



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 21, 2025

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT WARDS: ALL

SUBJECT: CITY OF RIVERSIDE SPECIAL TRANSPORTATION DIVISION'S REVISED AGENCY SAFETY PLAN

ISSUE:

Approve and adopt the City of Riverside Special Transportation Division's revised Agency Safety Plan.

RECOMMENDATION:

That the City Council approve and adopt the City of Riverside Special Transportation Division's revised Agency Safety Plan.

BACKGROUND:

On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673), requiring certain public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans.

On July 19, 2019, the FTA adopted a final rule, requiring the State Departments of Transportation (DOTs) to draft and certify Agency Safety Plans on behalf of small public transportation providers within a State that receives Section 5307 funds and meets certain criteria. The City of Riverside is a recipient of program funds and meets the criteria under 49 U.S.C 5307 and 5339 which cover preventative maintenance and bus replacement costs.

On April 15, 2020, the California Department of Transportation (Caltrans) prepared an Agency Safety Plan (Version 1) for the City of Riverside Special Transportation that was approved and adopted by the City Council on November 3, 2020.

Effective May 13, 2024, the FTA added additional requirements to the Agency Safety Plan through the PTASP Final Rule change and the Infrastructure Investment and Jobs Act. The attached Agency Safety Plan (Version 2) has been updated to incorporate all of the FTA's additional requirements, including the establishment of a joint labor-management Safety Committee, added annual safety performance targets, and an expanded focus on safety training and risk mitigation.

DISCUSSION:

As a public transportation provider operating less than 100 vehicles at any given time, the Special Transportation Division is eligible to utilize the State Plan which was originally developed by Caltrans. The plan establishes processes and procedures which include the four main pillars of SMS:

1. Safety Management Policy:
 - a. Safety objectives.
 - b. Confidential employee reporting program.
 - c. Organizational accountabilities and safety responsibilities, including designation of a Chief Safety Officer
2. Safety Risk Management
 - a. Processes for hazard identification, risk assessment and mitigation.
3. Safety Assurance
 - a. Process for safety performance monitoring and measurement.
4. Safety Promotion
 - a. Comprehensive safety training program and communication.

The documented Safety Management Systems ensure the Agency performs the necessary risk management activities, monitors its results, and makes the necessary adjustments to maintain a safe system. This plan outlines how the Special Transportation Division will continually identify, monitor, and mitigate safety risks and hazards present in its transit operating environment.

In addition, under the PTASP Final Rule change, the transit operator is required to set annual safety performance targets based on the safety performance measures established by the National Public Transportation Safety Plan (NSP). The NSP safety performance measures are for the following categories: Fatalities; Injuries; Collisions; Assaults; Major Safety Events; and System Reliability (State of Good Repair).

The Agency Safety Plan will be reviewed annually by Special Transportation's Safety Committee and management team to incorporate necessary updates, corrections, and modifications in accordance with FTA guidelines. The City will certify annually through FTA's Certifications and Assurances process that the plan continues to meet all requirements. Compliance will also be reviewed by the FTA through its Triennial Review process.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

Prepared by:	Ron Profeta, Special Transit Manager
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Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachment: City of Riverside Public Transportation Agency Safety Plan