



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 11/30/2020**  
**Re: Resolution Approving the LETS Public Transportation Agency Safety Plan (PTASP) – LETS**

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The Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule on July 19, 2019, requiring operators of public transportation systems that receive federal funds under FTA's Urban Area Formula Grants program to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

A Safety Management System is a "data-driven management system which involves the continuous collection and analysis of information that helps a transit operator become proactive about how it addresses safety risks" (FTA). The required SMS components include defined safety roles and responsibilities, strong executive safety leadership, formal safety accountabilities and communication, effective policies and procedures, and active employee involvement.

Agencies are also required to develop an employee reporting program and designate a Chief Safety Officer, which will be the LETS Trainer, a position that is already responsible for driver safety training and staying current on industry best practices.

The PTASP Rule is designed to promote a culture of safety by making safety everyone's responsibility, empowering employees to play an active role and encouraging employees to report safety concerns to senior management.

Transit operators must certify that they have a safety plan in place meeting the requirements of the rule by December 31, 2020. The PTASP and subsequent updates must be signed by the Accountable Executive and approved by the agency's governing body.

Safety is a core business function of LETS, and as such the LETS Public Transportation Agency Safety Plan was developed to comply with FTA requirements and to support the agency's mission to provide safe and reliable transportation for the citizens of Livingston County. LETS will use the procedures outlined in the PTASP to improve upon current safety practices and to integrate safety into all aspects of transit operations and service delivery.

As always, please do not hesitate to contact me at 517-540-7843 if you have any questions.