



Foothill Transit

GOVERNING BOARD MEETING

West Covina, CA
Friday, October 30, 2020



Foothill Transit

Foothill Transit MISSION

To be the premier public transit provider committed to:

SAFETY
COURTESY
QUALITY
RESPONSIVENESS
EFFICIENCY
INNOVATION



Foothill Transit VALUES

SAFETY

We educate, encourage, and endorse a strong culture of safety at all levels of the organization, valuing the responsibility entrusted in us by the communities that we serve.

RESULTS

We value the achievement of organizational goals and initiatives as defined in our business plan and involving all levels of the organization.

INTEGRITY

We are committed to high ethical standards based on accountability, honesty, respect, transparency, and a high level of fiscal responsibility.

GRATITUDE

We are a team united in thankfulness for each other; we express gratitude for our many opportunities by investing our time and energy in our community and industry, and through the open expression of appreciation.

DIVERSITY

We create an environment rich with talented people and differing viewpoints, valuing the unique perspectives that everyone brings.

TEAM MEMBERS

Our team members are the key to Foothill Transit's success and we are committed to supporting them through education, development, and recognition.

COMMUNICATION

We value and are committed to open honest respectful discussion which is responsive, informative, and constructive.

SUSTAINABILITY

We embrace sustainability because it benefits all aspects of our business while helping our communities by protecting the environment through measured and responsible stewardship of resources.



Foothill Transit

Governing Board Meeting AGENDA

GOVERNING BOARD MEETING - TELECONFERENCE

7:45 AM, OCTOBER 30, 2020

Foothill Transit Administrative Office

2nd Floor Board Room

100 South Vincent Avenue

West Covina, CA 91790

FOOTHILL TRANSIT IS TAKING ALL PRECAUTIONS POSSIBLE TO PREVENT THE SPREAD OF COVID-19. FOR THE HEALTH AND SAFETY OF ALL GOVERNING BOARD MEMBERS, FOOTHILL TRANSIT STAFF, AND THE PUBLIC, PARTICIPATION IN THE MEETING WILL BE DONE REMOTELY VIA TELECONFERENCE USING THE FOLLOWING ZOOM MEETING LINK: <https://foothilltransit.zoom.us/j/88172901780>. ALTERNATIVELY, TO PARTICIPATE VIA PHONE, DIAL (669) 900-6833 AND ENTER MEETING ID: 881-7290-1780.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FOR THE GOVERNING BOARD MEETING OF SEPTEMBER 25, 2020

Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed two minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 967-3147 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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6. PUBLIC COMMENT

IF PARTICIPATING VIA ZOOM, CLICK ON “RAISE HAND” TO INDICATE YOU WOULD LIKE TO SPEAK. IF PARTICIPATING VIA PHONE CALL, SUBMIT A REQUEST TO BOARD.SECRETARY@FOOTHILLTRANSIT.ORG BY CLOSE OF BUSINESS ON OCTOBER 29, 2020.

6.1. Chief Executive Officer Response to Public Comment

7. L.A. METRO FARELESS INITIATIVE

Recommended Action: Receive and file the update on the L.A. Metro Fareless Initiative.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director’s office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Executive Director’s office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, por favor póngase en contacto con la oficina del Director Ejecutivo en el (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

如果需要翻译服务, 请至少于会议前48小时致电高级主任办公室: (626) 931-7300 分机 7204。

Nếu Quý vị có yêu cầu dịch vụ dịch thuật, xin vui lòng liên hệ với văn phòng Giám đốc Điều hành tại (626) 931-7300 số lẻ 7204, ít nhất 48 giờ trước khi cuộc họp.

Kung nangangailangan ka ng mga serbisyo sa pagsasalin, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم (626) 931-7300 (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

Եթե Ձեզ թարգմանչական ծառայությունների են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ խնդրում ենք զանգահարել Գործադիր տնօրենի գրասենյակ՝ (626) 931-7300 լրացուցիչ՝ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបញ្ជូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره (626) 931-7300 داخلی 7204 تماس حاصل فرمایید.

หากคุณต้องการบริการการแปลภาษากรุณาติดต่อสำนักงานผู้อำนวยการบริหารที่ (626) 931-7300 ต่อ 7204, อย่างน้อย 48 ชั่วโมงก่อนที่จะมีการประชุม



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8. INSURANCE PROGRAM UPDATE

Recommended Action: Receive and file this update to the Foothill Transit insurance program.

9. UNION STATION PATSAOURAS PLAZA BUSWAY STATION

Recommended Action: Receive and file this report on the Union Station Patsaouras Plaza Busway Station.

10. ELECTION SUMMARY

Recommended Action: Receive and file the Election Summary for the November 3, 2020 General Election.

11. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

Recommended Action: Receive and file an update on Foothill Transit's Public Transportation Agency Safety Plan (PTASP).

12. EXECUTIVE DIRECTOR COMMENT

13. GOVERNING BOARD MEMBER COMMENT

14. ADJOURNMENT

**The next meeting of the Governing Board
is scheduled for
Friday, December 18, 2020 at 7:45 a.m.**



Foothill Transit

**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT GOVERNING BOARD
TELECONFERENCE VIA ZOOM**

**FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 S. VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

**Friday, September 25, 2020
7:45 a.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Sternquist at 7:48 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Sternquist.

3. ROLL CALL

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Corey Calaycay, Member Rick Crosby, Member Emmett Badar, Member Andrew Rodriguez, Member Edward Alvarez, Member Jorge Marquez, Member Gary Boyer, Member Albert Ambriz, Member Dario Castellanos, Member Roger Chandler, Member Richard Barakat, Member Tzeitel Paras-Caracci, Member Becky Shevlin, Member Margaret McAustin, Member Fernando Vizcarra, Member Steve Tye, Member Jessica Ancona, Member Cory Moss, Member Hector Delgado, Member Sam Pedroza, Member Jimmy Lin, Member Cynthia Sternquist

Absent: Member Robert Torres, Member Paul Hernandez, Member Valerie Munoz

4. REVIEW & APPROVAL OF THE MINUTES

Approval of the minutes for the Governing Board Meeting of August 28, 2020.

Motion by Vice Chair Calaycay, second by Member Moss, the minutes for the Regular Meeting of July 24, 2020 were approved. Member Badar abstained.



Motion carried 18-0.

5. **APPROVAL OF AGENDA**

After discussion, by Common Consent, and there being no objection, the Board approved the agenda as presented.

6. **PUBLIC COMMENT**

No members of the public addressed the Foothill Transit Executive Board.

Erika Mazza, Keolis Vice President - West, addressed the Governing Board. She thanked Foothill Transit for the strong working relationship through the COVID-19 Pandemic. She introduced the Pomona Operations and Maintenance Interim General Manager Andres De Los Rios. Mr. De Los Rios addressed the Governing Board and cited his experience and thanked the Governing Board for the opportunity.

6.1. Executive Director Response to Public Comment

Mr. Barnes expressed his thanks to the Keolis team for their partnership.

CONSENT CALENDAR

7. **JULY 2020 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through July 31, 2020. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of July 31, 2020, for the fiscal year ending June 30, 2021.

Motion by Vice Chair Calaycay, second by Member Moss, to receive and file. Motion carried 22-0.

REGULAR AGENDA

8. **SEPTEMBER 2020 STATE LEGISLATIVE SUMMARY**

Recommendation: Receive and file the September 2020 State Legislative Summary.

Yoko Igawa, Manager of Public Affairs, presented this item.

Ms. Igawa provided an overview of the state's legislative activities. She reported that the 2019-2020 legislative session adjourned on August 31, 2020. Legislative priorities without a connection to COVID-19 were tabled.

She reviewed Assembly Bill 5 and how it's directly related to Proposition 22. She reported that Proposition 22 would not have any direct impact on Foothill Transit. She stated that there is no way to know if the passage or failure of Proposition 22 will have secondary impacts on public transportation and its ridership, she cited a 2018 SCAG study that indicated that app-based transportation companies like Uber and Lyft have minimal impact on transit use.

Received and filed.

9. **FISCAL YEAR 2020 YEAR-END BUDGET UPDATE**

Recommendation: Receive and file the year-end budget update for the fiscal year ending on June 30, 2020.

Jorge Quintana, Finance Analyst, presented this item.

Mr. Quintana presented a review of the year-end budget for Fiscal Year 2020. Foothill Transit ended the fiscal year within the approved budget despite having \$383,000 of non-budgeted expenses due to COVID-19. Foothill Transit ended the fiscal year with \$5.3 million in savings. These budget savings are both COVID-19 related and non-COVID-19 related.

COVID-19 related savings included fuel, double-deckers launch festivities, and website launch being delayed. In addition, employee development such as trainings and legislative activities were postponed. Another significant area of cost savings was related to on-board customer surveys for both Title VI and the COA.

Non-COVID-19 related savings included IT contract savings, Transit Stores and facilities contract savings, and Downtown Los Angeles layover rent expense.

Received and filed.



10. **LA METRO APP AND APPLE WALLET LAUNCH**

Recommendation: Receive and file this report on the LA Metro TAP App and Apple Wallet Launch.

Felicia Friesema, Director of Marketing and Communications, presented this item.

Ms. Friesema reported that on September 3, 2020, LA Metro unexpectedly launched two new mobile fare tools that have potentially significant impacts on how all TAP enabled transit agencies handle mobile ticketing onboard their systems. The unexpected nature of the launch was due to a non-disclosure agreement between LA Metro and Apple, Inc.

The launch was for two payment options, TAP and pay with Apple Wallet. This would allow customers to make payment with their iPhone or Apple Watch within a few inches of the TAP dial when boarding.

The other payment method is via the TAP mobile app. Customers can purchase stored value and passes. They can plan a trip using trip tools. The option is currently available only on iPhone. The Android option is currently scheduled to launch in later October or early November.

Reduced fare and LIFE customers must download the TAP app to add reduced fare and Life TAP cards to Apple Wallet. Customers still need to carry the plastic card to confirm reduced fare status to fare enforcement officers.

Received and filed.

11. **TITLE VI OVERVIEW**

Recommendation: Receive and file the Title VI Overview.

Lourdes Álvarez, Transit Planner, presented this item.

Ms. Álvarez presented an overview of the Title VI program at Foothill Transit. She reported that Title VI is part of the Civil Rights Act of 1964. Title VI prohibits discrimination on the basis of race, color, or national origin under any federally funded program or activity.

Foothill Transit is funded by the Federal Transit Administration, therefore, the agency must abide to all Title VI regulations and requirements. Every



three years, a Title VI Program Report must be submitted that summarizes all major service changes, fare changes, new payment methods, new facility construction, distribution of amenities, and printed materials.

To abide with FTA's regulations every proposed service change and fare change is carefully reviewed through an Equity Analysis to ensure there isn't a violation of Title VI. Customer comments related to Title VI are investigated to ensure that a proper resolution is implemented and serves to reinforce Title VI with Foothill Transit's contractors.

Received and filed.

12. **COVID-19 TRANSIT OPERATIONS**

LaShawn King Gillespie, Director of Operations and Customer Service and Felicia Friesema, Director of Marketing and Communications, presented this item.

Ms. Gillespie reported that resumption of express service on June 8, 2020 brought service to 99 percent pre-COVID levels. Average weekday ridership is 59 percent of pre-COVID. Local service ridership is 63 percent pre-COVID ridership and express service is 20 percent of pre-COVID ridership.

She reviewed safety efforts and cleaning practices and provided an update on the operator barrier retrofit project. Installation began on September 10th and 47 installations have been completed. Foothill Transit is scheduled to resume fare collection on October 18, 2020.

The El Monte Transit Store and West Covina Transit Store will open to in-person service on October 5, 2020. Staff is awaiting information from the City of Pomona as to when the Pomona Transit Store will be able to open, and awaiting information from the Puente Hills Mall management as to when the Puente Hill Mall Transit Store can open.

Ms. Friesema reported that the communications campaign for fare collection has begun. Signage at the rear bus will change to redirect customers to board at the front of the bus, and to have fares ready. Signage at the front of bus will include directing customers to wear masks and to be kind. Graphics, links, and advertising have been placed on social media channels.

The American Public Transportation Association's (APTA) Pandemic Response Committee launched the APTA Health and Safety Commitment Program. The program is designed to strengthen transit's goodwill with the

public, and will provide Foothill Transit with seal of participation indicating that Foothill Transit's meets all the requirements for protecting public health. The seal will be displayed on all fleet vehicles in the coming weeks.

Received and filed.

13. **EXECUTIVE DIRECTOR COMMENT**

Comments by Mr. Doran J. Barnes, Executive Director, Foothill Transit.

Mr. Barnes reported the following:

- Clean Air Day is scheduled for October 7, 2020. Foothill Transit will be supporting efforts and join the pledge.
- Thanked Sabrina Muhne, Roy Eseyan, and Christina Lopez for their coordination efforts when it comes to the Board's virtual meetings.
- Mr. Barnes was asked to participate on a taskforce that will look at a free fare proposal for the region.
- Staff is watching the economy closely as planning for FY2022 budget begins at the beginning of 2021.
- Foothill Transit's new double-decker bus will arrive very soon.

14. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Governing Board.

- Member McAustin thanked Foothill Transit for supporting Pasadena's 100 Anniversary of Women's Suffrage. She extended special thanks to Felicia Friesema, Director of Marketing and Communications for her assistance.
- Chair Sternquist requested that the meeting be adjourned in the memory of Justice Ruth Bader Ginsburg.

15. **ADJOURNMENT**

Adjournment for the September 25, 2020 Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Governing Board meeting adjourned in the memory of Justice Ruth Bader Ginsburg at 8:46 a.m.



October 30, 2020

To: Governing Board

Subject: **L.A. Metro Fareless Initiative**

Recommendation

Receive and file the update on the L.A. Metro Fareless Initiative.

Analysis

At the Metro Board meeting in August 2020, Metro CEO Phil Washington committed to conducting a comprehensive analysis of the impacts of providing all bus and rail service without charging the passengers for fares. Mr. Washington's proposal is based on the concept that public transportation should be offered to patrons as a public service in much the same way that policing and fire services are offered. In a recent passenger survey, Metro confirmed that the majority of their passengers earn an average family income of \$18,000 per year. Metro believes that fareless public transit will provide progress toward equity for all people. Mr. Washington agreed to return to the Metro Board in January 2021 with the results of the study.

Subsequently, Metro formed a task force consisting of numerous Metro employees representing different areas of expertise, such as, finance and budget, scheduling and planning, TAP fare collection, Metro Operations, and the Office of Extraordinary Innovation. The task force began their focus on the challenges that must be resolved to enable transit agencies to adopt a fareless initiative. The task force initiated a public survey to ascertain how the public and all stakeholders view the concept of fareless public transit.

The task force also reached out to the regional transportation providers, such as municipal bus operators, Access Services, and Metrolink to engage them in the discussions regarding challenges and solutions. This ad hoc committee meets weekly with the task force to provide insight into the challenges that apply to these agencies. Foothill Transit representatives on this committee are Doran Barnes and Michelle Caldwell.

Some of the challenges that have been identified thus far include the following:

- How much revenue will be lost if no fares are collected;



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L.A. Metro Fareless Initiative

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- What other revenue streams can be identified to backfill for the lost fare revenues;
- How much will the agency save if there are no expenses related to fare collection (farebox repair and maintenance; cash collection; TAP system maintenance, etc.);
- What legislative concerns must be addressed (State of CA requirements for farebox recovery ratio to receive STA funds; Calderon bill requiring fare units as part of the Formula Allocation Program for LA County operators);
- How will the agency address potential overcrowding if ridership increases beyond current capacity;
- How will the agency address ridership societal challenges (such as, persons riding with no destination);
- What are the impacts to Access Services.

The task force is currently scheduled to present their findings to the Metro CEO in December. Doreen Morrissey from the LA Metro Office of Extraordinary Innovation will make a presentation to the Foothill Transit Governing Board at the October 2020 meeting.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer



October 30, 2020

To: Governing Board

Subject: **Insurance Program Update**

Recommendation

Receive and file this update to the Foothill Transit insurance program.

Background

Foothill Transit spends approximately \$290,000 per year on a variety of insurance coverages. We purchase all the usual business-related coverages such as general liability, property, earthquake, workers' compensation for all Foothill Transit employees, and automobile insurance for our non-revenue fleet.

Foothill Transit is unique as a transit operator with all transit services contracted out to private entities. The transit operating contracts include a "hold harmless" agreement, which means that the operating contractors carry insurance coverage on all aspects of transit operations claims.

Foothill Transit also carries Directors and Officers liability insurance for "all elected and appointed" directors. This insurance covers any exposure the Board may have for decisions made by them.

Foothill Transit utilizes the services of Alandale Insurance as our broker. Alandale principal Bob Kuhn will be present at the Board meeting to provide an overview of the various coverages that we have in place.

Sincerely,

Michelle Lopes Caldwell
Director of Finance and Treasurer

Doran J. Barnes
Chief Executive Officer



October 30, 2020

To: Governing Board

Subject: **Union Station Patsaouras Plaza Busway Station**

Recommendation

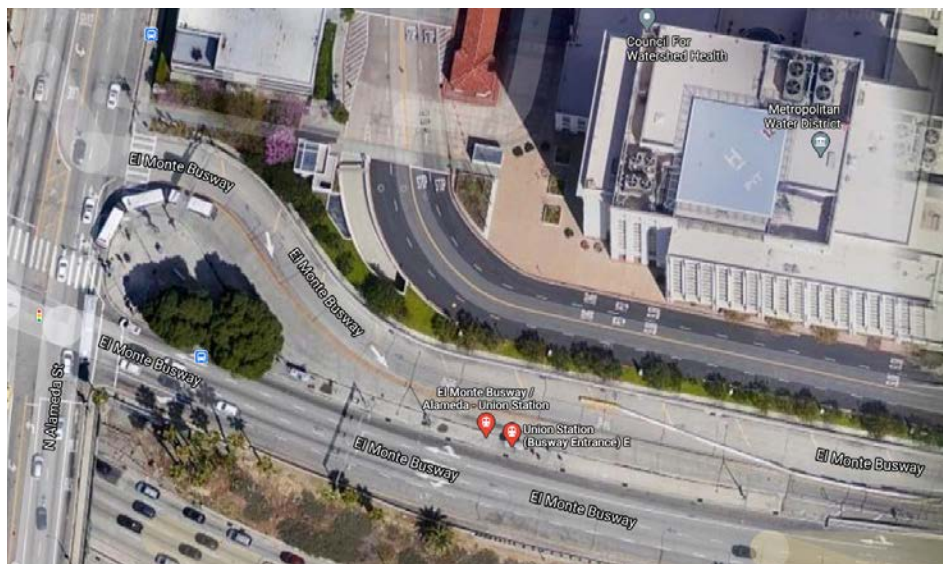
Receive and file this report on the Union Station Patsaouras Plaza Busway Station.

Analysis

Union Station is a major destination in downtown Los Angeles. Besides being a historical landmark, the station is a major transportation hub connecting all modes of transportation such as bus, rail, and various rideshare modes such as scooter and car shares. All Foothill Transit commuter services and the Silver Streak provide access to Union Station.

Patsaouras Plaza is the bus transfer center at Union Station. With the exception of Line 699 which stops at Patsaouras Plaza, Foothill Transit's lines do not have direct access to the station. For all other lines, the closest stop to Union Station is located on the El Monte Busway near Alameda Street, and from there customers have about a ten-minute walk to get to the station. Image 1 below is a map showing the location of the current bus stop and Image 2 is an actual photograph of the current stop.

Image 1 - Map of current bus stop at the El Monte Busway/ Alameda Street





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Union Station Patsaouras Plaza Busway Station
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Image 2 - Picture of the current bus stop at the El Monte Busway/ Alameda Street



Customers will soon have improved access to Union Station by way of the newly constructed Union Station Patsaouras Plaza Busway Station. Image 3 shows a rendering of the new station. The new station will be connected by a pedestrian walkway that will provide direct access to Patsaouras Plaza and Union Station. The walkway will be well lit and equipped with closed circuit TV systems (CCTV) for customer safety.

Image 3 - Artist rendering of the new Union Station Patsaouras Plaza Busway Station

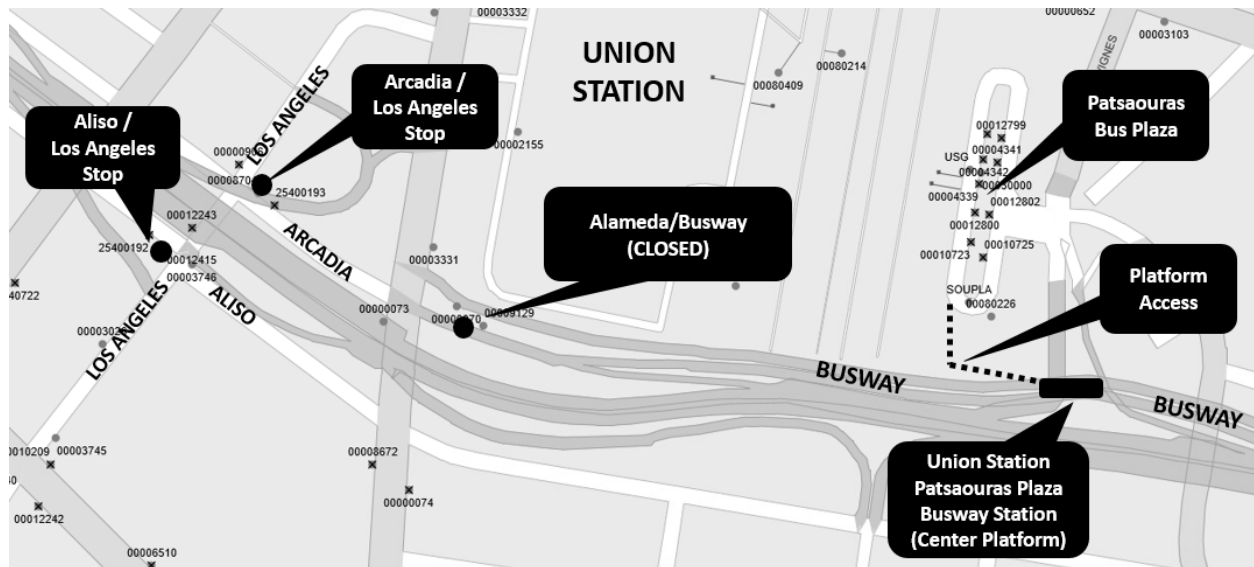




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Once the Union Station Patsaouras Plaza Busway Station opens, the current stops at Alameda Street/El Monte Busway and inside Patsaouras Plaza will be closed. Depending on a customer’s final destination or where they are starting their trip, they will be directed to use the new station or the bus stops along Los Angeles Street. Please refer to Image 4 for a diagram of the bus stops in the area.

Image 4 - Map showing stop closures and alternative bus stops.



We are awaiting word from L.A. Metro regarding the planned date for the opening of the new Union Station Patsaouras Plaza station and are prepared to inform customers of the upcoming bus stop location change. The station was expected to open this month. Unfortunately, the opening has been delayed due to some final construction activities. We do expect that the station will open soon and we will start service to the station as soon as it opens.

Sincerely,

Joseph Raquel
Planning Director

Doran J. Barnes
Chief Executive Officer



October 30, 2020

To: Governing Board

Subject: **Election Summary**

Recommendation

Receive and file the Election Summary for the November 3, 2020 General Election.

Analysis

The November 3, 2020 General Election includes various local contests and measures, state propositions, and the national Presidential election. A summary of the contests related to Foothill Transit in the upcoming election is attached.

Many of the contests on the ballot in November are a direct result of the March 3, 2020 Statewide Primary Election outcomes. Congressional and State primaries are nonpartisan, where candidates are on the same ballot, and the top two candidates from March, regardless of party, run against each other in the November General Election. Also appearing on the November ballot will be the top two candidates from the Los Angeles County primary contests where no candidate got more than 50 percent of the vote.

As municipal elections have recently been consolidated with California State primary and general elections conducted by the Los Angeles County Registrar-Recorder/County Clerk, 12 of the 22 cities within the Foothill Transit joint powers agreement (JPA) will also have municipal contests appear on the upcoming ballot.

National Election:

This November, President Donald Trump and Vice President Michael Pence are challenged by Democratic Presidential and Vice Presidential candidates Joseph Biden and Kamala Harris, respectively, along with candidates from the American Independent, Green, Libertarian, and Peace and Freedom parties.



Congressional Elections:

The contests for congressional district seats representing Foothill Transit's JPA cities and service area are included in the attached summary. Incumbents in the 27th (Rep. Judy Chu), 28th (Rep. Adam B. Schiff), 32nd (Rep. Grace F. Napolitano), 35th (Rep. Norma J. Torres), 38th (Rep. Linda T. Sánchez), and 39th (Rep. Gil Cisneros) congressional districts will be facing re-election this November.

State Elections and Measures:

The contests for State Senate and Assembly district seats representing Foothill Transit's JPA cities and service area are included in the attached summary. Incumbents in the 25th (Senator Anthony J. Portantino) and 29th (Senator Ling Ling Chang) State Senate districts are seeking re-election, as are the incumbents in the 41st (Assemblymember Chris Holden), 48th (Assemblymember Blanca Rubio), 49th (Assemblymember Ed Chau), 52nd (Assemblymember Freddie Rodriguez), 55th (Assemblymember Phillip Chen), and 58th (Assemblymember Cristina Garcia) State Assembly districts. Assembly Majority Leader Ian Calderon, who is not seeking re-election, leaves the seat for the 57th State Assembly District to be filled by a newcomer.

Two state measures have the potential to affect Foothill Transit. Proposition 16, if passed, would permit government employment and contracting policies to consider race, sex, color, ethnicity, or national origin to address diversity to the extent allowed under federal and state law. Proposition 22 is transportation related, and if passed, would classify app-based drivers as "independent contractors" instead of "employees." It would override a state law enacted last year by Assembly Bill 5, which required companies to reclassify their independent contractors as "employees," and entitled workers classified as "employees" to greater labor protections, such as minimum wage laws, sick leave, unemployment and workers' compensation benefits, which do not apply to independent contractors.

Local Elections:

At the county level, contests for Los Angeles County District Attorney and the seat on the Second Supervisorial District will appear on the General Election ballot.

Municipalities within the Foothill Transit JPA holding elections for city council and/or mayoral seats include the Cities of Baldwin Park, Claremont, Diamond



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Bar, Duarte, El Monte, Irwindale, La Puente, Pasadena, Pomona, South El Monte, Walnut, and West Covina.

At your December meeting, we will update you on the results of these various elections.

Sincerely,

Yoko J. Igawa
Manager of Public Affairs

Doran J. Barnes
Chief Executive Officer

Attachment

November 2020 General Election: Municipal Races

Jurisdiction	Seat	Candidates
Baldwin Park	Mayor	Emmanuel J. Estrada
		Manuel Lozano *
	Council (2 Seats)	Jean M. Ayala
		Daniel "Danny" Damian
		Monica Garcia
Claremont	1st District	Mario Maciel Jr.
		Corey Calaycay **
		Christine Margiotta
	5th District	Ethan M. Reznik
		Michael Ceraso
		Donell Clark
Diamond Bar	Council (2 Seats)	Silviano "Sal" Medina
		Bennett Rea
		Sam Castorena Jr.
		Stan Liu
		Ruth Low *
		Jennifer "Fred" Mahlke *
Duarte	3rd District	Aaron McElrea
		Tommy Orona
El Monte	Mayor	Bill Rawlings
		Liz Reilly *
		Judy Schulz
	Council (2 Seats)	Jessica Ancona †
		Andre Quintero *
Irwindale	Council (3 Seats)	Irma L. Zamorano
		Victoria "Vicky" Martinez *
		Alma D. Puente
		Gabriel Ramirez
		Jerry Velasco *
La Puente	Council (3 Seats)	Mark A. Breceda *
		Larry G. Burrrola *‡
		Manuel R. Garcia *
		Jason Hickman
Pasadena	Mayor	Ebella "Ebby" Reyes Ortiz
		David E. Argudo
Pomona	Mayor	Dan Holloway *
		Violeta Maria Lewis *‡
		Gabriel Quiñones
		John Michael Solis *
		Victor M. Gordo
	1st District	Terry Tornek *‡
		Jesus Villagomez Campos
		Jacqueline Elizalde
		Mohammad H. Kamyab
	4th District	Gustavo Ernesto Nuñez
Tim Sandoval *‡		
6th District	Virgilio (Jojo) Pico Doniza	
	Geny P. Mejia	
	John Nolte	
South El Monte	Mayor	Elizabeth Ontiveros-Cole *
		Chara Nicole Swodeck
		Debra Martin
		Siraaj A. Muhammad
Walnut	Council (3 Seats)	Miranda Sheffield
		Robert Torres **
		Gloria Olmos *‡
		Richard Angel *
		Brandon Angel
West Covina	1st District	Rudy Bojorquez
		Hector Delgado **
		Eric Ching *
	3rd District	Vivian Elias
		Linda Freedman
West Covina	Council (3 Seats)	Abel Martinez
		Nancy Renne Tragarz *‡
		Eric Wang
		Brian Gutierrez
		Lloyd A. Johnson *
West Covina	3rd District	Brian Tabatabai
		Steve Bennett
		Rosario Diaz
		Colleen B. Rozatti
West Covina	3rd District	Jessica C. Shewmaker *

Incumbent is marked with an asterisk (*); Foothill Transit Governing Board member marked with an obelisk (†); Foothill Transit Governing Board alternate member marked with a diesis (§)

Election/ Jurisdiction/ Ballot Measure	Candidates/ Positions
U.S. President and Vice President	Democratic: Joseph R. Biden (<i>President</i>) Kamala D. Harris (<i>Vice President</i>)
	Republican: Donald J. Trump* (<i>President</i>) Michael R. Pence* (<i>Vice President</i>)
	Peace and Freedom: Gloria La Riva (<i>President</i>) Sunil Freeman (<i>Vice President</i>)
	American Independent: Roque "Rocky" De La Fuente Guerra (<i>President</i>) Kany Omari West (<i>Vice President</i>)
	Green: Howie Hawkins (<i>President</i>) Angela Nicole Walker (<i>Vice President</i>)
	Libertarian: Jo Jorgensen (<i>President</i>) Jeremy "Spike" Cohen (<i>Vice President</i>)
27th U.S. House District	Johnny J. Nalbandian (R) Judy Chu (D) *
28th U.S. House District	Eric Early (R) Adam B. Schiff (D) *
32nd U.S. House District	Joshua M. Scott (R) Grace F. Napolitano (D) *
35th U.S. House District	Norma J. Torres (D) * Mike Cargile (R)
38th U.S. House District	Michael Tolar (D) Linda T. Sánchez (D) *
39th U.S. House District	Gil Cisneros (D) * Young Kim (R)
25th State Senate District	Kathleen Hazelton (R) Anthony J. Portantino (D) *
29th State Senate District	Josh Newman (D) Ling Ling Chang (R) *
41st State Assembly District	Chris Holden (D) * Robin A. Hvidston (R)
48th State Assembly District	Blanca E. Rubio (D) *
49th State Assembly District	Burton Brink (R) Ed Chau (D) *
52nd State Assembly District	Toni Holle (R) Freddie Rodriguez (D) *
55th State Assembly District	Phillip Chen (R) * Andrew E. Rodriguez (D)
57th State Assembly District	Jessica Martinez (R) Lisa Calderon (D)
58th State Assembly District	Cristina Garcia (D) * Margaret Villa (G)
County District Attorney	Jackie Lacey * George Gascón
County Supervisor, 2nd District	Holly J. Mitchell Herb J. Wesson Jr.
State Ballot Measure - Proposition 16 <i>Allows Diversity as a Factor in Public Employment, Education, and Contracting Decisions. Legislative Constitutional Amendment.</i>	Yes No
State Ballot Measure - Proposition 22 <i>Exempts App-Based Transportation and Delivery Companies From Providing Employee Benefits to Certain Drivers. Initiative Statute.</i>	Yes No

Incumbent marked with an asterisk (*)



October 30, 2020

To: Governing Board

Subject: **Public Transportation Agency Safety Plan Update**

Recommendation

Receive and file an update on Foothill Transit's Public Transportation Agency Safety Plan (PTASP).

Analysis

Foothill Transit's mission is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency, and innovation. In addition, listed first among our organizational values is Accountability which includes a strong focus on safety.

In keeping with Foothill Transit's organizational focus on safety, we have developed a robust safety and security program that is implemented in partnership with our two transit operations contractors and our customer service and facilities maintenance contractor.

On July 19, 2019, the Federal Transportation Administration (FTA) mandated that all public transit agencies that receive federal funding create, approve, and implement their own Public Transportation Agency Safety Plan (PTASP) no later than July 20, 2020. The regulation stipulates that agencies who operate more than 100 buses during revenue hours have an approved PTASP.

Foothill Transit's PTASP was adopted by the Executive Board at their meeting on January 31, 2020 and submitted to the Southern California Association of Governments (SCAG) on March 19, 2020 to fulfill the requirement.

Foothill Transit's PTASP (Attachment A) will be updated annually to ensure that it continues to prioritize and address the safety issues impacting the organization. Updates on the organization's safety performance will be provided to the board throughout the year.

The regulation calls for agencies to prioritize areas of primary safety focus in order to ensure improvement in these areas. The basic requirement is that each agency track and manage:

- Total number and rate of Injuries per total vehicle revenue mile;
- Total number and rate of Fatalities per total vehicle revenue mile;



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- Total number and rate of Safety Events per total vehicle revenue mile; and
- Mean Distance between Major Mechanical Failures

The FTA's definitions of each of these measures is as follows:

Injury: Any damage or harm to persons as a result of an event that requires immediate medical attention away from the scene.

Fatality: A death or suicide confirmed within 30 days of a reported event. This does not include deaths in or on a transit property that are a result of illness or other natural causes.

Safety Event: A collision, derailment, fire, hazardous material spill, act of nature (Act of God), evacuation, or Other Safety Occurrence Not Otherwise Classified (OSONOC) occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle and meeting established NTD thresholds.

Major Mechanical Failure: A failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

While the FTA does not dictate other performance areas or targets, it encourages each agency to look at other areas of improvement and develop key performance indicators to support the development of a more robust PTASP.

The table below shows historical performance in each of these areas that was used in developing the PTASP performance targets for FY2021, along with the observed performance in the first quarter of FY2021 (July through September 2020).



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		FY2020 Actual	FY2020 Q1	FY2021 Q1	FY2021 Target
Fatalities	Number	0	0	0	0
	Rate per 100,000 Revenue Miles	0	0	0	0
Preventable Collisions	Rate per 100,000 Total Miles	0.82	1.11	0.43	< 0.80
Injuries	Number	14	6	2	< 6
	Rate per 100,000 Revenue Miles	0.11	0.14	0.04	< 0.05
Safety Events	Number	24	4	16	< 25
	Rate per 100,000 Revenue Miles	0.55	0.09	0.37	< 0.20
System Reliability	Miles between Major Mechanical Failures	-	-	273,714	> 11,250

Fatalities - There have been zero fatalities on Foothill Transit service during Q1 of FY 2021. To ensure continued emphasis on achieving this performance target, our contractors focus heavily on the safety of our customers and the public. The training that is provided to all operators highlights the need and tactics to be safe while operating all Foothill Transit vehicles.

Preventable Collisions - During the first quarter of FY 2021 there were 18 preventable collisions resulting in a key performance indicator ratio of 0.43 per 100,000 miles. This is a 61 percent decrease compared to the same time last year. This reduction in preventable collisions can be attributed to the L.A. County Safer At Home Health Order which greatly reduced traffic on all roadways. Our transit service contractors have taken steps to ensure that we



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continue to achieve low numbers of preventable collisions. They conduct individual training for operators who were involved in collisions and they also regularly conduct safety meetings. In addition, contractor radio dispatchers issue safety messages of the day for all operators to provide defensive driving techniques and prevent these collisions. These all have the goal of continuing to focus on safe operations.

Injuries - Last fiscal year 14 injuries that required medical transportation were reported for the entire year. During Q1 of the last fiscal year there were a total six injuries. Year-to-date, two injuries have occurred. There may have been other events that resulted in an injury, however, in each instance the affected customer refused assistance and refused to file an injury report. As such, the reported number of injuries is only two for Q1. This performance is a 71 percent decrease compared to the same time last year. However, Foothill Transit's contractors' safety teams have reviewed the incidents that could have resulted in an injury and have updated their training plans to include actions that the operator could have taken to reduce the likelihood of such injuries in the future.

Safety Events - Another important indicator is Safety Events. Year-to-date, we have experienced 16 Safety Events. These have occurred during the provision of 4,162,878 miles of Revenue Service, producing a rate of 0.37 Safety Events per 100,000 Revenue Miles, which exceeds the FY2021 performance target of 0.20 Safety Events per 100,000 Revenue Miles. This increase in safety events is partially due to our implementation of rear boarding to provide for physical distancing between the coach operator and customers. Customers have been directed to use the rear doors to board and alight which at times presents a safety risk if an operator fails to pull the bus close enough to and parallel to the curb, and this has resulted in safety events. Our contractors have implemented enhanced refresher training to ensure coach operators observe proper procedures as they approach the bus stop to provide a safe distance for customers to board and disembark.

In addition to the increase in the number of trip and fall incidents, we have also experienced four thermal incidents involving our electric buses and overhead charging infrastructure within the past 14 months. Of those, two have been investigated and the root causes identified and addressed. The two most recent events are currently under investigation by an independent electrical engineering consultant engaged by Foothill Transit. The electric bus fleet and overhead chargers impacted have been placed out of service until



the investigations are completed and we can be assured that the affected buses and overhead chargers can be safely returned to service.

We are currently nearing the completion of a project to retrofit our fleet with driver barriers. The barriers are a safety and security feature with a Plexiglas shield to further protect the operator from airborne pathogens. This addition will allow restoration of front door customer boarding. Along with the heightened focus on proper procedure while pulling in to a bus stop, front door boarding should reduce the number of safety events that are occurring within our system.

System Reliability - The metric used to measure the safety aspect of system reliability is Major Mechanical Failures. In developing the performance indicator target for FY2021, Foothill Transit used our prior system reliability measure of Technical Road Calls as we did not have ready access to accurate historical data for major mechanical failures. A Technical Road Call is any mechanical fault that requires a mechanic to be present. Technical Road Calls are more frequent and on most occasions the bus is able to continue on route. Major Mechanical Failures occur much less frequently and usually require the vehicle to be towed away from the scene. The results above show performance that significantly surpasses the target because of the discrepancy in the definition that was used. In developing the target for FY2022, actual performance on the frequency of Major Mechanical Failures during the current fiscal year is available and will be used.

The numbers highlighted in the chart above reflect our dedication to safety. Foothill Transit works closely with all of our contractors to ensure the safety and security of our system. As noted above, the safety events indicator saw a slight increase due to the operational adjustments related to COVID-19 that were made to our service, and our contractors have taken steps to address this issue by conducting service stop audits, supervisor and manager ride-alongs with operators, and conducting focused safety campaigns.

In addition to the adopted targets above, two new safety performance indicators will be recommended for inclusion in Foothill Transit's FY2022 PTASP. The number and rate of Operator Assaults, which will be presented for Board consideration when the FY2022 PTASP targets are considered by the Board. The performance indicators to be proposed for inclusion will focus on reducing instances of operator assaults. The new performance indicator will monitor the number and frequency of assaults that occur within the system, and will allow us to measure the effectiveness of protocols



implemented to prevent assaults. This data and any other appropriate safety metrics will be included in the regular PTASP updates that will be presented to the Board for consideration.

The table below provides a history of the number and frequency of reported operator assaults in prior years as well as the number and frequency of operators assaults this year. Methods to encourage thorough and accurate reporting of these situations is underway and it is anticipated that this will reflect in identifying additional measures to reduce the number of occurrences.

		FY2020 Actual	FY2020 Q1	FY2021 Q1
Operator Assaults	Number	12	0	5
	Operator Assaults per 100,000 passenger boardings	0.09	0.00	0.11

Operator Assaults - Foothill Transit has taken a proactive approach when it comes to the safety of our operators and customers. Since 2016, operator barriers have been included in the specifications for all new buses procured. Since March 2020, we have noticed an increase in incidents of assaults on coach operators. The incidents have been related to the enforcement of COVID-19 safety guidelines. A project of retrofitting existing coaches with operator barriers was initiated earlier this year and this project is now near completion. It should be noted that approximately 29 buses that are slated for retirement in the coming four months, will not be retrofitted with operator barriers. To the greatest extent possible, these buses will be reserved for operator training. Also, an operator barrier that is compatible with the design and construction of the 32 Proterra battery electric buses is being sought.

In addition to providing our contractors' coach operators with another layer of safety from physical assaults, the barriers offer additional protection that complies with current physical distancing guidelines and provides a physical barrier between the operators and customers. The barriers allow the operators to safely continue to provide outstanding customer service while complying with all current COVID-19 safety guidelines.



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Since March 2020, our day to day operations have been impacted by the COVID-19 pandemic and we have developed and implemented a Pandemic Response Plan that allows us to address, manage, and mitigate any future pandemics. Foothill Transit's Pandemic Response Plan focuses on employee safety, recommended disinfecting practices, and the use of proper personal protective equipment. As we progress through the various stages of the County Health Order, the plan will be updated as needed to ensure it is responsive to the guidelines established by the Department of Public Health.

As stated earlier, Foothill Transit's PTASP is a living document with targets that are monitored on an ongoing basis to ensure we keep a proactive focus on safety and achieve improved performance. It will be updated annually to ensure that it continues to prioritize and address the safety issues impacting the organization. Updates on the organization's safety performance will be provided to the board throughout the year.

Sincerely,

Kevin Parks McDonald
Deputy Chief Executive Officer

Doran J. Barnes
Chief Executive Officer

Attachment



Foothill Transit

Public Transportation Agency Safety Plan

January 31, 2020

Foothill Transit Public Transportation Agency Safety Plan

1. Transit Agency Information

Foothill Transit, 100 S Vincent Ave, Suite 200 West Covina, Ca 91790

Accountable Executive: Kevin Parks McDonald, Deputy Executive Director

Chief Safety Officer: LaShawn King Gillespie, Director of Customer Service & Operations

Mode of Service Covered by This Plan: Bus

List All FTA Funding Types:

- Federal Urban Area Formula Program (Section 5307)

- Federal Buses and Bus Facilities and Low-or No-Emission Program (Section 5339)

- Federal State of Good Repair Program (Section 5337)

- Federal Congestion Mitigation and Air Quality (CMAQ)


Foothill Transit Contracts operation of its services to Transdev Services Incorporated and Keolis Transit Services LLC. Additionally, customer service and facility maintenance services are contracted to Transdev Services Incorporated

Foothill Transit Public Transportation Agency Safety Plan

2. Plan Development, Approval, and Updates

This plan has been drafted by Foothill Transit.

Signature



Accountable Executive

January 31, 2020
DATE

Approved by the Foothill Transit Executive Board on January 31, 2020
DATE

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued

The Public Transportation Agency Safety Plan will be updated annually. It is Foothill Transit's goal to have a signed and approved plan three months prior to the required submission date. This will give Foothill Transit adequate time to make corrections to the plan should there be a need to make changes. The plan will be reviewed regularly during the course of each year. During this review Foothill Transit staff will analyze safety performance to:

1. Determine if new Safety Performance targets should be established;
2. Determine whether increased Safety Promotion related to safety events is necessary; and
3. Ensure that the agency's Safety Assurance mechanisms are mitigating the current and most frequent safety events.

3. Safety Performance Targets

Preventable Collisions per Vehicle Mile	0.80
Fatalities	0
Fatalities per Revenue Mile	0
Injuries	6
Injuries per Revenue Mile	0.05
Safety Events	25
Safety Events per Revenue Mile	0.20
Mean Distance between Major Mechanical Failures	11,250

Foothill Transit Public Transportation Agency Safety Plan

4. Safety Management Policy

Safety is Foothill Transit's number one priority. We educate, encourage, and endorse a strong culture of safety at all levels of the organization, valuing the responsibility entrusted in us by the communities that we serve. Foothill Transit is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all of our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting and exceeding established standards.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with our Executive Director.

Foothill Transit's commitment is to:

- Support the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- Integrate the management of safety among the primary responsibilities of all managers and employees;
- Clearly define for all staff, contractors, managers, and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- Establish and operate hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance;
- Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- Comply with, and wherever possible exceed, legislative and regulatory requirements and standards;
- Ensure that sufficient skilled and trained human resources are available to implement safety management processes;

Foothill Transit Public Transportation Agency Safety Plan

- 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 that ensure that appropriate, effective safety management action is taken; and
- Ensure that externally supplied systems and services to support our operations meet our safety performance standards.

Safety Management Policy Communication

Foothill Transit communicates safety policy through various channels to direct staff, contract management, and contracted staff. The agency uses safety boards that are located in the operator lounges, throughout the maintenance facility, at Transit Stores, and throughout the administrative offices. Safety related information is posted for all staff and contractor personnel to see. Foothill Transit also works together with all contractors to ensure that Foothill Transit's targets, goals, and expectations are achieved in the performance of its service.

Authorities, Accountabilities, and Responsibilities

The Accountable Executive has the ultimate responsibility for carrying out the Agency Safety Plan. The Accountable Executive is also responsible for the development and implementation of the agency's Safety Management System (SMS). This makes the accountable executive responsible for ensuring that the agency's SMS is effectively implemented, and actions are taken, as necessary, to address substandard performance.

The Chief Safety Officer is responsible for the day-to-day implementation of the Safety Management System. They are responsible for reporting any substandard performance of the SMS directly to the accountable executive.

Agency Leadership contributes to the implementation of the SMS by enforcing and reporting substandard performance that occur in each individual operating facility. Each Foothill Transit operations and maintenance facility has its own safety team that is responsible for implementing and monitoring the progress of their SMS responsibilities. Functional areas across the administrative team are share in safety responsibilities.

- Customer Service and Operations
 - Provide contractor oversight particularly in the areas of operations and safety
 - Manage emergency preparedness

Foothill Transit Public Transportation Agency Safety Plan

- Planning
 - Evaluate safety implications of all proposed system modifications prior to implementation, including but not limited to implementing new routes and modifying current routes
 - Conduct bus stop safety checks and work with local jurisdictions to address any safety concerns
- Maintenance and Vehicle Technology
 - Manage and ensure state of good repair of all revenue vehicles
 - Provide vehicle mechanical quality oversight
 - Regularly update bus specifications to ensure the Foothill Transit fleet meets and exceeds safety requirement for bus safety design
 - Ensure electric bus safety (infrastructure, training)
 - Conduct monthly maintenance and appearance inspections of revenue and non-revenue vehicles
- Facilities
 - Manage and ensure state of good repair of all buildings and equipment
 - Provide oversight of all Foothill Transit physical assets
 - Conduct monthly audits of Operations and Maintenance yards
- Finance and HR
 - Ensure Foothill Transit's new hire onboarding includes appropriate orientation to Foothill Transit's SMS and PTASP
- Information Technology
 - Provide security for all network and electronic communications assets
- Marketing and Communications
 - Manage effective internal and external safety communication
- Procurement
 - Ensure scopes of work and technical specifications include appropriate safety considerations
- Operations and Maintenance Contractors
 - Contractor responsibilities outlined in current Operations and Maintenance contracts

Foothill Transit Public Transportation Agency Safety Plan

- Transit Stores and Facilities Maintenance Contractor
 - Contractor responsibilities for operation of the retail outlets and call centers and facility maintenance outlined in current contract

Objectives

To achieve the safety mission, Foothill Transit has established the following objectives for itself and its operations and maintenance contractors:

- Perform annual audits of operations and maintenance contractors to ensure compliance with SMS
- Identify and resolve hazards through an established employee reporting system
- Conduct emergency drills at administration building, Transit Stores, and operations and maintenance facilities
- Establish and monitor Preventable Collision benchmark
- Establish and monitor Injury benchmarks
- Establish and monitor Fatality benchmarks
- Establish and monitor Safety Event benchmarks
- Establish and monitor System Reliability benchmark
- Meet and exceed safety requirements in design specifications, engineering, facility construction, equipment and systems installation and testing, and in operations and maintenance
- Evaluate safety implications of all proposed transit system modifications (routes, bus stops, facilities, etc.) prior to implementation

Employee Safety Reporting Program

Foothill Transit has a robust employee reporting program which uses technology, in person meetings, incident feedback, and comment boxes. Foothill Transit has placed several employee comment boxes throughout its facilities to allow employees and contractor personnel to identify any concern that they may have at the work place. All employees and contractor personnel are encouraged to use the comment boxes and are rewarded if the comment is valid and it produces positive results. Operators also have the opportunity to submit a report at the end of their shift. Other direct and contractor staff may submit reports at any time. This allows management to address any risks that are occurring outside of the facility. At no time will an employee be disciplined or punished for submitting a comment.

Technology also plays a big part in the way we do business. We encourage supervisors and Foothill Transit facility teams to use our ELERTS application to report any risk that they observe in the field. This allows Foothill Transit to get real-time information of risks that are present within our system and gives

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us the opportunity to prioritize the risk depending on the level of damage that it could cause.

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5. Safety Risk Management

Hazards are an inevitable part of transit operations. Only after identifying those hazards can they be addressed. Sources of hazard information include safety reporting, formal and informal observations of operations, scheduled and unannounced inspections, internal safety investigations, accident reports, and committee reviews.

Employees at the administration building and operations and maintenance facilities are trained on how to report hazards or risks they identify or incidents and close calls they experience. This reporting is highly encouraged across the organization. All personnel, whether directly employed or employed by a contractor, are provided with various channels of reporting hazards and close calls. Reporting is encouraged using any channel an individual is most comfortable using. This includes verbally to supervisor or management staff, written by way of an incident report, or electronically using email or company portal.

If a hazard/incident is reported by a contractor employee, the safety manager at the contractor facility will document the hazard/incident on the designated Risk and Hazard Matrix and analyze, then communicate to the Safety and Planning staff at Foothill Transit. Foothill Transit does not own bus stops, bus stop shelters, or bus amenities located along city or county right of way. Foothill Transit does own the bus stop poles and bus stop signs, however, and staff at Foothill Transit will coordinate with facility technicians or appropriate city or county staff to mitigate hazards, and document this action through the Risk and Hazard Matrix. At those transit centers or park & ride facilities owned by Foothill Transit, safety hazards or incidents will be documented on the Risk and Hazard Matrix and addressed by Foothill Transit.

Each department at Foothill Transit will identify and manage their safety risks using the Risk and Hazard Matrix.

6. Safety Assurance

Safety Performance Monitoring and Measurement

- a. Foothill Transit currently tracks safety performance through the measure of Preventable Collisions/100,000 miles. This performance measure compares the number of preventable collisions that occur in a given time period (e.g., a month) to the total number of bus miles operated during the same time period.

A **Preventable Collision** is defined as a vehicle collision that is recorded involving a bus that has been judged to have been preventable as determined by the agency and that occurred on the road (i.e. outside of agency garages/depots or parking areas). Per the National Safety Council definition, a collision is considered preventable when “the driver in question failed to exercise every reasonable precaution to prevent the accident.” This should include any preventable vehicle collision, whether the bus is in or out of revenue service, and even if there is no need for special maintenance or repair afterwards. Preventable collisions that occur off-street at transit centers or bus stations are included here.

Calculation:

$$\text{Preventable Collisions per 100,000 Miles} = 100,000 \times \frac{\text{Number of Preventable Vehicle Collisions}}{\text{Total miles operated}}$$

Proposed FY 2020-2021 Target: 0.80 Preventable Collisions/100,000 Miles

- b. Foothill Transit will track and manage Total Injuries and Injuries/100,000 Revenue Miles. This performance measure compares the number of preventable injuries that occur in a given time period to the total number of bus revenue miles operated during the same time period.

The FTA definition of an **Injury** is one that requires immediate medical attention away from the scene for one or more persons, except in the case of Other Safety Occurrences Not Otherwise Classified (OSONOC).

Calculation:

$$\text{Injuries per 100,000 Revenue Miles} = 100,000 \times \frac{\text{Number of Passenger Injuries}}{\text{Total Revenue Miles operated}}$$

Proposed FY 2020-2021 Target: 6 Total Injuries, and 0.05 Injuries/100,000 Revenue Miles

Foothill Transit Public Transportation Agency Safety Plan

- c. Foothill Transit will track and manage the number of Fatalities and the number of Fatalities/100,000 Revenue Miles. This performance measure compares the number of fatalities that occur in a given time period to the total number of bus revenue miles operated during the same time period.

The FTA definition of a **Fatality** is a fatality that occurs within 30 days of a Reportable Safety Event.

Calculation:

$$\text{Fatalities per 100,000 Revenue Miles} = 100,000 \times \frac{\text{Number of Fatalities}}{\text{Total Revenue Miles operated}}$$

Proposed FY 2020-2021 Target: 0 Fatalities, and 0 Fatalities/100,000 Revenue Miles

- d. Foothill Transit will track and manage an additional key performance indicator, Reportable Safety Events and Reportable Safety Events/100k Revenue Miles. This performance measure compares the number of Reportable Safety Events that occur in a given time period to the total number of bus revenue miles operated during the same time period.

The FTA definition of a **Reportable Safety Event** is a Safety Event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility (or rail yard), during a transit related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are: events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are as a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property, collisions that occur while traveling to or from a transit-related maintenance facility, collisions involving a supervisor car, or other transit service vehicle operating on public roads.

Calculation:

$$\text{Reportable Safety Events per 100,000 Revenue Miles} = 100,000 \times \frac{\text{Number of Reportable Events}}{\text{Total Revenue Miles operated}}$$

Proposed FY 2020-2021 Target: 25 Reportable Safety Events, and 0.20 Reportable Safety Events/100,000 Revenue Miles

- e. Foothill Transit also tracks and manages the Average Fleet Miles between Major Mechanical Failures. This performance measure compares the number of Major Mechanical Failures that occur in a given time period to the total number of bus revenue miles operated during the same time period.

The FTA definition of a **Major Mechanical Failure** is a failure of some mechanical element of the revenue vehicle that prevents the vehicle from

Foothill Transit Public Transportation Agency Safety Plan

completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

Calculation:

$$\text{Mean Distance between Major Mechanical Failures} = \frac{\text{Revenue Miles operated}}{\text{Number of Major Mechanical Failures}}$$

Proposed FY 2020-2021 Target: 11,250 Miles between Major Mechanical Failures

Analyzing factors that relate to each of these indicators is a significant step in developing actions to prevent them. Measuring the number and rate of each indicator provides a high level measure from which future performance can be assessed.

Bus Yard Safety

Operations, Maintenance, and Contractor administration services are conducted at the bus yard. To create a safe workplace and protect employees and visitors from risk of injury, Foothill Transit requires its contractors to comply with local, state, and federal requirements including, but not limited to Job Hazard Analysis, Personal Protective Equipment, Hazard Communication, Emergency Action Plans, Blood borne Pathogens, Lockout/Tag out, and record keeping. Foothill Transit has provided the contractors with a Facility Maintenance Manual, and contractors are required to maintain the facility to Foothill Transit's standards as outlined in the Operations and Maintenance Contract. Foothill Transit staff conduct monthly audits to assess the safety of the bus yard.

Foothill Transit requires its contractors to provide a Bus Yard Safety Standard Operating Procedure to be distributed and acknowledged by all vendors that conduct work on-site the Operations and Maintenance facility. At a minimum, it must address:

- Job Hazard Analysis
- Personal Protective Equipment Program
- Lockout/Tag out

The Facility Maintenance Manual describes activities to monitor operations and to identify any safety risk mitigations that may be ineffective, inappropriate, or that were not implemented as intended.

Accident Investigation and Communication

Operations Contractors are required to conduct accident investigations on all accidents, injuries, illnesses, and near misses. Supervisors who conduct accident investigations are to be provided adequate accident investigation

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training. Accident investigation kits and materials are to be provided by the contractor. Preventability of accidents is investigated, determined, and communicated to staff by contractor. Additional information is included in the referenced contractor policies.

General Reporting/Investigation Practices

All person(s) operating a bus are required to report any injury or accident, regardless of severity, immediately after its occurrence. Enforcement and discipline is determined by the contractor, and post-accident training is also conducted by the contractor.

Management of Change

Route Implementation

Route creation and modification are conducted by the Planning staff in conjunction with staff in the Operations Department. Once a route is identified, a dry run is conducted to assess the safety and operability of the route. To ensure the safety and operability of the route, various stakeholders participate in the dry run including representatives of the Planning Department, Safety and Operations staff members at the contractor level, and the Safety Compliance Coordinator at the administration level.

Foothill Transit uses several methods to develop and carry out plans that will address current safety issues. On a monthly basis all safety personnel meet to discuss current safety performance, risks that have been identified by the contractors, and ways that these risks can be mitigated. Since Foothill Transit uses two operations and maintenance contractors and a facility maintenance contractor, it is important that team members across the organization are all on the same page when it comes to the safety of the system.

7. Safety Promotion

Competencies and Training

In order to implement an effective two-way feedback loop, front line staff and management are provided regular training. SMS training is provided to coach operators specifically for safety reporting competencies. They are provided training during their onboarding on what to report and how to report it. Management staff are provided training on how to analyze the safety data, turning it into safety intelligence for senior management decision-making for the allocation of safety management resources.

Foothill Transit's Safety Management System is designed to be a living document, which will continually identify, evaluate, and mitigate safety risks consistent with Foothill Transit's safety objectives and performance targets. From the Accountable Executive to the frontline operators, five questions will be asked on a continual basis to ensure continuous assessment of the SMS:

1. What are our most serious safety concerns?
2. How do we know this?
3. What are we doing about it?
4. Is what we are doing working?
5. How do we know what we are doing is working?

Operator Training

Training and education of coach operators is provided by contractor staff. Training includes Diagnostic Evaluation, Classroom Training, Closed Course Training, Full ODP Training Program, Satisfactory Evaluation, and Classroom Hours. A minimum of 40 hours of Classroom Training and 80 hours of Behind the Wheel Training must be completed. Additional information is included in the referenced contractor policies.

Keolis and Transdev requires coach operators and other key staff to attend monthly safety meetings.

Instructor Qualifications

Training instructors must meet all federal, state, and local employment requirements and be approved by the respective contractor's management team. Qualifications are outlined in the referenced contractor policies.

Safety Communication

As outlined in the Hazard Identification and Analysis section, frontline staff are encouraged to communicate safety issues and are provided with various channels to communicate to management. Safety communication is designed to be a two-way feedback loop in order to establish a positive safety culture.