Required Off Duty Period: A minimum of 10 consecutive hours of rest immediately preceding the report time for a new Work Tour. Note: A Required Off-Duty Period of not less than 8 hours will be required prior to reporting for a mandatory class, hearing or investigation.

Work Tour (Shift): Total amount of time spent performing covered or commingled service plus any Break Periods, the total of which must not exceed 16 hours.

8.22 ROADWAY WORKER PROTECTION

HBLRTS has an established "Protection from Trains" policy for employees and contractors working on, or in close proximity to, rail transit-controlled property.

The Safety Manager, working with the Construction Manager oversees worker safety. Contractors are required to comply with all applicable State and Federal OSHA regulations for the safety of their own employees. All employees and contractors working on, or interfacing with the HBLRTS are required to attend safety training while working on the operating system. This training course is developed jointly by the operations department and system safety. The TFCRC used as guidance, the Federal Railroad Administration's regulation 49CFR214 for Roadway Worker Protection, APTA RT-S-OP-016-11 and NTSB Recommendation R-12-36 of 06-01-12. Additionally, HBLRTS also uses as guidance, it's **Roadway Worker protection Plan.**

8.23 MINIMUM DOCUMENTS SUBMITTED TO NJDOT – OSS

The following describes document submittals that are required by NJDOT-State Safety Oversight Agency for all operations and maintenance employees, and the process used to ensure their knowledge and compliance with the HBLRTS safety policy. The noted documents are submitted to NJT OSS for review and concurrence before the NJT OSS submittal to the SSOA for review and approval:

- Annual report of Safety & Security Reviews, no later than February 12th of each year, including CEO certification;
- Monthly Reports, including Listing of Accidents, Incidents and Injuries; Hazard Management; including CEO certification
- Monthly Reports, including Status of Safety Certification; CAPs; Internal Safety and Security Audits
- Annual Review/Update of HBLRTS PTASP and SEPP.
- Updates to Plans and Procedures as required by the PTASP.
- Accident/Incident Report submitted within 30 day of the Accident/Incident or a status update of the Accident/Incident in the event the report cannot be completed, including CAP for each Accident/Incident (if required).
- Internal Audit Checklists.

9.0 SAFETY PROMOTION (§673.29)

9.1 HBLRTS SAFETY CULTURE GOAL

HBLRTS goal is to provide guidance, suggestions, and recommendations toward improvement in our safety culture, both to our employees and our passengers. Specifically, our goal is to identify the transit industry's best practices of safety excellence and make recommendations to strengthen our safety culture.

9.1.1 Safety Culture Purpose

HBLRTS safety culture is reflected by our actions, attitudes, and behaviors of our staff (managers, supervisors, and employees), concerning safety.

Our purpose is to ensure that staff understand that safety is a positive attribute; preventing injuries and saving lives, with improved productivity are positive outcomes. Safety is actively practiced and regarded as a critical core value by our staff

9.1.2 Philosophy toward a Safety Culture

HBLRTS fully understands that safety culture is based on attitude and is structural, as it relates to both individuals and organizations. It requires recognition of safety issues, balancing them with appropriate action. Additionally, it is difficult to measure when the fundamental criterion for measuring safety is the absence of accidents and incidents.

Personal attitudes and HBLRTS commitment toward safety aid in identifying unsafe acts and conditions that are precursors to accidents and incidents.

Safety culture extends beyond adhering to procedures. All responsibilities important to safety must be implemented correctly, with alertness, careful thought and full knowledge, sound judgment, and a sense of accountability.

9.1.3 Safety Attitudes, Awareness and Ethics

Safety awareness and attitudes are important attributes that exist in an accident free environment for the HBLRTS. Procedures and good record keeping provide valuable information toward improving HBLRTS safety culture.

9.1.4 Safety Culture Implementation

HBLRTS considers four key elements that contribute greatly to our safety culture and important to implementation of our safety awareness. They are:

- Safety Training
- Communicating Safety
- Continued Safety Awareness
- Data Collection and Lessons Learned

Each of the key elements are integral to implementation of our everyday activities.

9.1.5 Safety Culture Training

HBLRTS places considerable effort toward our safety culture in every aspect of our training programs, including, hiring orientation, placing emphasis on safety in every training module, and continually monitoring safe practices in our employees every day work assignments.

Train Operators, Control center staff, and Maintenance personnel performing critical safety functions in their work are regularly certified and re-certified to ensure they continue to perform their work in a safe manner.

Specific details of our training activities are described in section 12 of this PTASP

9.1.6 Communicating Safety

HBLRTS employs several means of communicating safety to our employees, passenger, and the public in general. HBLR communication of safety information includes, but is not limited to:

New hire orientation – During new hire orientation the importance of personal safety by providing information regarding the dangers of working on a transit system (electric power, working on the right- of-way, signaling, track and switch machines, rain movements, slips, trips, falls, etc), and emphasize that safety is their responsibility.

Formal job training – Training, specific to the work they are performing, stresses the importance of their personal safety, both in the classroom, and on-the-job training.

Signs – Numerous warning signs are throughout the HBLRTS to forewarn our employees and passengers of danger, or what to do in an emergency

Notices and Posters - HBLRTS recognizes its responsibility for keeping our employees and passengers out of harm's way and empowering them with the latest safety information. Proper signage is a necessity for HBLRTS. There are regulations, including emergency exit and evacuation signs and hazardous materials notices. Safety posters promote positive messages and practical instruction on how to work safely and respond to emergency situations. Posters are placed in lunchrooms, breakrooms and other employee locations to create a safer working environment

One-On-One Conversation – One-on-one conversations with individuals, be they employees or passengers with the purpose of informing them of the potential danger in their unsafe act.



In accordance with 673.29(b), HBLR ensures all employees are aware of policies, activities, and procedures and action take to mitigate issues reported through the Employee Reporting Program that relate to their safety-related roles and responsibilities. Communicating with frontline employees about safety is crucial in establishing a positive safety culture. Mechanisms for communication include, but are not limited to:

- Employee Reporting Program
- Safety Committees
- Training
- Policies and Procedures

HBLR employees are encouraged to report unsafe behaviors and conditions to Senior management without the fear of retaliation. Examples of types of employee actions that require disciplinary action include but are not limited to, failure to use/wear required personal protective equipment, failure to follow appropriate chemical handling procedures, and the unauthorized modification of safety equipment and devices.

9.1.7 Continued Safety Awareness

Employee safety is an essential element in improving productivity, quality, and minimizing workers' comp costs.

Most workplace accidents are the result of unsafe acts, not unsafe conditions. Employee safety promotion programs increase safety awareness. By integrating our safety promotion complements our training and education programs to enhance HBLRTS safety culture.

9.2 NON-PUNITIVE REPORTING

9.2.1 Historical Background for Confidential Non-Punitive Reporting

SMS initiatives and Goals and Objectives will be led by NJ TRANSIT's OSS, in coordination with HBLR Department Managers and Supervisors. Common sense and practical experience command that the HBLRTS implement effective reporting systems by learning from smaller mishaps and incidents to preclude serious workplace accidents. relaying safety-related information on a regular basis, focusing on raising awareness of potential safety risks and the progress of the agency's safety programs. This encourages employees to report concerns and demonstrates management's commitment to both the employees and the agency's safety performance objectives.

Communicating with frontline employees about safety is crucial in establishing a positive safety culture.

Confidentiality of employee reporting is clearly important in mediating the number of reports. Systems that have shifted to confidentiality show a substantial increase in willingness to report an incident or mishap, measured by the number of reports received. HBLRTS Safety Department and NJT OSS have instituted a Confidential Call Number (877-806-8283) for reporting safety issues while protecting confidentiality of persons.

The consensus is that fear of retribution, either by immediate superiors, by others in the employing organization, or by another agency, hinders a willingness to report incidents.

We all learn from the errors of others that have resulted in serious injury, but it is much better learning when it was just a mishap. The best initiative is to learn from mistakes.

9.2.2 Purpose

The primary purpose is to establish a policy toward maintaining the confidentiality of non-

punitive Reporting, to continually improve HBLRTS's safety initiatives in preventing minor incidents from becoming major accidents, and to ensure that employees are not penalized for reporting potentially hazardous conditions benefitting our organization's safety culture.

9.2.3 Confidential Non-Punitive Reporting Policy

HBLRTS's objective is to encourage a culture in which employees are comfortable and encouraged to bring safety and compliance concerns to the attention of management. Further, no person shall ever be penalized or retaliated against for bringing such information to the attention of management. To ensure this commitment, it is imperative that we have uninhibited reporting of all incidents and occurrences that compromise the safety of personnel, or operations.

Personnel are encouraged to accept responsibility for communicating information that could affect the integrity of safety and our service. Everyone must be assured that this communication will not result in reprisal. All HBLRTS personnel are advised that no disciplinary action will be initiated against anyone who discloses an incident or occurrence involving safety and compliance. HBLRTS implements a simple reporting process for reporting information concerning safety and compliance that is intended to protect the identity of anyone who provides information.

10.0 SAFETY DOCUMENTATION and RECORDKEEPING (§673.31)

10.1 Safety Data Collection Overview

HBLRTS collects data related to accidents, incidents and hazardous conditions, monitors trends, analyzes, and categorizes the information relevant to employee and passenger safety. This information is disseminated to management and all department supervisors who in turn, conduct weekly tool-box meetings emphasizing safety, and how their action can affect safety.

"Lessons Learned" through our data base provides valuable information on what we must focus on to correct bad actions that result in accidents, incidents or "Near Miss" occurrences.

This information is intended to instill an awareness of how the lack of discipline regarding safety has an impact on themselves, HBLRTS passengers and ultimately, how it effects the public's perception toward safety on our organization.

It is the task of the Manager, System Safety to monitor the safety performance of operations. Selected data is accumulated and analyzed. This data includes injuries to passengers, HBLRTS personnel, public; potentially hazardous equipment failures; unacceptable hazardous conditions; and rules and procedure violations.

10.1.1 Data Acquisition Process

Information regarding accidents, incidents, hazardous and safety-related conditions and HBLRTS operations is obtained from several different reporting mechanisms. These include but are not limited to: HBLRTS Operations Summary, OCC logs, and Employee/ Occupational Injury reports, and crime/ loss prevention surveys. Data is used to meet external reporting requirements for NJDOT or the FTA. Trend analyses are performed on acquired data to identify trends in accidents, injuries and the development and implementation of corrective action plans. SMS data is report to NJT OSS as per NJDOT and FTA requirements.

10.1.2 Data Analysis and Tracking

As an important element of our safety management and performance system the tracking of hazard and equipment failure related data is used to both, set performance goals and trends. These trends are further analyzed and/or investigated to determine causal factors.

This is accomplished by interviews with personnel in the affected department(s) and analysis of pertinent documentation. Identified hazards and equipment failures are categorized and submitted with corrective action recommendations (or requests for corrective action development). Further, continuous follow-up of corrective actions is accomplished until close-out.

10.1.3 Systems/Facilities/Equipment Life Cycle Data

HBLRTS has instituted the collection of performance data that is considered essential in determining repair, refurbishment and replacement of systems/facilities/equipment throughout their useful life. To accomplish this, data is collected on:

- Vehicle, systems and equipment failures while in service (monitor failure rates)
- Vehicle, systems and equipment service hours (mean time between failures)
- Number and type of maintenance actions (including frequency)
- Times to major overhaul, mid-life and replacement of systems/facilities/equipment

This information is used to monitor system/facility/equipment performance failures, inadequate maintenance to assure they are in a state of good repair.

10.2 Access to Data

Safety data is disseminated internally to Management and all affected departments for information. SMS data is available to NJT OSS, NJDOT, and FTA.

10.3 Documentation and Record Retention

All documents and records are retained indefinitely (minimum of 10 years)

APPENDICES

APPENDIX A ABBREVIATIONS USED

ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
ATP	Automatic Train Protection



CCTV	Closed Circuit Television
CMP	Configuration Management Plan
DBOM	Design, build, operate, and maintain (contract)
EAP	Employee Assistance Program
EOP	Emergency Operating Procedures
ETS	Emergency Trip Station
F/LSC	Fire/Life Safety Committee
FTA	Federal Transit Administration
HBLRTS	Hudson-Bergen Light Rail Transit System
Hi-Rail	Maintenance of Way highway-rail equipment
ICS	Integrated Control System
IDW	Intrusion Detection and Warning
IOS	Initial Operating Segment
ITP	Integrated Test Program
MIS	Management Information Subsystem
MOS-2	Minimum Operable Segment (S-21, N-15, 25, 30, 40)
MOW	Maintenance of Way
MSDS	Material Safety Data Sheet
NJT	New Jersey Transit
NJDOT	New Jersey Department of Transportation
NJDOT-OSS	New Jersey Department of Transportation- Office of System Safety
NTSB	National Transportation Safety Board
OCC	Operation Control Center
OCS	Overhead Contact System
OEM	Original Equipment Manufacturer
OSHA	Occupational Safety and Health Administration
OSS	Office of System Safety
PA	Public Address
PPE	Personal Protective Equipment
RMAD	Reliability, Maintainability, Availability & Maintainability
SCADA	Supervisory Control and Data Acquisition
SCORC	System Change and Operations Review Committee
SEPP	Security and Emergency Preparedness Plan
SMS	Safety Management System
SMPM	Safety Management & Performance Measurement
SOPs	Standard Operating Procedures
SRC	Safety Review Committee
TLV	Threshold Limit Value
TVM	Ticket Vending Machine
TWC	Train-to-Wayside Control

APPENDIX B

EMERGENCY NOTIFICATION LIST

Internal Emergency Notification List



<i>Department</i>	<i>TFCRC Number(s)</i>
20 Office*	Bell: (201) 209-2555
President/CEO, Director Rail Operations	Off: (201) 209-2580
Transportation Department	Bell: (201) 209-2530
Maintenance of Way Department	Bell: (201) 209-6514
LRV Maintenance	Bell: (201) 209-2507
LRV Maintenance Safety	Bell: (201) 209-2527
ICS/SCADA Maintenance	Bell: (201) 209-2529
Human Resources	Bell: (201) 209-6503
Security	Bell: (201) 209-2155
System Safety	Bell: (201) 209-6532
Rail Operations Safety	Bell: (201) 209-2575
Operations Manager	Bell (201) 209-6510
Sr. Management Trainee	Bell (201) 209-6506
Chief Engineer	Bell (201) 209-2585
Quality Engineer	Bell (201) 209-6549

(Note, all Internal and Emergency Notifications and Contacts may be made through the OCC (201-209-2555) for TFCRC Personnel on this list.)



UNUSUAL OCCURRENCES REQUIRING TELEPHONE NOTIFICATION

Notification	Day Phone Numbers/ Cellular
EXTERNAL	
Police Dept.	(201)547-5477 (Jersey City) (201)858-6900 (Bayonne) (201) 420-2100 (Hoboken) (201) 865-1111 (Union City) (201) 295-5000 (West NY) (201) 392-2100 (North Bergen) (201) 863-7800 (Weehawken)
Fire Dept.	(201)963-2400 (Jersey City) (201)858-6005 (Bayonne) (201) 420-2004 (Hoboken) (201) 864-4400 (Union City) (201) 601-3554 (West NY) (201) 601-3542 (North Bergen) (201) 863-6500 (Weehawken)
EMS	(201)547-5477 (J.C.) (201)858-1200 (Bayonne) (201) 420-2100 (Hoboken) (201) 348-5818 (Union City) (201) 295-5000 (West NY) (201) 392-2100 (North Bergen) (201) 863-7800 (Weehawken)
NJT Police	Bell: (201) 714-2023 Cell: (973) 207-9012
NJT Superintendent Light Rail Operations (HBLR)	Bell:(201)209-2544 Cell:(201) 259-0798
NJT Acting Chief Light Rail and Contract Services	SO1 (973) 491- 8361 or Cell (862) 373- 5629 SO2 (973) 491- 7998 or Cell (862) 373 - 4136 SO = Safety Officer
NJT Safety	Bell: (973)491-7843 Cell:(973) 286-9856
NJDOT OSS	Bell:(609)530-3848 Fax: (609) 530-6397



UNUSUAL OCCURRENCES REQUIRING TELEPHONE NOTIFICATION (Cont'd)

Notification	Day Phone #s/ Cellular/Pager
EXTERNAL (Cont'd)	
NJT Public Relations	Bell:(973)491-7842 Cell:(973) 558-2016
NJTRO (For Emergencies Affecting Hoboken Terminal)	(800) 242-0236-NJTPD (201) 246-2780,2781,2782 (Chief Dispatcher) - ROCC at Meadowlands (201) 420-6357,6307 (Ferry) (201) 216-6551 (PATH)
Isabel Amando PA (Tunnels & Bridges)	(201) 216-2911
OSHA (Employee Fatality, Safety will Notify)	(973) 263-1003 (800) 321-6742
NTSB 24-hour Notification Line	(202) 314-6290
EPA National Response Center	(800) 424-8802
NJDEP Department of Environmental Protection	(877) 927-6337
Shimmick Employee Assistance Program (EAP)	(866) 501-7962

APPENDIX C

LIST OF FIGURES

Figure 1-1: Four Components of SMS

Figure 4-1: HBLRTS System Map

Figure 6-1: PTASP Activity & Responsibility Matrix

Figure 7-1: Hazard Severity Categories

Figure 7-2: Hazard Probability Levels

Figure 7-3: Hazard Categories

Figure 7-4: Risk Index

Figure 8-1: Goals and Objectives

Figure 8-2: Safety Assurance Activity & Responsibility Matrix

Figure 8-3: Interagency/Intercompany Relationship Chart

Figure 8-4: HBLRTS Organization Chart

Figure 8-5: Safety Training Requirements



APPENDIX D

List of Stations

Bayonne Branch

8th Street
22nd Street
34th Street
45th Street
Danforth Ave
Richard Street

West Side Branch

West Side Ave
Martin Luther King
Garfield Ave

Riverline Branch

Liberty State Park
Jersey Avenue
Marin Blvd
Essex Street
Exchange Place
Harborside
Harsimus Cove
Newport
Second Street
Ninth Street
Lincoln Harbor
Port Imperial
Bergenline Ave
Tonnelles Ave

Hoboken Branch

Hoboken

Subject: List of procedures and processes needed to maintain safety throughout the system	Date: August 2022	Procedure Number:
	Approved:	



Alstom

Public Transportation Agency Safety Plan (PTASP) O&M

August, 2022

Subject: List of procedures and processes needed to maintain safety throughout the system	Date: 02/24/2022	Procedure Number:
	Approved:	

NEW JERSEY TRANSIT

Alstom

Southern New Jersey Rail Group

River LINE

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

Revision 2.4

August 2022

PTASP Approvals 673.11 (a)(1)

This Public Transportation Agency Safety Plan (PTASP) for the Southern New Jersey Rail Group has been reviewed and approved and the following signatures provide certification that this PTASP complies with 49 CFR Part 673 as well as the Program Standard (SSPS) established by the New Jersey Department of Transportation's (NJDOT) State Safety Oversight Program”:

 Gregory Woods
 Reviewed & Recommended
 Chief, Light Rail Operations

 Date

 Clarice Blackman
 Reviewed & Recommended
 Acting SVP & Chief Safety Officer

 Date

 Kevin Corbett
 Reviewed & Recommended
 New Jersey Transit, Accountable Executive

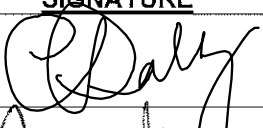
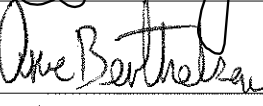
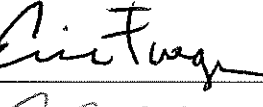
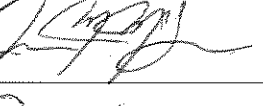
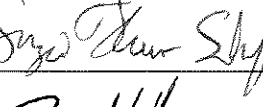
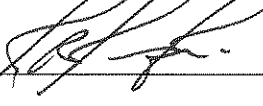
 Date

Subject: List of procedures and processes needed to maintain safety throughout the system	Date: August 2022	Procedure Number:
	Approved:	

Revision Log

Revision	Date (mm-dd-yyyy)	Description of changes
0	05-13-2020	Original - First issue
1	05-25-2021	Annual Review. Change Bombardier to Alstom. Add Revision Log. Updated Org Chart. Move Established Goals and Targets (Table 2-1) to Appendix C. (C. Dalby)
2	02-24-2022	Annual Review recommended changes per NJDOT SSO. View the "Revision Log- Additional Details" in Appendix D (C. Dalby)
2.1	05-09-2022	Annual Review recommended changes per NJDOT SSO / April 2022 checklist.
2.2	07-26-2022	Annual Review recommended changes per NJDOT SSO / July 2022 checklist.
2.3	08-8-2022	Annual Review recommended changes per NJDOT SSO / August 2022 checklist.
2.4	08-25-2022	Annual Review recommended changes per NJDOT SSO / August 2022 checklist.

Subject: List of procedures and processes needed to maintain safety throughout the system	Date: August 2022	Procedure Number:
	Approved: 9/20/2022	

Title:				
Alstom Public Transportation Agency Safety Plan (PTASP)				
Purpose: This PTASP is intended to comply with all relevant state safety requirements and to comply with relevant local public safety regulations, industry accepted standards, and with applicable federal regulations promulgated by the FRA, FTA, NTSB & OSHA.				
Scope: This procedure applies to the Southern New Jersey Light Rail Transit System (SNJLRTS) and its employees, and shall be implemented by all superintendents, supervisors, and safety committee members.				
Responsible unit: Services - SNJRG	Process owner: All Depts.	Document type: Procedure	Confidentiality status : Ext	Document state : Final
Prepared by:	NAME / TITLE	SIGNATURE	DATE	
	Chris Dalby System Safety Supervisor		9/20/2022	
	Arve Berthelsen Supt. of Mechanical		09/20/2022	
	Eric Fueger Supt. Of Maintenance of Way		9/20/2022	
	J. Michael McLaughlin Supt. Of Trans. & Service Delivery		9/20/2022	
	Sergio Flores-Schaeffer Supt. of Contracts & Admin.		9/20/2022	
	Brian Vetter QA / CI		9-20-2022	
Approved for Release:	John Jamison General Manager		9/20/22	

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Part 1- EXECUTIVE POLICY STATEMENT

The River LINE (formerly known as Southern New Jersey Light Rail Transit System (SNJLRTS)), is owned by NJ TRANSIT, a state agency. It was designed and built, by the Southern New Jersey Rail Group, LLC, (SNJRG). SNJRG is contracted to operate and maintain the River LINE for NJ TRANSIT.

The mission of SNJRG is to provide safe, secure, reliable, courteous, efficient, and cost-effective services to our customers; while also minimizing unsafe conditions, vandalism, and property destruction of the River LINE's rail vehicles, motor vehicles, and facilities. Therefore, all SNJRG Employees and Subcontractors have a responsibility to promote the safety and security of customers, employees, property and the general public who may come in to contact with the River LINE.

As part of our commitment to safety, a Public Transportation Agency Safety Plan (PTASP) was developed and implemented for the River LINE. The overall goal of this PTASP (or simply Safety Plan) is to maximize the level of safety and security provided to customers, employees, and other individuals who come into contact with the River LINE, while minimizing costs associated with accidents, injuries, and security related threats. This is communicated through internal operational policies, procedures, and practices.

It is the ongoing policy of SNJRG that:

- The System Safety Supervisor will ensure this PTASP has been developed, revised and successfully implemented within SNJRG operations.
- The PTASP meets the requirements set forth in Contract No. 13-015 between NJ TRANSIT and SNJRG; The PTASP, as a Contract Deliverable, is submitted to NJ TRANSIT upon revision, and, upon their approval, submitted to the New Jersey Department of Transportation (NJDOT) State Safety Oversight Agency (SSO) for their approval;
- All SNJRG Departments, Employees, and Subcontractors are charged with the responsibility of ensuring compliance with the provisions of this PTASP. This will ensure the safety and security of customers, employees, and property, and bring attention to conditions perceived to negatively affect the safety and security of The River LINE.

SNJRG is committed to continually assuring the safety of The River LINE through the direct involvement of all personnel. Management and employees of SNJRG are dedicated to providing leadership in promoting system safety throughout the organization.

Southern New Jersey Rail Group

By: _____

General Manager, Southern New Jersey Rail Group

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Part 2- PTASP

1.0 INTRODUCTION & BACKGROUND

SNJRG's Public Transportation Agency Safety Plan (PTASP) has been developed in accordance with Federal Regulation (49 CFR Part 673 & 49 CFR Part 674) and has been submitted for approval to NJ Transit's Office of System Safety and the accountable executive at NJ Transit. Upon approval, the PTASP is then submitted to the NJ Department of Transportation (NJDOT) State Safety Oversight Agency (SSO).

This PTASP is intended to comply with all relevant state safety requirements and to comply with relevant local public safety regulations, industry accepted standards, and with applicable federal regulations promulgated by the FRA, FTA, NTSB & OSHA.

Reference **Appendix A** for the RTA's (New Jersey Transit) Roles and Responsibilities matrix and **Appendix B** for River LINE's site level Organizational Chart. **Appendix C** contains the Established Safety Goals and Objectives of the River LINE.

2.0 SAFETY MANAGEMENT & PERFORMANCE MEASUREMENT OVERVIEW

The goals of this PTASP are to implement a program that maximizes the highest reasonable level of operational safety for employees of the River LINE and its Subcontractors, the employees of NJ TRANSIT and its contractors, customers, and the general public, to minimize unsafe and criminal acts, and to maximize community involvement regarding safety and security of the River LINE.

A safety summary report is submitted to NJDOT-SSO as part of the annual report (utilizing the FTA Standard Template). The report contains injury rate data regarding passengers, River LINE personnel, and public accidents and incidents. The report is the basis for the formulation of safety performance goals and objectives for the coming year. The report outlines the strategies for the achievement of the stated safety objectives.

Annual performance goals and objectives for Employee Injury reduction and Passenger Injury reduction have been incorporated into the NJT-wide performance goals process. These goals will be applied to each River LINE department. This will include key safety and security goals and objectives, milestones, and methods /accomplishments.

The River LINE has established current year performance measurement goals based on annual Critical Element Lagging Indicators from the previous year's data. The performance goals are established by review of events reported during the calendar year, which resulted in collision, fire, and customer injury and employee injury/loss time, etc. as defined, by FTA, NTD or OSHA reporting criteria. Occurrences are reviewed annually to establish new goals.

In accordance with 49 U.S.C. 5329, FTA requires each Public Transportation Agency Safety Plan to include safety performance targets based on the safety performance measures established by FTA in the

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National Public Transportation Safety Plan (NPTSP). In the NPTSP, 49 CFR 673.11 (a) (4), FTA is adopting four initial safety performance measures: (1) Fatalities, (2) Injuries, (3) Safety Events, and (4) System Reliability. These measures are intended to focus transit agencies on the development of specific and reliable targets, as well as the actions each agency would implement to improve their own safety outcomes. Through the SMS process, FTA expects transit agencies to develop their own performance indicators and regularly monitor the performance of their systems to ensure that they are meeting their targets and improving safety outcomes. FTA expects transit agencies to evaluate their safety performances and determine whether they should change their safety performance targets at least annually when the transit agencies are reviewing and updating their Public Transportation Agency Safety Plans. The performance targets for the risk reduction program will be based on calendar year 3-year rolling average of the data submitted to the national transit database under section 5335/5329(d)(4)(A)

NJT Office of System Safety and Light Rail Contract Service Department will coordinate with the State and MPOs in selecting realistic safety performance targets and will make them available to Metropolitan Planning Organization (MPO) to aid the States and MPOs in the selection of their own performance targets and planning process.

Reference **Appendix C** for the Goals and Objectives that are reviewed annually.

US DOT-FTA's National Public Transportation Safety Plan provides (and explains) four Safety Performance Measures and an explanation of each of them.

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Appendix C provides quantifiable goals & objectives, which are compiled by NJ Transit annually for reporting & analysis.

Specific objectives to attain each goal and their subtasks appear below:

- a. Achieve and maintain a level of safety performance that meets or exceeds the operating experience of similar light rail transit systems by:
 - Tracking and analyzing employee injuries.
A target of employee Lost-Time Injury frequency rate of **0** has been set for **2020**.
 - Accident Statistics are reviewed on a monthly basis for compliance with the above stated goals. Should the above stated goals not be met, an action plan shall be developed to address the injuries.
 - Tracking and analyzing LRV accidents and incidents;
 - Training all employees in safety related programs and ensuring that safety certifications are updated and maintained.
- b. Increase and strengthen community involvement and participation in maintaining the safety and security of the system by:
 - Involving and educating community organizations and schools in light rail safety, including making safety-related literature and/or presentations available to 100 percent of the public-school districts through which the River LINE travels.

These objectives can be achieved, in part, by the application of analytical techniques to systematically identify, analyze, assess, and resolve the causes of accidents, incidents and hazardous conditions having an impact on the level of safety and security of the River LINE. A database is used to track and analyze accidents, injuries, incidents, and hazardous conditions. Hazardous conditions are tracked through Corrective Action Plans which are reviewed with NJT and the SSO monthly.

Notes: (Extracted from FTA's National Public Transportation Safety Plan, January 2017)

Notes 1: Measuring the number of fatalities over vehicle revenue miles, by mode, provides a fatality rate from which to assess future performance.

Notes 2: Measuring the number of injuries by mode, over vehicle revenue miles provides an injury rate from which to assess future performance.

Notes 3: Measuring the number of safety events by mode over vehicle revenue miles provides a safety event rate from which future performance can be compared.

Notes 4: This measure allows agencies to develop safety performance targets that are specific to their own fleet type, age, operating characteristics, and mode of operation.

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2.1 Overview of SNJRG's PTASP

SNJRG's PTASP is organized into four components. They are: Safety Policy, Safety Risk Management, Safety Assurance and Safety Promotion.

- **Safety Policy** defines who has responsibility, authority, and accountability for the goals of the organization.
- **Safety Risk Management** is the process of hazard identification and management of risk to acceptable levels. It describes how we identify hazards, how we assess the risks, and our process for controlling the risks.
- **Safety Assurance** is the day-to-day activities ensuring that risk controls and safety initiatives are maintained within acceptable levels.
- **Safety Promotion** is our continuing process of promoting safety within the SNJRG. Senior leadership continuously promotes a positive safety culture within our organization. Key components are personnel training and clear communication of lessons learned.

SNJRG's SMS is appropriately scaled to the size, scope, and complexity as per 673.21.

3.0 SNJRG ELEMENTS OF SAFETY MANAGEMENT & PERFORMANCE MEASUREMENT

SNJRG developed and maintains a PTASP in accordance with 49 CFR Parts 673 and the State of New Jersey Safety Administrative Code 16:53E.

NJ Transit's executive director is the "Accountable/Responsible Executive" for this PTASP.

The SNJRG General Manager is ultimately responsible for Safety Management and Performance Measurement, and for ensuring that personnel adhere to the requirements of this PTASP.

SNJRG's PTASP is under the control of the System Safety Supervisor, who reports directly to the General Manager. The program and the person administering it are independent of other departments to assure autonomy. The System Safety Supervisor is the local Chief Safety Officer for SNJRG. The entire transit system's Chief Safety Officer is NJ Transit Office of System Safety.

It is intended to ensure that the integrity of the PTASP remains intact by regular surveillance, review and audit in accordance with Federal Regulations and State of New Jersey Safety Oversight Standards.

3.1 Safety Plan Purpose

The operation and maintenance of the River LINE requires continual safety and security activities throughout its operational life, including procurement of new systems, modification and/or

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rehabilitation of safety and security-critical equipment and facilities. The purpose of this PTASP is to fulfill the directives of the Policy Statement by establishing formal requirements for identifying, evaluating, eliminating, minimizing or controlling safety and security risks and hazards throughout the operational life of the River LINE. This PTASP is intended to comply with all relevant state safety requirements and to comply with relevant local public safety regulations, industry accepted standards, and with applicable federal regulations promulgated by the FRA, FTA, NTSB & OSHA.

All River LINE personnel are required to be knowledgeable of the content of this PTASP as it applies to their specific area(s) of responsibility.

The scope of the PTASP is system-wide. The PTASP is applicable to the entire geographical extent of the River LINE, and to all SNJRG officers and employees including all officers, and employees of subcontractors.

3.2 Safety Plan and Supporting Programs

The purpose of River LINE's PTASP is to outline the systems and processes that the River LINE has established in accordance with 49 CFR Part 673 to provide safety management system guidance to all personnel.

All River LINE personnel are required to be knowledgeable of the content of this PTASP as it applies to their specific crafts and/or areas of responsibility.

River LINE's programs that support the PTASP are identified below.

- Security and Emergency Preparedness Plan
- Maintenance Plans and Procedures
- Operations Plans and Procedures
- Operations/Maintenance Training
- Emergency Planning and Response
- Accident/Incident Reporting, Investigation & Resolution
- Book of Operating Rules

4.0 SAFETY PLAN REVIEW AND MODIFICATION

4.1 General Description of the River LINE Safety Plan

The River LINE Safety Plan is a systemic and detailed process for the management of safety risks that integrates operations, maintenance, and technical systems with financial and human resource management, for all activities related to operation and maintenance of the River LINE.

Further, our Safety Management System provides goal setting, planning, and measurement of performance. It focusses on organizational rather than the conventional safety practices.

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It is woven into the fabric of our organization and is part of the overall safety culture the River LINE instills in all aspects of the organization.

River LINE's HSE slogan is: Stop, Think, Act.

4.2 Annual PTASP Review

The River LINE PTASP is reviewed for compliance with 49CFR, Part 673, and NJDOT State Safety Oversight Standards and Procedures.

The PTASP must be reviewed at least once each calendar year to determine if changes are required. The River LINE is required to submit the PTASP directly to NJ Transit Chief Safety Officer, Office of System Safety & the NJ Transit Accountable Executive for approval, and the CSO subsequently submits the PTASP to the SSO for review and approval.

The timeline for PTASP and Performance Measures and Targets distribution process is as follows:

1. Annual review of PTASP	March 30th
2. Notification to NJDOT of review to update on not to update PTASP	April 30th
3. Submit PTASP update for NJDOT review and conditional approval	July 1st
4. NJDOT conditional approval for change following receipt of draft 30 days after receipt of draft PTASP	August 1 st or
5. Submit to NJT for Board approval	November 30th
6. Final approved PTASP submitted to NJDOT	December 31 st

4.3 PTASP Control and Update Procedures

The PTASP is designated as a controlled document within the River LINE. As such, it is subject to formal document control procedures.

This Safety Plan was developed under the authority of NJ Transit Office of System Safety, and is promulgated by the River LINE General Manager. The System Safety Supervisor is responsible for amending this plan as required to ensure that its content is relevant and current with the latest Federal Transit Administration Regulations, and the NJDOT- Office of Safety Oversight Standards.

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All recommended revisions to the PTASP are reviewed by the River LINE's executive management. Revisions, which are accepted, are forwarded to the General Manager, Superintendents and System Safety Supervisor, for approval and signature.

Once approved at the site level, revisions are submitted for approval to NJ Transit Office of System Safety and NJ Transit accountable executive.

SMS Documentation will be maintained in accordance with 673.31.

4.4 Review and Approval by NJDOT Office of State Safety Oversight

Upon approval by the River LINE board and NJ Transit Office of System Safety/accountable executive, the revised PTASP is transmitted to NJDOT Office of State Safety Oversight (SSO) for review and approval by the CSO.

The NJDOT-SSO reviews, comments on revisions, and once incorporated, are issued through the River LINE's document control process.

5.0 SAFETY MANAGEMENT AND PERFORMANCE MEASUREMENT

All SNJRG employees are empowered and expected to take an active and proactive role to assure the safety of all activities associated with the Operations and Maintenance of the River LINE.

The River LINE GM, Superintendents and System Safety Supervisor have jointly established the following processes to set and measure safety goals for all departments and employees.

- The Maintenance Department's performance goals are established through the review of Reliability Deficiencies, Maintenance Reports and Quality Audits. The Safety Management and Performance Measurement System database is utilized to determine the frequency, severity, and root causes of maintenance anomalies.
- The System Safety Department reports safety metrics to the General Manager, in monthly Key Performance Indicators reports.
- The Transportation Department's performance goals and objectives are established by review of; Accident, Incident and Hazardous Condition reports.
- Employee performance goals and objectives are established by review of employee injury, illness and loss time data and are reviewed annually for establishing new goals.

6.0 MANAGEMENT OF SAFETY PLAN AND REGULATORY COMPLIANCE

Most of the procedures and standards that are used by the River LINE are mandatory by Federal Regulation and State Safety Oversight requirements. Whether they are FTA, FRA or State Safety

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Oversight Standard requirements, in the interest of safety, it is essential for all employees to adhere strictly to these policies and procedures. Audits are conducted to confirm compliance with policies and procedures.

To ensure regulatory compliance with this Safety Plan, the River LINE has developed and implemented a Quality Assurance Program in accordance with FTA Quality Management System Guidelines. The Quality Assurance Plan (QAP) has been developed to ensure the continued integrity of Safety and regulatory compliance.

It is accomplished by scheduled and random audits and surveillance of the Safety Plan processes and records. The audit includes, but not limited to:

- Accuracy and completeness of documentation of safety reports.
- Review of the corrective actions taken.
- Review of follow-up actions.
- Audit of controlled documents for currency.
- Reporting to the General Manager responsibility for the regulatory compliance program is assigned to jointly the Safety and Quality Assurance Department.

6.1 Safety Management System Activities

Figure 6-0 below illustrates the numerous tasks that SNJRG staff accomplish and are associated with the River LINE PTASP.

They are identified by Department having direct responsibility (P), supporting responsibility (S), and being knowledgeable (aware) of the activity (A).

Figure 6-0 Safety Management System Activities Matrix Figure

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P=Primary Department responsible for the task S=Secondary Departments with a supporting role A=Associate Departments which need to read and be aware of the information.	Administration	B&B	Procurement	Security	Quality Control	Operations	Maintenance	Safety	Training	Engineering	Human Resources	Store Room
Administration Plan:												
Personnel Policy/Procedures												
Procurement	S	S	P	S	S	S	S	S	S	S	S	S
D/A Policy				S	A	S	A	S	A	A	P	A
Discipline Policy					A	A	A	A	A	A	P	A
Hiring				A	A	A	A	A	A		P	
Financial & Accounting Procedures:												
Subcontractor Policy		S	P	S	S	S	S	S	A	A	A	A
Operations:												
Immediate Action	S			S	S	P	S	S	S	S		
Operating Rules				A	A	P		A	A			
Training						P		A	S		S	
Certification						P			S		S	
Investigations						P		S			S	
Unusual Report					S	P		A				
Daily Log Report					S	P		A				
Public Awareness				S		P		S				
Maintenance:												
Vehicle												
Scheduled Maintenance & Inspections					S	S	P	S	A	S		S

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Unscheduled Maintenance					S		P	S	A	S		S
Immediate Action					A		P	A				
Certifications					A		P	A	S			
Data Recorders					A		P	S		S		
Modifications			S		S	S	S	S	S	P	S	S
Specifications			A		S	S	S	S		P		
Failure Analysis					S	A	S	S	S	P		
Investigations					S		P	S	S	S	S	
Track & Alignment:												
Scheduled Maintenance & Inspections		S			S	S	P	S	A	S		S
Unscheduled Maintenance		S			S		P	S	A	S		S
Immediate Action		S	S		S		P	S				S
Certifications		S			A		P	A	S			
Modifications		S	S		S		S	S	S	P	S	S
Specifications		S	A		S		S	S		P		
Failure Analysis		A			S	A	S	S	S	P		
Investigations		S			S		P	S	S	S		
Signaling:												
Scheduled Maintenance & Inspections					S	S	P	S	A	S		S
Unscheduled Maintenance		S			S		P	S	A	S		S
Immediate Action					S		P	S				
Certifications					A		P	A	S			
Data Recorders							P	S		S		
Modifications			S		S	S	S	S	S	P	S	S
Specifications		A	A		S	A	S	S		P		A

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Failure Analysis					S	A	S	S	S	P		
Investigations					S		P	S	S	S	S	
Control Room:												
Scheduled Maintenance & Inspections					S	S	P	S	A	S		S
Unscheduled Maintenance					S		P	S	A	S		S
Immediate Action					A		P	S				
Certifications					A		P	A	S			
Data Recorders					A		P	S		S		
Modifications			S		S		S	S	S	P	S	S
Specifications		S	A		S	S	S	S		P		A
Failure Analysis					S	A	S	S	S	P		
Investigations					S		P	S	S	S	S	
Buildings / Station Stops:												
Scheduled	A	P	A	A	S		S	S	S			S
Unscheduled	A	P	A	A	S		S	S	S	S		S
Immediate Action	A	P		S	S	A	A	S	A	A	A	S
Immediate Action					A		P	S				
Certifications					A		P	A	S			
Modifications		S		A	S		A	S		P		S
Specifications		S	A		S		A	S		P		A
Failure Analysis		S		A	S		A	S	A	P		
Investigations		P	A	A	S		A	S		S		
Environmental	S	P	A		S		S	S	A	S	A	A
Quality Assurance:												
Audit	S	S		S	P	S	S	S	S	S	S	S

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Configuration Management	S	S		S	P	S	S	S	S	S	S	S
Documentation Control	S	S		S	P	S	S	S	S	S	S	S
Procedures	S	S		S	P	S	S	S	S	S	S	S
Quality Control	S	S		S	P	S	S	S	S	S	S	S
Hazard Management												
Identification and Tracking	S	S	S	S	S	S	S	P	S	S	S	S
Training:												
Qualification Training					A			A	P			
Training Matrix					A			A	P			
Documentation									P			
Coordination									P			
Records					A			A	P			
Audits					S			S	P			
Requirements					A			A	P			
Hazardous Materials:												
Procurement	S		P				S	S		S		
Storage							S	S				P
Disposal	S						S					P
SDS		P					S	S				S
Right to Know							S	P				

6.2 Security & Emergency Preparedness

This PTASP describes only safety-related activities for the River LINE. The River LINE has a Security and Emergency Preparedness Plan (SEPP) describing all security and emergency preparedness-related activities, which is a separate document to the PTASP. The SEPP identifies all security and emergency preparedness activities for the River LINE.

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7.0 SNJRG ORGANIZATION & RESPONSIBILITIES

7.1 Individuals Responsibilities Related to this Safety Plan

This section provides organizational information and operating parameters for both those outside the organization that need to understand the River LINE, and those inside the organization that have clearly defined lines of authority and responsibility. Reference **Appendix B** for more detail.

Southern New Jersey Rail Group (SNJRG) (which has the Design-Build-Operation- Maintenance responsibility for RiverLINE Light Rail Transit system, RiverLINE) operate under the contract by NJ TRANSIT.

In accordance with the organizational structure in **Appendix A**, the related roles and responsibilities of NJ TRANSIT's Accountable Executive, Chief Safety Officer and Chief, Light Rail and Contract Services with respect to contractual relationship of NJ TRANSIT With SNJRG-RiverLINE is detailed below.

New Jersey Transit's President and Chief Executive Officer, who is the Accountable Executive, ensures that NJ TRANSIT's light rail contracted operators complies with the requirements as described under 49 CFR 673 and is responsible for carrying out the Public Transportation Agency Safety Plan. The ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the accountable executive. The AE is accountable for ensuring action is taken to address substandard performance in the agency's SMS.

New Jersey Transit's President and Chief Executive Officer, who is the Accountable Executive may designate specific responsibilities the to the Chief Safety Officer in accordance with 49 CFR 673.23(d)(2).

The Chief Safety Officer of New Jersey Transit's Office of System Safety/SMS Executive has the authority and responsibility of day-to-day implementation of the agency's SMS. The Deputy Chief, Office of System Safety and staff of Office of System Safety (OSS) monitors the safety performance of RiverLINE through evaluating safety data from accident/injury occurrences, unacceptable hazardous conditions, threats and rules/ procedure violations. The data is obtained from RiverLINE's Operations and other reporting mechanisms. OSS performs audits, surveillances and inspections and participates in Safety Certification, safety meetings, etc. The Chief Safety Officer who leads the NJ TRANSIT's Office of System Safety reports directly to NJ TRANSIT's President and CEO (Accountable Executive). The Chief Safety Officer is adequately trained and does not serve in any RiverLINE's operational or maintenance activities.

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Chief, Light Rail and Contract Services and his staff provides safety oversight of RiverLINE Operations and Maintenance activities and supports RiverLINE in achieving its SMS objectives. The Chief, Light Rail and Contract Services reviews RiverLINE's safety and SMS policies and procedures. Evaluates and verifies the operational readiness of new systems, monitors safety implications of proposed system modifications prior to implementation. Chief, Light Rail and Contract Services directly interacts with the Office of System Safety in RiverLINE's safety performance monitoring to determine trends.

For below, an "*" denotes Key Staff at the River LINE.

7.1.1 General Manager *

The General Manager has overall responsibility for operation and maintenance performance of the River LINE, and additionally, is responsible for the safety of River LINE customers, SNJRG employees, contractors and others involved with the River LINE system. The General Manager is also responsible for providing a sound customer relationship with NJ TRANSIT through formal activity reporting and regular interface meetings.

7.1.2 System Safety Supervisor *

The System Safety Supervisor reports to the General Manager. The System Safety Supervisor is responsible for assessing, reviewing, revising and implementation of the System Safety Program Plan as required and annually as a minimum. The System Safety Supervisor is also responsible for the day to day training administration for all site personnel and employee safety and has direct access to Alstom's Director- Environment, Health and Safety, and to the SNJRG General Manager.

7.1.3 Quality Manager/ Continuous Improvement Specialist *

The Continuous Improvement Specialist reports directly to the General Manager and has direct access to Alstom's Corporate Quality Director. The Continuous Improvement Specialist is responsible for all day-to-day quality assurance and continuous improvement activities, including implementation and maintenance of the O&M quality system.

7.1.4 Superintendent of Transportation *

The Superintendent of Transportation and Service Delivery reports to the General Manager. The Superintendent of Transportation and Service Delivery is responsible for all day-to-day LRV operational activity including direction of the Assistant Superintendent of Transportation and Service Delivery, Supervisors of Train Operations, Train Controllers, Trainmasters and Train Operators and ensures that the system is in compliance with the Operating Rules, Operating

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Procedures, Timetable, Special Instructions and Bulletin Orders. The Superintendent of Transportation and Service Delivery sits on the System Safety Committee as a voting member.

7.1.5 Superintendent of Contracts and Administration & Procurement *

The Superintendent of Contracts, Administration and Procurement reports to the General Manager. The Superintendent of Contracts, Administration and Procurement is responsible for facilities, buildings, bridges and culverts, and all day-to-day administrative, material management and contract and purchasing activity. The Superintendent of Contracts, Administration and Procurement sits on the System Safety Committee as a voting member.

7.1.6 Superintendent of Maintenance of Way *

The Superintendent of Maintenance of Way reports to the General Manager. The Superintendent of Maintenance of Way is responsible for all day-to-day maintenance activity including maintenance of track, signal/traffic control systems and quality control. The Superintendent of Maintenance of Way sits on the System Safety Committee, as a voting member.

7.1.7 Superintendent of Maintenance of Equipment *

The Superintendent of Maintenance of Equipment reports to the General Manager. The Superintendent of Maintenance of Equipment is responsible for all day-to-day maintenance activity including maintenance of the LRVs, quality control, and shop activities. The Superintendent of Maintenance of Equipment sits on the System Safety Committee, as a voting member.

7.1.8 Assistant Superintendent of Transportation *

The Assistant Superintendent Transportation and Service Delivery reports to the Superintendent of Transportation and Service Delivery. The Assistant Superintendent of Transportation and Service Delivery is responsible for directing the operation of train service on The River LINE by interacting with train operators, controllers, STO's, and TM's and for maintaining operations department rule compliance, performing the function of Quality Control, and coordinating with other operating agencies. The Assistant Superintendent sits on the System Safety Committee as a voting member.

7.1.9 Human Resources *

The Human Resources Advisor reports to the General Manager and Alstom Corporate Human Resources. He/she is responsible for Administering Human Resources Policy and administration of the Drug and Alcohol Program.

7.1.10 Material Supervisor

The Material Supervisor reports to the Superintendent of Contracts and Administration. The Material Supervisor is responsible for managing the warehouse and inventory control functions.

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7.1.11 Signal/Track Supervisors

The Signal/Track Supervisors report to the Superintendent of Maintenance of Way. The Signal/Track Supervisors are responsible for the day-to-day supervision of the inspection and maintenance of the track and signals, traffic control systems, and quality control.

7.1.12 LRV Maintenance Supervisor

The Maintenance Supervisor reports to the Superintendent of Maintenance of Equipment. The Maintenance Supervisor is responsible for the day-to-day supervision of the inspection and maintenance of the LRVs and related equipment and quality control.

7.1.13 Lead Field Service Engineer

The Lead Field Service Engineer reports to the Superintendent of Maintenance of Equipment. The Lead Field Service Engineer is responsible for the day-to-day supervision of the Engineering support and quality control.

7.1.14 Bridge and Building Supervisor

The Bridge and Building Supervisor reports to the Superintendent of Contracts and Administration. The Bridge and Building Supervisor is responsible for the day-to-day maintenance of all buildings, bridges, right-of-way and culverts.

7.1.15 Train Operators

Train Operators report to the Trainmaster. The Train Operators have overall responsibility for the safe operation of the train.

7.1.16 Trainmaster

A Trainmaster reports to the Assistant Superintendent of Transportation and Service Delivery. The Trainmaster interacts with Train Operators. Maintains Operations department's rule compliance through regular observations and tests. Interacts with Supervisor Train Operations and Controllers. Ensures adherence to Operating Procedures. Responds to site of incident or accident immediately upon notification by Control Center. Directs the training and continued qualification of Train Operators.

7.1.17 Train Controllers

The Train Controllers report to the Supervisor of Train Operations, who supports the Train Controllers on each shift. Train Controllers provide safe reliable and comfortable service to our customers by directing LRT Operations, through radio and signal communication. Train Controllers problem solve non-routine situations by developing and implementing temporary

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operating solutions during service interruptions. Coordinate freight operations. Coordinate emergency operations with trainmaster and emergency response personnel.

7.1.18 Supervisors of Train Operations

Supervisors of Train Operations report to the Superintendent of Transportation and Service Delivery. To provide safe, reliable, service to our customers directs the Trainmasters and Controllers in the operation of the SNJLRTS System. This person also has the responsibility for the Safety and on-time performance of these trains and to act in emergency situations to ensure the proper emergency personnel and supervision are notified in the event of an incident or accident

7.1.19 Security Supervisor

The Security Supervisor function is handled by the Road Foreman of Engines, and reports to the Superintendent of Transportation.

7.1.20 Technicians

Technicians are responsible for the day to day maintenance of the system including track, signal facilities and vehicles.

7.1.21 Road Foreman - Engines

The Road Foreman, as required by 49 CFR, Part 240, is responsible for scheduling of engineers and conductors, performing functions of locomotive engineers, and directs training/testing and qualification of Locomotive Engineers and Conductors. This position also handles the functions of the Security Supervisor

8.0 INTEGRATION OF SAFETY

The overall responsibilities for safety of the River LINE, and its operations and maintenance rest with the SNJRG General Manager. The System Safety Supervisor reports directly to the General Manager for all safety program activities.

SNJRG recognizes there is a clear relationship between the quality and the safety of a product. For this reason, the Continuous Improvement Specialist works closely with the System Safety Supervisor to identify, resolve, and mitigate hazardous conditions. This requires the Continuous Improvement Specialist to be knowledgeable in all aspects of the safety program.

The System Safety Supervisor is supported by the "Employee/ Management Safety Committee", (drawn from various departments within SNJRG). The Employee/ Management Safety Committee is equally paired with employee and management personnel that have a minimum,

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responsibility for— (I) identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency’s safety risk assessment; (II) identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and (III) identifying safety deficiencies for purposes of continuous improvement. This committee will also be included in the review and approval of the ASP.

8.1 Lines of Authority for Safety

System safety is the responsibility of every employee and subcontractor working on the River LINE. The commitment toward safety extends from senior management through to all levels of employees and subcontractors. As such, every member of the organization is a de facto member of the “System Safety Unit”.

The head of the “System Safety Unit” is, by definition, the System Safety Supervisor who, as seen in **Appendix B**, reports directly to the General Manager. Safety and security information is disseminated within the Rail Group O&M Organization via internal memorandums and committee meetings. Safety and security information is disseminated to subcontractors via procedure SAFE-SNJ-013 Contractor Safety Program.

8.2 Safety Activities of the SNJRG

This section describes the SNJRG safety activities required to implement the safety program for the River LINE. The System Safety Supervisor has accountability for day-to-day implementation of the safety program and ensuring that the PTASP is appropriately and adequately implemented across all SNJRG operations. However, New Jersey Transit’s Chief Safety Officer, Office of System Safety/SMS Executive, has the ultimate authority and responsibility for day-to-day implementation of the agency’s SMS.

This responsibility includes:

- Safety of customers,
- SNJRG employee safety,
- Management of hazardous materials, and hazardous conditions
- Safety training for SNJRG employees, and
- Safety training for contractors visiting the site.

8.3 Safety Committees

8.3.1 Employee/ Management Safety Committee

The Employee/ Management Safety Committee perform safety reviews and inspections of the work place as part of their normal duties and transmit safety information to the General Manager.

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The Employee/ Management Safety Committee present safety non-compliance items and recommendations to River LINE Management. The Employee/Management Safety Committee attends regularly scheduled meetings with the System Safety Supervisor to discuss observed or potential hazards. The System Safety Supervisor is responsible for participating in the Employee Management Safety Committee. This position provides guidance to the committee and ensures that committee decisions meet all guidelines.

The selection of committee members is by mutual agreement by site management and local union representation.

Employee / Management representation will be equally paired between Maintenance of Way (one labor to one management personnel), Maintenance of Equipment (one labor to one management personnel), Operations and Safety (one labor to one management personnel).

All SNJRG employees are empowered and expected to take an active and proactive role to assure the safety of all activities associated with the Operations and Maintenance of the River LINE.

8.3.2 System Safety Committee

The System Safety Committee (SSC) oversees all Safety activities for River LINE, conducts monthly meetings, and is responsible for:

- Reviewing documentation, assigning responsibilities for open issues and approvals of certification documentation, conducting site visits, and defining safety and security-related tests and analyses, as required.
- Determining whether to accept specific conditions or requiring corrective action(s), including determining the specific methods to mitigate the potential hazards. After internal determination, all corrective action plans will be submitted to SSO for approval.
- Providing recommendations to the General Manager regarding certification and noncompliance of system elements.

The SSC consists of the following members:

- General Manager
- Superintendent, Transportation and Service Delivery
- Assistant Superintendent, Transportation and Service Delivery
- Superintendent of Maintenance
- Superintendent of Maintenance of Way
- Lead Field Service Engineer

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- System Safety Supervisor
- Superintendent, Contracts and Administration
- Superintendent, Light Rail Operations – NJ TRANSIT

The System Safety Committee is chaired by the System Safety Supervisor.

In addition to ensuring the employees' welfare, each River LINE manager and supervisor is responsible for having knowledge of, and enforcing compliance with, all applicable federal and state OSHA laws, standards and regulations. This is in addition to FRA Regulations.

Although OSHA stipulates that employees are responsible for complying with OSHA standards, SNJRG considers that it is responsible for the employees' compliance. SNJRG ensures that procedures are established by all departments that facilitate disciplinary action against those individuals who fail to comply with applicable FRA Regulations, OSHA laws, standards, and regulations.

Examples of types of employee actions that require disciplinary action are failure to use/wear required personal protective equipment and/or failure to follow appropriate chemical handling.

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Part 3- SAFETY MANAGEMENT SYSTEM

9.0 SAFETY, RISK MANAGEMENT AND ASSESSMENT

9.1 Safety and Risk Management Overview

System Safety is the application of hazard management techniques to achieve an optimum level of safety throughout the entirety of the River LINE system.

SNJRG's methodology provides a systematic means of identifying, analyzing, assessing and resolving the cause(s) of accidents, incidents and hazards within the River LINE that could impact the safety of the system. The application of hazard identification methods during the River LINE life-cycle phases and to all system elements permits the timely identification, elimination, minimization or control of hazards. System safety activities include trend analysis, failure reporting and accident rate analysis.

Risk is the impact of an undesired event in terms of event severity and event likelihood. Throughout this process, hazards are identified, risks analyzed, assessed, prioritized, and results documented for decision-making. The continuous loop process provides for validation of decisions and evaluation for desired results and/or the need for further action. A systematic approach to process improvement requires proactively searching for opportunities to improve the process at every step, not simply identifying deficiencies after an undesired event. Risk Management has been defined as the process by which Risk Assessment results are integrated with political, social, economic, and engineering considerations for decisions about need/methods for risk reduction

SNJRG implements a formal process of hazard management to systematically identify, evaluate, and mitigate potential hazards associated with the engineering and operation of the River LINE for passengers, employees, and the general public. All known hazards identified are categorized as to their potential severity and probability of occurrence, analyzed for potential impact, and resolved by design, procedure, warning device, or other methods so that they fall within the prescribed level of risk acceptable to NJ Transit and the NJDOT SSO.

The purpose of this methodology is to provide management with appropriate information regarding the risk of hazards. This information includes identifying hazards and faults, the probable causes and effects, and recommended resolution action(s). By evaluating these causes, conditions, and any combination thereof, together with the resolutions available, informed management decisions can be made. This methodology is the underlying rationale for all hazard determinations and recommended resolution actions, whether formal analyses are conducted or informally performed.

Hazard management is the responsibility of River LINE's System Safety Supervisor and consists of three elements: **Hazard Identification, Hazard Resolution, Corrective Action and Hazard Reporting.**

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9.2 Hazard Identification

The identification and resolution of hazards associated with the River LINE during operation & maintenance is essential to the continued safety of the system. SNJRG uses a comprehensive identification process including all available data.

Representative examples of hazard identification data are:

- Incident, accident and injury investigations (including near miss), NTSB reports/debriefings, NJDOT SSO;
- FRA Inspections/Defect Reporting;
- Service Failures (right-of-way), Mechanical;
- System Failures; and
- Chronological Reviews
- Disease Exposure

Representative examples of identification methods are:

- Monthly GM Inspection rides/signal rides, Trainmaster rides, efficiency checks, audit;
- Fall/Spring walks, random observations, walk-arounds, employee safety committee, rules committee;
- Industry news, APTA/AREMA/Other
- Track & bridge inspections, C&S test and inspections; and
- Train Operator training and workshops

9.2.1 Identification Process

The identification of real and potential hazards is the initial step in the system safety process.

SNJRG considers that all information has the potential of identifying hazards. An ongoing process to compile and review the information in a timely and structured manner is essential. SNJRG has identified a number of key areas that contribute to the identification process, as cited below and detailed in the following sub sections.

- Communication - with control center, communication links, work orders, committee meetings,
- Inspections - vehicle, facility, and alignment,
- Audits - safety and safety critical systems,
- Accident/Incident Investigations,
- Maintenance records, and
- Acceptance testing

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9.2.2 Communication for Hazard Identification

Control Center Communication –

- All employees are required to report any unusual conditions as they occur or are witnessed during their normal operation to the Control Center at (856) 580 5657 or (856) 580 5656.
- The OCC has the ability to communicate directly with Conrail and NJ TRANSIT Control Centers, NJ TRANSIT Police, public safety agencies, and other agencies coming in contact with the River LINE.

Established communication links

- Links are established through safety team members and contractors working throughout the River LINE. All SNJRG personnel are encouraged to report hazards they observe. The System Safety Supervisor is the central point of contact for all reporting, in addition to the normal management chain. The Phone number is (856) 580-5620. The Fax number is (856) 580-5623.
- As hazardous conditions reported from employees are resolved, task completion is communicated to the workforce through daily job briefings, safety meetings and continuous reporting through the RL Safety Messaging Board.
- Work orders
- and other formal task authorizations are captured within the Maximo data base for review.

Committee Meetings --

System Safety Committee Meetings –

The SSC encourages the reporting of hazard related issues by all members and personnel involved with the River LINE.

Employee/ Management Safety Committee-

The E/MSA encourages the reporting of hazard related issues by all employees to members of the committee as well as supervisors. The employee Safety Committee meets at least monthly and is comprised of labor and management personnel from Maintenance of Equipment, Maintenance of Way, Transportation, Assistant Superintendent of transportation, Assistant Superintendent of Maintenance, and the Safety Manager. Committee implementation and representation will fulfill “at a minimum, responsibility for identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency’s safety risk assessment; identifying mitigations or strategies that

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may be ineffective, inappropriate, or were not implemented as intended; and identifying safety deficiencies for purposes of continuous improvement” as required under 5329 D (5). Records of minutes for each meeting, written agenda, distribution of committee’s correspondence to be provided to all stakeholders. SSOA may participate in meeting.

9.2.3 Inspections for Hazard Identification

Inspections of facilities, equipment, alignment, signals, and highway grade crossings are part of the scheduled maintenance plans. Inspection reports are reviewed for maintenance impact and Corrective Action Plans are developed to resolve and mitigate hazards. System failures and trends are monitored by the SNJRG System Safety Supervisor and appropriate technical specialists.

9.2.4 Audits for Hazard Identification

Safety Audits

The results of safety and other SNJRG audits are reviewed for potential hazards.

Safety Critical Systems

Audits of safety critical equipment and systems are performed internally and externally to identify potential hazards.

9.2.5 Investigations for Hazard Identification

Investigations into the probable cause and other contributing factors of accidents and incidents, unacceptable hazardous conditions, and repetitive failures are conducted. Trends are identified, monitored, and corrective actions instituted.

These investigations are an important part of the hazard identification process in determining the root causes of the hazardous condition.

9.2.6 Maintenance Records for Hazard Identification

Maintenance records generate useful potential hazard information. The tracking, monitoring, and recording of this information are an important tool throughout the life of the River LINE. Maintenance records are retained at the CLRC, and in the Maximo and Documentum data base systems.

9.2.7 Acceptance Testing for Hazard Identification

Acceptance testing conducted during the start-up phase of the contract provided SNJRG with valuable information into the dynamic conditions of the system. The hazards identified during

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this process were analyzed and monitored to identify potential hazards. This process continues for all new systems and subsystems, as they are procured and installed.

9.2.8 External Hazard Identification

SNJRG encourages the reporting of potentially hazardous conditions by NJDOT SSO, customers, neighbors, local municipality representatives and other interested parties.

SNJRG, in conjunction with NJ TRANSIT, has an active outreach program to facilitate the reporting of such issues, which are retained and acted upon by the System Safety Department.

9.2.9 Classification of Hazards

Once the hazards are identified, they are categorized by the System Safety Department and reviewed by the System Safety Committee (SSC).

The hazards are categorized using MIL-STD-882E. The System Safety Committee identifies the appropriate level of review for each severity and risk level.

Where required, specific hazard review teams, led by the System Safety Supervisor, are assembled to determine measures to either resolve, or reduce the risk of the hazard. This process provides the level of experience necessary to resolve the identified hazards.

Hazard Severity- Once the hazards are identified, the severity is classified in accordance with **Figure 9-1.**

Figure 9-1

Hazard Severity Categories

Description	Category	Definition
CATASTROPHIC	1	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M.
CRITICAL	2	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M.
MARGINAL	3	Could result in one or more of the following: injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M.

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NEGLIGIBLE	4	Could result in one or more of the following: injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$100K.

Hazard Probability -- The probability that a hazard occurs during the planned life expectancy of the system can be described in potential occurrences per unit of time, events, items, or activities. **Figure 9-2** shows how the probability ranking is established.

Figure 9-2
Hazard Probability Levels

Description	Level	Specific Item	Fleet/Inventory
FREQUENT	A	Likely to occur frequently	Continuously experienced
PROBABLE	B	Will occur several times in the life of an item	Will occur frequently
OCCASIONAL	C	Likely to occur sometime in the life of an item	Will occur several times
REMOTE	D	Unlikely but possible to occur in the life of an item	Unlikely but can reasonably be expected to occur
IMPROBABLE	E	So unlikely, it can be assumed occurrence may not be experienced	Unlikely to occur, but possible
ELIMINATED	F	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.

Identification of Level of Severity - SNJRG makes use of the risk-based approach when determining the action required addressing identified hazards. Risk is defined as the combination of severity and probability. In line with the FTA Hazard Analysis Guidelines for Transit Projects Final Report January 2000, SNJRG has adopted the following level of severity categories to guide their hazard resolution activities. **Figure 9-3** defines the level of severity.

Figure 9-3
Classification into Level of Severity Categories

Frequency of Occurrence	Hazard Categories			
	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
(A) Frequent	High	High	Serious	Medium

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(B) Probable	High	High	Serious	Medium
(C) Occasional	High	Serious	Medium	Low
(D) Remote	Serious	Medium	Medium	Low
(E) Improbable	Medium	Medium	Medium	Low
(F) Eliminated	Eliminated			

Acceptability of Hazards – The acceptability of a hazard is based on the risk category. **Figure 9-4** defines this relationship.

Figure 9-4 Determination of Hazard Acceptability

	1A,1B,1C,2A,2B	1- Unacceptable
	1D,2C,2D,3A,3B, 3C	2- Unacceptable (Management Decision Required)
	1E,2E,3D,3E,4A,4B	3- Acceptable with Review by Management
	4C,4D,4E, F	4- Acceptable Without Review

Where required, SNJRG implements additional analysis to determine the hazard severity and probability categorization, leading to a risk categorization. Hazard Analysis can be qualitative and quantitative, and inductive and deductive.

The deductive hazard identification process defines an undesired event, deduces the combination of conditions or faults of the system and the cause, or causes necessary to produce that event. The inductive process involves the analysis of single system components to identify failure modes and effects on a total system or a part thereof, and of personnel actions.

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Once classified, hazards that are identified are communicated to the SSO in the monthly report as well as in quarterly meetings held by the SSO.

9.3 Hazard Resolution

The System Safety Supervisor reviews all hazards together with their risk classification and any recommended corrective actions. This information is presented to the SSC as the safety approval body for SNJRG. Hazards are tracked in the system safety committee meeting minutes until resolved as well as entered the monthly SSO report and safety database.

To protect employees and the public, potential mitigations to reduce consequences from potential illness against compared against list of actual mitigations implemented are contained in the **Hazard, Risk Rating and Safety Management process and Hazard Identification and Risk Assessment tables** and consistent with Center for Disease Control and Prevention or State health authority guidelines. The processes includes analysis of potential impacts on the operating system, and a means to resolve the identified impacts, acceptable to management. Hazard management process is available as evidence of implementation.

Figure 9-5 below presents the Hazard Tracking Log.

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Figure 9-5 Hazard Tracking Log

Hazard Tracking Log							
No.	Description	Date Identified	Source	Assessment Results	Recommendations	Responsibility	Status

Key:

- **No.** – refers to the number assigned to the hazard by the River LINE.
- **Description** – refers to a brief narrative summary of the hazard – what it is; where it is located; what elements it is comprised of; etc.
- **Date Identified** – refers to the date the hazard was identified at the River LINE.
- **Source** – indicates the mechanism used to identify the hazard, i.e., operator report, near-miss, accident investigation, results of internal safety or security audit, rules compliance or training program, maintenance failure, facility or vehicle inspection, trend analysis, formal hazard analysis, etc.
- **Assessment Results** – refers to the hazard severity and hazard frequency ratings initially assigned to hazard by the River LINE.
- **Recommendations** – refers to the actions recommended by the River LINE to address the hazard and to bring it into a level of risk acceptable to management.
- **Responsibility** – refers to the person or group responsible for the action
- **Status** – refers to the status of the recommendations. Status may be designated as: not started, open, in progress, or closed.

The SSC takes appropriate actions to reduce to the lowest level practical, the risk associated with the identified hazard.

The methods used for eliminating or controlling hazards are identified in their order of precedence:

- Design to eliminate hazard
- Incorporate safety devices
- Provide warning devices
- Develop procedures and training

The final resolution to a hazard is processed according to the River LINE Configuration Management plan.

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9.4 Corrective Action Plans

The System Safety Supervisor is responsible for the preparation and tracking of all Corrective Action Plans within the scope of the hazard management program, including the Hazard Tracking Log, which monitors all significant hazards until they are closed out. Corrective Action Plans are drafted to address the findings of internal accident investigation, which identify causal and contributing factors requiring correction, as well as to address safety audit findings, inspection results and any other mechanism which identifies hazards.

All initial RiverLINE Corrective Action Plans are submitted to NJT CSO for review before being submitted to NJDOT-SSO for review and approval. Each Corrective Action Plan identifies the required actions, the schedule for implementation and the department and individual responsible for implementation.

Immediate or emergency corrective actions will be implemented, tracked, and reported to NJT CSO and NJDOT SSO in accordance with 674.37(a).

The status of Corrective Action Plans are communicated to NJ TRANSIT CSO for submittal to the SSO in the monthly report. Once a Corrective Action Plan has been implemented, the System Safety Supervisor will periodically assess and monitor the efficacy of the implementation and report status to the NJT OSS for inclusion in the monthly hazard management log.

All CAP updates will be submitted by RiverLINE to CSO, who then review, and submit to the SSOA via the monthly report.

9.5 Reporting

The River LINE is responsible for reporting hazardous conditions and Corrective Action Plans in accordance with the requirements of the NJ DOT Fixed Guideway Safety Oversight Program Standard to NJ TRANSIT OSS, NJDOT, FTA, the NTSB, and FRA where applicable, in a timely manner.

SNJRG has an accident and incident events investigation procedure that clearly identifies which events and hazards will be investigated and when written incident investigation reports will be submitted to NJ Transit for review and concurrence. The reports include information of the most probable cause, other contributing causal data, Corrective Action Plans, and schedule for

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implementing action. The report must be submitted by the NJT OSS for submittal to the SSO in accordance with NJDOT SSOPS Appendix D – SSO-003.

Should the NJDOT performs an independent investigation of a safety event, the RTA is to review the investigation report and has an opportunity to submit written dissent if they do not concur with the report.”

Hazards shall be reported in a monthly report to the NJ Transit Office of System Safety for reporting of hazards and corrective action plans to the SSO. The monthly reports must be submitted to the SSO no later than the 15th of each month. The corrective actions shall be reported with the anticipated date of the correction being implemented. That initial corrective action implementation date shall not be deleted in subsequent monthly reports. Should the implementation date change, that changed implementation date shall be added to subsequent reports.

All hazardous conditions, including but not limited to those listed in SNJRG’s Accident, Incident, and Injury procedure, must be reported to the SSO within two hours of the hazard by telephonic notification, followed by the submission of NJDOT SSO as per state program standard.

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Part 4- SAFETY ASSURANCE

10.0 SAFETY ASSURANCE

10.1 INTRODUCTION

An important element of our Safety Management and Performance Measurement System is Safety Assurance; it is intended to confirm the performance and effectiveness of our safety risk controls established under our safety risk management process to ensure that our organization meets or exceeds its safety objectives through the collection, analysis, and assessment of data concerning River LINE performance.

This section of the Safety Plan provides details of the specific day-to-day safety assurance activities.

10.2 SAFETY ASSURANCE PURPOSE, GOALS AND OBJECTIVES

10.2.1 Purpose

The purpose of this Section of the Safety Plan is to provide detailed Safety Assurance requirements identifying, evaluating, and minimizing safety risks throughout the operational life of River LINE, including all safety-related activities that occur during modification, extension, operation, and maintenance of the system.

10.2.2 Goals

The goals of the Safety Plan are to implement safety programs that are measurable to maximize the highest reasonable level of safety for employees of the River LINE its subcontractors, customers, and the public. Achievement is accomplished in part, by the application of formal system techniques and methodologies that systemically identify, analyze, assess, and resolve hazards, accidents and incidents that may impact the levels of safety for the River LINE.

10.2.3 Objectives

Specific objectives of this Section of this PTASP are:

1. Achieve a level of safety performance that meets or exceeds the operating experience of similar transit systems in the following areas by:
 - Analyzing employee and passenger injuries.
 - Analyzing accidents, incidents and hazardous conditions;
 - Training all employees in safety related programs and assure that safety certifications are updated and maintained; and
 - Instituting and measuring performance measures against established performance goals
2. Increase and strengthen community involvement and participation in safety and security of the system by:

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- Involving and educating community organizations and schools in safety; and
 - Involving and education community emergency responders in safety
3. Improve planning and projections for fiscal support needs by:
- Tracking and analyzing historical data;
 - Coordinating and communicating closely with internal departments and external organization(s); and
 - Estimating, based on historical data and previous experience, future costs and system improvements on an annual basis.

10.3 SAFETY CERTIFICATION OVERVIEW

10.3.1 Safety Certification Program

The River LINE undertakes modifications and/or extensions of the system from time-to-time, or procurement of new systems and facilities that require safety and security certification. Examples include: new rail systems and extensions, the acquisition and integration of new rail vehicles and safety critical technologies into existing service and major safety critical redesign projects, excluding functionally similar replacements.

In addressing these projects, the goals of the River LINE safety certification program are to verify that identified safety and security requirements have been met and provide evidence of system modifications, or major equipment repairs are safe and secure for use in revenue service.

For each such project, the River LINE will develop a Safety and Security Certification Plan (SSCP) during the preliminary design phase of the project. Prior to revenue service, a Safety and Security Verification Report (SCVR) was developed, documenting compliance with the SSCP.

The River LINE process used in implementing the safety certification program includes the following:

1. Develop a certifiable item list;
2. Identify safety and security requirements for each certifiable element;
3. Verify compliance;
4. Issue Certificates of Compliance for each certifiable element; and
5. Issue River LINE safety certification.

The System Safety Supervisor and Security Supervisor are responsible to ensure that all elements subject to safety and security certification are appropriately inspected, tested and verified by all

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responsible parties. Further the Safety and Security Verification Report is prepared and submitted to the Safety Review Committee for approval prior to submitting to the SNJRG General Manager.

Final authority to approve the certification of River LINE projects, extensions, etc., rests with the General Manager, SNJRG and NJ TRANSIT.

10.3.2 Managing Safety in System Modification

Managing the safety aspects of system modifications is accomplished through Configuration Management, which is used to control changes to River LINE systems, subsystems, and processes during the manufacture, modification, or revision to original design specifications or processes using engineering analysis. The configuration management process ensures that safety and security considerations are an integral part of the process. SNJRG's System Safety Supervisor establishes policy, responsibility, and procedures for configuration management and control to ensure continued design integrity of River LINE, subsystems, equipment, software, and facilities. Configuration changes to these elements are closely coordinated, reviewed, documented, approved, and implemented to achieve the intended Configuration Management principles of "form, fit, and function".

System modifications or changes to system, subsystem, or processes are precipitated by the need for improvement, revision, modification, or technology enhancement, while maintaining form, fit and function. These modifications are applicable to:

- Equipment;
- Systems;
- Software;
- Service levels;
- Quality improvement initiatives;
- Unforeseen conditions discovered during operations;
- Maintenance activities, which require a redesign of a system or its components; and
- Change to the physical plant (i.e., new station stops)

System modifications and/or element changes which affect design and/or operation and maintenance activities are reviewed and recommendations made by the System Safety Committee (SSC), to evaluate potential safety and security impacts.

Some system modifications may require safety certification, as determined by the System Safety Supervisor, or the SSC. The process is performed as defined in the SNJRG Safety Certification Program assuring that a responsible engineer or manager has reviewed and approved all applicable documents for safety impact, and that the department responsible for operation and

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maintenance of equipment and/or systems related to the modification receive approved safety certification certificates.

10.3.3 Configuration Management

Configuration Management is used to manage the integration of safety and security concerns into system designs and modifications. The Continuous Improvement Specialist establishes responsibility and procedures for configuration control to assure continued design integrity of the River LINE, its LRVs, subsystems, equipment, infrastructures, facilities safety-critical software and documentation.

Achieving and maintaining this integrity requires that configuration changes to these system elements are properly coordinated, reviewed, documented, approved, and implemented.

Configuration control activities are accomplished by the Field Service Engineering Staff. The Continuous Improvement Specialist conducts quality oversight through informal review and scheduled surveillance audits.

Configuration Management practices are governed by the Configuration Management Plan. Refer to Section 17 for further details of Configuration Activities. The Configuration Management plan is located with the Continuous Improvement Specialist and is available for review.

10.3.4 Safety Data Acquisition

It is the task of the System Safety Supervisor, to monitor the safety performance of River LINE operations. Selected data is accumulated and analyzed. This data includes injuries to customers, River LINE personnel, general public; potentially hazardous equipment failures; unacceptable hazardous conditions; and rules and procedure violations.

10.3.5 Data Acquisition Process

Information regarding accidents, incidents, hazardous and safety-related conditions and River LINE operations is obtained from several different reporting mechanisms. These include, but are not limited to: River LINE reports: accident/injury reports and investigations, incident reports, Daily Operations Summary, OCC logs, and Employee/ Occupational Injury reports, and crime/loss prevention surveys.

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10.3.6 Data Analysis and Tracking

Tracking of hazard-related data is used to identify trends. These trends are further analyzed and/or investigated to determine causal factors.

This is accomplished by interviews with personnel in the affected department(s) and analysis of pertinent documentation.

Identified hazards are categorized and submitted with corrective action recommendations (or requests for corrective action development). Further, continuous follow-up of corrective actions are accomplished until close-out through a hazard tracking log.

10.3.7 Access to Data

Safety data is disseminated internally to Management and all affected departments for information, tracking and corrective action. Additionally, a safety performance report is submitted to NJDOT SSO and NJ TRANSIT Office of System Safety by River LINE both, upon occurrence of an incident or hazardous condition, and as part of the annual report. The annual report contains injury rate data regarding customers, River LINE personnel, and public accidents and incidents. The report is the basis for the formulation of safety performance goals and objectives for the coming year. The report outlines the strategies for the achievement of the stated safety and security objectives.

10.3.8 Interagency Coordination/Seminars, Information Exchange

Interagency coordination is accomplished by dissemination of safety and security related information internally within SNJRG and externally to NJ TRANSIT, NJDOT, NJ TRANSIT Police, FTA, FRA, OSHA, the NTSB, TSA, and other appropriate agencies.

SNJRG cooperates and coordinates with appropriate external agencies regarding safety-related recommendations, and to assure the continued safety of the River LINE and its environs.

SNJRG is authorized to liaise with external agencies regarding matters related to safety.

The System Safety Supervisor retains records of final decisions on recommendations made by the SSC, (including rationale for recommendations that are not accepted). Below lists some representative examples requiring interaction between SNJRG and external agencies.

- System improvements
- System Extensions
- Major modifications to the system

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- Emergency Drills and after-action reports
- Disasters
- System Schedule and Operational changes
- Results of Accident/Incident Investigations
- Results of an Audit
- Results of Emergency Drills
- Results of Inspections.

10.4 TRAINING

10.4.1 Training and Certification Review/Audit

Audits of training will include the verification of employee training, certification, and retraining programs as appropriate. The audit will verify that the River LINE employee instructions and course contents meet the expectations of training and certification requirements. The content and presentation of the training programs are evaluated on a periodic basis. The courses are conducted and documented with complete and accurate records. Records are maintained in a secure location by the System Safety Supervisor.

10.4.2 Employee & Contractor Safety Training

Various levels of safety training are established for SNJRG staff so that employees can effectively carry out their respective responsibilities.

Employees receive safety training appropriate to their level of responsibility. **Figure 10-1**, Safety Training Requirements, indicates the minimal safety training requirements.

River LINE employee training is conducted for all operations and maintenance personnel to include the following:

- Safety/Industrial Hygiene Training and Education
 - Operations Related Safety Training
 - LRV Operator Training and Qualifications
 - LRV Supervisor and Controller Training and Qualifications
 - Maintenance Personnel Training and Qualifications
 - Safety Critical Training and Certification Compliance
 - Road Foreman Training and Certification Requirements of 49 CFR, Part 240
 - De-escalation Training
- Maintenance personnel, operations personnel, and personnel directly responsible for safety will complete de-escalation training. This training will be part of initial on-boarding for the personnel identified, as well as on a refresher basis every three (3) years.

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All contractors must complete contractor safety training before being permitted to work.

Figure 10-1: Safety Training Requirements

Courses	Staff Level						Contractors
	Emergency Responders	OCC Controller	Operator	Locomotive Engineer/ Conductor	Supervisor	SNJRG Staff	
River LINE Orientation	x	x	x	X	x	x	
River LINE SOP's & EMP's	x	x	x	X	x	x	
River LINE Safety Rules	x	x	x	X	x	x	
River LINE Safety Systems	x	x		X	x	x	
- Facilities	x	x	x	X	x	x	
- Vehicles	x	x	x	X	x	x	
Emergency Responder Training	x ¹	x		X	x ²		
Incident Command Training	x ¹	x			x ²		
Blood-borne Pathogens							
First Aid		x ³	x ³	X ³	x ³	x ³	
Hazardous Material Awareness		x	x	x	x		
De-escalation Training		x	x	x	x	x	
Contractor Safety Training							X

- 1 pre-qualified
- 2 Supervisors designated as On-site incident coordinators
- 3 Selected Staff
- 4 Includes tabletops, drills, functional and full-scale simulations

River LINE has established a training curriculum to ensure basic level of safety –related competency for rail transit system auditing and oversight.

Additionally, River LINE Staff who are directly responsible for safety oversight (namely the System Safety Supervisor) will be required to complete applicable training requirements of 49 CFR Part 672 within three (3) years of their initial designation. Thereafter, refresher training shall be completed every two (2) years. Additionally, refresher training requirements which must include, at a minimum, one (1) hour of safety oversight training will be provided.

Required Curriculum over a Three-Year Period is as follows:

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- One (1) hour course on SMS Awareness—e-learning delivery (all required participants)
- Two (2) hour courses on SMS Safety Assurance—e-learning delivery (all required participants)
- Twenty (20) hours on SMS Principles for Transit (all required participants)
- TSSP curriculum (minus Transit System Security (TSS) course) (all required participants—credit will be provided if participant has a Course Completion Certificate of previously taken TSSP courses)
- Transit Rail System Safety (36 hours)
- Effectively Managing Transit Emergencies (32 hours)
- Transit Rail Incident Investigation (36 hours)
- Persons performing investigations on behalf of the SSOA are required to attain the PTSCTP designation.

10.4.3 Safety/Industrial Hygiene Training and Education

The System Safety Supervisor provides training to SNJRG employees in basic, safe work practices and hazard identification. Employees exposed to chemicals and/or physical agents receive training in industrial hygiene principles, use and care of personal protective equipment, and the hazards and safe handling methods associated with chemicals. Employees whose job functions include exposure to special hazards receive additional training. Instruction may include, but are not limited to: confined space entry, bloodborne pathogen, HazCom, or other safety-specific training.

10.4.4 Operations Related Safety Training

Safety training is conducted on River LINE equipment, operating rules, and procedures. Copies of SOPs and rules are given to all River LINE operating personnel. The System Safety Supervisor assists the Transportation Department in the formulation of training programs, SOPs, and rules. The SSC is responsible for the review and approval of all operating rules and procedures and of operations training programs, prior to their implementation. The Road Foreman-Engines assists the training department in training of locomotive engineers as required by 49 CFR Part 240 and 242.

All safety-sensitive positions directly engaged in rail operations or in Transportation Management, and signal employees are subject to random drug and alcohol testing, random safety checks, Hours of Service rules and certification/recertification on a bi-annual basis.

Additionally, these personnel must pass a bi-annual examination on the operating rules, safety rules and procedures. Each person governed by 49 CFR, Part 240, who fails the annual

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examination is given special retraining. The preparation, administration, and maintenance of these examinations and related records are the responsibility of the employee's respective department.

10.4.5 LRV Operator Training and Qualifications

All new LRV operators are given the LRV Operator training course. This course covers rules, procedures, safety rules, and actual LRV operation. Each new LRV operator is certified by both written and practical testing to validate operational readiness and knowledge of operating and safety rules and procedures. Each operator is given a bi-annual refresher course on the rules and procedures, and is re-certified by written and practical testing.

10.4.6 LRV Supervisor Controller Training and Qualifications

Each Supervisor of Train Operations (STO) receives training in LRV operations, including rules and regulations, efficiency checks, emergency response, accident/incident investigation, customer assistance, and LRV maintenance troubleshooting.

The Safety Department coordinates with the Training department to train STOs in accident/investigation procedures performed in accordance with the SNJRG SOP. Each Supervisor is certified by both written and practical testing to validate operational readiness and knowledge of operating and safety rules and procedures. Annually each STO is given a recertification course on the rules and procedures, and is re-certified by written and practical examination.

Controllers are qualified and certified on Operating Rules, Safety Rules and have received additional training and certification in the areas of LRV movements, including direct action and control of routes, coordination of emergency response and security activities, and coordination of construction and maintenance activities on the active railway. Controllers are certified by both written and practical testing to validate their operational readiness and knowledge of operating and safety rules and procedures. Bi-Annually each Controller is given a recertification course on the vehicle movements, and emergency and operating rules and procedures, and is re-certified by written and practical examination.

10.4.7 Maintenance Personnel Training and Qualifications

Maintenance requirements, methods and procedures for River LINE equipment and systems are described in manuals, handbooks, and other documentation developed for the training and certification of maintenance personnel. Use of personal protective equipment (PPE), emergency equipment, and safety instruction are included within the training program.

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Maintenance Supervisors are responsible for ensuring Maintenance Personnel required to operate LRVs, hi-rail equipment, heavy equipment, or other specialized vehicles/equipment/apparatus, are certified by both written and practical testing (in order to document the employee's knowledge of safety and operating procedures and skill in the proper and safe operation and procedures).

10.4.8 Safety Critical Training and Certification Compliance

To ensure that compliance to training and certification of River LINE staff, the following is presented:

The System Safety Supervisor, in concert with the Transportation Department, is responsible for operational training, including new staff as assigned.

10.4.9 Locomotive Engineer and Conductor Training and Certification

Specific operating rule training curriculum and classes are conducted in compliance with 49CFR, Part 240, and 242 123 (b) for Locomotive Engineers and Conductors, including certification of performance. This requirement is applicable to Locomotive Engineers and Conductors during the operation of River LINE work trains.

Various levels of safety training are established for SNJRG staff so that employees can effectively carry out their respective responsibilities.

Employees receive safety training appropriate to their level of responsibility. **Figure 10-1**, Safety Training Requirements, indicates the minimal safety training requirements.

10.4.10 Freight Railroad Employees Operating on The River LINE

Freight railroad employees operating on The River LINE, such as Conrail Shared Assets, must be qualified on the physical characteristics of the entire joint-use track. It is the responsibility of the freight railroad to verify that all their employees operating on the River LINE are qualified. Employees are given a written examination on the operating rules and must achieve a score of at least 85 percent. When reporting for the examination, they must present their operating rules book, timetable, and other instructions for inspection. Employees who fail this examination must take a second examination within 30 days. Employees who fail the second examination, or who fail to be reexamined within 30 days, are not qualified to perform service.

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10.4.11 Contractor Safety Training

The System Safety Supervisor administers the Contractor HSE Program when contractors' work affects River LINE operations, customers, facilities, and personnel. Contractors are required to comply with all applicable OSHA and FRA standards for the safety of their own employees as well as to safeguard River LINE employees, contractors, customers, and the public.

All contractors and subcontractors working on, or interfacing with the River LINE are required to attend On-Track Safety training prior to working on the operating system. This training course is developed jointly by the operating department and the System Safety Supervisor. River LINE Operating and Safety Rules and Procedures are included in each Contractor/Subcontractor contract, and these rules and procedures bind them while performing work on or about the operating system.

10.4.12 Maintaining Training Records

All records of SNJRG personnel training are retained by the Training Coordinator, including training certification and re-certification. All training and re-certification for Locomotive Engineers and Operators are maintained by the Road Foreman of Engines as required by FRA 49 CFR 240 and 242.

10.4.13 Training Compliance Requirements

The Training Coordinator/HSE reports to System Safety Supervisor and is responsible for coordinating all training activities within the Operation and Maintenance organization.

This includes the tracking of employee certifications and notification of their expirations, scheduling annual re-certification training, and analyzing historical training activities to improve the organization's time management without degrading the assurance of safety within the system. Instruction to employees will be provided by this individual in the areas of expertise. Subcontracted and other off-site training courses will be coordinated by this individual, including the development of courses, if necessary.

10.5 ACCIDENT/INCIDENT/HAZARDOUS CONDITION NOTIFICATION, INVESTIGATION, REPORTING

10.5.1 Overview

The River LINE, by virtue of its operational characteristics, is under the purview of several external agencies for the reporting of accidents, incidents, and hazardous conditions.

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Each agency has its own unique reporting requirements that must be complied with by the SNJRG, as the operator of the River LINE. Some representative examples are the National Transportation Safety Board (NTSB), Federal Railroad Administration (FRA), Federal Transit Administration (FTA), Occupational Safety and Health Administration (OSHA), State of New Jersey Department of Transportation (NJDOT), and New Jersey TRANSIT (NJT)

The NTSB has ultimate authority (49CFR, Part 800), over transportation safety and has the authority to conduct transportation-related investigations under specific criteria and issue recommendations for consideration and implementation under their governance.

Freight railroads and the River LINE jointly use sections of the River LINE right-of-way; these sections, by regulation, are under the jurisdiction of the FRA as required by 49CFR, Part 225.

The FTA, by virtue of 49 CFR, Part 673 and 674, has certain specific requirements for the reporting of accidents, incidents and hazardous conditions.

NJDOT, Office of Safety Oversight has promulgated standards and procedures requiring, among other elements, the reporting of accidents, incidents and hazardous conditions.

NJT, as owner of the River LINE, has specific requirements for reporting accidents, incidents and hazardous conditions.

The River LINE also traverses a number of municipalities and counties between the cities of Camden and Trenton, each of which provides emergency response services to River LINE incidents and has local public safety ordinances and regulations.

10.5.2 Procedure and Applicable Regulation

SNJRG's procedure for Accident / Incident / Injury / Hazardous Condition Investigation and Report Preparation is a controlled document.

The purpose of this controlled document is to establish comprehensive guidelines to notify and investigate accidents, incidents, injuries, and hazardous conditions, and prepare the required reports in accordance with Federal Regulations (FTA, FRA, OSHA), and both NJ Transit & SSO requirements for reporting.

Prompt notification, reporting thorough investigation of accidents/incidents/hazardous conditions are necessary to:

- Identify all the factors causing and contributing to the accident, incident, or unacceptable hazardous condition while minimizing disruptions to service.

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- Determine the appropriate corrective action to prevent the accident, incident, from recurring and to control hazardous conditions
- Satisfy requirements for notification of external agencies including the jurisdictional emergency services, National Transportation Safety Board, Federal Railroad Administration, Federal Transit Administration, NJ State Safety Oversight Agency, NJ TRANSIT, CONRAIL, Environmental Protection Agency, and the Occupational Safety and Health Administration.

10.5.3 Applicable Documents / Regulations

External Documents:

- Contract Number 97CJ052 between NJ TRANSIT and SNJ Rail Group, LLC.
- State of New Jersey Safety Oversight Program, Office of Fixed Guideway, Rail Transit State Safety Oversight Program Standard 2021 Version 2.0, Procedure SSO – 003 – Safety Event Notification and Procedure SSO – 007 – All Hazard Data Reporting
- FTA Hazard Analysis Guidelines for Transit Projects, Final Report, January 2000.
- NTSB 49CFR, PART 840
- FRA 49CFR, PART 225
- FTA 49CFR, Part 673

Internal Documents:

- Emergency Preparedness Plan, Number EOP-SNJ-001
- Emergency Response Plan, Number EOP-SNJ-002
- Emergency Evacuation Procedure, Number EOP-SNJ-003
- Right of Way Fire Procedure, Number EOP-SNJ-004
- Bomb Threat Procedure, Number EOP-SNJ-005
- Fire or Smoke on LRT Car Procedure, Number EOP-SNJ-006
- Collisions Procedure, Number EOP-SNJ-007
- Train Evacuation Procedure, Number EOP-SNJ-008
- Non-Emergency Response Plan, Number SOP-SNJ-064
- Accident and Incident Investigation Procedure, Number SAFE-SNJ-017
- Notification Procedure, Number SOP-SNJ-065

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10.6 PHYSICAL PLANT & SYSTEMS

The River LINE's major maintenance, operational control, train storage, and management functions are housed in the Camden Light Rail Complex (CLRC) adjacent to passenger-only right-of-way south of CP 45. Most of the remaining route to Trenton is on joint-use Temporally Separated (passenger and freight) right-of-way consisting of single track with passing sidings.

The River LINE operates on track shared with Conrail freight operations from MP 4.5 in Pennsauken to MP 32.9 in Trenton. Additionally, a section north of Cass St Station on #1 track and #2 track north of CP 329 to Trenton Station is restricted to passenger-only operation.

A facility for overnight layover and minor servicing of two LRVs is located in Burlington (known as the Burlington City Yard), at the former Burlington Generation Siding. A third facility, for storage, overnight layover and minor servicing of eight LRVs (known as the Trenton Layover Facility), is located between the Trenton and Hamilton Avenue stations. Both of these facilities are equipped with trackside power, so vehicles can be stored overnight in cold weather with the diesel engine shut off.

Haines Yard located at MP 6.6 on #1 tract north of Pennsauken/Route 73 station for the storage of maintenance of way (MOW) equipment. The MOW yard includes storage for two Jackson 6500 Tampers, a ballast regulator, and seven ballast hopper cars.

The River LINE utilizes an FRA compliant Automatic Block Signal (ABS) System to operate the trains safely over joint-use track. In areas of street running, Bar Signals are tied into the Vehicular Traffic Signals via a system of traffic preemption, providing trains with a clear signal when motor vehicle traffic lights are in the stop (red) position for oncoming traffic.

10.6.1 LRV Vehicles

The River LINE diesel-electric rail vehicle is a GTW 2/6 lightweight diesel-electric railcar and is not certified for use in tunnels. The LRV is double articulated being 102 ft 6 in. long, 9 ft. 10 in. wide, and 12 feet 10 inches high measured from top of rail. The LRV combines low- and high-level seating areas. The Operator makes use of mirrors for side visibility. There are two (2) doors per side, each vehicle has a customer to Operator communication system, spaces for wheelchairs/strollers, and bicycle racks for a maximum of three (3) bicycles in each vehicle.

The vehicle is configured to provide seating for 90 Customers with room for additional 94 standees (crush load 184 Customers). The vehicle is ADA compliant.

Individual cars can be connected into trains with all cars being controlled by the operator in the lead car. Cars and trains can operate bi-directionally. The body of the LRV has three sections

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(A, B and C car) and three trucks, the center truck being directly mounted to the center body section. The center section (C Car) contains the diesel electric propulsion system. The vehicle is equipped with several forms of braking. At higher speeds, braking is achieved by using the resistance of the traction motors, known as dynamic braking. This form of braking, having no frictional contact, produces less wear and heat, and is blended with mechanical disc brakes as lower speeds are reached until all braking effort is applied by the discs as the vehicle comes to a halt.

In the event of an emergency requiring maximum braking effort, the friction and dynamic brakes can be supplemented by the track brake, which is a bar arrangement, magnetically applied to the running rail surface. Additionally, to avoid adhesion problems, sand can be selectively applied beneath the vehicle wheels. Slip slide sensing is also built into the vehicle's systems to mitigate low wheel/rail adhesion problems that can occur under some climatic conditions.

The GTW 2/6 LRV is also in operation in Europe. The service-proven design is manufactured by Bombardier Transportation in Switzerland and assembled in Germany.

Safety and Security Features of the Light Rail Vehicle include various features that provide for operator and customer safety, including:

- Automatic Train Stop – Activates LRV brakes in response to trackside magnetic train stop devices at Stop signals.
- “Dead Man” Controls – Activates LRV brakes if the operator is incapacitated.
- CCTV with remote monitoring, on-board DVR and download capabilities. Six cameras in each passenger compartment, one observing the LRV operator and one forward-facing.
- Door Circuitry / Sensitive Door Edges – The doors open if two edges do not close due to an obstruction.
- Manual Door Release Controls – The LRV's have manual door releases on the interior and exterior, which enable the doors to open, if required in an emergency.
- Handholds and Stanchions – Provides added stability for Customers while moving about the LRV.
- Anti-Climbers – Increased protection during an LRV to LRV/Stop bumper collision.
- Safety Glazing – To prevent injury to the Customers because of splintering of glass.
- Normal and Emergency Lighting – Automatic switch over from normal lighting to emergency lighting during an emergency.
- Train Radio and Customer Intercom are ways the operator can communicate with the customers in an emergency from the LRV.

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- Materials Selected for Resistance to Flame Spread And Smoke Generation.
- Door interlocks
- Car equipped with turn signals
- Fire extinguisher in each cab
- Coupling capability to tow a disabled train
- Event recorder
- LRV's are operated as a single unit when coupled into a multi car consists.
- Silent Alarm for communicating to the Control Center in an onboard security situation
- Running and railroad lights

10.6.2 Integrated Control System- ARINC

The Integrated Control System (ICS) is a state-of-the-art centralized Supervisory Control Data Acquisition (SCADA) system located in the Control Center.

The primary purpose of ARINC is the supervision and control of the train movements, train control, and traction power.

10.6.3 Track

The primary purpose of the track system is to provide support and guidance to trains. The guidance also includes train routing at interlockings.

LRT and Joint Use track is constructed of continuous welded rail. Freight only track is constructed of jointed rail.

There are three types of track and appurtenances utilized on the River LINE system. These are:

- Ballasted Track, consisting of Re 115 AREMA rail installed on ties (monoblock concrete or wooden). The rail is fastened to the tie using Pandrel clips. This type of track is utilized in the dedicated right-of-way mainline and sidings.
- Slab (Direct) Fixation Track, consisting of Re 115 AREMA rail fastened directly to cast in place track plinths. The rail rests on resilient plates, which in turn are fastened to the plinths by the application of bolts. This type of track is used in selected areas including bridge structures.
- Embedded Track, consisting of Re 115 AREMA rail, which is directly supported in concrete and then encased in a second pour. Special effort is made to assure isolation of the rail, through the use of a rubber boot. This type of track is primarily used in the street running section. Slab Track and Embedded Track may appear to be similar; however, they are entirely different in their construction and their methods of bearing trainloads.

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Related sub-system elements of the track include special appurtenances within interlockings such as turnouts and derails. Other special elements include guarded curve elements and station slab track segments.

The switches at interlockings and crossovers are dual control. Normally they are power operated by Central Control. In the event of a loss of power, these switches can be manually operated under the direction of Central Control. The switches into freight sidings and freight only track is electrically locked and manually operated.

10.6.4 Communications

The Communication System provides the infrastructure link between signaling systems, grade crossing protection and traffic control systems; and the indication and control systems available in the Control Center.

It is noted that audio (PA system), video systems (VMS), and communications systems (customer service phone), are maintained by NJ TRANSIT. The River LINE does surveillance on these systems and reports any deficiency to NJ TRANSIT for repair.

The Safety and Security Features of the communications system includes:

- A public address system on the passenger vehicles;
- A customer assistance intercom on the passenger vehicles;
- Smoke detectors and fire alarms in yard, shop, and control center;
- Carbon Monoxide detectors in the shop
- Fixed and/or portable radios for operations, maintenance, yard, security, and management personnel, as well as freight operators.

10.6.5 Camden Light Rail Complex (CLRC) & Operations Control Center (OCC)

The CLRC is located at 700 Beideman Avenue, Camden, New Jersey south of the 36th Street station.

The Operations Control Center (OCC) is located at the CLRC. Staffed and operated by SNJRG personnel, the OCC provides for direct radio communication with LRV operators, freight operators, and field personnel. Other capabilities of the control center include control of main line dual control switches, derails, and interlocking signals, identification of LRV location, and automated customer assistance (via a voice response system).

The OCC is the nerve center of The River LINE Operation. It is staffed 24 hours a day, 365 days per year. The Control Center dispatches and controls all train activity in the LRT exclusive use

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and joint-use (freight / passenger) tracks between WEC and Trenton dispatching both light rail vehicles and freight trains.

Among other functions, the OCC assures that freight and LRV operation maintain temporal separation (as further described in section 3.5.3).

The OCC is under the direction of the Supervisors of Train Operations who report to the Superintendent of Transportation and Service Delivery.

The two Supervisors of Train Operations oversee the controllers. The STO's are qualified as controllers and are available to relieve the controllers, as well as being responsible to manage unusual events and special operations.

There is at least one Controller on duty in the control center at all times. Monday through Sunday, first and second shifts have two controllers and one supervisor on duty. One transportation clerk handles the customer information management system on the first and second shifts.

The primary functions of the control center staff is as follows:

LRT and Freight Train Control and Dispatch

- Monitoring and control of operations
- Identifying and correcting problems
- Activity and performance reporting

Freight Coordination

- Coordinating with daily freight operations
- Freight activity reporting

Train Operator Management

- Spare board and cover management
- Record fueling
- Monitor fuel status of all active vehicles

Failure Management

- Design and maintain contingency plans for infrastructure, vehicle, and crew failures execute contingency plans as required.
- Evaluate effectiveness of plans in action and make corrections as required.

Emergency Management

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- Maintain contingency plans for fires, customer trouble, trespass, floods, etc., and execute contingency plans as required.
- Evaluate effectiveness of plans in action and make corrections as required.

Customer Information

- Maintain Voice Response System data to reflect service conditions.

Safety and Security Features of Operations Control Facility includes:

- Communication with all rail vehicles operating on The River LINE
- Positive train detection for dedicated right-of-way sections

The CLRC contains buildings, rail yards, and other facilities to store, fuel, maintain and clean the entire fleet of 20 light rail vehicles. Inspections, preventive and corrective maintenance, painting, and car washing are done at this facility. Three yard tracks located to the north of the shop building are intended for interior cleaning, inspecting and minor repairs. Four tracks located within the shop building are intended for heavy maintenance, painting, washing, fueling, and sanding of the LRV's. The CLRC is also the headquarters for The River LINE. The CLRC contains the headquarters for the maintenance department. The operations and management offices are located at the CLRC.

Safety and Security Features of Maintenance Facilities include:

- Surveillance camera system
- Adequate lighting of all maintenance and yard storage areas
- Water spray and eye wash facilities provided at relevant areas in the shop
- Fuel delivery systems are provided with safeguards and protection against ignition and spillage
- Warning signs, devices and/or barriers are provided at all vehicle maintenance pits
- Positive mechanical exhaust ventilation system is provided in the shop
- Fire hydrants are provided throughout the yard
- Security fencing with deterrent lighting is provided around the perimeter of the yard

10.6.6 Signal and Control System

The double track and single-track segments of the River LINE are interlocked by control points (CP's). These CP's allow the Rail Traffic Controllers (Controllers) to control the operation of trains on the alignment. The CP's are identified by their mile post location therefore CP 105 is located at MP 10.5 and CP 05 is located at MP 0.5. In addition, there are 3 named interlocking, CP-Bliz located at MP.3.5, CP-Ross located at MP. 5 and CP-Del located at MP. 22

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Between WRTC and Trenton, operation of all rail vehicles are governed by “automatic block”, a railroad traffic control and signal system that enables trains to operate safely in either direction on all segments.

The wayside signal system includes equipment to inform light rail and freight train operators of safe train movements and speeds. This permits parallel running in double-track segments.

The street-running segment in the City of Camden operates in mixed traffic. It is controlled by traffic signals supplemented by bar signals per MUTCD standards.

Camden and Burlington street running segments have LRV bar signals to control the LRV movement. The traffic lights in these two areas are interconnected with the bar signals and they provide pre-emption for the safe movement of LRVS

Safety and Security Features of the Signal and Control System include:

- Positive route integrity at CP’s
- Train stops to arrest LRV’s movement, when a stop signal has been passed located at all home signals.

10.6.7 Grade Crossing Warning Devices

A grade crossing warning system includes automatic flashing lights; bells and automatic crossing gates (at the majority of crossings) to warn the auto and pedestrian traffic at highway crossings.

Lunar Lights

Lunar white lights are prominently displayed to trains approaching grade crossings on The River LINE. These indicators serve to inform LRV operators of the status of the crossing warning system.

A flashing lunar light indication is initiated by the warning system, (simultaneously with initiation of the grade crossing flashing red lights and bell) and turns to a solidly illuminated state only after the gate is down. The steadily illuminated lunar white indication on either side of the crossing indicates the grade crossing warning system is correctly warning highway traffic, the operator must approach grade crossings and stop short of fouling the crossing, if the crossing is not functioning in accordance with LRT Rule 138. The grade crossings in many areas are synchronized with the traffic control signals. Where synchronized, the traffic controls and grade crossing interfaces have been optimized to provide the necessary protection while minimizing impact on traffic on adjacent streets, as well as the street crossing the track. In Burlington City the crossings are preemption synchronized traffic control only with cross bucks on the street approaches to rail crossings.

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Safety and Security Features of the Grade Crossing warning devices include:

- Positive indication to rail vehicle operator of crossing warning device status
- Warning lights/Warning bells
- Crossing gates on public crossings along the dedicated right-of-way with the exception of grade crossings within the confine of the City of Burlington, the Pavilion crossing in Riverside and between Haddon Ave and Harbor Blvd in the city of Camden
- Traffic signals synchronized to assure safety of traffic (e.g. clear out periods to assure traffic not stopped on the track when the gates activate)
- Grade crossings are identified by AAR/DOT numbers to allow identification of the crossing in the event failures are reported.
- The telephone number for reporting failures of grade crossings is located at each grade crossing

10.6.8 SEPARATION OF FREIGHT AND PASSENGER OPERATIONS

The River LINE light rail transit only trackage is physically separated from freight operations. Passenger and freight operations are temporally separated on the shared trackage. The LRV's do not use freight-only sidings connected to shared trackage and are prevented from entering those sidings by the use of electric lock switches. The electric lock switches are only active during the freight operation. This period of activity is controlled via the Control Center computer system under the direction of Rail Traffic Controllers. The controller must convert the system from passenger mode (where the electric locks are inactive) to freight mode in order to enable the locks. The sliding block and split rail derails are locked during passenger operation at the following locations:

- Conrail's No. 2 Running Track at CP 45,
- Conrail's Minson freight siding,
- Colorite/Rimtec freight siding,
- Conrail's Burlington Yard south lead at CP 184,
- Burlington yard crossover at mile 19.8 (interlocked with CP 196),
- Burlington freight yard lead at CP 211A,
- Conrail's Robbinsville Industrial Track at mile 27
- Conrail's Port Running Track at CP 329.
- Pioneer Siding,
- Dependable Siding,
- AFG Siding,
- Ball Glass Siding,
- Shea Lumber Siding,
- NVR Siding

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- Distributec Siding,
- Burlington Generation Station Siding,
- Land-O-Lakes Siding,
- Church Brick Siding,
- Stephen Chemical Siding
- Haines Yard

Shared trackage includes single and double track sections beginning at MP 4.5 in Pennsauken to MP 32.9 in Trenton. Within shared Trackage, freight is excluded from track one (the East track) between Trenton Station and Cass St. crossover at MP 32.3 North, and on track two (the West track) between Trenton Station and CP 329. Freight trains are prohibited from operating on the LRT only track, South of CP-45.

Logic at the Control Center provides positive separation between LRV traffic and freight operations. During passenger operations, this logic assures that it is not possible to:

- Call a freight route across joint use territory that conflicts with an LRT route already established,
- Call a freight route across LRT territory that does not end in Freight territory,
- Call a route from LRT territory into Freight-only territory; and
- Call a route from Freight into LRT-only territory

The standard freight-only operating window is 10:00 p.m. through 5:45 a.m. and the standard LRV operating window is 5:45 a.m. to 10:00 p.m. By agreement, NJ TRANSIT permits Conrail to perform freight operations (after clearing off all LRV's and establishing freight operations per LRT Operating rule 906, Temporal Separation); in the event Conrail's main line becomes blocked.

This section describes further details of the Southern New Jersey Light Rail Transit System. It includes a map of the system as well as descriptions of the important locations and functions throughout the system.

10.7 RIVER LINE OPERATIONS

The main features of the alignment (South to North) are described in the following sections.

Track Layout

Track Type	Start MP	Municipality	Finish MP	Municipality
Double Track	MP0.0	Camden	MP 3.5	Pennsauken
Single Track	MP 3.5	Pennsauken	MP 5.0	Pennsauken
Double Track	MP 5.0	Pennsauken	MP 7.0	Palmyra

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(Pennsauken siding)				
Single Track	MP 7.0	Palmyra	MP 8.7	Riverton
Double Track (Riverton siding)	MP 8.7	Riverton	MP 10.5	Cinnaminson
Single Track	MP 10.5	Cinnaminson	MP 11.8	Riverside
Double Track (Rancocas siding)	MP 11.8	Riverside	MP 14.0	Delanco
Single Track	MP 14.0	Delanco	MP 15.0	Edgewater Park
Double Track (South Burlington siding)	MP 15.0	Edgewater Park	MP 17.5	Burlington City
Single Track	MP 17.5	Burlington City	MP 19.6	Burlington Township
Double Track (Florence siding)	MP 19.6	Burlington Township	MP 21.1	Florence Township
Single Track	MP 21.1	Florence Township	MP 24.2	Mansfield Township
Double Track (Roebbling siding)	MP 24.2	Mansfield Township	MP 26.9	Bordentown Township
Single Track	MP 26.9	Bordentown Township	MP 28.9	Bordentown Township
Double Track	MP 28.9	Bordentown Township	MP 33.9	Trenton

There are no branch lines or alternate routes.

10.7.1 CAMDEN STREET RAIL TERRITORY

The southern portion of The River LINE runs along 1.5 miles of double track street railway in downtown Camden, NJ. This portion of the alignment begins at the Waterfront Entertainment Center (WEC), the site of concerts and other events. The WEC station is within walking distance of the restored Battleship New Jersey. The street-running alignment in Camden has station stops at the Adventure Aquarium and at the campus of Rutgers University.

LRV operations on the street railroad alignment are controlled by Bar Signals that are interconnected with the street traffic light system for street vehicles and pedestrians. The LRV operator obeys the Bar Signals in addition to staying visually aware of adjacent vehicle and pedestrian traffic.

The River LINE transitions from street rail to a separated right-of-way north of Haddon Ave MP 1.5 located north of the Walter Rand Transportation Center (WRTC).

10.7.2 DEDICATED RIGHT-OF-WAY TERRITORY

The River LINE alignment transitions from street running to dedicated railroad right-of-way (ROW) at MP 1.5. The remaining alignment from MP 1.5 to the north terminus in Trenton runs solely over dedicated ROW.

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From MP 1.5 to MP 4.5 the ROW is limited to LRV use. This section runs alongside the Conrail Pavonia Yard, with tracks separated by distance, or with intrusion (displaced load, derailed vehicle) detection systems to protect the light rail system.

A permanent, active IDS is in service in the “Cooper River Zone” and another in the “36th Street Zone.” Each system comprises two detectors, one at each of the two entry points, which will detect the condition of a Conrail engine, train, or equipment, including shifted loads, swinging doors, derailed equipment, etc., that may create a fouling hazard for LRT operations.

10.7.3 JOINT FREIGHT – PASSENGER TERRITORY

To the North of the start of single track, at mile post 4.5, is the beginning of the shared access territory with Conrail.

Freight and passenger operations are temporally separated. Freight only operation is restricted to between the hours of 1:00 A.M. and 5:30 A.M. (Sunday through Friday nights). The River LINE control center controls this separation.

There is one railroad crossings at grade (diamond) located at CP-45 (in Pennsauken) that may be used by Conrail during passenger operation hours to provide access to Conrail customers. Use of these crossings by Conrail is controlled by an automated interlocked system of signals, derails, and magnetic train stop devices, which precludes simultaneous access by freight trains and LRV’s. The River LINE tracks are grade-separated from Conrail’s Delair overhead bridge that carries freight traffic and NJ TRANSIT’s Atlantic City Line.

The alignment continues north through the communities of Palmyra, Riverton, Cinnaminson, Delran, and Riverside. North of Riverside Station is a fixed-span bridge that was installed in 2002.

South of the City of Burlington, a sign-up facility has been created in the former Burlington Bridge Station and a yard facility (Burlington City Yard) has been created on the former PSE&G Generation Siding.

In Burlington City, the alignment travels through the center of town in close proximity to street traffic. LRV bar signals, interconnected with the street traffic lights, are used to inform LRV operators of the status of the street traffic control systems and the condition of the highway warning devices.

10.7.4 TRENTON VICINITY

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The River LINE is double-tracked for approximately five miles on the northern end from CP-28.9 north of Bordentown to the end-of-track in Trenton immediately across the street from NJ TRANSIT's Trenton Transportation Center that is also served by Amtrak, SEPTA and NJT commuter rail trains, and NJ TRANSIT bus operations. Within the city of Trenton, there are station stops at Cass Street and Hamilton Avenue within walking distance of the Waterfront Stadium and the Sun Bank Arena. Freight service is not permitted at any time on either track between CP Cass and Trenton Station.

10.7.5 SCHEDULES, HEADWAY, AND RECOVERY

SNJRG is responsible, by contract, to operate revenue service for The River LINE. Additional service may be provided within the city of Camden to accommodate special events. Added recovery time is built into the turnback times at Trenton and WEC to enable a train arriving later than the published schedule to begin its return trip on time. Schedules are provided by NJ TRANSIT. Additional information regarding the operation of the system is provided in other operations documents.

10.8 MAINTENANCE

This section provides an overview of the maintenance philosophy at SNJRG and the maintenance practices used throughout the life of the operating and maintenance period of the River LINE contract.

Proper maintenance is a key element in creating a safe, secure and reliable operating environment minimizing the possibility of accidents, incidents or other emergencies, throughout the River LINE. SNJRG has developed a series of maintenance plans for each of the five elements of The River LINE infrastructure:

1. Light Rail Vehicles (M1- M11)
2. Track and alignment (MW-4)
3. Railroad signaling, highway grade crossing & traffic control systems (S-27, S24)
4. Control room systems (audio/video – NJ TRANSIT Responsibility)
5. Bridges and Culverts (MW-5)

SNJRG emphasizes the following in its maintenance plans:

- Frequent inspections
- Proactive scheduled (Preventive) maintenance.
- Effective and timely performance of corrective maintenance.
- The ability to make “immediate action” repairs when situations dictate.

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- A certification program for the personnel, equipment, and procedures used to perform maintenance.
- Use of data recorders both as proactive predictors of maintenance needs before they occur and as an analytical tool to suggest appropriate design and/or procedure changes.
- An ongoing program of modifications and updates to both equipment and specifications.
- Failure analysis/Hazard analysis.
- Investigations, and
- Record keeping and documentation of maintenance trends.

The maintenance plans vary among (and within) the six elements of the infrastructure. Failure analysis, investigations, and record keeping/ documentation procedures are discussed in more detail in subsequent sections of this PTASP.

10.8.1 SAFETY-RELATED MAINTENANCE PHILOSOPHY

The maintenance philosophy for the River LINE is a preventive maintenance approach. The goal is to prevent problems from occurring, rather than waiting for problems to occur, and then taking corrective action. Recognizing that some level of corrective maintenance may be required, sufficient time is allowed in the schedule of preventive maintenance activities to perform corrective maintenance and other support activities.

The Maintenance Plans outline the preventive maintenance program for the River LINE. The maintenance plan is reviewed and updated, as the operation matures and the River LINE requires a change to the plan, for the successful continued implementation of the maintenance philosophy.

SNJRG operates and maintains the River LINE, providing all labor and services necessary to achieve the overall requirements of the system. All scheduled normal and preventive maintenance, unscheduled maintenance, scheduled heavy maintenance and overhaul, maintenance record keeping, and the maintaining of the spare parts inventory are included in the plan. Maintenance is scheduled to minimize disruption of the operating system.

10.8.2 Maintenance Task Matrix

The following table provides a task matrix indicating the individual responsibilities for safety-related maintenance efforts. Participation is indicated as primary, secondary, or associate. This matrix is not to be taken as exclusive. Participation by other groups within SNJRG and/or its subcontractors takes place whenever appropriate.

Exhibit 10-2 Safety-Related Maintenance Task Matrix

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P= Primary (Responsible) S= Secondary, (Support) A= Associate (Be aware)	Quality Control	Operations	Maintenance	Safety	Training	Engineering
Vehicle						
Scheduled	S-Q1		P-M2	S-S1	A-A2	S-M5
Unscheduled	S-Q1		P-M2	S-S1	A-A2	S-M5
Immediate Action		S-O3	P-M2	S-S1		A-M5
Certifications			P-M2		S-A2	
Data Recorders			P-M2	S-S1		S-M5
Modifications	S-Q1	A-O2	S-M1,M2	S-S1	S-A2	P-M5
Specifications	S-Q1		S-M1,M2	S-S1	A-A2	P-M5
Failure Analysis	S-Q1	A-O1	S-M2	S-S1	S-A2	P-M5
Hazard Management/Tracking	S-Q1	A-O1	S-M2	S-S1	S-A2	P-M5
Investigations	S-Q1		P-M2	S-S1	S-A2	S-M5
Track and Alignment						
Scheduled	S-Q1		P-M4	S-S1	A-A2	S-M5
Unscheduled	S-Q1		P-M4	S-S1	A-A2	S-M5
Immediate Action		S-O3	P-M4	S-S1		A-M5
Bridges			PM-4		A-A2	
Certifications			P-M4	A-S1	S-A2	
Data Recorders			P-M4	S-S1		S-M5
Modifications	S-Q1	A-O2	S-M1,M4	S-S1	S-A2	P-M5
Specifications	S-Q1		S-M1,M4	S-S1	A-O2	P-M5
Failure Analysis	S-Q1	A-O1	S-M4	S-S1	S-A2	P-M5
Hazard Management/Tracking	S-Q1	A-O1	S-M2	S-S1	S-A2	P-M5
Investigations	S-Q1	A-O2	P-M4	S-S1	S-A2	S-M5
Signaling						
Scheduled	S-Q1		P-M3	S-S1	A-A2	S-M5
Unscheduled	S-Q1		P-M3	S-S1	A-A2	S-M5

Immediate Action		S-O3	P-M3	S-S1		A-M5
Certifications			P-M3		S-A2	
Data Recorders			P-M3	S-S1		S-M5
Modifications	S-Q1	S-O1	S-M1,M3	S-S1	S-A2	P-M5
Failure Analysis	S-Q1	A-O1	S-M3	S-S1	S-A2	P-M5
Hazard Management/Tracking	S-Q1	A-O1	S-M2	S-S1	S-A2	P-M5
Investigations	S-Q1	A-O1 & O2	P-M3	S-S1	S-A2	S-M5
Control Room						
Scheduled	S-Q1		P-M6	S-S1	A-A2	S-M5
Specifications	S-Q1	A-O1	S-M1,M3	S-S1		P-M5

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Unscheduled	S-Q1	A-O1	P-M6	S-S1	A-A2	S-M5
Immediate Action		S-O1	P-M6		A-A2	A-M5
Certifications			P-M6		S-A2	
Data Recorders		P-O1	S-M6	S-S1		S-M5
P= Primary (Responsible) S= Secondary, (Support) A= Associate (Be aware)	Quality Control	Operations	Maintenance	Safety	Training	Engineering
Failure Analysis	S-Q1	A-O1	S-M6	S-S1	S-A2	P-M5
Hazard Management/Tracking	S-Q1	A-O1	S-M2	S-S1	S-A2	P-M5
Investigations	S-Q1	A-O1	P-M6	S-S1	S-A2	S-M5
Modifications	S-Q1		S-M1,M6	S-S1	S-A2	P-M5
Specifications	S-Q1		S-M1,M6	S-S1		P-M5
Buildings and Station Stops						
Scheduled	S-Q1		P-A1	S-S1	S-A2	
Unscheduled	S-Q1		P-A1	S-S1	S-A2	S-M5
Immediate Action	S-Q1	A-O1	P-A1	S-S1	A-A2	A-M5
Certification	S-Q1		P-A1	S-S1		A-M5
Modifications	S-Q1		S-M1,A1	S-S1		P-M5
Specifications	S-Q1		S-M1,A1	S-S1		P-M5
Failure Analysis	S-Q1		S-A1	S-S1	A-A2	P-M5
Hazard Management/Tracking	S-Q1	A-O1	S-M2	S-S1	S-A2	P-M5
Investigations	S-Q1		P-A1	S-S1		S-M5
Environmental	S-Q1		P-A1	S-S1	A-A2	S-M5

Legend:

A1-B&B Supervisor

A2-Training Coordinator

O1– Supt Transportation
&Service DeliveryO2-Asst Supt Transportation
&Service Delivery

O3- LRV Operators

M1-Material Supervisor

M2-Maintenance Supervisor

M3-Signal Supervisor

M4-Track Supervisor

M5-Lead FSE

M6-FSE Electronics

Q1-Quality Supervisor

S1-System Safety Supervisor

Preventive maintenance will be conducted using qualified technicians and carefully prepared repair and inspection procedures. The Maintenance Plans specify regular preventive maintenance checks to minimize operating failures. Safety related preventive maintenance tasks are not delayed beyond their scheduled time.

Corrective maintenance is normally performed during non-revenue operating hours, when possible, with minimal impact on normal system operations and required service levels. All

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maintenance, whether discovered during a preventive maintenance check or otherwise, is recorded in the Maximo system. These records constitute the basis for corrective action and are stored for failure data reporting for future updates of the preventive maintenance system.

The reporting system for corrective maintenance incorporates a methodology to assign maintenance priorities to each failure requiring corrective maintenance. These categories are:

- Immediate response and restoration within 4 hours.
- Response and restoration within 8 hours.
- Response and restoration within 24 hours.
- Response and restoration exceeding 24 hours.

Site personnel respond immediately to any failure that could jeopardize safety and on-time performance, as reported by the Maximo system, Train Operator or other SNJRG Personnel.

The Train Operators are trained to diagnose and correct a number of vehicle failures in order to minimize delays.

A “real time” reporting of all outstanding corrective maintenance activities by priority code is implemented, with reports generated to management indicating clearance of corrective maintenance activities in accordance with their assigned priorities.

The OCC is the focal point for all reporting of malfunctioning or non-functioning equipment or facilities of the system. Control center personnel function as a “trouble desk” to receive, screen, assess, and act upon all reports. All operational incidents are reported to the OCC. The clerk logs the incident into the control center computer system and then generates a Work order Request within the Maximo system, containing all known defects and symptoms. All control center personnel are thoroughly trained in proper responses to reports received from all credible sources. This includes alarms from sensors, reports from on-line employees, public agencies, utilities, the public and any other reporting entity.

10.8.3 Fare Collection and Ticket Vending Machines (TVMs)

This system consists of specialty equipment supplied and maintained by NJT. It includes ticket vending machines (TVMs) for collecting monies and dispensing and validating tickets. It also includes the off-site equipment necessary for systems maintenance.

10.8.4 Stations

The River LINE has 21 station stops, located at grade. There are four station stops located in the street running section in Camden; WEC (Waterfront Entertainment Center), Aquarium, Cooper

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Street / Rutgers, and Walter Rand Transportation Center (WRTC). WEC and WRTC Stations are set in dedicated LRT only sections. Aquarium and Cooper Street / Rutgers stations are positioned on either side of the street (Delaware Avenue and Cooper's Street respectively) with road vehicle and LRT traffic passing between the platforms. The remaining station stops are located on the dedicated railroad right-of-way.

The passenger stations have side or center platforms, not more than 200 feet long, with a height of 23 inches above top of rail. Station stops have simple shelters close to the center of each platform. Minimal platform end ramps provide ADA mandated access to the platforms. All station platforms are at the same height as the floor of the LRV at the LRV door. Station stops are designed to provide ease of access for disabled and elderly customers. In all instances they meet or exceed compliance with both the spirit and the letter of the Americans with Disabilities Act (ADA). Graphics and signs are uniform in placement and presentation and are well illuminated to maintain safety and security.

Station stops are unattended. Fare collection is handled through a self-service, proof-of-payment system. Local police and NJ TRANSIT Police, in cooperation with SNJ Rail Group, (SNJRG) provide station stop security.

Customer Service telephones with direct access to the NJTPD dispatcher desk, and the control center are located at each platform.

All station stops are lighted according to the standards of the Illuminating Engineering Society Handbook, the National Electric Safety Code, and local codes and ordinances. Building materials and finishes comply with the BOCA Basic Building Code and/or NFPA standards, as applicable.

Station Maintenance

Stations are maintained to exhibit a clean, neat, and attractive appearance that promotes a safe and secure environment. In order to keep the areas litter and graffiti free, a regular schedule for cleaning is implemented. This schedule meets or exceeds the criteria set forth in the contract between NJ TRANSIT and SNJRG stating that stations stops must be checked for functionality on a daily basis with required maintenance performed within 24 hours. The timeline for scheduled maintenance to station stops is stored in the Maximo Database. There is immediate response to all reports of unsanitary or unsafe conditions.

During adverse weather conditions, Stations including platforms, footpaths and SNJRLTS parking lots are kept clear of snow and ice.

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Safety and Security Features of Stations and Parking Areas include:

- Adequate lighting
- CCTV on the Station Platforms
- Public address and variable message signs are provided
- Telephones with access to NJTPD dispatch desk
- Customer information telephones are provided at stations
- A tactile warning strip is provided at platform edges, compliant with ADA requirements
- Parking Lots are designed for maximum visibility of all parts of the lot from surrounding areas
- Provisions are made for security of revenue collection equipment.

10.8.5 Configuration Management

Configuration Management is used to manage the integration of safety and security concerns into system designs and modifications. The Continuous Improvement Specialist establishes responsibility and procedures for configuration control to assure continued design integrity of the River LINE, its LRVs, subsystems, equipment, infrastructures, facilities safety-critical software and documentation.

Achieving and maintaining this integrity requires that configuration changes to these system elements are properly coordinated, reviewed, documented, approved, and implemented.

Configuration control activities are accomplished by the Field Service Engineering Staff. The Continuous Improvement Specialist conducts quality oversight through informal review and scheduled surveillance audits.

Configuration Management practices are governed by the Configuration Management Plan. Refer to Section 17 for further details of Configuration Activities. The Configuration Management plan is located with the Continuous Improvement Specialist and is available for review.

10.8.6 Software Control, Access, and Protection

The River LINE has established policy, responsibility and procedures for Configuration Control, (Reference Configuration Management Plan), to ensure continued design integrity of the River LINE system, subsystems, equipment and facilities. Achieving this integrity requires that configuration changes to the system elements defined at the time of Safety Certification are properly coordinated, reviewed, approved, documented, and implemented.

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System changes are changes to the configuration and supporting and related supporting documentation that are precipitated by need for new or revised:

- Equipment extensions;
- Systems;
- Quality improvement initiatives;
- Unforeseen conditions discovered during operations; and
- Maintenance activities which require re-design of a system or its component(s) and so on.

System and/or element changes which affect design and/or operational and maintenance of the River LINE are reviewed and recommendations are considered or implemented in accordance with the procedures established in the CMP.

Proposed changes to engineering drawings and documentation are documented on the Permanent Change Authorization (PCA) form, or Temporary Change Authorization (TCA) form by a Field Service Engineer and are reviewed and approved by the appropriate staff and the General Manager.

Changes determined to be Safety Critical by the System Safety Supervisor or the General Manager are submitted to the System Safety Committee for approval. After review by the System Safety Committee the PCA/TCA is evaluated for its acceptability toward service improvement, safety improvement, and elimination of hazard(s) and approved by the signers on the PCA/TCA form.

Changes determined by the System Safety Supervisor or the General Manager to affect the FRA Waiver for 49 CFR parts 219 to 239 are submitted to NJ TRANSIT for submittal to and approval by the FRA.

Proposed changes to System Safety & Security plans or related documents are initiated by the System Safety Supervisor or Security Supervisor.

Changes to O&M Plans and related procedures are initiated by the process owner with input from System Safety, Quality, and any other department head(s) related to the process.

10.8.7 TCA/PCA Authorization

Each of the following individuals reviews and evaluates the TCA/PCA proposed to the baseline River LINE Configuration and related River LINE baseline operation. Each individual must sign

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the TCA/PCA or make recommendations for modification or other disposition of the proposed changes. The required signatories are as follows:

- General Manager
- Superintendent Maintenance of Way
- Superintendent of Maintenance of Equipment
- Lead Field Service Engineer
- System Safety Supervisor
- Superintendent of Transportation & Service Delivery
- Superintendent of Contracts and Administration
- Others, as Requested.

Each Lead Field Service Engineer has the responsibility to ensure that changes (once approved by all required signatories) are accurately incorporated into engineering documents. The General Manager has overall responsibility for the Configuration Management Plan.

10.8.8 Transportation Documents Change Authorization.

Changes to the Transportation documents are approved by the Rules Committee. The Rules Committee is chaired by the Rules Examiner/Assistant Superintendent of Transportation & Service Delivery. The Rules Committee meets as needed and is made up of the:

- Superintendent of Transportation & Service Delivery
- Superintendent of Maintenance of Way
- Assistant Superintendent of Transportation & Service Delivery
- System Safety Supervisor
- Field Service Engineer Signal

10.8.9 O&M Plans and Related Procedures Change Authorization.

Approval of proposed changes to O&M plans and related procedures are made by the General Manager and by the appropriate Superintendents.

11.0 Internal Audit Process

11.1 Overview

Internal safety audits are conducted annually and are intended to accomplish verification of both the River LINE's safety program and that of contractors, whether constructing on-site or providing safety-critical equipment. River LINE's verification of compliance is accomplished

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through the use of surveys, inspections, and analysis of injury and illness reports. In addition, contractors' safety programs are reviewed and approved by the River LINE.

The System Safety Supervisor utilizes the resources of appropriate staff proficient in the areas being audited for an objective assessment of its own responsiveness to the requirements of the PTASP.

The System Safety Supervisor is also responsible for the implementation scheduling and oversight of the safety audits while keeping in mind the independent nature of the audit process.

The results of an internal audit are reported to the SNJRG Management upon completion of the audit, with a draft report being submitted within 15 working days. The SNJRG General Manager directs his staff for the preparation of a Corrective Action Plan and schedule. A follow-up of the effectiveness of the corrective actions is performed within 30 calendar days of implementation.

11.2 SCOPE OF ACTIVITIES

The scope of the internal safety audit process is to provide a mechanism for determining the effectiveness of the River LINE PTASP and to assess its level and quality of implementation. Specifically, internal safety audit objectives are to:

- verify that safety programs have been developed/implemented in accordance with PTASP requirements;
- assess the effectiveness of the rail transit agency's system safety programs;
- identify program deficiencies;
- identify potential hazards in the operational system and weaknesses in the system safety programs;
- verify that corrective actions are being developed, implemented and tracked to closure to address deficiencies and potential hazards;
- recommend improvements to the rail transit agency PTASP;
- provide management with an assessment of the status and adequacy of the system safety program; and
- assure continuing evaluation of safety-related programs, issues, awareness and reporting.

Based on a careful review of these objectives and the activities addressed in the PTASP, the River LINE organizational units and functions are as follows:

Organizational Units:

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- Rail Operations
- System Safety
- Engineering
- Quality Assurance
- Security
- Transportation
- Operations Control Center (OCC)
- LRV Operators
- Maintenance of Way
- Maintenance of Equipment
- Training
- Procurement
- Human Resources

Organizational Functions:

- Implementation;
- Schedule for Follow-Up
- Close Out Of Corrective Action
- Facility Inspections
- Equipment Inspections
- Maintenance Audits/Inspections
- Rules/Procedure Review
- Training and Certification Review Audit
- Emergency Response Planning Coordination and Training
- System Modification Review and Approval Process
- Safety Data Acquisition/Analysis
- Interdepartmental/Interagency Coordination
- Configuration Management
- Occupational Safety and Health
- Hazardous Materials/Environmental Safety Program
- Drug and Alcohol Abuse Program
- Contractor Safety Coordination
- Procurement
- Others as Required by System Safety Supervisor

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11.3 AUDIT PROCESS

11.3.1 Integrity of the Audit Process

The System Safety Supervisor in consultation with SNJRG line Management selects the Audit Leader and Team proficient in the areas being audited, ensuring that the audit team does not include staff from the functions and/or units being audited. They ensure that all audits are conducted in a cooperative, professional manner, and include an administrative process for resolving problems or disagreements or findings.

11.3.2 Audit Cycle and Schedule

Both announced and unannounced audits are performed.

- Announced audits are scheduled and announced to minimize disruption of activities. The safety and quality departments conduct audits together where the schedules require a safety and quality audit of the department or function. An audit schedule is developed and approved by the General Manager.
- Internal system safety audits occur on a three-year rotating schedule which addresses all of the required elements of 49 CFR Part 673 & 674.
- **In Year 1 the following elements are audited:**
 1. Policy Statement & PTASP Authority
 2. PTASP Description and Purpose
 3. PTASP Goals
 4. PTASP Objectives
 5. System Description & Organizational Structure
- **In Year 2 the following elements are audited:**
 6. PTASP Control and Update Procedures
 7. Hazard Identification and Resolution Process
 8. Accident/Incident Investigation & Reporting
 9. Training & Certification Review
 10. Safety Data Acquisition & Analysis
 11. Contractor Safety Program
 12. Facilities Inspections
 13. Maintenance Audits & Inspections
- **In Year 3 the following elements are audited:**
 14. Rules & Procedures Compliance
 15. Training & Certification Review

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- 16. Configuration Management
- 17. Drug and Alcohol Program
- 18. Procurement
- 19. Internal Safety Audit Process
- 20. Emergency Response Planning, Coordination & Training
- 21. System Modification Review/Approval Process
- 22. Interdepartmental/Interagency Coordination
- 23. Employee Safety Program
- 24. Hazardous Materials Management Program

- Unannounced audits are conducted on safety critical systems, on repetitive failures and non-compliance items found during data downloads or field reports.
- Audits required by NJDOT (e.g. Annual Rail Group Internal Audits, FTA Triennial audit) or any audit as directed by NJ TRANSIT are conducted, if required.

11.3.3 Checklists and Procedures

Auditing teams utilize approved checklists in their audit. The checklists reflect the items and areas and the department being audited. The audited department is given the required opportunities to provide support documentation to the auditors so as to “close” the items on the checklist. Auditors may choose a day to do spot checks of individual records, such as maintenance records or personnel qualification records. In all cases the System Safety Supervisor assures the cooperative nature of the audit group and the audit process is maintained.

The Internal Audit Checklist and Three-Year Schedule shall be submitted to the NJDOT Office of State Oversight for approval. In addition, the NJDOT Office of State Safety Oversight will be notified 30 days prior by the System Safety Supervisor, of upcoming Internal Audits.

In advance of an audit, a checklist is prepared including:

- Reference number.
- Audit category (safety critical system, failure analysis, schedule, announced, and unannounced).
- Date of audit.
- Department audited and contact name.
- Auditor’s names.
- Inspections and observations conducted.
- Reference criteria including that found in the PTASP, standard procedures, training manuals, operating rules, and maintenance procedures.

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- Results, comments, and observations.
- Recommendations.
- Corrective actions, and
- Method of verification.

11.3.3.1 Audit Responsibility

The System Safety Supervisor is responsible for the implementation and oversight of announced and unannounced safety audits during the operation and maintenance of the River LINE. The System Safety Supervisor selects the audit team leader and team, assuring that the audit team does not include staff with interests that may be in conflict with the audit duties.

11.3.4 Audit Reporting

The auditing group prepares an audit report which is provided to the System Safety Supervisor who in turn provides copies of the document to SNJRG Management. Appropriate SNJRG Management/Staff prepares responses to the audit. Audit teams are proficient in the areas being audited.

The System Safety Supervisor ensures that all audits are performed on a coordinated basis with full support of SNJRG management. Documents that will not be audited include confidential records and financial records, and other sensitive materials. Once an audit date and scope is established, all departments involved in the audit provide full cooperation to the auditors. Completed audits include findings, observations, open items, problem areas, corrective actions and a schedule for implementation of the corrective actions.

The audit report includes a summary of open items, areas of concern and the required corrective actions. Corrective actions, including a schedule for implementation are approved by SNJRG Management and are tracked for compliance until close-out by the respective managers. Disputed findings or discrepancies will be discussed at the closing meeting. An agreed upon timeframe will be discussed for resolution of the disputes before the findings are considered official.

At the end of the audit the audit team briefs SNJRG management concerning the areas of concern and recommended corrective actions.

11.3.5 Annual Audit Report to NJDOT Office of State Safety Oversight

The System Safety Supervisor, with the assistance of SNJRG management, responds satisfactorily to all identified problem areas, including a schedule to implement corrective actions. Copies of the final internal audit reports are submitted to NJ TRANSIT Accountable

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Executive who is ultimately accountable for addressing safety deficiencies identified as part of the safety performance assessment and NJ Transit Chief Safety Officer who provides formal notice of annual report submittals to NJDOT SSO as part of the annual report. Annual Reports from the River LINE are submitted by CSO to the SSO are due by February 12th of the year following the reporting year.. The annual report includes a certification letter signed by the AE”.

11.3.6 Coordination with NJDOT Office of State Safety Oversight

The River LINE coordinates its internal safety audits with CSO who submits to the NJDOT SSO for review/approval through submittal of the annual and three-year internal safety review schedules, checklists, and annual and three-year audit reports. NJDOT-SSO conducts external safety reviews every three years. SNJRG coordinates these activities through the CSO with the NJDOT-SSO.

The River LINE will submit directly to the SSO no later than January 30th of each calendar year a working schedule as to when and a list of which PTASP and SEPP/SSP elements are to be audited throughout the calendar year.

The River LINE will submit directly to the SSO at least 30 days prior to the scheduled internal safety and security audit the checklist and procedures to be used during the audit for review and approval by the SSO.

River LINE’s internal audit schedule is provided as part of the annual report by February 12th. Including NJ Transit Accountable Executive certification annual report are:

- o Internal/External Audit Logs
- o Incident & Occurrence Logs
- o Hazard Log
- o CAP Monitoring Process & Log
- o Internal Safety and Security Audits
- o Status of Safety Certification
- o Annual Review/Update of NLR’s ASP

11.3.7 Audit Completeness

The System Safety Supervisor ensures all audits are performed on a coordinated basis with full support of SNJRG management. Documents that will not be audited include confidential records and financial records, and other sensitive materials. Once an audit date and scope is established, all departments involved in the audit provide full cooperation to the auditors. Completed audits

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include findings, observations, open items, problem areas, corrective actions and a schedule for implementation of the corrective actions.

All internal safety audits are fully documented and reported to ensure that hazards are subjected to the hazard identification and resolution process for action to include tracking until resolved.

All audits are completed as defined in auditing procedure **QA SNJ-007 Table 3.0-1** Surveillance, **QA SNJ-009**. These procedures are available for review at the CLRC.

12.0 FACILITIES AND EQUIPMENT INSPECTION

12.1 State of Good Repair

The FTA (49CFR, Part 625, §625.5-Definitions), defines a state of good repair as "**the condition in which a capital asset is able to operate at a full level of performance**".

River LINE system maintenance work includes State of Good Repair (SGR) activities on an as needed basis. Scope and specific details of tasks involved completely depends on the SGR work under consideration. Maintaining River LINE transit system in a State of Good Repair (SGR) is a multi-task as well as a multi -disciplinary effort. In this process, System Safety activities such as:

- Identification of Engineering Systems (Rail Systems and Civil/Facilities Systems) that are to be maintained in a SGR;
- Configuration Management;
- Systems Management/Integration;
- Start-Up;
- Rail Activation;
- Safety Certification; and,
- Operational Demonstration,

all of which are related and lead back to sound revenue operations are considered. Not all elements are applicable in all cases. Similarly, elements of Quality Assurance and Quality Control that affect Safety of the System such as Design Control, Inspection and Testing, Nonconformance, etc., that have a critical role in maintaining River LINE in a SGR are considered. Incorporation of appropriate elements of System Safety and Quality Assurance programs in all River LINE SGR activities assures a safe, reliable and efficient NLR system. Throughout SGR activities, River LINE System Safety Supervisor will interface with the State Safety Oversight (SSO) Office. SSO may participate in key River LINE System Safety Committee meetings. SSO promulgates the State Safety Standards for compliance by River LINE.

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12.2 FACILITIES AND EQUIPMENT SUBJECT TO INSPECTIONS

All River LINE operating and maintenance facilities and equipment undergo a complete inspection by Quality Assurance & Safety at least once a year to ensure the safety and health of employees. Please refer to Section 15 on how these inspections are carried out.

The Maintenance Plan describes the basic maintenance needs of fixed plant elements of the River LINE. The plan provides for the inspection, condition monitoring, routine servicing, and preventive maintenance, overhaul, and replacement requirements for the system. The Plan provides for maintenance of the fixed plant, and explains the technical, operational and organizational approach required.

The overall River LINE Maintenance Plan is supported by numerous lower level documents which provide technical requirements for specific systems. These include:

- Manual for Inspection, Maintenance and Construction of Track MW-4
- Plan for Inspection of Bridges and Culverts MW-5
- Special Instructions Governing Construction and Maintenance of Signals and Interlockings – S23
- Instructions for Making Test of Signal Apparatus –S27

The goal of River LINE maintenance plans is to ensure that the River LINE meets all safety, availability, and reliability requirements to achieve customer satisfaction and comfort.

These plans ensure: 1) a high degree of continuity and consistency in routine maintenance activities, 2) a structured process for improving the productivity and efficiency of fixed systems functions, and 3) a fulfillment of FRA and FTA's requirements.

12.2.1 Categories of Maintenance

Maintenance tasks are divided into four major categories.

- Inspection and test: activities which are performed in order to ascertain and verify the condition or readiness of equipment, for example, monthly turnout inspection.
- Preventative maintenance: those maintenance activities that are performed on a schedule to ensure availability, safety or prolong the service life of facilities and equipment. Preventive maintenance activities are scheduled based on frequency of use (e.g., cycle, hours of use or pure elapsed time) and not as a result of differences observed during inspection and test.

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- **Corrective maintenance:** these refer to demand responsive maintenance activities that are necessary because they affect operations or the safety of customers or are in response to in-service failures, or to unsatisfactory conditions which are identified during inspections and testing.
- **General maintenance:** those maintenance activities necessary to maintain service quality, such as graffiti removal.

12.2.2 Equipment Inspections

Equipment inspections are made in accordance with manufacturer guidelines, industry-accepted standards and practices.

Track inspections conform to FRA 49 CFR 213 standards, such as:

- Walking inspections bi-annually;
 - Riding inspections by track inspectors twice a week;
 - Ultrasonic inspection once a year; and
 - Gauge and other geometry measurements twice each year.

Receiving inspection inspects/tests all incoming materials and equipment to contract specifications and segregates defective materials in a non-conforming material hold area in accordance with Quality control procedures.

12.3 PREVENTIVE MAINTENANCE INSPECTION SCHEDULES

A sweep of the alignment is performed by the first train each morning. The yard & shop areas are inspected monthly.

Routine inspections of the structures, bridges, inverts, and culverts are performed at established cycles using approved guidelines.

The system elements such as train control/signaling, grade crossing equipment, and SCADA are inspected at established cycles based on the manufacturer guidelines and industry experience. The period of these inspections may be varied based on climatic conditions and corrective maintenance demands.

LRV inspections are made in accordance with industry-accepted procedures including periodic inspections specified by the LRV Running Maintenance and Servicing Manual and the LRV Heavy Maintenance Manual. Operators perform visual inspections and relevant systems checks prior to service-start.

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12.3.1 LRV Maintenance Plan

LRV maintenance is divided into four areas: daily, preventive, program, and corrective. A brief description of each area is described below:

Daily Maintenance

Each car undergoes daily inspection and interior and exterior cleaning prior to release for service. The daily inspection check sheet is included in the LRV Maintenance Plan.

Preventive Maintenance

Preventive maintenance is a combination of periodic inspections and routine servicing with monthly, semi-annual, and annual intervals. During monthly inspections, any open or deferred work orders for minor repairs are performed. Bi-annual and annual preventive maintenance is based on equipment manufacturer's recommendations.

Program Maintenance

Program maintenance is primarily developed by Engineering with the support of equipment manufacturers, and consists of engineering changes, field modifications, seasonal programs, and overhauls.

Corrective Maintenance

Corrective maintenance consists of troubleshooting and repairing equipment in response to a reported malfunction, failure, defect, incident, or other abnormality. These abnormalities may be reported by train operations, OCC, inspection technicians, or quality inspectors.

Quality Assurance

The Quality Assurance function ensures that LRV maintenance processes, documentation and procedures are in place and properly utilized, and is currently under the responsibility of the Continuous Improvement Specialist. Quality assurance personnel monitor maintenance activity and documentation for completeness and accuracy. The quality assurance function will include reliability and maintainability analysis to identify trends in equipment performance.

Materials Control

Materials Control is the management of all components and equipment, whether inventory spares or in repair, used in support of maintenance of infrastructure and LRVs. Responsibilities of material control include:

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- Inventory Management,
- Warehousing and Distribution,
- Shipping and Receiving,
- Unserviceable Tagging, Disposition and Restocking,
- Planning and Purchasing,
- Warranty Enforcement, and
- Expediting

Material Control will continuously monitor parts and equipment status and usage to identify shortages, potential shortages and optimize stocking requirements.

Engineering changes are design modifications established by equipment manufacturers or Engineering and affect form, fit or function of a component or system. These modifications are typically effective for the entire fleet and future production and are documented using Permanent Change Authorization and/or Temporary Change Authorization forms.

Field modifications may include a Permanent Change Authorization, and are established by equipment manufacturers and/or River LINE engineering. These may affect the entire fleet, and are documented by use of Field Modification Instructions. These are typically developed to illustrate the implementation of the Permanent Change Authorization or Temporary Change Authorization, address a quality defect, or clarify a servicing or repair procedure.

Seasonal programs are servicing procedures or temporary modifications utilized to address seasonal sensitivities. Seasonal inspection and servicing are typically performed during semi-annual inspections. Some examples of seasonal programs are: air conditioning servicing for summer operations, alteration of cleaning procedures for winter operations, and coupler "bagging" to prevent snow and ice build-up.

Overhauls, or heavy maintenance, are performed on a program basis. Period and scope of overhaul programs are established using equipment manufacturers' recommendations, and data obtained during yearly inspections. Overhauls are divided into major sub-component groups including, trucks, hydraulic brake equipment, HVAC units, air compressors, and passenger doors.

Failures and defects are reported by train operators to the OCC who then enters the information into the Maximo system. All reports are brought to the attention of the LRV Maintenance Supervisor, who is responsible for investigating, documenting, disposition, and correcting the abnormality.

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12.4 MAINTENANCE INSPECTION CHECKLIST REQUIREMENTS

Checklists are used for all maintenance actions using the Maximo system that provides checklists as part of issuance of a work order.

12.5 INSPECTION-HAZARD MANAGEMENT COORDINATION

Results from facilities and equipment inspections are closely coordinated with the hazard management process as defined in Section 6.0. Hazards identified during these inspections are integrated into the hazard management process.

13. MAINTENANCE AUDITS/INSPECTIONS

Hazards discovered during audits and inspections are reported using the hazard resolution process. Individual maintenance shops within the maintenance facilities are formally inspected on a monthly basis. These inspections are conducted using inspection forms, and include inspections to verify OSHA compliance, personal protective equipment utilization, inspections of equipment, housekeeping inspections, inspections to verify industrial hygiene practices, etc. However, informal inspections may be conducted at any time. Inspection reports are issued which list the hazards and the safety and health problems found during the inspection. Follow-up inspections and reports are completed within 30 days. The department responsible for the inspected area is required to provide a schedule of corrective actions within 30 days. Follow-up inspections and reports are made 30 to 60 days after the initial inspection.

Effective maintenance is required for safe and efficient light rail operations. SNJRG has adopted maintenance standards that make safety and availability the primary objectives of the system. These goals will be met by the incorporation of preventive and corrective maintenance programs for all aspects of the system.

All Physical Plant, Fixed Systems and LRV Maintenance activities specified in the original equipment manufacturers' (OEM) or maintenance manuals are performed in a professional and timely manner. All requirements to maintain and enforce warranties, and to verify and document the functionality and performance of safety critical equipment, will be satisfied.

Implementation of maintenance activities is under the direction of the Superintendent of Maintenance of Way for fixed plant equipment, certain railroad and work equipment. The Superintendent of Maintenance of Equipment is responsible for LRV Maintenance. These individuals coordinate their actions with the respective Operations Safety and Maintenance Safety Training Programs for employee development requirements.

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13.1 SYSTEMS AND FACILITIES SUBJECT TO MAINTENANCE AUDIT

As previously stated, inadequate or improper maintenance on any of the River LINE systems could potentially affect safety. SNJRG recognizes that failures or incorrect operation of certain systems may directly cause hazardous conditions. Such systems are designated as “Safety Critical Systems”. The Safety Critical Systems include:

- LRVs
- Buildings
- Stations
- Train Control
- Track
- Yards
- Right Of Way (For Fencing, and Drainage Adjacent To Track)
- Bridges
- Culverts
- Fire Suppression Systems
- HVAC and ventilation systems
- Backup emergency generators and redundant power sources
- Life safety systems

Special requirements, including standards, employee certification, documentation, and quality assurance are imposed for these systems.

13.1.1 Failure and Corrective Maintenance

It is the goal of SNJRG’s maintenance philosophy to minimize system down time and maximize system availability.

Failure Correction is prioritized based first on safety and then equipment availability. Under no circumstances is unsafe equipment allowed to remain in service. Essential corrective maintenance is not deferred beyond the next scheduled preventive maintenance examination.

Corrective Maintenance is generally performed in response to an “in-service” failure (referred to as a “service failure”) or as a direct action following an unsatisfactory inspection and test. On occasion it may also be required as a result of informal observation or vendor (supplier) directive, such as manufacturer notice/recall bulletins.

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13.2 AUDIT/INSPECTION FINDINGS AND RESOLUTION

A log of failed or unsatisfactory inspection and test results and corrective action is maintained by the Superintendent of Maintenance of Way, Superintendent of Maintenance and the System Safety Supervisor for incorporation into the Hazard Management Process.

Where the results of the inspection and test activities are such that transportation services are adversely impacted (e.g., if track inspection determines that a speed restriction is required), the Control Center is notified, and an entry made on the Service Failure Log. Any result of an inspection and test action which adversely impacts service availability is considered an “in service” failure.

13.2.1 Maintenance Program Monitoring

The maintenance program is monitored on a regular and frequent basis in order to identify trends in equipment performance. This information is used to identify reliability improvement opportunities, such as the replacement of unreliable components based on life cycle cost analyses, etc. Reliability and maintainability data is also used to redefine maintenance intervals and maintenance cycles based on experience over the term of the Operations and Maintenance phase of the contract. These intervals are increased or decreased to provide more cost effective maintenance.

Certain MOW and Fixed Plant maintenance activities are performed by subcontractors, while others are accomplished directly by SNJRG staff. The coordination and management of both are the responsibility of the Superintendent of Maintenance of Way.

13.2.2 Maintenance of Way

The New Jersey Transit River LINE track infrastructure is maintained in accordance with 49 CFR Part 213 standards as well all pieces of on-track equipment and roadway maintenance machines. Landscaping and vegetation management is also performed to ensure the River LINE exhibits a neat and attractive appearance to customers always, and to eliminate hazards for customers and employees.

Inspections and servicing, including the replacement of consumable items and replacement parts, are performed regularly and frequently enough to ensure that every element of the system is fully functional at all times.

13.2.3 Station and Parking Lot Maintenance

Station and parking lots are maintained to exhibit a clean, neat, and attractive appearance that also promotes a safe and secure environment.

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In order to keep the areas litter and graffiti free, a regular schedule for cleaning is implemented. There is immediate response to all reports of unsanitary conditions.

Litter pick-up at stations and parking areas is accomplished at least once each day. An adequate number of trash and recycling receptacles at each area is provided to encourage customers to deposit litter. Graffiti is to be removed or painted over before the start of the following day's operations or at a minimum, within 24 hours of discovery or notification. Shelter stops are thoroughly cleaned weekly.

During adverse weather conditions, stations, platforms, footpaths, and parking lots are kept clear of snow and ice. Deicer, sand, and grit, or other suitable combination of materials is spread to prevent and/or limit slippery conditions on platforms and footpaths.

Station equipment is operational at all times and is functionally checked on a daily basis. Defective lights are replaced within 24 hours of discovery or notification.

Landscaping is maintained to assure a neat and attractive appearance. Vegetation is controlled to ensure that weeds, tree branches, and other forms of vegetation are not allowed to obscure the visibility of signals, grade crossings, stations, signs, etc. Vegetation is prevented from growing in walkways and track areas.

Responsibility for maintaining the equipment falls upon Superintendent Maintenance. Major repairs and service will be outsourced. Outsourcing is the responsibility of the Superintendent of Maintenance of Way.

13.3 MAINTENANCE AUDIT CHECKLISTS

Maintenance Audit Checklists are used to document the maintenance audits conducted by System Safety and by maintenance employees to ensure uniform and complete audits. These checklists focus on adherence to schedule, application of standards and procedures, and record keeping.

13.4 MAINTENANCE HAZARD IDENTIFICATION AND TRACKING

Hazards discovered during maintenance actions are identified and entered into the hazard management process (section 6.0) for corrective action and tracking until resolved.

14.0 TRAINING AND CERTIFICATION REVIEW/AUDIT

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14.1 OVERVIEW

SNJRG Operations personnel are trained and certified on The SNJLRTS Operating Rules and physical characteristics. In addition, the Superintendent of Transportation and Service Delivery, the Supervisors of Train Operations, the Controllers, the Assistant Superintendent Transportation and Service Delivery, and the Trainmasters of the River LINE are trained and certified on NORAC Operating Rules.

15.0 COMPLIANCE WITH LOCAL, STATE, FEDERAL REQUIREMENTS

15.1 EMPLOYEE SAFETY PROGRAM

SNJRG provides all employees with a safe workplace. This extends to operational practices e.g. access to hazardous areas; as well as to the physical condition of the River LINE. Employees are provided with continuous training by SNJRG and NJ TRANSIT with respect to their responsibilities in the River LINE Safety Program; as well as on safety related documents such as the SNJLRTS Operating Rules, Safety Rules, and the Timetable Special Instructions.

15.1.1 Occupational Safety and Health Program

SNJRG Occupational Health, Safety and Environmental (HSE) Program is a high priority for the River LINE. SNJRG's Training Coordinator/ Health, Safety & Environment (HSE) is responsible for monitoring implementation of the HSE Program. The System Safety Supervisor, Operations, LRV Maintenance, and HSE are responsible for ensuring compliance with safety programs, all applicable OSHA standards and local codes. It is the responsibility of each department manager and supervisor to ensure a safe and healthy work environment for all employees under their direction. Human Resources has the responsibility for ensuring that employee information bulletin boards are maintained.

15.1.2 Industrial Hygiene Program

Industrial hygiene studies are performed on a hazard priority basis. SNJRG conducts industrial hygiene studies such as air quality, noise level, hazardous materials, including wastes, and environmental stresses, to evaluate the degree of employee or customer exposure to chemical and physical agents encountered in the work environment, including the office environment. The survey results are utilized to determine the necessary corrective action, including engineering and administrative controls and/or the required use of personal protective equipment. Reports of the industrial hygiene study are submitted to all affected departments.

Industrial hygiene studies are performed on a hazard priority basis to identify and eliminate exposures that exceed the Threshold Limit Value (TLV) and Permissible Exposure Level (PEL).

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The priority are established by the River LINE System Safety Supervisor through an evaluation of the work processes, including type of work performed, types of chemicals or hazardous materials used to which persons are exposed, frequency and duration of exposure, and number of employee (or customers) exposed.

Examples of high priority exposures are:

- Airborne concentrations of lead, silica and other toxic particulates and aerosols
- Organic solvents
- Excessive noise levels

In addition, high priority is given to employee or customer concerns and requests for evaluations from NJ TRANSIT Risk Management or Safety.

15.1.3 Personal Protective Equipment Program

Appropriate personal protective equipment (PPE) are provided and its use required by SNJRG personnel working on River LINE. The use of PPE is evaluated by the respective Superintendents and System Safety prior to its purchase by the using organization. SNJRG management and supervisory personnel are responsible for providing the necessary PPE and enforcing its use by employees.

15.1.4 Contractor/Subcontractor Environmental, Safety and Health Programs

The intent of the SNJRG Contractor/Subcontract HSE Programs is to enhance individual protection and public safety by fostering an awareness and concern for safety on the job site. Implementation of Contractor/Subcontractor HSE requirements during construction, and those covered by the Federal and New Jersey State Occupational Safety and Health Administration, are the responsibility of SNJRG and are included in the SNJRG's Construction HSE Program(s).

15.1.6 Contractor Safety Program

The System Safety Supervisor and Training Coordinator/HSE administer the Construction HSE Program when contractors' work affects River LINE operations, customers, facilities, and personnel. Contractors are required to comply with all applicable OSHA standards for the safety of their own employees as well as to safeguard River LINE employees, contractors, customers and the public.

All contractors and subcontractors working on, or interfacing with the River LINE are required to attend safety training prior to working on the operating system. This training course is developed jointly by the operating department and the System Safety Supervisor. River LINE Operating and Safety Rules and Procedures are included in each Contractor/Subcontractor

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contract, and these rules and procedures bind them while performing work on or about the operating system.

16.0 RULES COMPLIANCE/PROCEDURES REVIEW

16.1 OVERVIEW

Rules and Procedures compliance require clear and concise understanding (based on training), of River LINE and NORAC rules and procedures to minimize any confusion of their intent.

16.2 REVIEW OF RIVER LINE AND NORAC RULES AND PROCEDURES

Critical operational documents (which are subject to configuration management and formal document control procedures), are controlled operational documents are issued with SNJRG numerical identifiers and are categorized by functionality:

- Transportation, including safety & operating rules and procedures
- Rolling stock;
- System safety; and
- Fixed systems.

To help ensure the integrity of the maintenance system, the System Safety Supervisor conducts periodic audits and inspections of maintenance activities and monitors “in-service failures”. In addition, the operating and safety rules are reviewed annually to determine effectiveness based on rules compliance data and regulatory changes.

16.3 ENSURING RULES COMPLIANCE

In accordance with FRA regulations 49 CFR 217 River LINE Managers and Supervisors conduct mandatory monthly Operational Safety Efficiency Checks to observe infractions in the areas of Customer Support, Service Quality, Transportation, Maintenance-of-Way, Safety, etc. These are unannounced observations performed by the Managers and Supervisors, and a report is presented at the monthly staff meeting, to the General Manager, the System Safety Supervisor, and Superintendents for appropriate action. For items that are deemed Category I or Category II Hazards, a Corrective Action Plan is developed, and they are entered into the Hazard Management Process, and tracked until closed.

16.4 OPERATIONS AND MAINTENANCE COMPLIANCE TECHNIQUES

SNJRG has developed its own requirements for assessing compliance with Rules, including the following:

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- **Evaluation Process:** Job classifications and job functions are evaluated to determine the operations and maintenance staff subject to rules examination and evaluation.
- **Organizational Responsibility:** The Assistant Superintendent Transportation and Service Delivery (Rules Examiner) is responsible for all issues regarding procedure and compliance with operating rules.

He or she provides instruction to employees whose duties are in any way affected by the operating rules, and maintains records of periodic and special rules examinations. The Rules Examiner conducts field observation checks and classroom training to ensure understanding and compliance to the requirements of the operating rules.

In cases of an accident or violation of the operating rules, the Rules Examiner assists the investigation team in determining facts related to rules procedures. The Rules Examiner makes recommendations for additions, modifications, or deletions to the operating rules.

16.5 SUPERVISORY PERSONNEL COMPLIANCE TECHNIQUES

Supervisory personnel are subject to the same compliance requirements as are operations and maintenance personnel, including rules examination and training at the supervisory level, and are subject to the same scrutiny by the Rules Examiner.

16.6 COMPLIANCE DOCUMENTATION AND CORRECTIVE ACTIONS

As indicated in Section 13.4, responsibility above, the Rules Examiner maintains records of periodic and special rules examinations.

Corrective action is taken for rules and procedures infractions, including re-training and re-certification, and/or progressive discipline.

16.7 HOURS OF SERVICE

Operator and Signal Technicians Hours of Service

Operators, Controllers and Signal Technicians will be governed by the Federal Railroad Administration Hours of Service act.

Per 49 CFR 228, the Hours of Service Rule, Operators and Signal Technicians will be permitted to perform service for no more than 12 hours. Prior to returning to work Operators who have worked 11:59 must have 8 hours rest. Operators who work 12 hours must have 10 hours rest.

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Signal Technicians are required to have 10 hours of rest under any circumstances prior to performing covered service.

Controllers Hours of Service

Controllers can perform service for no more than 9 hours in a tour and must have 15 hours rest prior to returning to duty.

In addition the FRA has issued the following amendment to 49 CFR 228 the Hours of Service rule:

The amendment focuses on the time of day assignments report for duty and the number of consecutive days a covered service employee can work without observing rest days. The amendment has not affected the maximum hours authorized, which remains at twelve, or 8/10 hours of rest.

Amended HOS regulation defines work assignments as type 1 or 2:

Type 1: any shift with an on-duty time between 04:00 and 19:59

Type 2: any shift with an on-duty time between 20:00 and 03:59

The majority of River LINE shifts are “type 1.” The exceptions being, any qualified operator/controller, signal technician, or work train crew member scheduled to sign up 8 PM or later.

Rest days required under amended regulation are as follows:

Type 1 – A covered service employee working 13 or more consecutive days in a period of 14 consecutive days on a “type 1” assignment must have 2 consecutive calendar days of rest prior to returning to duty.

Type 2 - A covered service employee working 6 consecutive days that include at least 1 “type 2” assignment is required to observe 24 consecutive hours of rest prior to returning to duty. Also, if a covered service employee works 13 days in any 14 day period they must observe 2 consecutive days of rest prior to returning to duty.

17.0 ROADWAY WORKER PROTECTION

River LINE has an established FRA roadway worker protection program for employees and contractors working on, or in close proximity to, River LINE controlled property. The System Safety Supervisor oversees worker safety. Contractors are required to comply with all applicable OSHA and FRA standards for the safety of their own employees. All employees and contractors working on, or interfacing with the River LINE are required to attend safety training while working on the operating system. This training course is developed jointly by the operations department and system safety.

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18.0 Required Safety Program Compliance

Safety program requirements for compliance are an integral part of numerous River LINE committees that have been previously described, or are as identified below. These committees establish the rules, procedures and guidance that must be complied with, for worker safety.

18.1 Safety Committees

The River LINE has established several safety committees to facilitate distribution of information and the proper resolution of safety issues.

18.2 System Safety Committee (SSC)

The System Safety Committee oversees all Safety activities for River LINE, conducts monthly meetings, and is responsible for:

- Reviewing documentation, assigning responsibilities for open issues and approvals of certification documentation, conducting site visits, and defining safety and security-related tests and analyses, as required.
- Determining whether to accept specific conditions or requiring corrective action(s), including determining the specific methods to mitigate the potential hazards. After internal determination, all corrective action plans will be submitted to SSO for approval.
- Providing recommendations to the General Manager regarding certification and noncompliance of system elements.

The SSC consists of the following members:

- General Manager
- Superintendent, Transportation and Service Delivery
- Assistant Superintendent, Transportation and Service Delivery
- Superintendent of Maintenance
- Superintendent of Maintenance of Way
- Lead Field Service Engineer
- System Safety Supervisor
- Superintendent, Contracts and Administration
- Superintendent, Light Rail Operations – NJ TRANSIT

The System Safety Committee is chaired by the System Safety Supervisor.

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In addition to ensuring the employees' welfare, each River LINE manager and supervisor is responsible for having knowledge of, and enforcing compliance with, all applicable federal and state OSHA laws, standards and regulations. This is in addition to FRA Regulations.

Although OSHA stipulates that employees are responsible for complying with OSHA standards, SNJRG considers that it is responsible for the employees' compliance. SNJRG ensures that procedures are established by all departments that facilitate disciplinary action against those individuals who fail to comply with applicable FRA Regulations, OSHA laws, standards, and regulations.

Examples of types of employee actions that require disciplinary action include but are not limited to, failure to use/wear required personal protective equipment, failure to follow appropriate chemical handling procedures, and the unauthorized modification of safety equipment and devices.

19. HAZARDOUS MATERIALS

The fundamental requirements of the Federal and State of New Jersey Right-To-Know laws/standards are included in the River LINE Hazard Communication Program. The SNJRG Safety Supervisor enforces procedures that ensure compliance with the standards by employees of all departments.

Safety Data Sheets (SDS) are available for employee review and use for all chemicals and other hazardous materials that are being considered for purchase and use are reviewed and evaluated by the System Safety Supervisor for approval, prior to use. The user will furnish the manufacturer's SDS for hazardous products, and information on the planned use and application methods. SDS's are kept and updated electronically on the kiosk in the shop area.

SNJRG trains its employees in the use of chemicals and hazardous materials. Follow-up is conducted on the field use of approved products to ensure that safe, proper handling methods are utilized.

19.1 Environmental Protection Program

As the operator of River LINE facilities and equipment, it is the responsibility of SNJRG to minimize and control the generation of hazardous waste and pollutants to protect the environment. SNJRG management ensures all facilities and equipment under its control and direction are in compliance with all applicable NJDOT and federal environmental regulations.

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The System Safety Supervisor is responsible for the coordination of hazardous waste manifests, storage, and removal and safe disposal of wastes from River LINE facilities, and for the maintenance of any required records.

The System Safety Supervisor performs routine environmental protection inspections throughout all River LINE sites to ensure compliance with applicable regulations. Procedures are established by the System Safety Supervisor to monitor and coordinate all environmental protection activities of all River LINE departments.

The Spill Prevention, Control and Countermeasure (SPCC) Plan described in Waste Management & Spill Prevention Control/Countermeasure Plan is required by the USEPA Regulations 40 CFR 112. The Plan is required to be available for implementation on-site to prevent oil spills, to control spills if they occur, and to employ the necessary countermeasures to contain the spill. It should be noted that the LRV Service and Maintenance Shop facility does not meet the criteria of a facility that "could reasonably be expected to cause substantial harm to the environment by discharging into or on the navigable waters or adjoining shorelines." The Shop is generally designed as an Unlimited Area and Low Hazard S-2. The analysis was based on Uniform Construction Code of New Jersey BOCA. This is referenced in the Waste Management & Spill Prevention Control/Countermeasure Plan.

19.2 HAZARDOUS WASTE MANAGEMENT PROGRAM

The System Safety Supervisor administers the Hazardous Waste Management Program to ensure all River LINE facilities minimize and control the generation of hazardous waste and insure disposal in accordance with environmental regulations. Solvent and oil recycling programs are established to assist in maintaining the status of "Small Quantity Generator." Hazardous materials storage areas are established for each facility, including designated accumulation storage areas. In addition, all employees having responsibility for the control and disposal of hazardous waste are appropriately trained to ensure compliance with environmental regulations. Hazardous material emergency responses are developed and implemented to deal with emergency situations.

19.3 WASTE WATER ABATEMENT PROGRAM

The Superintendent of Maintenance of Way maintains the Waste Water Abatement Program to ensure that all spills and concentrations of hazardous materials and in process waste water from River LINE facilities and equipment are controlled to minimize surface wash-off spillage in exterior areas. SNJRG management is responsible for implementing the program for River LINE systems.

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20 DRUG AND ALCOHOL PROGRAM

The administration of the Drug and Alcohol Policy/Program is the responsibility of Human Resources. The program includes training supervisors in the signs and symptoms of substance abuse, initial testing of employees prior to being hired, or their placement in safety sensitive positions; record-keeping of test results, and an employee drug information program.

The purpose of the Drug and Alcohol Policy/Program is to assure employee fitness for duty and to protect SNJRG employees, customers, and the public from the unnecessary risk posed by worker use of drugs or alcohol. This program is intended to comply with all applicable Federal regulations (49 CFR, part 653), governing workplace drug use and alcohol misuse in the transit industry.

Regulations issued by the U.S. Department of Transportation (USDOT) and the Federal Transit Administration (FTA) mandate urine drug testing and evidential breath alcohol testing for safety-sensitive positions. The policy sets forth SNJRG's drug and alcohol abuse program and the testing and reporting guidelines for covered employees as required by those regulations and for employees in covered positions.

It is the goal of the Drug and Alcohol Program to prevent substance abuse. However, all persons covered by the policy should be aware that violations of the policy results in discipline, up to and including termination, or in not being hired.

SNJRG Drug and Alcohol Abuse Policy addresses:

- Applicability of the Drug and Alcohol Abuse Program
- Safety-Sensitive functions
- Prohibited substances
- Prescription drug use
- Prohibited activity
- Alcohol use
- Compliance with testing
- General provisions for drug and alcohol testing
- Types of testing
- Post-offer/pre-employment
- Reasonable suspicion
- Post-accident
- Random-safety sensitive employees

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- Return-to-duty
- Follow-up
- Methodology
- Substance Abuse Professional Evaluations
- Confidentiality
- Retests
- Notification of criminal or driving while intoxicated conviction
 - Employee absences
 - Employee Assistance Program
 - Education and training
 - Discipline
 - Return-to-Work requirements
 - Program administration

21. PROCUREMENT

21.1 SAFETY/PROCUREMENT PROCESS

The System Safety Supervisor and other potentially affected departments perform safety and security reviews of procurement specifications, designs for facilities, equipment, or systems, which may affect the safety and security of employees and customers of the River LINE. The review is performed to assure the incorporation of safety requirements in contract specifications and designs, and to assess compliance with the safety requirements through the testing and/or inspection of the facility, equipment, or system.

A system to control procured material, equipment, and/or services, with sufficient specification detail to meet design requirements is in place. Applicable design bases and Quality Assurance program requirements are included or referenced in documents used for procurement of materials, parts, equipment, and/or services.

A materials procurement and inventory control program through “MAXIMO” is used. This is comprised of the specification, purchase, inspection, storage, issue, and use of all spare replacement parts. All spare parts whether new or remanufactured are to be equal to or better than the original equipment parts. The spare parts inventory is monitored on a regular and frequent basis to ensure there is an adequate and cost effective spare parts inventory.

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Procurement of new systems such as facilities, equipment, and light rail vehicles includes safety requirements in specifications, codes/standards and design reviews.

Employee Assistance Program

SNJRG recognizes its commitment and responsibility to its employees by seeking to provide, through the Employee Assistance Program (EAP) and/or Substance Abuse (Program) Provider SAP, an opportunity for employees to deal with drug and alcohol-related problems. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through the Employee Assistance Program and/or SAP in complete confidence and without jeopardizing his/her employment with SNJRG solely because of the request for assistance.

Other treatment programs for drug and alcohol problems are available through the health and welfare provider selected by individual employees. The immediate discontinuation of any involvement with alcohol or drugs is an essential requisite for participation in any treatment program.

Drug and Alcohol Abuse Education and Training

It is the policy of SNJRG, that training and education programs are made available to all its employees. Supervisors, managers, and officials receive instruction on supervisory

responsibilities, effects of alcohol and drug misuse, procedures of SNJRG drug and alcohol program, and indicators of probable alcohol and drug misuse.

Employees receive information on the effects of drug and alcohol misuse and their effect on an individual's health, work, and personal life; signs and symptoms of drug and alcohol problems; and available methods of intervention.

PROCUREMENT

The Manager, Maintenance, and Construction, the System Safety Manager and other potentially affected departments perform safety and security reviews of procurement specifications, designs for facilities, equipment, or systems, which may affect the safety and security of employees and passengers. The maintenance program is monitored on a regular and frequent basis in order to identify trends in equipment performance. The review is performed to assure the incorporation of safety requirements in contract specifications and designs, and to assess compliance with the safety requirements through the testing and/or inspection of the facility, equipment, or system.

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A system to control procured material, equipment, and/or services, with sufficient specification detail to meet design requirements is in place.

Applicable design bases and Quality Assurance program requirements are included or referenced in documents used for procurement of materials, parts, equipment, and/or services.

A materials procurement and inventory control program through the CMMS is used. This is comprised of the specification, purchase, inspection, storage, issue, and use of all spare replacement parts. All spare parts whether new or remanufactured are to be equal to or better than the original equipment parts. The spare parts inventory is monitored on a regular and frequent basis to ensure that there is an adequate and cost-effective spares inventory.

Procurement of new systems such as facilities, equipment, and light rail vehicles includes safety requirements in specifications, codes/standards and design reviews.

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PART 5- SAFETY PROMOTION

22.0 SAFETY PROMOTION

22.1 River LINE Safety Culture Goal

River LINE's goal is to provide guidance, suggestions, and recommendations toward improvement in our safety culture, both to our employees and our passengers. Specifically, our goal is to identify the transit industry's best practices of safety excellence and make recommendations to strengthen our safety culture.

22.1.1 Safety Culture Purpose

River LINE's safety culture is reflected by our actions, attitudes, and behaviors of our staff (managers, supervisors, and employees), concerning safety.

Our purpose is to ensure that staff understand that safety is a positive attribute; preventing injuries and saving lives, with improved productivity are positive outcomes. Safety is actively practiced and regarded as a critical core value by our staff

22.1.2 Philosophy toward a Safety Culture

Employees can report unsafe conditions, either anonymously or with contact information, using three (3) existing methods:

- Notification to the employee's supervisor
- Safety Hotline
- Safety Observation Program (anonymous or identified – employees can provide contact information on the Employee Safety Observation Card)

River LINE fully understands that safety culture is based on attitude and is structural, as it relates to both individuals and organizations. It requires recognition of safety issues, balancing them with appropriate action. Additionally, it is difficult to measure when the fundamental criterion for measuring safety is the absence of accidents and incidents.

Personal attitudes and River LINE commitment toward safety aid in identifying unsafe acts and conditions that are precursors to accidents and incidents.

Safety culture extends beyond adhering to procedures. All responsibilities important to safety must be implemented correctly, with alertness, careful thought and full knowledge, sound judgment, and a sense of accountability.

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In November of 2016, the NJDOT established the Rail Safe Hotline, which allows transit workers to report safety concerns anonymously via telephone or fax 24-hours a day. Rail Safe posters are displayed on River LINE's properties (1-844-RAILSAFE).

River LINE has a Safety Observation Program that provides instructions for employee and relevant contractor reporting of unsafe behaviors and conditions to the CSO or Senior management for immediate action if required.

River LINE employees are encouraged to report unsafe behaviors and conditions to Senior management without the fear of retaliation. Examples of types of employee actions that require disciplinary action include but are not limited to, failure to use/wear required personal protective equipment, failure to follow appropriate chemical handling procedures, and the unauthorized modification of safety equipment and devices.

22.1.3 Safety Attitudes, Awareness and Ethics

Safety awareness and attitudes are important attributes that exist in an accident free environment for the River LINE. Procedures and good record keeping provide valuable information toward improving River LINE's safety culture.

22.1.4 Safety Culture Implementation

River LINE considers four key elements that contribute greatly to our safety culture and important to implementation of our safety awareness. They are:

- Safety Training
- Communicating Safety and Safety Alerts
- Continued Safety Awareness
- Data Collection and Lessons Learned

Each of the key elements are integral to implementation of our everyday activities.

22.1.5 Safety Culture Training

The River LINE places considerable effort toward our safety culture in every aspect of our training programs, including, hiring orientation, placing emphasis on safety in every training module, and continually monitoring safe practices in our employees every day work assignments.

Train Operators, Control center staff, and Maintenance personnel performing critical safety functions in their work are regularly certified and re-certified to ensure they continue to perform their work in a safe manner.

22.1.6 Communicating Safety

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The River LINE employs several means of communicating safety, SMS initiatives, achievement of SPTs, Goals and Objectives that are performed in coordination with NJT OSS and department manager and supervisors to River LINE employees, passenger, and the public in general. The process or methods of communicating safety information through: Hazardous conditions reported from employees are resolved, task completion is communicated to the workforce through daily job briefings, safety meetings and continuous reporting through the RL Safety Messaging Board.

Safety Committees

Safety Committee meet with the System Safety Supervisor to discuss observed or potential hazards and position provides guidance and ensures that safety decisions meet all guidelines.

Policies and Procedures

River LINE documents commitment to safety, which defines agency safety objectives and the accountabilities and responsibilities of its employees in regard to safety

Employee Reporting

Common sense and practical experience command that the River LINE implement effective reporting systems by learning from smaller mishaps and incidents to preclude serious workplace accidents.

New hire orientation — During new hire orientation the importance of personal safety by providing information regarding the dangers of working on a transit system (electric power, working on the right- of-way, signaling, track and switch machines, train movements, slips, trips, falls, etc.), and emphasize that safety is their responsibility.

Formal on the job training (OJT) — Training, specific to the work/craft they are performing, stresses the importance of their personal safety, both in the classroom, and on-the-job training.

Signs — Numerous warning signs are throughout the River LINE to forewarn employees and passengers of danger, or what to do in the event of an emergency.

Notices and Posters – River LINE recognizes its responsibility for keeping our employees and passengers out of harm's way. There are regulations, including emergency exit and evacuation signs and hazardous materials notices. Safety posters promote positive messages and practical instruction on how to work safely and respond to emergency situations. Posters are placed in lunchrooms, breakrooms and other employee locations to create a safer working environment

Conversation Based Safety Tours — These tours are designed for top level management to engage in, preferably, group based safety conversations with all levels of employees in the

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organization. This is a much more proactive approach to safety, and communicates to all staff that safety is a central focus from all parts of the organization.

Safety-Observations — Safety observations are completed by employees, and are designed to both reinforce positive safety behaviors as well as identify potential hazardous situations.

22.1.7 Non-Punitive Reporting

Common sense and practical experience command that the River LINE implement effective reporting systems by learning from smaller mishaps and incidents to preclude serious workplace accidents.

Confidentiality is key in receiving timely reports, and will subsequently improve the quality of the reports. Reports made to

Personnel are encouraged to accept responsibility for communicating information that could affect a safe working environment for themselves and others. Personnel are trained that safety is everyone's responsibility and unsafe acts and/or conditions must be reported immediately so that they can be addressed/mitigated.

Refer to Section 22.1.2 above for the anonymous reporting tool available to all NJ RTA's.

22.1.8 Continued Safety Awareness

Employee safety is an essential element in improving productivity, quality, and minimizing workers' comp costs.

Most workplace accidents are the result of unsafe acts, not unsafe conditions. Employee safety promotions increase safety awareness. By integrating our safety promotion complements our training and education programs to enhance River LINE's safety culture.

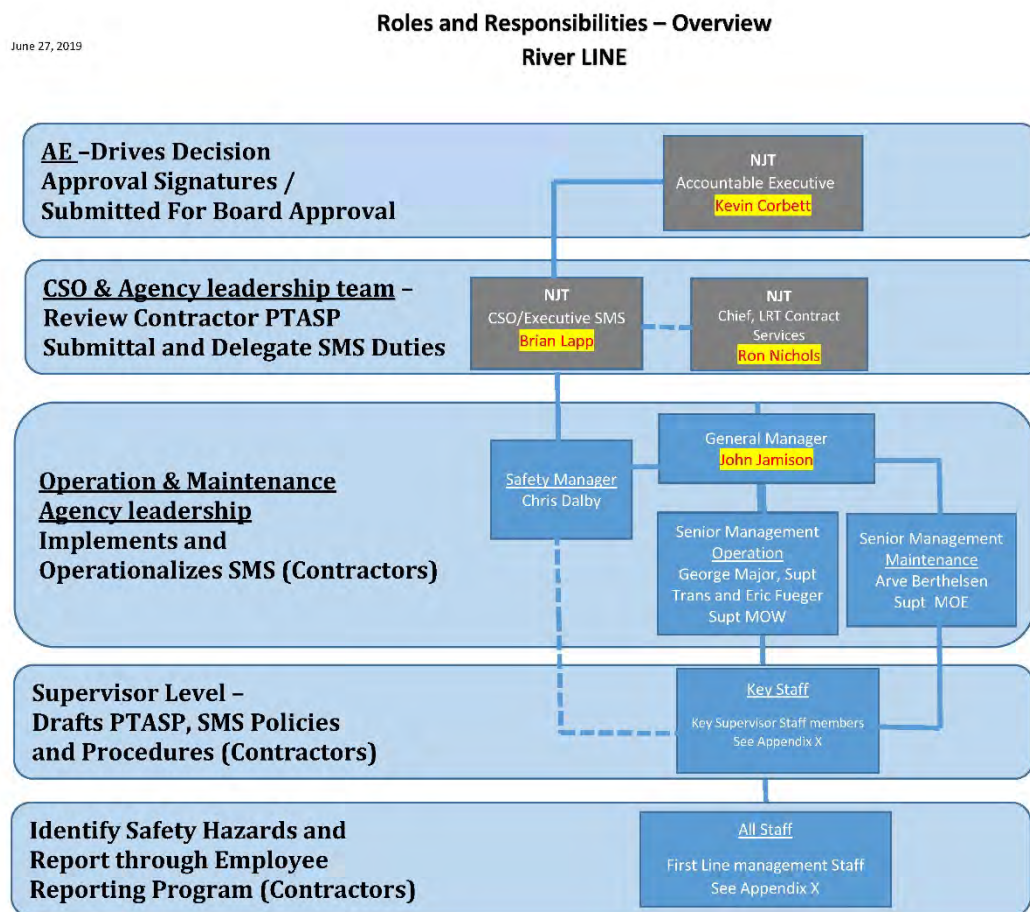
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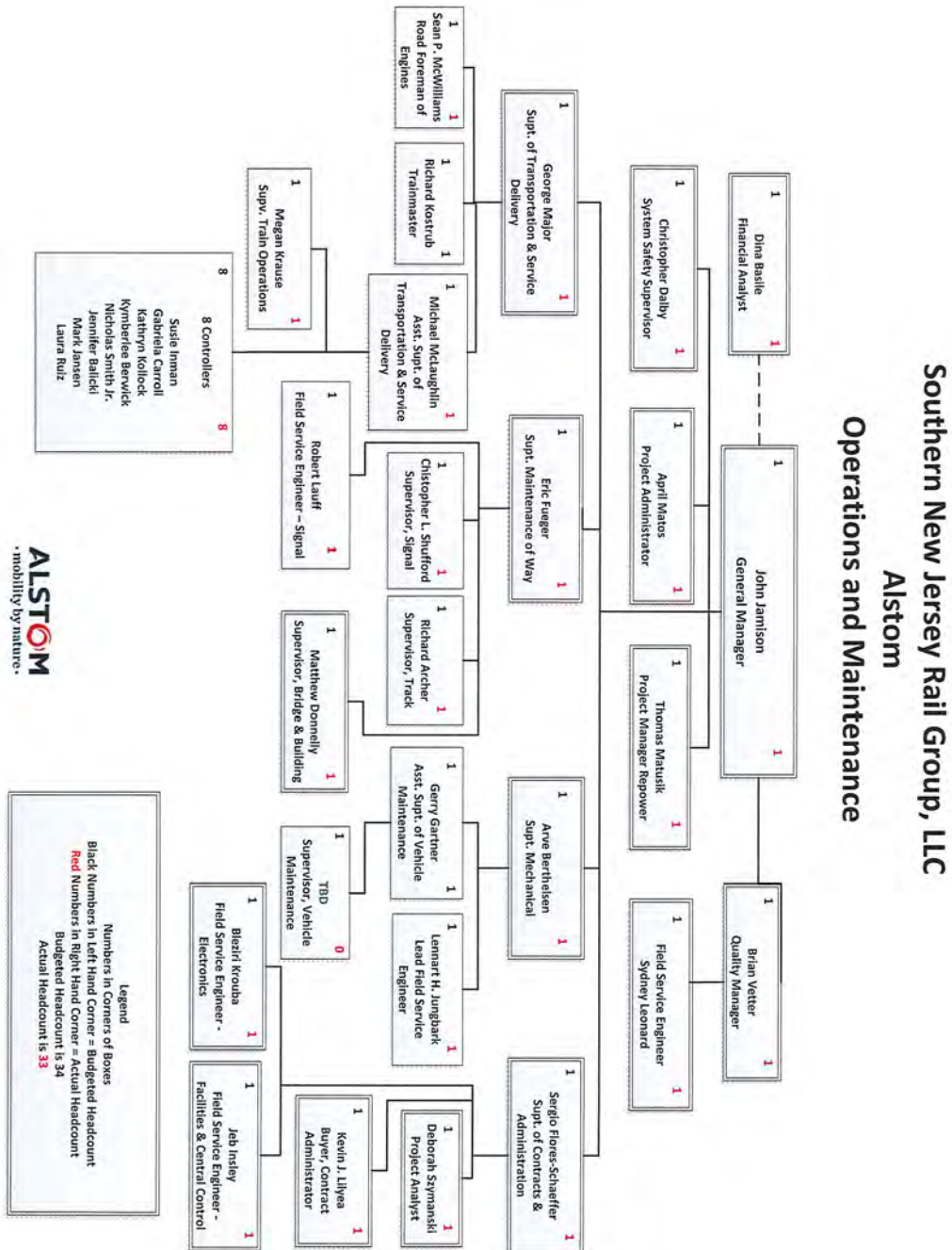
APPENDIX A

NJ Transit Roles and Responsibilities



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APPENDIX C

2022 ESTABLISHED SAFETY GOALS AND OBJECTIVES	
<u>Goal #1</u>	Reportable Safety Events (NTD) -Reduce the number of Accidents events and rate per total vehicle revenue miles:
<i>Objective 1.A</i>	Reducing the Number of Collisions to ≤ 9 per 1 Million revenue Miles
<i>Objective 1.B</i>	Reducing the Number of Derailments to ≤ 1 per 1 Million revenue Miles
<i>Objective 1.C</i>	Reducing the Number of Fire Occurrences to ≤ 1 per 1 Million revenue Miles
<i>Objective 1.D</i>	Reducing the Number of Evacuations for Life Safety Reasons to ≤ 1 per million revenue miles
<i>Objective 1E</i>	Reducing the Number off Runaway train Incidents to ≤ 1 per million revenue miles
<i>*Objective 1F</i>	Reduce Total Safety Events to ≤ 15 per 1 Million revenue Miles
<u>Goal #2</u>	Fatalities - Reduce the Number of Fatalities and rate per total vehicle revenue miles:
<i>Objective 2</i>	Reduce the Number of fatalities to ≤ 1 per 1 Million Revenue Miles
<u>Goal #3</u>	Injuries - Reduce the Number of Reportable Injuries and rate per total vehicle revenue miles:
<i>Objective 3.A</i>	Reducing the Number of Passenger Injuries to ≤ 4 per 1 Million Revenue Miles
<i>Objective 3.B</i>	Reducing the Number of Worker Injuries to ≤ 1 per 1 Million Revenue Miles
<u>Goal #4</u>	System Reliability – Mean Distance Between Major Mechanical LRT Failures
<i>Objective 4</i>	$\geq 5\%$ (+793 miles) Improvement in System Reliability MDBSF (based on previous year's NTD data)
<u>Goal #5</u>	Efficiency Check Program
<i>Objective 5</i>	Establish non-compliance goal of $\leq 1\%$ to Rules and Safety-Work Practices
<u>Goal #6</u>	Reportable Safety Events-Other (SSOA) Reduce the number of Incident & Occurrence
<i>Objective 6A</i>	Reducing the Number of Stop Signal to ≤ 1 per 1 Million Revenue Miles
<i>Objective 6B</i>	Reducing the Number of Miss-Route to ≤ 1 per 1 Million Revenue Miles

- Total Safety Events included Goals 1, 2 and 3

NJT Office of System Safety and Light Rail Contract Service Department will coordinate with the State and MPOs in selecting realistic safety performance targets and will make them available to Metropolitan Planning Organization (MPO) to aid the States and MPOs in the selection of their own performance targets and planning process.

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Appendix D

Definitions

24 Hour Summary

A document supplied by the RTA/Rail Property to NJOFGSSO@dot.nj.gov in editable format for safety events as per Procedure SSO-003.

Accident

An Event that involves any of the following:

1. A loss of life;
2. a report of a serious injury to a person;
3. a collision involving a rail transit vehicle;
4. a runaway train;
5. an evacuation for life safety reasons; or
6. any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

An accident must be reported in accordance with the thresholds for notification and reporting set forth in 49 CFR Part 674 and NJDOT's SSPS.

Accountable Executive

A single, identifiable individual who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan accordance with 49 U.S.C. 5326.

Administrator

The Federal Transit Administrator or the Administrator's designee.

Advisory

A notice that informs or warns a recipient of hazards or risks to the recipient's public transportation system. An advisory may include recommendations for avoiding or mitigating the hazards or risks. [49 CFR Part 670]

Attempted Suicide

Refers to self-inflicted harm where death does not occur, but the intention of the person was to cause a fatal outcome. The intent can be determined by any reasonable method including police reports and eyewitness accounts. [NTD Glossary]

Audit

A review or analysis of records and related materials, including, but not limited to, those related to financial accounts. [49 CFR Part 670] See also Safety Audit.

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Chief Safety Officer (CSO)

An adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system. [49 CFR Part 673]

Collision

A vehicle/vessel accident in which there is an impact of a transit vehicle/Bessel with: [NTD Glossary]

- Another transit vehicle
- A non-transit vehicle
- A fixed object
- A person(s) (suicide/attempted suicide included)
- An animal
- A rail vehicle
- A vessel
- A dock

Conditional Approval

Approval given by the NJDOT SSO program to the RTA/rail property CSO indicating that a submission will be approved after specific conditions are met (e.g., RTA signatures, Board of Directors approval, etc.).

Configuration Management

A process to assure that all documentation that describes a system and its various components is current and reflects the actual functional and physical characteristics of the system throughout its life cycle.

Contractor

An entity that performs tasks on behalf of FTA, a State Safety Oversight Agency, or a Rail Transit Agency, through contract or other agreement.

Corrective Action Taken

Actions taken by the Rail Transit Agency to minimize, control, correct, or eliminate risks and hazards, prior to NJDOT SSO program approval.

Corrective Action Plan (CAP)

A plan developed by a Rail Transit Agency that describes the actions the Rail Transit Agency will take to; minimize, control, correct, or eliminate risks and hazards, the schedule for taking those actions and the individual(s) and department(s) responsible for implementation. A State Safety Oversight Agency or FTA may require a Rail Transit Agency to develop and carry out a corrective action plan.

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Derailment	A non-collision event in which one or more wheels of a rail transit vehicle unintentionally leaves the rails. [NTD Glossary]
Designated personnel	Employees and contractors identified by a recipient whose job function is directly responsible for safety oversight of the public transportation system of the public transportation agency; or employees and contractors of a State Safety Oversight Agency whose job function requires them to conduct safety audits and examinations of the rail fixed guideway public transportation systems subject to the jurisdiction of the agency. [49 CFR Part 672]
Directly responsible for safety oversight	Public transportation agency personnel whose primary job function includes the development, implementation and review of the agency's safety plan, and/or the SSOA requirements for the rail fixed guideway public transportation system pursuant to 49 CFR Part 674. [49 CFR Part 672]
Directive	A written communication from FTA to a recipient that requires the recipient to take one or more specific actions to ensure the safety of the recipient's public transportation system. [49 CFR Part 670]
Emergency	A situation, which is life threatening or which causes damage on or in any RTA facility, right-of-way or vehicle.
Employee	An individual who is compensated by the transit agency. Applies to Transit Employees and Contractors. [NTD Glossary]
Equivalent Authority	An entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
Evacuation, reportable	A condition that occurs when persons depart from transit vehicles or facilities for life safety reasons. Evacuations to a location that may put passengers or patrons in imminent danger (such as controlled rail right-of-way) must also be reported. [NTD Glossary]
Event	An Accident, Incident or Occurrence.
Examination	A process for gathering or analyzing facts or information related to the safety of a public transportation system. [49 CFR Part 670]
External Safety Audit/Review Findings Log	A document/log created and maintained by the RTA/rail property CSO to track through implementation all findings, recommendations, and corrective actions taken/plans developed as a result of the external safety

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audit/review process (Triennial, FTA, etc.). The log is to be provided to the SSOA in editable spreadsheet format.

Fatality	A death or suicide confirmed within 30 days of a reported event. Does not include deaths in or on transit property that are a result of illness or other natural causes. [NTD Glossary]
Fatality (Pursuant to 49 CFR Part 674)	A death or suicide occurring at the scene or within 30 days following the accident; excludes deaths resulting from illness or other natural causes and criminal homicides that are not related to collisions with a rail transit vehicle.
Federal Railroad Administration (FRA)	An agency within the United States Department of Transportation.
Federal Transit Administration (FTA)	An agency within the United States Department of Transportation.
Findings of Non-Compliance	Those instances where the RTA's SSPP, SSP/SEPP or supporting documents and manuals do not meet state or federal requirements, or in cases where internal practices do not follow the RTA's own plans or procedures.
Findings with Recommendation	Identify conditions, practices, or procedures that are undocumented, inconsistently applied, or are non-existent despite being important to safety and security of the transit system. Industry best practices and gaps or deficiencies in the RTA's policies, procedures, or in the implementation of policies and procedures may also be accounted for.
Grade Crossing	An intersection of a roadway and a rail right-of-way that cross each other at the same level (at grade). For street-running operations, each street intersection is considered a grade crossing (excludes driveways and parking lot entrances). [NTD Glossary]
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 rail fixed guideway public transportation system; or damage to the environment.
Hazard Analysis	A systematic analysis performed to identify hazards and establish requirements for their elimination or control.

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Hazardous Condition	A condition that may endanger human life or property (formally called “unacceptable hazardous condition”)
Hazardous Material	Any commodity or product identified or regulated by the United States Department of Transportation in title 49 CFR Parts 171 -179 which may be transported under restricted conditions.
Immediate Action	An action taken by transit or emergency responders to manage a safety-related event in the first few moments or hours for emergency response and securing the scene of the safety event.
Incident	An event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a rail transit agency. If a rail transit agency or State Safety Oversight Agency later determines that an Incident meets the definition of Accident, that event must be reported to the SSOA in accordance with the thresholds for notification and reporting set forth in 49 CFR Part 674 and NJDOT SSPS.
Incident and Occurrence Log	A document/log created and maintained by the RTA/rail property CSO to collect, track and analyze data on Incidents/Occurrences to reduce the likelihood of recurrence and inform the practice of SMS. The log is to be provided to the SSOA in editable spreadsheet format.
Individual	A passenger; employee; contractor; other rail transit facility worker; pedestrian; trespasser; or any person on rail transit-controlled property.
Injury	Any damage or harm to persons as a result of an event that requires immediate medical attention away from the scene. [NTD Glossary]
Inspection	A physical observation of equipment, facilities, rolling stock, operations, or records for the purpose of gathering or analyzing facts or information. [49 CFR Part 670]
Internal Safety and Security Audit	A formal, comprehensive, internal on-site examination by the RTA of all or part of a systems safety and security practices conducted annually to determine whether they comply with the policies and procedures required under the system’s SSPP and SEPP.
Internal Safety Audit/Review Findings Log	A document/log created and maintained by the RTA/rail property CSO to track through implementation all findings, recommendations, and corrective actions taken/plans developed as a result of the internal safety

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audit/review process. The log is to be provided to the SSOA in editable spreadsheet format.

Investigation	The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
Life Cycle	The course of developmental change, which a transit system passes through from its inception to its retirement and disposal
Life Safety Reason	A situation, such as a fire, the presence of smoke or noxious fumes, a fuel leak, a vehicle fuel leak, an electrical hazard, a bomb threat, a suspicious item, or other hazard that constitutes a real or potential danger to any person. [NTD Glossary]
Mainline	The primary rail over which rail transit vehicles travel between stations; it excludes: Yard and Siding track. [NTD Glossary]
Monthly Status Tracking Reports	Status tracking reports/logs that are required to be provided by the RTA/rail property CSO to the NJDOT SSO program by the 15 th of the month, unless that date falls on the weekend and then it is required by the following business day.
National Public Transportation Safety Plan	The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
National Transportation Safety Board (NTSB)	An independent Federal agency.
Near Miss (or Mishap)	An Occurrence that did not involve personal injury or damage to equipment, but could have resulted in damage to equipment, serious injury, or death.
New Start	Any rail fixed guideway system funded under FTA's 49 U.S.C. 5309 discretionary construction program.
Occurrence	An Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a rail transit agency.
Office of Transit Safety and Oversight (TSO)	The FTA office that administers a national transit safety program and program compliance oversight process through adherence with legislative, policy and regulatory requirements as established by FTA.

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Operator of a Public Transportation System

A provider of public transportation as defined under 49 U.S.C. 5302(14)

Passenger

An individual on board, boarding, or alighting from a revenue transit vehicle. Excludes operators, transit employees and contractors. [NTD Glossary]

Passenger Operations

The period of time when any aspect of the RTA rail, bus, and paratransit operations are initiated with the intent to carry passengers.

Patron

An individual on transit property such as a bus stop or transit facility. [NTD Glossary]

Pattern or Practice

Two or more findings by FTA of a recipient's violation of the requirements of 49 U.S.C. 5329 or the regulations there under. [49 CFR Part 670]

Pedestrian Grade Crossing

location where one (1) or more fixed guideway system tracks cross a public sidewalk or pathway by pedestrians at a grade.

Performance measure

An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets. [49 CFR Part 673]

Performance target

A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA. [49 CFR Part 673]

Person

A passenger, employee, contractor, pedestrian, trespasser, or any individual on the property of a rail fixed guideway public transportation system.

Public Transportation Agency Safety Plan (PTASP)

The comprehensive agency safety plan for a transit agency, including a Rail Transit Agency, that is required by 49 U.S.C. 5329(d) and based on a Safety Management System.

Public Transportation Safety Certification Training Program

Either the certification training program for Federal and State employees, or other designated personnel, who conduct safety audits and examinations of public transportation systems, and employees of public transportation agencies directly responsible for safety oversight, established through interim provisions in accordance with 49 U.S.C. 5329(c)(2), or the program authorized by 49 U.S.C. 5329(c)(1).

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Rail fixed guideway public transportation system

Any fixed guideway system that uses rail, is operated for public transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of the Federal Railroad Administration, or any such system in engineering or construction. Rail fixed guideway public transportation systems include but are not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideway.

Rail/Highway Grade Crossing

A location where one (1) or more (railroad) fixed guideway system tracks cross a public highway, road, street, or private roadway.

Rail Transit Agency (RTA)

Any entity that provides services on a rail fixed guideway public transportation system.

Rail transit vehicle

Any revenue or non-revenue rail vehicle that is used on the rail system, including the mainline, yards, and non-mainline tracks.

Recipient

A State or local governmental authority, or any other operator of public transportation that receives financial assistance under 49 U.S.C. Chapter 53. The term "recipient" includes State Safety Oversight Agencies. [49 CFR Part 670]

Record

Any writing, drawing, map, recording, diskette, DVD, CD-ROM, tape, film, photograph, or other documentary material by which information is preserved. The term "record" also includes any such documentary material stored electronically. [49 CFR Part 670]

Reportable Accident

Accidents which exceed the thresholds described in Section 7 and which are associated with the operation and maintenance of rail transit vehicles, other on-track equipment, signal systems, traction power systems, or the maintenance of track and other wayside equipment.

Right-of-Way

The area through which a train travels; a train's dynamic envelope, to include the track and the area around the track. [NTD Glossary]

Risk

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

Risk mitigation

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

Roadway or Right-of-way Worker Protection

Providing a safe work zone while minimizing the dangers and hazards of working on the right-of way, including moving rail vehicles and other hazards on the right-of-way such as traction power delivery (overhead or third rail).

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Rolling Stock	A wheeled vehicle operating on RTA tracks, as well as any bus or paratransit vehicle, including those used for non-revenue service.
Runaway Train	A train which is no longer under the control of a driver regardless of whether the operator s physically on the vehicle at the time. [NTD Glossary]
Safety	Freedom from harm resulting from unintentional acts or circumstances.
Safety Assurance	Processes within a transit agency's Safety Management System that functions 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. [49 CFR Part 673]
Safety audit	A review or analysis of safety records and related materials, including but not limited to, those related to financial accounts. [49 CFR Part 672]
Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety. [49 CFR Part 673]
Safety Management System (SMS)	A formal, top-down, organization-wide data-driven approach to managing safety risk and assuring the effectiveness of a recipient's safety risk mitigations. SMS includes systematic procedures, practices and policies for managing risks and hazards. [49 CFR Part 673]
SMS Executive	A Chief Safety Officer or equivalent. [49 CFR Part 673]
Safety Performance Target	A Performance Target related to safety management activities. [49 CFR Part673]
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system. [49 CFR Part 673]
Safety Related Activities	An activity that performed in a prescribed manner to assure that the RTA meets its stated safety goals and objectives. Typical examples include designing, acquiring, constructing, inspecting, testing, operating, maintaining, repairing, modifying, or extending those elements of the public transit guideway that are important to preventing or mitigating accidents.
Safety Risk Assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks. [49 CFR Par 673]

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Safety Risk Management A process within a Transit Agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk. [49CFR Part 673]

Security Freedom from harm resulting from intentional acts or circumstances.

Serious injury Any injury that:

- (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received;
- (2) Results in a fracture of any bone (except simple fractures of 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 5percent of the body surface.

SSOA/FTA – 2 Hour Notification An email must be sent to **both** the designated New Jersey Department of Transportation (NJDOT) State Safety Oversight Program Manager at NJOFGSSO@dot.nj.gov and to the FTA at TOC-01@dot.gov within two hours of the safety event that reaches the FTA reportable threshold for Accidents. Additionally, a phone call must be made to the NJDOT SSO program as per Procedure SSO-003.

State A State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of good repair The condition in which a capital asset is able to operate at a full level of performance. [49 CFR Part 673]

State Safety Oversight (SSO) Program The division or department within the established State Safety Oversight Agency responsible for management of the State's responsibilities defined in 49 CFR Part 674 and 49 CFR Part 673 for Rail Fixed Guideway Public Transportation Systems in the State.

State Safety Oversight Agency (SSOA) An agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in this part.

State Safety Program Standard (SSPS) A document developed and adopted by the oversight agency, describing the State Safety Oversight program policies, objectives, responsibilities, and procedures to provide rail transit agency safety and security oversight.

Substantial damage Damage to any involved vehicles, facilities, equipment, rolling stock,

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or infrastructure that:

- Disrupts the operations of the rail transit agency, and
- Adversely affects the structural strength, performance, or operating characteristics of the vehicle, facility, equipment, rolling stock, or infrastructure, such that it requires towing, rescue, on-site maintenance, or immediate removal prior to safe operation.

Substantial damage excludes damage that is limited to:

- Cracked windows;
- Dents, bends, or small puncture holes in the body;
- Broken lights, mirrors; or
- Removal from service for minor repair or maintenance, inspection, testing, or video and event recorder download.

[NTD 2021 Safety & Security Reporting Manual]

Suicide	Refers to self-inflicted harm where the intention of the person was to cause a fatal outcome and death occurs. The intent can be determined by any reasonable method including police reports and eyewitness account. [NTD Glossary]
Testing	An assessment of equipment, facilities, rolling stock or operations of a recipient's public transportation system [49 CFR Part 670]
Tow-Away	Tow-away from the scene for a transit roadway vehicle or other non-transit roadway vehicle that incurred disabling damage as a result of a collision. [NTD Glossary]
Transit Agency	An operator of a public transportation system.
Transit Asset Management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit 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. [49 CFR Part 673]
Trespasser	A person in an area of transit property not intended for public use (i.e., an unauthorized area). [NTD Glossary]
Vehicle	Any rolling stock used on a rail fixed guideway public transportation system, including but not limited to passenger and maintenance vehicles. Same as Rail Transit Vehicle [NTD Glossary]

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Appendix E**Acronyms and Abbreviations – 673.5****A**

AAR	After-Action Reports
AC	Alternating Current
ACID	Accident/Incident Database
ADA	Americans with Disabilities Act
AE	Accountable Executive
ALARP	As Low As Reasonably Practicable
APTA	American Public Transportation Association
AREMA	American of Railway Engineering and Maintenance of Way Association
ASP	Agency Safety Plan

C

CAP	Corrective Action Plan
CFR	Code of Federal Regulations
CMP	Configuration Management Plan
COI	Conflict of Interest
CSO	Chief Safety Officer

E

EAP	Employee Assistance Program
EAR	Electronic Accident and Incident Reporting Database
EMP	Emergency Management Plan
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ESRP	Employee Safety Reporting Program

F

FAST	Fixing America's Surface Transportation Act
FSR	Full Scale Exercise
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTE	Full Time Equivalent

H

HAZCOM	Hazardous Communications
HBLR	Hudson Bergen Light Rail
HR	Human Resources
HSEEP	Homeland Security Exercise and Evaluation Program

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I

IFR Interim Final Rule
 ISA Internal Safety Audit
 IT Information Technology
 ITP Individual Training Program

M

MAP-21 Moving Ahead for Progress in the 21st Century
 MIL-STD Military Standard
 MOU Memorandum of Understanding
 MPO Metropolitan Planning Organization

N

N/A Not Applicable
 NFPA National Fire Protection Association
 NIOSH National Institute for Occupational Safety and Health
 N.J.A.C. New Jersey Administrative Code
 NJDOT New Jersey Department of Transportation
 N.J.S.A. New Jersey Statutes Amended
 NJ Transit New Jersey Transit
 NLR Newark Light Rail
 NPTSP National Public Transportation Safety Plan
 NSP National Safety Plan *also see NPTSP*
 NTD National Transit Database
 NTSB National Transportation Safety Board

O

OC Operations Control
 OHA Operational Hazard Assessment
 OSHA Occupational Safety and Health Administration
 OPRA Open Public Records Act
 OSS Office of System Safety

P

PM Preventative Maintenance
 PPE Personal Protective Equipment
 PSR Annual Public Rail Transit Safety Report
 PTASP Public Transportation Agency Safety Plan
 PTSCTP Public Transportation Safety Certification Training Program

R

RFAI Request For Additional Information
 RFGPTS Rail Fixed Guideway Public Transportation System
 RFGS Rail Fixed Guideway System
 RFI Request For Information

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ROW Right-Of-Way
RTA Rail Transit Agency
RWP ROW or Roadway Worker Protection

S

S&S Safety and Security
SA Safety Assurance
SDS Safety Data Sheet
SEPP Security and Emergency Preparedness Plan
SGR State of Good Repair
SME Subject Matter Expert
SMS Safety Management System
SOP Standard Operating Procedure
SPI Safety Performance Indicators
SPT Safety Performance Targets
SRA Safety Risk Analysis
SRCP Rules Compliance Program
SRL Safety Risk Log
SRM Safety Risk Management
SSCP Safety and Security Certification Plan
SSO State Safety Oversight
SSOA State Safety Oversight Agency
SSOR State Safety Oversight Reporting
SSP System Security Plan
SSPS System Safety Program Standard

T

TAM Transit Asset Management
TSA Transportation Security Administration
TSI Transportation Safety Institute
TTP Technical Training Plan
TTX Tabletop Exercise
TVA Threat and Vulnerability Assessment

U

U.S.C. United States Code
USDOT United States Department of Transportation
USCG United States Coast Guard

V

VRM Vehicle Revenue Miles

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Appendix F

For addition information

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Revision Log- Additional Details

ITEM 2212-99: THIRD-PARTY INTERNAL AUDITING SERVICES CONTRACT

WHEREAS, NJ TRANSIT's Internal Audit Department annually performs Information Technology (IT) and data analytics audits; and

WHEREAS, NJ TRANSIT's Internal Audit Department's IT and data analytics audits require specialized technical knowledge; and

WHEREAS, NJ TRANSIT's Internal Audit Department needs to acquire specialized technical resources to complement its capabilities to perform IT and data analytics audits; and

WHEREAS, after a competitive procurement process, staff found that Experis US dba Jefferson Wells Inc. was the highest technically ranked firm with the lowest cost proposal. Staff also found that Experis US dba Jefferson Wells, Inc. provided the best value to NJ TRANSIT;

NOW, THEREFORE, BE IT RESOLVED NOW, that the Chair or President & CEO is authorized to enter into NJ TRANSIT Contract No. 22-053 with Experis US dba Jefferson Wells, Inc. of Milwaukee, Wisconsin, to provide Third-Party Internal Auditing services in an amount not to exceed \$1,500,000, plus five percent contingency, subject to the availability of funds. The contract shall have a base three-year term, with NJ TRANSIT retaining the sole discretion to extend the term of the contract with two (2) one-year option periods. The fiscal year amount for the contract will not exceed \$300,000, plus five percent contingency, subject to the availability of funds.

**ITEM 2212-100: REGULATIONS: PROPOSED ADOPTION OF N.J.A.C. 16:78
SENIOR CITIZEN AND DISABLED RESIDENT TRANSPORTATION
ASSISTANCE PROGRAM**

THIS ITEM WAS DEFERRED

**ITEM 2212-101: REGULATIONS: PROPOSED AMENDMENT OF N.J.A.C. 16:83
CONDUCT AND SAFETY OF THE PUBLIC IN THE USE OF
NJ TRANSIT EQUIPMENT AND FACILITIES**

WHEREAS, the New Jersey Transit Corporation (“NJ TRANSIT”) was established by the New Jersey Public Transportation Act of 1979 “the Act” (N.J.S.A. 27:25-1 et seq.) as the instrumentality of the State of New Jersey to establish and provide for the operation and improvement of a coherent public transportation system in the most efficient and effective manner; and

WHEREAS, in accordance with N.J.S.A. 27:25-5(e), (h), and (k) and N.J.S.A. 27:25-6(b), NJ TRANSIT has the statutory authority to promulgate rules and regulations; and

WHEREAS, NJ TRANSIT’s operational employees face threats to their safety and well-being from some members of the riding public. There has been a nationwide increase in assault events against public transit workers over the past several years, including in New Jersey; and

WHEREAS, the safety and well-being of law-abiding members of the riding public are jeopardized when other passengers engage in assaultive conduct onboard NJ TRANSIT’s trains or buses; and

WHEREAS, when a passenger assaults one of NJ TRANSIT’s operational employees, there is presently no way to restrict that person’s ability to ride on NJ TRANSIT’s trains, buses and light rail vehicles or be in its stations and facilities absent court order, a costly, time-consuming and labor-intensive process that NJ TRANSIT currently lacks the resources to pursue; and

WHEREAS, in order to better protect transit employees and customers, the state legislature passed the Motorbus and Passenger Rail Service Employee Violence Prevention Act (“VPA”), which was subsequently signed into law in January 2022; and

WHEREAS, the VPA, which amended N.J.S.A. 2C:12-1b(5)(g), allows NJ TRANSIT to prohibit any person who assaults an operational employee from using transportation services for up to one calendar year; and

WHEREAS, in November 2021, Congress passed, and the President signed into law, the federal Infrastructure Investment and Jobs Act (“IIJA”). (P.L. 117-58—Nov. 15, 2021); and

WHEREAS, the IIJA requires NJ TRANSIT to mitigate assaults on transit workers; and

WHEREAS, staff reviewed the current regulations and determined that the rules are necessary, adequate, reasonable, efficient, and responsible to the purposes for which they were originally promulgated, and should be adopted as new rules;

NOW, THEREFORE, BE IT RESOLVED that the Chair or the President & CEO, or the appropriate designee, is hereby authorized to take all actions necessary to initiate the rule-making process for the adoption of the regulations, N.J.A.C. 16:83 Conduct and Safety of the Public in the Use of NJ TRANSIT Equipment and Facilities, consistent with this Board item and corresponding Exhibit A.

EXHIBIT A

TRANSPORTATION

NEW JERSEY TRANSIT CORPORATION

New Jersey Transit Corporation Conduct and Safety of the Public in The Use of NJ TRANSIT Equipment and Facilities

Proposed Amended Rules: N.J.A.C. 16:83-3.1(a) & (b)

Authorized By: New Jersey Transit Corporation, Kevin S. Corbett, President and Chief Executive Officer.

Authority: N.J.S.A. 27:25-1 et seq., N.J.S.A. 2C:12-1, 117 P.L. 58, 2021

Calendar Reference: See Summary below for explanation of exception to calendar requirement.

Proposal Number: PRN 2022-_____.

Submit comments by _____ to:

New Jersey Transit Corporation

One Penn Plaza East

Newark, NJ 07105-2246

Email: njtconductandsafety@njtransit.com

The agency proposal follows:

Summary

The New Jersey Transit Corporation (“NJ TRANSIT or the “Corporation”) was established by the New Jersey Public Transportation Act of 1979 (N.J.S.A. 27:25-1 *et seq.*) as the instrumentality of the State of New Jersey to establish and provide for the operation and improvement of a coherent public transportation system in the most efficient and effective manner. The Act established NJ TRANSIT’s statutory mission as the provision of “efficient, coordinated, safe and responsive public transportation.” N.J.S.A. 27:25-2. In furtherance of that mission, the act authorized NJ TRANSIT to “adopt rules and regulations...necessary to effectuate the purposes of this act.” N.J.S.A. 27:25-5.14.

In January 2022, the state legislature enacted, and the Governor signed, the Motorbus and Passenger Rail Service Employee Violence Prevention Act, P.L.2021, c.352 (“VPA”) which, among other things, allows NJ TRANSIT to prohibit any person who

EXHIBIT A

assaults a Corporation employee from using transportation services for up to one calendar year. If the individual uses a deadly weapon during the commission of the assault, that person may be prohibited from accessing transportation services for life.

Additionally, in November 2021, Congress passed, and the President signed into law, the federal Infrastructure Investment and Jobs Act (“IIJA”). The IIJA, an omnibus funding bill, provided funding for transportation companies, including NJ TRANSIT. The IIJA requires NJ TRANSIT to create and implement a safety education and training program for its transit workers, including de-escalation training, and also requires NJT to create a “risk reduction” program to reduce accidents and injuries, and mitigate assaults on transit workers. The IIJA defines assault on a transit worker as occurring when “an individual knowingly...interferes with, disables or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.”

The proposed rules implement these statutory provisions by allowing NJ TRANSIT to suspend ridership privileges for riders who engage in certain enumerated offenses. The proposed new rules, which are authorized by N.J.S.A. 27:25-5-1, et seq., are intended to implement the provisions of NJ TRANSIT’s authorizing legislation, the VPA, and the IIJA, by enacting regulations that suspend ridership privileges when a rider assaults a NJT TRANSIT employee, or when the rider’s conduct impedes or interferes with the safe operation of NJ TRANSIT vehicles and rolling stock.

NJ TRANSIT has determined that the comment period for this proposal shall be 60 days; therefore, pursuant to N.J.A.C. 1:30-3.3(a)(5), this proposal is excepted from the rulemaking calendar requirement.

Social Impact

The proposed rules will have a positive social impact on riders, NJ TRANSIT employees, and the State of New Jersey, by creating an administrative process to address behavior by riders, such as assaults on operators, that impacts the safe operation of NJ TRANSIT vehicles and rolling stock. The proposed rules provide a disincentive for riders to engage in such behavior, and allows NJ TRANSIT to protect its customers and employees from riders who engage in such behavior. The public benefit

EXHIBIT A

of these changes is substantial because they will result in a safer transportation network for both transit employees and the riding public.

Economic Impact

NJ TRANSIT does not anticipate that implementation of these proposed new rules will result in any significant economic impact in the State.

Federal Standards Statement

The proposed new rules incorporate and comply with the federal IIJA. The IIJA, an omnibus funding bill, provided funding for transportation companies, including NJ TRANSIT. The IIJA requires NJ TRANSIT to create a “risk reduction” program to mitigate assaults on transit workers. The IIJA defines assault on a transit worker broadly, as occurring when “an individual knowingly...interferes with, disables or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.” The VPA defines assault more narrowly, as “any attempt to cause or purposely, knowingly, or recklessly cause bodily injury to an operator of a motorbus, or any employee of rail passenger service while clearly identifiable as being engaged in the performance of their duties.” The IIJA does not specify any penalties arising from an assault, while the VPA allows NJ TRANSIT to prohibit any person who assaults a Corporation employee within the meaning of the statute from using transportation services for up to one calendar year. If the individual uses a deadly weapon during the commission of the assault, the VPA allows NJ TRANSIT to prohibit that person from accessing transportation services for life.

Jobs Impact

NJ TRANSIT does not anticipate that implementation of these proposed new rules will result in the generation or loss of jobs in the State.

Agriculture Industry Impact

The proposed new rules have no impact on the agriculture industry.

EXHIBIT A

Regulatory Flexibility Analysis

These rules do not impose reporting, recordkeeping, or other compliance requirements on small businesses. While this proposal does not directly affect small businesses, NJ TRANSIT has commercial tenants operating within its facilities. Some of these entities may be small businesses, as the term is defined in the Regulatory Flexibility Act, N.J.S.A. 52:14B-16 *et seq*, and their operations will undoubtedly benefit from safe and orderly NJ TRANSIT facilities.

Housing Affordability Impact Analysis

NJ TRANSIT does not anticipate any impact on housing affordability as a result of the proposed new rules.

Smart Growth Development Impact Analysis

NJ TRANSIT does not anticipate any impact upon smart growth or the implementation of the State Development and Redevelopment Plan as a result of the proposed new rules. The proposed new rules will have no effect on affordable housing or on housing production within Planning Areas 1 or 2, or within designated centers, under the State Development and Redevelopment Plan.

Racial and Ethnic Community Criminal Justice and Public Safety Impact

The proposed new rules do not implicate criminal law or procedure and therefore, NJ TRANSIT does not anticipate any impact on pretrial detention, sentencing, probation, or parole policies concerning juveniles and adults in the State.

Full text of the proposed amended rules follows:

16:83-1.2 Definitions

When used in this subchapter, the following terms shall have the following meanings:

EXHIBIT A

“Assault” means: (1) any attempt to cause or purposely, knowingly, or recklessly cause bodily injury to an operator of a motorbus, or any employee of rail passenger service while clearly identifiable as being engaged in the performance of their duties, as defined in N.J.S.A 2C:12-1; and/or (2) when an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard of the safety of human life, interferes with, disables or incapacitates a transit worker while the transit worker is engaged in the performance of their duties as defined in 49 U.S.C. 5302(1).

"Block" means to hinder or interfere with free passage or usage, so as to deny free access, movement, availability or purpose of any portion of NJ TRANSIT facilities or equipment.

"Bridge banner" means a temporary sign affixed to an approved NJ TRANSIT railroad bridge displaying advertisements for non-commercial community special events.

"Bridge Banner Permit" or "Banner Permit" means the document authorized by a designated NJ TRANSIT official which authorizes the display of a bridge banner.

"Certificate of Registration" means the document authorized by a designated NJ TRANSIT official, which delineates the restrictions as to specific times, specific locations and certain conditions under which a person may carry on noncommercial, public expression at a specified NJ TRANSIT facility.

"Deadly weapon" means the same as that term is defined pursuant to N.J.S.A. 2C:11-1.

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"Disrupt" means to act to hinder, interfere, upset, impede, or otherwise oppose the orderly accomplishment or pursuit of a task, duty or objective or to interrupt the proper and normal course of any independent lawful activity.

"Equipment" means any NJ TRANSIT locomotive, engine, passenger car, coach, trolley, street railway car, light rail vehicle, bus, motorcoach, van, ferry, piece of equipment or emergency device or passenger conveyance. Additionally, "equipment" as used in this chapter, unless a different meaning is clearly applicable, means and includes any NJ TRANSIT "Motor Vehicle" as defined under Title 39, Motor Vehicle and Traffic Laws of New Jersey. "Expressive area" means designated portions of specific NJ TRANSIT facilities where a Certificate of Registration holder may locate and may exercise non-commercial public expression.

"Facilities" means all stations and terminals owned or operated by NJ TRANSIT under contract, lease or other agreements or arrangements, including joint service arrangements. NJ TRANSIT facilities are open to the public only at NJ TRANSIT's discretion and NJ TRANSIT retains all rights of ownership in its facilities. Further, the term "facilities" shall mean rights of way and related trackage and sidings, rails, catenary systems, depots, yards, tunnels, bridges, structures, storage areas, parking areas, offices, buildings, signal and communications systems and networks, dispensing machines, signal power, power plants, emergency exits, stairways, ventilation systems, signage, lighting, repair and maintenance shops and other property, and all things used, owned, leased, held or occupied by NJ TRANSIT for or incidental to the operation, rehabilitation or improvement of rail, light rail and/or bus operations in the State of New Jersey and other jurisdictions where NJ TRANSIT operates to and from.

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“Harassing behavior” means any of the behaviors defined as harassment in N.J.S.A. 2C:33-4.

“Lewd behavior” means any of the behaviors defined as lewdness in N.J.S.A. 2C:14-4.

"Non-commercial community special event" means any non-commercial event open to the public, conducted and/or sponsored by a governmental, educational, charitable, religious, or any other non-profit organization. This definition is not intended to apply, and does not apply to, activities that are conducted on a continual, ongoing basis. Non-commercial community special events are those activities conducted on a one-time, annual, monthly, or seasonal basis on specific calendar dates.

"Non-commercial expression" means the public exercise of free speech rights in or on NJ TRANSIT facilities or equipment, which concern political, social, religious or other issues to the extent that such free speech expression is protected by the United States or State Constitutions, as applicable. Non-commercial public expression includes, but is not limited to, leafleting, public speaking, solicitation of signatures and comments, and solicitation of contributions, but not sales transactions, for religious, political or charitable causes. This definition is not intended to apply, and does not apply to, talking, reading, wearing political buttons or other forms of private individualized expressions, which are permitted throughout the public areas of facilities and equipment. Any advertisement, activity or solicitation that materially proposes a commercial transaction is expressly excluded.

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"Obstruct" means to walk, run, stand, sit, lie, drive or place an object in such a manner as to block and/or hinder passage by another person or by a vehicle or to require another person or vehicle to take evasive action to avoid physical contact.

"Official" means any person or persons designated by NJ TRANSIT to have supervisory and/or operational authority and responsibility for NJ TRANSIT facilities and/or equipment, or any portion thereof.

"Operational Employees" means persons who are employees of NJ TRANSIT, who are protected by the enhanced penalties provided by the Motorbus and Passenger Rail Service Employee Violence Prevention Act (VPA), as codified in P.L. 2021 c. 352, N.J.S.A. 2C:12-1b(5)(g), including, but not limited to, any operator of a motorbus, light rail vehicle operators, railroad engineers and conductors, while clearly identifiable as being engaged in the performance of their official duties, or because of their status as an employee.

"Person" means any natural person, individual or group of individuals, corporation, society, organization, company, association, partnership, firm, or other entity.

"Personal notice" means an oral or written communication directed to an individual or a group of individuals from an NJ TRANSIT official.

"Police officer" means any member of the NJ TRANSIT Police Department, or any other law enforcement officer who has jurisdiction in, on, or adjacent to the NJ TRANSIT equipment or facility.

"Possess" means to have or to exercise control or command over any item, device, tool, product or matter.

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"Public area" means such portions of NJ TRANSIT facilities and equipment, which are routinely and normally accessible to members of the public and are adapted to provide for the convenience of persons utilizing the services of NJ TRANSIT.

"Purposely" means intentionally, deliberately or with the objective, design or plan to participate in such conduct, which is known or expected to or is likely to cause a certain or specific result.

"Restrict" means to confine or set limits or to hold within bounds and limitations. Additionally, the term "restrict" shall include the exclusion of designated persons or groups.

"Restricted area" means such portions or portion of NJ TRANSIT facilities and equipment which are separately secured, locked, fenced, posted or otherwise adapted so as to put persons on notice that unauthorized entry is not permitted. Additionally, "restricted area" shall include portions of NJ TRANSIT facilities which are the subject of notification by personal communication, public announcement or appropriate signs that such areas are temporarily not to be entered and/or remained upon.

"Rider" means any person riding, boarding or alighting a NJ TRANSIT vehicle used in revenue service, or any person present in any and all NJ TRANSIT stations, facilities or equipment.

"Ridership Appeal Board" means the entity constituted by NJ TRANSIT to review a Rider's appealed suspension or revocation of riding privileges.

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“Serious bodily injury” means bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

16:83-3.3 Rider Conduct

When a Rider’s conduct impedes or threatens the safe operation of NJ TRANSIT equipment or the transit system, the disruptive Rider’s privilege to ride on NJ TRANSIT’s system may be suspended. Such conduct that impedes or threatens the safe operation of NJ TRANSIT equipment includes:

a. Acts of assault on Operational Employees as defined by the VPA, codified at N.J.S.A. 2C: 12-1b(5)(g);

b. Acts of assault on a Transit Worker as defined by IIJA, codified at 49 U.S.C.S. 5302(1);

c. Any other activity prohibited by federal law and/or regulation, state law and/or regulation, or local ordinance that interferes, impedes or threatens the safe operation of NJ TRANSIT equipment.

d. Lewd and/or harassing behavior that is so disruptive that it threatens the welfare and/or safety of Operational Employees and/or Riders.

16:83-3.4 Suspension of Ridership Privileges

a. In addition to immediate removal from NJ TRANSIT facilities or equipment, along with any such other actions or remedies that may be available under law or

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equity, Riders who are found to have engaged in prohibited acts pursuant to N.J.A.C.16:83-3.3, as a result of a first offense, may have their ridership privileges on NJ TRANSIT's system suspended for a period not to exceed three (3) calendar months. If the Rider engages in a second offense, ridership privileges may be suspended for a period not to exceed six (6) calendar months. Ridership privileges may be suspended for up to one (1) calendar year if a third or subsequent offense occurs. In exceptional circumstances, such as an injury sustained by a Rider or operational employee as a result of prohibited behavior, a Rider's privileges may be suspended for up to one (1) calendar year, regardless of the number of offenses committed.

b. If a Rider uses a deadly weapon during the commission of an assault, NJ TRANSIT may at its own discretion prohibit that Rider from accessing its transportation services for life.

16:83-3.5 Process for Suspension of Ridership Privileges

a. Notice of a Suspension shall: (1) be in writing, (2) state the reason for the suspension and the time period of the suspension, and (3) contain a hearing date and location for a Ridership Suspension Hearing, which may be telephonic and/or electronic via a video hosting platform such as Zoom, Skype, and/or Teams, at which time the Rider may appear to oppose the suspension.

b. The Notice of Suspension shall be by email with the consent of the Rider, and a valid email address provided by the Rider, or by personal service, hand delivery, or via regular and/or Certified Mail. A Rider who refuses to provide

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information sufficient to allow for service of the Notice of Suspension, or who provides false information to NJ TRANSIT, preventing NJ TRANSIT from serving a notice of suspension, shall be deemed to have waived service.

c. NJ TRANSIT shall bear the burden of proving, by a preponderance of the evidence, both the prohibited behavior alleged and that the sanction it has imposed is consistent with the applicable law. Conformance to legal rules of evidence is not necessary, and NJ TRANSIT shall consider the relevancy and materiality of the evidence offered. In the event the Rider does not appear for the hearing, after verifying that NJ TRANSIT sent proper Notice under this Section, and/or that proper notice to the Rider was not possible due to the Rider's failure or refusal to provide information sufficient to allow for service of the Notice of Suspension, or due to the Rider's provision of false information to NJ TRANSIT, NJ TRANSIT will proceed with the hearing based upon the relevant evidence in its possession.

d. The Ridership Suspension Hearing shall be presided over by a hearing officer.

1. The hearing officer for a Ridership Suspension Hearing shall consist of a NJ TRANSIT non-agreement employee designated by the Senior Vice President, General Manager, and/or highest ranked equivalent, of the applicable operational unit where the alleged offense occurred.

2. It shall be the duty of the Ridership Suspension Hearing officer to preside over the matter, allowing all parties an opportunity to present relevant evidence,

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including development of a record as to the facts and circumstances of the issues before the hearing officer.

e. NJ TRANSIT shall determine whether to suspend the ridership privileges of the Rider, and the duration of the suspension, within ten (10) calendar days of the hearing. NJ TRANSIT's Notice of Determination shall be provided to the Rider by email with the consent of the Rider, and a valid email address provided by the Rider, or by personal service, or via regular and Certified Mail to the Rider. NJ TRANSIT shall also provide the Rider with information regarding the process for filing an Appeal of Suspension of Ridership Privileges.

f. For assaults involving exceptional circumstances and assault with a deadly weapon as defined in N.J.A.C. 16:83-35a and b, NJ TRANSIT may suspend the ridership privileges of the Rider prior to the outcome of any hearing held under this section. Any pre-hearing suspension shall be credited as time served for any suspension levied after a hearing.

g. NJ TRANSIT shall issue further internal procedures governing the conduct of Ridership Suspension Hearings as necessary, consistent with these regulations.

16:83-3.6 Violations of a Suspension

If a Rider continues to access the NJ TRANSIT system while suspended, such act shall constitute an additional and separate offense under these regulations. After the applicable hearing process has been held, an additional and separate suspension, to run consecutively, may be assessed in accordance with these regulations.

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16:83-3.7 Appeal of Suspension of Ridership Privileges

a. A Rider has the right to appeal any determination made pursuant to these sections, in accordance with the following procedure. A Rider also has the right to request that any suspension be tolled while such an appeal is pending.

b. A Rider with suspended ridership privileges may appeal their suspension by filing a Notice of Appeal with NJ TRANSIT [put in address here] within ten (10) calendar days of NJ TRANSIT's Notice of Determination.

c. Upon a Rider's filing of an appeal, NJ TRANSIT shall appoint a Ridership Appeal Board which will review the suspension of ridership privileges, including but not limited to, that the Rider did not engage in the prohibited behavior under these provisions, as well as the basis and length of the suspension, before issuing a determination on the appeal. All appeals must be received by NJ TRANSIT within ten (10) calendar days from the date NJ TRANSIT's decision was rendered.

d. It shall be the duty of the Ridership Appeal Board to act as a final appeals board in hearing and deciding ridership suspension cases. The Ridership Appeal Board shall consist of three members, and act by majority rule.

1. The Chairperson of the Ridership Appeal Board shall preside at all meetings of the Ridership Appeal Board. The Chairperson shall be the Chief of the NJ TRANSIT Police Department, or their designee.

2. The vice-chairperson shall perform the duties of the chairperson during any period of the latter's absence or incapacity. The vice-chairperson shall be appointed by the Chief Compliance Officer, upon the recommendation of the labor

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organization representing the impacted operational employee(s). If the applicable labor organization fails to recommend a vice-chairperson, the vice-chairperson shall be the Chief Compliance Officer, or their designee.

3. The executive secretary shall keep a record of proceedings of appeals heard by the Ridership Appeal Board and shall prepare minutes to record all actions of the Board during an appeal. The executive secretary shall be the Senior Vice President, General Manager, and/or highest ranked equivalent, of the applicable operational unit where the alleged offense occurred, or their designee, however, such designee may not also have served as the hearing officer in the matter before the Ridership Appeal Board.

4. The chairperson of the Ridership Appeal Board, may issue subpoenas and shall sign all orders and other official documents issued in the name of the Ridership Appeal Board, and shall certify its decisions. The executive secretary shall be charged with the supervision of all administrative work of the Ridership Appeal Board.

e. The Ridership Appeal Board shall respond to any request to toll the suspension of ridership privileges pending appeal within five (5) business days of receipt of such request. The request to toll such a suspension shall be granted or denied at the discretion of the Ridership Appeal Board. The Ridership Appeal Board shall issue a final ruling with respect to an appeal within thirty (30) days of receipt of a Notice of Appeal, though the time for a final ruling may be extended for good cause.

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f. If a Rider successfully appeals a suspension under the procedures set forth herein, the Rider may continue to use the NJ TRANSIT system.

g. NJ TRANSIT shall issue further rules and/or procedures governing the conduct of the Ridership Appeal Board as necessary, consistent with these regulations.

16:83-3.8 Dispute Resolution

NJ TRANSIT is an entity of the State of New Jersey. Upon a final determination by the Ridership Appeal Board that a Rider's privileges have been suspended, the Rider may seek judicial review of the final agency action of NJ TRANSIT by filing the appropriate appeal with the Superior Court of New Jersey, Appellate Division, as provided by R. 2:2-3(a)(2).

16:83-3.10 Reservation of Rights

These regulations shall not impact, bar or limit the ability of NJ TRANSIT, any law enforcement agency, or any affected individual, from pursuing such other criminal and/or civil remedies as may be available to them at law and/or equity arising from a Rider's actions. A Rider's failure to abide by these regulations may result in NJT seeking additional relief at law and/or equity.

ITEM 2212-102: PROPOSED LABOR AGREEMENT: FRATERNAL ORDER OF POLICE (FOP) LODGE #37

WHEREAS, NJ TRANSIT and special counsel, in recognition of collective bargaining negotiations, recommends approval to enter into agreement for a term of July 1, 2022 through June 30, 2027; and

WHEREAS, the Fraternal Order of Police (FOP) Lodge #37 ratified the economic terms and other proposed conditions contained in the collective bargaining agreement; and

WHEREAS, the collective bargaining agreement with NJ TRANSIT's Fraternal Order of Police (FOP) Lodge #37 covers Sergeants and Lieutenants;

NOW, THEREFORE, BE IT RESOLVED, the Chair, President & CEO, or a designee, is authorized to enter into contract with the Fraternal Order of Police (FOP) Lodge #37 for the term of July 1, 2022 until June 30, 2027, subject to the availability of funds, approve the economic terms and other proposed conditions contained in the collective bargaining agreement, and take all necessary steps to finalize and implement same.

Proposal

The proposal is submitted on November 15, 2022, as part of the collective bargaining process by New Jersey Transit to the Fraternal Order of Police Lodge # 37.

1. Duration

Effective Date - July 1, 2022 - Expiration - June 30, 2027

2. Wages

Three percent (3%) annual wage increases:

July 1, 2022 – 3%

July 1, 2023 – 3%

July 1, 2024 – 3%

July 1, 2025 – 3%

July 1, 2026 – 3%

Sergeants - July 1, 2022 - 3%			
49-60	100.0%	\$58.73	\$122,158.40
61-72	101.0%	\$59.32	\$123,385.60
73-84	102.0%	\$59.91	\$124,612.80
85-96	103.0%	\$60.49	\$125,819.20
97-108	104.0%	\$61.08	\$127,046.40
109-228	105.0%	\$61.67	\$128,273.60
229-278	105.5%	\$61.96	\$128,876.80
279 +	106.0%	\$62.25	\$129,480.00

Lieutenants - July 1, 2022 - 3%			
49-60	100.0%	\$64.60	\$134,368.00
61-72	101.0%	\$65.25	\$135,720.00
73-84	102.0%	\$65.89	\$137,051.20
85-96	103.0%	\$66.54	\$138,403.20
97-108	104.0%	\$67.18	\$139,734.40
109-228	105.0%	\$67.83	\$141,086.40
229-278	105.5%	\$68.15	\$141,752.00
279 +	106.0%	\$68.48	\$142,438.40

Sergeants - July 1, 2023 - 3%			
49-60	100.0%	\$60.49	\$125,819.20
61-72	101.0%	\$61.10	\$127,088.00
73-84	102.0%	\$61.70	\$128,336.00
85-96	103.0%	\$62.31	\$129,604.80
97-108	104.0%	\$62.91	\$130,852.80

Lieutenants - July 1, 2023 - 3%			
49-60	100.0%	\$66.54	\$138,403.20
61-72	101.0%	\$67.21	\$139,796.80
73-84	102.0%	\$67.87	\$141,169.60
85-96	103.0%	\$68.54	\$142,563.20
97-108	104.0%	\$69.20	\$143,936.00

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109-228	105.0%	\$63.52	\$132,121.60
229-278	105.5%	\$63.82	\$132,745.60
279 +	106.0%	\$64.12	\$133,369.60

109-228	105.0%	\$69.87	\$145,329.60
229-278	105.5%	\$70.20	\$146,016.00
279 +	106.0%	\$70.53	\$146,702.40

Sergeants - July 1, 2024 - 3%			
49-60	100.0%	\$62.31	\$129,604.80
61-72	101.0%	\$62.93	\$130,894.40
73-84	102.0%	\$63.56	\$132,204.80
85-96	103.0%	\$64.18	\$133,494.40
97-108	104.0%	\$64.80	\$134,784.00
109-228	105.0%	\$65.43	\$136,094.40
229-278	105.5%	\$65.74	\$136,739.20
279 +	106.0%	\$66.05	\$137,384.00

Lieutenants - July 1, 2024 - 3%			
49-60	100.0%	\$68.54	\$142,563.20
61-72	101.0%	\$69.23	\$143,998.40
73-84	102.0%	\$69.91	\$145,412.80
85-96	103.0%	\$70.60	\$146,848.00
97-108	104.0%	\$71.28	\$148,262.40
109-228	105.0%	\$71.97	\$149,697.60
229-278	105.5%	\$72.31	\$150,404.80
279 +	106.0%	\$72.65	\$151,112.00

Sergeants - July 1, 2025 - 3%			
49-60	100.0%	\$64.18	\$133,494.40
61-72	101.0%	\$64.82	\$134,825.60
73-84	102.0%	\$65.46	\$136,156.80
85-96	103.0%	\$66.11	\$137,508.80
97-108	104.0%	\$66.75	\$138,840.00
109-228	105.0%	\$67.39	\$140,171.20
229-278	105.5%	\$67.71	\$140,836.80
279 +	106.0%	\$68.03	\$141,502.40

Lieutenants - July 1, 2025 - 3%			
49-60	100.0%	\$70.60	\$146,848.00
61-72	101.0%	\$71.31	\$148,324.80
73-84	102.0%	\$72.01	\$149,780.80
85-96	103.0%	\$72.72	\$151,257.60
97-108	104.0%	\$73.42	\$152,713.60
109-228	105.0%	\$74.13	\$154,190.40
229-278	105.5%	\$74.48	\$154,918.40
279 +	106.0%	\$74.84	\$155,667.20

Sergeants - July 1, 2026 - 3%			
49-60	100.0%	\$66.11	\$137,508.80
61-72	101.0%	\$66.77	\$138,881.60
73-84	102.0%	\$67.43	\$140,254.40
85-96	103.0%	\$68.09	\$141,627.20
97-108	104.0%	\$68.76	\$143,020.80
109-228	105.0%	\$69.42	\$144,393.60
229-278	105.5%	\$69.75	\$145,080.00
279 +	106.0%	\$70.08	\$145,766.40

Lieutenants - July 1, 2026 - 3%			
49-60	100.0%	\$72.72	\$151,257.60
61-72	101.0%	\$73.45	\$152,776.00
73-84	102.0%	\$74.18	\$154,294.40
85-96	103.0%	\$74.90	\$155,792.00
97-108	104.0%	\$75.63	\$157,310.40
109-228	105.0%	\$76.36	\$158,828.80
229-278	105.5%	\$76.72	\$159,577.60
279 +	106.0%	\$77.08	\$160,326.40

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3. Uniform Maintenance

Uniform maintenance \$1,500.00 payable annually.

4. Vacation

Length of Service	Vacation Allowance
After the completion of 4 years	120 Hours
After the completion of 8 years	160 Hours
After the completion of 13 years	200 Hours

5. Comp Time Bank

Twice per year FOP members may cash out comp time earned if the FOP Member has used less than 20 hours of sick time for the calendar year by July 1st and less than 40 hours of sick time for the calendar year by December 1st. The check issued for the cash out of comp time will be separate from the FOP members' weekly paycheck.

Comp time bank shall be a maximum of 120 hours.

Comp time will be accumulated at the rate of time and one half (1 ½) for each 1 hour worked. Comp Time will be accumulated for every hour worked in excess of 10 hours on any workday and for each 1 hour worked on SO's day off. Splitting overtime hours between cash and comp can only be done with one entry per calendar day.

6. Personal Days

One additional personal day for all FOP members upon completion of 15 years of service.

7. Holidays

Holiday pay will be paid for 11 annual holidays:

New Year's Day	Martin Luther King Day
Presidents Day	Memorial Day
Juneteenth	Independence Day
Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve
Christmas Day	

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Holiday pay will be at the straight-time rate for the supervisor's scheduled tour of duty. A holiday will be considered the actual day of the holiday and not the celebrated day.

Supervisors who work a holiday on their scheduled tour of duty will be paid at the rate of time and one-half of their straight-time rate.

Supervisors who are eligible and work overtime on a holiday will be paid at a rate double their straight-time rate. Comp time earned on a holiday will be accrued at a rate of double non-holiday comp time calculations, 2 hours comp time earned for every hour worked.

Holiday overtime must be taken in cash when reimbursed funds are being used for payment.

Supervisors who are on suspension will not receive holiday pay.

Supervisors must work their most previous scheduled tour of duty prior to a holiday and the first scheduled tour of duty after a holiday to receive holiday pay. To be eligible for Holiday pay supervisors cannot call out sick full or partial for the shift before or after a holiday.

If the holiday falls before and/or after an SO's approved time off (Vacation/Personal/Comp), the SO must work a full 10 hour shift the last day before and the first day after the approved time off to receive the holiday benefit. SO's utilizing sick time to cover a pending Workers Comp will receive holiday pay if the claim is approved if the claim is denied the holiday pay will not be paid or if holiday pay has already been paid, the holiday payment will be reimbursed by the SO.

8. Benefits

Officers retiring on or after July 1, 2022, who have completed Tier 1 – Tier 3 minimum requirements of the NJ Police and Fire Retirement System will receive the same benefits as active status officers. The cost calculation method will be the same as utilized for active officers.

1) Prescription Drugs (Express Scripts, Inc. – ESI (formerly known as Medco)):

a) Institute DAW (dispense as written) for prescriptions

2) Dental (Horizon):

a) Eliminate the "Triple-Option" dental benefits plan (replace with DOP)

3) Medical (Horizon):

a) Eliminate Out-of-Network coverage for Physical Therapy, Chiropractic, Acupuncture, Laboratory, Bariatric, and Dialysis

b) Revise Applied Behavior Analysis (ABA) autism therapy coverage - Cover All

c) IVF (following the SHBP benefits for fertility services)

d) Change the Out-of-Network Reimbursement Methodology to 180% CMS

e) Replace the HMO with an EPO

Retirees who marry after their retirement: spousal/partner benefits will not be available until after their 1-year marriage anniversary.

Upon reaching the age of 65 covered recipients will transition to Medicare as their primary medical benefits.

9. Start Times

Start times not to exceed 4 hours prior to or after start times

First shift	7a.m / 8 a.m.
Second Shift	3 p.m. / 4 p.m.
Third Shift	11 p.m. / 12 a.m.

10. Temporary Orders

Temporary orders may be issued for up to 120 days. Orders may be a single continuous order or multiple orders not to exceed 120 days in total in a calendar year. A SO wishing to volunteer to work or remain on a temporary assignment in excess of 120 days may do so by making their request in writing to the Chief of Police.

11. Central Police Pool

- (a) The Pool shall not exceed 10% of the authorized sworn bargaining unit personnel.
- (b) The Pool shall be divided into two distinct regions, one Northern and one Southern, divided by a "Plumsted Line" extending from Roebling on the Western side of New Jersey to Bayville on the Eastern side of New Jersey.
- (c) There are no restrictions on the number of assignments a Pool supervisor can be assigned to as long as he/she is qualified, provided that Pool personnel will not be subject to temporary transfers outside of their Region unless the individual supervisor volunteers in writing.
- (d) A Pool supervisor's regular work week shall consist of ten-hour workdays and three regular days off, which shall be regularly assigned to that supervisor on the same basis as a nonPool supervisor's regular days off. This means that a Pool supervisor's regular work week and regular days off are set on the same basis as any other supervisor, regardless of the pay period.

- (e) Prior to the end of each workday, Pool supervisors shall receive the location and starting time of their next working day's assignment. Pool supervisors will have at least eight hours of rest between assigned work shifts. They may, however, be assigned to work overtime following a shift subject to the minimum rest requirement.
- (f) Subject to the limitations of this section, the Pool will be staffed by qualified supervisors who have attained the assignment by normal bid procedures.
- (g) Pool position bids will be for a base Transit District. Pool supervisors may be assigned to other transit districts within the region to meet the needs of service.
- (h) Pool supervisors shall be permitted to keep their equipment in their cars to and from their daily assignments, but their weapons and portable radios shall never be left unattended in their vehicles.

12. Sick time

All sick days beyond the 4th sick day used annually will require a doctor's note from an in-person doctor visit.

Supervisors must work a full scheduled workday before being eligible to work overtime or extra duty after being absent on sick time.

Supervisors who are ordered into work will be eligible for overtime regardless of sick time use at the rate of time and a half. If the supervisor is ordered in on a holiday post after utilizing a sick day or early quit sick time on their last scheduled day or returning from a Vacation/Personal/Comp Day, the SO will be paid a rate time and a half.

Any exception to this provision will be at the discretion of the Chief of Police.

13. Promotions

Eligibility for participation in the examination for Lieutenant will be restricted to Sergeants with a minimum of three (3) years of service in the rank of Sergeant as of the date of the written examination.

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Sergeants will be eligible for a maximum of one (1) additional point added to their final cumulative score on the Lieutenants exam in the following circumstances:

- Sergeants who have served in the rank of Sergeant for a minimum of seven years.

OR

- Sergeants who meet the requirements to be considered Veteran's preference/status.

To be eligible for the combat veteran's point, Sergeants must have served in the geographic area or on a ship patrolling the territorial water of the nation or in the airspace over Lebanon, Grenada, Panama, the Persian Gulf, Bosnia, Herzegovina, Haiti, Operation Enduring Freedom, or Operation Iraqi Freedom, for at least 30 days beginning on or before the date of termination of that mission or operation.

- Lebanon Crisis: 30 days on or after July 1, 1958, commencing on or before November 1, 1958.
- Lebanon: 30 days on or after September 26, 1982 and must have begun on or before December 1, 1987.
- Grenada: 30 days on or after October 23, 1983, and must have begun on or before November 21, 1983.
- Panama: 30 days on or after December 20, 1989, and must have begun on or before January 31, 1990.
- Operation Desert Shield/Desert Storm: 30 days on or after August 2, 1990, to February 28, 1991.
- Somalia: 30 days on or after December 5, 1992, and must have begun on or before March 31, 1994.
- Bosnia and Herzegovina (Operation Joint Endeavor/Operation Joint Guard): 30 days on or after November 20, 1995, and on or before June 20, 1998.
- Haiti (Operation Uphold Democracy): 30 days on or after September 19, 1994, and on or before March 31, 1995.
- Operation Enduring Freedom: 30 days on or after September 11, 2001.
- Operation Iraqi Freedom: 30 days on or after March 19, 2003.

Proper documentation such as DD Form 214, Honorable Discharge Certificate, or other official confirmatory documentation, is required and must be submitted with the candidate written exam acknowledgment.

Newly promoted Sergeants and Lieutenants will be subject to a six (6) month probationary period, seniority in the rank will begin on the date of the actual promotion. The Chief reserves the right to extend the probationary period. The officer will be notified in writing of the probation extension and the course of corrective action.

DS 11/29/22

14. Flexible Spending Account

All premiums for Health coverage paid by employees shall be with pretax dollars unless the employee elects to have them paid with post-tax dollars. The Company provides a flexible spending account to which employees may contribute pre-tax dollars for health care and dependent care. Maximum contributions shall mirror IRS guidelines.

 11/29/22

Dominic Imperillo
President of FOP 37

DS 11/29/22

ITEM 2212-103: INFORMATION TECHNOLOGY: AMENDMENT TO CONTRACT WITH INTEGRATION PARTNERS FOR NETWORK RESILIENCY

WHEREAS, the devices on the NJ TRANSIT corporate network are critical to business operations and include ticket vending machines and ticket office machines, audio and signage on buses and rail cars and at all stations and terminals, security cameras and video recorders, KRONOS timekeeping, Police radio communications, WIFI, and all office PCs and printers; and

WHEREAS, the Network Resiliency Project aims to provide added network circuit connectivity to prevent failures and ensure continuity of business operations; and

WHEREAS, NJ TRANSIT currently uses routers, switches, and other hardware manufactured by Extreme throughout our network environment; and

WHEREAS, Integration Partners has expertise in the configuration, installation, and testing of Extreme equipment and was awarded the original contract for network resiliency; and

WHEREAS, additional services are required from Integration Partners to supplement internal staff for the configuration, installation, and testing of Extreme equipment at 148 sites; and

WHEREAS, these services were bid according to the method of operations for NJ State Contract M7000 for Data Communications;

NOW, THEREFORE, BE IT RESOLVED that the Chair or President & CEO is authorized to amend NJ TRANSIT Contract No. 21-642 with Integration Partners of Lexington, Massachusetts, under New Jersey State Contract M7000 for Data Communications for network architecture design, installation, and testing services of \$668,988.18, plus five percent for contingencies, subject to the availability of funds.

**ITEM 2212-104: PROPERTY ACQUISITION OF BUS GARAGE IN WESTWOOD,
NEW JERSEY**

WHEREAS, a vacant bus garage in Westwood, New Jersey has been identified as necessary for acquisition in support of Goal 1 of NJ TRANSIT's Strategic Plan – to ensure the reliability and continued safety of our transit system, specifically by expanding the network of bus garages to support fleet expansion, sustainability upgrades and alleviate overcrowding in existing bus facilities; and

WHEREAS, the property consists of a 4.73-acre site with three buildings (collectively, the “Westwood Garage”) and contains approximately 47,910 square feet of useable space, including maintenance and fueling facilities, bus washes, dispatching and office space; and

WHEREAS, the property is owned by Rockland Coaches Inc., an affiliate of Coach USA Inc. (“Coach”) who have ceased operations on the site and were preparing to sell it;

NOW, THEREFORE, BE IT RESOLVED that the President and Chief Executive Officer, in consultation with the Board Chair, is authorized and directed to: (1) execute and deliver any agreement for the purpose of funding the Property acquisition costs; (2) acquire the Property, for an amount not to exceed that amount which was discussed in Executive Session, subject to the availability of funds, and negotiate and enter into or execute all documents, instruments and papers, and do and perform any and all acts or things, including by assignment of and hiring of staff and resources to proceed with the Property acquisition, in accordance with N.J.S.A. 27:25-1 et seq.; (3) exercise the power of eminent domain in accordance with the Eminent Domain Act, N.J.S.A. 27:25-5(j) and N.J.S.A. 27:25-13, and file complaints in condemnation, file and record declarations of taking, and execute deeds in lieu of condemnation in accordance with N.J.S.A. 20:3-1 et seq; and (4) carry out the relocation of affected property, if any, in accordance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, 42 U.S.C.A. §4601, et seq. and Uniform Transportation Housing Replacement and Relocation Act, N.J.S.A. 27:7-72 et seq.

ITEM 2212-105: PERSONAL INJURY CLAIM OF JOSE GUERRERO

WHEREAS, Article VI, Section II of the By-Laws requires Board Authorization for settlement of claims in excess of \$500,000; and

WHEREAS, Jose Guerrero has presented a claim with a probable settlement cost greater than \$500,000; and

WHEREAS, staff has reviewed the claim and recommends settling this case out of court;

NOW, THEREFORE, BE IT RESOLVED that the Chair or President & CEO is authorized to settle the claim of Jose Guerrero through his attorney, at an amount discussed in Executive Session. The Attorney General has approved the proposed settlement, subject to the availability of funds.

ITEM 2212-106: PERSONAL INJURY CLAIM OF ALINA JADASZEWSKA

WHEREAS, Article VI, Section II of the By-Laws requires Board Authorization for settlement of claims in excess of \$500,000; and

WHEREAS, Alina Jadaszewska has presented a claim with a probable settlement cost greater than \$500,000; and

WHEREAS, staff has reviewed the claim and recommends settling this case out of court;

NOW, THEREFORE, BE IT RESOLVED that the Chair or President & CEO is authorized to settle the claim of Alina Jadaszewska through her attorney, at an amount discussed in Executive Session. The Attorney General has approved the proposed settlement, subject to the availability of funds.

**ITEM 2212-107: PERSONAL INJURY CLAIM OF THE ESTATE OF FREDERICK
MALCHOW**

WHEREAS, Article VI, Section II of the By-Laws requires Board Authorization for settlement of claims in excess of \$500,000; and

WHEREAS, The Estate of Frederick Malchow has presented a claim with a probable settlement cost greater than \$500,000; and

WHEREAS, staff has reviewed the claim and recommends settling this case out of court;

NOW, THEREFORE, BE IT RESOLVED that the Chair or President & CEO is authorized to settle the claim of The Estate of Frederick Malchow through its attorney, at an amount discussed in Executive Session. The Attorney General has approved the proposed settlement, subject to the availability of funds.

EXECUTIVE SESSION AUTHORIZATION

BE IT HEREBY RESOLVED pursuant to N.J.S.A. 10:4-12 and N.J.S.A. 10:4-13 that the Board of Directors of the New Jersey Transit Corporation hold an executive session to discuss personnel matters, contract negotiations, the status of pending and anticipated litigation, and matters falling within the attorney-client privilege, including, but not limited to the Property Acquisition of 82 Circle Avenue, Clifton, New Jersey for the Relocation of the Maintenance of Way Facility and the Grade Crossing License Agreement – Standard Street Alpha Property, LLC; and

BE IT FURTHER RESOLVED that it is expected that discussions undertaken at this executive session could be made public at the conclusion of these matters as appropriate.