



Public Transportation Agency Safety Plan

2026

September 1, 2026

City of Redondo Beach
Community Services Department Transit Division
415 Diamond Street
Redondo Beach, CA 90277



City of Redondo Beach
Community Services Department Transit Division
Public Transit Agency Safety Plan (PTASP) for Beach Cities Transit
Certification

The City of Redondo Beach (City) operates Beach Cities Transit and is submitting the Federal Transit Administration (FTA) Public Transit Agency Safety Plan (PTASP).

Redondo Beach is not a direct transit operator and contracts with a transit operations contractor for transit operations and maintenance services. The City coordinated with the transit operations contractor by conducting a review of the safety practices and analyzed performance safety data. The review incorporates policies and procedures and other information in the PTASP development, and the safety program implementation is in partnership with the transit operations contractor.

Based on the FTA 49 C.F.R., the City is in compliance by developing and implementing a Safety Management System (SMS). The City's SMS is appropriately scaled to Beach Cities Transit's size, scope and complexity of the agency-contractor system. The PTASP includes the primary SMS elements:

- Safety Management Policy
- Safety Risk Management
- Safety Assurance
- Safety Promotion

Redondo Beach is committed to implementing the SMS by supporting safety process and procedures, carrying out critical safety elements and developing safety for all employees. Each year, the City will work with the contractor to identify any other areas of safety concern so that a plan can continue to be developed, amended, and implemented.

The City Accountable Executive is responsible for ensuring that PTASP is effectively implemented throughout the agency. In addition, Chief Safety Officers are identified as the Chief Safety Officer 1 (CSO 1) for the City and Chief Safety Officer 2 (CSO 2) for the Contractor.

The PTASP will be updated regularly, at a minimum annually, to ensure that it continues to prioritize the safety issues impacting Beach Cities Transit.

In accordance with sections 673 the City has completed the PTASP by December 30, 2022 and ensures all requirements are met. The City of Redondo Beach, thereby certifies the PTASP in accordance with FTA 49 C.F.R. Part 673:

Mike Witzansky, City Manager	Date
Elizabeth Hause, Waterfront and Community Services Director PTSAP Accountable Executive	Date



Public Transportation Agency Safety Plan Beach Cities Transit

1. Transit Agency Information

Transit Agency Name	City of Redondo Beach- Beach Cities Transit		
Transit Agency Address	City Hall, 415 Diamond Street, Redondo Beach, CA 90277		
Name and Title of Accountable Executive	Elizabeth Hause, Waterfront and Community Services Director, City of Redondo Beach		
Name of Chief Safety Officer or SMS Executive	Chief Safety Officer 1: Tyron Gunn , Transit Operations/Transit Facilities Manager, City of Redondo Beach Chief Safety Officer 2: George Heere, Project Manager, Transportation Concepts, Inc.		
Mode(s) of Service Covered by This Plan	Fixed Route Dial A Ride Paratransit	List All FTA Funding Types (e.g, 5307, 5310, 5311)	5307
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Senior and Disabled Dial-A-Ride Paratransit BCT Fixed Route and Senior/Disabled Dial-A-Ride Paratransit are operated and maintained by a contract service.		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes ☒	No ☐	Description of Arrangement(s) Dial-A-Ride Paratransit Services are provided on behalf of the City of Hermosa Beach.
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	City of Redondo Beach, 415 Diamond St, Redondo Beach, CA 90277 City of Hermosa Beach, 1315 Valley Dr, Hermosa Beach, CA 90254		



2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	City of Redondo Beach	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	Redondo Beach City Council	
	Beach Cities Transit Public Transportation Agency Safety Plan and Relevant Documents	
	A copy of the approved PTASP, relevant documents and City Council Minutes will be maintained by the Transit Manager/CSO 1, on the Transit Division electronic files.	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Mike Witzansky, City Manager	
	Public Transportation Agency Safety Plan 2026 Certification of Compliance	
	A copy of the Compliance Certification will be maintained by the Transit Manager/CSO 1, on the Transit Division electronic files for at least a minimum of three (3) years.	

Annual Review and Update of the Public Transportation Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.



The City updates the PTASP when information, processes or activities change within the Agency and/or when Part 673 undergoes significant changes, or annually, whichever comes sooner. The Bipartisan Infrastructure Law amends FTA Safety Program by adding to the PTASP requirements which the City is compliant.

The process for the annual review and update of the PTASP involves a joint effort by the Chief Safety Officer 1 (CSO 1) and Chief Safety Officer 2 (CSO 2) and Transit Operations Contractor Safety Committee, with the assistance of subject matter experts.

The Accountable Executive will finalize the PTASP, for City Council for approval in accordance with the FTA. The Accountable Executive and City Manager will self-certify the PTASP.

The initial PTASP was uploaded in TRAMS in December 2020. On an annual basis, the City will update the PTASP based on the timeline, below, or as needed:

Initial date of adoption:

Effective date of updated plan: September 1, 2026

Timeline for annual review: Mid-plan year review – April 2026

Timeline for update of plan: Sixty-day review prior to current year expiration – June

Timeline for annual plan: Final annual plan – July



3. Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Redondo Beach's PTASP establishes annual Safety Performance Targets in accordance with 49 CFR 673 and the FTA's National Public Transportation Safety Plan. Safety Performance Targets are based on the performance measures prescribed by the FTA and are reviewed and updated annually using National Transit Database (NTD) safety data and agency operating statistics. The performance measures address major events, collisions, fatalities, injuries, transit worker safety, assaults on transit workers, and system reliability.

Specific operations data from FY 2023 through FY 2025 were evaluated and used to establish the target numbers specific to Redondo Beach PTASP. Redondo Beach will review and update the Safety Performance Targets annually. The City achieved the Safety Plan targets in the prior period.

Performance Measure	Fixed Route	Dial-a-Ride
Major Events	≤1	≤1
Major Event Rate	≤0.28	≤0.28
Fatalities	0	0
Fatality Rate	0	0
Injuries	≤1	≤1
Injury Rate	≤0.28	≤0.28
Collisions	≤1	≤1
Collision Rate	≤0.28	≤0.28
Pedestrian Collision Rate	0	0
Vehicular Collision Rate	≤0.28	≤0.28

Transit Worker Injuries	0	0
Transit Worker Injury Rate	0	0
Transit Worker Fatalities	0	0
Transit Worker Fatality Rate	0	0
Assaults on Transit Workers	0	0
Assault Rate on Transit Workers	0	0
System Reliability	≥30,000 VRM/MMF	≥30,000 VRM/MMF

*The thresholds for “reportable” fatalities, injuries, assaults, and major events are defined in the NTD Safety and Security Reporting Manual.

Safety Performance Target Coordination		
Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.		
The City will coordinate the Safety Performance Targets with the State Department of Transportation (Caltrans) and Southern California Association of Governments (SCAG) the Los Angeles area Metropolitan Planning Organization. The City will provide the targets to SCAG to aid in the regional planning process upon plan certification. Additionally, the City will provide the certified PTASP, which includes the targets, to Caltrans on an annual basis or as requested.		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Caltrans Senior Transportation Planner RTAP and Legislative Management Caltrans Division of Rail and Mass Transportation Telephone: (916) 654-9842 Email: brian.travis@dot.ca.gov	September 2026
	Metropolitan Planning Organization Name	Date Targets Transmitted



Targets Transmitted to the Metropolitan Planning Organization(s)	Southern California Association of Governments (SCAG) Senior Regional Planner Transit/Rail Pricilla Freduah-Agyemang Telephone: (213) 236-1973 Email: agyemang@scag.ca.gov	September 2026
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4. Safety Management Policy

Safety Management Policy Statement

The City of Redondo Beach is committed to providing safe, reliable, and accessible public transportation through the implementation and continuous improvement of its Safety Management System (SMS). The Safety Management System is designed to proactively identify hazards, assess and mitigate safety risks, monitor safety performance, and promote a positive safety culture throughout Beach Cities Transit.

As the Public Transportation Agency responsible for Beach Cities Transit, the City recognizes that safety is a shared responsibility among City staff, the contracted transit operations provider, and all employees involved in the delivery of transit services. Safety considerations shall be integrated into daily operations, maintenance activities, planning, decision-making, and resource allocation.

The City is committed to maintaining an SMS that is appropriately scaled to the size, complexity, and operating environment of Beach Cities Transit and is consistent with the requirements of 49 CFR Part 673.

Beach Cities Transit supports the four components of Safety Management Systems:

- Safety Management Policy
- Safety Risk Management
- Safety Assurance



- Safety Promotion

The City establishes annual Safety Performance Targets to evaluate the effectiveness of the Safety Management System and to support the continuous improvement of transit safety performance.

Safety Objectives

Beach Cities Transit is committed to achieving the following safety objectives:

1. Promote a positive safety culture by clearly communicating safety responsibilities and expectations to City staff, the contracted operations provider, and all employees involved in the delivery of transit services.
2. Provide employees with the training, resources, and information necessary to safely perform their assigned duties and support the effective implementation of the Safety Management System.
3. Proactively identify hazards, assess safety risks, and implement appropriate mitigations to reduce risk to a level that is as low as reasonably practicable.
4. Continuously monitor safety performance through data analysis, inspections, employee safety reporting, investigations, and corrective actions to improve system safety.
5. Comply with all applicable federal, state, and local safety requirements while striving to continually improve operational safety and system reliability.

Safety Management Policy Statement

Include the written statement of safety management policy, incorporating safety objectives.

The Safety Management Policy Statement articulates the City's transit system's safety, in accordance with the PTASP. The statement presents the safety responsibilities of senior management and its transit service contractor. It also states the commitment of the City to adopt SMS as its principle management tool to provide for its mission of safe public transit for its customers, the public and its employees. This commitment to SMS is a requirement of its service contractor as well.

The policy statement and related objectives are as follows:

The effective management of safety is a top priority of the City's transit system. The City is committed to implementing, maintaining and constantly improving processes to ensure that all BCT operational and maintenance activities are supported by an appropriate allocation of organizational resources and are aimed at achieving the highest level of transit safety performance.

All levels of transit management and related frontline employees are accountable for the delivery of this highest level of safety performance, starting with the Accountable Executive. Responsibility for making operations safe includes all layers of operations from executive management to frontline employees. Each manager is responsible for implementing the SMS in their area of responsibility and will ensure all reasonable actions are performed to implement the SMS. As a municipal transit system employing a transit service contractor to provide day-to-day management and operations of the service, the City will assure that its service contractor adopts and operates under this safety management policy.

The City's safety culture is based on the four pillars that are the structural framework of the Safety Management System (SMS): (1) Safety Policy; (2) Safety Risk Management; (3) Safety Assurance; and (4) Safety Promotion. In addition, the City established safety performance targets to help measure the overall effectiveness of the SMS.

Redondo Beach is committed to support the SMS goal with safety objectives:

- 1. Clearly communicate to all City and contract transit managers, supervisors and employees their accountabilities and responsibilities for the delivery of safe transit services and the performance of the City of Redondo Beach's safety management system.*
- 2. Ensure that all City transit staff and service contractor staff are formally provided with adequate and appropriate safety management information, are competent in safety*

management system activities, and are assigned only safety related tasks commensurate with their skills.

3. *Establish and operate a safety reporting program as a fundamental tool in support of transit department's hazard identification and safety risk evaluation activities to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point that is as low as reasonably practicable.*
4. *Continually improve the transit system's safety performance through management processes that ensure relevant safety action is taken in a timely fashion and is effective when carried out.*
5. *Comply with and, wherever possible, exceed any applicable legislative and regulatory requirements and standards.*

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.

The City's Safety Management Policy is communicated throughout the agency's organization. The City's communications hierarchy begins with the City Council to the City Manager to the Waterfront and Community Services Director and the City's Transit Manager, which is then conveyed to City Transit Division Staff and the Transit Operations Contractor. The Transit Operations Contractor Safety Committee will support communications

The primary responsibility for communication is through the Chief Safety Officers. There are two (2) Chief Safety Officers (CSO); CSO 1 for the City and CSO 2 for the Transit Operations Contractor (CSO 2). The CSO 1 is the Transit Manager and the CSO 2 is the Contractor's Operations Manager. CSO 1 and CSO 2 ensure that the Safety Management Policy communication reaches all City transit employees and management team, as well as Transit Operations Contractor management team and contract employees. The CSO 1 and CSO 2 communicate on a regular basis with their respective City Staff and Transit Operations Contractor Staff, to ensure that the policies are implemented. In addition, the CSO 1 and CSO 2, along with managing staff conduct monthly meetings. No employee will be asked to compromise safety to get the job done. We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

Authorities, Accountabilities, and Responsibilities

Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

Accountable Executive	The Accountable Executive has the ultimate responsibility for carrying out the PTASP. Specifically, the Accountable Executive is also responsible for the development and implementation of the 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. Waterfront and Community Services Director, City Accountable Executive Authorities – Overall management of the plan implementation Accountabilities – Serve as a Director-level decision maker Responsibilities – Provide leadership, administration, resources and ensure commitments.
Chief Safety Officer or SMS Executive	There are two (2) Chief Safety Officers, known as CSO 1 for the City and CSO 2 for the Transit Operations Contractor. The CSO's primary role is the general oversight of the implementation of the PTASP and related issues. The CSO 1 is responsible for reporting any accomplishments or substandard performance of the SMS directly to the Accountable Executive. The CSO 1 and CSO 2 coordinate together to ensure that all aspects of the SMS are implemented. Transit Manager (CSO 1), City Management Authorities –General management and oversight of the plan implementation, with specific attention to the SMS. Accountabilities – Serve as a manager-level decision maker. Responsibilities – Provide administrative reporting for SMS implementation, coordinate implementation with contractor CSO 2 and overall coordination for SMS implementation to be fulfilled by City Staff. Contract Manager (CSO 2), Transit Operations Contractor The CSO 2 primary role is the day-to-day implementation of the SMS for contract services. CSO 2 is responsible for reporting any accomplishments or substandard performance of the SMS directly to CSO 1. The CSO 2 and CSO 1 coordinate together to ensure that all aspects of the SMS are implemented.

	Authorities – Day to day management of the plan implementation for contract services. Accountabilities – Serve as Manager level decision maker for contract services. Responsibilities – Provide administrative reporting for standard SMS implementation, coordinate implementation with contractor CSO 2, and overall coordination for SMS performance standards to be fulfilled by contract services.
Agency Leadership and Executive Management	Agency Leadership and Contractor’s Executive Management contributes to the implementation of the SMS by enforcing and reporting accomplishments and substandard performance that occur with the contract services. The leadership/management includes a City Staff Senior Management Analyst and Safety Manager Transit Operations Contractor. Senior Management Analyst, City Staff Authorities – Provide assistance with the general management oversight of the plan implementation and coordination with contract services. Accountabilities – Serve as Senior Level decision making for activities assigned by the CSO 1. Responsibilities – Functional tasks are oversight of incidents reports which may involve investigations, hazard identification, assessment and resolution. Safety Manager, Transit Operations Contractor Authorities – Day to day oversight of the SMS implementation and monitoring Accountabilities – Serve as Senior Level decision maker for daily activities for contract services. Responsibilities – Functional tasks such as safety training, investigations, hazard identification, assessment and resolution.
Key Staff	Key Staff contributes to the implementation of the SMS by supporting the Agency Leadership or Contractor’s Executive Management. All Key Staff responsible for assisting with the implementation and monitoring the progress of the SMS. The Key Staff for the City includes a Staff Analyst, support staff. The Transit Operations Contractor has Customer Services and Operations Supervisors.

	Analyst, City Staff Authorities – Assisting with general oversight as assigned by Management Staff or CSO 1. Accountabilities – Serve as staff-level support staff for activities to assist Senior Management Analyst Staff. Responsibilities – Functional tasks such as assisting with oversight by providing support documentation or assignments. Customer Service and Operations Supervisor Contract Staff Authorities – Day-to-day implementation for contract services. Accountabilities – Serve as staff-level support for contract services. Responsibilities – Functional tasks may include assisting with safety training, employee safety communication, assessment data gathering, and other related activities.
Transit Operations Contractor Safety Committee (Safety Committee)	The Transit Operations Contractor Safety Committee's role is to review the status of the program, projects and activities that maintain the safety for the employees and customers. More specifically, the committee monitors daily activities to identify safety issues and mitigation measures. The Safety Committee will review the PTASP updates. The Transit Operations Contractor established a Safety Committee consisting of an average of six to eight members: the General Manager, Operations Manager, Regional Safety and Training Manager, Maintenance Supervisor, Dispatcher, and two Operators (front-line employees). Authorities – Maintain an oversight committee to review PTASP implementation and safety and security events. Accountabilities – Serve as committee-level review and support to the transit operations contractor management team. Responsibilities – Meet regularly to identify and report potential safety and security issues, recommend corrective actions and risk mitigations, review Safety Performance Targets and proposed PTASP updates, support implementation of the Safety Management System (SMS), assist with safety aspects of the FTA Triennial Review, and provide a forum for frontline transit worker participation in the agency's safety program.



Frontline Transit Worker Participation	The City of Redondo Beach is committed to ensuring meaningful participation by frontline transit workers in the development, implementation, and annual review of the Public Transportation Agency Safety Plan (PTASP). Because Beach Cities Transit fixed-route and demand response services are provided through a contracted transit operations provider, frontline transit worker representatives include employees of the contracted operator who are directly engaged in the delivery of transit service, including operators, dispatch personnel, maintenance technicians, and other frontline employees. Authorities – Ensure frontline transit worker representatives have an opportunity to participate in the development, implementation, and annual review of the PTASP in accordance with 49 CFR Part 673. Accountabilities – Consider recommendations from frontline transit worker representatives on safety performance, hazard identification, safety risk mitigation, Safety Performance Targets, and proposed PTASP updates. Responsibilities – Frontline transit worker representatives shall participate through the Transit Operations Contractor Safety Committee by identifying hazards, reporting safety concerns, recommending safety improvements, reviewing proposed PTASP updates, and providing operational feedback to support the agency's Safety Management System (SMS). Recommendations from frontline transit worker representatives shall be reviewed by the Chief Safety Officer and the Accountable Executive and, where appropriate, incorporated into the PTASP.
Employee Safety Reporting Program <i>Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).</i>	
The City's Safety Reporting Program includes a process that allows transit employees and transit operations contract employees to report safety conditions to senior management. The purpose of the employee reporting is to allow for City employees as well as transit operations contract employees to have a way to identify, evaluate, and correct or avoid unsafe conditions or hazards, procedural deficiencies, design inadequacies, equipment failures, assaults on	



transit workers, or near misses that adversely affect the safety of transit operations. In addition, the Safety Committee will report safety and security issues with particular attention to employees.

The transit operations contractor incorporates safety reporting in the Transit Operations Policies and Procedures. Employees may report safety concerns in person, in individual or safety meetings, through incident feedback, and through comment boxes. Transit Operations Staff also have the opportunity to submit a formal report at the end of their shift. Reports and concerns about workplace safety issues may be made anonymously. Employees will not be disciplined or punished for submitting a comment or reporting a safety issue.

The City and its contract employees are to identify safety conditions or hazards without fear of reprisal. The Transit Operations Contractor will handle contract employee disciplinary actions in accordance with the union agreements and business practices. City employee disciplinary actions are subject to the agency's administrative policies or employee union agreements.

5. Safety Risk Management

Safety Risk Management Process

Describe Safety Risk Management process, including:

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

The City has implemented a Safety Risk Management process for all elements of its transportation system. The Safety Risk Management process includes implementation by the City and the Transit Operations Contractor for the following activities: safety hazard identification, safety risk assessment, and safety risk mitigation.

Safety Hazard Identification

The City's Transit Operations Contractor's methods and processes to identify hazards are provided through a variety of sources, including: employee safety reporting, review of vehicle camera footage, monthly performance data, maintenance reports, observations from supervisors, comments from customers, passengers and third parties, results of audits and inspections, investigations into safety events, incidents and occurrences and information from Centers for Disease Control and Prevention (CDC, FTA, and oversight authorities).

When a hazard has been identified, whatever the source, it is reported to the CSO 2, who enters it into the Hazard Log. The CSO 2 also may enter hazards into this log based on reviews of operations and maintenance activities and procedures. The CSO 2 will provide a copy of the Hazard Log to the CSO 1, at monthly meetings or upon request. The Safety Committee will also be involved in the safety and security hazard identification process.

The CSO 2 will investigate hazards to collect information and determine if hazards need to be entered into the safety risk assessment process. In following up on identified hazards, the CSO 2 may review sources of hazard information include safety reporting, formal and informal observations of operations, scheduled and unannounced inspections, internal safety investigations, accident reports, and other reviews.

Any identified hazard that poses an immediate risk to transit operations, the health and safety of employees or the public, or equipment, must immediately be brought to the attention of the Accountable Executive. Furthermore, it will be placed through the Safety Risk Management



process for safety risk assessment and mitigation. Otherwise, hazards will be prioritized for further Safety Risk Management activity.

Safety Risk Assessment

Safety Risk Assessment evaluates the level of safety risk associated with identified hazards by assessing both the likelihood and severity of the potential consequences. Beach Cities Transit utilizes the Federal Transit Administration's Safety Risk Assessment Matrix for Bus Transit Agencies to determine the overall level of risk for each identified hazard.

The results of the assessment are used to determine whether additional **safety risk mitigation measures** are necessary and to prioritize corrective actions based on the level of identified risk. Existing controls, operating procedures, engineering controls, training programs, and other mitigation measures currently in place are evaluated as part of the assessment to determine their effectiveness before additional mitigations are recommended.

The Chief Safety Officer, Transit Operations Contractor Safety Committee, and other subject matter experts, including frontline transit worker representatives, participate in the safety risk assessment process by evaluating identified hazards, reviewing operational data, recommending mitigation strategies, and supporting implementation of appropriate corrective actions.

The Safety Risk Assessment Matrix published by the Federal Transit Administration serves as the agency's standard methodology for evaluating and prioritizing safety risks.

[FTA Safety Risk Assessment Matrices for Bus Transit Agencies, dated September 2019, \(see link\).](#)

Safety Risk Mitigation

The CSO 1 and CSO 2, and Safety Committee, assisted by subject matter experts, reviews current safety risk mitigations and establish procedures to 1) eliminate; 2) mitigate; 3) accept specific risks. Prioritization of safety remediation measures is based on risk analysis and a course of action acceptable to City management.

The safety risk must be mitigated if ranked as Unacceptable (High). Those safety risks that have been mitigated, even those mitigated risks shown as Acceptable status (Low or Medium) undergo regular and consistent monitoring to ensure the mitigation strategy is effective. Safety risk mitigations are tracked and updated by the CSO 2 and provided to CSO 1.

Key strategies to minimize the types of risks that potentially exist include dissemination of safety policies and procedures, training of drivers and agency staff on safety in accordance with the Transit Operations Contractor's required employee handbook, manuals and training



materials. For example, updated strategies include driver barriers on buses to reduce the risk of assault on transit workers, and other COVID-19 protocols. There are also discussions of actions and strategies that might help safeguard risks at monthly meetings and other related communications opportunities. The Transit Operations Contractor safety training materials include instructions and forms for reporting. Risk mitigation reporting provided by City employees or transit operations contract employees may be provided using various channels of reporting hazards and close calls. This includes verbal reports to supervisors or management staff, written incident report, or electronically using email.

When developing safety risk mitigations, the City considers applicable recommendations and guidance issued by the Federal Transit Administration (FTA), Caltrans, and other appropriate oversight agencies. When safety risks involve infectious diseases or public health emergencies, the agency also considers guidance issued by the Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), the Los Angeles County Department of Public Health, and other applicable public health authorities.



6. Safety Assurance

Safety Performance Monitoring and Measurement
<i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i>
The City's transit operations and maintenance are contracted services that are located at the Kingsdale Avenue bus yard. The City requires that the Transit Operations Contractor comply with local, state and federal requirements for Safety Performance Monitoring and Measurement, The City requires a Contractor Safety Plan along with updates to the contractor employee handbook, manuals and training materials, to comply with the FTA. The City oversees the safety performances of the Transit Operations Contractor through monthly meetings, safety reporting, routine workplace observations, inspections, audits, and other activities. The oversight is designed to support safety performance monitoring, measurements and coordination. The Safety Committee serves as additional oversight for safety monitoring and measurements. The City's Transit facility and parking lots are contracted by third-party contractors for the property management and property security services for the Transit facility and lower parking lot property located at 1521 Kingsdale Avenue and the upper parking lot located at 1519 Kingsdale Avenue in Redondo Beach, CA 90278.
<i>Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.</i>
The City monitors its transit contract operations to identify any safety risk mitigations that may be ineffective, inappropriate or not implemented as intended, as needed or in monthly meetings. The safety risk mitigation issues may be revealed as part of reporting, audits, inspections, data, investigations or complaints. The CSO 1 and CSO 2 work together to remedy safety risk mitigations. The Safety Committee may also provide recommendations for safety risk mitigations.
<i>Describe activities to conduct investigations of safety events to identify causal factors.</i>
The Transit Operations Contractor review safety investigations of events such as accidents, incidents, and occurrences, as needed and in monthly meetings. There is a standard path of an



investigation that has five processes, evidence collection, analysis, summary of findings, follow up. The safety event investigations may identify casual factors or other factors.

These procedures also reflect all traffic safety reporting and investigation requirements established by the State's Department of Motor Vehicles.

The City provides oversight for the investigations and casual factors, and the CSO 1 and CSO 2 work closely to resolve the safety issues. The Safety Committee may provide support for investigation events.

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

The City monitors information reported through any internal safety reporting programs between the City and Transit Operations Contractor, led by the CSO 1 and CSO 2, as needed or at monthly meetings

The City routinely reviews safety data captured in safety reports, safety meeting agendas, monthly service reports, customer complaints, and other safety communication channels. When necessary, the issues and concerns are investigated or analyzed through the safety risk assessment process.

Monitoring is also conducted by the City, including site visits and reviews, with findings affecting safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations, as part of the contractor oversight.

The CSO 1 discusses relevant safety issues and concerns with the Accountable Executive, as necessary, and may document the results of these reviews in the Hazard Log or email correspondence.



7. Safety Promotion

Competencies and Training

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

The City ensures safety training for City Staff and the Transit Operations Contractor. The purpose of the training is to promote safety throughout the organizations and to clearly define roles and responsibilities. It is based on the PTASP and specific elements of the Safety Management System.

Management training involves the understanding of safety risk management, safety assurance, safety promotion and individual roles/responsibilities, through management briefings. As a part of leadership, the Safety Committee members are trained in related safety and security issues, and are involved in employee training. This is important for senior management decision-making for the allocation of safety management resources.

City Staff training involves the basic knowledge of safety performance targets, fundamental principles, safety reporting and individual roles/responsibilities, through staff meetings or safety meetings. This is helpful for City Staff to effectively oversee all aspects of the SMS.

The contractor's employee handbook, manual and training materials include the requirements of the PTASP and specific elements of the SMS, that are the used as the primary source of training. Transit Operations Contractor safety training is conducted on a regular basis and refresher trainings as part of the safety meetings or when deemed necessary. These safety trainings are specific to all employees, including drivers, dispatch, maintenance, and managers.

Topics covered under the safety training program include, but are not limited to:

- Public Transportation Agency Safety Plan (PTASP) and Safety Management System (SMS) principles.
- Individual safety roles, responsibilities, and accountability.
- Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

- Safety hazard identification, risk assessment, and mitigation.
- Employee safety reporting procedures and safety concern reporting.
- Safety performance monitoring and continuous improvement.
- Safe vehicle operations and defensive driving practices.
- Incident, accident, and emergency response procedures.
- Security awareness, emergency preparedness, and workplace violence prevention.
- De-escalation techniques and conflict resolution.
- Customer and employee safety.
- Applicable federal, state, and local safety regulations, policies, and procedures.
- Equipment, vehicle, and facility safety.
- Refresher training and lessons learned from safety events, investigations, audits, and corrective actions.

Safety Communication

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

The City's safety communication is designed to establish a positive safety culture and to enhance safety performance. The City and the Transit Operations Contractor employees and Safety Committee are encouraged to communicate safety issues. The City ensures communication occurs across all levels on an ongoing basis. The small nature of the organizations also make communication easy between management and employees.

More specific to the PTASP requirements for safety concerns and hazards, the City and Transit Operations Contractor use a variety of communication tools that fit their employee base. The City includes workshops, staff meetings, emails and in-person discussions. The Transit Operations Contractor typically communicates with employees through safety meetings, bulletins, notices, posters, videos, trainings and one on one employee briefings. As mentioned in the SMS, the employee handbook, manuals and training materials emphasize and encourages employees to communicate safety issues.

The City CSO 1 is the key communicator, as this person must communicate to the decision makers for both the Accountable Executive as well as to the Transit Operations Contractor's CSO 2.



Additional Information

Supporting Documentation

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

City maintains records related to this PTASP in the Community Services Department. These documents include but are not limited to the results from SMS processes and activities. The City will make these documents available to FTA, Caltrans, and other agencies upon request.

The City prepared a separate supplemental document known as the City of Redondo Beach Public Transportation Agency Safety Plan Study. The Study serves as a reference document that was used to educate and determine what was needed for the City's PTASP. Only applicable sections of the Study will be used to implement the certified PTASP.

The certified Public Transportation Agency Safety Plan will serve as the guiding document to comply with 49 C.F.R. Part 673.



Definitions of Special Terms Used in the Safety Plan

List of Acronyms Used in the Safety Plan

Terms and Acronyms	Definitions/Meanings
Accountable Executive	City of Redondo Beach Waterfront and Community Services Department Director
APTA	American Public Transportation Association
BCT	Beach Cities Transit
CalACT	California Association for Coordinated Transportation
Caltrans	California State Department of Transportation
Cal/OSHA	California Division of Occupational Safety and Health
City	City of Redondo Beach
City Council	City of Redondo Beach City Council and policy body for BCT
Close Call	A safety event where no injuries and /or no property damage occurred
CSO	Chief Safety Officer
CSO 1	City Transit Division Chief Safety Officer: City's Transit Manager
CSO 2	Service Contractor's Chief Safety Officer: Project Manager
CTA	California Transit Association
CTAA	Community Transportation Association of America
Dial-A-Ride	Demand responsive door-to-door/curb-to-curb paratransit service
FAST Act	Fixing America's Surface Transportation (FAST) Act
Final Rule	FTA's Public Transportation Agency Safety Plan Final Rule



Terms and Acronyms	Definitions/Meanings
Fixed Route	Scheduled and prescribed route transit service
FTA	Federal Transit Administration
LACMTA	Los Angeles County Metropolitan Transportation Authority, LA Metro
MAP-21	Moving Ahead for Progress in the 21 st Century
Near Miss	Same as close call above
NRTAP	National Rural Transit Assistance Program
NPS	National Public Transit Safety Plan
OSHA	Occupational Safety and Health Administration
PMI	Preventive Maintenance Inspection
Practical Drift	Practical Drift is a phenomenon where actual performance varies from ideal or desired performance, including variance from BCT policies and procedures
PTASP	Public Transportation Agency Safety Plan, FTA 49 C.F.R. Part 673
SAFETY COMMITTEE	Transit Operations Contractor Safety Committee, inclusive of safety leadership and front-line worker representatives.
SCAG	Southern California Association of Governments
Service contractor	City's transit operations contractor for delivering BCT service
SMPS	Safety Management Policy Statement
SMS	Safety Management Systems
SMS Program Manager	Service contractor's project manager and CSO 2
SWTA	South West Transit Association



Terms and Acronyms	Definitions/Meanings
TAMP	Transit Asset Management Plan
TCRP	Transit Cooperative Research Project
Transit Manager	City's Transit Operations & Transportation Facilities Manager
TSI	Transportation Safety Institute
TRB	Transportation Research Board
WAVE	City's dial-a-ride service for seniors and disabled



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
1	N/A	New Document	December 2020
2	Sections 2, 3, 4, 5, 6, 7	Update – PTASP Bipartisan Infrastructure Law (Section 5000(a))	January 2023
3	Sections 1, 2, 3,5,6,7	Update – Director, CSO 1, CSO 2. New Requirements as per PTASP 49 CFR part 673 Version 4 (November 2024)	September 2026