RESOLUTION No. 08 – 126

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA RATIFYING THE SYSTEM SAFETY PROGRAM PLAN FOR THE DORAL TROLLEY SYSTEM; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Doral has received a grant in the amount of $15,000.00 from the Florida Department of Transportation (FDOT) under the Service Development Program; and

WHEREAS, the Public Works Department wishes to create a municipal public transit service that is responsive to the needs of Doral and meets all applicable Americans with Disabilities Act requirements and complies with all safety standards mandated by Miami-Dade Transit and the FDOT; and

WHEREAS, one of the requirements of the FDOT grant is to establish a System Safety Program Plan for the Doral Trolley System; and

WHEREAS, Staff respectfully requests that the City Council ratify the System Safety Program Plan as presented in Exhibit "A" to allow for compliance with FDOT requirements.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DORAL AS FOLLOWS:

Section 1. The City Council of the City of Doral hereby ratifies the System Safety Program Plan as presented in Exhibit "A" for the Doral Trolley system.

Section 2. This Resolution shall take effect immediately upon adoption.

The foregoing resolution was offered by Councilman Van Name who moved its adoption. The motion was seconded by Councilman Cabrera and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Michael DiPietro	Absent
Councilman Pete Cabrera	Yes
Councilwoman Sandra Ruiz	Yes
Councilman Robert Van Name	Yes

PASSED and ADOPTED this 10th day of December, 2008.

JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:

BARBARA HERRERA, CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

JOHN HEARN, ESQ., CITY ATTORNEY

EXHIBIT “A”

2008

DORAL TRANSIT SYSTEM SAFETY PROGRAM PLAN

City of Doral

Doral Transit System Safety Program Plan

11/3/2008

A – Revisions Page

Version	Date	Comment(s)
001	10/Oct/08	Original Document

B – Distribution List

Title	Date	Comment(s)
City Manager		
Public Works Director		
Trolley Manager		
O&M Manager		
F.D.O.T. District Six, PTO		

November 12, 2008

CITY OF DORAL
TRANSIT SAFETY POLICY

The City of Doral City Council is the governing board of the City of Doral Transit System (DTS), and the DTS is organized and managed as a division located within the City's Public Works Department. The Department of Public Works shall establish a Trolley Committee to give guidance and policy direction to the DTS. Day-to-day management of the DTS has been vested with the City's Director of Public Works by the City Council.

The DTS is fully committed to provide safe, secure, reliable, and effective transportation services to all passengers and the community. The safety and security of customers and team members are the greatest responsibilities of the DTS.

It is the policy of DTS management to provide leadership in promoting safety throughout the organization, as outlined in the System Safety Program Plan and the System Security Program Plan. DTS Management will provide the authority, support, and resources to establish and maintain high safety standards in operations, maintenance, and training throughout the DTS.

Safety affects all levels of DTS activities including operations, maintenance, planning, design, construction, procurement, testing, and training. It is the policy of DTS that each team member and contractor shall comply with the provisions of the System Safety Program Plan and shall jointly strive to achieve safety goals and objectives. In addition, DTS policy requires all team members and contractors to conduct their duties in a safe manner that will prevent and minimize injuries and property damage.

It is also the policy of DTS that each team member must operate and use equipment, tools, and materials properly, and be totally familiar with work rules and procedures for their areas of responsibility. Each team member is required to report unsafe behavior and conditions and assist in the identification of hazards. Supervisors shall actively participate in the assessment and resolution of hazards and shall fully cooperate with the DTS management to eliminate or control hazards in all areas of the DTS system.

This Safety Policy was adopted on behalf of City of Doral Transit System on **November 12, 2008** by:

_____

Eric Carpenter, Director of Public Works and DTS Manager

CONTRACTOR COMPLIANCE

The City of Doral Transit System (DTS) has adopted safety policies that require the compliance of all contractors with required standards. In order to ensure that each Contractor understands the DTS safety policies and standards, each contractor is required to do the following:

- Read and understand the DTS System Safety Program Plan and Security Program Plan,
- Acknowledge their intent to comply with the System Safety Program Plan and Security Program Plan, and
- Comply with the DTS Safety Program Plan and Security Program Plan,

By signing below, the undersigned certify that they have received and understand the DTS Safety Program Plan and the Security Program Plan adopted by the City of Doral Transit System, and has adopted policies and procedures adhering to the DTS Safety Program Plan and Security Program Plan.

_____	_____
Mark Levitt, Contractor Project Manager	Eric Carpenter, Public Works Director
_____	_____
Samuel Swain, O&M Manager	Francisco Gonzalez, Trolley Manager

Implemented on: _____, 2008

(Date)

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SECTION 1: SYSTEM SAFETY PROGRAM PLAN OVERVIEW

INTRODUCTION

The City of Doral Transit System (DTS) was initiated by the City of Doral City Council with the mission to reduce traffic congestion as well as improve the air quality in the City of Doral. The DTS is on of the City's solutions to alleviate traffic congestion, parking, and atmospheric pollution by offering convenient and efficient travel within the City of Doral. The DTS is organized as a Division of the City's Public Works Department and thus the Director of Public Works is vested with the management responsibility of the service, and has appointed a Trolley Manager that handles day-to-day operations. An organizational chart is included in **Appendix C**.

The management efforts by the Director of Public Works have resulted in the development of this System Safety Program Plan and a separate System Security Program Plan. Both of these plans are top-level guidance documents that establish the safety philosophy of the DTS, identify the extent of the DTS commitment to safety, and designate and direct responsible individuals to carry out safety related activities and programs.

The City Council shall establish a Trolley Committee, a body comprised of the City Manager, a representative of the Public Works Department, the Trolley Manager, a representative of the Planning and Zoning Department, and a representative of the Operator. The Trolley Committee shall have the authority to recommend, implement, monitor, and execute policies for the DTS, within the policies and goals of the City Council of the City of Doral.

The Trolley Committee, in its policy-setting capacity shall charge the Director of Public Works with the responsibility and authority to formulate and implement safety policy for the DTS.

TRANSIT SYSTEM SAFETY AUTHORITY AND REGULATORY AGENCIES

The City of Doral is required by Section 341.061, Florida Statutes (FS), and Chapter 14-90, Florida Administrative Code (FAC), to develop, adopt, and implement a Safety Plan and a Security Plan for its Doral Transit system. The plans shall describe the responsibilities of all City departments, employees, and contractors involved in assuring the safety standards, as set forth in Chapter 14-90, FAC are met. Under this Rule, the City will submit annually to the Florida Department of Transportation (FDOT) a certification verifying both the adoption of the Safety Plan and Security Plan, as well as compliance to them by the City and all contracted parties. A sample format of the annual certification is included in **Appendix A**. A copy of Chapter 14-90, FAC is included in **Appendix B**.

It is the DTS intent to comply with these standards and annually certify the following to FDOT:

- A Safety Plan and a Security Plan have been developed and adopted in accordance with Rule Chapter 14-90, FAC.

- Compliance by DTS and all contractors.
- Safety inspections have been performed on all equipment pursuant to Rule Chapter 14-90, FAC. DTS shall suspend system operations, or any portion thereof, that pose an immediate danger to public safety.

GOALS AND PURPOSE

The overall goal of the City of Doral Trolley is to provide safe, reliable, dependable transportation in the most cost-effective manner possible. The following objectives shall be applied to all aspects of the Doral Transit System to increase safety awareness, reduce accidents, define safety-related activities, implement appropriate management controls, and assure the following:

- System Safety, Occupational Safety and Health, Construction Safety, and Fire Protection considerations are incorporated in facilities, equipment, and processes.
- Hazards associated with DTS system are identified and then eliminated or minimized to obtain an acceptable level of safety.
- A safety philosophy is integrated within the DTS that emphasizes proactive and preventive measures over reactive and corrective measures to eliminate unsafe conditions.
- Safety philosophy applies to all DTS activities affecting the delivery of Trolley transportation services, including activities involving planning, design, construction, procurement, testing, training, operations and maintenance.
- Safety provisions for DTS personnel shall exceed, or at least be equal to, those required by local, state and federal regulatory authorities.
- During all construction, the highest safety standards and practices for major public works projects shall be upheld, and the public shall not be exposed to unacceptable safety hazards.
- The operational systems shall meet all applicable safety-related codes and regulations promulgated by appropriate local, state, county, and federal authorities.

The System Safety Program Plan establishes the DTS's safety philosophy and provides the means for its implementation throughout the operational life cycle of the DTS transportation systems. This System Safety Program Plan is developed to achieve the following purposes:

- Establish a Safety Program on a system-wide basis for Trolley Transportation.
- Provide a medium through which the DTS can display its commitment to safety.
- Provide a framework for the implementation of policies and the achievement of goals and objectives.
- Satisfy State of Florida transit safety requirements.
- Meet accepted transit industry safety standards.

Specific System Safety Program Plan purposes that define the relationship between system safety activities and the operational systems of Trolley transportation include:

- Establish the hazard identification, assessment, prevention, and control methods used to maximize the safety of passengers, team members, emergency response personnel, and the general public who come in contact with DTS Services.
- Specify provisions for achieving an optimum degree of safety within the constraints of operational effectiveness, time, and cost. This will be acheived through specific application of system safety management and engineering principles whereby hazards are identified and risk minimized throughout all phases of the system life cycle, for each mode of transportation.
- Specify provisions for the coordinated effort of all DTS divisions and departments under the guidance of the System Safety Program Plan and Safety and Security Committee to accomplish the following:

    - Protect and preserve property.
    - Prevent and reduce the frequency of accidents, injuries, and incidents.
    - Control and minimize the effects of accidents and incidents.
    - Maintain and improve the safe operation of DTS's Trolley transportation system.
    - Provide for the occupational safety and health of Trolley transportation team members.
    - Provide for a DTS internal safety audit program to identify, trace, and resolve safety program deficiencies.

Glossaries of terms relating to Transit System Safety are contained in **Appendices D and E**.

POLICIES

The following DTS policies are aimed at achieving the safety goals and objectives:

- Eliminate or minimize the probability of accidents occurring during the performance of DTS activities in Trolley operations. This will be accomplished through proactive safety testing and inspections; hazard identification, assessment and resolution; safety training and certification; safety engineering; as well as implementation and enforcement of safety procedures.
- Minimize the severity of all accidents through proactive design (or redesign) to minimize hazards, incorporation of safety devices, warning devices, procedures and training to minimize the severity and extent of injury or damage in the event a hazardous mode has been entered.
- Eliminate or minimize both the severity and probability of future accidents through collection and analysis of safety data and investigation of all accidents/incidents in DTS

transportation systems. Identify, document and eliminate or control causes of accidents involving DTS team members, passengers, the general public and property.

- Development of and adherence to safety rules and applicable procedures for all DTS activities in Trolley operations. Procedures will encompass normal, abnormal (failure recovery) and emergency conditions.
- Maintain safe and effective operations and maintenance in all elements of DTS transportation systems, including but not limited to equipment, facilities, personnel, procedures and the environment.
- Maintain a working environment that meets or exceeds all government and industry occupational safety and health standards and practices.
- Instill safety awareness throughout DTS operations through: team member training, discipline, and incentive programs; public indoctrination; adequate precautions, visual and audible warning devices and signage to enhance team member and patron safety.
- Create framework for effective response by DTS, Miami-Dade County Fire and Rescue personnel, and City of Doral Police personnel to all DTS.

SYSTEM SECURITY PROGRAM PLAN

By reference, the System Security Program Plan adopted by the City of Doral Transit System on **November 12, 2008**, is considered a part of this System Safety Program Plan and as such all policies, procedures, and activities of the System Security Program Plan are made part of the overall safety program of DTS.

SYSTEM SAFETY PROGRAM PLAN UPDATE PROCEDURES

The DTS System Safety Program Plan shall be updated periodically on an as-needed, event-driven basis, but at least every year. The responsibility to review the System Safety Program Plan, assess its effectiveness, develop and propose changes, solicit internal and external review, implement and control the revisions and distribute the changes, rests with the Trolley Manager as specified herein. Members of the Safety & Security Committee shall participate by review and concurrence with any significant revisions to the Plan.

The review and necessary revisions will include, but not be limited to the following:

- New, extended, or upgraded service or routes.
- New, extended, or updated driver information or status.
- New or retrofitted rolling stock or non-revenue vehicles and equipment.
- New or rehabilitated facilities.
- New or revised emergency operating procedures
- Major organizational changes and reassignment of functional responsibilities.
- Major changes in Safety Policies, goals, and objectives.

The Trolley Manager shall coordinate proposed revisions to the System Safety Program Plan with appropriate department directors within the City of Doral.

External review of System Safety Program Plan revisions shall also be coordinated by the Trolley Manager with outside agencies such as Florida Department of Transportation (FDOT) and the Miami-Dade County Consumer Services Department – Passenger Transportation Regulatory Division and Miami-Dade Transit Agency.

SYSTEM SAFETY PROGRAM AUDIT

Various audit activities are performed to ensure that the goals and requirements of the System Safety Program Plan are being accomplished, including:

- An annual summary report of major safety activities.
- Management reviews of Safety Unit accomplishments.
- Periodic reviews of the System Safety Program Plan.
- Reviews of regulatory accident reporting compliance.
- Analysis of quarterly collision, passenger, and team member accident data.

EXTERNAL SYSTEM SAFETY AUDIT

Federal, state, or local agency reviews (or audits) of the System Safety Program Plan may be conducted by agencies with funding allocations to the DTS. The Trolley Manager shall ensure all appropriate internal notifications are made and schedules are formulated to accommodate the external review agencies. Also, all records and files verifying compliance with this System Safety Program Plan and all applicable regulations will be maintained in a manner that makes them easy to locate, review, and evaluate.

The FDOT, or its agents, will conduct periodic safety reviews, at least no further apart than once every three (3) years. All records related to this System Safety Program Plan shall be retained for a minimum of four (4) years, unless otherwise stated in Rule Chapter 14-90, FAC.

SECTION 2: SYSTEM DESCRIPTION

SYSTEM DESCRIPTION

The City of Doral is one of the newest municipalities (incorporated on June 24, 2003) in Miami-Dade County and is experiencing rapid residential and employment growth. Our population is currently estimated around 35,000 residents with over 125,000 people that work in the city.

Traffic congestion which occurs particularly during peak hours but often extends throughout the day is a major concern. Our circulator system is intended to provide an alternative mode of transport (transit) which alleviates traffic load to the transportation system during peak hours resulting in associated environmental and social benefits.

The Doral Transit System (DTS) provides neighborhood-based circulation service to the residents of Doral. This service will compliment the services provided by Miami-Dade Transit

(MDT) and is especially intended to increase the transportation opportunities for the elderly, youth and lower income individuals to ensure access to jobs, services, and community resources. It is also seen as an important strategy to alleviate traffic congestion.

The City of Doral trolley was launched on February 1, 2008 and has been available to residents and visitors alike for a convenient Free Ride. The pilot program involves a weekday route that runs from 7:00 a.m. to 7:00 p.m. including a lunchtime express in the commercial areas of the City. Trolley Route Maps and Schedules can be obtained on the City's (www.cityofdoral.com) website.

ORGANIZATIONAL SAFETY

The Trolley Manager is responsible for directing the operations of the DTS in a safe manner. The Trolley Manager will design and implement initiatives to support safety guidelines, service goals, and operational needs. The Trolley Manager evaluates safety procedures and issues at all levels, formulates solutions to improve effectiveness, directs and supervises personnel on safety manners, directs the investigation of accidents, and ensures that DTS facilities are in compliance with federal, state, and local safety standards. The Trolley Manager oversees implementation of the DTS System Safety Program Plan and System Security Program Plan to ensure compliance.

The Trolley Manager promotes safety campaigns and safety award/incentive programs, such as those listed below, to reduce passenger, team member, and vehicle accidents.

- Creates a safety culture and coordinates safety activities of division managers and supervisors to ensure implementation of safety activities throughout DTS.
- Chairs or participates in various Safety & Security Committees.
- Analyzes and interprets statistical data concerning occupational illness, injuries, and accidents; and identifies trends and takes appropriate corrective actions.
- Conducts ergonomics studies to determine measures or programs needed to prevent workplace injuries/illnesses.
- Participates in activities of related professional organizations (in safety and transit) to update knowledge of safety program developments and maximize ability to benchmark against peer organizations.
- Coordinates with other City of Doral departments and divisions to ensure equipment, facilities and processes meet safety requirements.
- Coordinates on training to implement safety programs and integrates safety into all related training programs within the City of Doral.
- Ensures that the elements of the System Security Program Plan are considered in all safety activities.

SAFETY & SECURITY COMMITTEE

The City Council shall establish a Safety & Security Committee whose scope of influence encompasses the entire organization of DTS. The Safety & Security Committee shall be responsible for formal reviews and disposition of safety concerns, which cannot be satisfactorily resolved among individual departments because of cost or DTS operational reasons. The objective of the Safety & Security Committee is to provide a focal point to collect and analyze relevant information to resolve major safety concerns and to significantly improve the DTS safety performance record.

The Safety & Security Committee shall develop procedures necessary to formulate meaningful resolutions to unsafe conditions and safety concerns. The Safety & Security Committee shall have the authority to request as applicable, that DTS team members provide information that could improve the safety of the system. The requests for team member participation in Committee meetings or investigations are conducted in accordance with approved City of Doral policies and procedures.

The Safety & Security Committee shall interface with all DTS staff and contractors and is to be provided with all necessary minutes, reports and other information from DTS services and other local Safety & Security Committee activities and analyses to adequately support Committee meetings. At a minimum, the committee shall conduct meetings every three months and at such other times as required addressing urgent system safety matters.

The structure of the Safety & Security Committee within DTS shall consist of a core safety team and shall include other designated members. At the time this System Safety Program Plan was created, the following proposed members shall comprise the committee:

- Public Works Director
- Trolley Manager
- Finance Director
- Operations & Maintenance Manager
- Police Representative
- Chief Engineer
- A representative who works with Human Resources to assure that safety is encompassed in the hiring and recruitment practices of the DTS.

All updates to the Safety and Security Program Plans that contain goals, objectives, policies, or procedures formulated by the Safety and Security Committee shall be reviewed by the City Attorney or his representative to ensure compliance with all federal, state, and local regulations.

These groups are intended to bridge line and staff boundaries so that departmental safety concerns may be dealt with effectively. The Safety & Security Committee and its members shall have the authority to designate other attendees as necessary to ensure that adequate

representation is available for efficient conduct of meetings. Recommendations requiring involvement of the Public Works Director are subject to the normal review and approval process for the City of Doral.

The Safety and Security Committee shall appoint a Chair. The Chair's duties for the committee shall be to arrange for the meeting place, notify members of the meeting, determine an agenda, take action on suggestions that may be included within the area of his/her authority, and to forward unresolved matters to the Public Works Director for resolution. The Chair shall be also responsible for the administration and coordination of the Hazard Resolution Process for Hazard Reports submitted by team members in that location. The Secretary shall prepare minutes of the meetings, distributes minutes, and reports the status of recommendations or suggestions.

Safety & Security Committee members are responsible to:

- Attend all safety meetings;
- Report unsafe conditions at any time;
- Solicit from others, render an opinion, and act on safety ideas and suggestions for the improvement of safety;
- Provide leadership and example in performing work safely at all times;
- Influence others to work safely;
- Promote interest in contests, safety drives and incentive programs, etc.

Safety & Security Committee meetings shall me held at least semiannually. The Trolley Manager shall communicate and distribute in writing the minutes of each meeting within one week after each meeting. Minutes are distributed to the Trolley Committee and committee members. In **Appendix G** is a sample minute format. Response to any recommendations will be disseminated to department personnel.

The Trolley Manager will control and maintain all accident/incident records and Safety & Security Committee records. Records are maintained for a minimum of four (4) years and include but not limited to:

- Safety & Security Committee agendas, minutes, and correspondence;
- Accident Investigation Reports and supplements.

SAFETY RESPONSIBILITY OF OTHER DEPARTMENTS

On November 1st, 2007 and again December 1, 2008 the City of Doral entered into contractual agreements with Limousines of South Florida (LSF) herein after referred to as the Operator to perform operations and maintenance services on all DTS vehicles and equipment, and to provide operational services which include (but are not limited to) managing drivers/dispatchers and maintaining vehicle/driver safety.

The City of Doral entered into contractual agreements with Specialty Vehicles Inc. (SVI) to provide lease of trolleys.

The Operator's Operations and Maintenance (O&M) Manager and Project Manager are responsible for ensuring compliance with all operation and maintenance related safety program tasks within their contractual responsibilities. In addition, they are and responsible for ensuring compliance with all operational safety program tasks.

The Operator shall be responsible for ensuring compliance of its employees, sub-contractors, agents, or assigns with all applicable county, state, and federal requirements, including, but not limited to, all safety, mechanical, and vehicular standards mandated by Miami-Dade Transit, the Consumer Services Department, and the Florida Department of Transportation. The Operator shall be responsible for obtaining copies of the appropriate laws, regulations, ordinances, and documents such as those stated in the Interlocal Agreement between Miami-Dade County and the City of Doral for the Provision of Public Transportation Services and complying therewith.

In order to assure compliance by the contractors, the DTS Trolley Manager will periodically meet, but no less than twice (2x) a year, with the Operator's O&M Manager and Project Manager to evaluate their safety procedures, review the appropriate documentation, determine deficiencies and best practices, and provide guidance and direction on any required corrective actions.

The Trolley Operator is responsible for complying with overall safety plans for the DTS, as well as specific procedures and manuals. The Trolley Operator is responsible for developing safety performance standards, auditing adherence to these standards, and providing the information learned to the appropriate members of Management. The Trolley Manager will incorporate safety standards and procedures are included in the System Safety Program Plan as appropriate.

The Trolley Operator also has responsibilities in the areas listed below, that are not necessarily governed by this System Safety Program Plan:

- Provide guidance and input on training matters of occupational safety, health, and fire protection to the Trolley Manager.
- Oversee Hazardous Materials and Waste Management.
- Oversee fire protection and occupational safety and health data and report to the Trolley Safety & Security Committee.
- Oversee fire protection audits for the DTS transportation system, facilities, equipment, personnel, and procedures.
- Track status of safety critical open items.
- Track resolution action until item is closed.
- Coordination with appropriate emergency management personnel on planning, responding, and recovering from emergency events.

TROLLEY EQUIPMENT INVENTORY AND DESCRIPTION

The DTS employs a variety of different vehicles in its day-to-day operations. The following table below is a list of the types of vehicles and related specifications.

Table 1 - Vehicle Types

Veh Qty	Make	Year	Fuel
1	Supreme Classic American	2007	Gas
1	Supreme Classic American	2008	Diesel

TROLLEY SCHEDULES

Trolley schedules and time tables vary according to passenger demand, ridership, and vehicle availability. Schedules are created and revised by the Trolley Manager. Current schedule and time information for the City of Doral Trolley can be found on-line (www.cityofdoral.com).

SECTION 3: SYSTEM SAFETY STANDARDS AND PROCEDURES

SAFETY STANDARDS

OPERATOR SELECTION STANDARDS:

Selecting operators for the DTS is based on criteria outlined below.

1. All City of Doral Trolley drivers must have a high school diploma or equivalent, be able to read, write, and speak articulately, be able to read a map, be able to speak English fluently, and have customer service skills.
2. Potential drivers must have a "Commercial Drivers License" (CDL) Class B with the "P" "Passenger" endorsement Florida driver's license with a safe driving record.
3. All Doral Trolley drivers must have an initial physical examination as defined in FDOT Rule 14-90.0041. Each exam must be recorded by the physician on DOT Form Number 775-030-01 ("Physical Examination for Public Sector Trolley Driver") or another approved form. An interactive format of the form is available on-line at www.dot.state.fl.us/transit that can be downloaded for recurring utilization.
4. All drivers must be drug free. Drivers WILL NOT drive under the influence of drugs or alcohol.
5. Potential operators will submit to a thorough background check, in accordance with the DTS Security Program Plan.
6. Successful completion of the driver training program is required. The training program includes an 3 day/36 hours "on-the-job" (field) training (learn route, stops and pick-up passengers) and 1 day/12 hours classroom training with literature and videos that cover the following areas;

a. Defensive driving techniques, with a road test which tests driving skills,
b. An overview and specific training on each type of vehicle and different piece of standard or special equipment that may be operated by DTS operators.
c. Training on vehicle operations, vehicle regulations, safety regulations, procedures used to handle accidents and emergencies, passenger assistance techniques, sensitivity training, and procedures used to handle manual wheelchair passengers.
d. Drivers are instructed on any other transportation policies and procedures as described in FDOT Rule 14-90 and Federal regulations, 49CFR Part 655.
e. Drivers are thoroughly instructed on the DTS substance abuse policy. They must sign a form certifying that they have read the policy and understand that the City of Doral Trolley is a Drug Free Work Place.
f. Training is conducted on the policies and procedures contained in the Security Program Plan for various types of emergencies, recovery efforts, and preventative techniques.
g. Drivers are instructed on expectations of them for communication and actions during emergencies and threats.
h. The program addresses procedures for record keeping and map reading. After each training "step," the potential driver must sign a form verifying that he/she has completed that training "step" – whether it was classroom training, a road test, or field training. The Project Manager also signs the form as further verification. These signed forms are kept in each driver's file, which are kept with the Project Manager at his office.

Physical exam records, background checks, and all other data collected in the selection process, as well as complete driver records documenting their training, performance, service/driving hours, and other pertinent records, will be updated on an annual basis and maintained by the DTS for a minimum of four (4) years. These records will be maintained in accordance with federal and state regulations regarding privacy, but will be kept in a central and easily available location for audit purposes.

DRUG FREE WORKPLACE POLICY AND SUBSTANCE ABUSE MANAGEMENT AND TESTING

DTS has a policy, signed by the City Council of Doral, declaring it a Drug-Free Workplace, in accordance with 49 C.F.R, Part 29. The policy is posted in areas where other personnel information is posted, and is explained in various training programs of DTS.

In accordance with the Federal Transit Administration's final rules pertaining to drug and alcohol testing, as outlined in 49 C.F.R. Parts 40 and 655, October 1, 2004, regulating public transit systems and their staff in safety-related responsibilities, the DTS has developed and implemented a Substance Abuse Administrative Policy and Procedure.

The responsibility to implement and enforce DTS's Substance Abuse Policy rests with each department/section head and all management within the DTS. The Human Resources

Department in conjunction with the Police Department shall conduct the verification of compliance with the subject policy and procedure throughout DTS for safety sensitive positions. Each contractor must comply with the Drug-Free Workplace Act as well.

TROLLEY MAINTENANCE STANDARDS

TROLLEY INSPECTIONS AND PREVENTATIVE MAINTENANCE PROGRAM

DTS currently has two trolley buses (a gas and a diesel/bio-diesel) and a preventative maintenance program that is based on the manufacturers recommended standards has been implemented. Adherence to the program is an essential element of the DTS Safety Program Plan which can affect safe operations and reliable service. All trolleys are inspected as per schedule on a progressively rotating schedule. **Table 2** below indicates the mileage interval used to maintain the DTS trolleys. The A mile interval consists of a visual inspection of the brake system, lighting systems, interior systems, body exterior, engine and transmission, undercarriage, chassis, tires, wheels, and batteries. For mile interval IM through M3 which include but are not limited to a comprehensive inspection of the previously mentioned systems including fluid changes, wheel and tire changes, load testing batteries, checking engine idle speed, air restriction, crankcase pressure operating temperatures, and air compressor cut in pressure see **Appendix I** for extracts of the manufacturer's maintenance manual. Copies of the preventative maintenance forms are located in **Appendix A**.

Table 2 - Maintenance Mileage Interval

Operation Set	Intervals		
	Frequency	Miles	Months
A	every	200	1
IM	first	2,500	3
M1	every	2,500	3
M2	every	10,000	12
M3	every	30,000	36

In addition to preventative maintenance inspections, drivers perform a pre-trip and inspection to check vehicle fluids, lights and cleanliness on a daily basis.

To ensure the preventative maintenance plan is followed, the procedures listed below have been implemented:

1. The Operator's Operation and Maintenance (O&M) Manager shall keep current records monitoring each vehicle's conditions including the general status, the required preventive and corrective maintenance, as well as records of all service performed and all road calls made on the vehicles. All preventive maintenance work on each vehicle is

documented on a specifically created form. A management database shall be developed to track mileage, fuel consumption and time for scheduling maintenance inspections and is updated and maintained by the O&M Manager.

2. The O&M Manager shall have a system in place that ensures the routine preventive maintenance inspections and other maintenance activities are scheduled as recommended by the manufacturer and in compliance with the System Safety Program Plan.
3. The O&M Manager will also keep written service records for all the vehicles that positively identifies all buses, all noted deficiencies, and all work performed for at least four (4) years.
4. Preventive maintenance shall be performed on each vehicle at least once per month, pursuant to a schedule developed by the Maintenance Manager and monitored by the City of Doral Trolley Manager.
5. The O&M Manager will keep maintenance and repair files on each vehicle, which records the make, model, license number, date and mileage for all maintenance repairs and service. All mechanical and safety defects must be recorded along with corrective action taken. Files are to be maintained for five years.
6. The O&M Manager must also keep appropriate records to insure timely accomplishment of special inspections or maintenance (required or recommended).
7. The O&M Manager must have a procedure to inspect each vehicle daily (prior to service) to insure that service and parking brakes, tires and wheels, steering, horn, lights, windshield wipers, mirrors, lift, door, safety and emergency equipment, and exhaust system are in safe operating condition. Additionally, The Operator's maintenance staff will perform annual vehicle safety inspections according to the requirements found in FDOT Rule 14-90.009. Maintenance staff performing the inspections shall be trained and qualified to do so per FDOT Rule 14-90.009(2). The City of Doral will monitor and document that annual vehicle safety inspections are completed by qualified personnel (FDOT Rule 14-90.009). The Operator through the O&M Manager ensures that annual inspections are executed within the allotted time frame, and the Trolley Manager will audit the annual inspection record for compliance. The Trolley Manager will keep all records and documentation on inspections of each vehicle.
8. Each vehicle must be inspected daily by driver and recorded (The Operators Daily Checklist is in **Appendix A, Exhibit A**). Record of Inspection will be kept on file with O&M Manager.
9. Annual Inspections must be completed on time and vehicles licenses, permits and insurance must be kept current and verifiedd by Trolley Manager. (See the form in **Appendix A, Exhibits B & C**).
10. The O&M Manager will ensure that the persons completing the inspections have appropriate experience and are capable of completing the work.
11. The O&M Manager must coordinate with the City of Doral to ensure that all appropriate manufacturers' recall instructions are followed, and that all equipment, accessories, and parts are maintained and inspected in accordance with the manufacturer's recommendations and requirements.

12. The O&M Manager will advise the City of Doral of any condition, situation or problem, which affects or might affect the safe operating reliability of any Doral Trolley vehicle.
13. The O&M Manager will ensure that each vehicle has a minimum of one (1) charged fire extinguisher and one (1) two-way radio on board at all times.
14. Any vehicle deemed to be unsafe must be removed from service immediately, and only returned to service when the unsafe condition has been corrected and certified as being safe, by the O&M Manager. A replacement vehicle must be provided when a vehicle is removed from service.

OPERATIONS & MAINTENANCE CONTRACTOR

All of DTS vehicle operation and maintenance is performed by the Operator, under contract to the City of Doral.

Operator's contact information:

Mark Levitt
Limousines of South Florida, Inc. (The Operator)
2595 NW 38th Street
Miami, Fl 33142
Phone: (305) 940-5252
Fax: (305) 634-9027
Email: luxury_service@att.net

The Operator develops and provides safety training to all of their maintenance staff. The Operator's maintenance staff is trained in safety prevention by the Maintenance Manager.

ACCIDENT INVESTIGATION

ACCIDENT/INCIDENT PREVENTION AND REMEDY

The Operator and DTS are responsible for developing an accident/incident prevention and remedy policy, which complies with FDOT Rule 14-90. The Operator has the responsibility of developing a similar policy for the Operator's maintenance staff.

The City of Doral approves all Hazard Assessment Policies prepared and adapted by the Operator and holds copies of all such adopted policies. The City of Doral is responsible for ensuring that these policies are implemented.

ACCIDENT MANAGEMENT POLICY & PROCEDURE

The City of Doral relies on the "Accident Policy" implemented by the Operator. The City of Doral evaluates and approves Operator's policies and procedures. In addition to keeping copies of the policies, the City of Doral also keep copies of ALL accident reports filed by the Police

Department and by the Operator. The Operator policy explicitly describes the procedures the driver, dispatcher and supervisor must follow in case of an accident or incident.

COLLECT AND MAINTAIN SAFETY DATA

The City of Doral will be responsible for periodically reviewing and documenting safety files and data collected and maintained by the Operator.

The City of Doral along with Operator will collectively review and evaluate all accident data and trends in order to determine what corrective actions should be implemented.

CONDUCT ACCIDENT AND INCIDENT INVESTIGATIONS

Should there be any accidents or incidents involving the Doral Trolley vehicles and/or staff on duty, the City of Doral Police Department as well as representatives from the Operator will be present at the site to record the accident or incident. If necessary, each party will conduct an investigation as well. See Appendix H for a copy of the City's Motor Vehicle Crash Operator Report. The City of Doral will be notified and presented with copies of all accident/incident reports. As a general rule a representative from the City of Doral will be present at the site when deemed necessary by the City of Doral PWD Director but required in the event an accident involves serious injury to passengers, pedestrians, damage to property of another or structure and/or physical damage to a Doral Trolley vehicle exceeding $1,000. The Operator will be expected to evaluate the cause of the accident in order to identify and establish corrective and preventative actions.

The DTS Safety & Security Committee will review each accident to determine if effective counter-measures can be developed. The Safety & Security Committee will provide a written report outlining accidents reviewed, and any corrective actions recommended.

Should there be any fatalities related to accidents or incidents involving Doral Trolley vehicles and/or staff, the City of Doral will notify the Florida Department of Transportation (FDOT) either by telephone or in person within 24 hours or such occurrence. Furthermore, the City of Doral will also provide to FDOT a written copy of the Police Department's accident report within 30 days of such accident. As further stated in FDOT Rule 14-90.005(2)(c), if a victim of any accident involving the Doral Trolley vehicles and/or staff dies within 30 days of injuries sustained during such accident, the City of Doral will provide written notice to the FDOT within 24 hours of victim's death.

The City of Doral will monitor and record all accidents & incidents, through the Trolley Manager. Each accident meeting the thresholds of Rule Chapter 14-90.004, FAC, shall have a final report produced and maintained on file for review during audits and in future accident investigations. All accident records are to be maintained for a minimum of four (4) years.

MEDICAL EXAMINATIONS

All trolley bus operators are to have a pre-employment medical examination, as noted in previously in this section. However, all operators are also required to have a medical examination at least every two (2) years. As defined in FDOT Rule 14-90.0041, each exam must be performed by a qualified physician and recorded by the physician on the latest version of FDOT Form Number 775-030-01 ("Physical Examination for Public Sector Trolley Driver") or another approved form. An interactive format of the form is available on-line at www.dot.state.fl.us/transit that can be downloaded for recurring utilization.

Medical examinations must be performed by a Doctor of Medicine or Osteopathy, Physician Assistant, or Advanced Registered Nurse Practitioner licensed or certified by the State of Florida. When examinations are performed by Physician Assistant or Advanced Registered Nurse Practitioner, they must be completed under the supervision or review of a Doctor of Medicine or Osteopathy.

The Operations and Maintenance Manager will track the medical examinations of operators and using a matrix, identify each operator due for an examination at least one month before it is due, and make arrangements to have the operators scheduled for their examinations. Once completed, the O&M Manager will be given proof of the examination and will take appropriate action if any limiting physical conditions are identified by the physician.

All medical examinations and records associated with them are to be retained for a minimum of four (4) years.

OPERATIONAL AND SAFETY PROCEDURES

A Trolley Operators' Manual that has been developed and shall be periodically updated or revised based on need. At a minimum, the Trolley Operators' Manual shall be reviewed annually for compliance and applicability. The Operators' Manual is contained in Appendix F of this System Safety Program Plan. This is its initial issue; for each revision, operators shall be provided copies and after review, shall be required to submit signed receipts certifying their intent to comply with the standards outlined in the manual.

Operating requirements for DTS service include the following:

- Drivers are required to understand the DTS Safety Program Plan and how to report unsafe conditions.
- Drivers will not be permitted to operate a Doral Trolley vehicle if driver's license is suspended, cancelled or revoked. All drivers must have at all times a current and valid county chauffeur's registration and as specified in Section 3 of this document.
- Drivers are required to notify management immediately of any personnel and/or work related driving violations or change in driver's license status.

- Drivers must be alert to prevent accidents, especially in heavy traffic or in bad weather, and to avoid sudden stops or swerves that jar passengers.
- Drivers must exercise caution when passengers are getting on or off.
- Drivers are required to operate buses in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.
- All drivers must be drug free. Drivers WILL NOT drive under the influence of drugs or alcohol. (First violation of this policy will result in IMMEDIATE DISMISSAL).
- Drivers WILL NOT drive if their ability is impaired by fatigue, illness or other causes, which make it unsafe for the driver to drive or continue driving.
- Drivers WILL NOT drive more than 12 hours or be on duty more than 16 hours in any one 24-hour period. A driver must have a minimum of eight (8) consecutive hours off duty within any one 24-hour period. (One hour of additional driving is allowed if necessitated by adverse conditions resulting from weather, road, traffic or medical emergencies and disasters, or if necessary to reach a regular established relief point.)
- A driver will not exceed 72 hours of on-duty time in period of seven consecutive days, without at least 24 consecutive hours off-duty.
- Drivers must carry their driver's license with them at all time when operating a Doral Trolley.
- Drivers must have their seat belt fastened and all mobility devices properly secured any time vehicle is in motion.
- Driver's must maintain acceptable standards of personal hygiene and project a professional look.
- Drivers must assist passengers boarding and departing the vehicle when appropriate (i.e.: wheelchair assistance, elderly, handicapped).
- Drivers will not leave a vehicle unattended with the keys in the vehicle or with passengers aboard.
- Drivers must use emergency flashers when vehicle is disabled.
- Drivers will use lighting systems as appropriate for passenger safety.
- Drivers will not allow passengers to stand in step wells, in front of the standee line, or on buses not designed for standing, when the bus is in motion.
- Drivers shall keep all emergency exit doors and hatches unlocked during operations.
- Drivers will assure that manual wheelchair passengers are properly secured in the vehicle while the vehicle is in motion.
- Drivers will inspect brakes, steering, mirrors, doors, exhaust, lights, wipers, horn, tires, wheelchair equipment, and safety/emergency equipment to insure safe operating conditions and will complete and submit a "Vehicle Pre-check Inspection Form" for each assigned vehicle before leaving yard. (See the form in Appendix A). The "Vehicle Pre-check Inspection Form" includes all items listed in FDOT Rule 14-90.006(7a).
- Maintenance must conduct weekly preventive maintenance inspections on each vehicle to ensure that the vehicle is safe to drive. Any vehicle deemed to be unsafe must be pulled from service immediately.

- Drivers are responsible for submitting a written report on any defects or deficiencies they believe could cause mechanical malfunctions or affect the safe operation of the vehicle.
- Drivers have the responsibility and the authority to park any vehicle they deem to be operationally unsafe.

Besides following all of the regulations, policies, and procedures of the System Safety Program Plan, the DTS requires the Operator's Operations & Maintenance Manager to:

- Not allow unauthorized persons to drive a Doral Trolley vehicle.
- Require drivers to have their seat belt fastened and all mobility devices properly secured any time vehicle is in motion.
- Prohibit smoking, eating and drinking while operating the vehicle.
- Require drivers to assist passengers boarding and departing the vehicle when appropriate (i.e.: wheelchair assistance, elderly, handicapped).
- Require drivers to use emergency flashers when vehicle is disabled.
- Refrain from vehicle re-fueling or repairing while passengers are aboard.
- Require drivers to not leave a vehicle unattended with the keys in the vehicle when passengers are aboard.
- Ensure all City of Doral Trolley drivers, dispatchers and supervisors are trained in safety prevention by the Operator's Safety Supervisor.
- Ensure all emergency exit doors and hatches operated with a key are unlocked during operations.
- Properly secure manual wheelchair passengers in the vehicle at all times while the vehicle is in motion.
- Report all accidents, incidents and problems immediately, in writing to management and City of Doral Trolley Manager.
- Retain insurance identification on each vehicle.
- Require any part of operations deemed to be unsafe would be suspended immediately.

The Operator shall develop and provide safety training and incentive programs to all Doral Trolley drivers and dispatchers. These incentive programs include giveaways such as the Operator's products, restaurant coupons, one (1) paid day off, etc. The Operator maintains sole discretion on all aspects of these incentive programs and will inform the City of Doral accordingly.

In addition, speed limit compliance and safety operation performance is checked periodically using observation methods by DTS management.

VEHICLE EQUIPMENT STANDARDS

All DTS trolley buses will be procured and operated to meet the minimum standards as outlined by Chapter 14-90.007, FAC. Buses will also comply with requirements detailed in Federal Motor

Vehicle Safety Standards (FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 220, 221, 225, 302, 403, and 404, October 1, 2004. Proof of strength and structural integrity tests on new buses procured shall be submitted by manufacturers or bus transit systems to the Department. Trolley buses shall be used in accordance with manufacturer's design gross vehicle weight rating, gross axle weighting, or tire rating, and shall be structural designed to mitigate adverse effects of collisions.

Also, all DTS trolley buses will be specified at time of procurement to be equipped to meet or exceed the minimum standards as outlined in Rule Chapter 14-90.007. It will be the responsibility of the Trolley manager, in consultation with the Operator's O&M Manager, to ensure all vehicle specifications are appropriate for the type equipment being ordered, and for completing an inspection upon receipt to verify compliance with the specifications and the required standards at that time. When specifications are being developed, the Trolley Manager will ensure the latest requirements for the areas listed below are thoroughly considered and incorporated.

- Mirrors;
- Wiring and batteries;
- Brake interlock system;
- Standee line and warning;
- Straps, handrails and stanchions;
- Flooring, steps, thresholds;
- Doors;
- Emergency exits;
- Tires and wheels;
- Suspension;
- Steering and front axle;
- Seat belts;
- Safety equipment:
    - Fire extinguisher;
    - Portable reflector warning devices;
- Wheelchair lifts, ramps, secure attachment devices, and restraints:
    - With manufacturer's certification, name and address, and date of manufacture.

ANNUAL TROLLEY BUS SAFETY INSPECTIONS

Each DTS trolley bus shall receive a safety inspection each time a "M2" inspection is performed by the Operator, and these are performed more often than the required once per year as outlined in Rule Chapter 14-90.009. The mechanics completing these inspections are qualified to complete the safety inspections because:

- They have been trained and understand the requirements of the annual safety inspections required in Rule Chapter 14-90.009,

- They are knowledgeable and have mastered the methods, tools, and equipment used to perform the safety inspections,
- And they have at least one year of experience as a vehicle mechanic or inspector in a vehicle maintenance program and has at least a general knowledge of the bus used by DTS.

The maintenance forms list many of the areas shown below as part of a "M2" inspection. This maintenance form is used along with the annual safety inspection report, also included **Appendix A, Exhibit C**, so that there is a complete and thorough annual inspection. All deficiencies are then resolved under the normal maintenance process when closing out the "M2" inspection process. Each annual safety inspection report will include the inspector's name, DTS as the owner, the date of the inspection, identification of the bus, identification of any and all deficiencies, details of corrective actions including the date completed.

- Horn;
- Windshield wipers;
- Mirrors;
- Wiring and battery(ies);
- Service and parking brakes;
- Warning devices;
- Directional signals;
- Hazard warning signals;
- Lighting systems and signaling devices;
- Straps, handrails and stanchions;
- Standee line and warning;
- Doors and interlock devices;
- Step wells and flooring;
- Emergency exits;
- Tires and wheels;
- Suspension system;
- Exhaust system;
- Seat belts;
- Safety equipment;
- Equipment for transporting wheelchairs.

ANNUAL SYSTEM SAFETY PROGRAM AND SECURITY PROGRAM CERTIFICATIONS

By February 15 each year, DTS will provide a safety and security certification to the FDOT. A sample format is shown in Appendix A, and shall attest for the prior calendar year. The certification will attest that DTS had an adopted System Safety Program Plan and a System Security Program Plan, complied with the adopted System Safety Program Plan and System Security Program Plan, performed safety inspections on all buses, and reviewed the System Safety Program Plan and System Security Program Plan to ensure they are up to date. The

certification will identify DTS, the name and address of the entity(ies) which performed bus safety inspections and security assessments, if different from that of the bus transit system. The annual certifications will be signed by an officer or person directly responsible for the management of DTS, such as the Trolley Manager or Public Works Director, attesting to compliance with the System Safety Program Plan and System Security Program Plan.

SAFETY AND SECURITY INSPECTIONS AND REVIEWS

DTS will implement a records maintenance system that will allow for inspections to be conducted in order to ascertain compliance with the System Safety Program Plan, the System Security Program Plan, and the requirements of Rule Chapter 14-90, FAC. The FDOT, or its designee, is authorized to conduct safety and security review and inspections of DTS. DTS will address any and all deficiencies identified during a review or inspection as outlined in the written report.

CONTRACTOR COMPLIANCE AND INSPECTIONS/REVIEWS

The City of Doral Public Works Department shall oversee the contractual agreements with the Operator to ensure that the Doral Transit System is complying with all safety and security requirements. The Safety and Security Committee will meet, on a minimum, once a year with the Operator on operations and maintenance activities to discuss the System Safety Program Plan and revise it if necessary. The Safety and Security Committee will rely on reports and documentation provided by the contractor(s), the Trolley Manager and FDOT. On at least a semi-annual basis (twice a year), the Trolley Manager will conduct a formal System Safety Program Plan and System Security Program Plan review and inspection of the contractor to assure compliance with the System Safety and Security Program Plans and document the reviews with a written report. This report will identify deficiencies and required corrective action plans.

APPENDICES

APPENDIX A: REQUIRED FORMS

ANNUAL SAFETY CERTIFICATION FORMAT
Due Annually by February 15

City of Doral Transit System
Annual Transit System Safety Program Certification

8300 NW 53rd Street
City of Doral Transit System
Doral, Florida 33166
Phone: (305) 593-6740
Fax: (305) 406-6737

The City of Doral Transit System hereby certifies that a Transit System Safety Program Plan and Transit System Security Program Plan was adopted on November 12, 2008, by the City of Doral Transit System. The City of Doral Transit System further certifies that System Safety Program Plan and System Security Program Plan are in compliance with the standards and requirements of Rule Chapter 14-90, Florida Administrative Code (FAC).

The City of Doral Transit System is compliance with the standards outlined in the System Safety Program Plan and System Security Program Plan, and both plans were reviewed and updated on November 12, 2008.

The City of Doral Transit System also certifies that safety inspections were performed on all vehicles in accordance with the provisions of Rule Chapter 14-90, FAC. These inspections were completed by _____ (Name, Certification & Address) _____. These inspections were completed on ___ (date) _____, 2008.

Certified By: _____ Dated: _____

Eric Carpenter, P.E.
Public Works Director
City of Doral
Doral, Florida 33166
Phone: (305) 593-6740
Fax: (305) 406-6737

Contact for contract bus transit system:

Mark Levitt
Limousines of South Florida
Phone: (305) 940-5252
Fax: (305) 634-9027

Exhibit A – Operator's Daily Inspection Checklist

Operator's Daily Time Sheet and Inspection Form

VEHICLE I.D.: _____ Time On: _____

OPERATOR: _____ Time Off: _____

DATE: _____ Starting Miles: _____

ROUTE: _____ Ending Miles: _____

CHECK	A	MASTER SWITCH ON							
	1	Failure indicators - press lamp test switch							
	2	Brake failure light - should not be on							
	3	Air pressure warning light - illumintes upon power - up/off at specified air pres							
	4	ABS light - should light when vehicle started, then turn off							
	5	Compressor turns on							
	6	Air pressure gauge - should read NO less than 90 PSI prior to departure							
	7	Batterystate of charge							
	8	12 volt gauge - should read greater than 12V							
	9	Windsheild wipers							
	10	Wheelchair lift							
	11	Stop request bell							
	12	Mirrors							
	13	Back-up alarm							
	14	Steering/Suspension							
	15	Parking brake							
	16	Service brakes							
	17	Air leaks - listen for an audible noise							
	18	Windsheild/windows - check for cracks							
	19	Horn							
	20	Lights	LF	LR	RF	RR			
	21	Reflectors	LF	LR	RF	RR			
	22	Wheelchair ramp							
	23	Emergency Exit							
	24	Entrance/Exit door	FD	RD					

CHECK	A	INTERIOR
	1	Wheelchair - tie-downs
	2	Fire extinguisher
	3	First Aide Kit
	4	Emergency reflectors
	5	Cleanliness
	6	Chairs
	7	
	8	

CHECK	A	EXTERIOR
	1	Tires
	2	Lug Nuts
	3	Head Lights
	4	Turn Signals
	5	Clearance Lights
	6	Hazard Lights
	7	Body Damage
	8	Battery Leak

If the item checked is working properly or in good condition put "G"; if the item needs service put "S". If there is a puddle of baterry electrolyte - Do not move vehicle. Call O&M Manager immediately.

Driver's Signature: _____

Exhibit B – Preventive Maintenance Inspection Checklist

Unit No _____ Mileage: _____ Date: _____

A - 30 Days or 200 Miles
B - 3 Months or 6,000
C - 12 Months or 24,000

A	B	C	Init.	Check For Proper Operation
				Air Compressor
				Cooling Fans - Traction Motor
				Cooling Fans - Traction Inverter
				Door Interlock and Kneeling Functions
				Emergency Exits and Roof Hatches
				Wet Tank Air Pressure Safety Releif Valve
				Fluids
				Brake Fluid Level (DOT3) - fill to proper level
				Windshield Washer Fluid Level
				Air Compressor Charge
				Chain Drive Level ATF
				Differential Level (80W/90 Gear Oil)
				Defroster Heater Reservoir Level (50/50 Antifreeze/Water)
				Chiller Level (50/50 Antifreeze Water)
				Power Steering Level (Mobile DTE 11M VG 15)
				Road Test
				Road Test
				Traction Batteries
				Inspection and Clean
				Check Torque on Terminals
				Load Test
				Fully Charge and Fill (Distilled Water)
				Inspect Cables and Connections
				Record Tire Information

32nd/PSI	32nd/PSI
32nd/PSI	32nd/PSI

Record Break Lining / Drum Information

(RF:L=_____, R=_____) (RR:L_____,RR:L=_____,R=_____)
(LF:L=_____, R=_____) (LR:L_____,RR:L=_____,R=_____)

				Filter Replacement or Clean
				Turbine Intake Filter (Clean and Lube K&N)
				Bread Box Ban Filter (Clean)
				Air Compressor Filter (Clean)
				Air Conditioner Intake Filter (Clean - Wash - Dry)
				Bread Box Cooling (Replace)
				Air Compressor Intake Filter (Replace)
				Power Steering Filter (Replace - Inside Reservoir)
				Fuel Filter Diesel (Replace)
				Fuel Filter Drain Water and Sediment

A	B	C	Init.	Inspect
				Steering Linkage/Inspection
				Tires (Record Below)
				All Air Lines
				Universal Joints
				Rear Breaks (Adjust/replace drums and shoes as needed)
				Front Break Pads and Rotor Inspect (Record Measurement
				Brake Lines and Master Cylinders
				Parking Brake - Check Adjustment
				Air Sprints/Lines Inpsection
				Brake Foot Valve (Operation, Clean and Lubricate)
				Lights (All exterior)
				Horn
				Wheels and Lugs
				Wheel Bearings (Clean, Inspect & Lubricate)
				12 Volt Battery Inspect and Clean
				Entry Door and Windows (Operations and Condition)
				Hydraulic Hoses
				Suspension Bolts
				Air Dryer (Replace desiccant)
				High Voltage Fuses (Tightness & Corrosion)
				Vehicle Frame (Welds & Corrosion)
				Exhaust System
				Component Mounting
				Wipers
				Sun Visor
				Lights (All interior)
				A/C Defroster
				A/C Ventilation Leaks
				Speedometer
				Brake Warning Light/Buzzer
				Dash Illumination
				Fire Extinguisher
				First Aid Kit
				Flares/Reflectors
				Warning Devices
				Metal Strip (Floor)
				Standee Line/Warning Sign (Floor)
				Stepwell/Landing (Floor)
				Seat Frames
				Drivers Seat
				Seat Belts
				Wheelchair Securement
				Handrails and Stanchions
				Lubricate
				Steering and Suspension Components
				Universal Joints
				Entry Door Seals
				Air Compressor Motor (Chevron SRI-2)
				Traction Motor Bearings (Chevron SRI-2)

Deffered Items/Comments/Repairs Complete

Inspector's Signature: _____ Supervisor's Signature: _____

Date: _____ Employee: _____

Exhibit C – Annual Trolley Maintenance & Safety Inspection Checklist

**P	Pass
**M	Marginal
**F	Fail

(This form is used with the latest "C" inspection)

Vehicle ID#		Make	
Model		Vin#	
Mileage			
Date			

	P	M	F
BUS IDENTIFICATION			
BUS NUMBER			
REGISTRATION			
OPERATOR'S NAME			
DRIVER'S CONTROLS			
ENTRANCE DOOR			
STEERING WHEEL			
STEERING COLUMN			
HORN			
DIRECTIONAL			
INDICATOR SWITCH			
BRAKE PEDAL			
PARKING BRAKE			
INTERIOR & EXTERIOR MIRRORS			
WINDSHIELD			
WIPERS			
WASHER			
SUN VISOR			
INTERIOR LIGHTS			
CLIMATE CONTROLS			
DEFROSTER			
A/C AND VENTILATION			
LEAKS			
GUAGES			
SPEEDOMETER			
BRAKE WARNING			
LIGHT/BUZZER			
ILLUMINATION			
SAFETY EQUIPMENT			
FIRE EXTINGUISHER			
FIRST AID KIT			
FLARES/REFLECTORS			
EMERGENCY EXITS			
WARNING DEVICES			
FLOOR COVERING			
METAL STRIP			
STANDEE LINE/WARNING SIGNS			
STEPWELL/LANDING			
AISLE			
SEATS			
FRAMES			
DRIVERS SEAT			
SEAT BELTS			
WHEELCHAIR SECUREMENT			
ELECTRICAL			
WIRING			
BATTERIES			
LIGHTING			
SYSTEM			
TIRES AND WHEELS			
SUSPENSION			
EXHAUST			

APPENDIX B: CHAPTER 14-90, FLORIDA ADMINISTRATIVE CODE

CHAPTER 14-90 FLORIDA ADMINISTRATIVE CODE: EQUIPMENT AND OPERATIONAL SAFETY STANDARDS FOR BUS TRANSIT SYSTEMS

14-90.002 DEFINITIONS.

(1) "Bus" means any motor vehicle other than a taxicab, designed, constructed, and used for the public transport of persons for compensation. For purposes of this rule chapter, a bus means a public-sector bus which is owned, operated, leased, or controlled by a bus transit system. Buses are designated in two categories:

(a) Type I. Over 22 feet in length, including bumpers.

(b) Type II. 22 feet or less in length, including bumpers. This category shall include paratransit type vehicles, such as minibuses, standard vans, modified vans, station wagons, and sedans.

(2) "Bus Transit System" means a community transportation coordinator; a public transit provider; a private contract transit provider which owns, operates, leases, or controls buses or taxicabs where such transportation consists of continuous or recurring transportation under the same contract; or a privately owned or operated transit provider that receives operational or capital funding from the Department and owns, operates, leases, or controls buses, other than nonpublic sector buses defined in Section 316.003, Florida Statutes, that provide transportation services available for use by the general riding public.

(3) "Community Transportation Coordinator" means a provider of transportation services or an entity that ensures such services are provided by another bus transit system.

(4) "Department" means the State of Florida Department of Transportation.

(5) "Drive" or "Operate" are terms which include all time spent at the controls of a bus in operation.

(6) "Driver" means any person trained and designated to drive a bus on a street or highway which is being used for the public transport of persons for compensation.

(7) "FMVSS" means Federal Motor Vehicle Safety Standards in effect at the time the bus or component is manufactured.

(8) "For Compensation" means for money, property, or of anything of value whether paid, received, or realized, directly or indirectly.

(9) "Manufacturer" means the original producer of the chassis, the producer of any type of bus, or the producer of equipment installed on any bus for the purpose of transporting individuals with disabilities.

(10) “On Duty” means the status of the driver from the time he or she begins work, or is required to be in readiness to work, until the time the driver is relieved from work and all responsibility for performing work. “On Duty” includes all time spent by the driver as follows:

(a) Waiting to be dispatched at bus transit system terminals, facilities, or other private or public property, unless the driver has been completely relieved from duty by the bus transit system.

(b) Inspecting, servicing, or conditioning any vehicle.

(c) Driving.

(d) Remaining in readiness to operate a vehicle (stand-by).

(e) Repairing, obtaining assistance, or remaining in attendance in or about a disabled vehicle.

(11) “Passenger” means a person who is on board, boarding, or alighting from a bus for the purposes of public transport.

(12) “Safe Condition” means a condition where hazards are reduced to the lowest level feasible through the most effective use of available resources and where substantial compliance exists with all safety rules, regulations, and requirements.

(13) “Safety Review” means an on-site assessment to determine if a bus transit system has adequate safety management controls in place and functioning that meet safety standards provided and incorporated by reference in this rule chapter.

(14) “Security” means freedom from harm resulting from intentional acts against passengers, employees, equipment, and facilities.

(15) “Security Program Plan (System Security Program Plan)” means a document developed and adopted by the bus transit system detailing its policies, objectives, responsibilities, and procedures for the protection and defense of the system and persons from intentional acts of harm.

(16) “Security Review” means an on-site assessment to determine if a bus transit system has security management controls in place and functioning that meet security requirements provided in this rule chapter.

(17) “System Safety Program Plan (System Safety Program Plan)” means a document developed and adopted by the bus transit system detailing its policies, objectives, responsibilities, and procedures against injuries or damage.

(18) "Taxicab" means any motor vehicle of nine passenger capacity or less, including the driver, engaged in the general transportation of persons for compensation on occasional trips, not on a regular schedule or between fixed termini or over regular routes, where such vehicle does not provide transportation services as a result of a contractual agreement with a bus transit system.

(19) "Trailer Bus" means a trailing or towed vehicle designed or used for the transportation of more than 10 persons, e.g., tram buses.

(20) "Unsafe Condition" means any thing or circumstance which endangers human life or property.

Specific Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 341.041(3), 341.061(2) FS. History–New 9-7-87, Amended 11-10-92, 8-7-05.

14-90.004 BUS TRANSIT SYSTEM OPERATIONAL STANDARDS.

(1) Each bus transit system shall develop and adopt an System Safety Program Plan that complies, at a minimum, with established safety standards set forth in this rule chapter.

(a) The System Safety Program Plan shall address the following safety elements and requirements:

1. Safety policies and responsibilities.

2. Vehicle and equipment standards and procurement criteria.

3. Operational standards and procedures.

4. Bus driver and employee selection.

5. Driving requirements.

6. Bus driver and employee training.

7. Vehicle maintenance.

8. Investigations of events described under subsection 14-90.004(5), F.A.C.

9. Hazard identification and resolution.

10. Equipment for transporting wheelchairs.

11. Safety data acquisition and analysis.

12. Safety standards for private contract bus transit system(s) that provide(s) continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.

(b) Each bus transit system shall implement and comply with the System Safety Program Plan during the operation of the system.

(c) Each bus transit system shall require that all operable transit buses be inspected at least annually in accordance with established standards.

(d) Each bus transit system shall annually submit a safety certification to the Department verifying the following:

1. Adoption of an System Safety Program Plan in accordance, at a minimum, with established standards set forth in this rule chapter.

2. Compliance with its adopted System Safety Program Plan and that safety inspections have been performed at least annually on all buses operated by the bus transit system, by persons meeting the requirements of Rule 14-90.009, F.A.C.

(e) Bus transit systems shall immediately suspend affected system service operations if, at any time, continued operation of the system or a portion thereof, is unsafe for passenger service or poses a potential danger to public safety.

(2) Each bus transit system shall develop and adopt an System Security Program Plan that complies, at a minimum, with security requirements set forth in this rule chapter. The System Security Program Plan shall be adopted separately from the System Safety Program Plan.

(a) The System Security Program Plan shall address the following security requirements:

1. Security policies, goals, and objectives.

2. Organization, roles, and responsibilities.

3. Emergency management processes and procedures for mitigation, preparedness, response, and recovery.

4. Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.

5. Procedures for the establishment of interfaces with emergency response organizations.

6. Procedures for interagency coordination with local law enforcement jurisdictions.

7. Employee security and threat awareness training programs.

8. Security data acquisition and analysis.

9. Conduct and participate in emergency preparedness drills and exercises.

10. Security requirements for private contract transit provider(s) that provide(s) continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.

11. Procedures for System Security Program Plan maintenance and distribution.

(b) Each bus transit system shall implement and comply with the System Security Program Plan during the operation of the system.

(c) Bus transit systems that engage in a contract with a private contract transit provider(s) shall:

1. Establish minimum security requirements which apply to private contract transit provider(s).

2. Monitor and assure each private contract transit provider complies with established security requirements during the term of the contract.

(d) Disclosure. Bus transit systems are prohibited from publicly disclosing the System Security Program Plan or the security portion of the System Safety Program Plan, as applicable under any circumstance.

(3) Bus transit systems shall establish criteria and procedures for selection, qualification, and training of all drivers. The criteria shall include the following:

(a) Driver qualifications and background checks with minimum hiring standards.

(b) Driving and criminal background checks for all new drivers.

(c) Verification and documentation of valid driver licenses for all employees who drive buses.

(d) Training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised. At a minimum, drivers shall be given explicit instructional and procedural training and testing in the following areas:

1. Bus transit system safety and operational policies and procedures.

2. Operational bus and equipment inspections.

3. Bus equipment familiarization.

4. Basic operations and maneuvering.

5. Boarding and alighting passengers.

6. Operation of wheelchair lift and other special equipment and driving conditions.

7. Defensive driving.

8. Passenger assistance and securement.

9. Handling of emergencies and security threats.

10. Security and threat awareness.

(e) Bus transit systems shall provide written operational and safety procedures to all bus drivers before driving on a street or highway unsupervised. These procedures and instructions shall address, at a minimum, the following:

1. Communication and handling of unsafe conditions, security threats, and emergencies.

2. Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.

3. Application and compliance with applicable federal and state rules and regulations.

(f) The provisions in paragraphs (d) and (e) above shall not apply to personnel licensed and authorized by the bus transit system to drive, move, or road test a bus to perform repairs or maintenance services where it has been determined that such temporary operation does not create an unsafe operating condition or create a hazard to public safety.

(g) Bus transit systems shall maintain the following records for at least four years:

1. Records of bus driver background checks and qualifications.

2. Detailed descriptions of training administered and completed by each bus driver.

3. A record of each bus driver's duty status which shall include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day.

(h) Each bus transit system shall establish a drug-free workplace policy statement in accordance with 49 C.F.R. Part 29 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 1, 2004, hereby incorporated by reference.

(i) Bus transit systems shall require that drivers write and submit a daily bus inspection report pursuant to Rule 14-90.006, F.A.C.

(4) Bus Maintenance. Bus transit systems shall establish a maintenance plan and procedures for preventative and routine maintenance for all buses operated. The maintenance plan and procedures shall assure:

(a) That all buses operated, and all parts and accessories on such buses, including those specified in Rule 14-90.007, F.A.C., and any additional parts and accessories which may affect safety of operation, including frame and frame assemblies, suspension systems, axles and attaching parts, wheels and rims, and steering systems, are regularly and systematically inspected, maintained, and lubricated in accordance with the standards developed and established, at a minimum, according to the bus manufacturer's recommendations and requirements.

(b) That a recording and tracking system is established for the types of inspections, maintenance, and lubrication intervals, including the date or mileage when these services are due. Required maintenance inspections shall be more comprehensive than daily inspections performed by the driver.

(c) That proper preventive maintenance is performed when a bus is assigned away from the system's regular maintenance facility, or when maintenance services are performed under contract.

(d) That records are maintained and provide written documentation of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus under their control. Such records shall be maintained by the bus transit system for at least four years and include at a minimum the following information:

1. Identification of the bus, including make, model, and license number or other means of positive identification and ownership.

2. Date, mileage, and type of inspection, maintenance, lubrication, or repair performed.

3. Date, mileage, and description of each inspection, maintenance, and lubrication intervals performed.

4. If not owned by the bus transit system, the name of any person or lessor furnishing any bus.

5. The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair.

(5) Each bus transit system shall investigate, or cause to be investigated, any event involving

a bus or taking place on bus transit system controlled property resulting in a fatality, injury, or property damage as follows:

(a) A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.

(b) Injuries requiring immediate medical attention away from the scene for two or more individuals.

(c) Property damage to bus transit system bus(es), non-bus transit system vehicles, other bus system property or facilities, or any other property, except the bus transit system shall have the discretion to investigate events resulting in property damage less than $1,000.

(d) Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational issues.

(6) Each investigation shall be documented in a final report that includes a description of investigation activities, identified causal factors, and any identified corrective action plan.

(a) Each corrective action plan shall identify the action to be taken by the bus transit system and the schedule for its implementation.

(b) The bus transit system must monitor and track the implementation of each corrective action plan.

(7) Investigation reports, corrective action plans, and related supporting documentation shall be maintained by the bus transit system a minimum of four years from the date of completion of the investigation.

(8) On or before July 1, 2006, every bus transit system shall comply with the 2005 amendments to this rule.

Specific Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 119.071, 341.041(3), 341.061(2) FS. History–New 9-7-87, Amended 11-10-92, 8-7-05.

14-90.0041 MEDICAL EXAMINATIONS FOR BUS TRANSIT SYSTEM DRIVERS.

(1) Bus transit systems shall establish medical examination requirements for all applicants for driver positions and for existing drivers. The medical examination requirements shall include a pre-employment examination for applicants, an examination at least once every two years for existing drivers, and a return to duty examination for any driver prior to returning to duty after having been off duty for 30 or more days due to an illness, medical condition, or injury.

(2) Medical examinations may be performed and recorded according to qualification

standards adopted by the bus transit system, provided the medical examination qualification standards adopted by the bus transit system meet or exceed those provided in Department Form Number 725-030-11, Medical Examination Report for Bus Transit System Driver, Rev. 07/05, hereby incorporated by reference. Copies of Form Number 725-030-11 are available from the Florida Department of Transportation, Public Transit Office, 605 Suwannee Street, Mail Station 26, Tallahassee, Florida 32399-0450 or on-line at www.dot.state.fl.us/transit.

(3) Medical examinations shall be performed by a Doctor of Medicine or Osteopathy, Physician Assistant, or Advanced Registered Nurse Practitioner licensed or certified by the State of Florida. If medical examinations are performed by a Physician Assistant or Advanced Registered Nurse Practitioner, they must be performed under the supervision or review of a Doctor of Medicine or Osteopathy.

(a) An ophthalmologist or optometrist licensed by the State of Florida may perform as much of the examination as pertains to visual acuity, field of vision, and color recognition.

(b) Upon completion of the examination, the medical examiner shall complete, sign, and date the medical examination report.

(4) Bus transit systems shall have on file proof of medical examination, i.e., a completed and signed medical examination report for each bus driver, dated within the past 24 months. Medical examination reports of employee bus drivers shall be maintained by the bus transit system for a minimum of four years from the date of the examination.

(5) On or before July 1, 2006, every bus transit system shall comply with the 2005 amendments to this rule.

Specific Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 334.044(12), 341.041(3), 341.061(2) FS. History–New 11-10-92, Amended 8-7-05.

14-90.006 OPERATIONAL AND DRIVING REQUIREMENTS.

(1) Bus transit systems shall not permit a driver to drive a bus when such driver's license has been suspended, cancelled, or revoked. Bus transit systems shall require a driver who receives a notice that his or her license to operate a motor vehicle has been suspended, cancelled, or revoked to notify his or her employer of the contents of the notice immediately, no later than the end of the business day following the day he or she received the notice.

(2) Buses shall be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.

(3) A driver shall not be permitted or required to drive more than 12 hours in any one 24-hour period, or drive after having been on duty for 16 hours in any one 24-hour period. A driver shall not be permitted to drive until the requirement of a minimum eight consecutive hours off-

duty has been fulfilled. A driver's work period shall begin from the time he or she first reports for duty to his or her employer. A driver is permitted to exceed his or her regulated hours in order to reach a regularly established relief or dispatch point, provided the additional driving time does not exceed one hour.

(4) A driver shall not be permitted or required to be on duty more than 72 hours in any period of seven consecutive days; however, 24 consecutive hours off duty shall constitute the end of any such period of seven consecutive days. A driver who has reached the maximum 72 hours of on duty time during the seven consecutive days shall be required to have a minimum of 24 consecutive hours off duty prior to returning to on duty status.

(5) A driver is permitted to drive for more than the regulated hours for safety and protection of the public due to conditions such as adverse weather, disaster, security threat, a road or traffic condition, medical emergency, or an accident.

(6) Bus transit systems shall not permit or require any driver to drive a bus when his or her ability is impaired, or likely to be impaired, by fatigue, illness, or other causes, as to make it unsafe for the driver to begin or continue driving.

(7) Bus transit systems shall require pre-operational or daily inspection and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.

(a) An inspection or test shall be made of the following parts and devices to ascertain that they are in safe condition and in good working order:

1. Service brakes.

2. Parking brakes.

3. Tires and wheels.

4. Steering.

5. Horn.

6. Lighting devices.

7. Windshield wipers.

8. Rear vision mirrors.

9. Passenger doors.

10. Exhaust system.

11. Equipment for transporting wheelchairs.

12. Safety, security, and emergency equipment.

(b) Bus transit systems shall review daily inspection reports and document corrective actions taken as a result of any deficiencies identified by daily inspections.

(c) Bus transit systems shall retain records of daily bus inspections and any corrective action documentation a minimum of two weeks.

(8) A bus with passenger doors in the open position shall not be operated with passengers aboard. The doors shall not be opened until the bus is stopped. A bus with inoperable passenger doors shall not be operated with passengers aboard, except to move a bus to a safe location.

(9) During darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely.

(10) Passenger(s) shall not be permitted in the stepwell(s) of any bus while the bus is in motion, or to occupy an area forward of the standee line.

(11) Passenger(s) shall not be permitted to stand on buses not designed and constructed for that purpose.

(12) Buses shall not be refueled in a closed building. The fueling of buses when passengers are being carried shall be reduced to the minimum number of times necessary during such transportation.

(13) The bus transit system shall require the driver to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion.

(14) Buses shall not be left unattended with passenger(s) aboard for longer than 15 minutes. The parking or holding brake device must be properly set at any time the bus is left unattended.

(15) Buses shall not be left unattended in an unsafe condition with passenger(s) aboard at any time.

(16) On or before July 1, 2006, every bus transit system shall comply with the 2005 amendments to this rule.

Specific Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 341.041(3), 341.061(2) FS. History–New 9-7-87, Amended 5-31-89, 11-10-92, 8-7-05.

14-90.007 VEHICLE EQUIPMENT STANDARDS AND PROCUREMENT CRITERIA.

(1) Every bus transit system shall ensure that buses procured and operated meet the following, at a minimum, as applicable:

(a) The capability and strength to carry the maximum allowed load and not exceed the manufacturer's gross vehicle weight rating (GVWR), gross axle weighting, or tire rating.

(b) Structural integrity that mitigates or minimizes the adverse effects of collisions.

(c) Federal Motor Vehicle Safety Standards (FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 220, 221, 225, 302, 403, and 404, October 1, 2004, hereby incorporated by reference.

(2) Proof of strength and structural integrity tests on new buses procured shall be submitted by manufacturers or bus transit systems to the Department.

(3) In addition to the above, every bus operated in this state shall be equipped as follows:

(a) Mirrors. There must be two exterior rear vision mirrors, one at each side. The mirrors shall be firmly attached to the outside of the bus and so located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Each exterior rear vision mirror, on Type I buses shall have a minimum reflective surface of 50 square inches and the right (curbside) mirror shall be located on the bus so that the lowest part of the mirror and its mounting is a minimum 80 inches above the ground. All Type I buses shall, in addition to the above requirement, be equipped with an inside rear vision mirror capable of giving the driver a clear view of seated or standing passengers. Buses having a passenger exit door that is located inconveniently for the driver's visual control shall be equipped with additional interior mirror(s), enabling the driver to view the passenger exit door. The exterior right (curbside) rear vision mirror and its mounting on Type I buses may be located lower than 80 inches from the ground, provided such buses are used exclusively for paratransit services, as defined in Section 341.031, Florida Statutes. In lieu of interior mirrors, trailer buses and articulated buses may be equipped with closed circuit video systems or adult monitors in voice control with the driver.

(b) Wiring and Battery. Electrical wiring shall be maintained so as not to come in contact with moving parts, or heated surfaces, or be subject to chafing or abrasion which may cause insulation to become worn. Every Type I bus manufactured on or after February 7, 1988, shall be equipped with a storage battery(ies) electrical power main disconnect switch. The disconnect switch shall be practicably located in an accessible location adjacent to or near to the battery(ies) and be legibly and permanently marked for identification. Every storage battery on each public-sector bus shall be mounted with proper retainment devices in a compartment which provides adequate ventilation and drainage.

(c) Brake Interlock Systems. All Type I buses having a rear exit door shall be equipped with a

rear exit door/brake interlock that automatically applies the brake(s) upon driver activation of the rear exit door to the open position. Interlock brake application shall remain activated until deactivation by the driver and the rear exit door returns to the closed position. The rear exit door interlock on such buses shall be equipped with an identified override switch enabling emergency release of the interlock function, which shall not be located within reach of the seated driver. Air pressure application to the brake(s) during interlock operation, on buses equipped with rear exit door/brake interlock, shall be regulated at the original equipment manufacturer's specifications.

(4) Standee Line and Warning. Every bus designed and constructed to allow standees shall be plainly marked with a line of contrasting color at least two inches wide or be equipped with some other means to indicate that any passenger is prohibited from occupying a space forward of a perpendicular plane drawn through the rear of the driver's seat and perpendicular to the longitudinal axis of the bus. A sign shall be posted at or near the front of the bus stating that it is a violation for a bus to be operated with passengers occupying an area forward of the line.

(5) Handrails and Stanchions. Every bus designed and constructed to allow standees shall be equipped with overhead grab rails for standee passengers. Overhead grab rails shall be continuous, except for a gap at the rear exit door, and terminate into vertical stanchions or turn up into a ceiling fastener. Every Type I and Type II bus designed for carrying more than 16 passengers shall be equipped with grab handles, stanchions, or bars at least 10 inches long and installed to permit safe on-board circulation, seating and standing assistance, and boarding and unboarding by elderly and handicapped persons. Type I buses shall be equipped with a safety bar and panel directly behind each entry and exit stepwell.

(6) Flooring, Steps, and Thresholds. Flooring, steps, and thresholds on all buses shall have slip resistant surfaces without protruding or sharp edges, lips, or overhangs, to prevent tripping hazards. All step edges and thresholds shall have a band of color(s) running the full width of the step or edge which contrasts with the step tread and riser, either light-on-dark or dark-on-light.

(7) Doors. Power activated doors on all buses shall be equipped with a manual device designed to release door closing pressure.

(8) Emergency Exits. All buses shall have an emergency exit door, or in lieu thereof, shall be provided with emergency escape push-out windows. Each emergency escape window shall be in a form of a parallelogram with dimensions of not less than 18" by 24", and each shall contain an area of not less than 432 square inches. There shall be a sufficient number of such push-out or kick-out windows in each vehicle to provide a total escape area equivalent to 67 square inches per seat, including the driver's seat. No less than 40% of the total escape area shall be on one side of the vehicle. Emergency escape kick-out or push-out windows and emergency exit doors shall be conspicuously marked by a sign or light and shall always be kept in good working order so that they may be readily opened in an emergency. All such windows and doors shall not be obstructed by bars or other such means located either inside or outside so as to hinder escape. Buses equipped with an auxiliary door for emergency exit shall be equipped with an

audible alarm and light indicating to the driver when a door is ajar or opened while the engine is running. Supplemental security locks operable by a key are prohibited on emergency exit doors unless these security locks are equipped and connected with an ignition interlock system or an audio visual alarm located in the driver's compartment. Any supplemental security lock system used on emergency exits shall be kept unlocked whenever a bus is in operation.

(9) Tires and Wheels. Tires shall be properly inflated in accordance with manufacturer's recommendations.

(a) No bus shall be operated with a tread groove pattern depth:

1. Less than 4/32 (1/8) of an inch, measured at any point on a major tread groove for tires on the steering axle of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.

2. Less than 2/32 (1/16) of an inch, measured at any point on a major tread groove for all other tires of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.

(b) No bus shall be operated with recapped, regrooved, or retreaded tires on the steering axle.

(c) Wheels shall be visibly free from cracks and distortion and shall not have missing, cracked, or broken mounting lugs.

(10) Suspension. The suspension system of all buses, including springs, air bags, and all other suspension parts as applicable, shall be free from cracks, leaks, or any other defect which would or may cause its impairment or failure to function properly.

(11) Steering and Front Axle. The steering system of all buses shall have no indication of leaks which would or may cause its impairment to function properly, and shall be free from cracks and excessive wear of components that would or may cause excessive free play or loose motion in the steering system or above normal effort in steering control.

(12) Seat Belts. Every bus shall be equipped with an adjustable driver's restraining belt in compliance with the requirements of FMVSS 209, "Seat Belt Assemblies" (49 C.F.R. 571.209) and FMVSS 210, "Seat Belt Assembly Anchorages" (49 C.F.R. 571.210).

(13) Safety Equipment. Every bus shall be equipped with one fully charged dry chemical or carbon dioxide fire extinguisher, having at least a 1A:BC rating and bearing the label of Underwriter's Laboratory, Inc.

(a) Each fire extinguisher shall be securely mounted on the bus in a conspicuous place or a clearly marked compartment and be readily accessible.

(b) Each fire extinguisher shall be maintained in efficient operating condition and equipped with some means of determining if it is fully charged.

(c) Every Type I bus shall be equipped with portable red reflector warning devices in compliance with Section 316.300, Florida Statutes.

(14) Buses used for the purpose of transporting individuals with disabilities shall meet the requirements set forth in 49 C.F.R. Part 38, October 1, 2004, hereby incorporated by reference, and the following:

(a) Installation of a wheelchair lift or ramp shall not cause the manufacturer's GVWR, gross axle weight rating, or tire rating to be exceeded.

(b) Except in locations within 3 1/2 inches of the bus floor, all readily accessible exposed edges or other hazardous protrusions of parts of wheelchair lift assemblies or ramps that are located in the passenger compartment shall be padded with energy absorbing material to mitigate injury in normal use and in case of a collision. This requirement shall also apply to parts of the bus associated with the operation of the lift or ramp.

(c) The controls for operating the lift shall be at a location where the bus driver or lift attendant has a full view, unobstructed by passengers, of the lift platform, its entrance and exit, and the wheelchair passenger, either directly or with partial assistance of mirrors. Lifts located entirely to the rear of the driver's seat shall not be operable from the driver's seat, but shall have an override control at the driver's position that can be activated to prevent the lift from being operated by the other controls (except for emergency manual operation upon power failure).

(d) The installation of the wheelchair lift or ramp and its controls and the method of attachment in the bus body or chassis shall not diminish the structural integrity of the bus nor cause a hazardous imbalance of the bus. No part of the assembly, when installed and stowed, shall extend laterally beyond the normal side contour of the bus nor vertically beyond the lowest part of the rim of the wheel closest to the lift.

(e) Each wheelchair lift or ramp assembly shall be legibly and permanently marked by the manufacturer or installer with the following minimum information:

1. The manufacturer's name and address.

2. The month and year of manufacture.

3. A certificate that the wheelchair lift or ramp securement devices, and their installation, conform to State of Florida requirements applicable to accessible buses.

(15) Wheelchair lifts, ramps, securement devices, and restraints shall be inspected and

maintained as required in this rule chapter. Instructions for normal and emergency operation of the lift or ramp shall be carried or displayed in every bus.

(16) On or before July 1, 2006, every bus transit system and manufacturer shall comply with the 2005 amendments to this rule.

Specific Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 341.041(3), 341.061(2) FS. History–New 9-7-87, Amended 11-10-92, 8-2-94, 8-7-05.

14-90.009 BUS SAFETY INSPECTIONS.

(1) Each bus transit system shall require that all buses operated by such bus transit system, and all buses operated by a private contract transit provider, be inspected at least annually in accordance with bus inspection procedures set forth in this rule.

(2) It shall be the bus transit system's responsibility to ensure that each individual performing a bus safety inspection is qualified as follows:

(a) Understands the requirements set forth in this rule chapter and can identify defective components.

(b) Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection.

(c) Has at least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects.

(3) Each bus receiving a safety inspection shall be checked for compliance with the safety devices and equipment requirements as referenced or specified herein. Specific operable equipment and devices as required by this rule chapter include the following (as applicable to Type I and II bus(es)):

(a) Horn.

(b) Windshield wipers.

(c) Mirrors.

(d) Wiring and battery(ies).

(e) Service and parking brakes.

(f) Warning devices.

(g) Directional signals.

(h) Hazard warning signals.

(i) Lighting systems and signaling devices.

(j) Handrails and stanchions.

(k) Standee line and warning.

(l) Doors and interlock devices.

(m) Stepwells and flooring.

(n) Emergency exits

(o) Tires and wheels.

(p) Suspension system.

(q) Steering system.

(r) Exhaust system.

(s) Seat belts.

(t) Safety equipment.

(u) Equipment for transporting wheelchairs.

(4) A safety inspection report shall be prepared by the individual(s) performing the inspection which shall include the following:

(a) Identification of the individual(s) performing the inspection.

(b) Identification of the bus transit system operating the bus.

(c) The date of the inspection.

(d) Identification of the bus inspected.

(e) Identification of the equipment and devices inspected including the identification of equipment and devices found deficient or defective.

(f) Identification of corrective action(s) for deficient or defective items and date(s) of

completion of corrective action(s).

(5) Records of annual safety inspections and documentation of any required corrective actions shall be retained a minimum of four years by the bus transit system for compliance review.

Specific Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 341.041(3), 341.061(2) FS. History–New 9-7-87, Amended 11-10-92, 8-7-05.

14-90.010 CERTIFICATION.

(1) Each bus transit system shall annually submit a safety and security certification to the Department. The certification shall be submitted no later than February 15, annually for the prior calendar year period. The certification shall attest to the following:

(a) The adoption of an System Safety Program Plan and an System Security Program Plan in accordance, at a minimum, with established standards set forth in this rule chapter.

(b) Compliance with its adopted System Safety Program Plan and System Security Program Plan.

(c) Performance of safety inspections on all buses operated by the system in accordance with this rule chapter.

(d) Reviews of the System Safety Program Plan and System Security Program Plan have been conducted to ensure they are up to date.

(2) The certification shall include:

(a) The name and address of the bus transit system, and the name and address of the entity(ies) which has (have) performed bus safety inspections and security assessments, if different from that of the bus transit system.

(b) A statement signed by an officer or person directly responsible for management of the bus transit system attesting to compliance with this rule chapter.

Specific Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 334.044(28), 341.041(3), 341.061(2) FS. History–New 9-7-87, Amended 8-7-05.

14-90.012 SAFETY AND SECURITY INSPECTIONS AND REVIEWS.

(1) The Department, or its designee, is authorized to conduct inspections of bus transit systems to ascertain compliance with the provisions of this rule chapter.

(2) The Department, or its designee, is authorized to conduct a safety and security review of any bus transit system which the Department believes to be in noncompliance with its System Safety Program Plan or System Security Program Plan and providing passenger service operations in an unsafe manner, or there is evidence of an immediate danger to public safety. The Department shall prepare and submit a report of the review to the affected bus transit system. The report shall be submitted to the bus transit system within three business days of completion of the review and contain the following:

(a) Identification of the findings, including a detailed description of the deficiency(ies).

(b) Required corrective action(s) and schedule for implementation of corrective action(s).

(c) Any requirements for suspension of bus transit system service should the Department determine the continued operation of the service, or a portion thereof, poses an immediate danger to public safety.

(3) The Department shall initiate the following actions to suspend the affected bus transit system service if a specific deficiency(ies) or unsafe condition(s) exists to the extent that the continued operation of the system, or a portion thereof, is not safe for passenger service or is posing a potential danger or threat to public safety.

(a) Immediately notify the affected bus transit system of the unsafe condition(s), followed by a certified letter describing the specific deficiency(ies) or unsafe conditions. The notification shall include the following:

1. Required corrective actions for specific deficiency(ies) or unsafe condition(s).

2. Requirements for the bus transit system to certify in writing to the Department of completion of required corrective action(s) in accordance with an established implementation schedule.

(b) Conduct an on-site review of the bus transit system to verify correction of specific deficiency(ies) in accordance with this rule and the established implementation schedule.

(c) Suspend affected passenger service operations if the bus transit system fails to correct specific deficiency(ies) in accordance with this rule and the established implementation schedule.

Specific Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 316.610, 334.044(28),

341.041(3), 341.061(2) FS. History–New 11-10-92, Amended 8-7-05.

APPENDIX C: DTS ORGANIZATION CHART

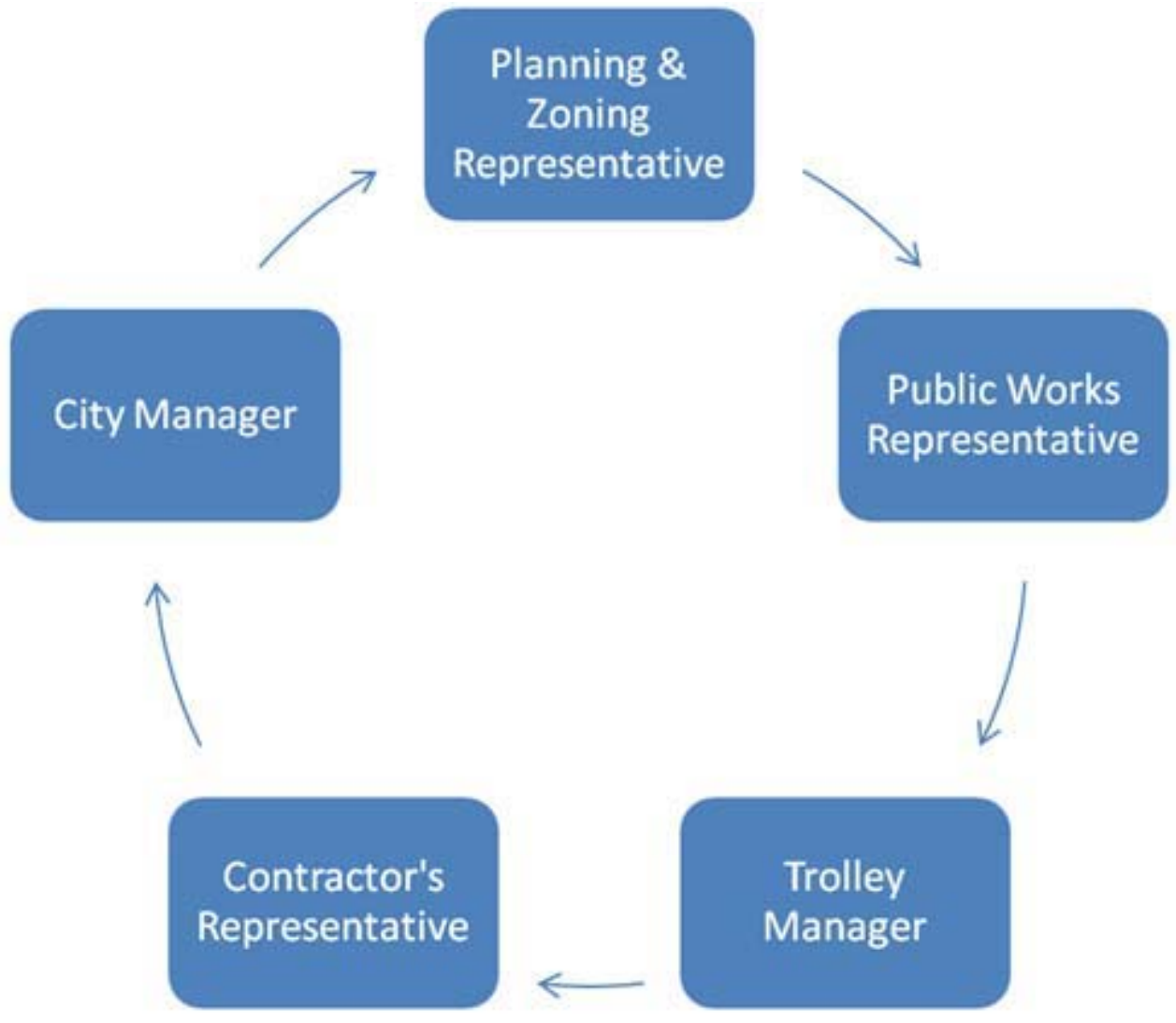

Figure 1 - Trolley Committee

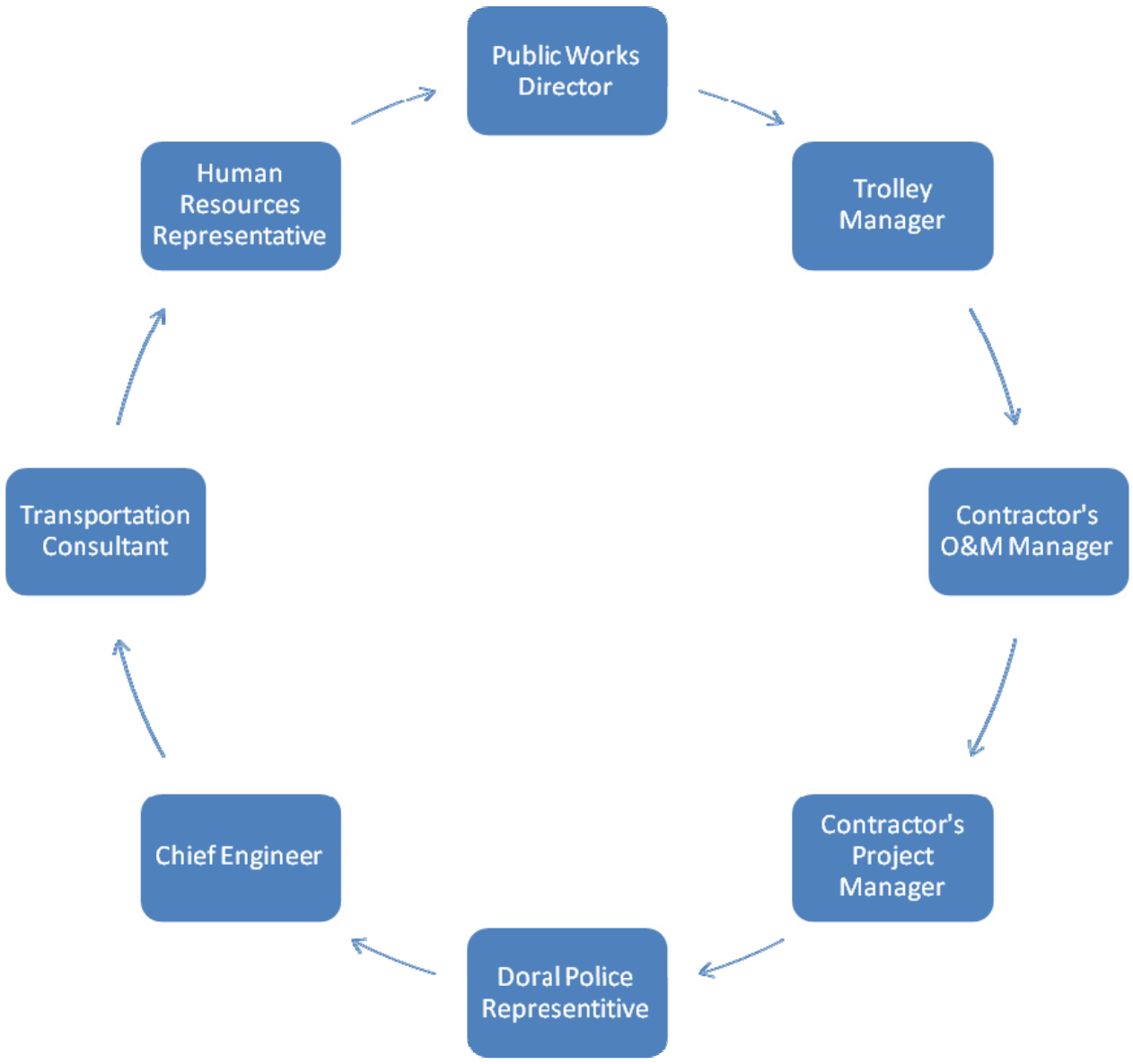

Figure 2 - Trolley Safety & Security Committee

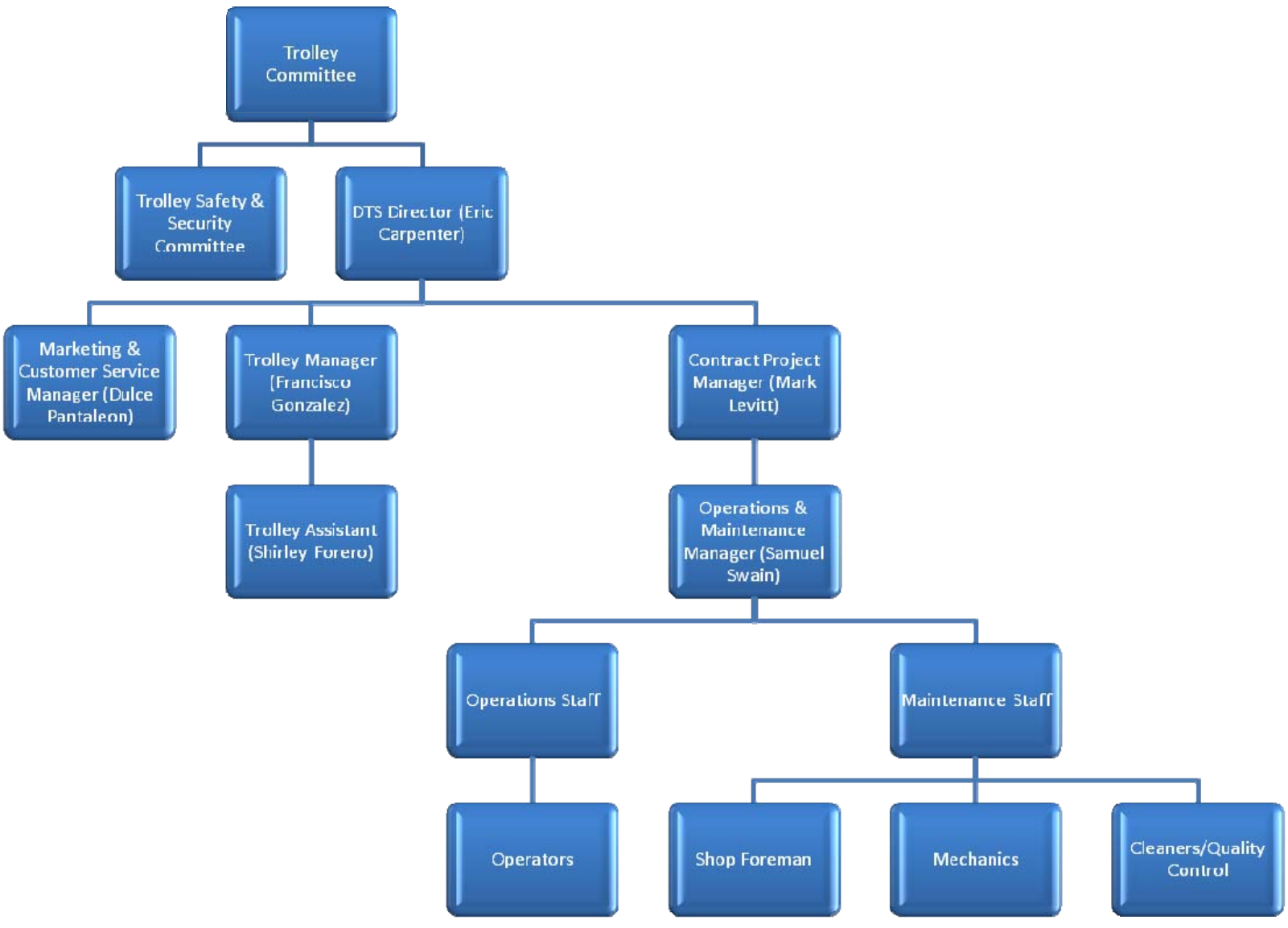

Figure 3 - Organizational Chart

APPENDIX D: GLOSSARY OF SYSTEM SAFETY TERMS

ACCEPTANCE TEST - A test performed to determine whether or not delivered items of hardware satisfy predetermined standards.

ACCIDENT - An unforeseen event or occurrence which causes death, injury or property damage.

ACCELERATION RATE - Time rate of change of speed of a vehicle.

ACKNOWLEDGMENT - The positive confirmation of the completion of a specific action, event or function.

ACQUISITION PHASE - The design, specification, construction and testing phase of a project.

ALARM CONDITION - Any abnormal condition that requires the attention or intervention of responsible personnel or an individual monitoring the alarm system operation.

ANOMALY - Deviation from nominal performance, which does not cause a significant, effect on system performance but does warrant investigation and/or repair.

ASSEMBLY - A number of parts or subassemblies or any combination thereof together to perform a specific function.

AUDIT - Formal or official examination and verification.

AUTOMATIC - A term applied to a system, subsystem, or device which has the inherent capacity to function without direct manual participation.

BACKUP - An alternate means of accomplishing a function using software, hardware, circuits or operational procedures separate from those used for the primary method.

BACKUP SYSTEM - A redundant system that performs the principal functions of the primary system with minimum deviation from the performance of the primary system.

BRAKE RATE - The negative time rate of change of speed of a vehicle as produced solely by the action of its braking system(s).

CAPABILITY - The ability of equipment or systems to perform an intended task when in a non-failed state.

CAPACITY, LINE - The number of vehicles per unit time, or passengers per unit time, that flow in one direction between two points along a line.

CAPACITY, VEHICLE - The passenger capacity pertinent to specified loading conditions.

CLOSED CIRCUIT PRINCIPLE - The principle of circuit design using a normally energized electric circuit which, on being interrupted or de-energized, will cause the controlled function to assume its most restrictive condition.

CLOSED LOOP - The principle of feedback control in which the response of a system is continuously compared with the controlling signal to generate an error signal.

COMMUNICATION SYSTEM - Those elements and their interconnection which permit voice, data, or video interchange of information between system functions separated by distance.

COMPONENT - An article which is a self-contained element of a complete operating unit and which performs a function necessary to the operation of that unit.

CONFIGURATION MANAGEMENT - A process to assure that all documentation which describes a system and its various components are current and reflects the actual functional and physical characteristics of the system throughout its life cycle.

CONSTRUCTION SAFETY - The optimum degree of safety within the constraints of construction effectiveness, time and cost through specific application of safety management throughout all phases of the construction.

CONTROL, BRAKE - The system that generates control signals to the braking system that result in a desired application of brakes.

CRASHWORTHINESS - The capacity of a vehicle to act as a protective container and energy absorber during impact conditions.

CRITICAL DEFECT - A defect that judgment and experience indicate could result in hazardous or unsafe conditions for individuals using or maintaining the product or could result in failure in accomplishment of the ultimate objective.

CRITICALITY - Assignment of relative importance to hardware or systems.

DECELERATION RATE - The net negative time rate of change of speed of a vehicle resulting from the summation of all forces acting upon it.

DEDUCTIVE ANALYSIS - Analysis of a specific undesired event to determine possible causes of that event (Top down approach: "What can cause a specific event to occur?").

DE-ENERGIZE - To deprive an electro-receptive device of it’s operating current.

DEFICIENCY, DESIGN - Any design characteristic which does not meet specified criteria.

DEGRADATION - Falling from an initial level to a lower level in quality or performance.

DESIGN SAFETY - Safety achieved by the integration of safety features into the system design characteristics to prevent or minimize the probability of operation in an unsafe manner.

DETECTION DEVICES - Sensors used to detect and monitor the status of certain systems, e.g.: open or closed doors, component temperatures, flow rates, etc. The status is usually displayed on control consoles.

DOOR CONTROL - Circuitry, including such safeguards and interlocks as required, which operates to open and close vehicle doors.

DOWN TIME - The total time during which the equipment is not in acceptable operating condition. Down time starts with a failure event and ends at the completion of repair and functional checks/inspections.

EMERGENCY - A situation which is life threatening to passengers, employers, or other interested citizens or which causes damage on or in any transit vehicle or facility, or results in significant theft of services and reduces the ability of the system to fulfill its mission, goals and policies.

ENVIRONMENT - The aggregate of all conditions which externally influence the performance and life of an item.

EQUIPMENT FAILURE - The state in which equipment no longer meets the minimum acceptable specified performance and cannot be restored through operator adjustment of controls.

FAILED COMPONENT - A component which has ceased to perform its intended function.

FAIL OPERATIONAL - A characteristic design, which permits, continued operation in spite of the occurrence of a discrete failure.

FAIL OPERATIONAL FAIL SAFE - A system characteristic, which permits, continued operation on occurrence of a failure while remaining acceptably safe. A second failure results in the system remaining safe, but non-operational.

FAIL SAFE (SAFETY) - A characteristic of a system and its elements, the object of which is to ensure that any fault or malfunction will not result in an unsafe condition.

FAIL SAFE DESIGN - A design principle in which each of the elements which make up a system is analyzed to determine the potential consequence of the failure of that element, alone or in combination with any or all other elements of the system, to ensure that a failure or a combination of failures will not result in an unsafe condition.

FAILURE - An inability to perform an intended function.

FAILURE ANALYSIS - The logical systematic examination of a system to identify and analyze the probability, causes and consequences of potential and real failure.

FAILURE ASSESSMENT - The process by which the cause, effect, responsibility and cost of an incident (reported problem) in the transit system are determined and reported.

FAILURE, CRITICAL - A failure which could result in major injury or fatality to people or which could result in major damage to any system or loss of a critical function.

FAILURE CRITICALITY ANALYSIS - Study of the potential failures that might occur in any part of a system in relation to other parts of the system in order to determine the severity of effect of each failure in terms of a probable resultant safety hazard, and acceptable degradation of system performance.

FAILURE EFFECT ANALYSIS - The study of the potential failures that might occur in any part of a system in order to determine the probable effect on each on all other parts of the system.

FAILURE, HUMAN - Failure due to human error.

FAILURE MANAGEMENT - Decisions, policies and planning which identify and eliminate potential failure.

FAILURE MODE - The description of the manner in which a failure occurs, and the operation condition of the equipment at the time of the failure.

FAILURE MODE ANALYSIS - The study of a system and working interrelationships of the parts thereof under various anticipated conditions of operation (normal and abnormal) in order to determine probable location and mechanism where failures will occur.

FAILURE MODE AND EFFECT ANALYSIS (FMEA) - An inductive procedure which potential malfunctions are identified and then analyzed as to their possible effects.

FAILURE RATE - Rate at which failures occur as a function of time. If the failure rate is constant, it is frequently expressed as the reciprocal of mean-time between-failure (MTBF).

FAULT - An undesired but functionally correct response in a system.

FAULT TREE ANALYSIS - The deductive analysis procedure, which graphically presents undesired events to determine possible causes of that event.

HARZARD - Any real or potential condition that can cause injury, death, or damage to or loss of equipment or property.

HAZARD ANALYSIS - Any analysis performed to identify hazardous conditions for the purpose of their elimination or control.

HAZARD CRITICALITY - The minimum hazard risk index value, which can be accepted for a given potentially hazardous situation.

HAZARD INDEX - A quantitative measure, combining the numeric probability of occurrence with the hazard severity.

HAZARD MANAGEMENT (LOSS CONTROL) - An element of the system safety management function that evaluates the safety effects of potential hazards considering acceptance, control, or elimination of such hazards with respect to expenditure or resources. (The feasibility of hazard elimination must be considered in light of financial, legal, and human considerations.)

HAZARD PROBABILITY - The probability that a hazard will occur during the planned life of the system. Hazard probability may be expressed in quantitative or qualitative terms. An example of a hazard probability ranking system is:

- A Frequent
- B Probable
- C Occasional
- D Remote
- E Improbable

HAZARD RESOLUTION - The analysis and subsequent actions taken to reduce, to the lowest level practical, the risk associated with an identified hazard.

HAZARD SEVERITY - A qualitative measure or the worst potential consequences that could be caused by a specific hazard.

- Category I – Catastrophic: May cause death or system loss.
- Category II – Critical: May cause severe injury, severe occupational illness, or major system damage.
- Category III – Marginal: May cause minor injury, occupational illness, or system damage.
- Category IV – Negligible: Will not result in injury, occupational illness, or system damage.

INCIDENT - An unforeseen event of occurrence which does not necessarily result in death, injury or property damage.

INDICATOR, AUDIBLE - A sound-producing device used for attracting attention.

INDUCTIVE ANALYSIS - An analysis that determines the impact of specific events or failures on a system (A bottom-up approach: "What happens if a specific event or failure occurs?").

INTERFACE - The junction points within or between systems or subsystems where matching or accommodation must be properly achieved in order to make their operation compatible with the successful operation of all other functional entities.

JERK - The time rate of change of acceleration.

LIFE CYCLE - The acquisition and operations stages of a system's evolution. The phases of development of a system typically include the concept, design, development, production and deployment, and disposition efforts.

MAINTAINABILITY - The quality of the combined features of equipment design and installation that facilitates the accomplishment of inspection, test, check-out, servicing, repair, and overhaul with a minimum of time, skill, and resources in the planned maintenance environments.

MAINTENACE - All actions necessary for retaining an item in or restoring it to an operable condition.

MAINTENANCE, CORRECTIVE - The action taken to restore a failed item of equipment to an operable state.

MAINTENANCE, PREVENTIVE - The actions performed in an attempt to retain an item in a specified condition by providing systematic inspection, detection and prevention of incipient failure.

MAINTENANCE, SCHEDULED - Programmed preventive maintenance.

MAINTENANCE, UNSCHEDULED - Maintenance action (unscheduled maintenance) initiated by the malfunction of equipment.

MALFUNCTION - Any anomaly or failure wherein the system, subsystem, or component fails to function as intended.

MANAGING ACTIVITY - The organizational element that will plan, organize, direct, contract, and control tasks and associated functions appropriate to the life cycle phase of the system.

MEAN LIFE - The arithmetic mean of time to wearing out of all items in the test sample or population.

MEAN CYCLES BETWEEN FAILURES (MCBF) - The arithmetic mean of the number of cycles between successive failures of a repairable device.

MEAN DISTANCE BETWEEN FAILURES (MDBF) - The arithmetic mean of the distance traveled between successive failures of a repairable vehicle.

MEAN DOWN TIME (MDT) - The arithmetic mean of the time that the device remains in an inoperable state after it has failed.

MEAN MAINTENANCE TIME - The arithmetic mean of the time required to perform a maintenance action.

MEAN TIME BETWEEN FAILURES (MTBF) - The arithmetic mean of the time between successive failures.

MEAN TIME BETWEEN SERVICE FAILURES (MTBSF) - The arithmetic mean of the time between failures which interrupt or impact service operations.

MISHAP - An unplanned event or series of events that result in death, injury, occupational illness, or damage to or loss of equipment or property. (See also ACCIDENT)

OPEN LOOP - No feedback control.

OPERATING HAZARD ANALYSIS (OHA) - Identifies and evaluates hazards resulting from the implementation of operations or tasks performed by persons, considering: operation, test, and maintenance, repair transportation, handling, emplacement or removal of the system.

OPERATING TIME - The time period between turn-on and turn-off of a system, subsystem, component or part during which time operation is as specified. Total operating time is the summation of all operating time periods.

OPERATIONAL PHASE - The post construction phase where designed project function is achieved and maintenance requirements begin.

PRELIMINARY HAZARD ANALYSIS (PHA) - An analysis performed to obtain an initial risk assessment of a concept or system.

PROCEDURES - Established methods to perform a series of tasks.

QUALITATIVE - Those inductive or deductive analytical approaches which are oriented toward relative, immeasurable and subjective values.

QUALITY ASSURANCE - The planned and systematic pattern of all actions necessary to provide adequate confidence that the end items will perform satisfactorily in actual operations.

QUALITY CONTROL - The discipline, which insures the manufacture of a uniform product within specified defect, limits in accordance with design requirements.

QUANTITATIVE - Those inductive or deductive analytical approaches, which are oriented toward the use of numbers or symbols, used to express a measurable quantity.

REDUNDANCY - The existence in a system of more than one means of accomplishing a given function.

RELAY - An electromagnetic device which is opened and closed to provide control system electrical signals.

RELAY, VITAL - A relay, meeting certain stringent specifications, so designed that the probability of it failing to return to the prescribed state upon de-energization is so low as to be considered, for all practical purposes, nonexistent.

RELIABILITY - The probability that the system or subsystem will perform satisfactorily for a given period of time when used under stated conditions.

RELIABILITY ASSESSMENT - An analytical determination of numerical reliability of a system or portion thereof without actual demonstration testing. Such assessments usually employ mathematical modeling, use of available test results, and some of estimated reliability figures.

REPAIR - The maintenance activity, which restores a failed item to an operable state.

RESIDUAL HAZARDS - Those hazards for which safety or warning devices and special procedures cannot be developed or provided to counteract the hazard. Such hazards will be specifically identified to the Safety Unit and program management. Continuation of effort to eliminate or reduce such hazards will be accomplished throughout the program by maintaining awareness of new safety technology or devices being developed and their application to the residual hazards. Justification for the retention of residual hazards will be documented.

REVENUE SERVICE - The transportation of fare paying passengers.

RISK - An expression of possible loss over a specific period of time or number of operational cycles. It may be indicated in terms of hazard severity and probability.

RISK MANAGEMENT - An element of the system safety management function that evaluates the safety effects of potential hazards considering acceptance, control, or elimination of such hazards with respect to expenditure of resources.

RULE - A law or order authoritatively governing conduct or action.

SAFE - Secure from danger or loss.

SAFETY - Freedom from accidental danger; a reasonable degree of freedom from those conditions that can cause injury or death to personnel, damage to or loss of equipment or property.

SAFETY CHECKLIST - A list for examining the safety aspects of equipment, procedures, and personnel.

SAFETY CRITICAL - A designation placed on a system, subsystem, element, component, device or function denoting that satisfactory operation of such is mandatory to safety assurance of patrons, personnel, equipment, or facilities. Such a designation dictates incorporation of special safety design features.

SAFETY DEVICES - Protective devices, which do not alter the fundamental nature of a hazard but which, do control the extent of the hazard in some manner.

SECURITY - Freedom from intentional danger.

SERVICE DEPENDABILITY - The combination of reliability and maintainability characteristics of a system that describes on-time system performance probability.

SIGNAL - A means of communication direction or warning.

SPEED LIMIT - A prescribed maximum speed.

SPEED MAINTAINING - The automatic action of a speed regulator.

SPEED SENSOR - A device, which detects axle, gear, or motor, speed, and produces a signal at a frequency proportional to that speed.

STATION - A place designated for the purpose of loading and unloading passengers.

SUBSYSTEM - A major functional subassembly or grouping of items or equipment which is essential to operational completeness of a system.

SUBSYSTEM HAZARD ANALYSIS (SSHA) - An analysis applied to some element of the system to identify hazards associated with component failures.

SYSTEM - A composite of people (employees, passengers, others), property (facilities and equipment), environment (physical, social or institutional), and procedures (standard operating, emergency operating, and training), which are integrated to perform a specific operational function in a specific environment.

SYSTEM SAFETY - The application of operating, technical, and management techniques and principles to the safety aspects of a system throughout its life to reduce hazards to the lowest practical level through the most effective use of available resources.

SYSTEM SAFETY ANALYSIS - Inductive and deductive procedures in which hazards are identified and analyzed.

SYSTEM SAFETY ENGINEERING - The application of scientific and engineering principles during the design, development, manufacture and operation of a system to meet or exceed established safety goals, by identifying and resolving hazards.

SYSTEM SAFETY MANAGEMENT - An element of management that defines the system safety requirements and ensures the planning, implementation and accomplishment of system safety tasks and activities.

SYSTEM SAFETY PROGRAM - The combined tasks and activities of system safety management and system safety engineering that enhance operational effectiveness by satisfying the system safety requirements in a timely, cost-effective manner throughout all phases of a system life-cycle.

TIME, REACTION - The time used by equipment, operator, or both, that elapses between the moment an action is called for and when the desired result occurs.

TIME, RELEASE - A device used to prevent the operation of a unit until after the expiration of a predetermined time interval after the device has been actuated.

TIME, UP - The time during which equipment is either operating satisfactorily or is in an operable state and ready to be placed in operation. Up time is initiated by a completion of repair and is terminated by a failure event.

UNSAFE CONDITION - Any condition which endangers human life or property.

VITAL COMPONENT OR CIRCUIT - Any device, circuit or software module used to implement a vital function.

VITAL FUNCTIONS - A system, subsystem, equipment or component that provides a function critical to safety.

WARNING DEVICES - Sensors that monitor or detect conditions and provide visible and/or audible alerting signals as desired for selected events.

APPENDIX E: GLOSSARY OF TRANSIT SYSTEM TERMS

ADVERTISED RUN – A new or vacant run posted on the board at all division for bidding by any operator who desires it.

AMERICANS WITH DISABILITIES ACT OF 1990 – Civil rights law passed by Congress in 1990 which makes it illegal to discriminate against people with disabilities in employment, services provided by state and local governments, public and private transportation, public accommodations and telecommunications.

BLOCK NUMBER – A letter/number combination assigned to a segment of a trolley schedule and displaying in the right front window of a trolley.

BOARDING – To embark on a vehicle.

CHARTER SERVICE – A special service permitting a group to charter a DTS trolley to take them anywhere they wish within a predetermined time and distance.

CONTRACT SERVICE – An arrangement whereby a DTS trolley is reserved for regular transportation without cost to riders. Contract service is paid by an agency or government such as City, School, etc.

CUT BACK – A turn back short of the regular destination.

DEADHEADING – A trolley in non-revenue service marked “NOT IN SERVICE”

DRAGGING THE LINE – Operating a trolley so that it is behind the scheduled time of the following trolley.

EXCLUSIVE TROLLEY LANE – The right hand lane along major trolley routes that is reserved during peak hours of operation for trolleys, taxi cabs and cars turning right.

EXPRESS TROLLEY – Trolleys serving outlying areas with limits on where they can pick-up and discharge passengers.

FOLLOWER – The trolley scheduled behind a trolley.

HEADWAY – The time between trolleys operating on the same route.

LINE – The route a trolley is scheduled to operate.

LOCAL – A trolley that stops for either boarding or discharging passengers at every stop on the route.

NOTIC TO OPERATORS (NTO) – Rules, regulations and special instructions posted on the bulletin boards at each division.

OFF PEAK PERIOD – The period between the morning and evening peak periods when travel activity is generally lower and less trolley service is scheduled.

PRE-TRIP INSPECTION – A standard operating procedure outlining the necessary steps to inspect a trolley for possible safety defects prior to entering revenue service.

REGULAR RUN – A scheduled combination of trips whose total time guarantees, equals or exceeds payment for the number of hours specified as a day's work.

RIDERSHIP – The number of rides taken by people using a public transportation system in a given period of time.

ROUTE NUMBER – That number assigned to a route for identification purposes.

RUN NUMBER – That number assigned to a run for identification purposes.

TERMINAL – The end trip of a route were a trolley will wait until its scheduled return trip.

TRIPPER - Scheduled work for an operator whose total pay time is less than that specified for a regular run.

APPENDIX F: OPERATORS' MANUAL

INTRODUCTION

The City of Doral Transit System (DTS) has developed this Bus/Trolley Operators' Manual for the purpose of communicating clear and consistent expectations to the trolley bus operators regarding the DTS trolley services. Each operator is to read this manual each time it is updated, and sign the attached acknowledgement on the last page. Each operator will then submit the signed and dated acknowledgement to the Operations and Maintenance Manager for filing. Each operator is responsible to know the applicable standards required in Rule Chapter 14-90, Florida Administrative Code (Equipment and Operational Safety Standards for Trolley Bus Transit Systems), the DTS System Safety Program Plan, and the Security Program Plan. Violation of these standards, and those outlined in this manual, will not be tolerated **and result in administrative action up to and including suspension and termination**.

RULE CHAPTER 14-90, FAC

A copy of Rule Chapter 14-90, FAC is contained in the DTS System Safety Program Plan, copies of which **can** be **obtained** through the DTS Trolley Manager and/or the Operator's Operations and Maintenance **(O&M)** Manager. They are also available on-line at www.flrules.org.

DTS DRIVER'S TRAINING MANUAL/PROTOCOL

POLICY: It is the policy of the City of Doral to have only reasonable and necessary rules. The duties and responsibilities of the driver are prescribed by the rules contained in this rule book as well as in the Operator's Driver Policies and Procedures Training Manual and by such additional policies, orders, instructions, bulletins, and directives as may be issued by management.

Special conditions may require bulletins and directives to be issued periodically. It is the driver's responsibility to be familiar with them, and to be familiar with and comply with all federal, state/**county**/local laws, and regulations governing Trolley transportation in the territory in which the driver is performing his or her duties.

Whenever a situation arises that is not covered by policies, directives, or bulletins, proper judgment must be exercised in determining the safest and most prudent course of action. Drivers must make a prompt written report of the situation to their supervisor.

If there is any doubt as to the meaning of the above, drivers should request further interpretation from their supervisor.

PERSONNEL RECORD: Accurate and current employment records are essential to ensure compliance with all government regulations. The Operator is responsible for keeping personnel records up-to-date and informing the O&M Manager of the following:

- **Change of address or telephone number;**

- **Change of emergency contact;**
- **Change or marital status or name;**
- **Change of insurance beneficiary;**
- **Change in the number of dependants.**

COMMUNICATIONS: All drivers must be fluent in English. Ability to communicate in Spanish is a plus.

- **Radio volume is to be a minimum so that only the driver can hear the radio;**
- **No profanity or shouting in the bus or over the radio will be tolerated;**
- **Do not use radio to discuss your problems, voice your opinion or have conversations with other drivers;**
- **Never switch off the radio. If you have to adjust the volume make sure you do not turn the radio off;**
- **Listen to the driver in front of you and drive accordingly. Make sure you say your location clearly, speak loudly and say it twice.**

DISCIPLINE: Drivers may be disciplined or discharged for any violation or infraction of any City of Doral policy, or for violation of any federal, state/county, or local laws or regulation.

HOSTILITY: Hostile or aggressive actions, whether verbal, physical, by gesture, or otherwise, towards the City of Doral, its team members, patrons, or agents are cause for discipline, up to and including termination. Any complaints, criticisms or suggestions shall not be made to passengers or the public.

PERSONAL CONDUCT/COURTESY: It is the driver's responsibility to be pleasant and courteous in dealing with passengers, regulatory or enforcement authorities, the public, and fellow team members. To avoid an argument, where possible, the dispute shall be referred to a supervisor to resolve whatever problems exist.

ALCOHOLIC BEVERAGES: Being under the influence of any alcoholic beverage is inconsistent with the safe operation of a vehicle.

Drivers shall not drive or be in active control of any vehicle owned or operated by the City of Doral, report for duty or remain on duty when under the influence of any alcoholic beverage regardless of the amount of alcoholic content nor shall drivers drink any alcoholic beverage while on duty or on City of Doral property.

Being under the influence, possession, or the use of an alcoholic beverage is prohibited on City of Doral property, vehicle, or in any room or facility paid for or provided by the City of Doral.

Drivers under investigation for violation of this rule shall submit to any test requested by the City of Doral to assist in determining whether this rule has been violated. Refusal to submit

to testing shall be considered as admission of being under the influence of the suspected intoxicant and therefore, a violation of this rule.

While in a City of Doral driver uniform or wearing any part of the City of Doral driver uniform, either on or off duty, drivers will not purchase, drink or be under the influence of any alcoholic beverage in a public place, nor patronize places dispensing intoxicants for the purpose of drinking alcoholic beverages.

Violation of any of the above will be cause for dismissal.

DRUGS: The use of an illegal drug, narcotic or drug of abuse is inconsistent with the safe operation of a vehicle and is prohibited at all times whether on or off duty or whether on or off City of Doral property.

An illegal drug as used herein includes any narcotic amphetamine, habit forming drug, marijuana or any other substance listed by FDOT regulations as substances that degrade driving skills.

For the purpose of the application of the rule, a positive reading for an illegal drug shall be considered a violation of this rule.

Positive reading for an illegal drug shall be treated as follows:

- Active drivers whose drug screen registers positive for an illegal drug shall be discharged.
- An inactive driver in the process of returning to active duty whose drug screen registers positive for an illegal drug, shall not be permitted to work and is subject to a retest not later than thirty (30) days from the date first informed of the positive drug reading. A repeat positive reading for an illegal drug on the part of inactive team members otherwise scheduled to return to work shall be cause for discipline, up to and including discharge.
- An inactive driver shall be defined as any team member on sick leave, leave of absence for any reason, off for work related injury, or furloughed and has been in this status or is expected to be in this status for at least thirty (30) days. Active team members shall be defined as any team member not in the above category.
- Drug screens will be made with routine FDOT physicals and complete return to work physicals.
- A driver under investigation for violation of the rule shall submit to any test as requested by the City of Doral to assist in determining whether this rule has been violated. The City of Doral shall treat a refusal to take a test requested by the City of Doral as admission of being under the influence of an illegal drug or drugs and, therefore, a violation of this rule.
- The transportation or possession of an illegal drug, regardless of amount, while on City of Doral property or in any room or facility paid for or provided by the

City of Doral, or while in City of Doral uniform or wearing any part of City of Doral uniform is strictly prohibited.

- Certain legal drugs can adversely affect the ability to safely and efficiently perform your job. It is your obligation to advise the City of Doral that you are under this type of medication and failure to do so is subject to disciplinary action.

UNNECESSARY CONVERSATION OR DISTRACTION: Drivers are forbidden to engage in unnecessary conversation with passengers or with City of Doral team members who may be riding the vehicle. Conversation should be limited to brief courteous answers to specific questions pertaining to service.

Preparing cash fares, making change, making notations on records or any other similar distractions while the vehicle is in motion are strictly prohibited.

Drivers will not install an electronic device of any type on a City of Doral-operated vehicle nor will such equipment be utilized while riding or operating a City of Doral-operated vehicle. This includes AM/FM radios, citizen band radios, short-wave radios, audio playback recorders, or similar devices. Except in the case of an emergency, the driver shall not use a cellular phone while the vehicle is in motion. Drivers shall not eat while driving.

REPORTING OF ARREST: Drivers arrested or given a citation for violation of laws for any reason while they are either on or off duty shall immediately make a written report of such arrest or citation. Such written report shall be submitted promptly to their supervisor.

In addition to the above, an annual report of moving violations will be required in accordance with the Federal Motor Carrier Safety Regulations.

WEAPONS: The possession of any weapon while on duty or on about the premises of the City of Doral or any facility provided by the City of Doral is prohibited at all times, and violation will result in termination.

STOPS TO BE OBSERVED: It is the driver's responsibility to pick up and discharge passengers at scheduled City of Doral assigned stops.

HANDLING OF DISORDERLY PASSENGERS: Drivers shall refuse transportation to persons who are intoxicated, or who are conducting themselves in a manner which may be offensive or causes discomfort to other passengers.

When a City of Doral supervisor is available, drivers shall discuss the matter with the supervisor before refusing transportation to the passenger.

Should a passenger become intoxicated or offensive en route the driver shall arrange to have a police officer meet the vehicle and have the passenger removed.

Inasmuch as ejection or refusal of transportation for other than sufficient reason can result in claims against the City of Doral, the driver must be courteous and use reasonable judgment at all times and have clear and objective facts that the offending passenger presents a danger to the safety of other passengers, drivers, or vehicle. In no instance should the driver cause the ejection of a passenger at an unsafe place. A full report of the incident should be submitted to the City of Doral.

It is the City of Doral's policy to seek the prosecution of individuals that assault its team members. Drivers will be expected to cooperate with the City of Doral and law enforcement authorities in these efforts.

ADA: Drivers shall comply with the City of Doral's policies and procedures concerning the Americans with Disabilities Act.

I. Whenever involved in an accident as defined below, drivers are required to: (a) stop at a safe place if the vehicle can be moved, (b) assist passengers and others involved in the accident (c) protect the scene with flags/reflectors, (d) report the accident to the City of Doral and police, and (e) obtain all required information.

II. All accidents involving the operation of a vehicle which result in death, injury, or property damage, regardless of the extent of injury or damage or who was responsible, MUST be reported promptly in the manner prescribed by the City of Doral.

III. When the accident involves any property damage, injury, or fatality, drivers must notify the nearest supervisor as quickly as possible via telephone.

IV. When the accident involves unattended vehicles or property, drivers will attempt to locate the owner. If the owner cannot be found, they must leave adequate identification about themselves and the City of Doral so that the owner of the damaged vehicle or property can contact the City of Doral. Drivers shall notify a supervisor regarding the accident immediately.

V. If the vehicle is involved in a fire, the driver shall stop immediately evacuate the passengers, attempt to extinguish the fire, call the nearest fire department and then notify the nearest supervisor via telephone.

VII. When involved in an accident, the only information drivers are allowed to give without approval from the City of Doral is the information on their driver's license and the vehicle registration. Drivers are not to give statements to or discuss an accident with anyone other than with police or Department of Transportation investigators. Drivers are not to give statements of any kind to anyone else other than a City of Doral representative, either at the scene or a later date, without permission of a City of Doral supervisor. Drivers will never assume responsibility for an accident.

DRIVER'S RESPONSIBILITY: It is the responsibility of the professional City of Doral driver to drive in such a manner as to identify accident-producing situations soon enough to take reasonable and prudent action to avoid an accident.

Operator shall develop a Driver Training Program Plan (DTPP) that includes policies and procedures for Operator's Employees regarding safety and training.

Drivers must comply with all of the Operator's policies and procedures set forth in its DTPP.

AIR PRESSURE: At least 90 lbs. (psi) must be indicated on the vehicle dashboard air gauge before a vehicle will be moved or continue to be driven.

BRAKES: Drivers will perform a brake system pre-trip inspection on any vehicle they drive for the first time each day. Running tests of brakes can be accomplished smoothly by power-braking and should be made as soon as possible after leaving shops, terminals, and vehicle parking areas. Brakes are to be dried occasionally, while operating on wet roads. This can be accomplished by a soft application of the brake.

RAILROAD CROSSING: Under no circumstances should a railroad track be crossed without complying with the provisions of this rule. This is one of the most important City of Doral safety rules and there can be no reason for non-compliance.

Drivers are required to make a full, complete stop at all railroad grade crossings, unless exempted as specified below.

The following steps are to be taken when approaching and making the required stop at a railroad crossing:

1. Turn on four-(4) way simultaneous flashers, unless state law prohibits.
2. Slow down gradually.
3. Pull as far to the right as safety allows.
4. Make a FULL, COMPLETE STOP.
5. Look and listen for approaching trains.
6. After assuring that you can safely and completely clear the tracks, proceed across the tracks.

A railroad track will not be crossed when warning devices are in operation. If the warning devices are in operation for no apparent reason, drivers may proceed to cross the tracks only after they have stopped and are satisfied that a train is not approaching.

EXEMPTED CROSSINGS: Under certain conditions, permission will be given eliminating the required crossing stop. In such cases, drivers are governed by the special instructions contained in the bulletin and by any governmental law and/or regulation that may govern exempt crossings.

Drivers must approach such exempt crossings at a speed that will allow them to stop if a train is approaching.

SPEED: Vehicles are not to be operated in excess of the posted speed limit. Under no circumstances is a vehicle to be driven at a speed greater than is reasonable prudent under the existing weather, road, and traffic conditions.

HAZARDOUS CONDITIONS: Extreme caution in the operation of the vehicle shall be exercised when hazardous conditions, such as those caused when snow, ice, slee, fog, mist, rain, dust, or smoke adversely affect visibility and/or traction. Speed shall be reduced and following distance increased when such conditions exist. If conditions become sufficiently dangerous, the driver shall properly park the vehicle. Driving will not be resumed until the vehicle can be operated safely. Whenever compliance with this parking provision of this rule increases the hazard to passengers, the vehicle shall be operated to the nearest point at which the safety of passengers is assured.

USE OF HEADLIGHTS: In compliance with City of Doral's "Lights-On" policy, the headlight of the vehicle shall be turned on whenever the vehicle is moving. High beam headlights will be used at night whenever possible.

LIGHTS-SIGNALS: The use of headlights for emergency signals between approaching vehicles is permitted only as follows: two headlight flashes-"Slow Down, Danger/Ahead," three headlight flashes-"Stop".

Vehicle marker/clearance lights or headlights shall not be used for any signaling purpose other than those set forth in this rule.

TOWING OR PUSHING VEHICLES: A vehicle with passengers aboard is not to be towed or pushed, nor shall a vehicle with passengers aboard be used to tow or push any other vehicle, except where the failure to do so would increase the hazard to passengers. In such circumstances, the towing or pushing should continue only to the nearest point where safety of the passengers is assured.

BOARDING AND ALIGHTING PASSENGERS: Drivers will bring their vehicle to a complete stop before allowing passengers to board or alight.

Drivers will be attentive to the door when passengers are boarding and alighting, and shall caution them with the words, "Please watch your step." The following exceptions are allowed:

1. In isolated instances where it is unsafe to leave the driver's seat.
2. On certain runs or in areas which have been exempted by bulletin from the application of this rule.

Drivers must not place their vehicle in motion until the safety of passengers is assured and the door is closed and latched.

SEATBELTS: Vehicles must not be driven unless the driver is properly restrained with the seatbelt.

FRONT/REAR-END COLLISION: Accidents in which your vehicle collides with the rear of the vehicle ahead are seldom excusable. A sudden stop by a vehicle is a common occurrence. Every driver should be prepared for it. It is our driver's duty to follow at a safe distance and have the vehicle under control. Then, when the vehicle ahead makes an emergency stop, our driver has time to avoid a collision without stopping suddenly and allowing the vehicle following to stop without colliding with the vehicle.

If another vehicle cuts in front of yours and stops suddenly, you should be prepared to stop. The time to take action is when the other vehicle is cutting in – not when the other vehicle's brakes are applied.

Rear-end collisions in which the vehicle to the rear strikes your vehicle are certainly preventable when they are caused by sudden stops at intersections, railroad crossings, passenger stops, and when preparing to turn or park. Use your signal, slow down early so other motorists know you're going to stop. Rear-end collisions which occur when your vehicle is improperly parked or allowed to roll back before starting up shall also be considered preventable.

Front/Rear-end collisions can be avoided by controlling speed and allowing a minimum following distance of:

- 5 sec. – dry – day and night
- 6 sec. – rain
- 7 sec. – snow
- 8 sec. – ice

By watching the traffic situation ahead and around your vehicle so you can anticipate the need to stop, and then stop gradually – not suddenly.

OVERTAKING AND PASSING ACCIDENTS: Accidents resulting from overtaking and passing another vehicle have no place in the record of a City of Doral driver. Such accidents are caused by trespassing on the right of others to move in a straight line without interference.

Passing is strictly a voluntary maneuver on your part. **Ask yourself, is the pass necessary.** If so, follow the step listed. **First,** choose a safe place to pass **NEVER** pass at intersections, side roads, hillcrests, curves, or on bridge.

Secondly, wait for a safe distance. This means considering the driver ahead, on-coming traffic and the driver following you. Signal a minimum of 5 flashes and check both mirrors before gradually changing lanes to begin a pass.

Third, be sure the motorist knows you are going to pass. **Use your horn properly.** Watch for some indication that he heard your signal. Don't pull up too close to the vehicle you are waiting to pass – leave yourself room to maneuver.

Finally, after completing your pass, carefully check your mirrors and signal, being sure to allow plenty of clearance before gradually moving back to the right.

Weaving from lane to lane is dangerous, and can be disastrous! There is no excuse for it. Lane changes are inherently dangerous. The defensive, safe driver will not make unnecessary lane changes. The professional City of Doral driver, drives in a straight line and keeps to the right except when passing. In heavy traffic, constant changing of lanes never gains time, and causes accidents. The safe driver is careful in changing lanes and in pulling around such temporary blocks in the lane ahead, as stalled or parked vehicles, street repairs or halted vehicles.

The professional driver knows that many motorists pull from the curb without signaling or looking. These accidents can be avoided by giving sufficient clearance and by watching for such signs as drivers sitting behind the steering wheel, front wheels turned out and exhaust smoke.

TURNING ACCIDENTS: Professional drivers do not become involved in turning accidents. They avoid them by knowing how to handle their vehicle and by watching carefully for pedestrians, improperly parked vehicles, and motorists trying to squeeze through with insufficient clearance. Properly position your vehicle well ahead of the turn, slow down gradually, signal your intention, check your mirrors repeatedly and complete the turn only when it can be done safely. When it is possible to position the vehicle close enough to the curb to block off the side, the driver shall stop and not turn until it is safe.

A professional driver, realizing that turning vehicles create a temporary traffic block, uses extreme caution and gives consideration to others drivers turning.

HEAD-ON AND MEETING AND PASSING: Many passing head-on accidents can be prevented by defensive driving on our part. Two things are extremely important – do not drive close to the center line and watch carefully for signs that the on-coming motorists may cross into your lane. You must not wait until you are in an accident situation – Defensive Driving means taking PRECAUTIONS early and not waiting until an accident situation exists. If you meet an oncoming vehicle in your lane BRAKE HARD and stay right. Don't try to out-guess the other driver.

PULLING INTO TRAFFIC: When entering traffic from the curb or loading zone, the driver should look and signal before starting to move.

Wait until it is safe to pull into traffic. When entering traffic from an alley, driveway, depot, terminal, or side street, the professional drives comes to a full stop well back of the sidewalk then proceeds with extreme caution, only when it is safe.

BACKING ACCIDENTS: Responsibility for backing is entirely the driver's responsibility. Backing is dangerous when the driver neglects to make sure the way is clear, during the entire movement. Many times backing can be avoided by sizing up the situation early and leaving the vehicle parked so backing will not be necessary. Before backing, a City of Doral driver should walk around the vehicle, sound the horn turn on 4- way flashers and check both mirrors repeatedly. Back slowly and never further then necessary. Backing should always be avoided when something blocks the view of a rearview mirror. It is the driver's responsibility to watch for and be prepared for any change in conditions during the movement.

While using a guide to help you back may be helpful only you have control of the vehicle. Do not risk your safety record by depending on someone else. Remember when in doubt about clearance – GET OUT AND LOOK! Also, back only as far as needed, and no further. A professional City of Doral safe driver will always yield the right-of-way to backing vehicles.

INTERSECTION ACCIDENTS: Intersections are dangerous locations because a lot of complex traffic movement is crowded into a small area. Safe passage requires your full attention and exceptional driving caution. Thorough investigation usually shows that intersection accidents can be prevented.

You cannot depend on the other drivers to observe the common courtesy and traffic regulations which would overcome the hazards of intersecting lines of traffic. Many drivers violate both the rules of common courtesy and traffic regulations. Right-of-way – even when reinforced by stop signs or signals – does not protect you from violators, drunken drivers, fire, police, and other emergency vehicles. The green light doesn't guarantee safe passage, it just give you your turn!

The defensive driver avoids intersection accidents by faithfully observing all regulations, and by noting the position of other vehicles or conflicts, selecting the safest position of other vehicles or conflicts, selecting the safest position of other vehicles or conflicts, selecting the safest lane early, reducing speed, maintaining an adequate following distance, covering the brake, looking left, right, and left again. In this manner, the driver keeps the vehicle under control, foresees accident-producing situations and avoids violators. The defensive driver observes caution signs and approaches uncontrolled intersections cautiously by reducing speed and stopping if necessary, coming to a gradual complete stop at a stop sign or signal, and proceeds on when it is safe. The City of Doral professional driver always yields the right-of-way, never depends solely on lights, signal, or other regulations to provide protection at an intersection and is prepared to avoid violators.

Care must be given to make allowances for things that may block your vision. The closer you drive to something that blocks your vision, the slower a defensive driver must go.

PASSING PARKED "OCCUPIED" VEHICLE: It is important to exercise extreme due care when passing parked vehicles. Drivers and passengers of parked vehicles are susceptible to opening doors in front of and while you are passing, it is therefore imperative that you scan parked vehicles for occupants, then proceed with the expectation of the driver pulling out from a parked position as you approach or driver/occupants opening door(s) as you approach or drive past.

Pedestrians often take risks, do not obey traffic laws and may move suddenly into the path of a vehicle.

Whether they have the right-of-way or not there is always a moral responsibility to yield the right-of-way to pedestrians**.** Whenever a pedestrian appears in your lane.

1. Brake Hard
2. Stay Right
3. Swerve only as a last resort, then only at slow speeds.

Preventing pedestrian accidents at intersections requires the courtesy of allowing them to complete the crossing when the light changes, refraining from startling and confusing them with loud horn blasts, and respecting their right-of-way when you are making right or left runs. People may not expect your vehicle to "off track" causing it to come very close to them. Extra care must be taken to watch for children, especially in playgrounds, schools, residential areas. Preventing pedestrian accidents requires alert watchfulness to avoid "jay-walkers" everywhere – including persons stepping out from between parked vehicles, and children darting out from curbs in residential areas.

ACCIDENTS RESULTING FROM MECHANICAL CONDITIONS: It is the driver's responsibility to operate within the limits of the vehicle's mechanical condition. It is necessary to know the condition of the vehicle in excess of its mechanical limits, or an accident blamed on mechanical failure that results from a driver's rough abusive handling, shall be considered preventable.

A driver can prevent accidents resulting from mechanical failure by inspecting the vehicle regularly and carefully, reporting faulty conditionals for repair, driving within the mechanical limits of the vehicle, and refraining from driving in manner that will abuse the vehicle. Accidents rarely happen as a result of mechanical failure!

COLLISION WITH STATIONARY OBJECTS: Often of minor severity, but serious because of high frequency, are "Collision accidents with stationary objects" such as scraping or striking curbs, buildings, signs, trees, post, bridges, and various over-head obstructions are preventable. Such accidents indicate poor driving habits and are very unprofessional. There is no room for them in the record of a professional driver.

ACCIDENTS INVOLVING ADVERSE WEATHER CONDITIONS: Rain, wind, fog, sleet, or slick pavements have never caused an accident. These are conditions that make driving more hazardous.

A professional driver must adjust their driving for these additional hazards. Accidents blamed on skidding, or bad weather conditions are classed as preventable.

Professional City of Doral drivers can operate safely on extremely slippery road surfaces by reducing speed, and using extreme caution.

NIGHT AND RESTRICTED VISION: A professional driver will adjust speed and following distance to the ability to see the road ahead. Accidents that are a result of a driver failing to adjust speed and increase following distance during periods of restricted vision or overdriving headlights at night are classified as preventable.

Safe following speeds on clear dry roads for the following distance are:

- 5 seconds – 65 mph
- 4 seconds – 40 mph
- 3 seconds – 25 mph

If you are limited to 3 seconds or less, you should find a safe place to park until visibility increases.

A professional driver must always expect the unexpected.

ATTENDANCE: Driver shall adhere to attendance policies set forth in the Operator's Policies and Procedures Training Manual.

DISCIPLINARY PROCEDURES:

There are various factors the O&M Manager should consider when determining disciplinary actions. There are three classifications for violations to policies and procedures:

Class A

1st Offense: Discharge

- **Insubordination, disrespect, or fighting with superiors or other employees;**
- **Indecent, immoral, unlawful, or improper conduct on duty or on DTS or Operators property;**
- **Conviction of a felony;**
- **Dishonesty of any kind with the DTS or Operator;**
- **Reporting for duty, or working under the influence of drugs or alcohol;**

- **Permitting an unauthorized person to perform operating duties;**
- **Careless or reckless operation of equipment;**
- **Not having a valid driver's license;**
- **Carrying or using weapons, or using items as weapons, except in self-defense;**
- **Willful damage to DTS or Operator property;**
- **Being involved in a preventable accident;**
- **Failure to report an accident;**
- **Failure to submit to drug or alcohol testing.**

Class B

1st Offense: Suspension

2nd Offense: Discharge if occurring within 12 months of the 1st Offense

- **Sleeping on duty;**
- **Exchanging work assignments without proper authorization;**
- **Carrying or playing personal radio or other appliance on duty;**
- **Failure to remain on-duty until proper relief is made;**
- **Gambling, or soliciting;**
- **Reading, eating, drinking, or other activity while driving;**
- **Disobeying traffic regulations;**
- **Not adhering to schedule without valid excuse;**
- **Being absent without notifying DTS or the Operator**
- **Willfully passing up passengers at service stops;**
- **Discourtesy or rudeness to passengers.**

Class C

1st Offense: Written Warning

2nd Offense: Suspension (if occurring within 12 months of 1st Offense)

3rd Offense: Discharge (if occurring within 12 months of 2nd Offense)

- **Minor preventable accident;**
- **Improper uniform; or dirty appearance;**
- **Conducting improper operating procedure;**
- **Excessive absenteeism;**
- **Use of tobacco in any form on duty or in system vehicle (except smoking off the bus during layovers);**
- **Failure to read and follow notices and regulations;**
- **Improper or unnecessary use of system communications radio;**

The different classifications of violation include, but are not limited to the examples listed above.

STANDARDS OUTLINED IN SYSTEM SAFETY PROGRAM PLAN

Operating requirements for DTS service include the following:

- Drivers are required to understand the DTS Security program plan and how to report unsafe conditions.
- Drivers will not be permitted to operate a Doral Trolley vehicle if driver's license is suspended, cancelled or revoked.
- Drivers are required to notify management immediately of any personnel and/or work related driving violations or change in driver's license status.
- Drivers are required to operate buses in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.
- All drivers must be drug free. Drivers WILL NOT drive under the influence of drugs or alcohol. (First violation of this policy will result in IMMEDIATE DISMISSAL).
- Drivers WILL NOT drive if their ability is impaired by fatigue, illness or other causes, which make it unsafe for the driver to drive or continue driving.
- Drivers WILL NOT drive more than 12 hours or be on duty more than 16 hours in any one 24-hour period. A driver must have a minimum of eight (8) consecutive hours off duty within any one 24-hour period. (One hour of additional driving is allowed if necessitated by adverse conditions resulting from weather, road, traffic or medical emergencies and disasters, or if necessary to reach a regular established relief point.)
- A driver will not exceed 72 hours of on-duty time in period of seven consecutive days, without at least 24 consecutive hours off-duty.
- Drivers must carry their driver's license with them at all time when operating a Doral Trolley.
- Drivers must have their seat belt fastened and all mobility devices properly secured any time vehicle is in motion.
- Drivers must assist passengers boarding and departing the vehicle when appropriate (i.e.: wheelchair assistance, elderly, handicapped).
- Drivers will not leave a vehicle unattended with the keys in the vehicle or with passengers aboard.
- Drivers must use emergency flashers when vehicle is disabled.
- Drivers will use lighting systems as appropriate fro passenger safety.
- Drivers will not allow passengers to stand in step wells, in front of the standee line, or on buses not designed for standing, when the bus is in motion.
- Drivers shall keep all emergency exit doors and hatches unlocked during operations.
- Drivers will assure that manual wheelchair passengers are properly secured in the vehicle while the vehicle is in motion. Drivers will inspect brakes, steering, mirrors, doors, exhaust, lights, wipers, horn, tires, wheelchair equipment, and safety/emergency equipment to insure safe operating conditions and will complete and submit a "Vehicle

Pre-check Inspection Form" for each assigned vehicle before leaving yard. The "Vehicle Pre-check Inspection Form" includes all items listed in FDOT Rule 14-90.006(7a). Maintenance must conduct weekly preventive maintenance inspections on each vehicle to ensure that the vehicle is safe to drive. Any vehicle deemed to be unsafe must be pulled from service immediately.

- Drivers are responsible for submitting a written report on any defects or deficiencies they believe could cause mechanical malfunctions or affect the safe operation of the vehicle.
- Drivers have the responsibility and the authority to park any vehicle they deem to be operationally unsafe.

Besides following all of the regulations, policies, and procedures of the System Safety Program Plan, the DTS requires the Operator's Operations and Maintenance Manager to:

- Not allow unauthorized persons to drive a Doral Trolley vehicle.
- Require drivers to have their seat belt fastened and all mobility devices properly secured any time vehicle is in motion.
- Prohibit smoking, eating and drinking while operating the vehicle.
- Require drivers to assist passengers boarding and departing the vehicle when appropriate (i.e.: wheelchair assistance, elderly, handicapped).
- Require drivers to use emergency flashers when vehicle is disabled.
- Refrain from vehicle re-charged while passengers are aboard.
- Require drivers to not leave a vehicle unattended with the keys in the vehicle when passengers are aboard.
- Ensure all City of Doral Trolley drivers, dispatchers and supervisors are trained in safety prevention by Operator's Operations & Maintenance Manager.
- Have all emergency exit doors and hatches operated with a key must be unlocked during operations.
- Properly secure manual wheelchair passengers in the vehicle at all times while the vehicle is in motion.
- Report all accidents, incidents and problems immediately, in writing to management and City of Doral Trolley.
- Retain insurance identification on each vehicle.
- Cease any part of operations deemed to be unsafe would be suspended immediately.

DRIVERS ACCEPTANCE

*Driver's Name:*_____.

Print Name: _____.

Doral Transit System (DTS)_____System Safety Program Plan

*Signature:*_____. *Date:*_____.

APPENDIX G: SAMPLE MINUTES OF MEETING FORMAT

SAFETY COMMITTEE MINUTES

Date of Committee Meeting: _____ Time: _____

Minutes Prepared By: _____ Location: _____

Members in Attendance: _____

Previous Action Items:

Review of Accidents since Previous Meeting:

Recommendations for Prevention:

Suggestions from Employees:

Recommended Updates to Safety Program:

Recommendations from Accident Investigation Reports:

Safety Training Recommendations:

Comments:

(Written format may vary as long as all identified areas are included.)

APPENDIX H: MAINTENANCE GENERAL INFORMATION

NOTE: Maintenance operations appearing in italics in this table are for noise emission control components. Numbers in this table are maintenance operation reference numbers matching those in the text of this manual.

REQUIRED MAINTENANCE OPERATION SET		IM	M1	M2	M3
Maintenance Operation Reference Number and Maintenance Operation					
00–04	Lubrication and Fluid Level Check	•	•	•	•
01–01	*Engine-Support Fasteners Checking*				•
01–02	Engine Drive Belt Inspecting	•	•	•	•
01–03	Pacbrake Inspecting and Maintenance*				
09–01	Air Cleaner Element Inspecting and Replacing			•	•
09–02	Air Intake System Inspecting	•	•	•	•
13–01	Air Compressor Inspecting	•	•	•	•
15–01	Alternator, Battery, and Starter Checking			•	•
20–01	Radiator Cap Checking			•	•
20–02	Radiator Pressure Flushing and Coolant Changing				•
20–03	*Eaton Viscous Fan Drive Checking*			•	•
26–01	Transmission Breather Checking			•	•
26–02	Transmission Fluid and Filter Changing†				•
26–03	Transmission Fluid Level Checking	•	•	•	•
31–01	Frame Fastener Torque Checking	•			•
32–01	Suspension Inspecting, Freightliner Spring	•	•	•	•
32–02	Suspension Lubricating, Freightliner Spring	•	•	•	•
32–03	U-Bolt Torque Checking, Freightliner Spring	•			•
32–04	Spring Bracket Fastener Torque Checking, Freightliner Spring (Rear)	•			•
32–05	Fastener Torque Checking, Freightliner AirLiner	•			•
32–06	Component Clearance Checking, Freightliner AirLiner	•			•
32–07	Component Inspecting and Operation Checking, Freightliner AirLiner				•
32–08	U-Bolt Torque Checking, Freightliner AirLiner	•			•
32–09	Shock Absorber Checking, Freightliner Spring				•
32–10	Torque Arm Bushing Checking, Freightliner AirLiner	•	•	•	•
32–11	Suspension Inspecting, Neway	•			•
33–01	Knuckle Pin Lubricating	•	•	•	•
33–02	Tie-Rod End Lubricating	•	•	•	•
33–03	Tie-Rod End Inspecting	•	•	•	•
33–04	Wheel Alignment Checking, Front Axle	•			
33–05	Oil-Filled Hubs Oil Level Checking	•	•	•	•
33–06	Oil-Filled Hubs Oil Changing				•
33–07	Wheel Bearing Removing, Cleaning, Checking, Repacking, and Adjusting				•

00 General Information

Maintenance Operation Sets: 00–05

REQUIRED MAINTENANCE OPERATION SET		IM	M1	M2	M3
Maintenance Operation Reference Number and Maintenance Operation					
35–01	Axle Lubricant Level Checking	•	•	•	•
35–02	Axle Lubricant Changing and Magnetic Plug Cleaning	•			•
35–03	Axle Breather Checking	•	•	•	•
40–01	Wheel Nut and Rim Nut Checking	•	•	•	•
41–01	Driveline Inspecting and Lubricating	•	•	•	•
42–01	Air Dryer Checking, Bendix AD–9‡			•	•
42–02	Air Dryer Desiccant Replacing, Bendix AD–9				•
42–03	Air Dryer Inspecting, Bendix AD–9‡	•		•	•
42–04	Air Reservoir Automatic Drain Valve Disassembling, Cleaning, and Inspecting, Bendix DV–2			•	•
42–05	Automatic Slack Adjuster Lubricating and Checking, Meritor	•	•	•	•
42–06	Bendix Hydro-Max Power Booster Checking	•	•	•	•
42–07	Brake Lines Checking, Hydraulic Disc Brakes	•	•	•	•
42–08	Brake Lining Wear Checking, Hydraulic Disc Brakes	•	•	•	•
42–09	Camshaft Bracket Bushing Lubricating			•	•
42–10	Foot Brake Valve Actuator Lubricating, Bendix E–6	•		•	•
42–11	Relay Valve Checking, Midland	•	•	•	•
42–12	Brake Caliper Slide Rail Lubricating, Bosch Hydraulic Brakes§	•	•	•	•
42–13	Brake Caliper Slide Pin Lubricating, Bosch Hydraulic Brakes¶				
42–14	ABS Tone Rings Cleaning**	•	•	•	•
42–15	Drum Brake Shoe Roller Lubricating			•	•
42–16	Air Dryer Inspecting, Midland	•		•	•
42–17	Air Dryer Desiccant and Coalescent Filter Replacing, Midland††				
42–18	Air-Actuated Parking Brake Cable Checking and Adjusting	•	•	•	•
42–19	Brake Inspection	•	•	•	•
46–01	Steering Driveline Lubricating	•	•	•	•
46–02	Drag Link Lubricating	•	•	•	•
46–03	Power Steering Reservoir Fluid Level Checking	•	•	•	•
46–04	Power Steering Reservoir Fluid and Filter Changing				•
46–05	Steering Gear Lubricating	•	•	•	•
47–01	Diesel Fuel Tank Draining and Vent Checking	•	•	•	•
47–02	CNG Low-Pressure Fuel Filter Draining	•	•	•	•
47–03	CNG High-Pressure Fuel Filter Draining	•	•	•	•
47–04	Fuel/Water Separator Element Replacing			•	•
47–05	CNG Fuel Block Housing Draining	•	•	•	•
47–06	CNG Fuel Leak Testing	•	•	•	•

REQUIRED MAINTENANCE OPERATION SET		IM	M1	M2	M3
Maintenance Operation Reference Number and Maintenance Operation					
47–07	CNG Fuel Tank Visual Inspecting‡‡	•	•	•	•
47–08	CNG High-Pressure Fuel Filter Replacing	•	•	•	•
47–09	CNG Low-Pressure Fuel Filter Replacing	•	•	•	•
47–10	Inline Fuel Strainer Replacing, Cummins ISB02 Engine			•	•
49–01	*Exhaust System Inspecting*	•	•	•	•
54–01	Coolant Level Sensor Cleaning				•
54–02	Electrical System Checking			•	•
54–03	Ground Cables Checking and Cleaning			•	•
83–01	Air Conditioning Checking, R-134a Refrigerant System	•	•	•	•

* With frequent use, the Pacbrake Exhaust Brake will operate free of maintenance. However, if the vehicle is used inconsistently, seasonally, or is exposed to excess moisture, it will be necessary to perform preventative maintenance as instructed in **Maintenanoe Operation 01–03**.

† For oil and filter change intervals, see the applicable Allison Operator's Manual.

‡ Perform annually during the fall.

§ IMPORTANT: Lubricate every 6 months "or" every 18,000 miles (28 800 km), whichever comes first.

¶ See the "Bosch Pin Slide Disc Brakes Service Manual" for more information.

** This operation applies specifically to vehicles used during winter months in areas where corrosive materials are used on the highways.

†† Replace the desiccant and coalescent filter every 18,000 miles (30 000 km) or every 18 months.

‡‡ Visually inspect the fuel tank every 25,000 miles (40 000 km) OR every 6 months, whichever comes first. The fuel tank must be replaced every 15 years.

APPENDIX I: TROLLEY OPERATOR CRASH REPORT

An accident is any contact between a DTS vehicle and:

- **Another automobile;**
- **A person;**
- **A building;**
- **An object; or**
- **An animal.**

Procedures would include:

- **Check passengers to see if any require medical attention;**
- **Inform the radio room immediately of:**
  - **Exact location;**
  - **Report injuries;**
  - **General description of situation.**

Whenever possible, the driver should use a telephone for additional information.

Remember to:

- **Not to panic, remain calm, be courteous and be of assistance to others involved;**
- **Exchange pertinent information with other driver(s), for example, driver's license number, license plate number, and insurance company;**
- **Do not give a statement or sign any documents unless requested to do so by your employer. Do not volunteer any additional information to anyone who is not a police officer. Do not admit responsibility or agree to pay for anything;**
- **Accident investigator will take charge of the scene upon his/her arrival.**

Accident Reporting/Investigation Procedures

First:

- **Report an accident promptly, as instructed by your employer. If you cannot reach your employer, please immediately call the City of Doral at (305) 593-6740.**
- **Stop immediately and determine damage. Do not move the vehicle until police arrives unless it poses a danger;**
- **Place emergency flags, reflectors or flares, place emergency devices at least 100 feet before and after location, if on a curve, place an additional emergency device 600 feet before vehicle;**
- **Aid the injured and see to it they receive medical attention as soon as possible. Do not move the injured;**
- **Call an officer of the law;**
- **Notify your employer of the accident promptly;**

Second:

- **Take photos of accident;**
- **Ask witnesses and passengers to write names, numbers, and addresses on the Courtesy Card Forms, if you cannot obtain names, take down license plate numbers;**
- **Complete the Passenger Location Form;**
- **Obtain names and addresses of passengers, drivers, and occupant of other vehicles, names and addresses of the injured, license numbers of vehicles involved and of all vehicles at scene of accident, names and addresses of witnesses;**
- **Complete the Driver Accident Report.**
- **If anyone is injured or the vehicle is disabled, report the accident promptly to both your insurance company and your employer;**
- **Protect your vehicle and passengers from further damage.**

Important:

- **Make sure no statement to anyone except:**
  - **An officer of the law;**
  - **Your company's representative;**
  - **Your insurance company claim representative.**
- **Make no settlements and do not accept liability. Do not argue about the accident.**
- **If the accident involves an unattended vehicle or fixed object, take responsible steps to locate and notify the owner. If the owner cannot be found, leave notice in a conspicuous place on the vehicle or object, listing your name and address, the company name, and a brief description of the accident. Whenever possible get a witness signed statement.**

Instructions for Completing the Accident Checklist

After you have checked "YES" to each completed item on the Accident Checklist, place all forms back into the envelope provide.

Table 3 - Accident Checklist

Accident Checklist	YES	N/A
Diver Accident Report - Trolley		
Courtesy Card (3 each)		
Driver's Exoneration Card		
Camera (after photos taken)		

Report Claims To:

- **Lincoln General Insurance Company**
- **Call Toll Free: 1-800-395-7489**
- **Fax Toll Free: 1-717-781-0144**

Exhibit D - Passenger Location Form

Passenger Location Form
Using this form, identify the location of the passenger(s):
A. Distribute the Courtesy Card(s) to the Passenger(s) and Witness(es);
B. List Name(s) and Location(s) of the Passenger(s) using the seating chart below.

	DRIVER					
1						
	PASSENGER	PASSENGER	**AISLE**	PASSENGER	PASSENGER	
2		3	**1**	4		5
6		7	**2**	8		9
10		11	**3**	12		13
14		15	**4**	16		17
18		19	**5**	20		21
22		23	**6**	24		25
26		27	**7**	28		29
30		31	**8**	32		33
34		35	**9**	36		37
38		39	**10**	40		41

Note: Use Back of Card to identify any standing Passenger(s).

Exhibit E - Incident Report Form

INCIDENT REPORT

TODAY'S DATE _____

DATE OF INCIDENT _____

TIME OF INCIDENT _____

INCIDENT: _____

PRINT NAME: _____

SIGNATURE _____

Exhibit F - Courtesy Card

Courtesy Card

In case of an accident, you will be doing the vehicle driver a favour if you complete this courtesy card.

Your name

Your address

Your telephone no. Unit no.

E-mail address

Please return to driver at scene

Courtesy Card

In case of an accident, you will be doing the vehicle driver a favour if you complete this courtesy card.

Your name

Your address

Your telephone no. Unit no.

E-mail address

Please return to driver at scene

Courtesy Card

I am unable to leave the scene of this accidente. Would you be kind enough to call my employer/ contact person, collect, at the telephone number indicated below?

Employer/Contact person's name

Telephone no.

Please give the following information:

Driver's name Is he/she

Driver's name Is he/she

Accident location

Can the vehicle move under its own power?

Your assistance is very much appreciated!

Exhibit G - Initial Accident Report

Initial Accident Report

Damages to property of others

Vehicle B

Make Year Model

License plate no.

Driver's name

Driver's license no.

Address Telephone

Owner's name and address (if driver is not owner)

Insurance company Policy no.

Type of damage

Vehicle C

Make Year Model

License plate no.

Driver's name

Driver's license no.

Address Telephone

Owner's name and address (if driver is not owner)

Insurance company Policy no.

Type of damage

Exhibit H - Diagram of Accident

Diagram of accident

Indicate names of roads or streets, traffic signs, direction of vehicles and their respective positions at time of impact.

A= Your vehicle
B and C= Other vehicles

Complete the description of vehicle B and if required, of vehicle C on the back of this page.

Please sign to acknowledge:

Signature, driver A

Signature, driver B

Signature, driver C

Exhibit I - Accident Description

Accident description

Location Date

Your direction (vehicle A)

Direction of vehicle B

Weather Road condition

- □ Straight road
- □ Curve
- □ Upgrade
- □ Downgrade

Accident Details

Exhibit J - Driver Vehicle Information

Your vehicle (A)

Vehicle

Make Year Model

License plate no. Damaged?

Owner Unit no.

Driver

Name

Driver's license no.

Address Telephone

E-mail

Exhibit K - Police & Witness Information

Police

Officer's name

Station Badge

Witnesses

1

Name

Address Telephone

E-mail

2

Name

Address Telephone

E-mail

3

Name

Address Telephone

E-mail

Exhibit L - Initial Accident Report

Initial Accident Report*

Complete the "Initial Accident Report" at the scene of the accident and return it to your employer as soon as possible.

Injured persons

1

Name

Address Telephone

In which vehicle?

Taken to hospital?

2

Name

Address Telephone

In which vehicle?

Taken to hospital?

3

Name

Address Telephone

In which vehicle?

Taken to hospital?

*This accident report is only intended to establish facts in order to expedite settlement. No statement made here may be considered as an admission of liability.