



**Connect.
Transit.**

AGENDA

GCTD Board of Directors Meeting

The meeting will be in-person

November 1, 2022, at 2:00 p.m. at 101C Canna Ln, Lake Jackson, Texas

1. Call to order.....Presiding Officer
2. Citizens Comments.....(3Min Max) Presiding Officer
3. Executive Director's Report.....Sean Middleton
 - a. Operations Report.....Ted Ross
 - b. Finance Report.....Worth Ferguson
4. Discussion items.....Sean Middleton / Ted Ross
 - a. Updates to the PTASP (Action Requested)
 - b. Updates to the Transit Asset Management Plan (Action Requested)
 - c. Purchase of Service Vehicles Plan (Action Requested)
 - d. HGAC Buy Interlocal Contract (Preview)
 - e. Harris County Department of Education Interlocal Agreement (Preview)
5. Consent Agenda.....Presiding Officer
Consideration and approval of recommendations and acceptance of consent for individual action items (Consent Agenda items may be pulled from form this consideration for individual action or presentation.)

- a. Review and approval of the September 2022 Board Minutes.
- b. Review and approval of the September 2022 Check Register.

6. Action Items.....Presiding Officer

- a) Consider approval of the updated PTASP Policy
- b) Consider approval of the Transit Asset Management Plan
- c) Consider approval to authorize the Executive Director to purchase two (2) service vehicles/trucks not to exceed \$20K per vehicle
- d) Consider approval of The Goodman Corporation Work Order #21-08 for continued general planning and operating assistance services not to exceed \$44k

7. Next meeting:

1415 33rd St N, Texas City, Tx on January 17, 2022, at 2:00 pm.

8. Adjournment.....Presiding Officer

I hereby certify posting this Notice and Agenda at 12:00 pm. On October 27, 2022
At Galveston County Court House and Brazoria County Courthouse.



Lisa Womack, Board secretary

"Pursuant to the Texas Government Code, Section 551.127, on a regular non-emergency basis members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members will be physically present at the location noted above on the agenda."

Interlocal Agreement
between Harris County Department of Education
& _____

Pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and Chapter 271, Subchapter F of the Texas Local Government Code, and other similar, applicable laws of other states, this Interlocal Agreement (“Agreement”) is made and entered into by and between Harris County Department of Education (“HCDE”), located in Houston, Texas, and _____, a local governmental entity and/or political subdivision (“LGE”), located in _____ (city), _____ (state), for the purpose of contracting for the performance of governmental functions and services. The undersigned may be referred to in this Agreement individually as a “Party” and collectively as the “Parties.”

Preamble

HCDE is a local governmental entity established to promote education in Harris County, Texas and is duly authorized to provide programs and services in the State of Texas. Both HCDE and LGE desire to set forth, in writing, the terms and conditions of their agreement.

General Terms and Conditions

In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. Term. The term of this Agreement shall commence on the date of the first signature of this Agreement (“Effective Date”) and shall automatically renew annually, unless either Party gives thirty (30) days prior written notice of non-renewal.
2. Agreement. The terms of this Agreement shall apply and will be considered a part of any addendum, purchase order, or contract for programs and services delivered by HCDE. This Agreement and the attached and incorporated addenda, purchase orders, or exhibits, if any, contain the entire agreement of the parties, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the Parties to this Agreement other than those set forth in this Agreement and duly executed in writing.
3. Purpose and Scope of Work.
 - A. **HCDE agrees to:**
 - Provide LGE with descriptive offerings of each of the programs and services that HCDE provides.
 - Provide programs and services upon LGE’s submission of independent contracts or purchase orders to HCDE and HCDE’s acceptance thereof. HCDE’s obligations to provide programs and services is contingent on HCDE acquiring and maintaining sufficient staffing through reasonable efforts to satisfy HCDE’s obligations under this Agreement and all similar obligations under its contracts with other local governmental entities.
 - Conduct, at a minimum, an annual audit or survey, as appropriate, for each of the programs and services that HCDE delivers.
 - B. **LGE agrees to:**
 - Participate in any or all of the programs and services that HCDE offers, in LGE’s sole discretion.

- Submit purchase order(s) or independent contract(s) for each of the HCDE programs and/or services that LGE desires to purchase and/or collaborate.
 - Agree to follow the terms and conditions of each independent contract or purchase order.
 - Designate a person to act as LGE's representative to each respective HCDE program and/or service delivered.
4. As is. HCDE makes this Agreement available to HCDE participating entities "as is" and is under no obligation to revise the terms, conditions, scope, prices, and/or any requirements of the Agreement for the benefit of LGE.
5. Master Contract. This Agreement can be utilized as a Master Contract. The general terms and conditions in this Agreement will serve to outline the working relationship between HCDE and LGE.

LGE agrees to adhere to the specific terms and conditions set forth for the HCDE programs and/or services as contracted by LGE. In the case of a conflict between this Agreement and any addendum, purchase order, or individual contract for a specific HCDE program or service, the provisions of the addendum, purchase order, or individual contract will govern.

6. Payments. The Parties agree that all payments made under this Agreement will be in an amount that fairly compensates the performing Party for the services or functions performed under this Agreement. The Parties further agree that each Party paying for the performance of governmental functions or services pursuant to this Agreement must make those payments from current revenues available to the paying Party.
7. Invoices. HCDE will invoice LGE for the HCDE programs and services that LGE purchases from HCDE. LGE agrees to remit payment to HCDE within thirty (30) days after the later of the following: (1) the date LGE receives the goods; (2) the date the performance of the service is completed; or (3) the date LGE receives an invoice for the goods or service. If LGE makes a payment to HCDE with a credit card, LGE agrees to pay to HCDE a surcharge fee consisting of any applicable credit card fees and/or costs incurred by HCDE, including, without limitation, the processing fee(s) charged to HCDE by the credit card company(ies).
8. Participation in HCDE's Cooperative Purchasing Program. If LGE elects to participate in HCDE's cooperative purchasing program, Choice Partners, LGE shall be permitted to purchase goods and services using the contracts competitively procured by HCDE. HCDE does not assess a fee to LGE for participation in Choice Partners. LGE shall make payments directly to vendors. LGE shall be responsible for ordering, inspecting, and accepting the goods and services purchased through Choice Partners. LGE shall further be responsible for the vendors' compliance with provisions relating to the specific quality of goods and services delivered and terms of delivered, as set forth between LGE and the vendor. HCDE is not responsible or liable for the performance of any vendor used by LGE as a result of this Agreement or LGE's participation in Choice Partners.
9. Compliance with Laws. Each Party is responsible for complying with applicable laws and regulations relating to this Agreement and any purchase made under this Agreement.

10. Termination. This Agreement may be terminated prior to the expiration of the Term hereof as follows:
- By either Party, with or without cause, upon thirty (30) days' prior written notice;
 - By mutual written agreement of the Parties; or
 - By either Party immediately if the other Party commits a material breach of any of the terms of this Agreement and no remedial action can be agreed upon by the Parties.

Termination of this Agreement by a Party shall not terminate an existing purchase order or individual contract between HCDE and LGE or between LGE and an HCDE cooperative purchasing program vendor. In the event of termination of this Agreement or any purchase order or individual contract, LGE shall be responsible for compensating HCDE for programs and services provided by HCDE up to the effective date of termination.

11. Assignment. Neither this Agreement nor any duties or obligations entered in subsequent contracts because of this agreement shall be assignable by either party without the prior written acknowledgment and authorization of both parties.
12. Conflict of Interest. During the Term of HCDE's service to LGE, LGE, its personnel and agents, shall not, directly or indirectly, whether for LGE's own account or with any other person or entity whatsoever, employ, solicit or endeavor to entice away any person who is employed by HCDE.
13. Contract Amendment. This Agreement may be amended only by the mutual agreement of all Parties, in writing, to be attached to and incorporated into this Agreement.
14. Notice. Any notice provided under the terms of this Agreement by either party to the other shall be in writing and shall be sent by **certified mail, return receipt requested**. Notice to shall be sufficient if made or addressed as follows:

Harris County Department of Education
 Attn: James Colbert, Jr.
 County School Superintendent
 6300 Irvington Blvd.
 Houston, Texas 77022
 713-694-6300

_____ ("LGE")
 Attn: _____
 Title: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Email: _____

15. Relation of Parties. It is the intention of the parties that LGE is independent of HCDE and not an employee, agent, joint venturer, or partner of HCDE and nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee, agent, joint venturer or partner, between HCDE and LGE or HCDE and any of LGE's representatives.
16. Non-Exclusivity of Services. Nothing in this Agreement may be construed to imply that HCDE has exclusive right to provide LGE with programs or services. During the Term of this Agreement, LGE reserves the right to use all available resources to procure other programs and services as needed and, in doing so, will not violate any rights of HCDE.

17. Disclaimer. HCDE DOES NOT WARRANT THAT THE OPERATION OR USE OF HCDE PROGRAMS AND/OR SERVICES WILL BE UNINTERRUPTED OR ERROR FREE. HCDE HEREBY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT, PROGRAM, OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
18. Limitation of Liability. Without waiver of the Disclaimer in Article 17 of this Agreement, the Parties agree that:
 - Neither Party waives any immunity afforded to it under applicable law; and
 - Neither Party shall be liable to the other Party for special, incidental, or exemplary damages with regard to any lawsuit or formal adjudication arising out of or relating to this Agreement.
19. Severability. In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegality, or unenforceable provision had never been contained in it.
20. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Houston, Harris County, Texas.
21. No Waiver. Nothing in this Agreement shall be deemed to waive, modify, or amend any legal defense available at law or equity to a Party, including the defense(s) of immunity. No failure on the part of either Party at any time to require the performance by the other Party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such Party's right to enforce such term, and no waiver on the part of either Party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by duly authorized representatives of the Parties hereto.
22. Benefit for Signatory Parties Only. Neither this Agreement, nor any term or provisions hereof, not any inclusion by reference, shall be construed as being for the benefit of any party not in signatory hereto.
23. Authorization. Each party acknowledges that the governing body of each Party to the Agreement has authorized and approved this Agreement.
24. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original constituting one and the same instrument.

In witness whereof, HCDE and LGE have executed this Agreement to be effective on the date specified in Article 1. Term above:

Name of Local Governmental Entity

Harris County Department of Education

Authorized Signature

Printed Name

James Colbert, Jr.

Title

County School Superintendent

Date

Date

Type of Local Governmental Entity (*select one*):

- School District Charter School
- County City/Municipality
- University College
- State Entity
- Governmental entity/other: _____

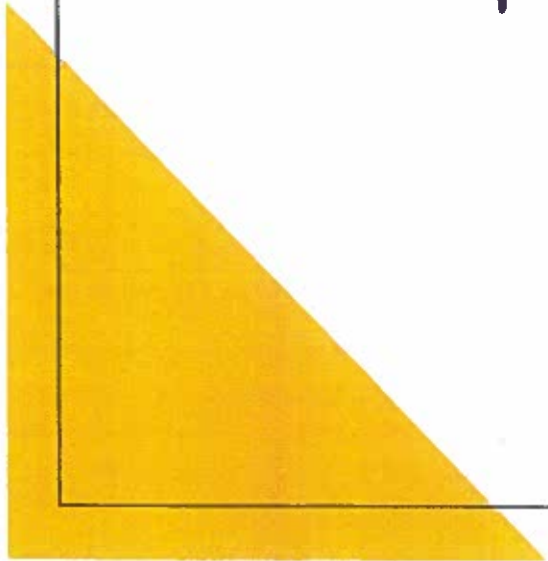


GULF COAST TRANSIT DISTRICT

OPERATIONS REPORT

Ted Ross, Director of Operations

November 1, 2022

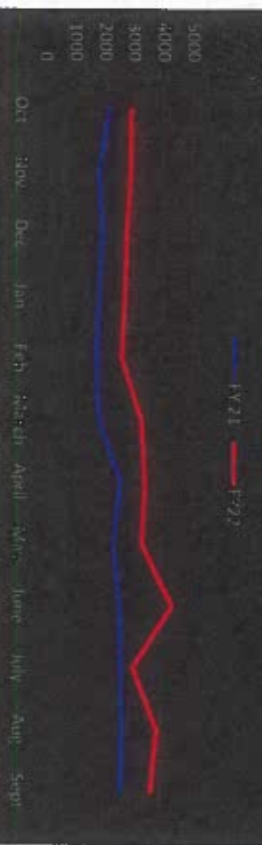


GALVESTON COUNTY TRANSIT DASHBOARD

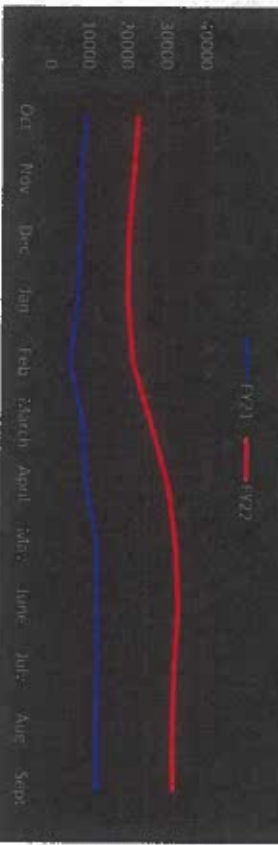
Fixed Route Galveston County



Para - Transit Galveston County



Fixed Route Combined



FY 21	Fixed Route	FY 22
Oct -	5,401	8,022
Nov -	4,558	8,190
Dec -	4,868	7,174
Jan -	4,559	7,340
Feb -	3,429	10,577
March -	5,370	10,823
April -	5,713	13,115
May -	7,169	12,319
June -	7,249	12,916
July -	7,413	11,722
Aug -	7,350	11,097
Sept -	7,901	11,427
Total -	70,980	124,722 (YTD)

Projected ridership for FY22 - 92,178

FY 21	Para-Transit	FY 22
Oct -	2,124	2,882
Nov -	1,795	2,878
Dec -	1,918	2,758
Jan -	1,818	2,701
Feb -	1,750	2,603
March -	1,839	3,303
April -	2,587	3,427
May -	2,369	3,342
June -	2,594	4,357
July -	2,635	3,054
Aug -	2,683	3,873
Sept -	2,658	3,686
Total -	26,770	38,864 (YTD)

Projected ridership for FY22 - 33,657

Report

Fixed route projected ridership was 92,178
 - Actual ridership for the year is 124,722
 an increase of 53,742 over last year
 ridership.

Para-Transit projected ridership was
 33,657 - Actual ridership for the year is
 38,864 an increase of 11,914 over last year
 ridership.

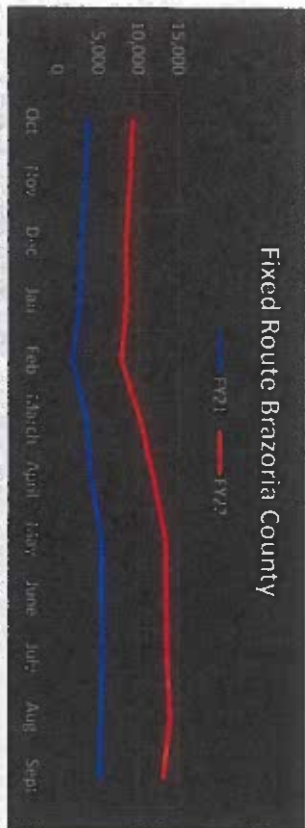
Manning Report

2 CDL position open
 NO Non-CDL positions open
 Mechanic position has been filled
 1 P/T Custodian open

Fleet Report

Revenue Fleet - 15 MD Cutaway
 Revenue Van - 10 Light Van
 Revenue In Service - 22
 Revenue Out of Service - 0 PM's /
 Minor Repairs
 State of Good Repair - 90%

BRAZORIA COUNTY TRANSIT DASHBOARD



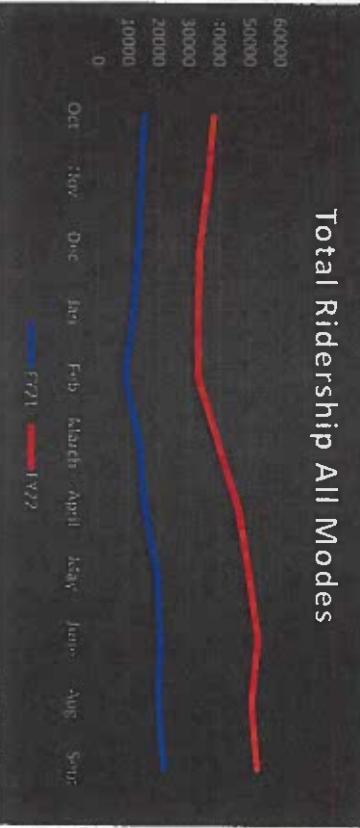
Fixed Route	
FY 21	FY 22
Oct. - 3,830	Oct. - 5,526
Nov. - 3,474	Nov. - 5,500
Dec. - 3,022	Dec. - 5,513
Jan. - 2,790	Jan. - 5,787
Feb. - 1,905	Feb. - 6,012
March - 3,553	March - 6,886
April - 4,167	April - 7,803
May - 5,458	May - 8,034
June - 5,487	June - 8,061
July - 5,560	July - 8,075
Aug. - 5,347	Aug. - 8,661
Sept. - 5,173	Sept. - 8,013
Total - 49,766	Total - 83,671 (YTD)

Projected ridership for FY22 - 66,978



Para-Transit	
FY 21	FY 22
Oct. - 848	Oct. - 814
Nov. - 717	Nov. - 789
Dec. - 735	Dec. - 780
Jan. - 674	Jan. - 739
Feb. - 345	Feb. - 760
March - 375	March - 995
April - 355	April - 1,069
May - 291	May - 1,074
June - 432	June - 1,475
July - 321	July - 1,168
Aug. - 394	Aug. - 1,473
Sept. - 465	Sept. - 1,165
Total - 5,952	Total - 12,301 (YTD)

Projected ridership for FY22 - 9,366



Operations Update

Fixed route projected ridership was 66,978 - Actual ridership was 83,671 an increase of 33,905 for the year.
 Para-Transit projected ridership was 9,366 - Actual ridership was 12,301 an increase of 6,349 for the year.
 Personal:
 3 CDL position open. No Non CDL positions open.
 1 Lead operator position open
 1 Mechanic position open

Facilities Report

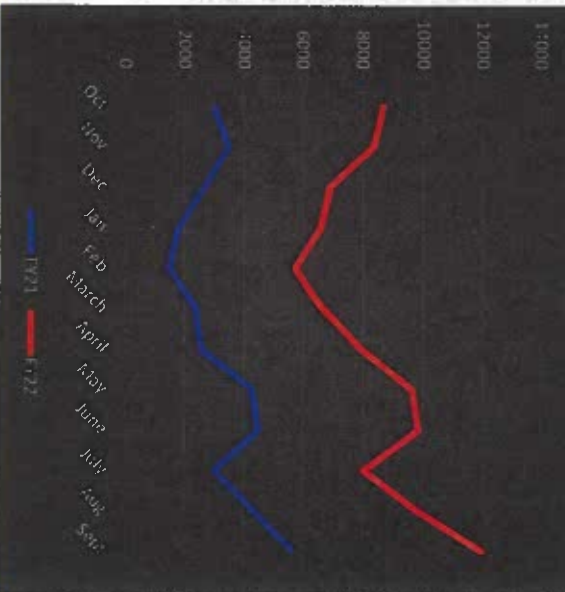
Lake Jackson Maintenance Facility
 101 Canna Ln.
 Lake Jackson, Tx 77566
 Condition: New / Excellent

Fleet Report

Revenue Fleet - 12 MD Cutaway
 Revenue Van - 4 Light Van
 Revenue In Service - 12
 Revenue Out of Service - 0 PM's / Minor Repairs
 State of Good Repair - 91%

LEAGUE CITY PARK & RIDE TRANSIT DASHBOARD

Commuter Service



Facilities Report
 League City Park & Ride
 2214 Gulf Fwy S.
 League City, Tx 77573
 Condition: Excellent

Total Ridership for FY22 YTD 320,683

Commuter Report

FY 21	FY 22
Oct. - 2,972	Oct. - 5,693
Nov. - 3,474	Nov. - 4,868
Dec. - 2,653	Dec. - 4,228
Jan. - 1,777	Jan. - 4,828
Feb. - 1,478	Feb. - 4,254
March - 2,377	March - 4,298
April - 2,541	April - 5,403
May - 4,284	May - 5,355
June - 4,476	June - 5,368
July - 3,005	July - 5,020
Aug. - 4,314	Aug. - 5,506
Sept. - 5,670	Sept. - 6,304
Total - 39,021	Total - 61,125

Projected ridership for Commuter service - 58,851
FY22 Projected ridership for all modes of transportation - 261,030
FY21 Total Ridership - 192,489

Staffing Report

- We have no vacant positions at the Park & Ride.
 Ridership has continued to have a good increase over last year

Park and Ride projected ridership was 58,851 -- Actual ridership was 61,125 an increase of 22,104 for the year.

Total ridership for FY22 is 320,683 an increase of 128,194 over last year.

Fleet Report

Revenue Fleet - 11 HD Commuter
 Revenue In Service - 11
 Revenue Out of Service - 0
 State of Good Repair - 87.5%

	Current Month	Budget	Difference vs Budget	Previous Month	Difference vs Previous Month
Ops - GC	\$ 260,137.52	\$ 140,615.14	\$ 119,522.38	\$ 204,536.04	\$ 55,601.48
Ops - BC	\$ 188,375.44	\$ 101,824.75	\$ 86,550.69	\$ 148,112.30	\$ 40,263.14
Ops - Rural	\$ 67,019.18	\$ 36,226.65	\$ 30,792.53	\$ 52,694.58	\$ 14,324.60
Ops - Total	\$ 515,532.14	\$ 278,666.54	\$ 236,865.60	\$ 405,342.92	\$ 110,189.22
Maint - GC	\$ 64,557.24	\$ 36,038.16	\$ 28,519.08	\$ 38,654.29	\$ 25,902.95
Maint - BC	\$ 46,748.35	\$ 26,096.60	\$ 20,651.75	\$ 27,991.04	\$ 18,757.31
Maint - Rural	\$ 16,631.87	\$ 9,284.51	\$ 7,347.36	\$ 9,958.50	\$ 6,673.37
Maint - Total	\$ 127,937.46	\$ 71,419.27	\$ 56,518.19	\$ 76,603.83	\$ 51,333.63
Admin - GC	\$ 60,538.47	\$ 49,518.95	\$ 11,019.52	\$ 59,131.90	\$ 1,406.57
Admin - BC	\$ 43,838.20	\$ 35,858.55	\$ 7,979.65	\$ 42,819.65	\$ 1,018.55
Admin - Rural	\$ 15,596.51	\$ 12,757.56	\$ 2,838.95	\$ 15,234.14	\$ 362.37
Admin - Total	\$ 119,973.18	\$ 98,135.05	\$ 21,838.13	\$ 117,185.70	\$ 2,787.48
Total	\$ 763,442.78	\$ 448,220.86	\$ 315,221.92	\$ 599,132.45	\$ 164,310.33

5307 CARES/ARP	TX-202-002-02	\$ 266,096.00	Total
	TX-2022-014 MAINT	\$ 48,414.13	
	TX-2022-013-Ops	\$ 181,108.69	
	LJA: TX-2022-013-(01)		
	MAINT	\$ 46,640.03	\$ 542,258.85
5311 CARES	5311-2021-GCTD-00240	\$ 11,751.18	Total
	5311-2021-GCTD-00234	\$ 2,937.80	
	5311-2021-GCTD-00240	\$ 13,274.67	
	5311-2021-GCTD-00234	\$ 3,318.67	\$ 31,282.31
Transition	2020-GCTD-00047	\$ 802.00	
5311 OPS	STATE-R-2020-GCTD-00234	\$ 32,216.93	
5311 State	STATE-R-2020-GCTD-00234	\$ 32,216.93	
Urban State	TXLM: Local	\$ 60,128.82	Total
	LJA: Local	\$ 43,541.56	\$ 103,670.38

Complete Total Dr \$ 742,447.39
Ineligible Expense \$ 20,995.39
Total Expenses \$ 763,442.78



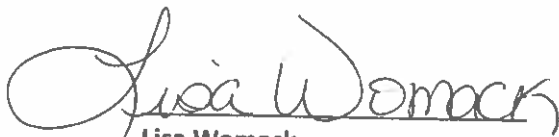
**Connect
Transit.**

September 20,2022

Board Meeting Minutes

1. **Call to order:** Quorum was established at 2:02 p.m. Chairman Holmes opened the meeting. The following Board Members were present: Dude Payne, Chris Whittaker, Neal Bess jr, Thelma Bowie, Chairman Holmes, Neal Cooper, David Jordan, Amy Sidiki, One private citizen David Garza. Joined Zoom Paula Alexander
2. **Citizens Comments:** none
- ❖ **Operations Report:** Ted spoke about the increase in ridership in Para-Transit. In both Brazoria and Galveston County, there was a slight increase in fixed routes, and an increase in Para-Transit. The mobile Adversting sales update there are 14 signed contracts with 35 open spots available.
We have no vacant spots at the park & Ride. Ridership continues to have a good increase over last year.
- ❖ **Budget and Finance Report:** Worth spoke to the FY 2023 Operating Budget
4. **Discussion items:**
 - Discuss holding GCTD Board every other month still rotating Counties
 - Discuss GCTD FY 23 Operating Budget
 - Discuss Health Care benefit cost
 - Chris Whittaker spoke to the member about Soofa Signs for advertising that have They will contain bus schedules and route times.
5. **Consent Agenda:**
 - a. Review and approval of August ,2022 Board minutes on motion by David Jordan, seconded by Neal Bess Jr, the board voted to approve August Board minutes the motion carried with all members voting in favor.
 - b. Review and approval of August check register: on motion by David Jordan, seconded by Neal Bess Jr, the board voted to approve the August check register the motion carried with all members voting in favor.
6. **Action Items:**
 - a. Consider approval of moving GCTD Board meetings to every other month continuing to rotate Counties on motion by Chris Whittaker, seconded by Dude Payne, the board voted to approve moving GCTD Board meeting to every other month continuing to rotate Counties with amendment to begin new schedule the month of January.

- b. Consider approval of the GCTD FYI 23 Operating Budget on motion by Neal Bess, seconded by Modesto Munos, the board voted to approve the FYI 23 Operating Budget the motion carried with all members voting in favor.
 - c. Consider approval to authorize Executive Director to approve member buyup premium cost increases for health care insurance on motion by Chris Whittaker seconded by David Jordan, the board voted to approve to authorize the Executive Director to approve member buyup premium cost increases for health care insurance the motion carried with all member voting in favor.
7. Next Board of Directors meeting will be in-person at Lake Jackson Facility October 18, 2022, AT 2:00 pm.
8. **Adjournment:** There being no further business to bring before the Board of Directors the meeting was adjourned at 2:26.



Lisa Womack

Secretary to the Board of Directors

Stephen Holmes

Chairman to the board of directors

September 22 Check Register

CK#	Description	Amount	Date
2668	Alsco	\$ 383.51	9/7/2022
2669	Baystar Agency	\$ 8,606.00	9/7/2022
2670	Cambell's Towing	\$ 175.00	9/7/2022
2671	Cintas	\$ 841.25	9/7/2022
2672	DISA Global Solutions	\$ 150.00	9/7/2022
2673	Gay Walker	\$ 234.12	9/7/2022
2674	GB Tech	\$ 3,491.50	9/7/2022
2675	HiTouch	\$ 655.59	9/7/2022
2676	M&R Fleet Services	\$ 9,833.68	9/7/2022
2677	Mesa Mechanical	\$ 427.66	9/7/2022
2678	Scribbles	\$ 517.00	9/7/2022
2679	Soileau's Tire Pro's and Service	\$ 1,694.98	9/7/2022
2680	The Aftermarket Parts Company LLC	\$ 619.41	9/7/2022
2681	M&R Fleet Services	\$ 10,250.00	9/7/2022
2682	M&R Fleet Services	\$ 9,731.13	9/7/2022
2683	M&R Fleet Services	\$ 9,182.45	9/7/2022
2684	M&R Fleet Services	\$ 9,958.93	9/7/2022
2685	M&R Fleet Services	\$ 8,573.57	9/7/2022
2686	M&R Fleet Services	\$ 9,187.57	9/7/2022
2687	M&R Fleet Services	\$ 8,905.40	9/7/2022
2688	M&R Fleet Services	\$ 4,675.74	9/7/2022
2689	M&R Fleet Services	\$ 8,498.29	9/7/2022
2690	Suzie Flemoing	\$ 192.00	9/13/2022
2691	AFCO Insurance	\$ 3,512.79	9/16/2022
2692	AT&T	\$ 1,113.67	9/16/2022
2693	City of Lake Jackson	\$ 98.62	9/16/2022
2694	City of Lake Jackson IRR	\$ 276.44	9/16/2022
2695	Comcast Business	\$ 636.21	9/16/2022
2696	Comcast Business	\$ 907.95	9/16/2022
2697	Engie Resources LLC	\$ 1,695.98	9/16/2022
2698	Jesse Lopez	\$ 148.50	9/16/2022
2699	O'Reilly	\$ 1,441.44	9/16/2022
2700	O'Reilly	\$ 885.18	9/16/2022
2701	Shayla Holmes	\$ 209.14	9/16/2022
2702	Waste Connections	\$ 161.70	9/16/2022
2703	City of Lake Jackson	\$ 87.74	9/16/2022
2704	Comcast Business	\$ 753.05	9/16/2022
2705	Johnson Controls	\$ 1,579.32	9/23/2022
2706	TNT Signs & Graphics	\$ 180.00	9/30/2022
2707	Tire Rack	\$ 4,939.76	9/30/2022
2708	The Aftermarket Parts Company LLC	\$ 6,899.85	9/30/2022
2709	Texas City-LaMarque Chamber	\$ 760.00	9/30/2022
2710	Shayla Holmes	\$ 237.88	9/30/2022
2711	Scribbles	\$ 59.75	9/30/2022
2712	Pitney Bowes, Inc.	\$ 123.97	9/30/2022

2713 Olson & Olson	\$	5,376.00	9/30/2022
2714 Moore Supply Co.	\$	225.75	9/30/2022
2715 M&R Fleet Services	\$	7,793.70	9/30/2022
2716 HiTouch	\$	624.76	9/30/2022
2717 Harris County Toll Road Authority	\$	5.25	9/30/2022
2718 Engie Resources LLC	\$	2,808.84	9/30/2022
2719 DISA Global Solutions	\$	1,413.66	9/30/2022
2720 City of League City	\$	615.78	9/30/2022
2721 Cintas	\$	921.64	9/30/2022
2722 Centerpoint Energy	\$	63.27	9/30/2022
2723 Baystar Agency	\$	2,840.00	9/30/2022
2724 ALSCO	\$	872.46	9/30/2022
2725 Moore Supply Co.	\$	9.66	9/30/2022
2726 M&R Fleet Services	\$	7,955.83	9/30/2022
2727 M&R Fleet Services	\$	9,028.76	9/30/2022
2728 M&R Fleet Services	\$	8,288.78	9/30/2022
2729 M&R Fleet Services	\$	10,250.00	9/30/2022
2730 M&R Fleet Services	\$	9,868.02	9/30/2022
2731 M&R Fleet Services	\$	4,736.81	9/30/2022
2732 M&R Fleet Services	\$	6,013.78	9/30/2022
2733 M&R Fleet Services	\$	189.91	9/30/2022



Gulf Coast Transit District Public Transportation Agency Safety Plan

Version 1

Adopted 10/13/2020

In compliance with 49 CFR Part 673

**Developed in conjunction with the
Texas Department of Transportation**



REVISED OCTOBER 2022

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1. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016, that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At Gulf Coast Transit District (GCTD), all levels of management, administration and operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with the Gulf Coast Center (GCC) and GCTD.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, GCTD Transit adopts this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SMR), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).¹ While safety has always been a primary function at GCTD, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

¹ Federal Register, Vol. 81, No. 24



A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Sean Middleton, Interim Executive Director (Accountable Executive)

10/13/2020

Signature

Date

GCTD is considered a Bi-County Transit District and the main governing body is the Board of Directors of the Gulf Coast Transit District. Approval of this plan by the Board of Directors occurred on 10/13/2020 and is documented in Resolution from the Board Meeting.

B. Certification of Compliance – 673.13(a)(b)

TxDOT certifies on November 6, 2020, that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by GCTD as evidenced by the plan adoption signature and necessary Board of Trustees approvals under Section 1.A of this plan.



2. TRANSIT AGENCY INFORMATION – 673.23(D)

Gulf Coast Transit District (GCTD) is the public transportation provider for Galveston and Brazoria counties. The GCTD main administrative office is located at 1415 33rd St North, Texas City, Texas 77590.

GCTD provides fixed route, Americans with Disabilities Act of 1990 (ADA) Paratransit, general demand response, Veteran's service and park and ride transit services within Galveston and Brazoria Counties as well as supports Harris County RIDES services in Pearland.

GCTD operates fixed route services in Galveston County serving Texas City, La Marque, Dickinson, Bacliff, and San Leon, and in Brazoria County serving the cities of Lake Jackson, Angleton, Freeport, and Clute. The days and hours of operation are Monday through Friday from approximately 6:00 am until 6:00 pm. The service operates on Saturdays from 8:00 am until 6:00 pm.

One-way fares are \$1.00 and \$.50 for seniors (aged 65 years or older), students, and persons with disabilities and passengers that show their Medicare card.

ADA Paratransit services are for passengers who are unable to navigate or access the fixed route bus system due to their disability. GCTD will provide paratransit services to any individual within Galveston County or Brazoria County within a ¼-mile radius of the fixed route bus system who meets the functionally eligible paratransit requirements and is registered for the program. ADA Paratransit trips are \$2.00 per trip and the service is available the same hours as the fixed route bus service, Monday through Friday 6:00 am to 6:00 pm, Saturday 8:00 am to 6:00 pm.

GCTD provides general demand response services in Galveston and Brazoria Counties. Demand response services are shared ride services with pickup and delivery from curb to curb. Demand response services are offered for first drop off by 7:00 am and last pickup at 5:00 pm, Monday through Friday. General demand response services are offered to the public at a cost of \$2.00 for the first 10 miles and \$0.25 for each additional mile.

GCTD provides transportation from Galveston and Brazoria Counties to the VA Hospital in Houston. GCTD provides Veteran's services Monday through Friday for \$3.50 one way.

League City Park and Ride service is available between Galveston and League City, with stops including the Park and Ride Center at the League City Campus, the UTMB Health Multispecialty Center, and the GCTD Texas City Facility and sites in Galveston. One-way fares are \$4.00 from League City and \$2.00 from Texas City to Galveston.

The RIDES fare card program is a subsidized program that coordinates non-emergency transportation services at a significant discount for qualified users. The fare card program serves the elderly (65+) and disabled population residing in Pearland and is provided 7 days a week, 24 hours a day.

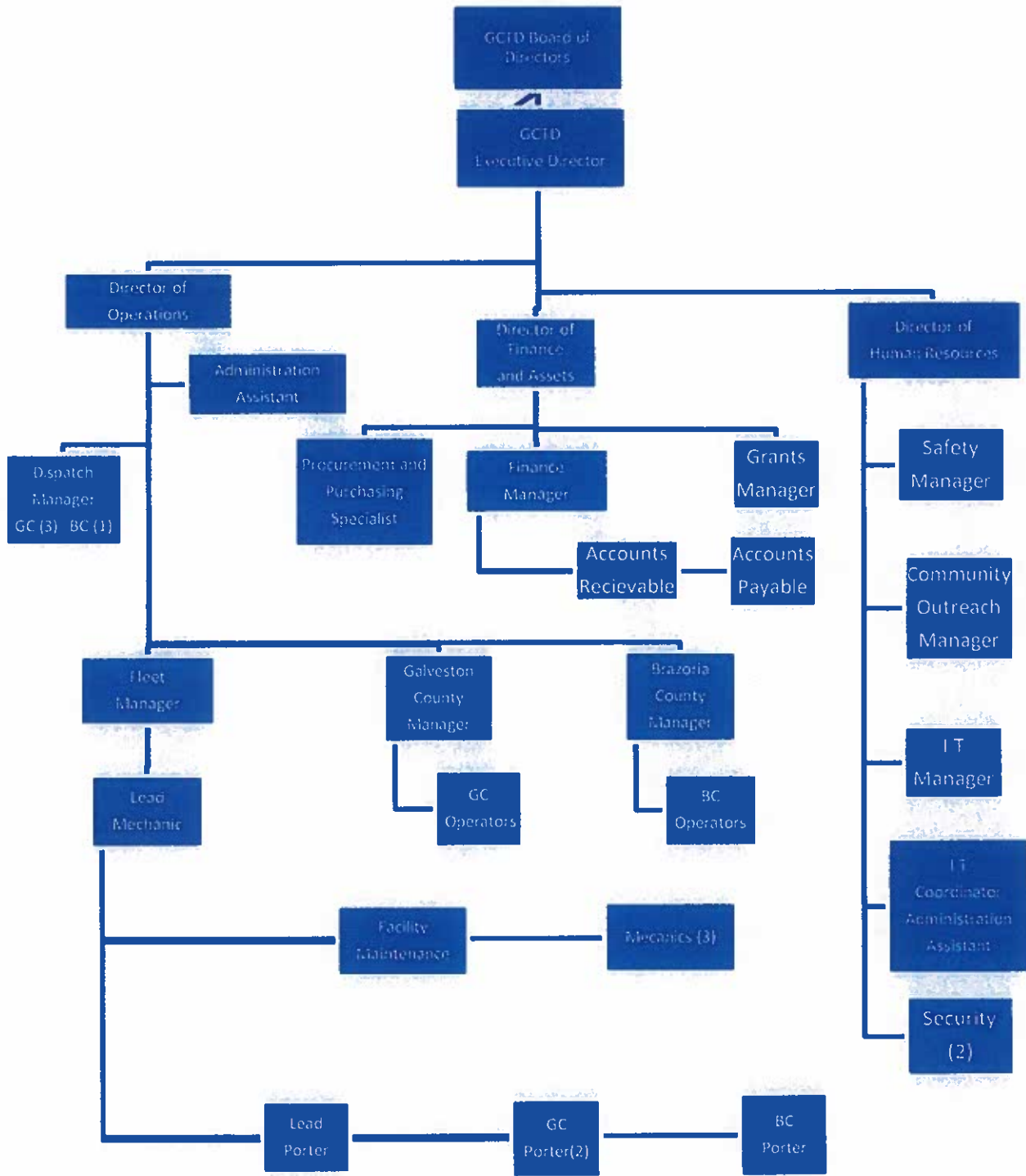
No additional transit service is provided by GCTD on behalf of another transit agency or entity at the time of the development of this plan.

Table 1 contains agency information, while an organizational chart for GCTD is provided in Figure 1.

TABLE 1: AGENCY INFORMATION

Information Type	Information
Full Transit Agency Name	Gulf Coast Transit District
Transit Agency Address	at 1415 33 rd St North, Texas City, Texas 77590.
Name and Title of Accountable Executive 673.23(d)(1)	Sean Middleton, Chairman
Name of Safety Officer or SMS Executive 673.23(d)(2)	Donna J. Elliott, Safety Officer
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed Route Bus, Paratransit & General Demand Response
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, 5311, 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus, Paratransit & General Demand Response
Number of Vehicles Operated	66

Figure 1: GCTD Organizational Chart



A. Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), GCTD is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the GCTD SMS, per 673.23(d)(1).

Agency leadership and executive management include members of our agency leadership or executive management, other than the Accountable Executive, Safety Officer (SO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **SO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the GCTD SMS. As such, the SO is able to report directly to our transit agency's Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, SO, or SMS Executive in developing, implementing, and operating our agency's SMS.

Front line employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

In addition, over the next year, GCTD will be reviewing and modifying, if necessary, our current job descriptions to ensure the job descriptions comply with 49 CFR Part 673.

3. SAFETY POLICIES AND PROCEDURES

A. Policy Statement – 673.23(a)

GCTD recognizes that the management of safety is a core value of our business. The management team at GCTD will embrace the Safety Management System and is committed to developing, implementing, maintaining, and constantly improving processes to ensure the safety of our employees, customers, and the general public. All levels of management and frontline employees are committed to safety and understand that safety is the primary responsibility of all employees.

GCTD is committed to:

- Communicating the purpose and benefits of the Safety Management System to all staff, managers, supervisors, and employees. This communication will specifically define the duties and responsibilities of each employee throughout the organization and all employees will receive appropriate information and SMS training.
- Providing appropriate management involvement and the necessary resources to establish an effective reporting system that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the employee reporting system. After thoroughly analyzing the provided data, the transit operations division will develop processes and procedures to mitigate safety risk to an acceptable level.
- Ensuring that no action will be taken against employees who disclose safety concerns through the reporting system, unless disclosure indicates an illegal act, gross negligence, or deliberate or willful disregard of regulations or procedures.
- Establishing safety performance targets (SPT) that are realistic, measurable, and data driven.
- Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

I. Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason, the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

GCTD has a Suggestion Box and Q-R Code that allows for both anonymous and identified communication of complaints, questions, or suggestions for improvement. GCTD employees are protected from retaliation for using the Suggestion Box or Q-R Code in good faith and GCTD maintains the confidentiality of the employee making the complaint.

Section 8.17 Accident, Importance of Reporting of GCTD's Bus Operator's Manual of Rule and Procedures (Appendix A, Table 8 shows the document name, file name, and date of adoption) details the process of reporting accidents and incidents. The policy requires employees to report any accident or incident to dispatch immediately. *Section 8.26* also includes an Accident Report to be submitted following an occurrence.

Over the next year, GCTD will review and modify, if necessary, our Suggestion Box and Q-R Code procedure and Accident Policies to develop these procedures into a full ESRP to ensure that the policies and procedures comply with 49 CFR Part 673.

In general, the GCTD ESRP will ensure that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management. The policy will include any contract employees. The policy will also spell out what protections are afforded employees who report safety related conditions and will describe employee behaviors that are not covered by those protections. The policy will also elaborate on how safety conditions that are reported will be reported back to the initiator(s) – either to the individual or groups of individuals or organization, dependent on the nature of the safety condition.

To bolster the information received from frontline employees, GCTD will also review our current policy for how our agency receives information and safety related data from employees and customers. If necessary, GCTD will develop additional means for receiving, investigating, and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distributed agency-wide to ensure that future reporting is encouraged.

II. Communicating the Policy Throughout the Agency – 673.23(c)

GCTD is committed to ensuring the safety of our clientele, personnel, and operations. Part of that commitment is developing an SMS and agencywide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agencywide safety culture is communicating our SMP throughout our agency.

The SMP and safety objectives are at the forefront of all communications. This communication strategy will include posting the policy in prominent work locations for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will become part of our agency's regular safety meetings and other safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

B. PTASP Development and Coordination with TxDOT – 673.11(d)

This PTASP has been developed by TxDOT on behalf of Houston-Galveston Area Council (H-GAC) – the Metropolitan Planning Organization (MPO) for the area – and GCTD in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. TxDOT mailed a formal call for participation in a State sponsored PTASP development process to all Texas Section 5307 small bus transit agencies on January 15, 2019, and followed that call with a series of phone calls and additional correspondence. GCTD, through its predecessor Connect Transit, provided a letter to TxDOT opting into participation on March 15, 2019, and has been an active participant in the development of this plan through sharing existing documentation and participating in communication and coordination throughout the development of this plan. The GCTD documentation used in the development of this plan is presented in Table 8 and Appendix A.

In support of tracking performance on our SA and SP processes, GCTD conducts a yearly safety culture survey. The survey is intended to help GCTD assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by GCTD’s administrators, supervisors, staff, and contractors. The survey is designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees’ roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with GCTD to gain a better understanding of the agency. This understanding was necessary to ensure that the ASP was developed to fit GCTD’s size, operational characteristics, and capabilities.

The draft ASP was delivered to Connect Transit in March 2020 for review and comment. Once review was completed and any adjustments made, the final was delivered to Connect Transit for review and adoption; GCTD has accepted the recommendations for adoption previously issued by Connect Transit.

C. PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of GCTD’s ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, GCTD will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the ASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency’s current implementation status. Certification will be accomplished through GCTD’s annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOP], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety at GCTD. All changes will be noted (as discussed below) and the Accountable Executive will sign and date

the title page of this document and provide documentation of approval by the Gulf Coast Center’s Board of Trustees whether by signature or by reference to resolution.

The annual ASP review will follow the update activities and schedule provided below in Table 2. As processes are changed to fully implement SMS or new processes are developed, GCTD will track those changes for use in the annual review.

TABLE 2: ASP ANNUAL UPDATE TIMELINE

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations								
Review SMS Documentation <ul style="list-style-type: none"> • Safety Policy. • Risk Management. • Safety Assurance; and • Safety Promotion. 		→						
Review Previous Targets and Set or Continue Targets								
Report Targets to National Transit Database (NTD), TxDOT, H-GAC					→			
Make Any Necessary Adjustments to PTASP								
Update Version No., Adopt & Certify Plan Compliance								★

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

TABLE 3: ASP RECORD OF CHANGES

Document Version	Section/ Pages Changed	Reason for Change	Reviewer Name	Date of Change
FY 2023	Pgs. 6,7,8,11,13,14,15,26, 29	Updated from FY 2022	Ted Ross	9/30/2022
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

D. PTASP Maintenance – 673.11(a)(2)(c)

GCTD will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as GCTD continues to develop and refine our SMS implementation.

E. PTASP Documentation and Recordkeeping – 673.31

At all times, GCTD will maintain documents that set forth our ASP, including those documents related to the implementation of GCTD’s SMS and those documents related to the results from SMS processes and activities. GCTD will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or TxDOT. GCTD will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as part of the annual ASP review and update.

F. Safety Performance Measures – 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include SPTs based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP include fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4.

TABLE 4: NSP SAFETY PERFORMANCE MEASURES

Safety Performance Measure	SPT	
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	

Table 5 presents baseline numbers for each of the performance measures. GCTD recognizes the data Connect Transit collected the past five (5) years of reported data to develop the rolling averages listed in the table.

TABLE 5: BASELINE 2015-2019 SAFETY PERFORMANCE MEASURES

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Fixed Route (Bus)	0	0.0%	1	0.00003%	.2	0.00003%	109,201
Demand Response	0	0.0%	1	0.00001%	0	0.00001%	99,489

*rate = total number of events/total revenue vehicle miles traveled

While safety has always been a major component of the GCTD operation, the adoption of this ASP will result in changes across all aspects of the organization. The SPTs set in Table 6 and Table 7 reflect an acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We will set our targets at the current NTD reported five-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last five years.

TABLE 6: FIXED ROUTE (BUS) SAFETY PERFORMANCE TARGETS

Measure	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0.0%	0.0%
Injuries	.1	.1
Rate of Injuries*	0.00004%	0.00004%
Safety Events	.3	.3
Rate of Safety Events*	0.00004%	0.00004%
Mean Distance Between Major Mechanical Failure	109,201	109,201

*rate = total number of events/total revenue vehicle miles traveled

TABLE 7: DEMAND RESPONSE SAFETY PERFORMANCE TARGETS

Measure	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0.0%	0.0%
Injuries	1	1
Rate of Injuries*	0.000 2%	0.0000 2%
Safety Events	1	1
Rate of Safety Events*	0.0000 2%	0.0000 2%
System Reliability	99,489	99,489
Other	N/A	N/A

*rate = total number of events/total revenue vehicle miles traveled

As part of the annual review of the ASP, GCTD will reevaluate our SPTs and determine whether the SPTs need to be refined. As more data is collected as part of the SRM process discussed later in this plan,



GCTD may begin developing safety performance indicators to help inform management on safety related investments.

G. Safety Performance Target Coordination – 673.15(a)(b)

GCTD will make our SPTs available to TxDOT and the H-GAC to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, GCTD will coordinate with TxDOT and H-GAC in the selection of State and H-GAC SPTs as documented in the Interagency Memorandum of Understanding (MOU).

Each year during the FTA Certifications and Assurances reporting process, GCTD will transmit any updates to our SPTs to both H-GAC and TxDOT (unless those agencies specify another time in writing).



4. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As previously noted, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, GCTD is adopting SMS as the basis for directing and managing safety and risk at our agency. GCTD has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components - SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

FIGURE 2: SAFETY MANAGEMENT SYSTEMS



Implementing SMS at GCTD will be a major undertaking over the next several years. This ASP is the first step to putting in place a systematic approach to managing the agency's risk. GCTD has already taken several steps to implement SMS, such as developing this initial ASP and designating a CSO. During the first year of implementation, GCTD will identify SMS roles and responsibilities, key stakeholder groups and key staff to support this process. GCTD will also ensure that these key staff receive SMS training, develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress with the GCC Board of Trustees and our agency planning partners.

A. Safety Risk Management – 673.25

By adopting this ASP, GCTD is establishing the SRM process presented in Figure 3 for identifying hazards and analyzing, assessing, and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement the GCTD SMS.

FIGURE 3: SAFETY RISK MANAGEMENT PROCESS



The implementation of the SRM component of the SMS will be carried out over the course of the next year. The SRM components will be implemented through a program of improvement during which the SRM processes will be implemented, reviewed, evaluated, and revised as necessary, to ensure the processes are achieving the intended safety objectives as the processes are fully incorporated into GCTD's SOPs.

The SRM is focused on implementing and improving actionable strategies that GCTD has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.

FIGURE 4: DRAFT RISK REGISTER

Hazard	Type	Likelihood	Consequence	Resolution

What is wrong?

What could happen

What could mitigate this?

As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps GCTD is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

1. Safety Hazard Identification – 673.25(b)

GCTD has a Risk Identification and Mitigation Matrix strategy in place to identify safety and operational risks and identify appropriate mitigation measures. This assessment is provided in the *Management Approach, Risk Management* section of GCTD's *Transit Asset Management Plan* (TAM Plan) found in Appendix A.

Although the current procedures have been effective in achieving our safety objectives, to ensure compliance with 49 CFR Part 673, GCTD is working to implement the following expanded SRM process.

The GCTD SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Hazard identification focuses on out-of-the-norm conditions that need special attention or immediate action, new procedures, or training to resolve a condition that is unacceptable and return conditions to an acceptable level. GCTD uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures, GCTD ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee's supervisors. Continued training helps employees to develop and improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that GCTD has full use of information from frontline employees for hazard identification.
- Upon receiving the hazard report, supervisors communicate the identified hazard to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting forms including Pre-and Post-Trip Inspections described in the GCTD Bus Operator's Manual of Rules and Procedures (Appendix A) and the *Risk Identification/Incident Reports* (RIR) described in the *Gulf Coast Center Policy Manual* (Appendix A), as well as other reports completed on a routine basis by administrative, operations and maintenance. GCTD's *Bus Operator's Manual of Rules and Procedures* also contains additional procedures for flagging and reporting hazards as a part of day-to-day operations.
- Supervisors are responsible for performing and documenting regular safety assessments, which include reporting and recommending methods to reduce identified hazards.
- GCTD uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.
- Incident reports are also analyzed by the risk management team to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g., disciplinary action), alternative, anonymous reporting mechanisms are available through an anonymous suggestion box or anonymous online reporting form, or other secure mechanism.
- To increase the safety knowledge of our agency, the CSO, risk management personnel and subject matter experts are also encouraged to participate in available professional development activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification include:
 - ESRP
 - Inspections of personnel job performance, vehicles, facilities and other data

- Investigations of safety events
- Safety trend analysis on data currently collected
- Training and evaluation records
- Internal safety audits
- External sources of hazard information could include:
 - FTA and other federal or state authorities
 - Reports from the public
 - Safety bulletins from manufacturers or industry associations

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical, or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and subject matter expertise to select in assembling the safety risk assessment team.

The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training, or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affects overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design, and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.

II. Safety Risk Assessment – 673.25(c)

As part of the new SRM process, GCTD has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

To accurately assess a risk, GCTD may need to perform an investigation. GCTD currently investigates accidents or crashes but will need to develop a full investigation procedure to inform the SRM process. Once fully developed, the document will become the Investigation SOP. The SOP will include accident investigation procedures as well as risk investigation procedures. These procedures will be used to investigate risks identified from multiple sources including the ESRP.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 5.

FIGURE 5: SAFETY RISK ASSESSMENT STEPS IN POPULATING THE RISK REGISTER

Hazard	Type	Likelihood	Consequence	Resolution

The risk assessment is conducted by the CSO, and the risk management team supplemented by subject matter experts from the respective department or section to which the risk applies. The process employs a safety risk matrix, similar to the one presented in Figure 6, that allows the safety team to visualize the assessed likelihood and severity, and to help decision-makers understand when actions are necessary to reduce or mitigate safety risk.

FIGURE 6: SAFETY RISK ASSESSMENT MATRIX

RISK ASSESSMENT MATRIX				
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Although the current version of the matrix relies heavily on the examples and samples that are listed on the PTASP Technical Assistance Center website, lessons learned from the implementation process during the coming years will be used to customize the matrix that GCTD will use to address our unique operating realities and leadership guidance.

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation. This is the point in the process when SRMs are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard’s likelihood and severity have been assessed, the CSO enters the hazard assessment into the Risk Register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

III. Safety Risk Mitigation – 673.25(d)

As part of GCTD’s TAM Plan, GCTD currently has a Risk Identification and Mitigation Matrix that lists the specific risks and identifies Risk Mitigation for each. This is provided in the *Management Approach, Risk Management section*.

Upon completion of the risk assessment, the CSO and the safety committee continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level (Figure 7). However, mitigations do not typically eliminate the risk entirely.

FIGURE 7: RISK REGISTER MITIGATION COMPONENT

Hazard	Type	Likelihood	Consequence	Resolution

To accomplish this objective, the CSO, through the risk management team, works with subject matter experts from the respective department or section to which the risk applies. The risk management team then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution’s documented level of success at achieving the desired safety objectives may also be

reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel's specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the appendix to the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

B. Safety Assurance – 673.27 (a)

Safety Assurance means processes within the GCTD SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) GCTD meets or exceeds our safety objectives through the collection, measurement, analysis, and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting GCTD's critical safety objectives and contribute towards SPTs.

I. Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the GCTD SA program, GCTD collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. GCTD currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, GCTD will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

MONITORING COMPLIANCE AND SUFFICIENCY OF PROCEDURES – 673.27 (B)(1)

GCTD monitors our system for personnel compliance with operations and maintenance procedures and monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with GCTD SOPs through direct observation and review of information from internal reporting systems such as the *Suggestion Box* and other input from both employees and customers.

GCTD addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

MONITORING OPERATIONS – 673 27(B)(2)

Department heads are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

II. Safety Event Investigation – 673.27(B)(3)

GCTD currently conducts investigations of safety events. From an SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that GCTD can employ to address any identifiable organizational, technical, or environmental hazard at the root cause of the safety event.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis, and assessment of information. GCTD gathers a variety of information for identifying and documenting root causes of accidents and incidents, including but not limited to:

1. Obtain from the Operator the following information:
 - a. The location of the incident and what direction they were traveling (inbound or outbound); if in station, indicate the situation.
 - b. The bus number and the route that they are on.
 - c. If there are injuries, describe how serious they appear (don't be too graphic, just generalize).
 - d. Provide information about any other vehicles or pedestrians involved and their descriptions.

2. Remind the operator of the safety procedures:
 - a. Turn on 4-way flashers. Place traffic warning devices (orange triangles).
 - b. Recheck anyone with injuries, do not move the seriously injured.
 - c. Render comfort and aid to anyone injured, as may be appropriate.
 - d. Evacuate the bus, if necessary.
 - e. Keep the two-way radio on and monitored.
 - f. Hand out courtesy cards to the passengers and to any witnesses.
 - g. Move the vehicle to the side of the road unless it is inoperable.
3. Notify the following:
 - a. Call the Police. Call Emergency Medical Personnel (EMP) 911
 - b. Notify/call the immediate supervisor on duty at the time or the CSO if the supervisor is not available.
4. The supervisor will:
 - a. Determine whether the General Manager or Assistant General Manager needs to be contacted but will give them a report when the supervisor finishes the initial assessment.
 - b. Let the Operator know that Police and supervision have been contacted and help and is on the way.
 - c. Assign a Standby Operator to pre-trip a bus in case a standby must drive the next round for the operator on that route. When needed, the Standby Operator may take a bus out to continue the route.
 - d. Let the Operator know that a Standby Operator and bus have been assigned to continue the route or that support personnel are bringing another bus out to them.
 - e. Refer the Operator for drug & alcohol testing if the safety event meets the threshold criteria under 49 CFR 655.
 - f. Return to the station.
 - g. Record all accident information on the Daily Dispatch log, any missed trips, downtime, or bus change outs.
5. Accident Investigator on duty will fill out the incident report. It shall be complete before the Operator leaves that day. Incident report will automatically be sent to the CSO through the Track-it software.
6. The CSO, working with content specialists, evaluates the incident report and other available information to determine the root cause of the accident/event. Follow up with Operator or other cognizant parties may be necessary to elicit additional information.
7. The CSO identifies any hazards noted in the incident report and refers those hazards to the SRM process.

MONITORING INTERNAL SAFETY REPORTING PROGRAMS – 673.27(B)(4)

As a primary part of the internal safety reporting program, GCTD monitors information reported using the RIR found in the Gulf Coast Center Policy Manual (Appendix A). When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The

supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

OTHER SAFETY ASSURANCE INITIATIVES

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, GCTD is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

C. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that GCTD will implement and how safety related information will be communicated.

I. Safety Competencies and Training – 673.29(a)

GCTD provides comprehensive training to all employees regarding each employee’s job, duties and general responsibilities. This training includes safety responsibilities related to the employee’s position. In addition, regular driver safety meetings are held to ensure that safety-related information is relayed to the key members of our agency’s safety processes.

As part of SMS implementation, GCTD will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (GCTD is not subject to the requirements under 49 CFR Part 672 but will review the training requirements to understand what training is required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review other training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Develop a set of competencies and training required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.

- Develop a training matrix to track progress of individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all training and apply it to the agency personnel and contractors.

II. Safety Communication – 673.29(b)

GCTD regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in 3.A.I) or other means.

GCTD reports any safety-related information to the GCC Board of Trustees at their regular meetings and will begin including safety performance information. In addition, GCTD regularly holds scheduled meetings with drivers to ensure that any safety-related information is passed along that would affect the execution of the drivers' duties. GCTD also posts safety related and other pertinent information in a common room for all employees.

GCTD will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, GCTD will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up to date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, GCTD will review our current communications strategies and determine whether others are needed. As part of this effort, GCTD has conducted, and will continue to conduct, a Safety Culture Survey to understand how safety is perceived in the workplace and what areas GCTD should be addressing to fully implement a safety culture at our agency.

5. APPENDIX A

TABLE 8: PTASP SUPPORTING DOCUMENTS

File Name	Revision Date	Document Name	Document Owner
GCTD D A 2019.docx		Drug and Alcohol Testing Policy	GCTD Drug & Alcohol Policy
GCTD Policies.doc		Policy Manual	GCTD
HANDBOOK.docx		Bus Operator's Manual of Rule and Procedures	GCTD
TAM Plan Final 09202022.pdf		Transit Asset Management	GCTD

A. Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Agency Leadership and Executive Management: means those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

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

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

Event: means an accident, incident, or occurrence.

FTA (Federal Transit Administration): means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident: means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation: means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NSP): means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence: means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.

Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

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

Safety Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

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

Safety Risk: means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date that the injury was received.
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage.
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Vehicle Revenue Miles (VRM): means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

B. Additional Acronyms Used

ADA: Americans with Disabilities Act

ASP: Agency Safety Plan

EMP: Emergency Medical Personnel

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America's Surface Transportation Act

GCTD: Gulf Coast Transit District

H-GAC: Houston-Galveston Area Council

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTD: National Transit Database

RIR: Risk Identification/Incident Report

SOP: Standard Operating Procedure



TxDOT: Texas Department of Transportation



6. APPENDIX B

A. Board Minutes or Resolution

DocuSign Envelope ID: 78F506AB-51C0-4C53-A920-A9622CB55C67

GULF COAST CENTER TRANSIT DISTRICT
PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP)
RESOLUTION NO 20_015

A RESOLUTION BY THE BOARD OF DIRECTORS OF THE GULF COAST TRANSIT DISTRICT (GCTD) ADOPTING A PUBLIC TRANSIT AGENCY SAFETY PLAN AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION AND TEXAS DEPARTMENT OF TRANSPORTATION

WHEREAS, the Gulf Coast Transit District (GCTD) was created by Brazoria County and Galveston County Commissioner's Courts at their May 12th and May 4th, 2020 Commission meetings.

WHEREAS, to satisfy federal and state procedures the GCTD must approve a Public Transit Agency Safety Plan (PTASP), adopted in compliance with 49CFR Part 673.

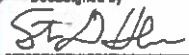
WHEREAS, the GCTD desires to submit the PTASP to the Texas Department of Transportation for Approval.

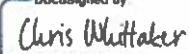
WHEREAS, the proposed PTASP has been reviewed by the Texas Department of Transportation and found to meet the requirements identified above.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GULF COAST TRANSIT DISTRICT, THAT THE PROPOSED PUBLIC TRANSIT AGENCY SAFETY PLAN IS HEREBY APPROVED

PASSED THIS DAY, THE 13TH OF OCTOBER 2020

GULF COAST TRANSIT DISTRICT

DocuSigned by:

7CEFA0A38A8E6C5
CHAIRMAN

DocuSigned by:

3C3B7367A51E1C0
SECRETARY



**TRANSIT ASSET MANAGEMENT
PLAN**

October 1, 2022

**Accountable Executive
Sean Middleton, Executive Director**

**Gulf Coast Transit District
Transit Asset Management
Plan**
Sean Middleton, Accountable Executive

INTRODUCTION

The Gulf Coast Transit District is the transportation authority for Galveston and Brazoria counties. At first, the Gulf Coast Transit District (Connect Transit) operated only demand response service. In 2008, Gulf Coast Transit District (Connect Transit) started the Mainland Transit fixed-route service in the Texas City/La Marque Urban Area. In 2010, Gulf Coast Transit District (Connect Transit) developed and started servicing Southern Brazoria County with fixed-route service in the Lake Jackson/Angleton Urban Area. Today, Gulf Coast Transit District (Connect Transit) transports San Leon / Bacliff, Texas City, La Marque, Dickinson, Clute, Lake Jackson, Freeport, and Angleton with both fixed routes complimented with ADA services. Gulf Coast Transit District (Connect Transit) also operates Demand Response services in both counties in the rural and urban areas. Gulf Coast Transit District (Connect Transit) also operates the League City Park & Ride which operates inside and between League City and the City of Galveston.

TAM VISION

The purpose of developing the Gulf Coast Transit District TAM Plan is to aid the district in achieving and maintaining a state of good repair (SGR) of all its transportation assets. SGR is the condition in which a capital asset can operate at a full level of performance. This means the asset:

1. Is able to perform its designed function,
2. Does not pose a known unacceptable safety risk, and
3. Its lifecycle investments have been met or recovered.

TAM and SGR POLICY

The Moving Ahead for Progress in the 21st Century Act (MAP – 21) required the Secretary to develop rules to establish a system to monitor and manage public transportation assets to improve safety and increase reliability and performance, and to establish performance measures. The Fixing America's Surface Transportation (FAST) Act reaffirmed this requirement. On July 26, 2016, FTA published the Transit Asset Management (TAM) Final Rule.

Their definition states, "Transit Asset Management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost effective, and reliable public transportation". TAM uses transit asset condition to guide how to manage capital assets and prioritize funding to improve or maintain an SGR.

Gulf Coast Transit District is a Tier II transit provider. Tier II providers are subrecipients of

5311 funds, or an American Indian Tribe, or own, operate, or manage less than 101 vehicles across all fixed route modes. Or less than 101 vehicles in one non-fixed route mode.

Gulf Coast Transit District has chosen to develop its own plan rather than participating in the Texas Department of Transportation's group plan.

PERFORMANCE TARGETS & MEASURES

Asset Category – Performance Measure	Asset Class	2023 Target
Revenue Vehicles Age - % of revenue vehicles within a particular asset class that have met or exceeded their useful Life Benchmark (ULB)	BU – BUS	0%
	CU – Cutaway Bus	17%
	VN – Van	38%

Asset Category – Performance Measure	Asset Class	2023 Target
Facilities Condition - % of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale	Administration	0%
	Parking Structures	0%
	League City Park & Ride TERM Condition - 4.3	0%

ROLES AND RESPONSIBILITIES

Individual	Role / Responsibility
Sean Middleton, Gulf Coast Transit District	Executive Director, Accountable Executive
Ken Colwell	Fleet Manager, Owner of TAM
Jason Corsentino	Lead Mechanic, Updating and Formatting

ASSET PORTFOLIO – Asset Register

Asset Category	Asset Class	Asset Name	Make	Model	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Equipment	Support	8379	FORD ECONOLINE VAN	2005	1FBSS31L05HB18379	Gulf Coast transit District	2012	179,474	59,170.00
Revenue Vehicles	BU - Bus	6911	CHEVY UPLANDER	2008	1GBDV13W48D206911	Gulf Coast transit District	2012	263,186	59,170.00
Revenue Vehicles	BU - Bus	7711	CHEVY UPLANDER	2008	1GBDV13W18D217711	Gulf Coast transit District	2012	172,481	33,210.00
Revenue Vehicles	BU - Bus	5909	DODGE AMERIVAN	2010	2D4RN4DE3AR205909	Gulf Coast transit District	2014	226,233	59,170.00
Revenue Vehicles	BU - Bus	5907	DODGE AMERIVAN	2010	2D4RN4DEXAR205907	Gulf Coast transit District	2014	311,959	44,726.00
Revenue Vehicles	BU - Bus	5906	DODGE AMERIVAN	2010	2D4RN4DE8AR205906	Gulf Coast transit District	2014	324,980	44,726.00
Revenue Vehicles	CU - Cutaway Bus	1181	EL DORADO	2010	1DFDE4FS4ADA11181	Gulf Coast transit District	2003	355,689	59,170.00
Revenue Vehicles	CU - Cutaway Bus	1185	EL DORADO	2010	1DFDE4FS1ADA11185	Gulf Coast transit District	2007	368,397	59,170.00
Equipment	Support	5149	Ford F-150	2010	1FTEW1C85AFA15149	Gulf Coast transit District	2007	292,483	59,170.00
Revenue Vehicles	CU - Cutaway Bus	9423	Gillig	2012	15GGB2717C1179423	Gulf Coast transit District	2009	271,821	467,820.00
Revenue Vehicles	CU - Cutaway Bus	9424	Gillig	2012	15GGB2719C1179424	Gulf Coast transit District	2009	227,191	467,820.00
Revenue Vehicles	CU - Cutaway Bus	9426	Gillig	2012	15GGB2712C1179426	Gulf Coast transit District	2010	226,826	467,820.00
Revenue Vehicles	CU - Cutaway Bus	9427	Gillig	2011	15GGB2716B1179427	Gulf Coast transit District	2010	400,687	467,820.00
Revenue Vehicles	CU - Cutaway Bus	9425	Gillig	2012	15GGB2710C1179425	Gulf Coast transit District	2010	328,121	467,820.00
Revenue Vehicles	CU - Cutaway Bus	9429	Gillig	2012	15GGB2718C1179429	Gulf Coast transit District	2010	404,226	467,820.00
Revenue Vehicles	CU - Cutaway Bus	9430	Gillig	2012	15GGB2714C1179430	Gulf Coast transit District	2010	433,990	467,820.00
Revenue Vehicles	CU - Cutaway Bus	9428	Gillig	2012	15GGB2716C1179428	Gulf Coast transit District	2010	360,130	467,820.00
Revenue Vehicles	CU - Cutaway Bus	3267	STARCRAFT	2013	1DFDE4FS0DDA93267	Gulf Coast transit District	2010	306,805	467,820.00
Revenue Vehicles	CU - Cutaway Bus	3301	STARCRAFT	2013	1DFDE4FS7DDA93301	Gulf Coast transit District	2010	310,106	32,180.00

Revenue Vehicles	CU - Cutaway Bus	3329	STARCRAFT	2013	1FDDE4FS7DDA93329	Gulf Coast transit District	2010	318,945	32,180.00
Revenue Vehicles	CU - Cutaway Bus	5279	NEW FLYER	2014	5FYD8FV13EB045279	Gulf Coast transit District	2010	232,479	443,709.00
Revenue Vehicles	CU - Cutaway Bus	5281	NEW FLYER	2014	5FYD8FV111EB045281	Gulf Coast transit District	2010	265,018	443,709.00
Revenue Vehicles	CU - Cutaway Bus	5280	NEW FLYER	2014	5FYD8FV1XE045280	Gulf Coast transit District	2013	324,789	443,709.00
Revenue Vehicles	CU - Cutaway Bus	5689	STARCRAFT	2016	1FDGF5GY1GEB56899	Gulf Coast transit District	2013	134,757	78,663.00
Revenue Vehicles	CU - Cutaway Bus	6898	STARCRAFT	2016	1FDGF5GYXGEB56898	Gulf Coast transit District	2013	171,397	78,663.00
Revenue Vehicles	CU - Cutaway Bus	3512	STARCRAFT	2016	1FDGF5GY8GEB63512	Gulf Coast transit District	2016	147,538	78,663.00
Revenue Vehicles	CU - Cutaway Bus	6900	STARCRAFT	2016	1FDGF5GY4GEB56900	Gulf Coast transit District	2016	165,741	78,663.00
Revenue Vehicles	CU - Cutaway Bus	7298	GLAVAL	2018	1FDDE4FS2HDC57298	Gulf Coast transit District	2016	208,990	78,663.00
Revenue Vehicles	CU - Cutaway Bus	1967	GLAVAL	2018	1FDDE4FS6HDC61967	Gulf Coast transit District	2016	217,663	78,663.00
Revenue Vehicles	CU - Cutaway Bus	9716	CHEVROLET-G4500	2019	1HA6GUBB2KN009716	Gulf Coast transit District	2018	135,976	122,141.00
Revenue Vehicles	CU - Cutaway Bus	9784	CHEVROLET-G4500	2019	1HA6GUBB8KN009784	Gulf Coast transit District	2018	114,804	122,141.00
Revenue Vehicles	MV - Mini-Van	7072	RAM-PROMASTER	2019	3C6URVUG5KE537072	Gulf Coast transit District	2019	130,047	124,306.00
Revenue Vehicles	MV - Mini-van	7073	RAM-PROMASTER	2019	3C6URVUG7KE537073	Gulf Coast transit District	2019	124,182	80,003.00
Revenue Vehicles	MV - Mini-van	7074	RAM-PROMASTER	2019	3C6URVUG9KE537074	Gulf Coast transit District	2019	144,249	80,003.00
Revenue Vehicles	MV - Mini-van	332	RAM-PROMASTER	2020	3C6URVUGXKE560332	Gulf Coast transit District	2020	72,752	80,00.003
Revenue Vehicles	MV - Mini-van	3964	RAM-PROMASTER	2020	3C6URVUG2LE113964	Gulf Coast transit District	2020	71,763	83,650.00
Revenue Vehicles	MV - Mini-van	3971	RAM-PROMASTER	2020	3C6URVUGXLE113971	Gulf Coast transit District	2020	76,588	83,650.00
Revenue Vehicles	MV - Mini-van	3980	RAM-PROMASTER	2020	3C6URVUG0LE113980	Gulf Coast transit District	2020	79,030	83,650.00
Revenue Vehicles	CU - Cutaway Bus	6879	STARCRAFT	2019	1FDAF5GY0KED56879	Gulf Coast transit District	2019	93,380	83,650.00
Revenue Vehicles	CU - Cutaway Bus	6874	STARCRAFT	2019	1FDAF5GY1KED56874	Gulf Coast transit District	2019	111,500	118,027.00

ASSET PORTFOLIO – Revenue Vehicle (Rolling Stock) Condition Data

Asset Category	Asset Class	Asset name	ID/Serial No.	Model	Age (yrs)	Replacement Cost/Value	Useful Life	Past Useful life Bench mark
Equipment	Support	8379	1FBSS31L05HB18379	2005	16	59,170	4	YES
Revenue Vehicles	MV - Mini-van	6911	1G8DV13W48D206911	2008	13	59,170	4	YES
Revenue Vehicles	MV - Mini-van	7711	1G8DV13W18D217711	2008	13	33,210	4	YES
Revenue Vehicles	MV - Mini-van	5909	2D4RN4DE3AR205909	2010	11	59,170	4	YES
Revenue Vehicles	MV - Mini-van	5907	2D4RN4DEXAR205907	2010	11	44,726	4	YES
Revenue Vehicles	MV - Mini-van	5906	2D4RN4DE8AR205906	2010	11	44,726	4	YES
Revenue Vehicles	CU - Cutaway Bus	1181	1FD4E4FS4ADA11181	2010	11	59,170	7	YES
Revenue Vehicles	CU - Cutaway Bus	1185	1FD4E4FS1ADA11185	2010	11	59,170	7	YES
Equipment	Support	5149	1FTEW1C85AFA15149	2010	11	59,170	4	YES
Revenue Vehicles	Bu Bus	9423	15GGB2717C1179423	2012	9	467,820	12	NO
Revenue Vehicles	Bu Bus	9424	15GGB2719C1179424	2012	9	467,820	12	NO
Revenue Vehicles	Bu Bus	9426	15GGB2712C1179426	2012	9	467,820	12	NO
Revenue Vehicles	Bu Bus	9427	15GGB2716B1179427	2011	10	467,820	12	NO
Revenue Vehicles	Bu Bus	9425	15GGB2710C1179425	2012	9	467,820	12	NO
Revenue Vehicles	Bu Bus	9429	15GGB2718C1179429	2012	9	467,820	12	NO
Revenue Vehicles	Bu Bus	9430	15GGB2714C1179430	2012	9	467,820	12	NO
Revenue Vehicles	Bu Bus	9428	15GGB2716C1179428	2012	9	467,820	12	NO
Revenue Vehicles	CU - Cutaway Bus	3267	1FD4E4FS0DDA93267	2013	8	467,820	12	YES
Revenue Vehicles	CU - Cutaway Bus	3301	1FD4E4FS7DDA93301	2013	8	32,180	7	YES
Revenue Vehicles	CU - Cutaway Bus	3329	1FD4E4FS7DDA93329	2013	8	32,180	7	YES
Revenue Vehicles	Bu Bus	5279	5FYD8FV13EB045279	2014	7	443,709	12	NO
Revenue Vehicles	Bu Bus	5281	5FYD8FV111EB045281	2014	7	443,709	12	NO
Revenue Vehicles	Bu Bus	5280	5FYD8FV1XE045280	2014	7	443,709	12	NO
Revenue Vehicles	CU - Cutaway Bus	5689	1FDGF5GY1GEB56899	2016	5	78,663	7	NO
Revenue Vehicles	CU - Cutaway Bus	6898	1FDGF5GYXGEB56898	2016	5	78,663	7	NO
Revenue Vehicles	CU - Cutaway Bus	3512	1FDGF5GY8GEB63512	2016	5	78,663	7	NO
Revenue Vehicles	CU - Cutaway Bus	6900	1FDGF5GY4GEB56900	2016	5	78,663		NO
Revenue Vehicles	CU - Cutaway Bus	7298	1FD4E4FS2HDC57298	2018	3	78,663	7	NO
Revenue Vehicles	CU - Cutaway Bus	1967	1FD4E4FS6HDC61967	2018	3	78,663	7	NO

MANAGEMENT APPROACH

Decision Support

The Federal Transit Administration (FTA) funds, which are allocated to the Gulf Coast Transit District, are crucial to the continued operation of public transportation services in Galveston and Brazoria Counties. Gulf Coast Transit District is committed to fostering a safe, mobility focused public transportation system. Gulf Coast Transit District is a transportation option that relieves congestion, helps maximize capacity on roadways, improves air quality, reduces fuel consumption, and connects people of all ages and abilities with their surrounding communities. Maintaining our transit fleet in a state of good repair is critical to providing a safe, reliable, and comfortable environment for our operators and the traveling public.

Useful life is the expected lifetime of project property, or the acceptable period of use in service. Useful life of revenue rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service. Gulf Coast Transit District utilizes the FTA's standards for determining useful life, reflected in the table below:

Vehicle	Seats	Useful Life
Heavy Duty Large Bus (35' to 40' and articulated buses) Approx. 33,000 to 40,000 GVW	27 to 40	12 Years or 500,000 Miles
Heavy Duty Small Bus (30' to 35') Approx. 26,000 to 33,000 GVW	26 to 35	10 Years or 350,000 Miles
Medium Duty and Purpose-Built Bus (25' to 35') Approx. 10,000 to 16,000 GVW	22 to 30	7 Years or 200,000 Miles
Light Duty Mid-Sized buses (25' to 35') Approx. 10,000 to 16,000 GVW	16 to 25	5 Years or 150,000 Miles
Light Duty Small Bus, Cutaways, Regular & Modified Van (16' to 28') Approx. 6,000 to 14,000 GVW	10 to 22	4 Years or 100,000 Miles

Additionally, asset conditions are determined based off the FTA's Transit Economic Requirements Model (TERM) as outlined below:

Condition	Description	Mileage	Rating
Excellent	New Asset; No visible defects		4.8 – 5.0
Good	Asset showing minimal signs of wear; some (Slightly) defective or deteriorated component(s) but is overall functional		4.0 – 4.7
Adequate	Asset has reached its mid-life; some moderately defective or deteriorated component(s)	50% - 99% of Useful Life	3.0 – 3.9
Marginal	Asset reaching of just past the end of its useful life; increasing number of defective or deteriorated component(s) and increasing maintenance needs	100% - 124% of Useful Life	2.0 – 2.9
Poor	Asset is past its useful life and is in need of immediate repair or replacement; may have critically damaged components(s)	125% or more of Useful Life	1.0 – 1.9

The FTA defines a useful life benchmark (ULB) as the expected lifecycle of a capital asset for a particular transit provider's operating environment or the acceptable period of use in service for a particular transit provider's operating environment. ULB is not the same as an asset's useful life. ULB takes into account a provider's unique operating environment such as geography, service frequency and other factors. The following is the ULB that Gulf Coast Transit District uses Bus – 12 years, CutawayBus – 7 years, Minivan – 4 Years, Van – 4 years.

Decision Support Tools

The following tools are used in making investment decisions:

Process / Tool	Brief Description
Management Activities and Processes	Maintaining a comprehensive list of all capital assets and rolling stock
System Performance Evaluation	Transit infrastructure and vehicles are well maintained and replaced as necessary.
Quality of Service Checks	Surveys to ensure infrastructure and vehicles meet customer expectations.

Risk Management

Gulf Coast Transit District tries to minimize risk by using this risk identification and mitigation matrix:

Risk	Mitigation Strategy
Pre- and Post-Trip inspections not being conducted	Pre- and Post-Trip inspections to be conducted in compliance with applicable Federal and State requirements.
Scheduled Maintenance not being conducted	Adhere to preventative maintenance plan and / or minimum OEM standards.
Annual Vehicle Inspections not being conducted	Annual Vehicle Inspection to be conducted in compliance with applicable Federal and State requirements.
Outdated / Expired Equipment	Adhere to preventative maintenance plan and / or minimum OEM standards. Inspect during annual inspections.
Vehicle Failures / Malfunctions	Reviewed during site visits and daily by the fleet manager.
Vehicle Condition	Reviewed during site visits and weekly by the fleet manager.
Age	Reviewed during quarterly inventory report evaluation and weekly by the fleet manager
Mileage	Reviewed during quarterly inventory report evaluation and weekly by the fleet manager.

PROPOSED PROJECT LISTING

Project Year	Project Name	Asset / Asset Class	Cost	Priority
2023	Maintenance Facility	Maintenance	9,000,000.00	High
2023	Electric Buses/Infrastructural for Charging	Buses	6,900,000.00	High

FACILITY MAINTENANCE PLAN

FACILITY INVENTORY – FEDERALLY FUNDED FACILITIES

League City Park & Ride Facility
2214 Gulf Fwy S.
League City, TX 77573

Texas City Administration Building / Park & Ride
1415 33rd St N
Texas City, Tx 77590

Lake Jackson Maintenance and Administration Annex
101 Canna Ln Building C
Lake Jackson, Tx 77566

CUSTODIAL SERVICE

Entrances, Lobby, Service Office

These areas are generally the first areas seen by staff and visitors. Their condition and cleanliness leave a lasting impression on all that enter the building. It is of the utmost importance that these areas are maintained to a standard of excellence.

Considerable dirt is carried in and deposited in entryways and corridors. The cleaning schedule should include adequate time to sweep these areas of travel at least once a day. Regular sweeping or dirt removal from the sidewalks outside of entryway doors will prevent some dirt and sand from entering the building. Some entryways have floor mats to serve as a dirt and sand trap. These must be cleaned periodically.

Daily by Janitors:

- Empty waste receptacles, remove debris, police entrance for snow, leaves, and litter, and remove.
- If floor is resilient tile, dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil.
- Vacuum carpet areas and mats; remove gum and soil spots.
- Clean entrance door glass.
- Use only solutions recommended by the manufacturer when cleaning “Dry Erase Marker Boards”.

Weekly:

- Dust the tops of extinguishers and window casings. (Low dusting, below 5')
- Clean glass partitions, display cases, and interior door glass.
- Spot-clean finger marks and smudges on walls, door facings, and doors. Use detergent solution in spray bottle and a cloth.
- Dust Furniture.

Monthly:

- High dust vents, lights, pipes, window blinds, over doorways, hanging light fixtures and

connecting and horizontal wall surfaces. (High dusting, above 5')

Monthly:

- High dust vents, lights, pipes, window blinds, and connecting vertical and horizontal wall floors. (High dusting, above 5 feet)
- Vacuum upholstered furniture.

GROUNDS MAINTENANCE

Summer

- Grass shall be cut based on weather according to the schedule established by the Gulf Coast Transit District's Director of Operations.
- Grass shall be irrigated as necessary based on weather.
- Bushes, hedges, and trees shall be trimmed according to the schedule established by the Gulf Coast Transit District's Director of Operations.

Fall

- Grass cutting shall continue until the growing season has ended.
- Leaves shall be raked and removed weekly.

Winter

- Snow and ice shall be removed from entry ways and sidewalks at least 30 minutes prior to the start of work for the day.
- Sidewalks and entry ways shall be sanded as necessary.
- When snow continues to fall after the start of the workday, the entrance shall be cleared hourly.

Spring

- All grass surfaces shall be raked as soon as weather conditions allow if the Gulf Coast Transit District's Director of Operations deems necessary.
- All storm drains and culverts shall be cleared of debris.
- Mulch shall be placed around planted shrubs.

Pesticides shall be applied as directed by the Gulf Coast Transit District's Director of Operations.

PEST MANAGEMENT

The Gulf Coast Transit District's Director of Operations directs the schedule for pest management and will notify staff when these services are scheduled to occur (see checklist).

PREVENTIVE MAINTENANCE

The focus of Gulf Coast Transit District's maintenance program shall be on preventive maintenance. The Gulf Coast Transit District's District Director of Operations determines the schedule and type of preventive maintenance that shall be applied to the facility. The Gulf Coast Transit District's Director of Operations updates the preventative maintenance checklist as needed (see checklist).

WORK ORDER SYSTEM

Any Gulf Coast Transit District employee may submit a work order for facility maintenance. To Place a work order, contact:

Ken Colwell- Fleet Manager
409-655-0522
kcolwell@gulfcoasttransitdistrict.com

SECTION 2 – EQUIPMENT MAINTENANCE PROCEDURES

Preventive maintenance is performed at several levels. The preventive maintenance program ensures vehicles/equipment are properly maintained to insure maximum life expectancy. In addition, the program reduces unscheduled repairs and road calls by addressing maintenance issues before component failure. ADA equipment operation and maintenance is addressed in two areas; by the drivers as indicated in the pre-trip or post-trip inspections and by contracted mechanics as indicated in the maintenance contract. In general, all personnel that come into contact with vehicles have preventive maintenance responsibilities. These responsibilities include:

Operators / Porters - Every vehicle is scheduled to be fueled each workday. The Operator uses the assigned fuel card to fuel the vehicle. Each vehicle is assigned a distinct fuel card. On fixed route revenue vehicles, he/she supervisor pulls the fare-box vault and deposits it in the vault room. The operator also checks and performs a visual inspection of the interior and exterior of the vehicle including tires.

The daily mileage is transferred from the post-trip logs into the computerized program.

Vehicle Drivers - Drivers are the keys to a good preventive maintenance program. All Drivers receive training on the vehicle and safety procedures before they are allowed to drive. One of the purposes of the maintenance and safety orientation training is to make the Driver cognizant of the mechanical operation of the vehicle and of his/her responsibilities as well as the rules of the road. Drivers are required to do a (Pre-Trip and Post-Trip) inspection of their assigned revenue vehicle at the beginning and end of each operating assignment. They are reviewed by the Fleet Manager for noted defects and repaired by the contract mechanics according to the vehicle maintenance contract.

Drivers are also required to report any defects to the Fleet Manager as soon as possible. During his/her shift, a Driver reports any defects and/or signs of poor or unusual performance to the dispatcher via 2-way radio. The dispatcher reports the defects to the Fleet Manager. If the defect observed during vehicle operation is significant, a mechanic will be dispatched to the vehicle to make an on-site analysis, repair, or take other indicated action.

There are many different types of PM schedules due to the various types of vehicles and equipment. The manufacturer's recommended PM schedule shall be followed. An example of all PM schedules with all items checked/changed during each inspection follows: **(please note: the manufacturer's recommended PM schedule shall be followed; the following is intended as a general reference checklist in the absence of specific manufacturer specifications).**

"A" PM DIESEL or 5,000 MILE INSPECTION

Change engine oil, replace oil filter, lube chassis, take oil sample, inspect ADA mandated equipment, and check over all items listed on the inspection sheet.

"A" PM GASOLINE or 3,000 MILE INSPECTION

Change engine oil, replace oil filter, lube chassis, take oil sample, inspect ADA mandated equipment and check over all items listed on the inspection sheet.

"A" PM COMMUTER or 5,000 MILE INSPECTION

Change engine oil, replace oil filter, lube as required, and check over all items listed on the inspection sheet.

"B" PM DIESEL or 10,000 MILE INSPECTION

Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet.

“B” PM GASOLINE or 9,000 MILE INSPECTION

Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet.

“B” PM COMMUTER or 15,000 MILE INSPECTION

Replace air filter if need is indicated by visual inspection. Check brakes-replace if need is indicated by visual inspection, check tires-rotate as needed, change engine oil, replace oil filter, lube as required, and check over all items listed on the inspection sheet.

“C” PM DIESEL or 20,000 MILE INSPECTION

Change transmission fluid and replace transmission filter. Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet.

“C” PM GASOLINE or 27,000 MILE INSPECTION

Change transmission fluid and replace transmission filter. Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet.

“C” PM COMMUTER or 30,000 MILE INSPECTION

Transmission service/flush. Replace fuel filter. Replace air filter if need is indicated by visual inspection. Check brakes-replace if need is indicated by visual inspection, check tires and rotate as needed, change engine oil, replace oil filter, lube as required, check, and address all items listed on the inspection sheet as needed.

“D” PM DIESEL or 40,000 MILE INSPECTION

Change differential grease and rear hub grease. Change transmission fluid and replace transmission filter. Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet.

“D” PM GASOLINE or 54,000 MILE INSPECTION

Change differential grease and rear hub grease. Change transmission fluid and replace transmission filter. Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect

ADA mandated equipment check over all items listed on the inspection sheet.

“D” PM COMMUTER or 100,000 MILE INSPECTION

Change rear differential (axle) lubricant, replace PCV valve, replace spark plugs, change coolant (extended life), replace belts, check tires rotate as needed. Change engine oil, replace oil filter, lube as required, check, and address all items listed on the inspection sheet as needed.

“E” PM DIESEL or 80,000 MILE INSPECTION

Change hydraulic fluid and replace hydraulic filters. Change differential grease and rear hub grease. Change transmission fluid and replace transmission filter. Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet.

MAINTENANCE CONTRACTS AND PROVIDERS

The Gulf Coast Transit District has staff maintenance employees who provide many mechanical services at a lower cost to the district. The staff listed below are designated as the maintenance staff:

Ken Colwell, Fleet Manager
Jason Corsentino, Lead Mechanic
Will Villa, Associate Fleet Technician
Greg Martinez, Associate Fleet Technician
Stan Green, Lead Porter, Brazoria County
Mike Brown, Lead Porter, Galveston County
Charles Johnson, Jr., Porter
Marcus Coleman, Porter

The Gulf Coast Transit District has also entered into contracts with various maintenance providers to furnish scheduled periodic vehicle preventative maintenance and repairs to the district fleet of transit vehicles. These services are provided as an augmentation to the maintenance staff for overflow jobs that the staff are unable to complete. The maintenance contracts and extension addendums are available and can be obtained by contacting the district staff. The current contracts are in force until fiscal year 2025.

CONTRACTED PROVIDERS & SERVICES

GALVESTON COUNTY:

M and R fleet services
1301 Century Blvd,
Texas City, 77591
(409) 741-4554

Services Provided:

On-Demand Vehicle Repairs-Mechanical Repairs
5000-mile oil change and multi-point inspection
Preventative maintenance repairs – 18,000-mile program
Wheelchair lift, repair, and maintenance
Vehicle towing
Tire replacement.

BRAZORIA COUNTY:

GCTD Maintenance Shop
101 Canna Lane building C
Lake Jackson, Texas 77566
(800-266-2320)

Services Provided:
On-Demand Vehicle Repairs-Mechanical Repairs
5000-mile oil change and multi-point inspection
Preventative maintenance repairs – 18,000-mile program
Wheelchair lift, repair, and maintenance
Tire replacement.

SOILEAU'S PARTS AND SERVICE, INC.

1006 East Mulberry St.
Angleton, TX 77515
(979) 845-6282
Contact: Mark C. Soileau

Services Provided:
On-Demand roadside tire
replacement and repair.

FACILITY MAINTENANCE CHECKLIST

FACILITY SERVICES SUMMARY FY 2021 to FY 2024

TEXAS CITY ADMINISTRATION BUILDING					
	Frequency	2021	2022	2023	2024
Heater Inspection	Required Annually	5/1/2021	5/5/2022		
Air Conditioner Inspection	Required Annually	5/1/2021	5/5/2022		
Gas Line Pressure Test	Required Annually	N/A	N/A		
Electrical Inspection	Required Annually	5/1/2021	5/10/2022		
Pest Control Treatment 1 st QTR	Required Quarterly	5/1/2021	5/4/2022		
Pest Control Treatment 2 nd QTR		8/9/2021	8/2/2022		
Pest Control Treatment 3 rd QTR		11/11/2021			
Pest Control Treatment 4 th QTR		2/7/2022			
Facility Maintenance Inspection	Required Annually	5/1/2021	8/25/2022		
Security Inspection Facilities & Vehicles 1 st QTR	Required Quarterly	5/1/2021	5/15/2022		
Security Inspection Facilities/Vehicles 2 nd QTR		8/16/2021	8/30/2022		
Security Inspection Facilities/Vehicles 3 rd QTR		11/15/2021			
Security Inspection Facilities/Vehicles 4 th QTR		2/9/2022			
Fire Alarm Control Unit Inspection	Required Annually	5/1/2021	5/4/2022		
Ext./Int. Lock & Key changed	As needed	5/1/2021	N/A		

AGREEMENT BY THE BOARD OF DIRECTORS OF THE GULF COAST TRANSIT DISTRICT APPROVING THE GOODMAN CORPORATION WORK ORDER #21-08 FOR CONTINUED GCTD GENERAL PLANNING AND OPERATING ASSISTANCE SERVICES.

WHEREAS, the Gulf Coast Center (GCC) has assigned a contract with The Goodman Corporation (TGC) to the Gulf Coast Transit District (GCTD), as of May 1st, 2020, to provide planning, finance, federal/state grant oversight, procurement, compliance, design, and construction phase services to support the GCTD.

WHEREAS, TGC is to present individual work orders for GCTD Board approval related to additional proposed services.

WHEREAS, GCTD and TGC have agreed that it is desirable to amend its existing Contract to provide additional compensation for general planning and operating assistance services.

WHEREAS, TGC has prepared Work Order #21-08 for the additional amount of \$43,004.16 to support activities included in the Scope of Services.

WHEREAS, TGC Work Order #21-08 will be paid for with federal funding.

WHEREAS, all other provisions of the Contract between TGC and GCTD shall remain in full force and effect.

NOW, THEREFORE, BE IT RESOLVED BY THE GULF COAST TRANSIT DISTRICT BOARD OF DIRECTORS THAT THE EXECUTIVE DIRECTOR IS AUTHORIZED TO ENTER INTO WORK ORDER #21-08 FOR CONTINUED GCTD GENERAL PLANNING AND OPERATING ASSISTANCE SERVICES.

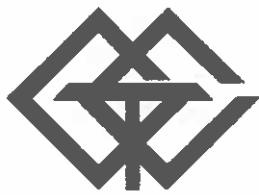
APPROVED ON THIS _____ DAY OF _____ 2022.

Sean Middleton
Executive Director

Worth Ferguson
Finance Director

Approved as to form:

Counsel to the Gulf Coast Transit District



**THE GOODMAN
CORPORATION**
TBPE NO. F-19990

HOUSTON: 3200 Travis Street
Suite 200
Houston, TX 77006

AUSTIN: 911 W. Anderson Lane
Suite 200
Austin, TX 78757

**PROJECT
SCOPE**

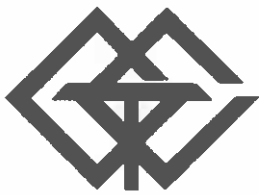
PHONE: (713) 951-7951

THEGOODMANCORP.COM

For the Fiscal Year (FY) 2022 scope, TGC estimates that several task orders will remain unbilled by the end of the contract period in the sections of procurement, civil rights, triennial review preparation, and funding pursuit for Gulf Coast Transit District. The majority of these tasks are going to be moved to the FY2023 scope of work. TGC plans to carry over the \$22,500 for the triennial review preparation, \$13,650 for civil rights compliance, and \$30,000 for two H-GAC TIP applications. A full breakdown of task items from the FY22 Scope is below.

Task	Description	Revised Budget Eff. Jan 2022	% Complete	Actual Billed as of June 30th	Balance	Remaining Balance as of Sept 30, 2022
1	PM	\$ 9,675.00	100.00%	\$ 9,675.00	\$0.00	\$0.00
2	Short LRP	\$ 1,520.00	100.00%	\$ 1,520.00	\$0.00	\$0.00
3	Grant MGMT	\$ 5,255.25	100.00%	\$ 5,255.25	\$0.00	\$0.00
4	Procurements	\$ 69,255.70	93.00%	\$ 64,409.86	\$4,845.84	\$4,845.84
5	Fleet Replacement	\$ 15,000.00	100.00%	\$ 15,000.00	\$0.00	\$0.00
6	Civil Rights Comp	\$ 19,500.00	30.00%	\$ 5,850.00	\$13,650.00	\$13,650.00
7	Triennial	\$ 22,500.00	0.00%	\$ -	\$22,500.00	\$22,500.00
8	PTN and NTD	\$ 13,500.00	100.00%	\$ 13,500.00	\$0.00	\$0.00
9	Strategic Planning	\$ 20,000.00	100.00%	\$ 20,000.00	\$0.00	\$0.00
10	Funding Pursuit	\$ 178,544.05	77.00%	\$ 137,477.57	\$41,066.48	\$30,000.00
		\$354,750.00	76.87%	\$272,687.68	\$82,062.32	\$70,995.84

The \$70,995.84 will be carried over to this new scope and the FY22 Scope will be closed in September 2022. In addition to these carryover tasks, TGC has prepared the following scope of work based on our discussion in July 2022.



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**PROJECT
SCOPE**

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**Continued GCTD General Planning & Operating
Assistance Services
OCTOBER 1, 2022 TO SEPTEMBER 30, 2023 (12 MONTH PERIOD)**

This scope of services reflects activities to be completed by TGC, as a consultant to the GCTD, for October 1, 2022, through September 30, 2023. These are general and anticipated planning and operating activities that may be supplemented by individual task orders within this same time period.

Task 1: Civil Rights Compliance and Associated Reporting

Ensure that GCTD meets general federal compliance, FTA Title VI Civil Rights and FTA Disadvantage Business Enterprise (DBE) program requirements. Work with GCTD Staff in the updates to the Title VI Program and DBE Goal Setting process in the FY23. Assist GCTD staff with implementation of the civil rights programs, as well as required biannual DBE uniform reporting. Provide staff training on civil right compliance and the development of documentation for future updates.

Deliverables: Completion of Title VI Plan update, DBE Goal Setting, biannual DBE uniform reporting, and training materials for Civil Rights Compliance.

Task 2: Triennial Review Preparation

Complete a triennial review exercise with GCTD staff to include all areas identified within the current FTA Triennial Review Guide. Coordinate the review with all GCTD staff and individual departments therein with the objective of refining systems and processes for future FTA-administered triennial reviews.

Deliverables: Set up and administer an informal triennial review with GCTD staff. Facilitate review and provide documentation of post-activity action items for completion by GCTD and TGC following the exercise. Monthly progress reports.

Task 3: Triennial Review Support

Assist GCTD staff in the FY23 Triennial Review.

- *Triennial Review*
 - Update documentation that will be reviewed during the Triennial Review based on TGC's recent experience with the updated triennial review process. Assist GCTD staff with the collection, organization, coordination, and preparation of the Recipient Information Request (RIR) documentation, which includes 23 areas of FTA compliance.
 - Review response to RIR with GCTD staff prior to the on-site FTA visit and respond and prepare any additional requests, questions, or listing of missing items for the reviewers prior to the FTA visit.
 - Provide on-site support to GCTD staff during the FTA visit and assist with any questions or requests during the two-day review.
 - Assist GCTD staff with timely response to any FTA findings associated with the areas covered in the RIR until open findings are closed or a final determination of findings is issued by the FTA. Individual task orders will be drafted based on findings that require the development of new documentation.

Task 4: Funding Pursuit

TGC will monitor and coordinate potential funding opportunities within this task and notify GCTD with potential opportunities. This task also includes the development of a narrative, benefit cost assessment, and the facilitation of support letters for two H-GAC TIP applications, when the call for projects is released.

Deliverables: For the TIP effort: project white paper, letters of support for inclusion in the application package, meeting reports from coordination meetings with stakeholders and elected officials. Coordination with GCTD staff towards grant submission.

Project Budget

Progress payments will be made based on the percentage of completion of each task. Monthly invoices, including progress reports, will be provided commensurate with the percentage of the project completed each month. The costs within this scope are inclusive of all direct and indirect costs (travel, overhead, printing, etc.)

Task #	Task	Fee
1	Civil Rights Compliance and Associated Training and Reporting	\$25,500
2	Triennial Review Preparation	\$22,500
3	Triennial Review Support	\$30,000
4	Funding Pursuit	\$36,000
	Total	\$114,000
	Carry-Over Amount	\$70,995.84
	Additional Authority	\$43,004.16