

# **Putnam County, NY Public Transportation Agency Safety Plan (PTASP)**



## Introduction

Pursuant to Federal Transit Administration (FTA) 49 C.F.R. Part 673, an operator a of public transportation system and recipient of 5307 funds serving an urbanized area with a population of 200,000 or more is required to develop for implementation a Public Transportation Agency Safety Plan (PTASP) in accordance with the aforesaid statutes. This PTASP outlines the safety processes and procedures for the Putnam Area Rapid Transit (PART) system. It incorporates existing agency safety protocols and best practices designed to comply with federal regulations. The complete text of 49 C.F.R. Part 673 is available at [Federal Register - PTASP](#).

Putnam County aims to address all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan. Furthermore, under Part 673, Putnam County is required to maintain documentation supporting its PTASP, including records of implementation and outcomes from relevant processes and activities. Putnam County already maintains existing documents that describe the processes, procedures, and other information required by Part 673. Where applicable, these documents are referenced throughout Putnam County's PTASP.

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## Table of Contents

<b>DESCRIPTION OF ATTACHMENTS .....</b>	<b>2</b>
<b>LIST OF ACRONYMS USED IN THE PTASP .....</b>	<b>2</b>
<b>1. TRANSIT AGENCY INFORMATION .....</b>	<b>3</b>
<b>2. PLAN DEVELOPMENT, APPROVAL, AND UPDATES .....</b>	<b>4</b>
<b>3. SAFETY PERFORMANCE TARGETS .....</b>	<b>5</b>
<b>4. SAFETY RISK REDUCTION .....</b>	<b>6</b>
<b>5. SAFETY MANAGEMENT POLICY .....</b>	<b>7</b>
<b>6. SAFETY RISK MANAGEMENT .....</b>	<b>10</b>
<b>7. SAFETY ASSURANCE .....</b>	<b>11</b>
<b>8. SAFETY PROMOTION .....</b>	<b>12</b>
<b>9. SAFETY COMMITTEE .....</b>	<b>13</b>
<b>10. ASSAULT ON TRANSIT WORKERS .....</b>	<b>14</b>
<b>ATTACHMENT A .....</b>	<b>15</b>
<b>ATTACHMENT B .....</b>	<b>20</b>
<b>ATTACHMENT C .....</b>	<b>21</b>
<b>ATTACHMENT D .....</b>	<b>22</b>
<b>ATTACHMENT E .....</b>	<b>23</b>
<b>ATTACHMENT F .....</b>	<b>25</b>
<b>ATTACHMENT G .....</b>	<b>27</b>
<b>ATTACHMENT H .....</b>	<b>28</b>
<b>ATTACHMENT I .....</b>	<b>29</b>
<b>ATTACHMENT J .....</b>	<b>30</b>

## Description of Attachments

- Attachment A:
  - Resolution #182 of 2025
  - Resolution #126 of 2024
  - Resolution #125 of 2022
- Attachment B: Safety Committee Approval Form
- Attachment C: MV Transportation System Safety Program Plan (SSPP) Cover<sup>\*</sup>
- Attachment D: MV Transportation Safety Management System (SMS) Plan Cover<sup>\*</sup>
- Attachment E: SMS Hazard/Risk Report Form
- Attachment F:
  - Hazard Severity Table
  - Hazard Probability Table
  - Risk Assessment Frequency / Severity Matrix
  - Hazard Resolution Table
- Attachment G: 2025 MV Safety Calendar
- Attachment H: 2024/2025 MV Safety Committee Membership
- Attachment I: Sample Safety Committee Agenda/Notes
- Attachment J: FTA Safety Risk Assessment Matrix

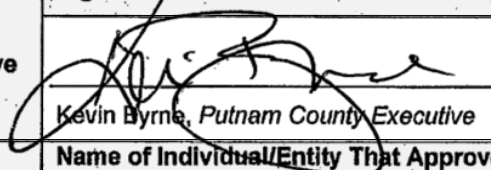
## List of Acronyms Used in the PTASP

Acronym	Word or Phrase
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
NTD	National Transit Database
NYMTC	New York Metropolitan Transportation Council
NYSDOT	New York State Department of Transportation
PART	Putnam Area Rapid Transit
PTASP	Public Transportation Agency Safety Plan
SMS	Safety Management System Plan
SRM	Safety Risk Management
SSPP	System Safety Program Plan
VRM	Vehicle Revenue Miles

## 1. Transit Agency Information

<b>Transit Agency Name</b>	Putnam County PART (Putnam Area Rapid Transit)			
<b>Transit Agency Address</b>	841 Fair Street, Carmel, NY 10512			
<b>Transit Agency Website</b>	<a href="https://putnamcountyny.gov/transportation">https://putnamcountyny.gov/transportation</a>			
<b>Name and Title of Accountable Executive</b>	Kevin Byrne, <i>Putnam County Executive</i>			
<b>Name of Chief Safety Officer or SMS Executive</b>	Barbara Barosa, <i>Commissioner of Planning, Development &amp; Public Transportation</i>			
<b>Mode(s) of Service Covered by This Plan</b>	- Fixed Route - Paratransit	<b>List All FTA Funding Types (e.g., 5307, 5337, 5339)</b>	- 5307/5340 - 5311 - 5339	
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	- Fixed Route Bus Service - Complimentary Paratransit			
<b>Urbanized Area (UZA) Served</b>	The PART system serves two Urbanized Areas: - New York – Newark, NY-NJ-CT - Danbury, CT-NY			
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Description of Arrangement(s)</b>	N/A
<b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	N/A			

## 2. Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>	Putnam Area Rapid Transit (PART)	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
	 Kevin Byrne, Putnam County Executive	July 11, 2025
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	Putnam County Legislature	July 7, 2025
	<b>Relevant Documentation (Title and Location)</b>	
	Resolution # 182 of 2025 (see <b>Attachment A</b> ) Resolution # 126 of 2024 Resolution # 125 of 2022	
<b>Certification of Compliance</b>	<b>Name of Individual That Certified This Plan</b>	<b>Date of Certification</b>
	Barbara Barosa	June 9, 2025
	<b>Relevant Documentation (Title and Location)</b>	
	Commissioner of Planning, Development, and Public Transportation 841 Fair Street, Carmel, NY 10512	
<b>Safety Committee Approval</b>	<b>Relevant Approval Documentation</b>	<b>Date of Approval</b>
	See <b>Attachment B</b>	June 5, 2025

Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Effective Date
1	Pgs. 1-13	Initial Plan	April 2021
2	Pgs. 2-5,9-16	General Revisions & Establishment of a Safety Committee	June 2022
3	Pgs. 1 - 19	General Revisions & Administration Change	May 2024
4	Pgs. 1-29	General Revisions, Restructuring, New Requirements	June 2025

Annual Review and Update of the Agency Safety Plan
<p>Created in 2021, Putnam County's PTASP will continue to be updated/reviewed annually by the Safety Committee, the SMS Executive, the County Legislature, and the Accountable Executive <b>before/by July 1</b> of each year. The approval process is as follows: 1) The Safety Committee will review, make recommendations as needed, and approve 2) The SMS Executive will approve the final draft 3) The final draft of the Plan is submitted by the SMS Executive to the County Legislature and approved via Resolution (see <b>Attachment A</b>) and 4) The Accountable Executive (County Executive) will approve and sign the updated PTASP into effect.</p> <p>In addition to the annual review and update process, the PTASP is also reviewed/updated when the approaches in the Plan do not effectively mitigate safety deficiencies, there are new FTA requirements/directives published, there are changes to the delivery of transportation services, there is a substantial change in financial resources available to Putnam County, and/or there is a significant change to Putnam County's organizational structure. Putnam County's PTASP incorporates by reference Attachments A-J.</p>

### 3. Safety Performance Targets

#### Safety Performance Targets – Calendar Year 2024

*Performance targets based on the safety performance measures submitted to the National Transit Database and established under the National Public Transportation Safety Plan.*

Mode of Transit Service	Total VRMs in 2024 (S-10)	Major Events Total	Major Events Rate	Collision Rate	Pedestrian Collision Rate	Vehicular Collision Rate	Fatalities Total (S&S-40)	Fatality Rate
PART	428,021	0	0	0	0	0	0	0
Paratransit	113,645	0	0	0	0	0	0	0

Mode of Transit Service	Total VRMs in 2024 (S-10)	Transit Worker Fatality Rate	Injuries Total (S&S-40)	Injury Rate	Transit Worker Injury Rate	Assaults on Transit Workers Total (S&S-50)	Assaults on Transit Workers Rate (S&S-50)
PART	428,021	0	0	0	0	0	0
Paratransit	113,645	0	0	0	0	0	0

Mode of Transit Service	Total VRMs in 2024 (S-10)	Total Major Mechanical Failures 2024 (R-20)	System Reliability Rate (Miles Between Major Mechanical Failures)	Total Non-Major “Other” Mechanical Failures 2024 (R-20)	System Reliability Rate (Mean Distance Between “Other” Mechanical Failures)
PART	428,021	1	428,021	16	26,751
Paratransit	113,645	1	113,645	6	18,941

#### Safety Performance Target Coordination

*Coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.*

Putnam County continues to coordinate with New York State DOT (NYSDOT) to support their PTASP by analyzing historical trends to establish safety performance targets. Presently, the SMS Executive shares Putnam County's adopted PTASP (and associated Safety Performance Targets) with NYMTC, NYSDOT, and the FTA for reflection of the previous calendar year's NTD data.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	New York State Department of Transportation (NYSDOT)	June 9, 2025
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	New York Metropolitan Transportation Council (NYMTC)	June 9, 2025
Targets Transmitted to Federal Transit Administration	Federal Agency Name	Date Targets Transmitted
	Federal Transit Administration (FTA)	June 9, 2025

## 4. Safety Risk Reduction

### Safety Risk Reduction

*Requirements for carrying out the safety risk reduction program using SMS processes as detailed in § 673.25(d), associated with safety risk mitigation, and § 673.27, associated with continuous improvement.*

Putnam County, in coordination with MV Transportation, takes a data-driven approach in understanding performance and trends in order to develop an effective prevention program to improve safety. This includes evaluating the number and rates of accidents, injuries, and assaults based off data collected through our reporting processes. Regular safety meetings that are hosted by MV Transportation include refresher trainings and heightened awareness of pedestrian and vehicular safety every month. Putnam County, together with MV Transportation will continuously review a variety of hazards and recommended mitigation strategies including but not limited to visibility impairments and assault mitigation infrastructure/technology. In order to ensure a safe work environment is established and maintained, ideas and recommendations will be documented through SMS activities and communications.

In association with MV Transportation's SMS Plan, Putnam County ensures the reduction and mitigation of vehicular and pedestrian safety events involving transit vehicles through the following methods:

#### Reviews:

- Lytx DriveCam scored or coachable events – driver specific or aggregated trends of at-risk behaviors
- Monthly performance or quarterly reviews of both leading and lagging indicators

#### Observations:

- Road observations ("follow-behinds") and ride checks
- Mystery rider program (if applicable at the site location)
- Customer/passenger comments
- Third-party notifications

#### Audits and Inspections:

- Monthly facility inspections
- Daily vehicle inspection reports (DVIR)
- Daily walk-throughs
- Pull-out procedures
- New driver assessments (Safety Policy S-37)
- Refresher training (Safety Policy S-12)
- Annual safety director audits
- Maintenance audits

#### Investigations:

- Accident and incident investigations
- Injury root cause investigations

\*For more information regarding the reduction and mitigation of assaults on transit workers, visit section 10.

## 5. Safety Management Policy

### Safety Management Policy Statement

Putnam County Transit, and its contracted operator, MV Transportation, is committed to providing a safe work environment for all employees and consistently maintaining its equipment at a state of good repair in consistency with the County's policy. The County's mission is to provide safe and reliable transportation services to the residents of Putnam County region. Putnam County Transit also receives support from the County Bureau of Emergency Services and Sheriff's Department, as outlined in the Putnam County Hazard Mitigation Plan. This Plan is updated regularly with the objective of establishing a mitigation program to reduce the impact of hazards and disasters and provides federal support and resources for the County and its municipalities. In the event of a disaster, this Plan will help to provide additional resources and to support the affected communities and the County resulting in the investment of long-term community well-being. Without mitigation, safety, financial security, and self-reliance are jeopardized.

**Pursuant to the amended 49 U.S.C. § 5329(d), the Department of Planning, Development, and Public Transportation has elected to utilize the MV Transportation Division 239 (Putnam County) Safety Committee to represent the County.** This site-specific Safety Committee is appropriately scaled to size, scope, and complexity of the transit agency and consists of three management (Safety Manager, General Manager, Road Supervisor) and three frontline employees (Driver, Monitor, Mechanic) (see **Attachment H** for the organizational structure).

Each transit employee is directed and empowered to administer the System Safety Program Plan (SSPP) (see **Attachment C**) as well as the Safety Management System Plan (SMS) (see **Attachment D**) and its specific activities for the prevention, control, and resolution of unsafe conditions and actions. The SMS and SSPP are both appropriately scaled to the size, scope, and complexity of the PART system. The primary goals of the SSPP and SMS are to proactively identify, eliminate, minimize and/or control safety hazards and their associated risks, promote a positive safety culture, provide a superior level of safety in their transit operations, and maintain regulatory compliance. To meet that commitment, MV Transportation annually revises and adopts their system-wide SSPP, and on an as needed basis, revises and adopts their SMS Plan (full Plans available upon request).

MV's safety objectives are to:

- Ensure that effective safety management systems and processes are integrated into all of its transit activities.
- Designate an individual responsible for the safety function who reports directly to the Chief Executive Officer of the company and authorize that individual to develop and implement programs to promote safety.
- Ensure all employees and contractors are aware that safety is its primary responsibility, and they are held accountable for delivering the highest level of safety in their daily work activities.
- Clearly define the safety accountabilities and responsibilities to all employees and contractors.
- Provide all employees and contractors with appropriate safety information and skills training.
- Develop and embrace a positive safety culture in all activities.
- Ensure a culture of open reporting of all safety hazards, ensuring that no action will be taken against any employee who discloses a safety concern through the proper chain of command.
- Promote and maintain a positive safety culture with positive recognition and reinforcement of safe behaviors.
- Ensure all equipment, systems and services meet safety performance standards through periodic audits and inspections.
- Establish performance metrics and measures of safety performance against safety performance indicators and safety performance targets.
- Continually develop and improve safety processes through actively monitoring, measuring, and reviewing performance against objectives and targets.
- Conduct safety and management reviews to improve safety performance and ensure that relevant and corrective actions are taken.
- Comply with all state and federal regulatory requirements and standards.

### Safety Management Policy Communication

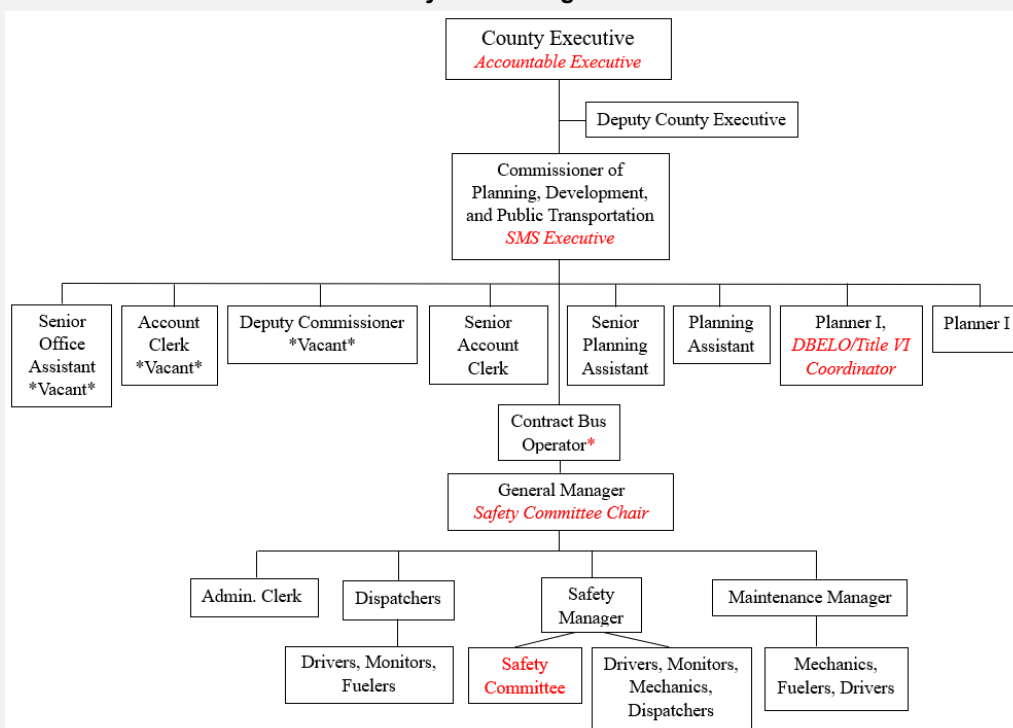
Putnam County's Safety Management Policies are communicated to each MV Transportation employee upon hire and regularly enforced through a structured training program to ensure safety leadership. MV Transportation uses on-the-job, classroom, and specialty training to contribute to a successful health and safety program. Training is reinforced through regular follow-ups with both new and veteran employees. The SSPP is also an integral part of the employee safety program. MV Transportation uses three motivational techniques on a regular basis: communication, incentives/awards/recognition, and employee feedback surveys. Employees are responsible for, among other things, completing all assigned safety training programs, abiding by safety rules and regulations, reporting incidents/accidents and hazards, and promoting and maintaining a safe work environment.



## Authorities, Accountabilities, and Responsibilities for Management of Safety

<b>Accountable Executive</b>	<p>Serving as the Accountable Executive, the Putnam County Executive has the ultimate responsibility for carrying out the PTASP and ensuring it is effectively implemented through the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> <li>Authority to control and direct the human and capital resources needed to develop and maintain the agency's PTASP in accordance with 49 U.S.C. 5329(d).</li> <li>Designating and overseeing an adequately trained SMS Executive who is a direct report.</li> <li>Ensuring that safety risk mitigations are effectively implemented.</li> <li>Receiving and considering all other safety risk mitigations recommended by the Safety Committee.</li> <li>Implementing safety risk mitigations for the safety risk reduction program that are included in the PTASP under §673.11(a)(7)(iv).</li> <li>Receiving and considering all other safety risk mitigations recommended by the Safety Committee.</li> </ul>
<b>SMS Executive</b>	<p>Serving as the SMS Executive, the Commissioner of Planning, Development &amp; Public Transportation is designated by the Accountable Executive and has the authority and responsibility for day-to-day implementation and operation of the SMS along with key staff. The SMS Executive is an adequately trained individual and reports directly to the Accountable Executive and communicates critical safety-related information to the Accountable Executive on an as-needed basis. The SMS Executive is responsible for:</p> <ul style="list-style-type: none"> <li>Developing and managing PTASP and SMS policies and procedures and keeping all policies and procedures up to date.</li> <li>Ensuring ongoing implementation and operation of the Safety Management System (SMS).</li> </ul>
<b>Safety Committee</b>	<p>The primary responsibility of the MV Transportation Safety Committee is to review and approve the PTASP and any updates before approval by the Board of Directors (County Legislature). Updates are to include:</p> <ul style="list-style-type: none"> <li>Setting annual safety performance targets for the safety risk reduction program.</li> <li>Identifying and recommending safety risk mitigations necessary to reduce the likelihood and severity of potential consequences identified through the agency's safety risk assessment.</li> <li>Identifying safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.</li> <li>Identifying safety deficiencies for purposes of continuous improvement.</li> </ul>
<b>Key Staff</b>	<p>MV Transportation Division 239's General Operations and Management staff are the leadership representatives that support the Accountable and SMS Executives and are responsible for the day-to-day implementation and operation of the SMS along with the SMS Executive. Key staff are also tasked with following all company safety policies including but not limited to those required of the FTA, FMCSA, USDOT, NYSDOT, and ADA safety regulations.</p>

### Putnam County Transit Organizational Chart



\*Subject to existing contractual relationship.

## Employee Safety Reporting Program

Putnam County and MV Transportation recognize that front-line employees are the best source of information for identifying hazards. The Employee Safety Reporting Program (ESRP) is intended to help the MV Transportation Safety Management Team, and the SMS Executive, obtain safety related concerns throughout the transit agency. The ESRP follows a tiered management protocol that begins with 1) an employee filing a hazard report 2) the employee notifying the Safety Manager 3) the Safety Manager notifying the General Operations Manager and 4) the GM may then notify MV Transportation's regional manager, corporate office, and/or the SMS Executive. The Accountable Executive (Putnam County Executive) will receive immediate notice of any major transit/facility operational safety issues and/or events.

There are two types of safety reporting programs: mandatory and voluntary.

- **Mandatory:** Employees must report hazards that are compliance based and address regulatory issues. Employees are required to immediately report every incident and accident to the General Operations Manager who then reports to the SMS Executive if necessary. An employee's failure to report or provide false information of an unsafe hazard or act may result in disciplinary action.
- **Voluntary:** Employees are strongly encouraged to report non-major hazards and/or practices anonymously if they so choose. Every employee is empowered to report any unsafe hazard/risk to their supervisor or senior management without fear of retribution or penalty.

### **Reporting:**

Reports can be made using the SMS Hazard/Risk Report Form (see **Attachment E**), which shall be completed immediately so proactive measures can be taken as soon as possible. Information collected through the ESRP will feed into the hazard identification and analysis process.

Examples of input by employees into the Employee Safety Reporting Program (ESRP) may include:

- Safety hazards in the operating environment (for example, county road conditions)
- Policies and procedures that aren't working as intended (for example, insufficient time to complete pre-trip inspections)
- Events that senior managers might not otherwise know about (for example, near misses)
- Information about why a safety event occurred (for example, radio communication challenges contributed to an incident)

## 6. Safety Risk Management

### Safety Risk Management Process

It is the policy of Putnam County and MV Transportation to (i) minimize injury, damages, pain and suffering for people involved in vehicular mishaps involving Putnam County vehicles and (ii) promptly respond, report, and thoroughly investigate these occurrences. All incidents, including near misses and minor events, shall be reported as soon as possible – whether or not the incident *did* or *could have* resulted in personal injuries, illnesses, or property damage. Transit vehicle operators must complete a written report on incidents and/or injuries occurring on or near the bus. These reports are to be filled out *before* leaving the incident scene. Simultaneously, the operator at the scene shall immediately contact Law Enforcement and MV Transportation Dispatch. Dispatch will then immediately notify the General Operations Manager who notifies the Putnam County SMS Executive to provide incident details. Reports are reviewed by the General Operations Manager, who determines preventability.

- **Safety Hazard Identification:** It is the employees' responsibility to identify and report conditions that have the potential to cause accidents, injuries, or other losses. Reports and concerns from passengers, operators, mechanics, and other individuals should also be considered by field or management personnel and noted by employees. When a pre and/or post trip hazard has been identified by a driver, it will be tracked in a Daily Vehicle Inspection Report (DVIR) log which can be found on each bus. Drivers are required to fill out these reports at the beginning and end of each route. Vehicles not meeting mechanical and safety standards according to the DVIR will be removed from service until the defect(s) is corrected. All DVIRs are maintained in a file in the transit office. Analysis may include a description of the hazard, photos, and/or suggestions for resolution. Unless a hazard can be eliminated, its safety risk must then be managed. MV Transportation analyzes this in terms of how likely it is to happen (probability or frequency) and how bad it could be (severity). Near-miss reporting is collected through Lytx DriveCam Systems, Seon Surveillance Systems, and through the ESRP. Additionally, the Hazard Probability Table (see **Attachment F**) is used to assess the probability level that an incident/accident is likely to occur.
- **Safety Risk Assessment:** After assessing the severity and probability of a hazard, a determination will be made regarding acceptance of the risk or taking corrective action. The Risk Assessment Frequency/ Severity Matrix (see **Attachment F**) is a useful tool in determining the severity of an event or situation based on how frequently it occurs.
- **Safety Risk Mitigation:** This step is used to develop possible mitigation strategies that address identified safety risks. Mitigation will involve identifying facts, establishing root causes, and suggesting methods for preventing reoccurrence. The **Putnam County Transit Safety Management Team** includes the Safety Manager, the Maintenance Manager, the MV General Operations Manager, and the Putnam County SMS Executive (Commissioner of Planning) who will conduct periodic reviews to ensure that the risk level is being mitigated and a reduction in hazard frequency is taking place. These reviews can include, but are not limited to, reviews of near-miss incidents, daily/monthly facility and equipment inspection reports, daily vehicle inspection reports (DVIR), safety data sheets, personal protective equipment, the use of other technologies, etc. Technology use includes the use of GPS, Lytx DriveCam Systems, and Seon Surveillance Systems to monitor driver and passenger safety as needed.

### Exposure to Infectious Diseases

Throughout the Coronavirus pandemic, Putnam County Transit took its mitigation efforts seriously and put the safety of its employees and passengers at the forefront. Biological safety hazards were/are to be reported in the same manner as vehicular mishaps. Putnam County Transit continues to consider data, information, and guidelines to prevent or control exposure to all infectious diseases provided by the Centers for Disease Control (CDC) and/or State health agency (NYSDOH).

Past agency efforts to reduce the spread of the Coronavirus included:

- Daily fumigations and sanitizations of all buses and trolleys.
- Disinfection of frequently touched surfaces.
- Daily and as needed temperature checks of public facing employees.
- Installation of plexiglass barriers at the Transit Facility ticket counter.
- Abiding by the federal mask requirement on all modes of public transit at the height of the pandemic.
- Purchasing and distributing PPE supplies (masks, wipes, gloves, hand sanitizer, etc.) to operators, vehicle maintenance personnel, management representatives, and passengers.
- Shutting down routes with high numbers of infected individuals for 1-2 week intervals.
- Ensuring sick employees stay home through prompt identification and isolation of sick persons.
- Marking off seats to encourage social distancing.
- When feasible, using phone, email, or online meeting platforms in place of face-to-face interactions.

## 7. Safety Assurance

### Safety Performance Monitoring and Measurement

#### *Activities to monitor the system for compliance with procedures for operations and maintenance.*

Data is constantly collected through the transit agency's Safety Assurance activities. Leading indicators (such as safety trends, safety point programs, etc.) are used to anticipate and prevent injuries and accidents. Data sources can include information collected from road observations, on board supervision, mobile blitzes, daily vehicle inspection reports, ride checks/follow behinds, surveillance systems, or the ESRP. The Lytx DriveCam and Seon Surveillance Systems are the best tools for future mitigation success as they measure and quantify the unsafe behaviors present in existing operations.

- Lytx DriveCam is used to identify behavior-based risky driving that is likely to result in near-miss incidents or collisions. Mounted on the windshield inside of Putnam County vehicles behind the rearview mirror, the camera is able to capture sights, sounds (inside and outside the vehicle), and video in real time. The event recorder is always recording but not saving. It only saves video and audio when activated by excessive forces, such as hard braking, swerving, or a collision. The event recorder captures the **eight seconds before** the activation time and **four seconds afterward**, then provides real-time feedback. Once collected, the recordings are downloaded to DriveCam's Data Center and the Safety Manager gets a notification through the system that an event was recorded. The event recorder will capture a wide outside view of the situation and inside view of the driver and whatever is visible through the side and rear windows. The inside view is crucial for isolating many driver behaviors such as cell phone use, drowsiness, or inadequate mirror checks.
- Seon Surveillance Systems is another monitoring tool that Putnam County utilizes to record on-board events in real-time. The interior and exterior mounted camera system captures and monitors driver and public interactions as well as day to day operations. Video management software allows us to automatically download on-board security footage, for a period of two weeks, that can be used to address and review safety concerns. Seon affords the ability to review a safety question or occurrence with both interior and exterior footage.

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

The Lytx DriveCam continuous monitoring system and monthly facility inspections help to ensure safety performance monitoring and measurement activities are performed to confirm that mitigations are effective, appropriate, and fully implemented. If a Lytx DriveCam identifies repeated safety hazards exhibited by the operator, a retraining protocol is performed as a means of corrective action. Should an operator still not adhere to safety practices after a retraining protocol and written/verbal warnings, their employment will be terminated. The course of corrective actions is intended to eliminate the behavior that caused the event, while Lytx DriveCam and facility inspections are used to continuously monitor the hazard. The mitigation monitoring process is performed by the Putnam County Transit Safety Management Team, with assistance from the Regional Safety Director if necessary. Periodic audits of safety plans, 19A records, vehicle/facility inspection reports, drug and alcohol testing results, safety training files, safety data sheets, personal protective equipment, etc. are conducted by federal and state agencies to ensure compliance with safety standards.

#### *Activities to conduct investigations of safety events, including the identification of causal factors.*

Prior to the implementation of a proposed change in the operating environment, an assessment is carried out by using the Hazard/Risk Report form (see **Attachment E**) to determine if the change will impact safety performance or if there are any new hazards that will be present. If a new hazard is identified, it is put through the Safety Risk Management (SRM) process and evaluated. A risk mitigation strategy will be created or modified to mitigate risk for that change. Once the change is implemented, it will be monitored for effectiveness.

#### *Activities to monitor information reported through internal safety reporting programs.*

The data and information collected through Safety Assurance activities will tell the Putnam County Transit team how they are doing and in what areas improvements can be made. Insights gained from these sources may trigger more frequent reviews and a revised strategy to ensure that mitigations are effective.

## 8. Safety Promotion

### Competencies and Training

It is the policy of Putnam County (through MV Transportation) that all transit employees will undergo new hire training based upon the type of service they are expected to operate and their current experience level. Job-specific training programs have been developed to enhance safety skills necessary for safe, secure, and reliable customer service. This includes, without limitation, training for operators, dispatch, monitors, supervisors, maintenance staff, operations, and management personnel. All MV Transportation operators receive refresher or remedial training, as necessary throughout the duration of their employment with the Company. This can include, but is not limited to, participation in “safety blitzes”, defensive driving techniques, ADA and Wheelchair Securement activities, Fatigue Management, Pedestrian and Bicyclist awareness, as well as hands-on training (see **Attachment G**). Additionally, all MV Transportation personnel are subject to drug/alcohol screenings/tests upon hire, after all major incidents, on the basis of reasonable suspicion observations, and at random in accordance with FTA policies and MV’s Zero Tolerance Policy outlined in their SMS Plan.

### Safety Communication

Every month, fleet safety and injury prevention topics are reviewed to refresh fundamental and key learning points (see **Attachment G**). Weekly safety messages included in monthly training presentations follow themes such as February’s “Why I Love Safety”, May’s “The Summer of Safety Kick-Off”, and October’s “Destination Zero is our Ghoul”. These messages encourage a positive and engaging safety environment.

Examples of Fleet Safety Topics include:

- Left Turns & Pedestrians Winter Driving
- Right Turns & Pedestrians ADA Sensitivity & Mobility Device Securement
- Intersections & Pedestrians
- Distracted Driving & Distracted Pedestrians
- Following Distance & Pre-Trip Inspections
- Adverse Weather

Annual refresher training on key areas is also conducted along with periodic promotion of prevention activities. Information concerning safety hazards or issues is provided to employees through new hire orientation, location Safety Committee meeting minutes, company-wide or departmental meetings, “safety blitzes”, Safety Committee briefings, bulletin board postings, memos, or other written communications.

Safety Point Notices are also given to employees who are in violation of a safety traffic law(s) or safety point(s) that are addressed in the MV Transit Employee Handbook. Such notices are delivered by the General Manager and Safety Manager directly to the employee within 24 hours of receipt of such violation. Following the violation, the employee must be retrained in the area for which they are deficient before they can be placed back into revenue service. Employees will receive training pay for the missed operation period. If an operator continues to fail to meet safety standards and/or still does not abide by safety requirements/recommendations, they will be terminated from employment.

## 9. Safety Committee

### Establishment of a Safety Committee

In February 2022, the FTA published a Dear Colleague letter to inform the transit industry about the Bipartisan Infrastructure Law changes to PTASP requirements.<sup>1</sup> In accordance with the law, transit agencies that serve an urbanized area (UZA) with a population of greater than 200,000 people and receive Section 5307 funding are required to establish a Safety Committee under 49 U.S.C § 5329(d) <sup>2</sup> **Pursuant to the amended 49 U.S.C. § 5329(d) and in compliance with the law, the Department of Planning, Development, and Public Transportation has elected to have MV Transportation's Division 239 (Putnam County) Safety Committee represent the County.** As the largest privately-owned transportation company in North America, MV's goal is to provide the safest transportation possible in the provision of passenger transportation services. Additionally, Division 239 is under contractual obligation by the County to abide by all federal, state, and local regulations. Under their own corporate obligation, Division 239 was required to establish a site-specific Safety Committee. This company specific concept of a Safety Committee dates back to the original establishment of MV Transportation in 1975, however, Division 239's Safety Committee was newly revitalized in 2021. This site-specific Safety Committee is appropriately scaled to size, scope, and complexity of the transit agency and consists of three management (Safety Manager, General Manager, Road Supervisor) and three frontline employee (Driver, Monitor, Mechanic) representatives (see **Attachment H** for the organizational structure). The Safety Committee members are identified and volunteered by the Committee chairperson, the General Manager, and do not receive additional compensation for their participation.

In accordance with the Safety Risk Management section of this Plan, the Committee follows these procedures to identify and implement safety strategies:

- The Committee is required to meet quarterly and as needed. Prior to these meetings, the Safety Manager distributes an agenda (see **Attachment I**) which is determined based on areas needing improvement and/or repeated issues. At these quarterly meetings, the Committee walks around and evaluates the building and bus yard for safety concerns that need addressing. Once evaluations are complete, staff return to the safety training room to discuss and document additional concerns. Meeting notes are then typed and posted to employee bulletin boards. If a serious hazard is identified (i.e. damaged building cameras, lack of fire extinguishers, malfunctioning building entrances/exits, etc.) the Safety Committee must immediately notify the SMS Executive who will then create a work order and/or notify appropriate county staff.
- Putnam County Transit, operated by MV Transportation, provides routine training to its employees in order to mitigate both pedestrian and vehicular accidents. As such, topic specific monthly trainings and "safety blitzes" or bimonthly "standdowns" are mandatory for all operators (veteran and new). Training is critical, which is why the General Manager monitors safety statistics/trends and responds with training accordingly. Performance targets are reviewed, and goals are set forth annually as part of the Safety Risk Management program.
- If requested or if the need arises, the Committee will utilize technical experts, including other transit workers, to serve in an advisory capacity who may provide additional resources and/or tools to address concerns. The Committee may also request access to all daily vehicle/facility inspection reports and/or reports filed through the ESRP program which records safety concerns and suggested safety recommendations.
- In the event that the Safety Committee identifies safety concerns that are not promptly addressed by immediate supervisors and/or management, they are encouraged to come forward to the Agency Board of Directors (County Legislature) and/or the Accountable Executive (County Executive). In the event that the Accountable Executive decides not to implement a suggested safety risk mitigation, the Accountable Executive must prepare a written statement explaining their decision. The Accountable Executive must submit and present this explanation to the transit agency's Board of Directors.

<sup>1</sup> [PTPTASP-Dear-Colleague-Letter-February-17-2022.pdf](#)

<sup>2</sup> [Bipartisan-Infrastructure-Law-Changes-to-49-U-S-C-5329%28d%29.pdf](#)

## 10. Assault on Transit Workers

### Safety Risk Assessment for Assault on Transit Workers

On September 25, 2024, the FTA published its “General Directive 24” requiring all transit operators subject to the PTASP regulation to conduct a safety risk assessment of assaults on transit workers.<sup>3</sup> In assessing the risk and severity of assault on transit workers, including both bus operators and transit facility workers, the Putnam County Department of Planning, Development & Public Transportation in coordination with the General Manager and Safety Manager of its contracted transit operator, MV Transportation Division 239, considered the following:

1. County staff and MV Transportation staff reviewed any previous history of incidents involving assault on bus operators or transit facility workers based out of the PART Transit Facility located at 841 Fair St., Carmel, NY. The facility houses public-facing operations including ticket/monthly pass sales, paratransit application intake and processing, photographs for identification cards/bus passes, and the dispatch/operations center which may have some incidental interaction with the public.
2. County staff reviewed its Safety and Security Reporting to the National Transit Database (NTD) for any previously reported major or non-major events or incidents involving assaults of transit workers including bus operators or transit facility workers dating back to 2012.
3. County staff and MV Transportation will consider current and likely future operating conditions to determine risk assessment of transit worker assault.

Upon review of the items listed above, Department staff utilized the FTA provided safety risk assessment matrix (see **Attachment J**) in order to select a likelihood and severity value for the risk of assault of transit workers while on transit vehicles as well as at revenue facilities.

Following a meeting on December 13, 2024, with the General Manager and Safety Manager of MV Transportation Division 239, we selected “*moderate*” for the likelihood value and “*C – May cause minor injury or minor property damage*” for the severity value for the risk of assault on vehicles. **While we do not have any significant history of assaults on transit workers on vehicles, the MV Transportation management team identified an increasing trend of aggressive and unruly behavior from passengers and expects this trend to continue.** Therefore, a moderate risk level assessment was fair and warranted. However, for risk of assault on transit workers at our revenue facility, we feel the risk is lower, due to a much smaller volume of customers who come to the facility to either purchase tickets or to process paratransit applications.

Given this moderate risk assessment for assaults taking place on vehicles, the County, in coordination with its contracted operator, will consider additional safety risk mitigation measures where appropriate. Presently, we outfit our revenue transit vehicles with interior and exterior surveillance cameras and train operators on de-escalation tactics (please remain seated, first warning, reminder of audio/video surveillance, etc.). If/when those tactics prove unsuccessful, the transit vehicle operator is then required to alert dispatch who once again announces over the radio that if the passenger does not comply with warnings, authorities will be alerted. If the passenger continues the physical/verbal abuse and does not respond to the driver’s warning, the driver is required to pull over and Dispatch will alert the authorities who then respond on scene. Transit worker assault drills are also regularly conducted between dispatch, management, and the Putnam County Sheriff’s Office to prepare for potential assault situations on transit operators.

In 2025, we will install a new front entry gate as well as entry access controls for all public entrances at our Transit Facility. Additional safety mitigation measures, such as posting signage on board vehicles indicating surveillance cameras are in use, will be explored by the Safety Committee. Furthermore, Putnam County and its transit Safety Committee will investigate offering revitalized de-escalation trainings for facility staff and vehicle operators specifically for mitigating assaults on transit workers, alongside the potential implementation of panic buttons and radio devices equipped with panic functions to enhance employee safety.

<sup>3</sup> [General Directive 24-1: Required Actions Regarding Assaults on Transit Workers](#)



## Attachment A

### PUTNAM COUNTY LEGISLATURE

Resolution #182

Introduced by Legislator: Greg Ellner on behalf of the Physical Services Committee at a Regular Meeting held July 1, 2025.

page 1

#### **APPROVAL - PUTNAM COUNTY'S PROPOSED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN IN CONFORMANCE WITH AND AS REQUIRED BY THE U.S. DEPARTMENT OF TRANSPORTATION'S FINAL RULE (49 C.F.R. PART 673)**

WHEREAS, the U.S. Department of Transportation, by and through the Federal Transit Administration ("FTA"), provides funding and/or financial assistance to transit providers to, among other things, develop new transportation systems and improve, maintain and operate existing systems; and

WHEREAS, the County of Putnam ("County") is a direct recipient of FTA funding and/or financial assistance and, as such, must comply with FTA rules and regulations, more particularly, as set forth in 49 C.F.R. Part 673 *et seq.* ("Final Rule"); and

WHEREAS, the Final Rule requires that recipients of FTA grant funds and/or financial assistance under 49 U.S.C. Sec. 5307 that operate a public transportation system must develop a Public Transportation Agency Safety Plan ("Safety Plan") that includes the processes and procedures necessary for implementing Safety Management Systems ("SMS"); and

WHEREAS, the SMS components of the Safety Plan include, without limitation, safety management policy, safety risk management, safety assurance, and safety promotion; and

WHEREAS, the Bipartisan Infrastructure Law amends FTA's final rule under 49 U.S.C. Sec. 5329(d)(5) to require recipients receiving Section 5307 funding and serving an urbanized area greater than 200,000 to establish a Safety Committee. As such, the County will continue to utilize MV Transportation's previously established Committee consisting of three management and three frontline employee representatives; and

WHEREAS, in September 2024, FTA published General Directive 24-1 which requires transit agencies as part of their Safety Plan to conduct a safety risk assessment related to assaults on transit workers using the Safety Management System (SMS) processes, identify safety risk mitigations or strategies necessary as a result of the safety risk assessment; and provide information to FTA on how they are assessing, mitigating, and monitoring the safety risk associated with assaults on transit workers; and

WHEREAS, the County, as a transit operator, is required to certify annually that it has developed/updated its Safety Plan and such Plan meets all of the requirements of the Final Rule; and

WHEREAS, the County, by and through the Department of Planning, Development and Public Transportation, in furtherance of the objectives of 49 C.F.R. Part 673 *et seq.*, has drafted its Safety Plan pursuant to the Final Rule, such Safety Plan attached hereto as Exhibit "A;" now therefore be it

State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on July 1, 2025.

Dated: July 7, 2025

Signed: \_\_\_\_\_

Diane Schonfeld  
Clerk of the Legislature of Putnam County



PUTNAM COUNTY LEGISLATURE

Resolution #182

Introduced by Legislator: Greg Ellner on behalf of the Physical Services Committee at a Regular Meeting held July 1, 2025.

page 2

**RESOLVED**, that the County Executive, together with the Putnam County Legislature, support the County's continued participation in approved FTA services, programs and activities, as well as continue to be a recipient of FTA funding and/or financial assistance; and be it further

**RESOLVED**, that the County Executive, together with the Putnam County Legislature, support and approve for submission by the Department of Planning, Development and Public Transportation to the FTA the County's Safety Plan for review and approval, which Safety Plan is attached hereto as "Exhibit A;" and be it further

**RESOLVED**, that this resolution shall take effect immediately.

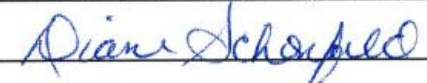
**BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO & BIRMINGHAM WERE ABSENT. MOTION CARRIES.**

State of New York  
ss:  
County of Putnam

**APPROVED**  
  
**COUNTY EXECUTIVE**      **DATE** 7/11/25

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on July 1, 2025.

Dated: July 7, 2025

Signed: 

**Diane Schonfeld**  
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #126

Introduced by Legislator: Erin Crowley on behalf of the Physical Services Committee at a Regular Meeting held on June 4, 2024.

page 1

**APPROVAL/ PUTNAM COUNTY'S PROPOSED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN IN CONFORMANCE WITH AND AS REQUIRED BY THE U.S. DEPARTMENT OF TRANSPORTATION'S FINAL RULE (49 C.F.R. PART 673)**

WHEREAS, the U.S. Department of Transportation, by and through the Federal Transit Administration ("FTA"), provides funding and/or financial assistance to transit providers to, among other things, develop new transportation systems and improve, maintain and operate existing systems; and

WHEREAS, the County of Putnam ("County") is a direct recipient of FTA funding and/or financial assistance and, as such, must comply with FTA rules and regulations, more particularly, as set forth in 49 C.F.R. Part 673 *et seq.* ("Final Rule"); and

WHEREAS, the Final Rule requires that recipients of FTA grant funds and/or financial assistance under 49 U.S.C. Sec. 5307 and operate a public transportation system must develop a Public Transportation Agency Safety Plan ("Safety Plan") that includes the processes and procedures necessary for implementing Safety Management Systems ("SMS"); and

WHEREAS, the SMS components of the Safety Plan include, without limitation, safety management policy, safety risk management, safety assurance, and safety promotion; and

WHEREAS, the Bipartisan Infrastructure Law amends FTA's final rule under 49 U.S.C. Sec. 5329(d)(5) to require recipients receiving Section 5307 funding and serving an urbanized area greater than 200,000 to establish a Safety Committee by July 31, 2022. As such, the County will be utilizing MV Transportation's previously established Committee consisting of three management and three frontline employee representatives; and

WHEREAS, the County, as a transit operator, is required to certify on/before July 1, 2024, that it has developed its Safety Plan and such Plan meets all of the requirements of the Final Rule; and

WHEREAS, the County, by and through the Department of Planning, Development and Public Transportation, in furtherance of the objectives of 49 C.F.R. Part 673 *et seq.*, has drafted its Safety Plan pursuant to the Final Rule, such Safety Plan attached hereto as Exhibit "A;" now therefore be it

RESOLVED, that the County Executive, together with the Putnam County Legislature, support the County's continued participation in approved FTA services, programs and activities, as well as continue to be a recipient of FTA funding and/or financial assistance therefor; and be it further

RESOLVED, that the County Executive, together with the Putnam County Legislature, support and approve for submission by the Department of Planning,

State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on June 4, 2024.

Dated: June 7, 2024

Signed: \_\_\_\_\_

Diane Schonfeld  
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #126

Introduced by Legislator: Erin Crowley on behalf of the Physical Services Committee at a Regular Meeting held on June 4, 2024.

page 2

**Development and Public Transportation to the FTA the County's Safety Plan for review and approval, which Safety Plan is attached hereto as "Exhibit A;" and be it further RESOLVED, that this resolution shall take effect immediately.**

**BY POLL VOTE: ALL AYES. LEGISLATORS ADDONIZIO, ELLNER & NACERINO WERE ABSENT. MOTION CARRIES.**

State of New York  
ss:  
County of Putnam

**APPROVED**

  
**COUNTY EXECUTIVE** **DATE** 6/11/24

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on June 4, 2024.

Dated: June 7, 2024

Signed: 

**Diane Schonfeld**  
Clerk of the Legislature of Putnam County



PUTNAM COUNTY LEGISLATURE

Resolution #125

Introduced by Legislator: Carl L. Albano on behalf of the Physical Services Committee at a Regular Meeting held on July 5, 2022.

page 1

**APPROVAL/ PUTNAM COUNTY'S PROPOSED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN IN CONFORMANCE WITH AND AS REQUIRED BY THE U.S. DEPARTMENT OF TRANSPORTATION'S FINAL RULE (49 C.F.R. PART 673)**

WHEREAS, the U.S. Department of Transportation, by and through the Federal Transit Administration ("FTA"), provides funding and/or financial assistance to transit providers to, among other things, develop new transportation systems and improve, maintain and operate existing systems; and

WHEREAS, the County of Putnam ("County") is a direct recipient of FTA funding and/or financial assistance and, as such, must comply with FTA rules and regulations, more particularly, as set forth in 49 C.F.R. Part 673 *et seq.* ("Final Rule"); and

WHEREAS, the Final Rule requires that recipients of FTA grant funds and/or financial assistance under 49 U.S.C. Sec. 5307 and operate a public transportation system must develop a Public Transportation Agency Safety Plan ("Safety Plan") that includes the processes and procedures necessary for implementing Safety Management Systems ("SMS"); and

WHEREAS, the SMS components of the Safety Plan include, without limitation, safety management policy, safety risk management, safety assurance and safety promotion; and

WHEREAS, the County, as a transit operator, is required to certify on/before July 20, 2021, that it has developed its Safety Plan and such Plan meets all of the requirements of the Final Rule; and

WHEREAS, the Bipartisan Infrastructure Law amends FTA's final rule under 49 U.S.C. Sec. 5329(d)(5) to require recipients receiving Section 5307 funding and serving an urbanized area greater than 200,000 to establish a Safety Committee by July 31, 2022. As such, the County will be utilizing MV Transportation's previously established Committee consisting of three management and three frontline employee representatives; and

WHEREAS, the County, by and through the Department of Planning, Development and Public Transportation, in furtherance of the objectives of 49 C.F.R. Part 673 *et seq.* and 49 U.S.C. Sec. 5329(d)(5), has drafted its Safety Plan pursuant to the Final Rule, such Safety Plan attached hereto as Exhibit "A;" now therefore be it

RESOLVED, that the County Executive, together with the Putnam County Legislature, support the County's continued participation in approved FTA services, programs and activities, as well as continue to be a recipient of FTA funding and/or financial assistance therefor; and be it further

RESOLVED, that the County Executive, together with the Putnam County Legislature, support and approve for submission by the Department of Planning, Development and Public Transportation to the FTA the County's Safety Plan for review and approval, which Safety Plan is attached hereto as "Exhibit A;" and be it further

RESOLVED, that this resolution shall take effect immediately.

BY POLL VOTE: ALL AYES. CARRIED UNANIMOUSLY.

State of New York

ss:

County of Putnam



I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on July 5, 2022.

Dated: July 7, 2022

Signed:

Diane Schonfeld  
Clerk of the Legislature of Putnam County

## Attachment B

### Safety Committee PTASP Approval Form


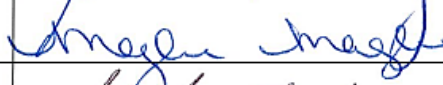

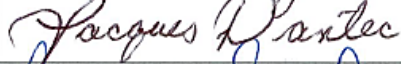


#### Purpose

In compliance with the Federal Transit Administration (FTA) Public Transportation Agency Safety Plan (PTASP) requirements, specifically **NEW REQUIREMENT 2-c** as outlined in **49 CFR §§ 673.11(a)(1)(i), 673.19(d)(1), and 673.31**, this document confirms the approval of the PTASP by the Putnam County/MV Transportation Safety Committee.

The Safety Committee has reviewed the PTASP prepared by the Putnam County Department of Planning, Development, and Public Transportation for the 2024/2025 period and thus approves the plan as meeting the applicable federal safety requirements.

#### Safety Committee Approval Signatures

By signing below, the Safety Committee confirms that it has thoroughly reviewed and approved the PTASP for the Putnam County Putnam Area Rapid Transit (PART) system.

Name	Title	Signature	Date
Sheralee Malverty	General Operations Manager		6/5/2025
Meghan Maglio	Safety Manager		6/5/2025
Mohamed Yohan	Road Supervisor/Dispatcher		6/5/2025
Jacques Dantec	Putnam Area Rapid Transit (PART) Driver		6/5/2025
Tonianne Smith	Early Intervention (EI) / Pre-K Monitor		6/5/2025
Willi Guzman	Mechanic		6/5/2025



SYSTEM SAFETY PROGRAM PLAN  
for  
MV Transportation, Inc.



**MV TRANSPORTATION, INC.**

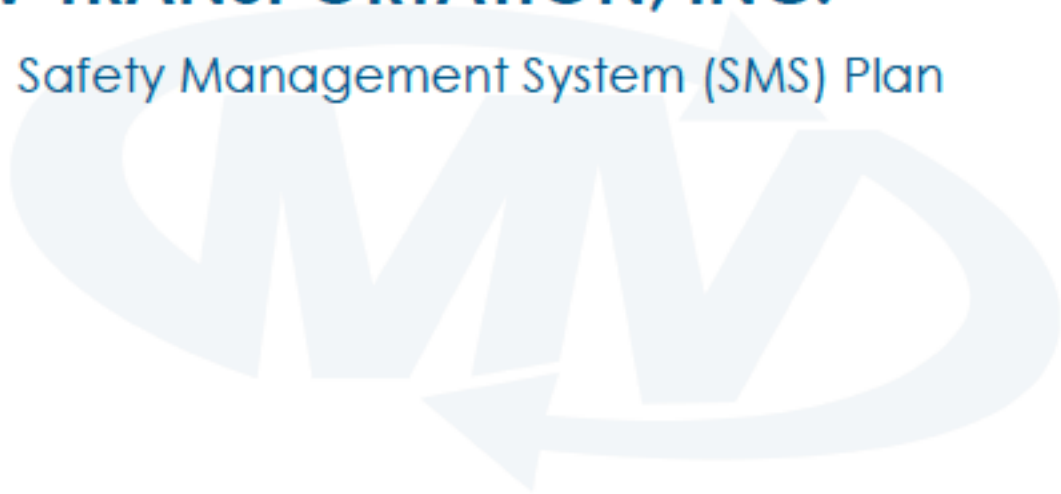
**Division 239**

**Putnam, NY**

*Sharon Halpern*  
November 2024

# **MV TRANSPORTATION, INC.**


## Safety Management System (SMS) Plan



## Attachment E

MV Transportation SMS Hazard/Risk Report Form			
This report concerns:	<input type="checkbox"/> Hazard <input type="checkbox"/> Risk <input type="checkbox"/> Near Miss <input type="checkbox"/> Other		
Hazard Type:	<input type="checkbox"/> Policy/Procedure <input type="checkbox"/> Operational <input type="checkbox"/> Environmental <input type="checkbox"/> Equipment/Design <input type="checkbox"/> Training		
REPORTED BY:	<input type="checkbox"/> Employee <input type="checkbox"/> Customer/Passenger <input type="checkbox"/> Other:		le FD or PD
NAME:		LOCATION:	
Description of Safety Concern:			
PHOTOS:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hazard Analysis: According to Hazard Severity Matrix	<input type="checkbox"/> 1 Catastrophic <input type="checkbox"/> 2 Critical <input type="checkbox"/> 3 Marginal <input type="checkbox"/> 4 Negligible		
Recommended Safety Risk Mitigation:			
Supervisor/Safety Manager Comments/Actions:			



Supervisor/Safety Manager:			
Hazard/Risk Resolution			
Is Hazard/Risk corrected "On the Spot"?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If the answer is "No" then proceed with the steps below:	
This report must be forwarded to the SAFETY DEPARTMENT; report is assigned to specific department(s) for hazard rectification; report is assigned a priority			
Priority:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
Hazard/Risk/ Near Miss deficiency corrected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date closed if "Yes"	Date
If answer is NO, notify Safety department to begin continuing action for resolution, and send to the Safety Team or Staff for recommendations.			
List how the Hazard/Risk/Near Miss was resolved			
			
Date Resolved		Click or tap to enter a date.	

## Attachment F

### ***Hazard Severity***

Hazard severity is a subjective measure of the worst credible mishap that could be expected to result from human error, environmental conditions, design inadequacies, subsystem or component failure or malfunction, and/or procedural deficiencies. Using U.S. Military Standard MIL-882D, the ESC assigns one of four severity categories:

### ***Hazard Severity Table***

Category	Description
1 – Catastrophic	Death or system loss
2 – Critical	Severe injury, severe occupational illness or major system damage
3 – Marginal	Minor injury, occupational illness or system damage
4 – Negligible	Less than minor injury, occupational illness or system damage

### ***Hazard Probability***

The likelihood that a hazard will be experienced during the planned life expectancy of the system can be estimated in potential occurrences per unit of time, events, population, items or activity. The probability may be derived from research, analysis and evaluation of historical safety data. Hazard probabilities are ranked as shown in the following table:

### ***Hazard Probability Table***

Probability Level	Description
A – Frequent	Likely to occur frequently. Continually experienced in the fleet/inventory.
B – Probable	Likely to occur several times in life of an item. Likely to occur frequently in the fleet/inventory.
C – Occasional	Likely to occur sometime in life of an item. Likely to occur several times in the fleet/inventory.
D – Remote	Unlikely, but possible to occur in the life of an item. Reasonably expected in the fleet/inventory.
E – Improbable	So unlikely, occurrence is not expected. Unlikely to occur, but possible in the fleet/inventory.

## ***Risk Assessment Frequency/Severity Matrix***

	<b>Severity</b>			
<b>Frequency</b>	<b>1 Catastrophic</b>	<b>2 Critical</b>	<b>3 Marginal</b>	<b>4 Negligible</b>
A – Frequent	1/A	2/A	3/A	4/A
B – Probable	1/B	2/B	3/B	4/B
C – Occasional	1/C	2/C	3/C	4/C
D – Remote	1/D	2/D	3/D	4/D
E – Improbable	1/E	2/E	3/E	4/E


### ***Hazard Resolution***

After the risks are assessed, a plan is developed for resolution. There are essentially four choices in the hazard resolution process, as shown in the Hazard Resolution Table below.

### ***Hazard Resolution Table***

<b>Severity / Frequency</b>	<b>Resolution</b>
1/A   1/B   1/C   2/A   2/B   3/A	Unacceptable—correction required.
1/D   2/C   2/D   3/B   3/C	Unacceptable—correction may be required after review by CEO.
1/E   2/E   3/D   3/E   4/A   4/B	Acceptable—with review by CEO.
4/C   4/D   4/E	Acceptable—without review.

## Attachment G

<div>  <div> <div>2025 MV Safety Calendar</div> <div>Version 4   Revised Feb. 20, 2025</div> </div> </div>					
Month	Fleet Topic	Injury Prevention Topic	OSHA Compliance Topic (Maintenance)	Companywide Stand Down	Monthly OSHA Task
January	Intersection Awareness Left and Right Turns	Slips, Trips, Falls	Slips, Trips and Falls		Facility Inspection Complete 2024 OSHA Log
February	Security Awareness Violence Prevention	Hazard Recognition and Reporting	Bloodborne Pathogens	Feb Week 2 (Feb 12)	Facility Inspection Post 2021 OSHA 300A Summary on 2/1
March	Risk Tolerance Managing Distractions	Fatigue Management Wellness	Hazard Communication		Facility Inspection OSHA Log Review Q1 Self-Audit
April	Pedestrian, Cyclist, Motorcyclist Awareness	Emergency Vehicle Evacuation	Emergency Preparedness and Response		Facility Inspection Remove OSHA 300A Summary on 4/30
May	ADA Sensitivity / Mobility Device Securement	Heat Stress Prevention	Heat Safety	May Week 2 (May 14)	Facility Inspection Review and update heat stress plan
June	Loading and Unloading	Ergonomics	Lockout / Tag Out	June Week 2 (June 11)	Facility Inspection Q2 Self-Audit
July	Pre-Trip Inspection Mirror Adjustment	3-points of Contact Fall Prevention	Machine Guarding (Maintenance)		Facility Inspection
August	Reference Points / Fixed Objects Passenger Stop	Strains & Sprains Back Safety	Personal Protective Equipment	August Week 2 (Aug 13)	Facility Inspection OSHA Log Review
September	Defensive Driving	Drug and Alcohol Program Refresher	Injury and Illness Prevention Program		Facility Inspection Review and update Injury and Illness Prevention Plan Q3 Self-Audit
October	Merging/Lane Changing	Fire Safety / Fire Extinguisher	Fire Safety / Prevention	October Week 2 (Oct 15)	Facility Inspection Review and update Facility Emergency Action Plan (Safety Policy #21)
November	Decision Making Situational Awareness	Emergency Action Plan Fire Drill	Electrical Safety (Maintenance)		Facility Inspection Conduct Annual Fire Drill
December	Adverse Weather Following Distance	Walking / Working Surfaces	Housekeeping	Dec Week 2 (Dec 10)	Facility Inspection OSHA Log Review Q4 Self-Audit

Note: Safety Calendar topics may be subject to change based on safety trends.

Company Wide Safety Stand Down focus areas will be defined based on safety trends.



## Attachment H

### MV Transportation Division 239 Safety Committee Membership

Name	Title
Sheralee Malverty	<i>General Operations Manager (Chair)</i>
Meghan Maglio	<i>Safety Manager</i>
Mohamed Yohan	<i>Road Supervisor</i>
Jacques Dantec	<i>Putnam Area Rapid Transit (PART) Driver</i>
Tonianne Smith	<i>Early Intervention (EI) Pre-K Monitor</i>
Willi Guzman	<i>Mechanic</i>

*\*MV Transportation Safety Committees first established in 1975 along with company\**

*\*Division 239 Safety Committee newly revitalized in November 2021\**

*\*The Safety Committee meets on a quarterly basis\**

#### Duties

##### Covid Period

- Monitor COVID-19 levels and adjust routes/employee coverage accordingly.
- Purchase and distribute PPE supplies to employees, management representatives, and passengers as needed.
- Identify and isolate infected individuals discretely and in compliance with State and CDC guidelines.

##### Quarterly Reviews

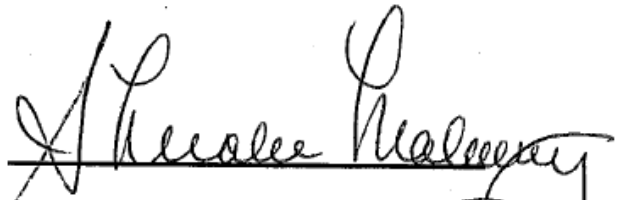
- Meet quarterly and as needed.
- Staff evaluate the building and bus yard for safety hazards that need addressing.
- Staff document and discuss additional concerns.
- Staff document meeting notes and then post them to employee bulletin boards.
- Provide mandatory monthly training and “safety blasts” to all operators.
- Mitigate both pedestrian and vehicular accidents and identify ineffective strategies.
- Monitor safety statistics.
- Identify safety deficiencies for continuous improvement.
- Review and set performance targets and goals on an annual basis.

# SAFETY COMMITTEE

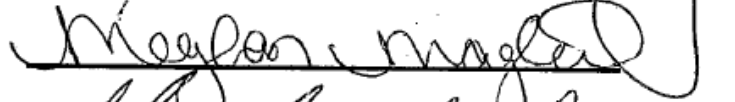
APRIL 11, 2025

- CONSTRUCTION IN THE YARD HAS BEEN COMPLETED
- 2 OUTSIDE LIGHTS IN THE YARD NEED TO BE ADJUSTED/ FIXED
- WHEELCHAIR RECERTIFICATION PLATFORM IN PROCESS OF BEING SET UP IN WASH BAY
- SAFETY MEETINGS HAVE BEEN REVAMPED AND GOING GREAT

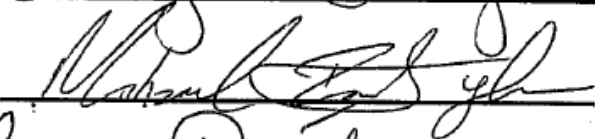
GENERAL MANAGER: SHERALEE MALVERTY



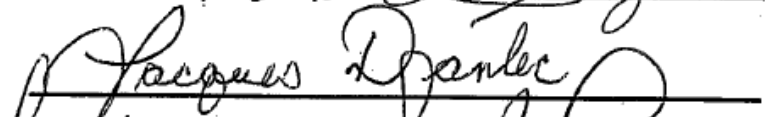
SAFETY MANAGER: MEGHAN MAGLIO



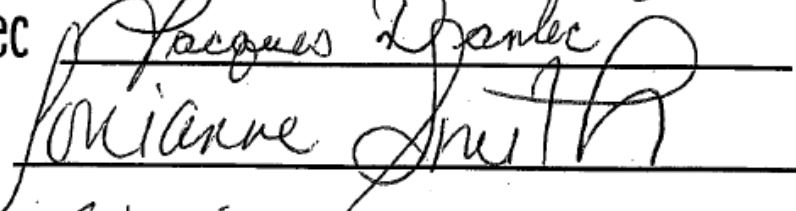
ROAD SUPERVISOR: MOHAMED YOHAN



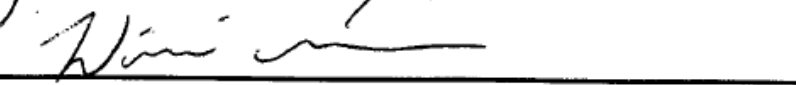
OPERATOR: JACQUES DANTEC



MONITOR: TONIANNE SMITH



MECHANIC: WILLI GUZMAN



## Attachment J

# FTA Safety Risk Assessment Matrix

### Hazard Assessed

- Transit workers must interact with passengers, patrons, and the public, and, at times, must clarify or enforce agency policies.

#### Potential Consequences

Transit workers are assaulted on transit vehicles

+ Add Potential Consequence

#### Likelihood

--Select Likelihood--

Please add all potential consequences

#### Risk Rating

##### Likelihood ?\*

--Select Likelihood--

##### Severity ?\*

--Select Severity--

[Risk Rating Matrix](#)

Likelihood	5	Very High					
	4	High					
	3	Moderate					
	2	Low					
	1	Very Low					
			Negligible	Could cause minor first aid treatment	May cause minor injury, or minor property damage	May cause severe injury or major property damage	May cause death or permanent injury or destruction of property
			A	B	C	D	E
			Severity				

### Hazard Assessed

- Transit workers must interact with passengers, patrons, and the public, and, at times, must clarify or enforce agency policies.

#### Potential Consequences

Transit workers are assaulted in revenue facilities

+ Add Potential Consequence

#### Likelihood

--Select Likelihood--

Please add all potential consequences

#### Risk Rating

##### Likelihood ?\*

--Select Likelihood--

##### Severity ?\*

--Select Severity--

[Risk Rating Matrix](#)

Likelihood	5	Very High					
	4	High					
	3	Moderate					
	2	Low					
	1	Very Low					
			Negligible	Could cause minor first aid treatment	May cause minor injury, or minor property damage	May cause severe injury or major property damage	May cause death or permanent injury or destruction of property
			A	B	C	D	E
			Severity				