



BOARD OF DIRECTORS MEETING AGENDA

MONDAY, NOVEMBER 18, 2024, 3:00 P.M.

801 GROVE STREET
Fort Worth, Texas 76102

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

MEETING MINUTES

1. Approval of October 21, 2024 Board Meeting Minutes

INFORMATION ITEM & REPORTS

- | | |
|--|------------------|
| 1. Trinity Metro Agency Update (Tabled at October 21, 2024 Meeting.) | Rich Andreski |
| 2. 2025 Board Meetings Calendar Dates | |
| 3. Commuter Rail | |
| a. TEXRail & TRE Ridership & On-Time Performance Update | Reed Lanham |
| b. October YTD 2024 Long-Term Parking Update | |
| 4. Operations | |
| a. Fixed Route and On-Demand Key Performance Indicator FY2025 Update | Wayne Gensler |
| 5. Planning | |
| a. General Planning Consultant Update | Chad Edwards |
| 6. Marketing & Communications | |
| a. The New Trinity Metro Blue Line | Melissa Chrisman |
| 7. Finance | |
| a. September 2024 Financial Update | Greg Jordan |

ACTION ITEMS

- | | | |
|--------------|---|--------------------|
| 1. BA2025-1 | Trinity Metro – 89 th Texas Legislative Agenda | Rebecca Montgomery |
| 2. BA2025-12 | Public Transportation Agency Safety Plan Annual Update | Jeff Brown |
| 3. BA2025-13 | Premise Health Medical Clinic | Kelli Shields |
| 4. BA2025-17 | Health and Wellness Benefits | Kelli Shields |
| 5. BA2025-14 | TEXRail Key Performance Indicators FY2025 | Reed Lanham |
| 6. BA2025-15 | New Flyer, Inc. Purchase of Electric Battery Packs, Battery Enclosures and Relocation of Charging Rails for four (4) Battery Electric Buses (BEB) | Wayne Gensler |
| 7. BA2025-16 | Uniform, Floor Mat and Rag Rental Services | Wayne Gensler |

PRESIDENT'S REPORT

CHAIR'S REPORT

OTHER BUSINESS

EXECUTIVE SESSION

INFORMATION ITEMS & REPORTS

1. Discuss Real Property

Greg Jordan

ACTION ITEMS

1. BA2025-11 FY24 Performance & FY25 Goals for Executive Incentive Program (Tabled at October 21, 2024 Meeting.)

Richard Andreski

The Board of Directors may convene in Executive Session under the Texas Open Meetings Act for the consultation with its Attorney pursuant to Section 551.071; deliberation regarding real property pursuant to Section 551.072; deliberation regarding prospective gift pursuant to Section 551.073; deliberation regarding personnel matters pursuant to Section 551.074; deliberation regarding security devices pursuant to Section 551.076 and/or deliberations regarding economic development negotiations pursuant to Section 551.087.

ADJOURN



BOARD OF DIRECTORS MEETING MINUTES

MONDAY, OCTOBER 21, 2024

ATTENDEES:

Board Members Present: Michael Crain, Sharla Horton – Secretary, Isaac Manning, Chris Nettles, Ben Robertson, Paul Slechta

Board Members Absent: Jeff Davis – Chair, Tito Rodriguez – Vice Chair, Teresa Ayala, Rachel Navejar Phillips

Executive Leadership Team Present: Richard Andreski, Christine Black, Chad Edwards, Wayne Gensler, Greg Jordan, Reed Lanham, Kelli Shields, Detra Whitmore

Executive Leadership Team Absent: Melissa Chrisman

Board Attorney: Joel Heydenburk

CALL TO ORDER

The meeting was called to order at 3:29 pm at 801 Grove Street, Fort Worth, Texas 76102.

PLEDGE OF ALLEGIANCE

MEETING MINUTES

Motion: Ben Robertson motioned to approve the September 16, 2024, Board of Director Meeting Minutes as submitted. Paul Slechta seconded. The motion passed unanimously.

CONSENT ACTION ITEMS

1. BA2025-2 Banking and Investment Authorization

Motion: Paul Slechta motioned to approve the board consent action item as submitted. Isaac Manning seconded. Motion passed unanimously.

2. BA2025-3 Adoption of Investment Policy

Motion: Ben Robertson motioned to approve the board consent action item as submitted. Paul Slechta seconded. Motion passed unanimously.

3. BA2025-4 Security Broker/Dealers

Motion: Ben Robertson motioned to approve the board consent action item as submitted. Michael Crain seconded. Motion passed unanimously.

4. BA2025-8 IDIQ Electrical

Motion: Michael Crain motioned to approve the board consent action item as submitted. Ben Robertson seconded. Motion passed unanimously.

ACTION ITEMS

1. BA2025-5 Concrete Repair Services

Motion: Ben Robertson motioned to approve the board action item as submitted. Michael Crain seconded. Motion passed unanimously.

2. BA2025-6 TEXRail 30-Minute Headways

Motion: Isaac Manning motioned to approve the board action item as submitted. Michael Crain seconded. Motions passed unanimously.

3. BA2025-7 FY 2024 Results and FY 2025 Key Performance Indicator Goals

Motion: Michael Crain motioned to approve the board action item as submitted. Ben Robertson seconded. Motion passed unanimously.

4. BA2025-9 Renewing ADP Contract

Motion: Ben Robertson motioned to approve the board action item as submitted. Michael Crain seconded. Motion passed unanimously.

5. BA2025-10 MasterMinds Leadership Training

Motion: Ben Robertson motioned to approve the board action item as submitted. Michael Crain seconded. Motion passed unanimously.

RESOLUTION

1. R2025-1 Adoption of Investment Policy

Motion: Ben Robertson motioned to approve the resolution as submitted. Michael Crain seconded. Motion passed unanimously.

2. R2025-2 Trinity Railway Express (TRE) Support

Motion: Michael Crain motioned to approve the resolution as submitted. Ben Robertson seconded. Motion passed unanimously.

EXECUTIVE SESSION

1. Legal Discussion Concerning Lancaster v Trinity Metro, Case No. 21-0425a
2. FY24 Performance & FY25 Goals for Executive Incentive Program

At 3:44 pm the Board, Richard Andreski, Christine Black, Jeff Brown, Greg Jordan, Reed Lanham, and attorney Joel Heydenburk exited for an Executive Session to discuss the executive session items. The Board, staff and attorney exited the Executive Session at 3:51 pm and returned to regular session.

Secretary Horton noted after the return to regular session that the FY24 Performance & FY25 Goals for Executive Incentive Program is tabled for the November 18, 2024 meeting.

CITIZEN COMMENTS

At 3:52 pm, Secretary Horton opened the floor for citizen comments. Four citizens addressed the board: Kenneth Schooler, Jerry Jerry, Sondra Petties and Ashton Smith. Citizen comments closed at 4:03 pm.

INFORMATION ITEMS & REPORTS

1. Trinity Metro Agency Update – This item was tabled for the November 18, 2024 meeting.
2. Commuter Rail – Reed Lanham provided an update on rail operations stating that September was a successful month for TRE with a 6.5% increase in ridership over September 2023 and a 12% overall increase compared to the previous year-to-date. The recent State Fair period showed promising numbers. Reiterating that Safety remains a priority, Lanham highlighted that the maintenance and operations teams achieved two years injury-free. On-time performance for TRE exceeded goals, and Lanham thanked our dedicated staff for this success. For TEXRail, ridership increased by 13% year-over-year and ended at 19% with our 3 millionth rider. He also noted the upcoming enhanced schedule is expected to boost these numbers further.
3. Operations – Alicia Walker updated the board on the on-demand service launch, which has expanded to eight zones, including Mansfield and North Side, with over 90 Trinity Metro employees being trained on the new US software platform. The transition from the previous Trapeze system to the new Via system has been smooth for 30,000 paratransit clients. Eight vehicles have been successfully rebranded, with additional in-house vehicles ongoing. Ridership is increasing, averaging over 1,000 trips daily and on-time performance is improving, reaching 86% on weekdays and exceeding 91% on weekends. The team is also actively engaged with community activities and partnerships.
4. Planning – Chad Edwards asked the board if they had any questions on the General Planning Consultant Update provided in their packet. With no questions, he moved on to update the board on several key developments. The Mayor's Urban Rail Committee recently concluded with a positive push for pursuing urban rail and/or streetcar options in Fort Worth. There will be a collaborative report to the committee in December. Additionally, the TEXRail extension is on track, with a 90% design completion expected to reach 100% by year-end and agreements with other railroads are progressing. A board workshop for the Strategic Action Plan direction is scheduled for November 18, and efforts are underway to prepare board members for those meetings. The ridership review shows a remarkable post-COVID recovery, with nearly a million additional rides annually over the past three years, culminating in about 7.8 million rides last year, surpassing targets.

Rebecca Montgomery gave a legislative update emphasizing the importance of voting. Early voting runs through November 1, with general election day on November 5. Changes in Tarrant County leadership include two new county commissioners and two new state representatives due to retirements and elections. The legislative session starts on January 14, with pre-filing for bills beginning soon. Montgomery noted that public transportation is becoming a key focus in legislative discussions with efforts to secure funding highlighted by various local organizations. The upcoming session will concentrate on funding for infrastructure and transportation, aiming to enhance ridership and reduce project costs. The team will present their legislative agenda for review and approval on November 18.

5. Marketing & Communications – Glenn Miller provided an overview on the successful launch of the Orange Line. Key events included a National Day celebration, partnerships with hotel concierges, a city bus tour, and a media launch party on September 13, which attracted the attendance of numerous elected officials and dignitaries. Activities during the public launch included fun events like Armadillo races, and the team generated extensive media coverage, reaching over 8.6 million people and producing nearly 800,000 in publicity value. Social media efforts reached over 77,000 users, aided by a

local influencer, and extensive paid media generated over 9.3 million impressions. The marketing strategy included targeted print, digital ads, and appearances on local TV, resulting in over 12 million impressions and a high click-through rate for online ads. Ridership data indicated double-digit increases compared to the previous year during the first four weeks. Overall, the launch was deemed a success, with ongoing efforts to promote the Orange Line and partnerships to further boost ridership.

6. Community Engagement Report – Detra Whitmore gave an annual review on Community Engagement, highlighting several community and organizational initiatives. The fifth annual bus stop cleanup day saw 247 volunteers collecting 85 bags of trash along bus routes and the event received positive feedback from volunteers and media coverage. The Vanpool Program ended the fiscal year with 201 van pools, marking a 17% growth, significantly above the national average. The upcoming 22nd Annual Scholarship Golf Tournament aims to support scholarships for employees and their dependents, with last year's total awarded scholarships reaching \$19,000. Additionally, a professional clothing drive is underway to benefit high school and college students in partnership with Texas Wesleyan University. Whitmore provided a list of employee recognition and community engagement events for FY2025.

PRESIDENT'S REPORT

Richard Andreski highlighted the exceptional success of the Orange Line and its positive impact on changing perceptions of bus service in Fort Worth. Colleagues from the industry were surprised by the development of the system, reflecting its uniqueness. The goal of reaching 10 million riders is seen as achievable in the coming years, with expectations of setting all-time records. Recent town hall meetings with Trinity Metro employees revealed a generally positive work environment, but themes regarding personal safety/security, communication, and career advancement opportunities exist. An employee-led task force will be established to address these issues, with updates to the board planned. Additionally, Fort Worth is nearing the 11th position in population ranking, prompting the need for a top-tier transit system to match its growth ambitions. While there's a strong interest in expanding services, challenges remain in securing necessary resources. The speaker emphasized the need for collaboration from all stakeholders to achieve these goals.

CHAIR'S REPORT

No Chair's Report was provided as the Chairman was not present.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Meeting adjourned at 4:56 pm.

Trinity Metro Agency Update

FY2024 Performance & FY2025 Goals

November 18, 2024

Principal Objectives

1. Increase support for transit
2. Educate the community about the benefits of Trinity Metro's services
3. Provide an outstanding customer experience
4. Maintain a positive organizational culture



Repositioning for strategic growth

- ✓ Economic impact study (complete)
- ✓ Polling & focus groups (complete)
- ❑ Mayor's Urban Rail Committee (Dec 2024)
- ❑ New strategic action plan + public engagement (Feb 2025)

Vision

The preferred choice for
simple, safe, and innovative
mobility services.

Mission

Connecting people to life

Values

We believe in:

- Innovation
- Safety
- Reliability
- Sustainability
- Fairness
- Integrity

2024 Goals

Year ending 9/30/2024

Goal #1 – Employee Engagement



Improve employee engagement/enablement survey scores by 10% as measured by employee engagement survey (FY24 vs. FY23 respectively).

- *Building trust and confidence in leadership – 48.6% vs. 56%*
- *Strengthening communication channels – 38.2% vs. 46.8%*
- *Maximizing employee enablement – 51.7% vs. 57.2%*

Goal #2 – Ridership



Increase annual ridership to 7.8 million trips equal to a 14.7% increase year over year (FY24 vs. FY23).

7,834,836 trips (preliminary, unaudited)

Goal #3 – New Partnerships



Execute one new partner agreement for ZIPZONE, Fort Worth Bike Sharing or other Trinity Metro programs.

Trinity Metro Bikes (formerly Fort Worth Bike Sharing)

UNT Health Science Center – Signed for a new 3 year term

TCU – Increased sponsorship to \$26,000

Goal #4 – Transit Campaign



Implement campaign to solicit public input on future transit vision. Convene or participate in 10 public engagement meetings to receive public input.

Completed 12 public engagement meetings

March 28 – Fort Worth Stockyards, 2537 N. Main St

April 3 – William McDonald YMCA, 2701 Moresby St.

April 4 – Fort Worth Central Station (2)

May 24 - Fort Worth Central Station (2)

June 15 – Fort Worth T&P Station

June 20 – Fire Station Community Center,
1601 Lipscomb St.

June 22 – Eugene McCray Community Center,
4932 Wilbarger St.

June 25 – R.D. Evans Community Center,
3242 Lackland Road

June 26 – Riverside Community Center,
3700 E. Belknap St.

June 27 – Northside Community Center,
1100 N.W. 18th St.

Goal #5 – Safety



Maintain momentum in safety improvements.
Reduce frequency of employee and customer injuries by 10% (FY24 vs. FY23).

FY24	FY23
63	88

Decrease of 28.4%

2025 Goals

Year ending 9/30/2025

Goal #1 – Employee Engagement (Safety, Fairness, Integrity)

Implement first level supervision development program with metrics to enhance communication with frontline team.

Goal #2 – Ridership (Sustainability)

Increase annual ridership to 8.4 million trips equal to a 7.2% increase year over year (FY25 vs. FY24).

80% goal: 8.3 million trips or 5.76% increase

Goal #3 – Blue Line (Innovation)

Implement Blue Line to replace Molly The Trolley.

Goal #4 – Transit Campaign (Reliability, Innovation)

Hire new chief of strategy and
publish Trinity Metro 5-Year
Strategic Action Plan.

Goal #5 – Transit Workers Assault Prevention Strategy (Safety)

Implement transit worker assault prevention strategy to include focus on Dr. Dennis Dunkins Transfer Center and Route 89.

Connecting people to life

FY2025 Board of Directors Meeting Schedule
Action Items Due Timeline
(Subject to change)

Board Meeting Dates 3 rd Monday each month at 3:00pm (Unless otherwise noted.)
January 21*
February 18*
March 17
April 21
May 19
June 16
July – No Meeting
August 18
September 22**
October 20
November 17
December – No Meeting

***Holiday Schedule – meeting is on a Tuesday**

****September 15-APTA Conference Conflict-meeting held the following week.**

BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE

TEXRail & TRE Ridership & On-Time Performance Update

MEETING DATE

November 18, 2024

BACKGROUND

Reed Lanham, VP of Rail, will provide an update on October 2024 On-Time Performance for TEXRail & Trinity Railway Express (TRE).

RECOMMENDATION

There is no recommendation as this is an information item for the Board's feedback and discussion.

STAFF DISPOSITION

EXECUTIVE LEAD*

Reed Lanham

DATE

11/06/24

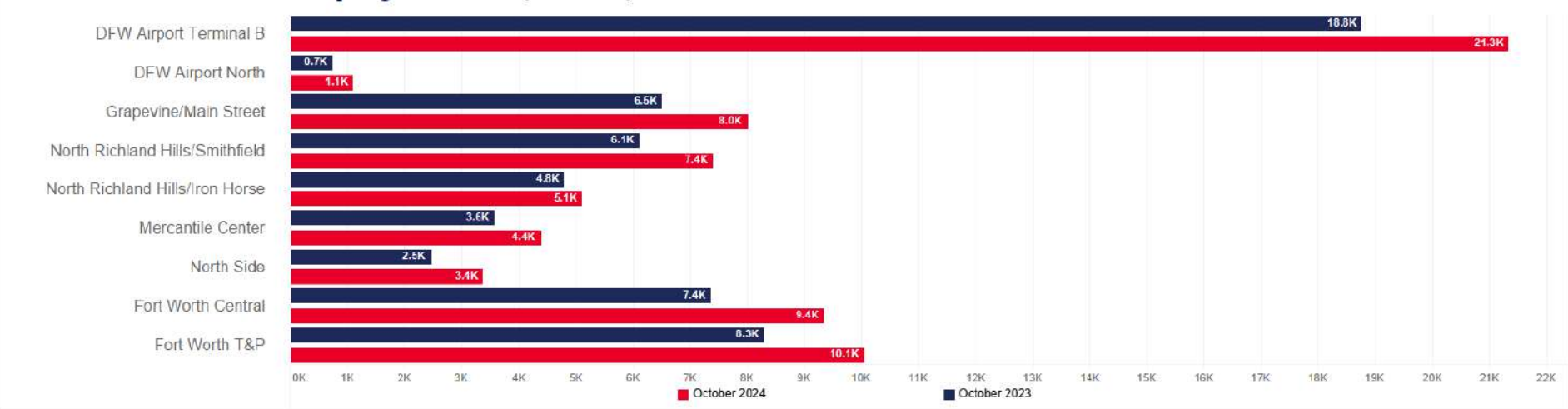
TEXRail and Trinity Railway Express Ridership & On-Time Performance Update

Reed Lanham – VP of Rail
November 18, 2024



TEXRail Total Ridership by Station (in 1000s)

October 2024



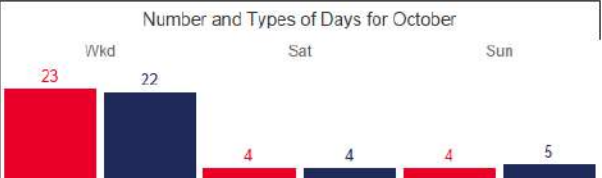
TEXRail On-Time Performance



TEXRail Monthly Ridership (in 1000s)

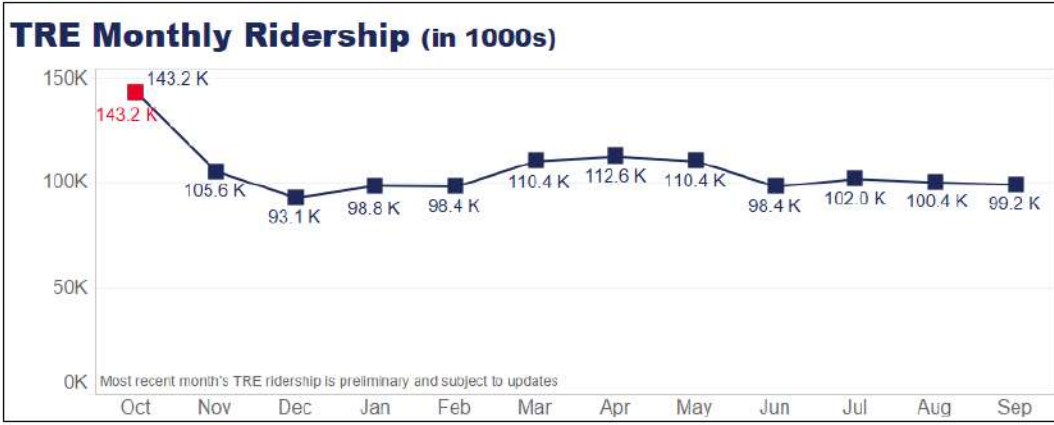
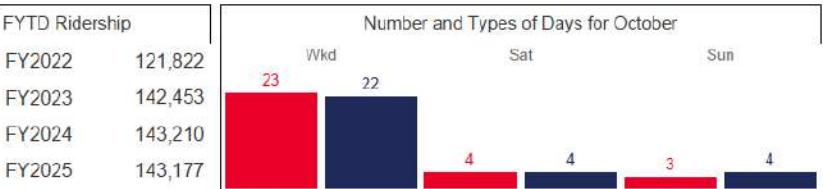
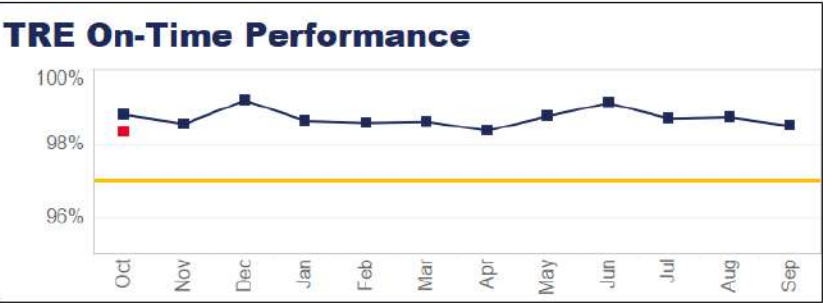


FYTD Ridership	
FY2022	37,753
FY2023	50,359
FY2024	58,643
FY2025	70,164



FY2024

FY2025



BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE YTD Long-Term Parking Update	MEETING DATE November 18, 2024
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BACKGROUND
Reed Lanham, VP of Rail, will provide an update on YTD Long-Term Parking.

RECOMMENDATION
There is no recommendation as this is an information item for the Board's feedback and discussion.

STAFF DISPOSITION

EXECUTIVE LEAD* Reed Lanham	DATE 11/07/24
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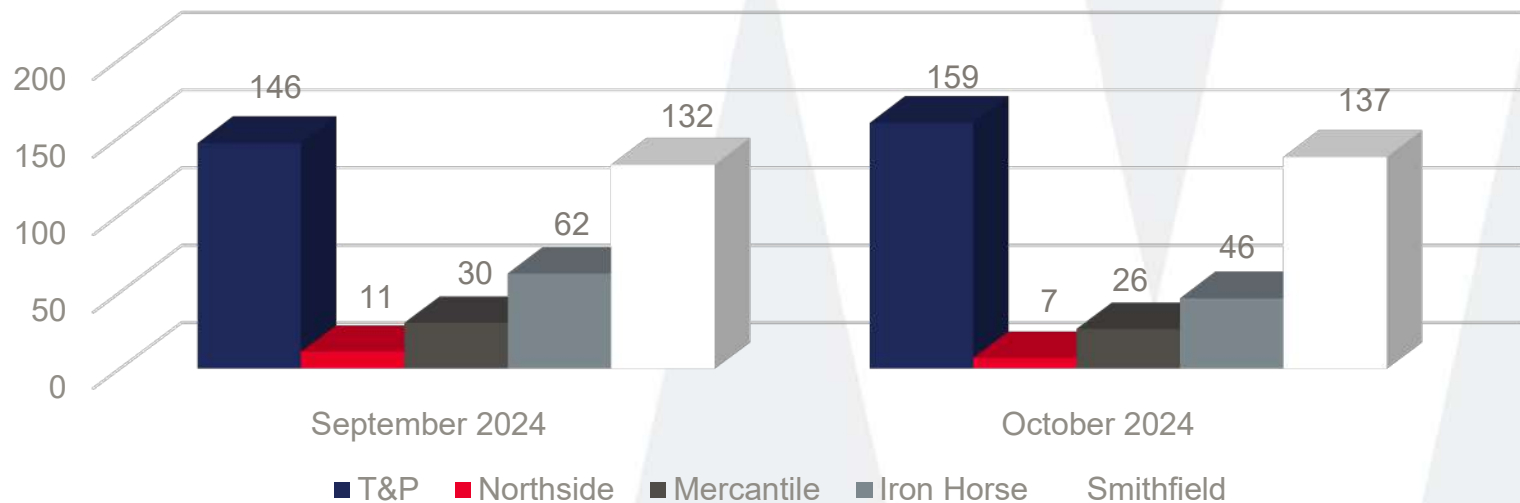
YTD Long-Term Parking Update

Reed Lanham – VP of Rail
November 18, 2024



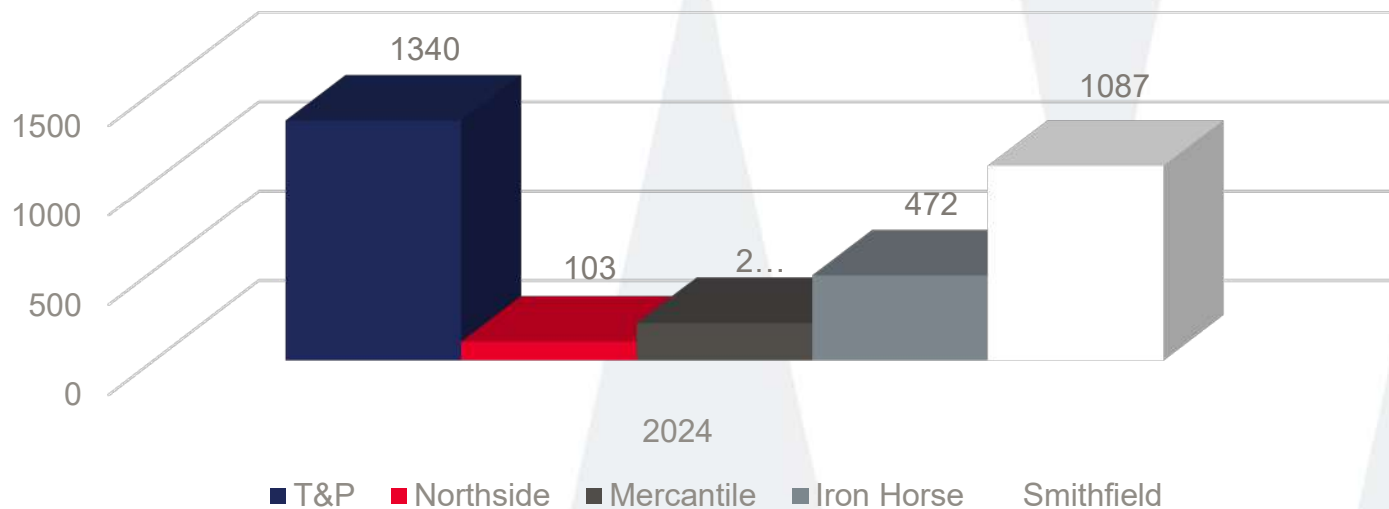
Long-Term Parking

Monthly Parking – Most Recent Months of 2024



Long-Term Parking

Grand Total YTD for 2024 (Jan – Oct)



BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE

Fixed Route and On-Demand Key Performance Indicators FY2025 Update

MEETING DATE

November 18, 2024

BACKGROUND

Wayne Gensler, Chief Operations Officer, will update the FY2025 Key Performance Indicators for Fixed Route operations and On-Demand paratransit services.

RECOMMENDATION

There is no recommendation as this is an information item for the Board's feedback and discussion.

STAFF DISPOSITION

EXECUTIVE LEAD*

Wayne Gensler

DATE

11/07/24

Trinity Metro BUS Statistics

October 2024

Miles Between Road Calls - (goal above 9,000)



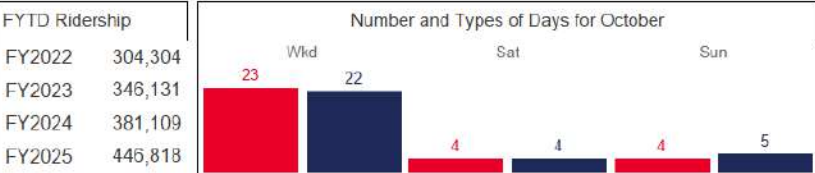
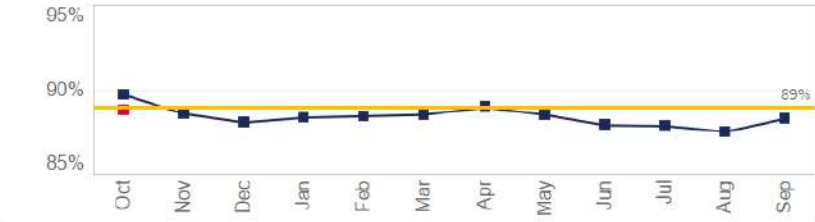
Preventable Collisions per 100K Miles - (goal below 1.250)



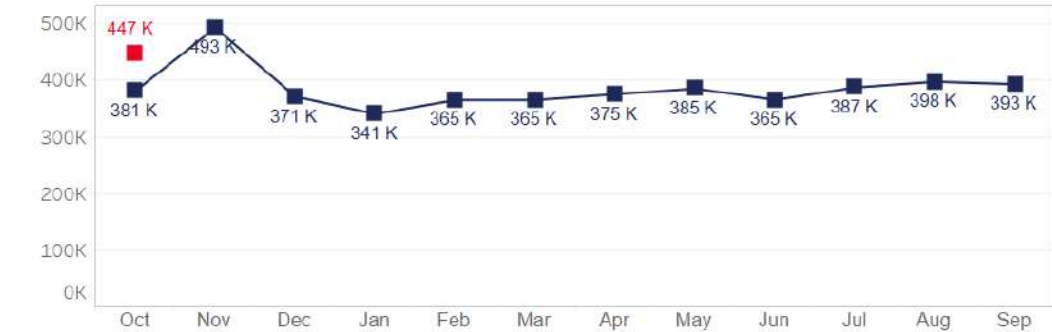
Safety Events per 100K Miles - (goal below 0.4000)



BUS On-Time Performance



BUS Monthly Ridership (in 1000s)



Assaults in October:
1

Trinity Metro ON-DEMAND PARA InHouse Statistics

October 2024

Miles Between Road Calls - (goal above 11,000)



Preventable Collisions per 100K Miles - (goal below 1.250)



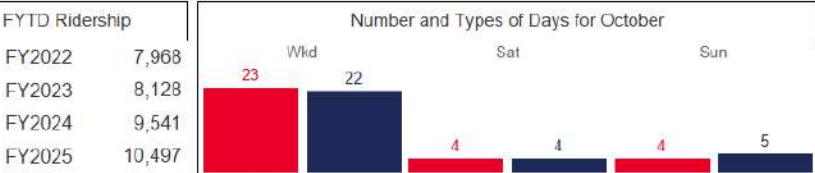
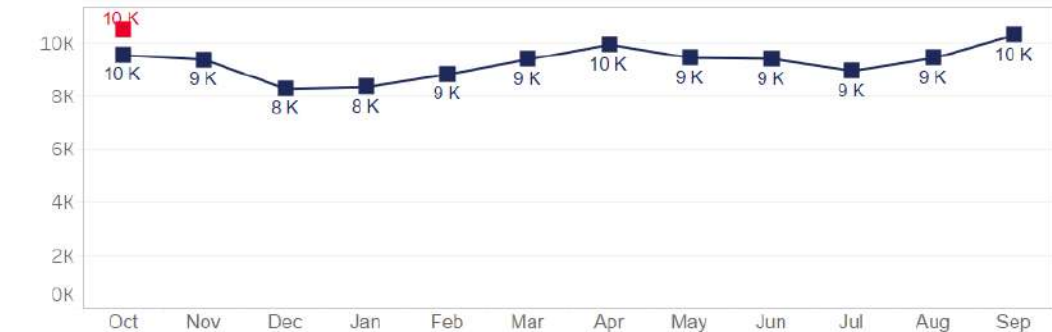
Safety Events per 100K Miles - (goal below 0.4500)



ON-DEMAND PARA InHouse OTP



PARA ON-DEMAND InHouse Monthly Ridership (in 1000s)

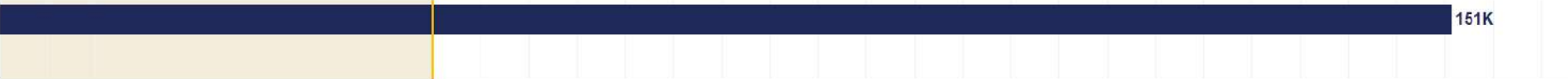


Assaults in October:
0

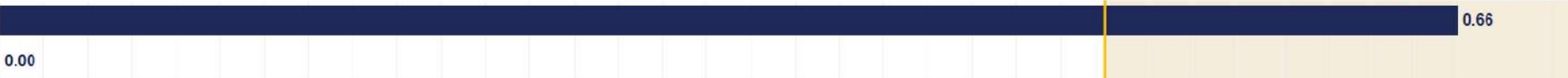
Trinity Metro ON-DEMAND PARA Contract Statistics

October 2024

Miles Between Road Calls - (goal above 45,000)



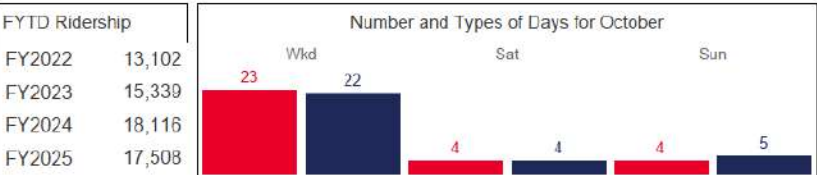
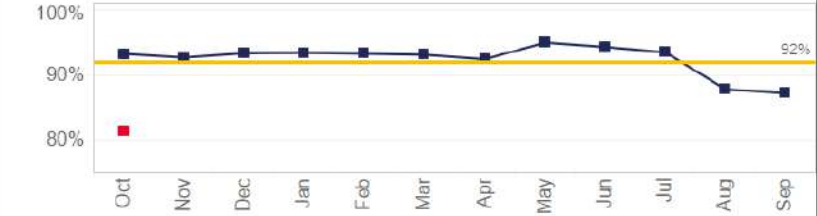
Preventable Collisions per 100K Miles - (goal below 0.5000)



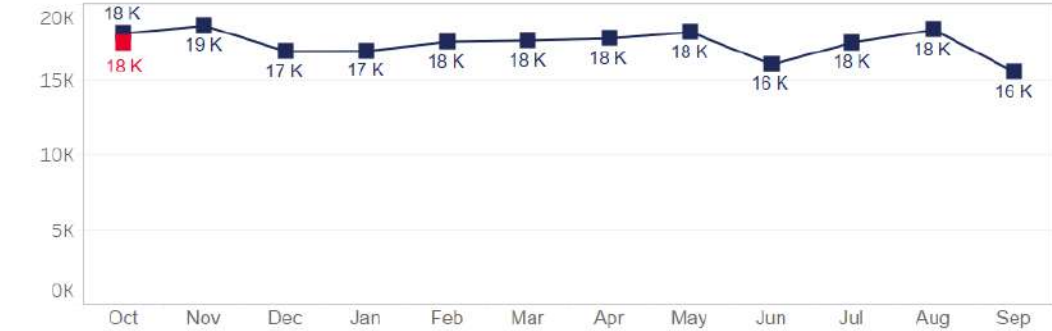
Safety Events per 100K Miles - (goal below 0.2500)



ON-DEMAND PARA Contract OTP



PARA ON-DEMAND Contract Monthly Ridership (in 1000s)



Assaults in October:
0

BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

General Planning Consultant (GPC) Update

MEETING DATE

November 18, 2024

BACKGROUND

On November 28, 2022, the Trinity Metro Board of Directors approved the General Planning Consultant (GPC) Contract (BA2023-11) that permitted staff to complete negotiations and enter into a contract for a variety of planning activities that address ongoing and emerging issues related to planning, designing, constructing, financing, maintaining, and improving the Trinity Metro transportation system. There was some discussion about how the Board would be informed on the status and progress of tasks assigned to the GPC.

In an effort to keep the Board informed, the following is a brief overview of last month's progress.

See Attached Table

RECOMMENDATION

There is no recommendation as this is an information item for the Board's feedback and discussion.

STAFF DISPOSITION

EXECUTIVE LEAD*

Chad Edwards

DATE

10/31/24

Task Order		Description	Status
1	Program Management	This task covers meetings, invoices, and scope development.	- Continued oversight - Task development coordination
2.6	Alliance Express Mobility Hub Layouts	Provide a typical layout for potential Mobility Hub locations	Developing draft concept layout for potential improvements at Dr. Dennis Dunkins Transfer Center
3	Transit Value Proposition	This task outlines the value of transit in Fort Worth and will provide materials that can be shared with others during meetings.	- Fact Sheet finalized - Web page layout ready to publish
6	Streetcar Feasibility Study	Review, update, and identify corridor for potential Streetcar	- Coordinating with the city on tasks related to the Mayor's Urban Rail Committee supporting Economic Development and Tourism - Final summary report in development
7	Graphics Support	Support to staff for graphics, maps, and presentations	No current activities
8	Grant Writing Support	Support of grant writing and applications	2025 USDOT RAISE Grant – NOFO released Nov 1 providing for two rounds of applications
10	Fare Collection Review	Review fare structure and collection systems	No current effort at this time
14	Assessing Community Interest in Transit	Engaging the public through surveys/polling to better determine the level of knowledge the community has of Trinity Metro and public transit	Support for new Perception Campaign and social media outreach
15	FTA TEXRail TOD Planning Grant	This TOD planning grant focuses on TEXRail and the assessment of station amenities along the corridor that allow for a car-free lifestyle	Revised Draft #2 scope of work submitted, under review
18	Strategic Action Plan	Development of agency strategic plan	- Weekly coordination meetings scheduled - Schedule & outline developed - Continued progress on stakeholder interviews - Draft Strategic Action Plan by end of November
19	Property Inventory and Evaluation	Identify and evaluate property that can be sold	Initial properties identified for potential listing & sale
20	TEXRail DMU Vehicle Commissioning Support	Procurement support, design reviews, and on-site inspections for the 4 new Stadler DMU Vehicles procured for the TEXRail Project	- Bi-weekly coordination meetings scheduled - Pre-award Buy America Audit conducted

BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

The New Trinity Metro Blue Line

MEETING DATE

November 18, 2024

BACKGROUND

In September 2024, Trinity Metro launched the first route of the new Metro Network: the Trinity Metro Orange Line. This route connects Downtown Fort Worth, the Historic North Side, and the Historic Fort Worth Stockyards. The launch of this service has been a resounding success, providing nearly 30,000 rides in the first six weeks.

Due to its simplicity, innovation, ease of use, and appeal to both locals and visitors in key districts, Trinity Metro is now planning to expand this concept to other busy areas, starting with the new Blue Line.

The Blue Line will connect Downtown Fort Worth, linking Fort Worth Central Station and Fort Worth T&P Station with key locations like downtown hotels, retail shops, dining, educational institutions, entertainment venues, and the Fort Worth Convention Center. This line will offer a safe, reliable, and enjoyable transit service for residents, workers, and visitors, allowing them to fully experience what Fort Worth has to offer.

Additionally, the Blue Line will seamlessly connect with Trinity Metro’s regional rail services, including the Trinity Railway Express (TRE) and TEXRail. TRE provides convenient rail service between Downtown Fort Worth and Dallas, making regional travel efficient and accessible. For those looking to venture further, TEXRail connects Downtown Fort Worth to Dallas Fort Worth International Airport (DFW), offering seamless travel options to destinations around the globe. Like the Orange Line, the marketing and communications team is collaborating with Visit Fort Worth and Downtown Fort Worth Inc. to conceptualize appealing interior and exterior designs, along with additional amenities focused on luxury, iconic downtown design, and popular downtown destinations.

Together, the Blue Line and Orange Line will connect Fort Worth’s most sought-after destinations, creating a more livable and vibrant community, easily accessible via Trinity Metro.

RECOMMENDATION

There is no recommendation as this is an information item for the Board’s feedback and discussion.

STAFF DISPOSITION

EXECUTIVE LEAD *

Melissa Chrisman

DATE

11/04/24

BLUE LINE

Melissa Chrisman,
Vice President of Marketing and Communications



ORANGE LINE RIDERSHIP

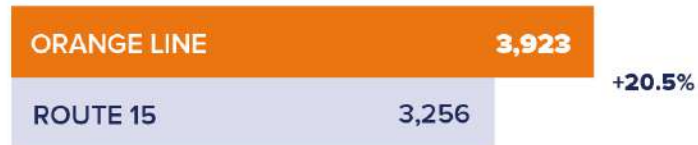
WEEK 1



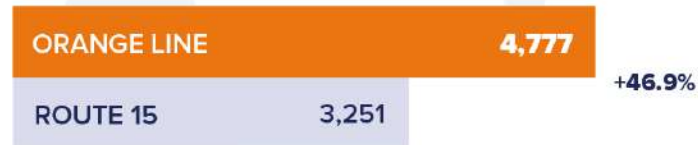
WEEK 2



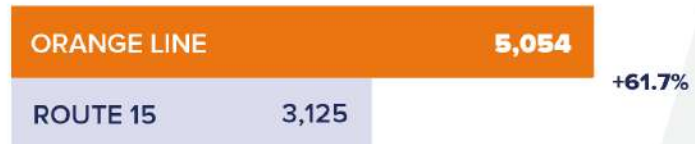
WEEK 3



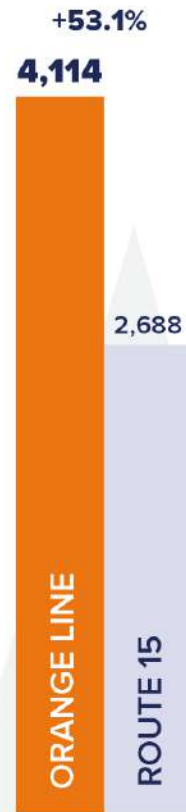
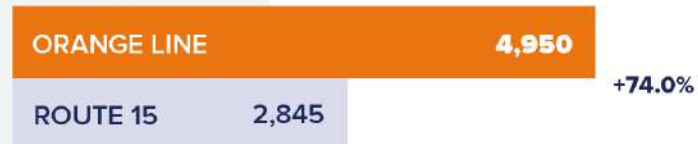
WEEK 4



WEEK 5



WEEK 6

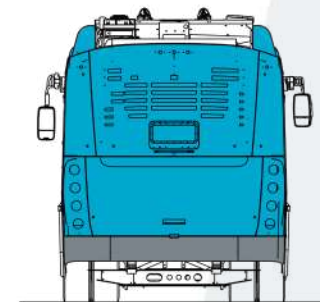
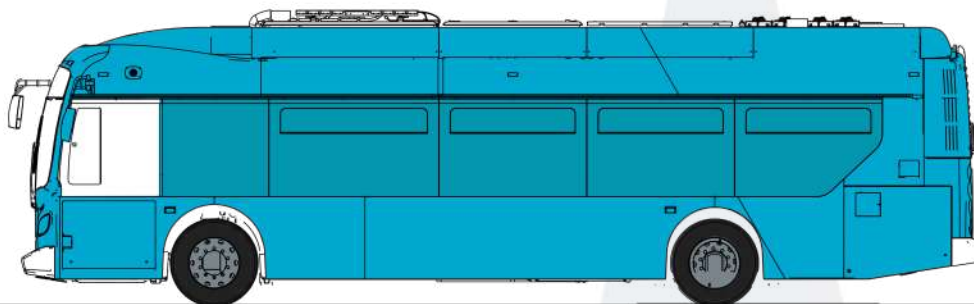
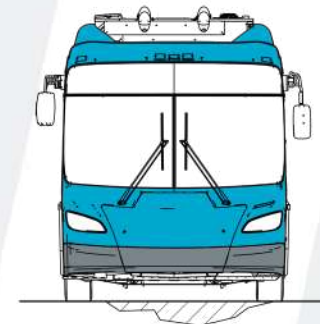
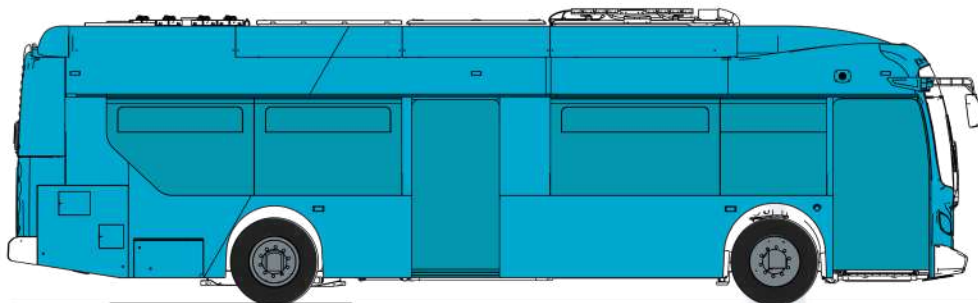


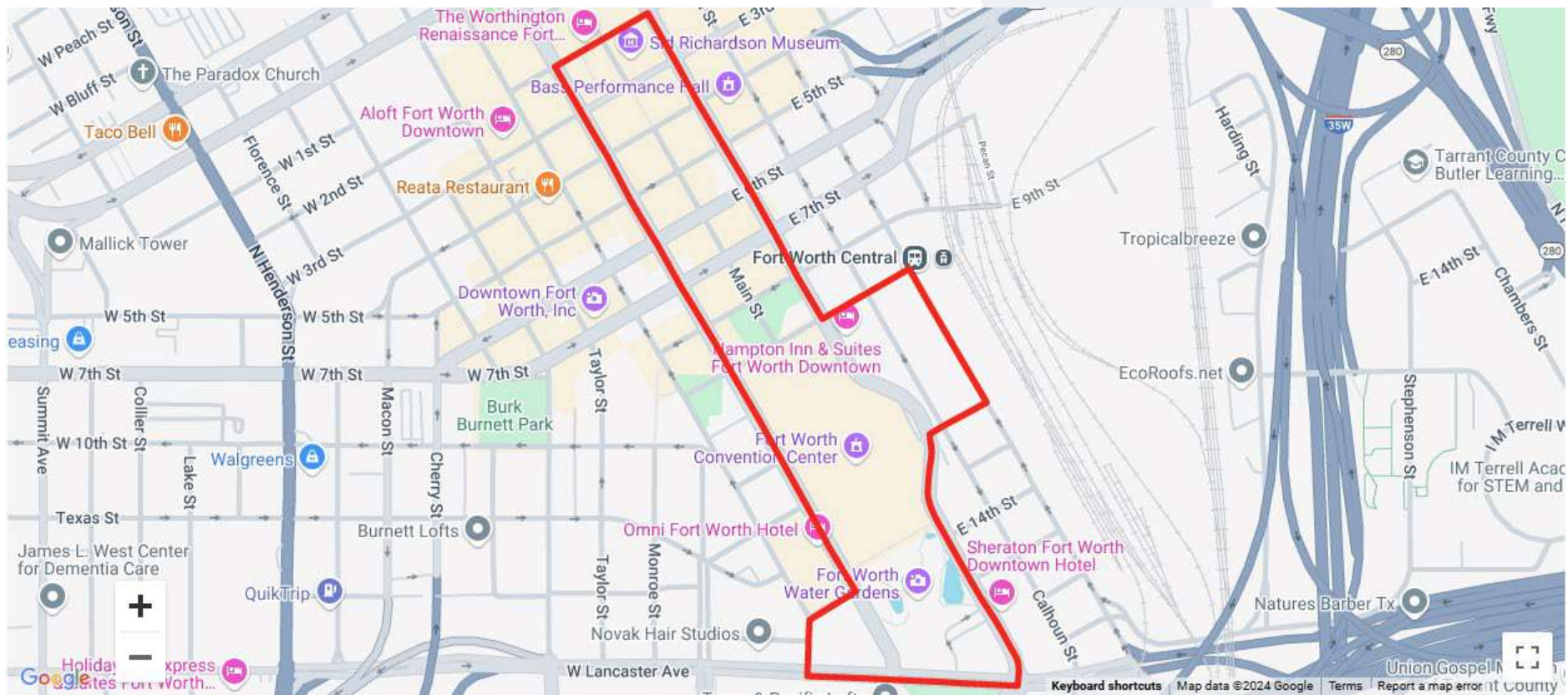
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BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE September 2024 Financials	MEETING DATE November 18, 2024
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BACKGROUND
The September 2024 financial report is attached for review.

STAFF DISPOSITION

EXECUTIVE LEAD * Greg Jordan	DATE 11/05/24
--	-------------------------

Fort Worth Transportation Authority
Statement of Revenues and Expenses
Fiscal Year to Date September 30, 2024
(Unaudited)

	Fiscal Year 2023		Fiscal Year 2024		
	YTD	FY23 Actual	FY24 Actual (Unaudited)	FY24 Budget	Variance
Operating Revenue					
Fares					
Multi Modal Fares	5,600,086	5,600,086	5,321,418	7,299,185	(1,977,767)
ACCESS Fares	1,066,570	1,066,570	1,106,858	947,487	159,371
Easy Ride & Corporate	733,239	733,239	726,962	743,628	(16,666)
Total Fare Revenue	7,399,895	7,399,895	7,155,238	8,990,300	(1,835,062)
Other Revenue					
Sales Tax	110,293,490	110,293,490	115,636,529	119,199,162	(3,562,633)
Grapevine/NRH Contribution	13,110,701	13,110,701	14,125,771	13,100,451	1,025,320
Contributions from Partners	1,736,961	1,736,961	2,157,895	1,843,526	314,369
Fort Worth Bike Share	373,815	373,815	398,257	392,168	6,089
Advertising	588,391	588,391	596,479	564,998	31,481
Rental Income	601,764	601,764	634,002	628,084	5,918
Other	1,352,065	1,352,065	1,038,969	2,277,519	(1,238,550)
Total Other Revenue:	128,057,187	128,057,187	134,587,902	138,005,908	(3,418,006)
Federal/State/Local Income:					
Operating Assistance Grants	34,119,240	34,119,240	5,669,967	1,624,605	4,045,362
Preventative Maintenance Reimb.	18,804,307	18,804,307	2,525	89,473,537	(89,471,012)
Paratransit Assistance	-	-	622,647	10,805,899	(10,183,252)
Total Operating Grants	52,923,547	52,923,547	6,295,139	101,904,041	(95,608,902)
Capital Revenue (Federal 5307):					
Total Capital Income	10,590,569	10,590,569	25,814,994	71,550,751	(45,735,757)
Total Revenue	198,971,198	198,971,198	173,853,273	320,451,000	(146,597,727)

	Fiscal Year 2023		Fiscal Year 2024		
	YTD	FY23 Actual	YTD	FY24 Budget	Variance
Operating Expenses					
Fixed Route Operations					
Salaries & Fringe Benefits	30,938,236	30,938,236	33,177,419	30,224,548	(2,952,871)
Services	716,994	716,994	1,156,370	635,867	(520,503)
Purchased Transportation	5,865,824	5,865,824	6,644,356	7,716,882	1,072,526
Fuels & Lubricants	1,111,660	1,111,660	780,797	1,137,876	357,079
Tires & Tubes, Materials and Supplies	3,387,418	3,387,418	996,070	3,867,039	2,870,969
Utilities	144,114	144,114	137,450	52,428	(85,022)
Other	16,166	16,166	46,912	80,980	34,068
Total Fixed Route Operations	42,180,412	42,180,412	42,939,374	43,715,620	776,246
ACCESS Operations					
Salaries & Fringe Benefits	6,031,091	6,031,091	5,187,053	5,176,285	(10,768)
Services	5,214,590	5,214,590	6,648,308	5,851,194	(797,114)
Fuels & Lubricants	410,696	410,696	274,180	313,677	39,497
Tires & Tubes, Materials and Supplies	558,891	558,891	840,034	401,747	(438,287)
Utilities	38,939	38,939	41,506	49,476	7,970
Other	6,747	6,747	8,357	5,400	(2,957)
Total ACCESS Operations	12,260,954	12,260,954	12,999,438	11,797,779	(1,201,659)
TRE Operations					
Salaries & Fringe Benefits	104,911	104,911	13,657	304,378	290,721
Services	14,790,423	14,790,423	16,993,347	16,999,475	6,128
Total TRE Operations	14,895,334	14,895,334	17,007,004	17,303,853	296,519
TEXRail Operations					
Salaries & Fringe Benefits	483,053	483,053	488,676	599,170	110,494
Services	21,847,824	21,847,824	24,327,964	25,546,749	1,218,785
Fuels & Lubricants	236	236	141	-	(141)

Tires & Tubes, Materials and Supplies	522,158	522,158	126,015	8,300	(117,715)
Utilities	1,485	1,485	1,275	4,320	3,045
Insurance	5,580,398	5,580,398	4,624,177	5,277,264	653,087
Other	10,219	10,219	87,127	19,500	(67,627)
Total TEXRail Operations	28,526,967	28,526,967	29,732,759	31,455,303	1,722,544

	Fiscal Year 2023		Fiscal Year 2024		
	YTD	FY23 Actual	YTD	FY24 Budget	Variance
Operating Expenses					
Bike Share Operations					
Salaries & Fringe Benefits	453,543	453,543	477,317	547,296	69,979
Services	95,662	95,662	145,741	122,366	(23,375)
Fuels & Lubricants	11,723	11,723	9,693	15,600	5,907
Tires & Tubes, Materials and Supplies	106,704	106,704	46,350	88,200	41,850
Utilities	3,547	3,547	4,910	6,000	1,090
Leases	37,107	37,107	40,146	38,400	(1,746)
Other	14,095	14,095	10,402	1,440	(8,962)
Total Bike Share Operations	722,381	722,381	734,559	819,302	84,743
General & Administrative					
Salaries, Wages & Fringe Benefits	15,688,768	15,688,768	17,845,616	18,188,233	342,617
Professional Services	7,733,743	7,733,743	7,935,251	15,411,815	7,476,564
Vehicle & Facilities Maintenance	2,870,521	2,870,521	3,624,230	2,707,174	(917,056)
Software/Systems Maintenance	3,265,907	3,265,907	3,554,447	5,559,487	2,005,040
Legal Services	473,030	473,030	551,623	820,656	269,033
Office Supplies & Equipment	635,979	635,979	742,418	396,982	(345,436)
Utilities	1,456,169	1,456,169	1,963,540	2,005,403	41,863
Training/Dues/Memberships	650,712	650,712	661,390	743,945	82,555
Security Services	2,732,182	2,732,182	2,587,409	2,972,643	385,234
Other	1,084,226	1,084,226	300,579	806,805	506,226
Total General & Administrative	36,969,183	36,969,183	40,144,449	49,613,143	9,468,694
Total Operating Expenses:	135,558,404	135,558,404	143,558,797	154,705,000	11,145,698
Operating Income / (Deficit)	63,412,794	63,412,794	30,294,476	165,746,000	135,451,524

BOARD ACTION ITEM

ITEM NUMBER
BA2025-1

MEETING DATE
November 18, 2024

ITEM TITLE
Trinity Metro - 89th Texas Legislative Agenda

BACKGROUND
The Texas Legislature is the law-making arm of state government in Texas. Meeting every odd-numbered year, the legislature gathers in Austin, to pass a two-year state budget and other laws from January to May. The 89th Texas Legislative Session will convene Tuesday, January 14, 2025.

The proposed Trinity Metro legislative agenda supports policies that promote and improve the overall current and future economic and financial success of our organization. Our recommended items align with the Trinity Metro mission, vision and values.

RECOMMENDATION
Trinity Metro staff recommends the Board of Director's adopt the proposed 89th Texas Legislative Agenda.

STAFF DISPOSITION

EXECUTIVE LEAD *
Chad Edwards

DATE
11/01/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

TRINITY METRO STATE LEGISLATIVE AGENDA 89th LEGISLATIVE SESSION

Rebecca Montgomery
Director of Government Relations

November 18, 2024



89th Session of the Texas Legislature

- Convenes January 14, 2025
- 140 Days
- 7,000+ Bills Filed
- ~1,100 Bills Passed
- Senate: 31 Members
- House of Representatives: 150 Members



TRINITY METRO'S Public Policy Priorities

- Promote the success of Trinity Metro
- Improving public transit in Texas
- Affirmatively engage
 - Advocate
 - Support
 - Oppose
- Respectful, Open, Ethical



TRINITY METRO'S LEGISLATIVE AGENDA

ADVOCATE

- Transit-oriented development authority
- Private partnerships
- Drive ridership
- Funding opportunities



TRINITY METRO'S LEGISLATIVE AGENDA

SUPPORT

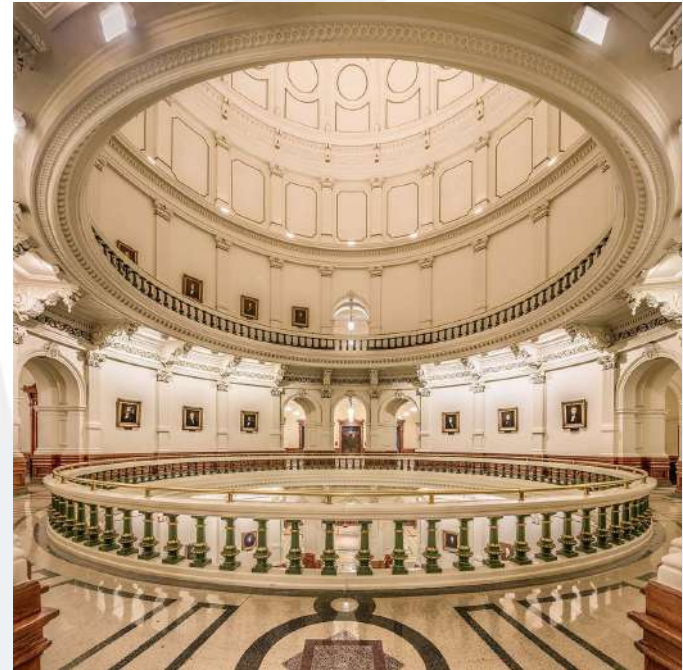
- Public transportation statewide
- Existing transportation authority dedicated funding
- Extend TxDOT Mobility Fund authority beyond Jan 2027
- Innovative funding methods at state level to expand rail and transit options
- Solutions that allow regional mobility authorities to fund and manage their systems that best service their riders needs



TRINITY METRO'S LEGISLATIVE AGENDA

OPPOSE

- Unnecessary restrictions on local decision-making
- Reduction or elimination of transit authority revenue streams from local option sales taxes
- Attempts to prohibit local government from the ability to engage G.R. professionals or join associations to advocate on behalf of their interests



TRINITY METRO'S LEGISLATIVE AGENDA

SCHEDULE

- Board action – November 18
- Shop to local delegation – November → January
- Legislative session – January → May
- Possible committee testimony opportunities



QUESTIONS?



BOARD ACTION ITEM

ITEM NUMBER
BA2025-12

MEETING DATE
November 18, 2024

ITEM TITLE
Public Transportation Agency Safety Plan Annual Update

BACKGROUND
In 2020, the Federal Transit Administration (FTA) implemented regulations under 49 CFR Part 673 requiring operators of public transportation systems that receive federal funds to develop an agency Public Transportation Agency Safety Plan (PTASP). The requirements of the PTASP include, but are not limited to, information on our Safety Management Systems, Risk Reduction programs, and Safety Performance Targets.
Each year agencies are also required to conduct an annual review to identify deficiencies when comparing the PTASP against real-world outcomes. The key updates to the PTASP for fiscal year 2025 are updates to the Trinity Metro mission statement, Safety Management System (SMS) processes, Safety Performance targets, and formatting to match our brand standards. Finally, the PTASP is required to be approved annually by our Joint Labor and Management Safety Committee as well as our Board of Directors.

RECOMMENDATION
The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to approve the Fiscal Year 2025 Public Transportation Agency Safety Plan as updated by the Chief Safety Officer.

STAFF DISPOSITION

EXECUTIVE LEAD * Wayne Gensler	DATE 11/04/24
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DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL



Public Transportation Agency Safety Plan



Original Publication Date: October 26, 2020
Current Version: 1.3
Revision Date: October 25, 2024



Public Transportation Agency Safety Plan			
Revision Date:	October 25, 2024	Revision Number:	1.3

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Public Transportation Agency Safety Plan			
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Signature Page

As required by 49 CFR Part 673.11, Trinity Metro's PTASP and its updates have been approved by the Board of Directors, Accountable Executive (President and CEO) and the Safety Committee Chairperson (Chief Safety Officer).

Jeff Davis
Board of Directors Chairman

Date of Approval

Richard Andreski (Accountable Executive)
President and Chief Executive Officer

Date of Approval

Jeff Brown (Safety Committee Chair)
Chief Safety Officer

Date of Approval

Public Transportation Agency Safety Plan			
Revision Date:	October 25, 2024	Revision Number:	1.3

Revision Page

The Trinity Metro PTASP will be reviewed annually by the Chief Safety Officer and/or a designee. Any revisions will be initiated by changes in regulatory compliance and/or internal policy or process improvements. Any revisions will be reviewed by the Executive Safety Committee and presented to the Board of Directors for approval when applicable.

This section is to be used to record the complete history of successive changes to the PTASP, including annual reviews and updates.

Rev. #:	Date:	Change(s) Made By:	Description of Change(s):
1.0	October 26, 2020	Joe Acosta	Initial release of PTASP
1.1	July 7, 2022	Jessica Powers	Annual Review and Update: Addition of Joint Safety Committee Charter, update of organizational chart
1.2	August 14, 2023	Jessica Powers	Annual Review (no changes)
1.3	October 7, 2024	Jeff Brown	Annual Review and Update: Updates to Mission Statement, Organizational Chart, Safety Management Systems, Safety Performance Measures, Risk Assessment matrix, and branding to match Trinity Metro standards.

Public Transportation Agency Safety Plan			
Revision Date:	October 25, 2024	Revision Number:	1.3

Executive Summary

The Federal Transit Administration (FTA) promulgated a Public Transportation Safety Program on August 11, 2016, that adopted another USDOT administration's Safety Management System (SMS) approach to formalize a performance-based approach as the foundation for developing and implementing a Transit Agency Safety Program (TASP) or simply the Agency Safety Plan (ASP). FTA's intentions included developing and implementing a continuous improvement management system toward a sound safety culture. This will consistently improve strategies and processes towards the highest practicable level at each safety agency. SMS helps organizations improve their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP) that the FTA published to provide guidance on managing safety risks and hazards. One element of the NSP is the Transit Asset Management (TAM) Plan towards facilitating the improvement of fleet and facilities' State of Good Repair (SOGR). The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA and PTASP Technical Assistance Center.

Accordingly, per 49 CFR Part 673, Trinity Metro's Chief Safety Officer and Executive Safety Committee also review internal and external reviews, including audits and assessments, compliance with operations and maintenance procedures, and the effectiveness of safety risk mitigations. The Chief Safety Officer discusses relevant safety issues and concerns with the Accountable Executive and executive management towards developing continuous safety improvement for Trinity Metro employees, co-workers, and customers.

NOTE: The Chief Safety Officer and Accountable Executive meet and follow regulatory compliance requirements per 49 CFR Part 673. This PTASP complies with FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan. Trinity Metro's Chief Safety Officer initiated the implementation of an SMS-based program prior to the development of this PTASP, which includes the four components:

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

NOTE: Trinity Metro also operates TEXRail, a Commuter Passenger Railroad, under mandatory compliance with Federal Railroad Administration (FRA) regulations. 49 CFR Part 270, System Safety Program, requires a similar formal safety management process.



Public Transportation Agency Safety Plan			
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Trinity Metro – An Overview

The Fort Worth Transportation Authority d/b/a Trinity Metro is a regional transportation authority of the State of Texas created pursuant to Chapter 452 of the Texas Transportation Code and confirmed by a public referendum on November 8, 1983. At the time of inception, a \$.0025 or one-fourth cent sales tax was approved on certain retail sales within the City of Fort Worth to provide a stable funding source for mass transit operations. As called for on the original ballot, the sales tax rate was increased to \$.0050 or one-half cent in January 1989. Trinity Metro provided services only to Fort Worth for the first several years of its existence. Trinity Metro provided services only to Fort Worth. Over the years, services have expanded across Tarrant County.

Effective November 8, 2016, voters in the City of Richland Hills elected to withdraw as a member of the transportation system. On November 7, 2006, voters in the City of Grapevine elected to approve a \$.0050 or half-cent sales tax increase for Economic Development (4B), of which Trinity Metro will receive \$.0038 or three-eighths cent sales tax for the construction and operation of a commuter rail through Fort Worth, Grapevine, and into DFW Airport. This was a significant milestone in support of public transportation in Tarrant County. This action by the Grapevine citizens marks the first time in 15 years that a new city has joined with Trinity Metro, which will help make public transit options available on a regional basis.

The President and Chief Executive Officer, Richard Andreski, is a Trinity Metro employee who works directly for the Board of Directors. Approximately 640 employees work for Trinity Metro under his direction. Under a contractual agreement, Metro Area Transit System, Inc. (MATS) manages the remaining employees working for the Operations, ACCESS, and Maintenance Departments.

On January 29, 2018, the Board of Directors approved a change in the name and logo of the Fort Worth Transportation Authority from "The-T" to Trinity Metro for marketing purposes. The purpose of the change was to convey the forward-thinking of the Transit Master Plan. Although the authority has begun doing business as Trinity Metro, the authority is still legally the Fort Worth Transportation Authority located at 801 Grove Street, Fort Worth, TX 76102.

Public Transportation Agency Safety Plan			
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Trinity Metro Mission Statement

Our Mission: Connecting People to Life

Our Vision: The preferred choice for **simple**, **safe**, and **innovative** mobility services

Our Values:

- Innovation
- Safety
- Reliability
- Sustainability
- Fairness
- Integrity



Public Transportation Agency Safety Plan			
Revision Date:	October 25, 2024	Revision Number:	1.3

Safety Management System

Safety Management System (SMS) means the formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.

In May 2013, the Federal Transit Administration formally adopted Safety Management Systems (SMS) as the basis to improve the safety of public transportation.

The SMS system includes 4 components which work together to support each other in an interactive and integrated fashion thus enhancing its overall effectiveness.



Public Transportation Agency Safety Plan			
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Safety Management Policy

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.

Safety Policy Statement

Trinity Metro is dedicated to the safety and health of each employee, our customers, and the people in the cities we serve. We have adopted a very simple mission statement;

"If it can't be done safely, don't do it at all."

Safety requires everyone's participation. Our management team is responsible for properly managing assets and providing employees with the training and resources needed for a safe productive environment. Everyone must work together to achieve excellence in safety.

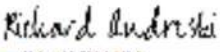
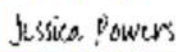
Trinity Metro will:

- Prioritize safety above all else.
- Ensure employees have a safe and healthy place to report to work.
- Provide all employees with the proper training and appropriate resources.
- Create program initiatives that contribute to a safe and positive culture.
- Conduct routine audits of the workplace to identify and eliminate risks and hazards.
- Listen and respond appropriately to employee suggestions and/or concerns.

Employees will:

- Arrive to work each day with a positive attitude, physically and mentally, to perform tasks safely.
- Participate in all safety programs and/or activities such as Safety Suggestion Campaigns, Hazard Recognition Reporting, and Hazard Correction.
- Report unsafe actions of others to supervision or another leader in the workforce.
- Use required PPE to do a job safely and always follow a safe SOP for the task.

Safety Policy Signed by:

President and CEO:	Executed by:  Richard Andreski	Date: Jun-28-2022
Chief Safety Officer:	Executed by:  Jessica Powers	Date: Jun-28-2022

Public Transportation Agency Safety Plan			
Revision Date:	October 25, 2024	Revision Number:	1.3

Safety Assurance

Safety Assurance means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Trinity Metro has implemented SMS Safety Assurance to monitor safety practices in keeping with the SMS Safety Policy and related safety documents. Internal Assessments will be conducted quarterly on a pre-determined schedule intended to complete a rotation and full round of internal assessments tri-annually. This will enable a comprehensive benchmark every three years while permitting flexibility to adjust internal assessment safety improvement action intended to address safety-related concerns or trends that may arise as needed. SMS Safety Assurance at Trinity Metro is intended to improve hazard management processes. Policies and Standard Operating Procedures will be developed and implemented or revised as deemed necessary.

Trinity Metro Safety & Risk Management applies a configuration management document control process for safety documents - identifying the date produced, revision, and version number as applicable. Only the most recent revision or version document will be considered current and operable. This will facilitate reviewing this PTASP annually and other safety documents at least every three years. As needed, revisions will be made to maintain records updated and relevant. This also complements the same approach for operations-approved documents to keep documents relevant and updated as necessary.

External assessments may also be conducted by organizations such as FTA or APTA. Formal External Assessments would be welcomed to have a fresh-eyes evaluation and viewpoint. External Assessments typically target mandatory compliance programs to include this PTASP and relevant and affiliated safety documents.

See also: Appendix D: Hazard Reporting Procedures

Public Transportation Agency Safety Plan			
Revision Date:	October 25, 2024	Revision Number:	1.3

Safety Risk Management

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.

Trinity Metro has implemented a hazard identification, investigation, and resolution process to ensure potential hazards are appropriately assessed. This process is intended to eliminate and/or mitigate injuries to passengers, employees, and the public while also preventing property damages and service delays.

The standardized Hazard Risk Assessment matrix is based on Military Standard 882E. It defines conditions which have the potential to cause injuries and/or damage. These conditions may be identified in a number of ways, including:

- Reports of accidents, incidents, or near-misses;
- Inspections, observations, audits, and assessments completed by Trinity Metro staff;
- Employee and public reporting of hazards;
- Data generated from all reporting methods and consolidated into the Master Incident File

The Hazard Analysis (HA) process within SMS is intended to conduct and facilitate hazard and risk assessments to drive mitigations and resolutions. Hazard Analysis provides for a prioritization dealing with multiple or numerous accident/incident events, inspections, and internal-external assessments.

Hazard Analysis assessment variations to include Preliminary Hazard Analysis (PHA) for Capital projects prior to the project with a follow-up HA for mitigating/eliminating unacceptable assessments typically during the Design or Planning phase of a construction project for equipment and/or facility.

Trinity Metro maintains documented procedures for conducting investigations of events resulting in property damage and/or personal injury. These events include reported accidents, incidents, near misses, and other reported occurrences requiring assessment but not substantiated. Investigations are intended to reduce the reoccurrence of identified hazards or potential hazards. This typically results in identifying contributing factors and/or cause(s) leading to safety improvement actions. Safety Improvement actions include corrective actions and preventive measures. Corrective actions typically pertain to the event in question being investigated and determining action specifically addressing harm and/or property damage resulting from the event. Preventive Measures typically pertain to causal factors related to the event and similar potential events subject to similar causal factors.

Public Transportation Agency Safety Plan			
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RISK ASSESSMENT MATRIX				
Severity \ Likelihood	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	Serious	Medium
Probable (B)	High	High	Serious	Medium
Occasional (C)	High	Serious	Medium	Low
Remote (D)	Serious	Medium	Medium	Low
Improbable (E)	Medium	Medium	Medium	Low
Eliminated (F)	Eliminated			

Unacceptable	Serious	Acceptable with Mitigation	Acceptable
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Severity Considerations	
1. Catastrophic	Could result in death, permanent total disability, monetary loss exceeding \$1m, or irreversible significant environmental impact.
2. Critical	Could result in permanent partial disability, injury or illness resulting in hospitalization, monetary loss exceeding \$250k but less than \$1m, or reversible significant environmental impact.
3. Marginal	Could result in injury or illness resulting in one or more lost workday(s), monetary loss exceeding \$25k but less than \$250k, or reversible moderate environmental impact.
4. Negligible	Could result in injury or illness not resulting in a lost workday, monetary loss less than \$25k, or minimal environmental impact.

Likelihood Considerations	
A. Frequent	Continuously experienced in the life of a system - More than once per month.
B. Probable	Will occur often in the life of a system - Less than once per month but more than once per year.
C. Occasional	Will occur sometime in the life of a system - Less than once per year but more than once per decade.
D. Remote	Unlikely but reasonably expected to occur at least once in the life of a system.
E. Improbable	Unlikely to occur in the life of a system, but possible.
F. Eliminated	Incapable of occurrence, used when hazards are identified then eliminated.

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Hazard Analysis / Safety Risk Assessment							
Hazard: System: Subsystem:				Completed By: Date Initiated: Date Revised: Revision Number:			
General Description		Hazard Cause / Effect			Corrective Action		
Control No.	Risk or Hazard Description	Potential Cause(s)	Effect on System / Subsystem	Initial Hazard Risk Index	Recommended Mitigations	Mitigations in Progress or Completed	Final Hazard Risk Index

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Revision Date:	October 25, 2024	Revision Number:	1.3

Safety Promotion

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

SMS Safety Promotion outlines the requirements for promoting both SMS practices and safety throughout a transit agency. 49 CFR Part 673 requires Competencies, Training, and Communication as elements of Safety Promotion:

Trinity Metro has established a comprehensive training program beginning with New Employee Orientation which includes a safety specific presentation along, de-escalation training, and incident reporting training. New front line personnel continue in the training program from five to twelve weeks depending on their CDL status.

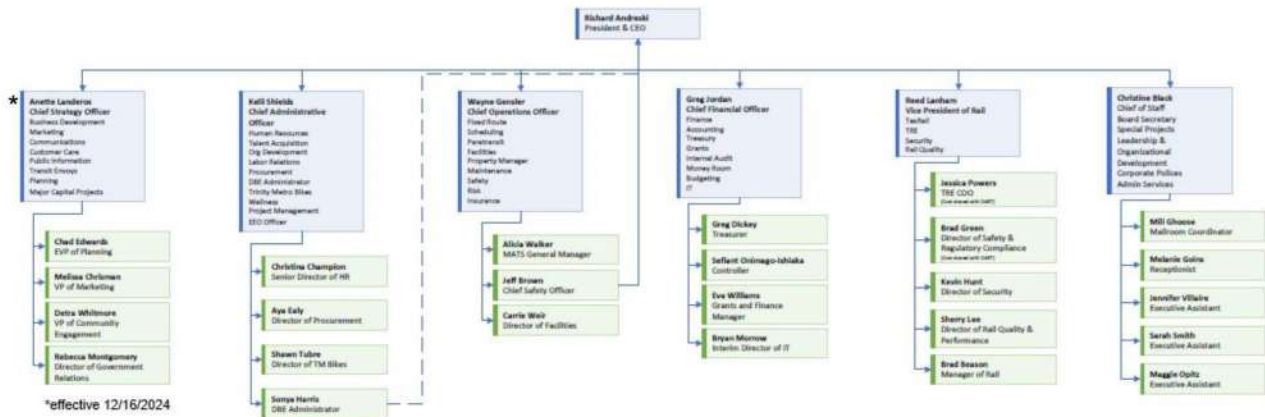
Ongoing training and development is accomplished for all safety sensitive employees on a recurring basis. Communication is managed through monthly meetings, quarterly All Hands meetings, and electronic dissemination of safety alerts and topics through email and company-wide video monitors.

Training may also be conducted as a follow-up to an incident within the parameters of the Union Work Rules. This includes counseling, coaching, and refresher training to include targeted event corrective action.

See also: Appendix H – Safety Performance Improvement Techniques

Public Transportation Agency Safety Plan			
Revision Date:	October 25, 2024	Revision Number:	1.3

Appendix A – Organizational Chart



Public Transportation Agency Safety Plan			
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Appendix B – Accountable / Responsible Designees

As required within 49 CFR Part 673, the following individuals fulfill mandatory compliance designee positions within Trinity Metro:

Accountable Executive: **Richard Andreski**

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Equivalent Authority: **Trinity Metro Board of Directors**

Equivalent Authority means an entity that carries out duties similar to that of a Board of Directors, for a recipient or sub recipient of FTA funds under 49 U.S.C. chapter 53, including sufficient authority to review and approve a recipient or sub recipient's Public Transportation Agency Safety Plan.

Chief Safety Officer: **Jeff Brown**

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Public Transportation Agency Safety Plan			
Revision Date:	October 25, 2024	Revision Number:	1.3

Appendix C – Employee Communication

Trinity Metro has established mandatory and voluntary employee safety reporting programs and will disseminate SMS program information as part of our SMS Safety Promotion practices through Safety Performance Improvement Techniques as defined within Appendix I and includes coaching, counseling, development, familiarization, and training as well as through the Trinity Metro Information Messaging System (IMS), which is used to communicate with those individuals on our voluntary distribution list via text, e-mail, and/or audio message.

All employees of Trinity Metro are provided company e-mail addresses to receive notifications and other information. Accordingly, employees and contractor co-workers will receive e-mails as part of ongoing communications to include SMS Safety Promotion Alerts and Messages.

New hire employee orientation is conducted during initial employee training and includes fundamentals of Trinity Metro's Safety Management System (SMS). This includes notifying employees and contracted co-workers about the basics of SMS and Trinity Metro's PTASP.

As referenced within our Incident Management / Notification System (IMS) following, the IMS communication process will be a substantial supplement tool to keep co-workers informed regarding relevant safety guidelines and/or practices, to include:

This will enhance SMS Safety Promotion messages whenever deemed necessary.

- This process provides a means to communicate current and or newly relevant safety and operations information readily and timely.
- This process allows responding to a question from any co-worker about any message via e-mail by a Safety & Risk Management Department designee. Whenever numerous co-workers raise a safety concern, the IMS Alert or Message may be sent to all co-workers whenever deemed appropriate.

The combination of training and other safety improvement ongoing techniques in addition to IMS messaging is intended to fulfill SMS Safety Promotion. This will promote opportunities for employees to be engaged in safety improvement.

NOTE: Employees and contractor co-workers can proactively report potential hazards without repercussions anonymously through: ELERTS app, Suggestion Box located near Dispatch, and/or through a Union Steward. Reporting events retroactively such as accidents, incidents, and other events are subject to review and possibly disciplinary action accordingly.

Fixed Route & ACCESS SOP – All Services/Incident Management Notification

Trinity Metro Policy Number:FROPS-SOP-0001	Description: All approved employees
Revision Number: 0009	Page Number: Page 2 of 7
Prepared by: Ronald Newman	Approved by: Wayne Gensler
Issued by: Ronald Newman	Issue Date: 11/9/2023

Change Record

Revision Number	Date	Responsible Person	Description of Change
9	8/10/2023	Ronald Newman	General Manager added

Distribution List

All approved Transportation Directors, Managers, and Employees.

1.0 Introduction (Purpose and Scope):

- 1.1 Procedure for utilization of Incident Management Notification System (IMS). The IMS is used for the immediate reporting of incidents to “need to know” personnel.
- 1.2 The scope of this procedure is for all Trinity Metro operations that have primary responsibility with Radio Control Supervisors.

2.0 Responsibilities:

- 2.1 The Directors are responsible for providing the resources and programs available to perform the functions listed below. Street, Dispatch, and Radio Supervisors are responsible for the execution of the procedures below.

3.0 Glossary of Terms:

3.1 Incident Management Notification System (IMS):

- 3.1.1 A notification process used to alert additional levels of management of an incident requiring their immediate attention or their “need to know” so that they can interact with other responders, employees, the media, and/or other agencies.

4.0 Procedure(s):

Fixed Route & ACCESS SOP – All Services/Incident Management Notification

Trinity Metro Policy Number:FROPS-SOP-0001	Description: All approved employees
Revision Number: 0009	Page Number: Page 3 of 7
Prepared by: Ronald Newman	Approved by: Wayne Gensler
Issued by: Ronald Newman	Issue Date: 11/9/2023

4.1 Level 1 Incidents – Minor Incidents

4.1.1 Level 1 incidents include the following:

- Fixed object collision involving minor damages (bus is still operable)
- Vehicular collisions resulting in no injuries or minor damage to involved vehicles. (bus and other vehicles are still operable)
- Bio-Hazard on board vehicle.
- Passenger fall requiring no immediate transportation to a healthcare facility, or resulting in no injury. (Operations only)
- Failed boarding of any passenger (not just ADA)
- Unauthorized person left onboard bus
- Loiters at any bus stop or transfer center

4.2 Level 2 Incidents – Serious Incidents

4.2.1 Level 2 incidents include the following:

- Any collision that would require a mandatory FTA Drug & Alcohol test (injury requiring immediate transportation to a healthcare facility, or a vehicle towed due to disabling damage, where the coach Operator cannot be ruled out as being a contributing factor)
- Any injury of a Trinity Metro employee who does not require transportation by an emergency vehicle
- Any physical fight between passengers
- Any incident resulting in the arrest of a passenger
- Any vehicle or facility fire (fire is defined as visible flames or smoke)
- Passenger fall requiring immediate transportation to a healthcare facility or response by an EMT service. (All ACCESS falls)
- Any incident that requires police, fire or medical response, that does not meet level 3 thresholds.
- Any closure of a street that will cause a major service disruption (Jones, Lancaster, etc.)

Fixed Route & ACCESS SOP – All Services/Incident Management Notification

Trinity Metro Policy Number: FROPS-SOP-0001	Description: All approved employees
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Prepared by: Ronald Newman	Approved by: Wayne Gensler
Issued by: Ronald Newman	Issue Date: 11/9/2023

4.3 Level 3 Incidents – Emergency Incidents

4.3.1 Level 3 incidents include the following:

- Any fatality or critical injury to a Trinity Metro or TEXRail employee, visitor, contractor or passenger, regardless of how the fatality or critical injury occurred.
- Any fatal or critical injury to anyone else, where the death or injury was directly caused by a Trinity Metro or TEXRail employee or Trinity Metro equipment
- Any incident involving the collision of a Trinity Metro vehicle and a pedestrian or bicyclist.
- Anytime that news media shows up at the FWCS for any reason
- Any incident where the news media arrives on the scene
- Any discharging of firearms by Trinity Metro or TEXRail personnel
- Any assault of a Trinity Metro employee or contractor
- Any physical fight between Trinity Metro employees
- Any request for use of TEXRail trains by emergency services
- Any terroristic incident or bomb threat.
- Any request for bus bridging
- Any request of buses for emergency services (police, fire, etc.)
- Any mechanical failure on single-main track.
- A system wide failure of the Transit Master vehicle locations system

4.4 Special Considerations

4.4.1 Trinity Metro and TEXRail recognizes that there may be situations that fall outside of the definitions defined in the three levels of incidents described above, when these unusual situations present themselves supervisors should exercise good decision making and classify the incident into the level that is closest to the definitions.

4.4.2 TEXRail dispatchers and clerks will be required to push out these notifications from 0100 to 0300 during the hours that Trinity Metro

Fixed Route & ACCESS SOP – All Services/Incident Management Notification

Trinity Metro Policy Number: FROPS-SOP-0001	Description: All approved employees
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Prepared by: Ronald Newman	Approved by: Wayne Gensler
Issued by: Ronald Newman	Issue Date: 11/9/2023

dispatchers are not on duty. From 0300 to 0059, these notifications will be pushed out by Trinity Metro dispatchers.

4.5 Notifications

- 4.5.1 Radio Supervisors are required to make initial determination of what level an incident is defined as using the criteria explained in section 4.0
- 4.5.2 Radio Supervisors are required to notify the appropriate level email group. (See Section 5.0 for examples)
- 4.5.3 Street Supervisors who respond to the scene are required to update Radio Supervisors so that the incident can be raised or lowered as more information becomes available.
- 4.5.4 Radio Supervisors are required to send updates as the situations develop to keep Trinity Metro up to date with information for all level 2 and 3 incidents. (See Section 5.0 for examples)
- 4.5.5 Radio Supervisors are required to send a closing message once the incident has concluded for all level 2 and 3 incidents. (See Section 5.0 for examples).
- 4.5.6 During all level 2 and 3 events the Incident Management System Phone Tree must also be activated. (See Attachment I)

5.0 Communications

- 5.1 Communication Examples - below are examples to be used for initial determination, updates, and closing notifications.

5.1.1 Initial Notification-

Incident time:

Subject: Level 2 - Passenger Assault

Route/Blk: 4/31

Details: Female passenger assaulted by male passenger in rear of coach @ Rosedale and New York outbound. FWPD responding. Details to follow.

Operator: Doe

Contractor: (if not an FWTa employee)

Responder: Doe, FWPD, MedStar

Fixed Route & ACCESS SOP – All Services/Incident Management Notification

Trinity Metro Policy Number: FROPS-SOP-0001	Description: All approved employees
Revision Number: 0009	Page Number: Page 6 of 7
Prepared by: Ronald Newman	Approved by: Wayne Gensler
Issued by: Ronald Newman	Issue Date: 11/9/2023

5.1.2 Update Notification-

Subj: Level 2 - Passenger Assault – UPDATE
Route/Blk: 4/31
Details: FWPDP on scene, female passenger has minor injuries.
Operator: Wilson
Contractor: (if not a Trinity Metro employee)
Responder: Chess, FWPDP, MedStar

5.1.3 Closing Notification-

Subj: Level 2 - Passenger Assault – CLOSED
Route/Blk: 4/31
Details: FWPDP has arrested male passenger, female passenger transported to hospital by MedStar for evaluation of minor injuries. Coach is running 7 minutes late. Incident Closed.
Operator: Wilson
Contractor: (if not a Trinity Metro employee)
Responder: Chess, FWPDP, MedStar

6.0 Management of Email Groups

- 6.1 The General Manager of Operations and the Directors of Operations, and Maintenance are required to determine which employees belong to each incident level email group
- 6.2 Only the General Manager of Operations and the Directors of Operations, and Maintenance can authorize the adding of personnel to the email groups.
- 6.3 Employees being assigned to a group must provide their email address and their "text message" email address (if they wish to receive text messages).
- 6.4 The Managers are responsible for adding/removing group members after being instructed in writing by either the General Manager of Operations & Maintenance or Director of Operations.

Fixed Route & ACCESS SOP – All Services/Incident Management Notification

Trinity Metro Policy Number: FROPS-SOP-0001	Description: All approved employees
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Issued by: Ronald Newman	Issue Date: 11/9/2023

7.0 Attachments

7.1 Incident Management System Phone Tree – The Incident Management System Phone Tree is maintained by the Director of Operations. It includes the mandatory call options for all Level 2 and 3 Incidents.

Incident Management System Phone Tree

Level 2 Incidents

All level 2 incidents require an immediate notification of one of the Operation Managers and the Chief Safety Officer by phone. In the event that all of the Operation Managers cannot be reached, the Director of Operations should be contacted by phone. If the either Director & the General Manager are unable to be contacted, then the cycle should restart with attempts at contacting a Manager. Upon notification of a Manager, it will then be the responsibility of the Manager to contact the General Manager of Operations & Maintenance.

Level 3 Incidents

All level 3 incidents require an immediate notification of the GM of Operations and Chief Safety Officer by phone. In the event that the GM of Operations and Chief Safety Officer cannot be reached, the Director of Operations or Operation Managers should be contacted by phone. Upon notification, it will then be the responsibility of that person to contact all necessary staff.

Operations Managers:

Director of Operations:	Ronald Newman	(682) 402-8499
Operations Manager:	Sharon Bailey	(817) 707-3266
Operations Manager	Rene Perez	(682) 371-8578
Director of Safety	Jeff Brown	(682) 328-1656
General Manager	Alicia Walker	(682) 215-8552
COO	Wayne Gensler	(817) 228-9478



Public Transportation Agency Safety Plan			
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Appendix D – Hazard Reporting Procedures

TITLE

Trinity Metro Policy Number: SAF-001	Description: Reported Hazard
Revision Number: 0	Page Number: Page 1 of 2
Prepared by: Joe Acosta, Chief Safety Officer	Approved by:
Issued by:	Issue Date: 10/28/2019

Change Record

Revision Number	Date	Responsible Person	Description of Change
1	10/09/20	Joe Acosta	Added NOTE below; non-substantive revision

NOTE: Employees and contractor co-workers can proactively report potential hazards without repercussions anonymously through: ELERTS app, Suggestion Box located near Dispatch, and/or through a Union Steward. Reporting events retroactively such as accidents, incidents, and other events are subject to review and possibly disciplinary action accordingly.

Distribution List

Departments: Safety, Operations, Maintenance, Facilities

1.0 Introduction (Purpose and Scope): Report of potential hazard

- 1.1 Customers and passengers may report potential hazards to Customer Service and/or Trinity Metro employees at Trinity Metro facilities
- 1.2 Employees, to include employees of contractors performing work on behalf of Trinity Metro, may report safety related concerns that refer to safety practices or on Trinity Metro facilities or vehicles.

2.0 Responsibilities:

- 2.1 Timely response includes an initial report indicating specifics of the potential hazard and where located/practiced. Recommendations from the individual reporting the potential hazard should also be documented as well as requests from the report provider.

3.0 Glossary of Terms:

- 3.1 **Hazard:** real or potential condition that may result in injury, illness, or death and/or damage/loss of equipment, facilities, or infrastructure of public transportation system sub-component. This condition may be present prior to anyone sustaining harm or anything sustaining damage.

TITLE

Trinity Metro Policy Number: SAF-001	Description: Reported Hazard
Revision Number: 0	Page Number: Page 2 of 2
Prepared by: Joe Acosta, Chief Safety Officer	Approved by:
Issued by:	Issue Date: 10/28/2019

3.2 Mitigation: action resulting in reducing severity and/or frequency of an event to include incident, accident, or potential incident; involves elimination of potential/real hazard or reduction of consequence accordingly.

4.0 Procedure(s):

4.1 Report

4.1.1 Initial notification of a potential hazard shall be documented -

- When provided by a passenger/customer – on a Customer Service Report or Supervisor's Report
 - When applicable, report shall be documented at the site, photo(s) of the potential hazard shall also be included with the report;
 - Report to Customer Service should be directed to Operations and/or Safety so a site visit is conducted within 48 hours in order that a report be completed with at least one photo.

4.2 Protection from Reported Hazard - Protection barrier/channeling shall be established around the potential hazard if it cannot be removed, repaired, or otherwise mitigated immediately

4.3 Investigation

4.3.1 Operations, to include assistance by Maintenance, shall conduct an investigation with intent to provide recommendations for corrective action and whenever applicable, preventive measures regarding similar potential hazards accordingly, on vehicles and at passenger boarding/deboarding sites;

- Facility Maintenance would be responsible similarly for Trinity Metro facilities to conduct an investigation with the intent of corrective action (i.e. mitigation), preventive measures for possible similar locations as deemed appropriated.

4.4 Mitigation – is always the intent towards resolution reactively for reported potential hazard(s) and proactively for similar possible events/sites/vehicles as determined. Mitigation shall also be added to the initial report. Direct all reports and supporting documents to Safety for inclusion within the Hazard Management data records.

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Appendix E – Safety Performance Measures and Targets

Pursuant to 49 CFR 673.11(a) (3), the Public Transportation Agency Safety Plan must include annual safety performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Safety Performance Targets are a quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period. All targets below are based on data reported to the National Transportation Database (NTD), and definitions are on the following page:

Fiscal Year 2025 Targets by Mode:	MB-DO	DR-DO	DR-PT	MB-PT
Major Events	20	4	4	3
Major Event Rate	0.40	0.45	0.25	0.35
Collision Rate	0.33	0.35	0.25	0.25
Pedestrian Collision Rate	0.00	0.00	0.00	0.00
Vehicular Collision Rate	0.32	0.35	0.25	0.35
Fatalities	0	0	0	0
Fatality Rate	0.0	0.0	0.0	0.0
Transit Worker Fatality Rate	0.0	0.0	0.0	0.0
Injuries	25	3	3	3
Injury Rate	0.50	0.35	0.20	0.35
Transit Worker Injury Rate	0.02	0.00	0	0.00
Assaults on Transit Workers	50	2	0	0
Rate of Assaults on Transit Workers	0.75	0.25	0.00	0.00
System Reliability (miles)	9,000	11,000	45,000	9,000

- All measures are based on events reportable to NTD
- All Rates are based on 100,000 Vehicle Revenue Miles

Public Transportation Agency Safety Plan			
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Safety Performance Measure		Description
1	Measure 1a – Major Events	This includes all safety and security major events as defined by the NTD.
2	Measure 1b – Major Event Rate	This includes all safety and security major events as defined by the NTD, divided by VRM.
3	<i>Measure 1.1 – Collision Rate (new)</i>	This includes all collisions reported to the NTD, divided by VRM.
4	<i>Measure 1.1.1 – Pedestrian Collision Rate (new)</i>	This includes all collisions “with a person,” as defined by the NTD, divided by VRM.
5	<i>Measure 1.1.2 – Vehicular Collision Rate (new)</i>	This includes all collisions “with a motor vehicle,” as defined by the NTD, divided by VRM.
6	Measure 2a – Fatalities	This includes all fatalities as defined by the NTD.
7	Measure 2b – Fatality Rate	This includes all fatalities as defined by the NTD, divided by VRM.
8	<i>Measure 2.1 – Transit Worker Fatality Rate (new)</i>	This includes all transit worker fatalities as defined by the NTD, including the categories “Transit Employee/Contractor,” “Transit Vehicle Operator,” and “Other Transit Staff,” divided by VRM.
9	Measure 3a – Injuries	This includes all injuries as defined by the NTD.
10	Measure 3b – Injury Rate	This includes all injuries as defined by the NTD, divided by VRM.
11	<i>Measure 3.1 – Transit Worker Injury Rate (new)</i>	This includes all transit worker injuries as defined by the NTD, including the categories “Transit Employee/Contractor,” “Transit Vehicle Operator,” and “Other Transit Staff,” divided by VRM.
12	<i>Measure 4a – Assaults on Transit Workers (new)</i>	This includes all assaults on transit workers as defined by the NTD. ⁹
13	<i>Measure 4b – Rate of Assaults on Transit Workers (new)</i>	This includes all assaults on transit workers as defined by the NTD, ⁹ divided by VRM.
14	Measure 5 – System Reliability	This includes Major Mechanical System failures as defined by the NTD.



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Appendix F – Street Supervisor Manual Collisions and Incidents Excerpt

2020

STREET SUPERVISOR MANUAL



If your actions inspire others to dream more,
learn more, do more and become more,
you are a leader.

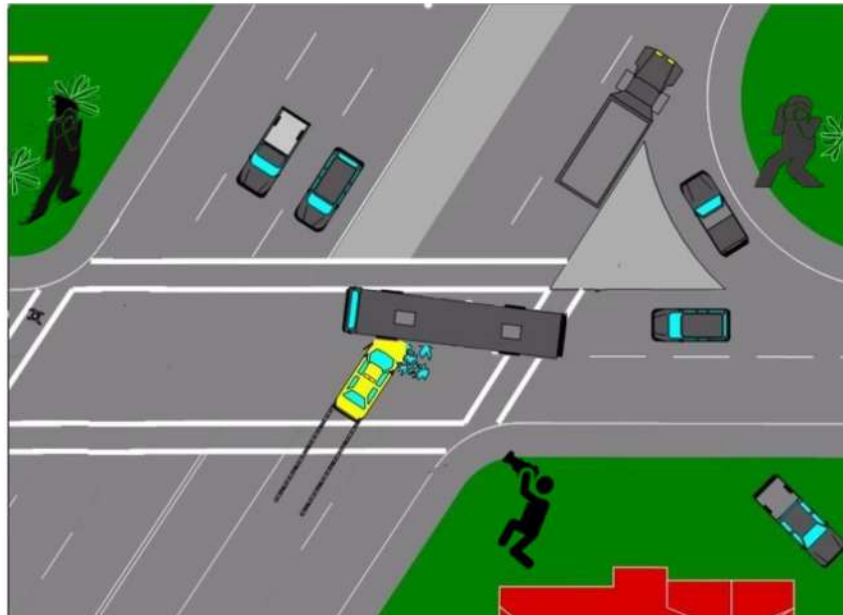
John Quincy Adams | www.johnquincyadams.com

July 2020

Collision/Incidents

Procedure:

- Radio in when arrived to location
- Check on Operator
- Check On Passengers
- Check on all other parties related to accident
- Take Pictures of Accident Scene
- Take Pictures of Damages
- Get information on Other Vehicle and Driver
- Determine if DOT is recommended
- Keep Radio Control updated
- Complete all reports as soon as possible



Stay Safe
= Preferred Picture Area

Note:

Street Supervisor MUST make all accident/crash scenes. If unable to make it to the scene, a service monitor can gather info and pass that information to a street supervisor on duty to finish report on EAM, electronic report and email report. For clarification please see a lead supervisor or manager.

Please remember if approached by any News Media outlet, internet news or social media regarding information, politely say "Please contact our media relations department" and refer them to 817-215-8600.

Sample Pictures of Accidents



Doesn't show the big picture.



This example shows what happen and damages.

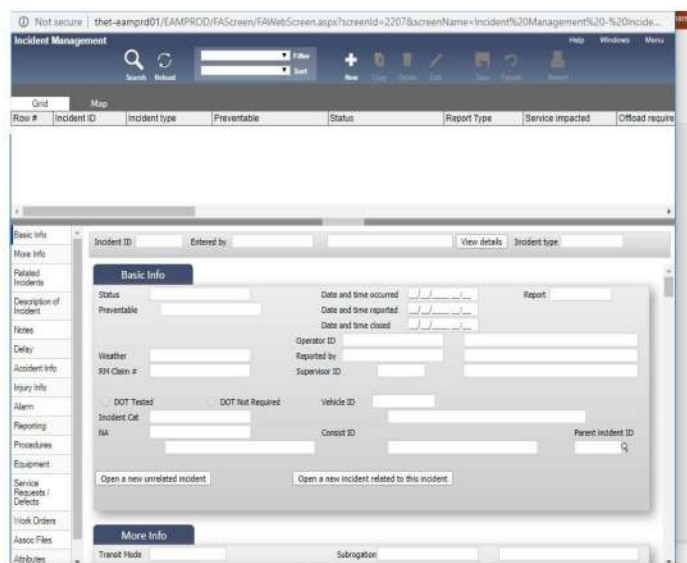
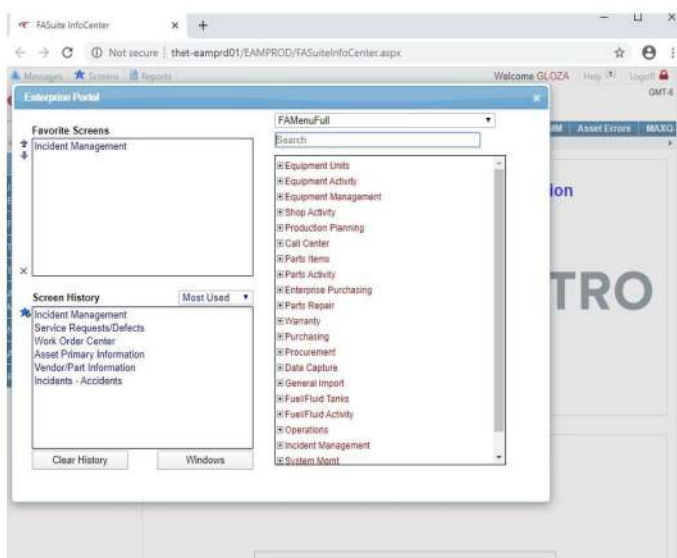
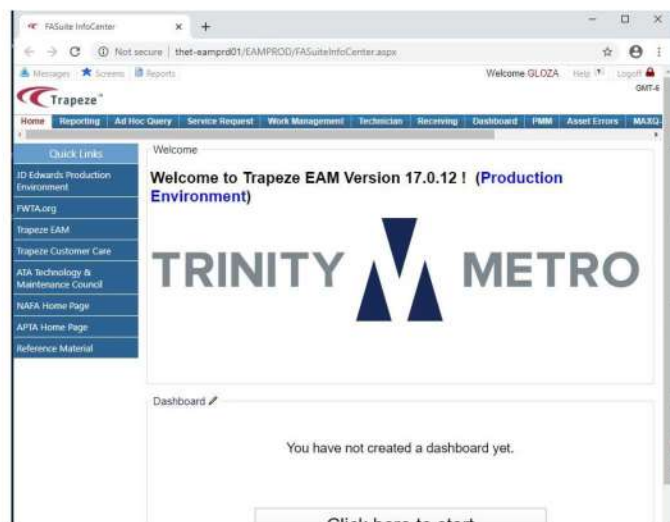
EAM Report

All incidents, crash, accidents, unreported damage, trips, falls, banned passengers Must be entered in the EAM Reporting Module.

If you are unable to login please contact Your lead or a manager.

Begin with Trapeze EAM welcome screen After logging in:

- Click Screen Icon above Trapeze logo with a star.
- Click on Incident Management listed in red (right side)
- Click the plus sign
- Then Click Incident Management again



EAM Module Continued

- Click New (Plus sign +) , You should have yellow fill sections.
- Fill out the following blanks:

Basic Info

- **Note EAM Number**
- Incident type
- Date and Time Occurred
- Date and Time reported
- Operator ID
- Reported by (*Supervisor Filling out report*)
- Supervisor ID (*Supervisor Filling out report*)
- Vehicle ID
- DOT Testing
- Route #
- Damage to bus
- If a portion of run was missed

Description of Incident

- Description
Short description of what occurred

- Date and Time Occurred

Accident Info

- Primary Cause
- Location
- Contributing Cause
- # of passengers
- # of injured passengers

Supervisor Accident Report

To get started on this form you will need the incident shortcut on your desktop.

You will then go to:

- Blank form and copy the supervisor Investigation Form
- Then you will click back to Current Year Accidents
- Click on the department in which you are reporting the incident or accident form for
- Click on the category in which you are reporting
 - INCIDENT & Collision
 - Employee injury
 - Video request
 - Unreported Damage
 - Incident not related to Collision

☐ Create a new folder and name it in this format
01.21.2020 Operator Name (R. Page) Badge# Bus # EAM

908

- Create in that folder (2) two Folders
 - Pictures
 - Report
- Under Report folder Paste or drop the copy of *Supervisor Investigation form* –
- Open the form and fill out the form – Fill out all lines of the form.
- After completion hit save

Accident Info

- Primary Cause
- Location
- Contributing Cause
- # of passengers
- # of injured passengers

SUPERVISOR INVESTIGATION REPORT (This form is to be used for all collisions/incidents/reports)					
EAM Report #	Badge #	Employee name (FIRST) (LAST)			
Bus/Van #	Incident date and time		Employee Immediate supervisor	Investigating supervisor & ID #	
Was incident reported immediately?	Date reported (if different from incident date)	Reported to:	Video requested?	Passenger injured?	Was employee injured?
☐ Yes ☐ No	Month Day Year	☐ Dispatch ☐ Supervisor	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Were Police or TSO dispatched to the scene?					
☐ Yes - If (Yes) Officer Name _____ Badge # _____ Police Report # _____					
Did anyone receive a traffic citation?					
☐ Yes - If (Yes) whom _____ ☐ No					
Were there any vehicles towed away?					
☐ Yes - Whom? _____ ☐ No					
Were there any transported by ambulance?					
☐ Yes - If (Yes) # _____ ☐ No					
List Injured/Witnesses					
Name	Phone	Address	Hospital		
INCIDENT DETAILS					
Event Type: ☐ Collision ☐ Incident ☐ Security Issue ☐ Other					
Location (Include nearest intersection, (and mark)					
What task was the employee performing when event occurred? (Ex. driving, fueling, loading a wheelchair, working on a bus CTC.)					
Give specific description of incident/collision? (Just the facts. Don't give your opinion(s) regarding causation or fault. Document only the FACTS of what occurred.)					
Describe any Damage To Company Vehicle					
Supervisor Name Completing this Report _____ Date _____					
Revised Form 20190628 Incident / Collision Report Page 1 of 4					

FORT WORTH TRANSPORTATION AUTHORITY	
Post Incident / Collision Drug and Alcohol Testing Determination Form	
This form is to be completed each time there is an occurrence (incident/collision) associated with the operation of a vehicle which is directly related to the manner which an employee applied the brake, accelerates or steers the vehicle. These occurrences are not directed at vehicle collisions exclusively; it also includes incidents such as passenger or pedestrian injuries (to include operation of its lift) when the individual requires immediate transport to a medical treatment facility. In no way delay necessary medical attention for injured people or prohibit a safety-sensitive employee from leaving the scene of an incident/collision to obtain assistance or necessary emergency medical care.	
Collision Information:	
Date of Incident/ Collision _____	Time of Incident/ Collision _____
Employee Name _____	Employee ID # _____
Decision Questions (This criterion applies to Incidents and or Collisions):	
1. Was there a Human Fatality? Yes ☐ ☒ No ☐ (Proceed to # 2 Below)	
2. Incident/Collision with no fatality:	
a. Did any individual suffer bodily injury and immediately receive medical treatment away from the scene (transported by any means)?	
Yes ☐ No ☐	
b. Did any vehicle involved in the accident sustain disabling damage requiring any of the vehicle to be transported away from the scene by a tow truck or other vehicle?	
Yes ☐ No ☐	
3. If you marked No for BOTH 2a and 2b FTA post-collision testing is PROHIBITED.	
4. If you marked Yes for EITHER 2a and 2b proceed to # 5 below.	
5. Using the best information available to you, the investigating supervisor from the scene, can you completely discount the operator as a contributing factor to the collision?	
Yes ☐	No ☐
FTA post-Collision testing is PROHIBITED (Proceed to # 6 on the following page)	FTA post-Collision testing is REQUIRED (Proceed to # 7 on the following page)
Revised Form 20190628	
FTA Questionnaire Incident / Collision Report Page 3 of 4	

Supervisor Accident Report

Make sure if testing is not needed, you explain why in box #6

Note:

Supervisors are the only personal that may only transport an operator/safety sensitive employee for drug/alcohol testing.

Testing/Treatment Form

Testing/Treatment Form

Please fill out the form properly.

Note:

All accidents /crash that require testing is DOT and must have both Alcohol and drug screen.

Operator injury require both Alcohol and drug screen. Please be sure to check DOT or Non-DOT

All Testing is DOT unless it has nothing to do with an employee NOT operator a Trinity Metro Vehicle.

Standard Operating Procedure (SOP)

Purpose to instruct Operations staff on how to notify an employee and fill out forms for a Testing Treatment Authorization Scope Instruct users on how to fill out Drug/Alcohol Testing Notification Form

- Instruct users on how to fill out Testing/Treatment form.
- Authorization form.
- Instruct users on how to notify an employee when testing is required.
- Instruct users on how to turn in paperwork when task is completed.
- If Testing is not completed or required supervisor must answer question (6) six as to why a test was not completed.
- Once an operator or safety sensitive personal has been notified about being required for a test, supervisor must not let said operator out of his/her sight.

Responsibilities All Managers and Supervisors will follow notification protocol and fill out proper paperwork for Drug/Alcohol testing Reporting Communicate, any issues with non-compliance to immediate Manager and employees direct Supervisor

FORT WORTH TRANSPORTATION AUTHORITY

6. Describe the on-scene factors indicating why the safety-sensitive employee was completely discounted as a contributing factor the collision.

(Complete the information below when the employee is being sent for Post-collision Testing)

7. Name of FTA Official that transported the employee to the testing facility:

Name: _____ Official Job Title: _____

Time of transport to the testing facility: _____ ☐ a.m. ☐ p.m.

Name of the testing facility: _____

8. Was the alcohol test conducted within 2 hours following the collision?

Yes ☐ No ☐ (If no is selected describe reasons below)

Reason: _____

Testing Procedures:

- Determine if the employee requires any medical attention.
- Bring the employee into a private setting if possible and inform him/her that he/she will be transported to a medical clinic for a post-collision drug and alcohol test, in accordance with the FTA / DOT mandated procedures.
- Complete the order for testing form and mark (Post-Collision) for the test type.
- Escort the employee to the company authorized medical facility and inform him/her that he/she will be removed from safety sensitive job functions pending the outcome of the test results.
- If the employee were to refuse to submit to the testing, inform the employee that refusal is handled in the same manner as a positive test result and that disciplinary action will follow up to and including termination.
- Complete and sign this form and forward original to the company Drug and Alcohol Program Manager located within the human Resources department.

Please respect the privacy of the employee and the integrity of the testing program. Keep all matters confidential and discuss only with parties who are on a (Need to Know) basis regarding these matters.

Supervisor/On-Scene Decision Maker _____ Job Title _____

Date _____ Department _____

Revised Form 20190628 FTA Questionnaire Incident / Collision Report Page 4 of 4

Trinity Metro
801 Cherry Street, Suite 800, Ft. Worth, TX 76102

TRINITY METRO

Testing/Treatment Authorization

☐ DOT
☐ NON-DOT

Employee/Applicant Name _____ Soc Sec # _____ Date of Birth _____ EMP ID _____ Home Phone _____

Position: _____ Position Type: ☐ Driver/Dispatch ☐ Maintenance
☐ Transit Security ☐ Non DOT
☐ Contractor: _____

Work Related: ☐ Yes ☐ No

☐ Illness ☐ Injury - Date of Injury: _____

Reason For Test: (Choose only one)

☐ Pre-employment ☐ Re-Certification
☐ Post Accident ☐ Random
☐ Other (specify) _____

Physical: ☐ Pre-employment ☐ Re-Certification
☐ Fit For Duty ☐ Other _____

Substance Abuse Testing: (check all that apply)

☐ Regulated Drug Screen (DOT)
☐ Non-Regulated Drug Screen (Non-DOT)
☐ Other (specify) _____

Special Examination: ☐ Human Performance Evaluation *(HPE)
☐ Other _____

Alcohol Testing: ☐ Yes ☐ No For random tests, an alcohol breath test may or may not be required.

Special Instructions: _____

The above individual has been directed to: ☐ immediately report to the collection site for collection of urine and/or saliva/breath ☐ to complete Annual Physical during the month of _____

Notified/Authorized By: _____ Emp ID# _____ Date _____ Time _____ AM PM

Acknowledgment of Notification

Employee/Applicant (signature) _____ Date _____ Time _____

Collection Site Verification

Collector Name (Print) _____ Date _____ Time of Arrival _____

☐ Photo ID Checked ☐ Specimens Provided ☐ Specimens NOT Provided Collector's Signature _____ Departure Time _____

White Copy: The T (Human Resources) Yellow Copy: Collector Pink Copy: Employee/Applicant



Public Transportation Agency Safety Plan			
Revision Date:	October 25, 2024	Revision Number:	1.3

Appendix G – Accident Review Board

**Procedures Excerpt from Article 17 of the
Agreement Between McDonald Transit, Inc.
and
Teamsters Local Union No. 997
Effective from October 1, 2021 to
September 30, 2025**

***this agreement transferred to Metro Area Transit System
effective October 1, 2023**

Accident Review Board Procedures

When an employee has an incident/collision, the Risk Management Department (RMD) will determine if the Incident/collision is either preventable or non-preventable. If a incident/collision is determined to be non-preventable, the employee will be notified in writing and the incident/collision will not be charged against the employee's record, furthermore the employee will be compensated for any suspension day(s) served.

If a incident/collision is determined to be preventable, the employee has the right to appeal the determination in one of two ways:

- The employee may grieve the discipline through the prescribed grievance procedure established between the McDonald Transit Inc.* and the Teamsters Local 997.

* agreement transferred to Metro Area Transit System on 10/01/2023

Or

- The Employee may appeal the preventable determination through the Accident Review Board (ARB). The appeal must be in writing to the Director of Risk Management within (14) days of receipt of the determination letter.
- The Employee will submit the request/appeal to the Operations Manager - Administration. The request will be submitted to the RMD by email within (2) days of receipt.
- Risk Management will then notify the employee by letter advising them of the date and time of the ARB review meeting date.
- The employee must sign the letter of notification with the Operations Manager - Administration as a witness, within (5) days of receipt of notification.
- The Operations Manager - Administration will forward the signed notice letter to the RMD within (2) days.
- If the employee does not notify the RMD by a signed notification letter, the employee will not be able to attend.
- If the employee notifies the RMD that they will attend and does not show for the ARB review meeting, the employee forfeits their right for an appeal and the original determination will stand. The appeal will not be brought before the ARB again or grieved.

Both methods are binding and once a method is selected it cannot be stopped or changed to the other.

The ARB will consist of the following:

- Two union members and two alternates will be appointed by the Chief Steward to represent the Union.
- Two management employees and two alternates will be appointed by the Director of Risk Management.
- The union and management will mutually agree to a panel of 5 FWPd police officers organized by the Director of Risk Management.
- One member of the "Police Panel" shall be a voting member.
- No member of the board may serve on a case concerning a family relative.

ARB Procedures:

1. The McDonald Transit* Contract Manager shall serve as a non-voting moderator.
2. The Risk Management Department will bring copies of all relevant records concerning the case to the hearing. There should be a total 8 copies of any corporate record (copies of videos will not be provided).
3. The Director of Risk Management shall have 5 minutes to present his case (excluding time to play any videos) to explain why he felt the collision was preventable.
4. The employee and their union steward will have 2 minutes to ask any questions.
5. The employee and the their union steward will then have 5 minutes to present their case (excluding time to play any videos.)
6. The Director of Risk Management shall have 2 minutes to ask any questions.
7. The Director of Risk Management shall have 1 minute for a closing statement.
8. The employee and their union steward shall have 1 minute for a closing statement.
9. The Director of Risk Management, Employee, and Union Steward will all leave the hearing room.
10. The ARB panel will deliberate and vote by secret ballot. All members of the ARB must cast a vote.
11. The votes will be counted by the hearing moderator and a ruling will be recorded.
12. The Employee, Union and Risk Management Representative will be notified in writing the next day by the moderator. Email will be sent to the appropriate group and notification letters will be placed in the operator's mailbox.

* agreement transferred to Metro Area Transit System on 10/01/2023

Public Transportation Agency Safety Plan			
Revision Date:	October 25, 2024	Revision Number:	1.3

Appendix H – Safety Performance Improvement Techniques

Coaching:

Method performed by a co-worker's designated next level Supervisor intended to address a deemed safety improvement typically recommended by a Safety & Risk Management designee usually as a result of an accident/incident designated as Preventable. The Supervisor schedules a meeting with the individual to discuss the event that could have been prevented by practicing hazard avoidance techniques. The discussion may lead to hands on assessment for example behind the wheel and having the individual perform the action(s) that would have prevented the accident/incident having been deemed as Preventable. Coaching assessments may result in the Supervisor making a recommendation for the individual to be provided "Training" by someone in the Trinity Metro Training Department.

Counseling:

Method performed by a co-worker's designated next level Supervisor intended to address a deemed safety improvement typically recommended by a Safety & Risk Management designee usually as a result of an accident/incident designated as Preventable. The Supervisor schedules a meeting with the individual to discuss and provide guidance as needed. The result should be the individual understands what should have been practiced to avoid the accident/incident. The Supervisor should ask probing questions related to the accident/incident and receive appropriate responses indicative that the individual comprehends proper actions that could have been applied and practiced to prevent this and repetition of similar events in the future. The Supervisor may deem it necessary to conduct Coaching or making a recommendation for the individual to be provided "Training" by someone in the Trinity Metro Training Department.

Development:

Method and practice by field personnel monitoring of front line co-workers intended to address improvement preferably out in the field upon a Supervisor/Manager just having seen an opportunity for improvement for an individual to avoid and/or prevent a potential hazard. This is a proactive approach intended to be practiced prior to a potential incident or accident. This should be done preferably in private to avoid any embarrassment to the individual being developed and thus improve receptiveness of the intended development.

Smith System 5 Keys:

Method instruction that is initially provided by the Training Department during new Operator Training and may be deemed a safety improvement refresher online typically recommended by a Safety & Risk Management designee usually as a result of an accident/incident designated as Preventable and defensive driver course is deemed appropriate to reduce likelihood of repeat similar event. Note this is applicable to provide general defensive driver techniques operating a bus.

Training:

Method improvement instruction intended to correct behavior that resulted in a deemed Preventable accident/incident. This may include academic (classroom) and/or practical (hands-on) instruction behind the wheel or other apparatus or equipment for the individual to demonstrate proficiency successfully sufficient to indicate a similar accident/incident in the future is unlikely. This assessment indicating the unlikelihood of a repeat event by the Trainer/Instructor on behalf of the individual is based on current information to date and/or based on the this day's performance by the individual.

Refresher Training or Supervisor's assessment for Training (or refresher training) is usually recommended for individuals having repeat events and especially after Coaching for a prior similar event may not have proven successful as a result of a repeat accident/incident. Training is usually scheduled in one of more 4-hour increments to allow for Instructor-individual interface for initial assessment, instruction, and proficiency demonstration post-instruction. Refresher Training may take up to three days per the determination of the Instructor/Trainer.



Public Transportation Agency Safety Plan			
Revision Date:	October 25, 2024	Revision Number:	1.3

Appendix I – Joint Labor and Management Safety Committee Charter



JOINT LABOR & MANAGEMENT SAFETY COMMITTEE

Trinity Metro Joint Labor & Management Safety Committee

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JOINT LABOR & MANAGEMENT SAFETY COMMITTEE REVISION HISTORY	
Date	Summary of Changes
July 25, 2022	Initial Release

JOINT LABOR & MANAGEMENT SAFETY COMMITTEE APPROVAL/CONCURRENCE

NAME:

DATE:

TITLE: Secretary-Treasurer/Business Agent Teamsters Local

NAME: Richard Andreski

DATE:

TITLE: CEO/President

NAME: Jeff Brown

DATE:

TITLE: Chief Safety Officer

Trinity Metro Joint Labor & Management Safety Committee

MISSION STATEMENT

Our mission includes but is not limited to identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through Trinity Metro's safety risk assessment; identifying mitigations or strategy that may be ineffective, inappropriate, or were not implemented as intended; to identifying safety deficiencies for purposes of continuous improvement; and approving the agency's Public Transportation Agency Safety Plan (PTASP) and any updates to the PTASP as required by 49 U.S.C § 5329(d)(1)(A).

PURPOSE

The purpose of the Joint Labor and Management Safety Committee (the "Safety Committee" or "Committee") is to involve frontline employee representatives and management in a non-adversarial and cooperative effort to mitigate risk and improve the safety of Trinity Metro's public transportation and health in the workplace. The Safety Committee is being formed to ensure compliance with the 2022 Bipartisan Infrastructure Law Changes to Public Transportation Agency Plan (PTASP) Requirements set forth in 49 U.S.C. § 5329(d). These new requirements must be incorporated into Trinity Metro's PTASP and approved by the Safety Committee by December 31, 2022.

GOAL

The goal of the Committee is to eliminate or reduce identified safety risks to the lowest level practicable. This is accomplished by methods including but not limited to having all Committee representatives participate in the safety risk management and safety assurance processes.

OBJECTIVES

The Committee has at least the following five objectives:

- 1) Annually reviewing, updating, and approving the Agency Safety Plan before submittal to the Trinity Metro Board of Directors.
- 2) Identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment.
- 3) Identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended.
- 4) Identifying safety deficiencies for purposes of continuous improvement.
- 5) Establishing performance targets for the risk reduction program for transit operations in accordance with 49 U.S.C. § 5329(d)(1)(I) o improve safety by reducing the number and rates of accidents, injuries, and assaults on transit workers

APPOINTMENT AND TERM OF APPOINTMENT

Frontline employee representatives shall be appointed by Teamster Local Union # 997, the labor organization representing McDonald Transit, Inc., and Trinity Metro management

Trinity Metro Joint Labor & Management Safety Committee

representatives shall be appointed by Chief Safety Officer with the consent of the CEO. Committee representative terms will be staggered, so experienced representatives are always serving on the Committee.

NUMBER OF REPRESENTATIVES

The Committee must consist of an equal number of frontline employee representatives and Trinity Metro management representatives. The Committee will have a total of **ten (10)** representatives. **Five** representatives will represent frontline employees, and **Five** will represent Trinity Metro management.

EXTENT OF AUTHORITY

Among other tasks to be determined by the Safety Committee, the Safety Committee advises Trinity Metro leadership on public transportation safety and health issues in the workplace. All written recommendations from the safety Committee will be submitted to the appropriate departments and Executive Safety Committee. Management from the committee will review recommendations and consult with departments to mitigate safety concerns or issues. If management within departments cannot rectify safety concerns/issues, it will be elevated to the Executive Safety Committee. Committee recommendations shall be concise, and clear and provide reasons for implementation. In addition, the Safety Committee has the authority to approve Trinity Metro's PTASP prior to submission to the Board and establish performance targets for the risk reduction program in accordance with the law.

OFFICERS

The Committee will have two officers: The Chair and Vice Chair. The Chair will be held continuously by the Chief Safety Officer, and Vice Chair positions will alternate between a Trinity Metro management representative and a frontline employee representative.

OFFICER'S TERMS OF SERVICE

Vice Chair will each serve the 6-month term.

DUTIES OF THE CHAIR

- Ensure the scheduling of regular Committee meetings.
- Develop written agendas for conducting meetings.
- Conduct the Committee meeting.
- Approve Committee correspondence and reports.
- Supervise the preparation of meeting minutes.

Trinity Metro Joint Labor & Management Safety Committee

DUTIES OF THE VICE CHAIR

- In the Chair's absence, the Vice Chair assumes the duties.
- Perform other duties as directed by the Chair.

SELECTION OF VICE-CHAIR

Selection of a Vice Chair will be held during the Committee meeting before the incumbent's term expires. If the Chair or Vice Chair leaves office before the term expires, an election will be held during the next Safety Committee meeting; the elected officer will serve for the remainder of the term.

TRAINING

All representatives of the Committee will be encouraged to complete training in the Safety Management System (SMS) framework via the Transportation Safety Institute's SMS Awareness and SMS Safety Assurance online courses. These courses will provide a foundation for Committee representatives to review the Agency Safety Plan for compliance with Trinity Metro's Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

Transportation Safety Institute Courses

Course	Committee Representatives
SMS Awareness	Recommend
SMS Safety Assurance	Recommend
SMS Principles for Transit	
Transit Bus System Safety	
Fundamentals of Bus Collision Investigation	
Effectively Managing Transit Emergencies	
Transit System Security	

See the following website for more information about the Individual Training Plans:

<https://www.transportation.gov/tsi/public-transportation-safety-certification-training-program-ptsctp-certificate>

MEETINGS

The Committee will strive to meet once a month:

Meetings shall be set by the Chief Safety Officer or their designee. Each meeting shall be held at a reasonable time, in a place, or on a virtual platform reasonably accessible to representatives.

ATTENDANCE AND ALTERNATES

Each representative will attend the Committee meetings and participate in other Committee activities. Any representative unable to attend a meeting will appoint an alternate and inform the Chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting.

AGENDA

The agenda will prescribe the order in which the committee conducts its business. The agenda will also include the following when applicable:

- A status report of the safety risk register.
- A review of the most recent monthly safety trends.
- Mitigation recommendations and follow-up actions for old safety, security, and health concerns
- New safety, security, and health concerns
- Executive Safety Committee follow-up actions
- Review and approval of the PTASP.

MINUTES

Minutes will be recorded by Trinity Metro at each Committee meeting and distributed to all Committee representatives. The Committee will submit a copy of the minutes in Trinity Metro S: Drive. Trinity Metro will retain copies of the minutes for three years or as required by Trinity Metro's record retention schedule, whichever is longer. The minutes will include all reports, evaluations, and recommendations of the Committee. The minutes will also identify representatives who attended the meeting and representatives who were absent.

- The chairperson or designee will develop the agenda and distribute it to the Committee
- The Chair or designee will develop the minutes.
- Once developed, the meeting minutes will be distributed to Committee members for review and comments within five days.
- Meeting minutes are to be distributed within two weeks of a meeting.
- Meeting minutes will be posted in appropriate locations throughout the system.

Trinity Metro Joint Labor & Management Safety Committee

VOTING QUORUM

Greater than 50% representatives constitutes a quorum. A majority vote of attending representatives is required to approve all Safety Committee actions. The Committee must forward issues not resolved by majority vote to Trinity Metro Executive Safety Committee for resolution.

EMPLOYEE INVOLVEMENT

The Committee will encourage employees to identify workplace, health transit operation risks, and safety hazards. Employees may submit concerns via the Employee Safety Reporting System, email, or phone. Those concerns will be included in the Safety Risk Register for review at the next meeting.

SAFETY RISK REGISTER

The Committee will review a log of all employee safety concerns collected from various sources, such as the Employee Safety Reporting system, Safety Committee meetings, inspections, audits, and employee conversations. The Safety Risk Register will contain information including but not limited to the date received, location, hazard type, safety risk index, recommendations to management, final corrective action implemented, and the date the concern was resolved.

SUMMARY

The safety Committee shall be a constructive entity, providing guidance and leadership in matters pertaining to the overall health and safety of Trinity Metro operations.

This Page Intentionally

BOARD ACTION ITEM

ITEM NUMBER
BA2025-13

MEETING DATE
November 18, 2024

ITEM TITLE
Premise Health Medical Clinic

BACKGROUND

Trinity Metro provides an on-site health clinic to its 650 employees and their families. Employee's health and wellness is paramount to the operational and financial impact it has on the organization. By providing an on-site clinic, employees have convenient access to a medical health professional with minimal time away from work. Employees who do not have a primary care physician can easily manage chronic health conditions that may otherwise have gone untreated (high blood pressure, diabetes, high cholesterol, etc.).

In addition, all employees that require a DOT medical certification can go to the on-site clinic and see a medical professional that can provide a higher quality of care.

PROCUREMENT

Trinity Metro's Procurement Department has followed its procurement policy and is in compliance with all applicable Federal, State and Trinity Metro procurement requirements.

FINANCING

Funds are available in Trinity Metro's FY2025 Operating Budget. Funds for future contract years will be considered in the respective proposed budgets.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into a one-year contract with Premise Health to operate the Trinity Metro on-site clinic for an amount not to exceed \$521,500.

STAFF DISPOSITION

EXECUTIVE LEAD *
Kelli Shields

DATE
11/05/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER
BA2025-17

MEETING DATE
November 18, 2024

ITEM TITLE
Health and Wellness Benefits

BACKGROUND

As part of the compensation package to its employees, Trinity Metro provides health care benefits. Arthur J. Gallagher & Co. (AJG) contracts with Trinity Metro to provide employee benefits consulting and broker services. AJG assists Trinity Metro with analyzing and evaluating existing employee benefit programs, working with existing and future insurance companies to monitor and evaluate their performance, identify potential cost savings and administrative enhancement opportunities.

Trinity Metro currently has a partially self-insured medical plan to better manage health care costs. They partially funded insurance structure includes additional insurance coverage to provide individual and aggregate stop loss coverage in order to limit Trinity Metro's maximum liability.

This action item will provide the award of contracts for the following benefit plans: medical, prescription, dental, vision, term life, supplemental life, short-term disability, long-term disability, employee assistance program, FMLA services, COBRA administration, flexible spending accounts and the wellness portal.

See Attached Table

PROCUREMENT

A solicitation is administered by Arthur J. Gallagher & Co. in collaboration with Trinity Metro staff for the above-mentioned employee benefits plans. Bids were compared for the lowest, compliant and responsive bids.

FINANCING

Funds are available in Trinity Metro's FY2025 Operating Budget.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into one-year contracts with the carriers listed on the attached for health and wellness benefits based on employee headcount for a total estimated amount of \$10,352,876.

STAFF DISPOSITION

EXECUTIVE LEAD *
Kelli Shields

DATE
11/05/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

2025 BENEFITS ESTIMATES			
BENEFIT	CARRIER	EMPLOYER COST	EMPLOYEE COST
Medical	BCBS	\$8,839,167	\$1,321,596
Stop Loss	HM Insurance	\$978,720	\$0
Dental	Aetna	\$0	\$282,127
Vision	CEC	\$0	\$43,215
Basic Life/AD&D	Minnesota/Securian	\$32,619	\$0
Voluntary Life/AD&D	Minnesota/Securian	\$0	\$144,477
Short-Term Disability Admin	Cigna	\$10,056	\$0
Voluntary Short-Term Disability	Cigna	\$0	\$23,832
Long-Term Disability	Cigna	\$331,332	\$0
Employee Assistance Program	Aetna	\$12,714	\$0
FMLA Administration	Cigna	\$17,509	\$0
FSA and COBRA	TaxSaver	\$12,703	\$0
Long Term Care	Unum	\$74,486	\$0
Medicare Program	Transitions	\$2,304	\$0
Wellness Program	HealthCheck 360	\$35,760	\$0
Financial Peace of Mind	Experian	\$5,506	\$0
Legal	Legalease	\$0	\$21,349
Critical Illness	Aetna	\$0	\$126,876
Accident	Aetna	\$0	\$44,112
TOTAL ANNUAL COST		\$10,352,876	\$2,007,584

BOARD ACTION ITEM

ITEM NUMBER

BA2025-14

MEETING DATE

November 18, 2024

ITEM TITLE

TEXRail KPIs FY2025

BACKGROUND

Each year TEXRail establishes goals to ensure Trinity Metro is providing the highest level of safe and efficient rail transportation for our passengers and employees. Listed below are the proposed goals for FY2025. These goals drive our employees to maintain a level of on-time performance, safety, and reliability that are above industry standards.

Reason to Track: On-time performance measures the adherence to scheduled headways.
Measurement: On Time is an arrival less than 5:00 minutes at terminus station *higher is better

Reason to Track: Injury Frequency Ratio is a key indicator of how safe employees are in the workplace.
Measurement: (Number of Injuries X 200,000) / Man-hours *lower is better

Reason to Track: Miles Between Service Failures measures reliability problems.
Measurement: (Total Miles / Service Failures) *higher is better

Reason to Track: Average riders per day is a measurement used to determine ridership growth.
Measurement: (Total Ridership / Number of Days)

See Attached Table

RECOMMENDATION

We request the Trinity Metro Board of Directors adopt the proposed TEXRail Key Performance Indicators for FY2025.

STAFF DISPOSITION

EXECUTIVE LEAD*

Reed Lanham

DATE

11/05/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

Key Performance Indicator (KPI)	FY 23 ACT	FY24 GOALS	FY24 ACT	FY25 GOALS
On Time Performance	98.30%	98.00%	98.32%	98%
Injury Frequency Ratio (Number of Injuries X 200,000) / Man-hours	0 IFR	0 IFR	1 IFR	0 IFR
Rail Fleet Reliability- Miles Between Service Failure	5,110	5,930	6,787.2	7,465
Avg Daily Ridership	1,792	2,055	2,142	2,270

BOARD ACTION ITEM

ITEM NUMBER
BA2025-15

MEETING DATE
November 18, 2024

ITEM TITLE
New Flyer, Inc. Purchase of Electric Battery Packs,
Battery Enclosures and Relocation of Charging Rails for
four (4) Battery Electric Buses (BEB)

BACKGROUND
Trinity Metro is committed to providing reliable and efficient transportation. The agency is also committed to providing alternative fueling where possible. To further enhance Trinity Metro's commitment to reducing emissions and compliance with the Clean Fleet Policy and DFW Clean Cities (DFWCC) Coalition, Trinity Metro has worked in conjunction with the North Central Texas Council of Governments for the purchase of zero-emissions buses, which on April 23, 2018, Trinity Metro Board of Directors through BA 2018-040 authorized Trinity Metro's President/Chief Executive Officer to enter into an agreement with New Flyer, Inc. (NFI) to purchase battery electric buses (BEB) to operate the previous DASH bus service.

With the ending of the DASH route, Trinity Metro will repurpose these buses for use on a Downtown Fort Worth circulator service which will be known as the Blue Line. Trinity Metro currently has six BEBs in the fleet, of which four require a battery upgrade, including new battery enclosures. The cost per bus for the new batteries and battery enclosures is \$187,500, totaling \$750,000. The BEBs will be upgraded with the 3rd generation battery pack to improve the reliability of the electric fleet and provide the best customer experience to Trinity Metro riders.

Additionally, each BEB has a charge rail on top of the bus that can be used for field charging the buses at Fort Worth Central Station. The charging rails on four BEBs must be modified to match the current fleet standard. The cost per bus for the charging rail modifications is \$60,000, totaling \$240,000.

PROCUREMENT
Trinity Metro's Procurement Department has followed procurement policy and is in compliance with all applicable Federal, State and Trinity Metro procurement requirements.

FINANCING
Funding for this procurement are being provided by the North Central Texas Council of Governments (NCTCOG) through flex of FTA Congestion Mitigation Air Quality (CMAQ).

RECOMMENDATION
The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into a contract with New Flyer, Inc (NFI) for purchase of four (4) Battery Pack Upgrades, Battery Enclosures and Charge Rail relocation at a not to exceed amount of \$990,000.

STAFF DISPOSITION

EXECUTIVE LEAD *
Wayne Gensler

DATE
11/04/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER
BA2025-16

MEETING DATE
November 18, 2024

ITEM TITLE
Uniform, Floor Mat & Rag Rental Services

BACKGROUND

Trinity provides rented uniforms for approximately 215 Bus Maintenance and Facilities employees. Uniforms are required for all facility maintenance custodians, building maintenance, bus maintenance technicians, service attendants, and supervisors (Bus, Facilities, Custodian, and Shipping & Receiving). The uniforms provide a professional appearance and signify Trinity Metro is a well-run, competent organization. It allows our employees to maintain a professional look as cleaning services are provided on a weekly basis, maintaining a clean and professional look each week with one extra uniform provided in case a uniform is damaged or lost in the process of cleaning.

The uniform, floor mat and rag rental services, RFP 24-T038, will provide uniforms including eleven (11) shirts, eleven (11) pants, two (2) coveralls, and two (2) jackets. The uniform contract includes cleaning, embroidery/emblem/patch, alterations and replacement inventory as needed.

PROCUREMENT

Trinity Metro's Procurement Department has followed procurement policy with the Request for Proposal and is in compliance with all applicable Federal, State and Trinity Metro procurement requirements.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

No Disadvantaged Business Enterprise (DBE) was established due to the nature of this solicitation.

FINANCING

Funds are available in Trinity Metro's FY2025 Operating Budget. Funds for future contract years will be considered in the respective proposed budgets.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into a five (5) year contract with Cintas. The proposed agreement cost is \$1,505,498.60 with a 10% contingency of \$150,549.86 for a total amount not to exceed \$1,656,048.46.

STAFF DISPOSITION

EXECUTIVE LEAD *
Wayne Gensler

DATE
11/04/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL