





PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

PR-2019-017-000 ♦ CMA 19143

FINAL ♦ JULY 21, 2021

Prepared for:

PR HIGHWAY AND TRANSPORTATION AUTHORITY

In fulfillment with regulations from:

Federal Transit Administration

By:

CMA ARCHITECTS & ENGINEERS LLC

Since 1959

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DOCUMENT IDENTIFICATION AND CREDITS

Title	Public Transportation Agency Safety Plan
Project Numbers	PR-2019-017-000 CMA 19143
Document Version	Final July 21, 2021
Owner	PR HIGHWAY AND TRANSPORTATION AUTHORITY
Consultant	CMA ARCHITECTS & ENGINEERS LLC Since 1959
Submitted to	Federal Transit Administration
In fulfillment of	49 C.F.R. Part 673

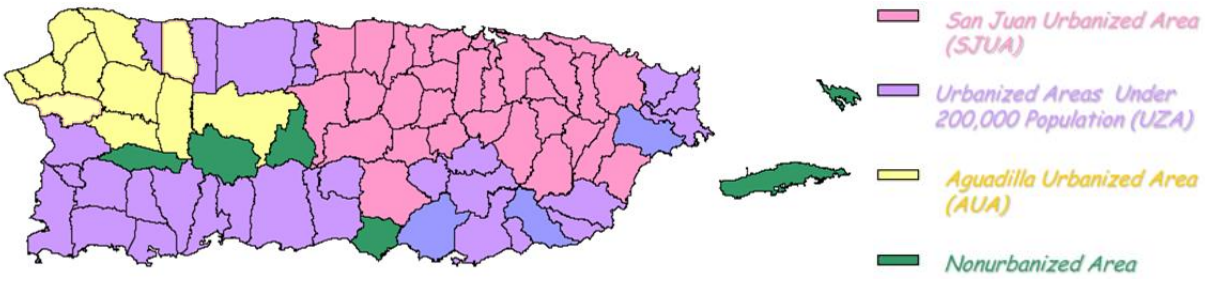
ACKNOWLEDGEMENT

We would like to acknowledge and thank the representative municipalities personnel for their help and commitment:

1. Aguadilla: Vivian Rivera, Ramón Hilerio, Isabel Nieves
2. Caguas: Luis Herrera, Ángel Torres, Omar Santos, Crysaida Rodríguez
3. Ponce: Alma Fernández, Marelyn González, Angel Ruíz

Thanks also to the following municipalities and agencies that provided information:

1. Aguada
2. Añasco
3. Barceloneta
4. Barranquitas
5. Cabo Rojo
6. Camuy
7. Canóvanas
8. Carolina
9. Cataño
10. Cayey
11. Ciales
12. Cidra
13. Coamo
14. Comerío
15. Corozal
16. Dorado
17. Guanica
18. Guayanilla
19. Gurabo
20. Hatillo
21. Hormigueros
22. Humacao
23. Isabela
24. Juana Diaz
25. Lajas
26. Lares
27. Las Marias
28. Las Piedras
29. Loíza
30. Luquillo
31. Mayagüez
32. Morovis
33. Naguabo
34. Naranjito
35. Orocovis
36. Patillas
37. Peñuelas
38. Rincón
39. Salinas
40. San Juan
41. San Lorenzo
42. San Sebastián
43. Toa Baja
44. Trujillo Alto
45. UPRM
46. Utuado
47. Vega Alta
48. Vega Baja
49. Villalba
50. Yabucoa
51. Yauco

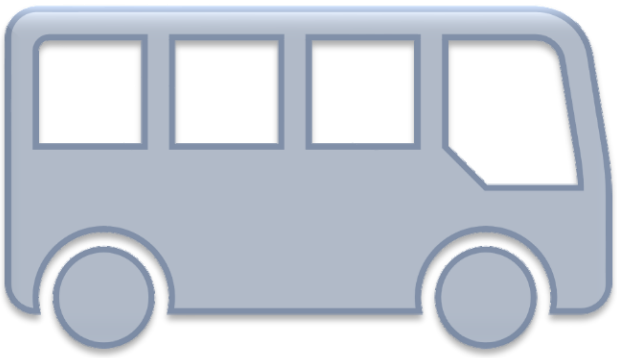


ACRONYMS

The most common acronyms used though this document are listed, in alphabetical order, in Acronym Table 1.

Acronym Table 1

Count	Acronym	Meaning
1.	EPRP	Emergency Preparedness and Response Plan
2.	ESRP	Employee Safety Reporting Program
3.	FTA	Federal Transit Administration
4.	NPTSP	National Public Transportation Safety Plan
5.	PRHTA	Puerto Rico Highway and Transportation Authority
6.	PTASP	Public Transportation Agency Safety Plan
7.	PTSP	Public Transportation Safety Program (49 U.S. Code § 5329)
8.	SA	Safety Assurance
9.	SMP	Safety Management Policy
10.	SMS	Safety Management System
11.	SP	Safety Promotion
12.	SPM	Safety Performance Measures
13.	SPDR	Safety Plan Documentation and Recordkeeping
14.	SPT	Safety Performance Targets
15.	SRM	Safety Risk Management



1 INTRODUCTION

The Federal Transit Administration (FTA), which maintains safety authority over public transportation; recognizes that operating domains and vehicle types and capabilities differ significantly. Thus, on July of 2018, the FTA issued the new Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673) to improve public transportation safety by guiding transit agencies to manage safety risks more effectively and proactively in their systems. This final rule became effective on July 19, 2019, and requires transit agencies to develop, certify, and implement an agency safety plan that includes the processes and procedures necessary for implementing a Safety Management System (SMS). The SMS is a comprehensive, collaborative approach that brings management and labor together to build on the transit industry's existing safety foundation to control risk, better detect and address safety problems earlier, share and analyze safety data more effectively, and measure safety performance more carefully.

The Puerto Rico Highway and Transportation Authority (PRHTA) procured the development of a Public Transportation Agency Safety Plan (PTASP) for the PRHTA's small provider subrecipients that did not opt out of the group, as required by the federal regulation (49 CFR § 673.11 (e)).

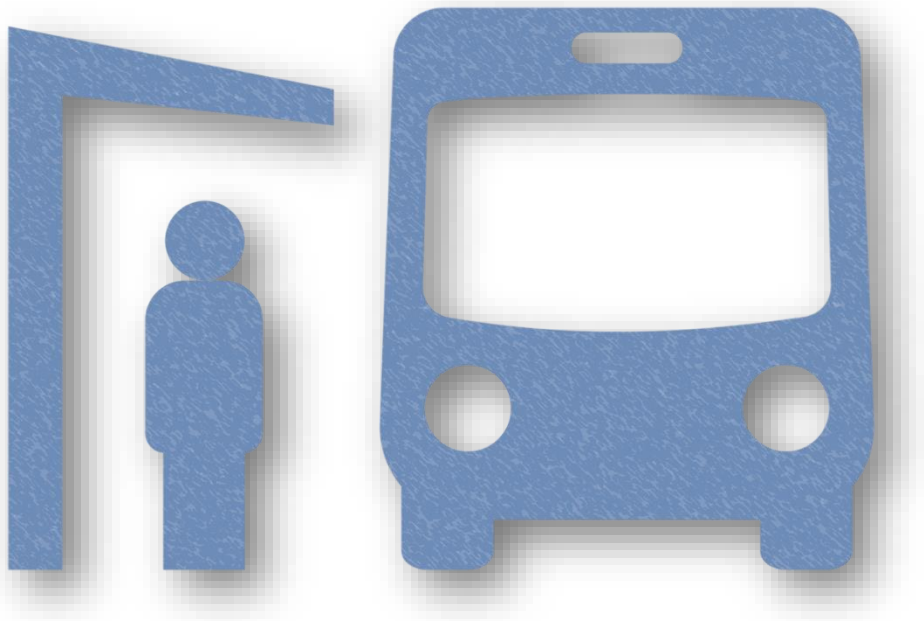
This document constitutes the PTASP and includes the chapters described next.

1. **Introduction** - This chapter includes a brief description of the purpose and contents of this document.
2. **Policy Background** - This chapter describes the policy supporting this document.
3. **Public Transportation Agencies Included** – This chapter shows the small public transportation providers covered by this Plan.
4. **General Authorities** – This chapter describes the general positions that will serve as the PTASP authorities.
5. **Methodology** - This chapter describes the approach used to develop the PTASP.
6. **Process Modifications due COVID-19** – This chapter briefly describes the modifications performed to gather information through the pandemic lockdown.
7. **Selection of Representative Municipalities** – This chapter describes the sampling and selection process for representative municipalities that collaborated directly with the preparation of this Plan.
8. **Transit Agency Information** - This section will show: the general description of the agency, including the transit assets it manages and employees, the accountable executive, and the chief safety officer or safety management system executive.
9. **Plan Development, Approval, and Updates** – This chapter records the PTASP versions and the main changes among them. It also describes a process and timeline for conducting an annual review and update of the PTASP.
10. **Safety Performance Measures and Targets** - This chapter includes the safety performance targets based on the safety performance criteria established under the National Public Transportation Safety Plan (NPTSP).
11. **Safety Management System** – This chapter introduces the components of the Safety Management System that will be discussed in the next chapters.
12. **Safety Management Policy** (SMP) - This chapter includes the identification of safety objectives, establishment of a confidential employee reporting program,

organizational accountabilities and safety responsibilities, and designation of a Chief Safety Officer.

13. **Safety Risk Management** (SRM) - This chapter includes the processes for hazard identification, risk assessment, and mitigation development.
14. **Safety Assurance** (SA) - This chapter includes the processes for safety performance monitoring and measurement, management of change, and continuous improvement.
15. **Safety Promotion** (SP) - This chapter includes the development of a comprehensive safety training program and safety communication.
16. **Relationship of the PTASP to other Federal Safety Requirements** - This chapter describes other applicable transit safety regulations and documents how the PTASP relates to them.
17. **Safety Plan Documentation and Recordkeeping** (SPDR) - This chapter describes the best practices for record keeping of the PTASP supporting documentation.
18. **Key Annual Activities** – This chapter summarizes the implementation and evaluation key annual activities, timeline, responsibilities, and potential additional resources required.

Please note that this document contains the minimum aspects of the PTASP that are agreed upon and common among all the participating agencies. Each agency may have additional or more detailed processes to those included here. Please refer to Attachment A for a list of related documentation from collaborating agencies, included in the electronic appendix entitled *PTASP Agencies Documentation*, which includes the documents.



2 POLICY BACKGROUND

The 49 U.S. Code § 5329 Public Transportation Safety Program (PTSP) (d) (1) indicates that one (1) year after the effective date of a final rule issued by the Secretary to carry out this subsection, each recipient or State, as described in paragraph (3), shall certify that the recipient or State has established a comprehensive agency safety plan that includes, at a minimum:

1. (A) A requirement that the board of directors (or equivalent entity) of the recipient approve the agency safety plan and any updates to the agency safety plan.
2. (B) Methods for identifying and evaluating safety risks throughout all elements of the public transportation system of the recipient.
3. (C) Strategies to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions.
4. (D) A process and timeline for conducting an annual review and update of the safety plan of the recipient.
5. (E) Performance targets based on the safety performance criteria and state of good repair standards established under subparagraphs (A) and (B), respectively, of subsection (b)(2).
6. (F) Assignment of an adequately trained safety officer who reports directly to the general manager, president, or equivalent officer of the recipient.
7. (G) A comprehensive staff training program for the operations personnel and personnel directly responsible for safety of the recipient that includes:
    a. (i) The completion of a safety training program; and
    b. (ii) Continuing safety education and training.

The PTSP Code (49 U.S. Code § 5329 (d) (3)) indicates:

1. (A) Section 5311- For a recipient receiving assistance under section 5311, a State safety plan may be drafted and certified by the recipient or a State.
2. (B) Section 5307 - Not later than 120 days after the date of enactment of the Federal Public Transportation Act of 2012, the Secretary shall issue a rule designating recipients of assistance under section 5307 that are small public transportation providers or systems that may have their State safety plans drafted or certified by a State.

The PTASP final rule (49 C.F.R. Part 673.1) requires recipients or sub-recipients of financial assistance under 49 U.S.C. Chapter 53 (Public Transportation) that operates a public transportation system to develop Public Transportation Agency Safety Plans. It also indicates that this part does not apply to operators of public transportation that only receives federal financial assistance under 49 U.S.C. 5310 (enhanced mobility of seniors and individuals with disabilities), 49 U.S.C. 5311 (formula grants for rural areas), or both.

The Plans must incorporate SMS principles and methods (49 C.F.R. Subpart 673.3). The Plans must be established within one calendar year after July 19, 2019 (49 C.F.R. Subpart 673.11); that is, by July 20, 2020[1].

The plans must include, as minimum, the following (49 C.F.R. Subpart 673.11):

1. Signature of Accountable Executive (Person who has ultimate responsibility for carrying out the PTASP and Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both plans (49 C.F.R. Subpart 673.5))
2. Approval of Equivalent Authority (Entity that carries out duties similar to that of a Board of Directors that has sufficient authority to review and approve the PTASP (49 C.F.R. Subpart 673.5))
3. Documentation of processes and activities related to the SMS implementation
4. Performance targets based on the safety performance measures established under the National Public Transportation Safety Plan
5. All applicable requirements and standards of the FTA's Public Transportation Safety Program and National Public Transportation Safety Plan
6. Process and timeline for conducting annual review and update of the PTASP

The SMS must include the following elements (49 C.F.R. Subpart 673.21):

1. Safety Management Policy – It is a documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety (49 C.F.R. Subpart 673.5)
2. Safety Risk Management – It is a process for identifying hazards and analyzing, assessing, and mitigating safety risk
3. Safety Assurance – It is a process to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information (49 C.F.R. Subpart 673.5)
4. Safety Promotion – It is a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system (49 C.F.R. Subpart 673.5)

The safety performance targets must be made available to the state and the Metropolitan Planning Organization (MPO) to aid in the planning process and coordinate with them in the selection of their safety performance targets (49 C.F.R. Subpart 673.15).

The PTASP documentation must always be maintained and made available upon request by the institutions having jurisdiction (e.g., FTA, PRHTA), including the documents related to the implementation of the SMS, its processes, and activities. They must be made available upon request by the FTA or other state or federal entity with jurisdiction. Documentation must be maintained for a minimum of three years after they are created (49 C.F.R. Subpart 673.31).

[1] Ref. https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/safety/public-transportation-agency-safety-program/117281/ptasp-fact-sheet-02-06-2019.pdf

3 PUBLIC TRANSPORTATION AGENCIES INCLUDED

The small public transportation providers covered by this plan are listed below.

1. Aguada
2. Aguadilla
3. Añasco
4. Barceloneta
5. Barranquitas
6. Cabo Rojo
7. Caguas
8. Camuy
9. Canóvanas
10. Carolina
11. Cataño
12. Cayey
13. Ciales
14. Cidra
15. Coamo
16. Comerío
17. Corozal
18. Dorado
19. Guanica
20. Guayanilla
21. Gurabo
22. Hatillo
23. Hormigueros
24. Humacao
25. Isabela
26. Juana Diaz
27. Lajas
28. Lares
29. Las Marias
30. Las Piedras
31. Loíza
32. Luquillo
33. Mayagüez
34. Morovis
35. Naguabo
36. Naranjito
37. Orocovis
38. Patillas
39. Peñuelas
40. Ponce
41. Rincón
42. Salinas
43. San Juan
44. San Lorenzo
45. San Sebastián
46. Toa Baja
47. Trujillo Alto
48. UPRM
49. Utuado
50. Vega Alta
51. Vega Baja
52. Villalba
53. Yabucoa
54. Yauco

There following subrecipients opted out and will provide their own PTASP:

1. Bayamón
2. Guaynabo
3. Juncos
4. Manatí

4 GENERAL AUTHORITIES

The small public transportation providers that are PRHTA subrecipients covered by this plan are mainly municipalities. This PTASP is the model for adoption of the participating municipalities and other agencies such as universities.

Their Accountable Executives are the municipalities' mayors or mayoresses, university deans, or their appointed representatives for the PTASP.

Each Accountable Executive chooses a Safety Management System Executive, meeting the requirements of 49 C.F.R. § 673.23 (2).

The municipalities are voting members of the Metropolitan Planning Organization (MPO). The MPO comprises three (3) Policy Board Committees:

1. Aguadilla Urbanized Area
2. San Juan Urbanized Area
3. Urbanized Areas Under 200,000 Population

This PTASP was developed with the close collaboration of three municipalities (representative municipalities) which were representative of the small public transportation providers covered by this plan, one per each of the MPO Policy Board Committees. They are:

1. Aguadilla, from the Aguadilla Urbanized Area
2. Caguas, from the San Juan Urbanized Area
3. Ponce, from the Urbanized Areas Under 200,000 Population

The Municipal Legislatures or University Boards constitute their corresponding Equivalent Authority. This PTASP MPO approval and target's adoption is documented through referendum results.

The main grantee and agency procuring this PTASP, the PRHTA, will be certifying the development of this PTASP on behalf of the small transit agencies that opted in, as required by regulation (49 CFR § 673.11 (d)).

The certified PTASP will be maintained for a minimum of three (3) years and will be available upon request by the FTA (49 C.F.R. Subpart 673.31) for the Triennial or other applicable review.

5 PROCESS

The general process used for the development of the plan is shown in Figure 5-1.

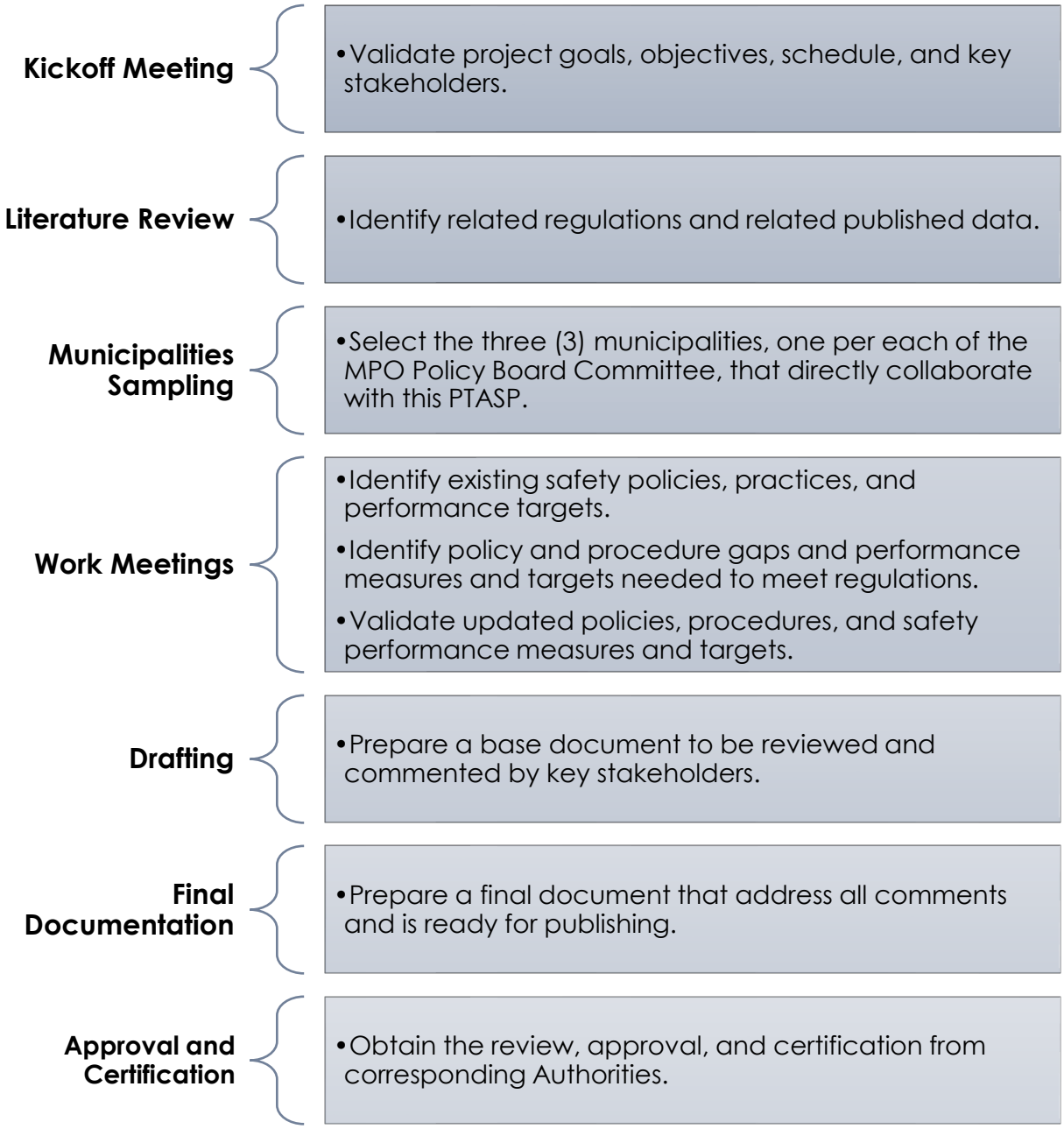


Figure 5-1: PTASP Development Process

6 PROCESS MODIFICATIONS DUE COVID-19

During the preparation of this document, PRHTA, transportation agencies, and consultants were applying shelter in place and social distancing measures, enforced through an Executive Order, due to the pandemic of COVID-19.

The initial coordination with representative municipalities was performed through phone calls. Then, an e-mail was sent to officially request their participation and invite them to online workshops (see Attachment B).

Online workshops were used to discuss authorities, key personnel, performance measures and targets, policy components, and safety management system components.

The questionnaire included in Attachment C was used as a guide to discuss key information needed for the development of the safety risk management process.

The forms and questions discussed during the online workshops were sent via e-mail for review and response by the representative municipalities.

The response provided by the representative municipalities by e-mail was then used for the development of this Plan.

7 SELECTION OF REPRESENTATIVE MUNICIPALITIES

As the model PTASP needs to suit all agencies and most agencies were municipalities; three representative municipalities were selected. As the intention was to select municipalities representing each of the three (3) urbanized areas (San Juan UA, Aguadilla UA, and small UZA's) and the spectrum of service area, service population, and fleet size, a statistical procedure was used to aid on the selection process.

7.1 Data

The FTA's National Transit Database (NTD) records the financial, operating and asset condition of transit systems. In December 2019, FTA released its 2018 NTD data products, which provide the most recent data on transit ridership, expenses, fares, safety, assets, and other transit system information. Information from NTD corresponding to the 2018 Annual Database Agency Information (most recent available at the time of the analysis) was used. The information used included agency name, reporting module, service area, service area population, urbanized area, and total vehicles operating during maximum service.

7.2 Population

There are 33 municipalities that reported some information to the NTD in 2018 (see Table 7-1):

1. Sixteen (16) from San Juan UA
2. Three (3) from Aguadilla-Isabela-San Sebastián UA
3. Two (2) from Arecibo UA
4. Two (2) from Mayagüez UA
5. Three (3) from other UA
6. Six (6) from Rural Areas
7. One (1) Asset Reporter

For the statistical analysis, only those reporting to the Urban module, as shown in Table 7-1, were used.



Table 7-1: Municipalities Listed in the 2018 NTD

Count	Agency Name	Reporting Module	Service Area (Sq. Mi.)	Service Area Population	Urbanized Area Name	Total Vehicles Operating During Maximus Service
1.	City of San Juan	Urban	77	355,074	San Juan, PR	28
2.	Municipality of Aguada	Urban	10	38,118	Aguadilla-Isabela-San Sebastián, PR	3
3.	Municipality of Caguas	Urban	25	131,438	San Juan, PR	27
4.	Municipality of Vega Baja	Urban	46	54,000	San Juan, PR	8
5.	Municipality of Hormigueros	Urban	29	16,678	Mayagüez, PR	6
6.	Municipality of Cayey	Urban	40	48,594	San Juan, PR	6
7.	Municipality of Gurabo	Urban	43	45,369	San Juan, PR	4
8.	Municipality of Carolina	Urban	4	176,762	San Juan, PR	26
9.	Municipality of Humacao	Urban	10	17,603	San Juan, PR	7
10.	Municipality of Bayamon	Urban	15	65,706	San Juan, PR	11
11.	Municipality of Manatí	Urban	30	16,053	San Juan, PR	5
12.	Municipality of Barceloneta	Urban	19	24,650	Florida-Imbéry-Barceloneta, PR	8
13.	Municipality of Hatillo	Urban	42	40,111	Arecibo, PR	5
14.	Municipality of Camuy	Urban	46	35,159	Arecibo, PR	7
15.	Municipality of Cataño	Urban	7	24,968	San Juan, PR	2
16.	Municipality of Fajardo	Urban	1	36,993	Fajardo, PR	6
17.	Municipality of Juncos	Urban	27	39,754	San Juan, PR	7

Count	Agency Name	Reporting Module	Service Area (Sq. Mi.)	Service Area Population	Urbanized Area Name	Total Vehicles Operating During Maximus Service
18.	Municipality of Yauco	Urban	62	37,679	Yauco, PR	21
19.	Municipality of Toa Baja	Urban	30	80,207	San Juan, PR	12
20.	Municipality of San Sebastian	Urban	71	40,102	Aguadilla-Isabela-San Sebastián, PR	9
21.	Municipality of Mayaguez	Urban	52	71,264	Mayagüez, PR	16
22.	Municipality of San Lorenzo	Urban	5	35,000	San Juan, PR	15
23.	Municipality of Lares	Urban	62	30,753	Aguadilla-Isabela-San Sebastián, PR	8
24.	Municipality of Dorado	Urban	23	38,165	San Juan, PR	6
25.	Municipality of Guaynabo	Urban	27	90,879	San Juan, PR	16
26.	Autonomous Municipality of Ponce	Urban	40	79,650	Ponce, PR	9
27.	Municipality of Dorado - Separate Asset	Asset	No data reported	No data reported	San Juan, PR	No data reported
28.	Orocovis	Rural	No data reported	No data reported	No data reported	2
29.	Utuado	Rural	No data reported	No data reported	No data reported	1
30.	Comerío	Rural	No data reported	No data reported	No data reported	6
31.	Municipality of Jayuya	Rural	No data reported	No data reported	No data reported	7
32.	Municipality of Coamo	Rural	No data reported	No data reported	No data reported	6
33.	Municipality of Vieques	Rural	No data reported	No data reported	No data reported	3

7.3 Process

A cluster analysis was performed for the Urban reporting municipalities. The objective of this analysis was to divide the municipalities into groups with similar characteristics, based on the following variables: Service Area, Service Population, Total Vehicles Operating in Maximum Service, and Urbanized Area group (San Juan, Aguadilla, Small). Three groups were selected, as it was required to have one representative per each urbanized area group. The group results for each data point are shown in Table 7-2. A screen shot of the spreadsheet used for the analysis is shown in Attachment D.

Table 7-2: Cluster Analysis Results

Count	Agency Name	UZA Group	Service Area (Sq. Miles)	Service Area Population	Total Vehicles Operating in Max Service	Cluster
1	Caguas	San Juan	25	131,438	27	1
2	Carolina	San Juan	4	176,762	26	1
3	San Juan	San Juan	77	355,074	28	1
4	Aguada	Aguadilla	10	38,118	3	2
5	Bayamón	San Juan	15	65,706	11	2
6	Cataño	San Juan	7	24,968	2	2
7	Cayey	San Juan	40	48,594	6	2
8	Dorado	San Juan	23	38,165	6	2
9	Guaynabo	San Juan	27	90,879	16	2
10	Gurabo	San Juan	43	45,369	4	2
11	Humacao	San Juan	10	17,603	7	2
12	Juncos	San Juan	27	39,754	7	2
13	Manatí	San Juan	30	16,053	5	2
14	San Lorenzo	San Juan	5	35,000	15	2
15	Toa Baja	San Juan	30	80,207	12	2
16	Vega Baja	San Juan	46	54,000	8	2
17	Lares	Aguadilla	62	30,753	8	3
18	San Sebastián	Aguadilla	71	40,102	9	3
19	Barceloneta	Small	19	24,650	8	3
20	Camuy	Small	46	35,159	7	3
21	Fajardo	Small	1	36,993	6	3
22	Hatillo	Small	42	40,111	5	3
23	Hormigueros	Small	29	16,678	6	3
24	Mayagüez	Small	52	71,264	16	3
25	Ponce	Small	40	79,650	9	3
26	Yauco	Small	62	37,679	21	3

After identifying the three groups and their members, the potential representative municipalities were selected. It was performed by identifying those with the minimum distance[2] to the cluster center. If that municipality was not available or if it belongs to an urbanized area that was already selected, the one with the next minimum distance and

[2] The minimum distance corresponds to the minimum sum of squares of differences between the z-score of variables and the z-score of the cluster center.

different urbanized area was approached. The process developed for the selection based on the cluster and the urbanized area is shown in Table 7-3.

Table 7-3: Selection of Representative Municipalities

Minimum Distances for Potential Representatives											
Cluster	**Min Distance**	**Next Min**	**Next Min**	**Next Min**	**Next Min**	**Next Min**	**Next Min**	**Next Min**	**Next Min**	**Next Min**	**Next Min**
1	0.00	1.48	19.27	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	0.00	0.06	0.22	0.43	0.77	0.78	0.78	0.84	0.90	1.45	1.72
3	0.00	0.12	0.58	0.76	1.73	1.89	2.49	3.40	4.28	4.72	0.00
Potential Representatives											
Cluster	**Alt. 1**	**Alt. 2**	**Alt. 3**	**Alt. 4**	**Alt. 5**	**Alt. 6**	**Alt. 7**	**Alt. 8**	**Alt. 9**	**Alt. 10**	**Alt. 11**
1	Carolina	Caguas	San Juan	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	Juncos	Dorado	Manatí	Cayey	Gurabo	Humacao	Bayamón	Toa Baja	Vega Baja	Cataño	Aguada
3	Camuy	Hatillo	Ponce	Hormigueros	Barceloneta	Mayagüez	Lares	San Sebastián	Yauco	Fajardo	Camuy
UZA Group											
Cluster	**Alt. 1**	**Alt. 2**	**Alt. 3**	**Alt. 4**	**Alt. 5**	**Alt. 6**	**Alt. 7**	**Alt. 8**	**Alt. 9**	**Alt. 10**	**Alt. 11**
1	San Juan	San Juan	San Juan	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	San Juan	San Juan	San Juan	San Juan	San Juan	San Juan	San Juan	San Juan	San Juan	San Juan	Aguadilla
3	Small	Small	Small	Small	Small	Small	Aguadilla	Aguadilla	Small	Small	Small

7.4 Selection

The statistical analysis was used as a baseline for the selection. The next step was to assure the availability and commitment of the municipalities, especially given the fact that this point of the process coincides with the COVID-19 emergency social distancing measures declared by the Governor. Six municipalities were approached by phone and e-mail. Examples of the e-mails and responses are included in Attachment B. The participant municipalities are disclosed in Table 7-4.

Table 7-4: Representative municipalities

Municipality	UZA	Cluster
Aguadilla*	Aguadilla Urban Area	1
Caguas	San Juan Urban Area	2
Ponce	Small Urban Area	3

* Aguadilla was not included in the NTD data used for the analysis. Other municipalities from the region were reached (see Attachment B), however, they could not commit on participating. Aguadilla expressed their availability and commitment in a timely manner; hence, it was included as a representative municipality for its urbanized area.

8 TRANSIT AGENCY INFORMATION

The form included in Table 8-1 was used to identify key information about the transit managing Agency, including transit assets, service scope, and transit employees. The form filled by each of the transit agencies is included in Attachment E.

Table 8-1: Agency Information Model Form

SYSTEM IDENTIFICATION							
Agency:							
Address:							
Transit Employees							
Transit Employees	Management		Operations			Maintenance	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR						
	MB						
	OR						
	TB						
	VP						
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
Service							
Service	Service Area (Square Meters)			Service Population			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☐		Description of arrangement:	N/A			

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT - Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

9 PLAN DEVELOPMENT, APPROVAL, AND UPDATES

9.1 Plan Development and Approval

PTASP Approval Requirements

The Public Transportation Agency Safety Plan, and subsequent updates, must be signed by the Accountable Executive and approved by the agency's Board of Directors, or an Equivalent Authority (49 CFR § 673.11 (a) (1)).

A State must draft and certify a Public Transportation Agency Safety Plan on behalf of any small public transportation provider that is in that State. A State is not required to draft a Public Transportation Agency Safety Plan for a small public transportation provider if that agency notifies the State that it will draft its own plan. In each instance, the transit agency must carry out the plan Authority (49 CFR § 673.11 (d)).

In compiling with 49 CFR § 673.11 (d), PRHTA is drafting this PTASP on behalf fifty-four (54) small public transportation providers located inside in Puerto Rico. Four others transit agencies are developing their own plans.

The persons responsible for the PTASP development are shown in Table 9-1.

Table 9-1: Plan Development

Person Who Drafted This Plan	
Name	Zaida E. Rico Rolón, P.E., M.S.C.E., Ph.D.
Title	Consultant
Firm	CMA Architects & Engineers LLC
Person Who Revised This Plan	
Name	Sonia Montañez Colón
Title	Director of the Federal Coordination Office
Agency	Puerto Rico Highway and Transportation Authority

The form included in Table 9-2 was used to provide each agency's Accountable Executive signature. The form filled by each transit agency is included in Attachment F. The corresponding Accountable Executive will be each municipality's mayor or mayoress or the agency's appointed representative.

Table 9-2: Accountable Executive Signature Model Form

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	
Title	
Agency	
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population ☐ Other:_____
Signature	
Date	

This PTASP was developed with the close collaboration of the three representative municipalities. However, it will serve as a model for the adoption of all the other municipalities and agencies managing transit that are PRHTA's subrecipients of Urbanized Area Formula Grants that did not opt out the group plan. Since the municipalities are voting members of the Metropolitan Planning Organization (MPO), the concerning members of the MPO approved this PTASP and its targets, as indicated in chapter 4. Table 9-3 shows the Approval Results for each of the MPO Policy Board Committees. Corresponding supporting documentation is provided in Attachment G.

Table 9-3: PTASP & Targets Approval

Puerto Rico Metropolitan Planning Organization
Public Involvement Program

Referendum Voting Results - December 9 to 23 2020

PRMPO Members Voting Results to PTASP approval	Policy Board Committee per Urbanized Area		
	SJUA	**AUA**	**UZA**
Total of Voters per Committee	51	22	41
Votes in favor	17	3	12
Votes in opposition	0	0	0
% of Votes received per Committee	33%	14%	29%
% of PRMPO Members that voted	**28%**		

As indicated in chapter 4, the main grantee and agency procuring this PTASP, the PRHTA, will be certifying this Plan, as required by regulation (49 CFR § 673.11 (e)). The certification form is shown in Table 9-4; representative municipalities are demarked in light yellow. The actual certification is provided in Attachment H.

Table 9-4: PTASP Certification Form

Certification		
Herby it is certified that an Agency Safety Plan meeting the Public Transportation Agency Safety Plan regulation requirements established on 49 C.F.R. Part 673 has been: • Drafted by the Puerto Rico Highway and Transportation Authority. • Commenced its establishment by the Small Public Transportation Agencies as indicated in Table 17-1: Agencies Included in this PTASP in Alphabetical Order on section 17.2 Initial PTASP of this document.		
By	Name	
	Title	
	Agency	Puerto Rico Highway and Transportation Authority
Signature		
Date		



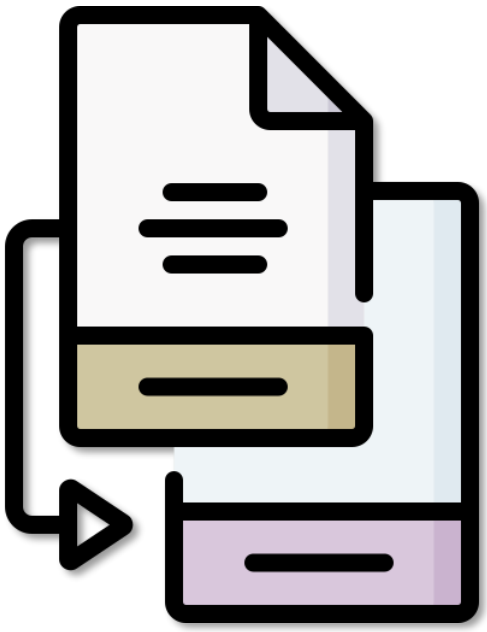
9.2 Document Updates

Table 9-5 was created and will be used to maintain the history of this Plan's versions and corresponding updates.

Table 9-5: Plan Versions and Updates

Version	Sections Affected	Reason for Change	Date Issued
Draft 1	• N/A	Provide new document outline.	1-Apr-20
Draft 2	• Entire Document	Development of draft document.	20-Jul-20
Draft 3	• Section 14 Safety Assurance • Attachments J, K, L, M	Address Municipalities and PTASP TAC Comments.	14-Aug-20
Final Draft (4)	• Section 14 Safety Assurance and references from Section 12	Provide additional information as recommended by PTASP TAC.	21-Oct-20
Final Draft (5)	• List of municipalities covered in Table 9.4 and 9.5 • Appendix H	PRHTA requested to leave in blank until all information is received.	3-Dec-20
Final Draft (6)	• Acknowledgement • Section 3 Public Transportation Agencies Included • Section 9 Plan Development, Approval, and Updates Tables 9-3, 9-4, and 9.5 • Section 17.2 Initial PTASP • Attachments E, F, and G	Add municipalities.	15-March-21
Final Draft (7)	• Section 3 Public Transportation Agencies Included • Section 4 General Authorities • Section 6 Process Modification due COVID-19 • Section 7 Municipalities Sample Selection • Section 8 Transit Agency Information • Section 9.1 Plan Development and Approval • Various tables on Section 12.5 Authorities, Accountabilities, and Responsibilities	Add municipalities and modify language so it would be inclusive of agencies that are not municipalities.	10-Jun-21

Version	Sections Affected	Reason for Change	Date Issued
	• Sections 13 Safety Risk Management, and subsections 13.1 System Characterization, 13.2 Hazard Identification, 13.10 Risk Management Tool • Section 14 Safety Assurance • Section 17 Safety Documentation and Record Keeping • Section 18 Key Annual Activities		
Final Initial	• Acknowledgement • Section 4 General Authorities • Section 7 Selection of Representative Municipalities • Section 9.1 • Section 17.2. Initial PTASP • Attachment A, E, F, H, and J	Add municipalities and clarifications. Change the term "sample municipalities" for "representative municipalities".	21-Jul-21



9.3 Annual Review

The annual review of this PTASP will follow the steps shown in Table 9-6.

Table 9-6: PTSAP Annual Review Process

Stage		Description	Responsible Entity	Due Date
1.	Review and Update	The plan will be assessed based on current conditions and, if necessary, updated. If no update is necessary, a draft letter to PRHTA indicating that the PTSAP was reviewed, and it was found up to date will be produced and sent to the Accountable Executive for review.	Chief Safety Officers	June 1st every year
2.	Review and Sign	If there is an update to the plan, then the updated plan will be reviewed and signed by the Accountable Executive. If no update is necessary, the Accountable Executive will review and sign the letter to PRHTA indicating the PTSAP was reviewed and found up to date.	Accountable Executives	June 15th every year
3.	Review and Approve	The updated and signed PTASP, or the signed letter to PRHTA indicating it was reviewed and found up to date, will be evaluated and approved.	Equivalent Authority	July 1st every year
4.	Certification	The updated, signed, and approved PTASP, or the signed and approved letter indicating it was reviewed and found up to date, will be evaluated and certified.	PRHTA	July 20 every year
5.	Availability	The certified PTASP will be maintained for three (3) years and will be available upon request by the FTA (49 C.F.R. Subpart 673.31) for the Triennial or other applicable review.	PRHTA and Accountable Executives	3 years

10 SAFETY PERFORMANCE MEASURES AND TARGETS

Safety Performance Measures and Targets Requirements

The plans must include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan 49 C.F.R. § 673.11(a) (3)).

Safety performance measures were established based on those included in the National Public Transportation Safety Plan and targets were selected based on historical data. More details are provided in the next subsections.

10.1 Coordination

The coordination process for the selection of safety performance measures and targets, responsible party, and date are shown in Figure 10-1.

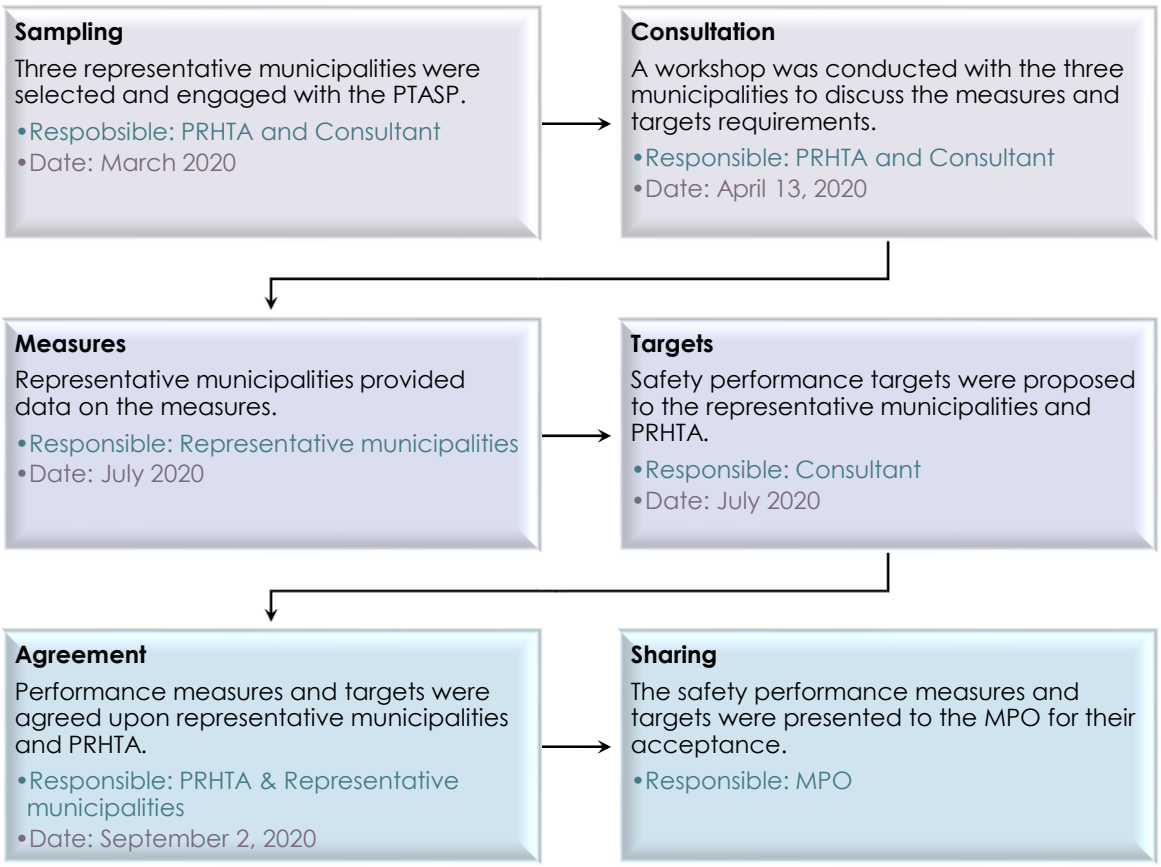


Figure 10-1: Safety Performance Measures and Targets Coordination

10.2 Performance Measures

The adopted safety performance indicators and measures are those included in the National Public Transportation Safety Plan (NPTSP), and for the applicable modes covered in the NPTSP. They are shown in Table 10-1. Please refer to the definitions following the table for further information.

Table 10-1: Safety Performance Measures

ID	Indicator	Description	Performance Measures	
			Total Number	Rate
1	Fatalities	Total number of reportable fatalities and rate per total vehicle revenue miles by mode	Total Number of Fatalities in Period	Period Fatalities / Period Vehicle Revenue Miles
2	Injuries	Total number of reportable injuries and rate per total vehicle revenue miles by mode	Total Number of Injuries in Period	Period Injuries / Period Vehicle Revenue Miles
3	Safety Events	Total number of reportable events and rate per total vehicle revenue miles by mode	Total Number of Events in Period	Period Events / Period Vehicle Revenue Miles
4	System Reliability	Mean distance between major mechanical failures by mode (The failure to prevent a vehicle from completing or starting a scheduled revenue trip because actual movement is limited or because of safety concerns.)	Total Number of Major Mechanical Failures in Period	Mean Distance Between Major Mechanical Failures (MDBMMF) = Period Vehicle Revenue Miles / Total Number of Major Mechanical Failures in Period

The following definitions apply to the concepts included in Table 10-1. They are compatible with those included in the 2019 NTD Reduced Reporter Policy Manual, complemented with other definitions included in the 2020 Safety and Security Policy Manual, as indicated. Note that the definitions included here are those that apply only to non-rail transit.

1. **Event** – Any accident, incident, or occurrence (Ref. 49 CFR § 673.5 – Definitions).
    a. Accident – An event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause (Ref. 49 CFR § 673.5 – Definitions).
    b. Incident – 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 (Ref. 49 CFR § 673.5 – Definitions).
    c. Occurrence – 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 (Ref. 49 CFR § 673.5 – Definitions).
2. **Event types** - As per the 2020 Safety and Security Policy Manual, an event may be of one or more of following types:
    a. Safety – Collisions, fires, hazardous material spills, acts of God, others (do not fall into any of the other categories but meet a reporting threshold other than immediate transport for medical attention for one person).
    b. System Security – Bombing / bomb threat, chemical / biological / radiological / nuclear release, arson, sabotage, burglary, vandalism, hijacking, cyber security, other system events (e.g., projectiles thrown at vehicles, etc.).
    c. Personal Security – Assault, attempted suicide, suicide, homicide, motor vehicle theft, robbery, rape, larceny / theft, other personal security events.
3. **Reportable event** - As per the 2019 NTD Reduced Reporter Policy Manual, is one event that:
    a. Occurs while on planned or unplanned circumstances.
    b. Occurs on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involves a transit revenue vehicle. It does not include occupational safety events occurring in administrative buildings.
    c. Meets one or more of the following reporting thresholds:
        i. There was a reportable fatality (including suicide)
        ii. There was a reportable injury
        iii. There was a reportable property damage
        iv. There was a collision (a vehicle accident in which there is an impact of a vehicle with another vehicle or object, animal, or person, as per the 2020 Safety and Security Policy Manual) involving one or more transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
        v. There was an evacuation of a transit facility or vehicle for life safety reasons.
4. **Reportable fatality** (including suicide) - Death is confirmed within 30 days of the reportable event.
5. **Reportable injury** - One or more persons injured were immediately transported away from the scene for medical attention. Agencies may not report illnesses that require transport away from the scene for medical attention if the illness is unrelated to the reportable event.

6. **Reportable property damage** – The property damage equals to or exceeds $25,000 (including damage to transit property, cost of clearing wreckage, and damage to all other vehicles and property involved in or affected by the event, as per the 2020 Safety and Security Policy Manual).
7. **Major mechanical (system) failure** – As per the 2017 National Public Transportation Safety Plan, major mechanical failures are failures caused by vehicle malfunctions or subpar vehicle condition which requires that it be pulled from service; that is, they prevent a vehicle from completing or starting a scheduled revenue trip because actual movement is limited or because of safety concerns. Examples of major bus failures include breakdowns of brakes, doors, engine cooling systems, steering, axles, and suspension.
8. **Vehicle revenue miles** – As per the 2017 National Public Transportation Safety Plan, vehicle revenue miles (VRM) are the miles transit vehicles are scheduled to or actually travel in revenue service, including layover/recovery time and excluding deadhead, operator training, vehicle maintenance testing, and school bus and charter services.

The modes included are grouped in two, as follows:

1. **Fixed route bus** – This includes the modes defined by the NTD as follows:
    a. Motor bus (MB) – This is a transit mode comprised of rubber-tired passenger vehicles operating on fixed routes and schedules, running over roadways. The vehicles are powered by diesel, gasoline, battery, or alternative fuel engines contained within the vehicle.
    b. Commuter bus (CB) – This is a local fixed-route bus transportation service primarily connecting outlying areas with a central city. This service is characterized by a motorcoach (aka over-the-road bus), multiple trip tickets, multiple stops in outlying areas, limited stops in the central city, and at least five miles of closed-door service.
    c. Bus rapid transit (RB) – Fixed-route bus system that operate at least 50 percent of the service on fixed guideway. The service has defined passenger stations, traffic signal priority or preemption, short headway bidirectional services for a substantial part of weekdays and weekend days, low-floor vehicles or level-platform boarding, and separate branding of the service.
    d. Trolley bus (TB) – Transit mode comprised of electric rubber-tired passenger vehicles, manually steered, and operating singly on city streets. Vehicles are propelled by a motor drawing current through overhead wires via trolleys, from a central power source not on board the vehicle.
    e. Público (PB) - Transit mode comprised of passenger vans or small buses operating with fixed routes but no fixed schedules in Puerto Rico. They are privately owned and operated, market oriented and unsubsidized, but regulated through a public service commission, state, or local government. They are operated under franchise agreements, fares are regulated by route, and there are special insurance requirements. Vehicle capacity varies from eight to 24, and the vehicles may be owned or leased by the operator.

2. **Demand response bus** – This includes the modes defined by the NTD as follows:
    a. Demand response (DR) – Transit mode comprised of passenger cars, vans or small buses operating in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations. A demand response operation is characterized by the following:
        i. The vehicles do not operate over a fixed route or on a fixed schedule except, perhaps, on a temporary basis to satisfy a special need.
        ii. Typically, the vehicle may be dispatched to pick up several passengers at different pick-up points before taking them to their respective destinations and may even be interrupted en-route to these destinations to pick up other passengers. The following types of operations fall under the above definitions provided they are not on a scheduled fixed route basis:
            1) Many origins - many destinations
            2) Many origins - one destination
            3) One origin - many destinations, and
            4) One origin - one destination.
    b. Demand response taxi (DT) – This is a special form of the demand response mode operated through taxicab providers. The mode is always purchased transportation type of service.
    c. Vanpool (VP) – This is a transit mode comprised of vans, small buses and other vehicles operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles have a minimum seating capacity of seven persons, including the driver. It is considered mass transit service if it meets the requirements for public mass transportation and is publicly sponsored. Public mass transportation for vanpool programs must:
        i. Be open to the public. Any vans that are restricted a priori to employers in the public ride-matching service of the vanpool are excluded.
        ii. Be actively engaged in advertising the vanpool service to the public and in matching interested members of the public to vans with available seats.
        iii. Be operated in compliance with the Americans with Disabilities Act of 1990 and implementing regulations at 49 CFR 37.31, whether operated by a public or private entity.
        iv. Have a record-keeping system in place meeting all NTD reporting requirements, consistent with other modes, including collecting and reporting full-allocated operating and capital costs for the service.

10.3 Targets

The adopted safety performance targets are shown in Table 10-2.

Table 10-2: Safety Performance Targets

Analysis Period (calendar months):	**Targets** (Less than or Equal to)							
12	**Fatalities**		**Injuries**		**Safety Events**		**System Reliability**	
Mode	**Total Number***	**Rate per 100k VRM**	**Total Number***	**Rate per 100k VRM**	**Total Number***	**Rate per 100k VRM**	**Total Number* of MMF**	**MDBMMF**
Fixed Route	0	0	5	2	12	6	25	8,000
Demand Response	0	0	2	3	6	13	10	5,000

* Total numbers are based on an average of 200k VRM for fixed route service and 50k VRM for demand response service.

The targets are based on data from the representative municipalities (Aguadilla, Caguas, and Ponce), from the municipality of Dorado, and from measures reported by other bus systems in the NTD. Targets are expected to be fulfilled within five (5) years.



10.4 Safety Performance Tool

An Excel tool was developed to help uniformizing data collection, analysis, and reporting of performance measures. The tool includes the following tabs:

1. Property & Credits – Shows the owner of the tool (PRHTA), the author (CMA) and its contact information, and the date of the last update.
2. Instructions – Provides instructions on how to use the tool.
3. Legend -Defines the color code used to identify the fields that are required, used for calculations, and optional.
4. Dropdown Menu and Definitions – Defines the dropdown menus used on the main database tab.
5. Data – This tab includes the database form. Main fields are inputted from dropdown menus. There is a column that self calculates to identify reportable events.
6. Statistics – This tab shows number and percent summaries and averages.

The tool is in Spanish, but the Statistics tab is repeated in English as well. Attachment Q provides more information about this tool and shows the tables included in each tab. Some examples of the summaries provided by this tool are shown in Table 10-3.

Table 10-3: Performance Measures Tool Example Summary Output

Year	Total											
	Events		Fatalities		Injured		Property Damage		Collisions		Evacuations	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
2015	---	---	---	---	---	---	---	---	---	---	---	---
2016	---	---	---	---	---	---	---	---	---	---	---	---
2017	---	---	---	---	---	---	---	---	---	---	---	---
2018	4	44.4%	---	---	---	---	1	33.3%	---	---	2	100.0%
2019	5	55.6%	---	---	4	100.0%	2	66.7%	2	100.0%	---	---
Total	**9**	**100.0%**	**0**	**0.0%**	**4**	**100.0%**	**3**	**100.0%**	**2**	**100.0%**	**2**	**100.0%**
Average	**4.5**	50.0%	**---**	---	**4**	100.0%	**1.5**	50.0%	**2**	100.0%	**2**	100.0%
Analysis Year	**0.5**	**5.6%**	**---**	**---**	**0**	**0.0%**	**0.5**	**16.7%**	**0**	**0.0%**	**---**	**---**

Year	Reportable PTASP											
	Events		Fatalities		Injured		Property Damage		Collisions		Evacuations	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
2015	---	---	---	---	---	---	---	---	---	---	---	---
2016	---	---	---	---	---	---	---	---	---	---	---	---
2017	---	---	---	---	---	---	---	---	---	---	---	---
2018	2	22.2%	---	---	---	---	---	---	---	---	2	100.0%
2019	2	22.2%	---	---	2	50.0%	2	66.7%	2	100.0%	---	---
Total	**4**	**44.4%**	**0**	**0.0%**	**2**	**50.0%**	**2**	**66.7%**	**2**	**100.0%**	**2**	**100.0%**
Average	**2**	22.2%	**---**	---	**2**	50.0%	**2**	66.7%	**2**	100.0%	**2**	100.0%
Analysis Year Average	**0**	**0.0%**	**---**	**---**	**0**	**0.0%**	**0**	**0.0%**	**0**	**0.0%**	**---**	**---**

Year	Major Mechanical Failures	Service Vehicle Miles	Mean Distance Between Failures
2015	---	25,000	---
2016	---	30,000	---
2017	---	25,000	---
2018	2	45,000	22,500
2019	3	30,000	10,000
Total	**5**	**155,000**	**32,500**
Average	**3**	**31,000**	**16,250**

Table 10-3 (Continued)

Event	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Bom threat	2	22.2%	---	---
Assault	---	---	---	---
Bomb	---	---	---	---
Cyber attack	1	11.1%	---	---
Collision	2	22.2%	2	40.0%
Conduct	---	---	---	---
Spill	2	22.2%	1	20.0%
Electric Shock	---	---	---	---
Smoke, gas emanation, fumes	---	---	---	---
Electrical failure	---	---	---	---
Water system failure	---	---	---	---
Communications failure	---	---	---	---
Vertical transportation failure	---	---	---	---
Structural failure	---	---	---	---
Mechanical failure	---	---	---	---
Homicide	---	---	---	---
Fire	---	---	---	---
Homicide intent	---	---	---	---
Suicide intent	---	---	---	---
Harmful launch (chemical, biological, etc.; to air, to water, etc.)	---	---	---	---
Robbery	---	---	---	---
Sabotage	---	---	---	---
Kidnap	---	---	---	---
Suicide	---	---	---	---
Trip	2	22.2%	2	40.0%
Vandalism	---	---	---	---
Violation	---	---	---	---
Organization	---	---	---	---
Other	---	---	---	---
Total	**9**	**100.0%**	**5**	**100.0%**
Collision With	**Total Number**	**Percent of Total**	**Number in Analysis Year**	**Percent in Analysis Year**
N/A	7	77.8%	3	60.0%
Light Motor Vehicle	1	11.1%	1	20.0%
Bus	---	---	---	---
Heavy Motor Vehicle	---	---	---	---
Pedestrian	---	---	---	---
Recreation (4-track, golf)	---	---	---	---
Construction	---	---	---	---
Animal	---	---	---	---
Fixed Object	1	11.1%	1	20.0%
Other	---	---	---	---
Total	**9**	**100.0%**	**5**	**100.0%**

Table 10-3 (Continued)

PTASP Location	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Right of Way	---	---	---	---
Service Facility	5	55.6%	2	40.0%
Maintenance Facility	2	22.2%	1	20.0%
Vehicle	2	22.2%	2	40.0%
Other	0	0.0%	0	0.0%
Total	**9**	**100.0%**	**5**	**100.0%**

Month	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
January	1	11.1%	---	---
February	---	---	---	---
March	1	11.1%	---	---
April	2	22.2%	---	---
May	---	---	---	---
June	1	11.1%	---	---
July	---	---	---	---
August	2	22.2%	---	---
September	---	---	---	---
October	---	---	---	---
November	2	22.2%	---	---
December	---	---	---	---
Total	**9**	**100.0%**	**0**	**0.0%**

Type	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Accidental	6	66.7%	5	100.0%
Ill-intentioned to Person	2	22.2%	---	---
Ill-intentioned to System	1	11.1%	---	---
Total	**9**	**100.0%**	**5**	**100.0%**

Location Detail	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Route	---	---	---	---
Terminal	2	22.2%	---	---
Station	---	---	---	---
Parking	1	11.1%	1	20.0%
Service Facility	2	22.2%	1	20.0%
Maintenance Shop	2	22.2%	1	20.0%
Transit Vehicle	2	22.2%	2	40.0%
Boarding	---	---	---	---
Bus Stop	---	---	---	---
Administration Facility	---	---	---	---
Other	---	---	---	---
Total	**9**	**100.0%**	**5**	**100.0%**

Report Source	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Employee Reporting System	6	66.7%	2	40.0%
Citizen	3	33.3%	3	60.0%
Total	**9**	**100.0%**	**5**	**100.0%**

Table 10-3 (Continued)

Severity	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
No Consequence	2	22.2%	1	20.0%
Evacuation	2	22.2%	---	---
Fatal	---	---	---	---
Injured	3	33.3%	3	60.0%
Property Damage Only	2	22.2%	1	20.0%
Total	**9**	**100.0%**	**5**	**100.0%**

Total Damage Cost	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
N/A	6	66.7%	3	60.0%
$1 - $499	---	---	---	---
$500 - $999	---	---	---	---
$1,000 - $4,999	---	---	---	---
$5,000 - $9,999	1	11.1%	1	20.0%
$10,000 - $24,999	1	11.1%	---	---
$25,000 - $49,999	1	11.1%	1	20.0%
$50,000 - $99,999	---	---	---	---
$100,000 - $499,999	---	---	---	---
$500,000 - $999,000	---	---	---	---
$1,000,000 - $4,999,999	---	---	---	---
$5,000,000 or more	---	---	---	---
Cost Total	**9**	**100.0%**	**5**	**100.0%**

Class	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Accident	2	22.2%	2	40.0%
Incident	4	44.4%	1	20.0%
Occurrence	3	33.3%	2	40.0%
Total	**9**	**100.0%**	**5**	**100.0%**

Tipo de Injured o Fatal	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Driver	1	25.0%	1	25.0%
Passenger	2	50.0%	2	50.0%
User	---	---	---	---
Employee	---	---	---	---
Worker	---	---	---	---
Occupant	1	25.0%	1	25.0%
Pedestrian	---	---	---	---
Total	**4**	**100.0%**	**4**	**100.0%**

Hora	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
5:00 AM - 7:59 AM	---	---	---	---
8:00 AM - 10:59 AM	2	22.2%	---	---
11:00 AM - 1:59 PM	2	22.2%	---	---
2:00 PM - 4:59: PM	---	---	---	---
5:00 PM - 7:59 PM	---	---	---	---
8:00 PM - 10:59 PM	2	22.2%	2	40.0%
11:00 PM - 1:59: AM	1	11.1%	1	20.0%
2:00 AM - 4:59 AM	2	22.2%	2	40.0%
Total	**9**	**100.0%**	**5**	**100.0%**

10.4.1 Compatibility to ESRP

The Safety Performance Tool data tab has the same format and fields as the ESRP daily log, except for the last three validation columns. This way, when an ESRP entry is validated, it can easily be copied and pasted into the Safety Performance Tool data tab to be included as an event and to form part of the items that will be considered for investigations and audits. Note that the list of event types includes conduct and organization options, so these types of reports can also be included.

10.4.2 Field Tool

As a complement to the Excel tool, a field form was developed to aid the data collector on site, including all the fields as per the Excel tool. It is a two-sided form, one side is for information collection, the other site includes the definitions. An optional third page is provided, which contains a detailed description of each event type. The form is in Spanish; it is included in Attachment O.



11 SAFETY MANAGEMENT SYSTEM

PTASP Safety Management System Requirements

Each transit agency must establish and implement a Safety Management System under this part. A transit agency Safety Management System must be appropriately scaled to the size, scope, and complexity of the transit agency and include the following elements (49 C.F.R. § 673.21):

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

The next four chapters describe the elements of the Safety Management System:

1. **Safety Management Policy** - Transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety (49 C.F.R. § 673.5).
2. **Safety Risk Management** - Process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk (49 C.F.R. § 673.5).
3. **Safety Assurance** - Processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information (49 C.F.R. § 673.5).
4. **Safety Promotion** - Combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system (49 C.F.R. § 673.5).



12 SAFETY MANAGEMENT POLICY

Safety Management Policy Requirements

The SMP have the following requirements (49 C.F.R. § 673.23):

- Establish its organizational accountabilities and responsibilities and have a written statement of safety management policy that includes the agency's safety objectives.
- Establish and implement a process that allows employees to report safety conditions to senior management, protections for employees who report safety conditions to senior management, and a description of employee behaviors that may result in disciplinary action.
- Communicate the safety management policy throughout the agency's organization.
- Establish the necessary authorities, accountabilities, and responsibilities for the management of safety.

The SMP includes:

1. Safety objectives
2. Employee safety reporting program
3. Policy communication
4. Authorities, accountabilities, and responsibilities
5. Policy statement



12.1 Coordination

The coordination process for the selection of safety management policy is shown in Figure 10-1.

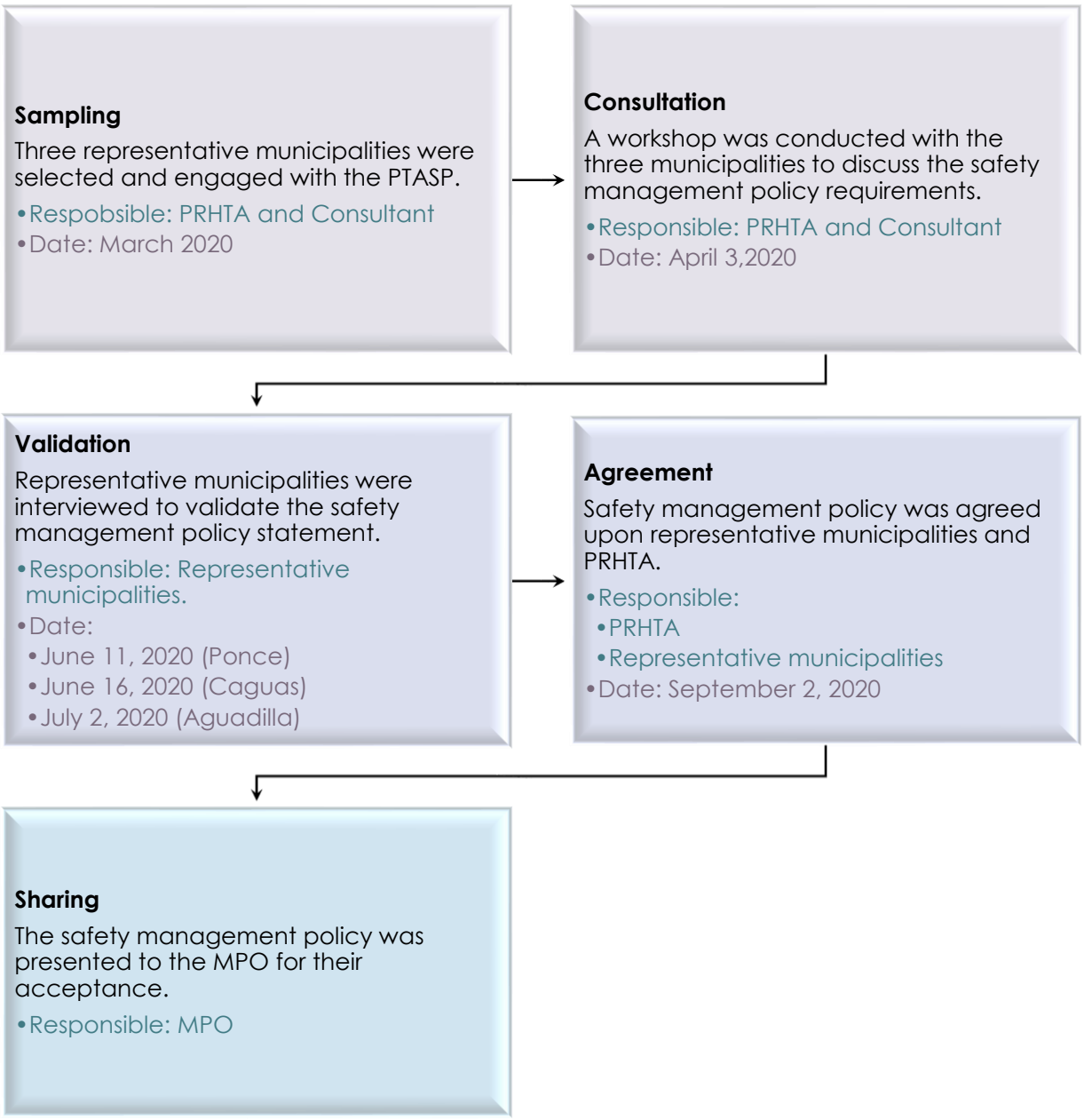


Figure 12-1: Safety Management Policy Coordination

12.2 Safety Objectives

Safety objectives may be based on the following categories[3]:

1. Leadership goals and priorities
2. Targeted areas for improvement
3. Strategic and long-term goals
4. Local, regional, or State concerns

One objective per each of the first three categories, adapted to their local concern (4th category) were selected. The key objective concepts are shown in Table 12-1.

Table 12-1: Safety Objectives

Safety Objectives
Leadership
1. We aim to support a robust safety culture to ensure employee and passenger safety. 2. We will promote the use of transit facilities and right of way in an efficient and safe manner.
Improvement Area
1. We will improve our safety performance measures, as specified in our safety performance targets, for the benefit of our employees and users. 2. Facing new health challenges, we will emphasize on stocking necessary equipment and materials to aid on the protection of the life and property of our employees and clients.
Strategic
1. We will develop a protocol for the continuous review update of safety policies. 2. We plan to improve the current level of coaching provided to our employees, to ensure employee and passenger safety.

[3] Reference: Federal Transit Administration PTASP Technical Assistance Center. Developing the Safety Management Policy Statement. Public Transportation Agency Safety Plan Regulation (49 C.F.R. Part 673), Version 1 (November 2019).

12.3 Employee Safety Reporting Program

The process and protections for employees to report safety conditions to senior management, and employee behaviors that may result in disciplinary action (and, therefore, are excluded from protection), are described in Table 12-2.

Table 12-2: Employee Safety Reporting Program

Employee Safety Reporting Program
Agency's Employee Safety Reporting Program (ESRP) encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. **How to Report** The following are the ways employees can report safety conditions: 1. Drivers are required to report through radio any unsafe situation they might encounter, risking employees, users, or property. This is recorded and notified to the concerning authority for the Agency. 2. Unsafe issues are required to be recorded on the daily vehicle inspection forms. 3. Members of the Safety Committee reports conditions during the periodical meetings. 4. Report conditions directly to the recorder of the daily operations log. 5. Report conditions anonymously at the locked comment box. 6. Report conditions using their name or anonymously through the designated link on the agency's website, where available. 7. Report conditions directly to any supervisor, manager, or director. **What to Report** Examples of information to report include: 1. Safety concerns in the operating environment such as route's road conditions or the condition of facilities and vehicles. 2. Policies and procedures that are not working as intended such as insufficient time to complete pre-trip inspections. 3. Events that senior managers might not otherwise know about such as near misses. 4. Information about why a safety event occurred such as communication challenges.

Employee Safety Reporting Program



How the ESRP will be Revised

Revision procedure:

1. Daily, the Chief Safety Officer or designee will review the daily log, the comments box, and dedicated email, and will document identified safety conditions into the Safety Reporting Log.
2. The Chief Safety Officer, supported by the Safety Committee will,
    a. Review and address each employee report, as necessary, ensuring:
        i. That the hazards and their consequences are appropriately identified and resolved through the Agency's Safety Risk Management process.
        ii. That reported deficiencies and non-compliance with rules or procedures are managed through the Agency's Safety Assurance process.
    b. Discuss actions taken to address reported safety concerns.
3. The Chief Safety Officer or designee will follow up directly with the concerning employees when the Agency determines whether to take action and after any mitigations are implemented.



Clauses

Be advised that:

1. The Agency encourages participation in the ESRP by protecting employees that report safety conditions in good faith.
2. The Agency may take disciplinary action if any of the following occurs:
    a. Willful participation in illegal activity, such as assault or theft.
    b. Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk.
    c. Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

12.3.1 Safety Reporting Log

The Safety Reporting Log form is included in Attachment P. This log has the same formats and fields of the Safety Performance Tool – Event Data tab (see section 10.4 and Attachment N), except for the last three columns which are additional and related to the validation and cross check of the report concern. The purpose of this format compatibility is that it would be easy to copy and paste the concern into the Safety Performance Tool once it is validated, so it can be included in analyses, and considered for investigations and audits. The ESRP Daily Log fields and corresponding notes regarding its fulfillment are shown in Table 12-3.

Table 12-3: Employee Reporting Log Fields and Notes

Log Field	Notes
ID	Self calculates
Reported Event or Concern	Select from dropdown menu
Notes about the Reported Concern	Fill-in
Location	Select from dropdown menu
Notes about Location	Fill-in
Is the Location Reportable?	Self calculates
Severity	Select from dropdown menu
Event Class	Select from dropdown menu
Event Type	Select from dropdown menu
Year	Fill-in, restricted format
Month	Select from dropdown menu
Day	Fill-in, restricted format
Time	Select from dropdown menu
Reported by	Select from dropdown menu
Major Mechanical Failure Check	Select from dropdown menu
Transit Vehicle Odometer Reading	Fill-in, restricted format
Collision with	Select from dropdown menu
Does the collision involve a transit vehicle?	Select from dropdown menu
Does any vehicle had to be towed?	Select from dropdown menu

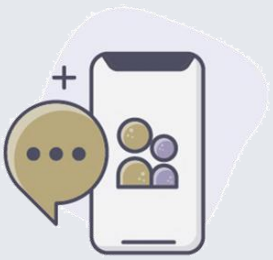
Log Field	Notes
Fatalities	Fill-in, restricted format
Death within 30 days from the event	Select from dropdown menu
Injured	Fill-in, restricted format
Had the injured been transported immediately outside the scene to receive medical attention?	Select from dropdown menu
Fatal or Injured Type (1)	Select from dropdown menu
Fatal or Injured Type (2)	Select from dropdown menu
Fatal or Injured Type (3)	Select from dropdown menu
Fatal or Injured Type (4)	Select from dropdown menu
Notes about fatalities and injuries	Fill-in
Damage Cost Estimate - Transit Vehicle	Fill-in, restricted format
Damage Cost Estimate - Public Facility	Fill-in, restricted format
Damage Cost Estimate - Event Management	Fill-in, restricted format
Damage Cost Estimate - Private Vehicles	Fill-in, restricted format
Damage Cost Estimate - Private Facilities	Fill-in, restricted format
Estimated Total Cost	Self calculates
Is the damage reportable?	Self calculates
Total Cost Range	Self calculates
PTASP Reportable	Self calculates
Validated Report	Select from dropdown menu
Was it already included in the Safety Performance Tool - Event Data Tab?	Select from dropdown menu
Was it already included in the Risk Assessment Tool - Hazards and Consequences Tab?	Select from dropdown menu

The dropdown selections and their definitions are the same as those on the Safety Performance Tool (see section 10.4 and Attachment N).

12.4 Safety Policy Communication

Policy communication strategies used are disclosed in Table 12-4.

Table 12-4: Safety Policy Communication

Safety Policy Communication
The communication of the Safety Policy is as follows: 1. The Accountable Executive will produce a memorandum disseminating the Safety Policy. 2. The memorandum will be distributed to all agency's transit related employees, consultants, and contractors through electronic mail. 3. The Safety Policy will become part of the documentation provided to all new public transportation related employees and of public transportation related contracts. 4. The Policy will be printed in posters and is placed on visible areas at the public transportation related building areas and vehicles. 5. The agencies' Safety Policy will be published on the PRHTA's Federal Coordination Office website within the publication of this Plan. 6. The agencies with web or social media presence will publish their Safety Policy on those means.   

12.5 Authorities, Accountabilities, and Responsibilities

The authorities, accountabilities, and responsibilities related to the development and management of the Safety Management System are described in Table 12-5.

Table 12-5: Authorities, Accountabilities, and Responsibilities

Authority	Designation	PTASP Accountabilities and Responsibilities
Accountable Executive	The Mayor / Mayoress, or his / her appointed representative for the PTASP such as the Directors of Federal Programs.	1. Controls and directs human and capital resources needed to develop and maintain the PTASP and SMS. 2. Designates an adequately trained Safety Management System Executive or Chief Safety Officer who is a direct report. 3. Ensures that the Safety Management System (SMS) is effectively implemented. 4. Ensures action is taken to address substandard performance in Agency's SMS. 5. Assumes ultimate responsibility for carrying out Agency's PTASP and SMS.
Chief Safety Officer or SMS Executive	The Accountable Executive chooses a Safety Management System Executive or Chief Safety Officer of their trust, meeting the requirements of 49 C.F.R. § 673.23 (2).	1. Reports directly to the Accountable Executive. 2. Reviews Agency's PTASP and SMS policies and procedures. 3. Ensures and oversees day-to-day implementation and operation of Agency's SMS. 4. Manages Municipality's Employee Safety Reporting Program. 5. Chairs the Agency's Safety Committee including: a. Coordinating the activities of the committee. b. Establishing and maintaining the Safety Risk Register to monitor and analyze trends in hazards, occurrences, incidents, and accidents. c. Maintains and distributes minutes of committee meetings.

Authority	Designation	PTASP Accountabilities and Responsibilities
		6. Advises the Accountable Executive on SMS progress and status. 7. Identifies substandard performance in Agency's SMS and develops action plans for approval by the Accountable Executive. 8. Ensures that Agency's policies are consistent with its safety objectives. 9. Provides Safety Risk Management (SRM) expertise and support for other personnel conducting and overseen Safety Assurance activities.
Agency Leadership and Executive Management	Agency's Leadership and Executive Management include the following, as applicable at each of them: 1. Director of Operations 2. Chief Dispatcher 3. Director of Vehicle Maintenance 4. Director of Facilities Maintenance 5. Director of Human Resources and Training 6. Director of Procurement 7. Director of Federal Programs 8. Operations managers 9. Maintenance managers 10. Chief of Municipal Police	1. Participate as members of the Agency's Safety Committee. 2. Complete training corresponding to their safety responsibilities. 3. Oversee day-to-day operations of the SMS in their departments. 4. Implement the Safety Management Policies in their departments. 5. Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including Safety Risk Management activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.

Authority	Designation	PTASP Accountabilities and Responsibilities
Key Staff	Key Staff includes the following, as applicable to each Agency: 1. Operations Supervisors 2. Vehicle Maintenance Supervisors 3. Facilities Supervisors 4. Dispatchers 5. Other support staff	1. Report safety hazards. 2. Evaluate reported safety hazards. 3. Review issues and make recommendations to improve safety.
Safety Committee	The Safety Committee is composed of: 1. Safety Management System Executive or Chief Safety Officer, who presides the Committee 2. Positions that form part of the PTASP Agency Leadership and Executive Management 3. Positions that form part of the PTASP Key Staff	1. Meets periodically, at least every four (4) months or three (3) times per year. 2. Provides recommendations to implement the Safety Policy. 3. Evaluate the potential hazards identified by committee members and collaborators, and through the Employee Safety Reporting Program. 4. Evaluate measures to mitigate reported issues. 5. Collaborate in the review and update of the Safety Risk Register. 6. Review and provide recommendations to update the PTASP.

Specific authorities per agency are shown in Attachment J.

12.6 Safety Policy Statement

The Policy Statement helps to[3]:

1. Ensure that individuals at all levels of a transit agency understand the agency's principal safety management commitments and policies.
2. Introduce the SMS within the broader context of the transit agency's mission and commitment to safety.
3. Express the value that the agency leadership and the executive management place on employee safety reporting, among other elements of an SMS.

The Policy Statement shown in Table 12-6.

Table 12-6: Safety Policy Statement

Safety Policy Statement
Our goal is to provide public transportation in a safe manner using a framework of a fleet that is in a state of good repair and that provides an on-time service. Safety is our main priority. We are committed on developing, implementing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards. We will develop and embed a safety culture in all our activities that recognize the importance and value of effective safety management and acknowledge that safety is our first priority. We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System. For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We will work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are allocated tasks commensurate with their skills. We have established safety performance targets to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will issue periodical reports to the entire organization documenting how well we meet our safety performance targets and describing the safety risk mitigations we implemented to reduce safety risk.

12.7 Safety Performance Monitoring

An event investigation process was developed to monitor safety performance. The steps and the responsible party for this process are shown in Figure 12-2.

EVENT INVESTIGATION PROCESS		
Step		**Responsible Party**
1	**Event**	**-----**
2	**Notification process**	**-----**
2.1	Call 911 if required.	First employee to become aware (driver, terminal attendant, media monitor)
2.2	Notify about the event to command center.	First employee to become aware (driver, terminal attendant, media monitor)
2.3	Command center notifies the Mayor, the Chief Safety Officer, and the Communications / Community Relations Office.	Command center may be represented by the dispatcher or other (Key Personnel appointed by Chef Safety Officer for this task.
3	**Initial coordination and data collection**	**-----**
3.1	Designate an event or incident commander.	Chief Safety Officer
3.2	Coordinate support from Medical Emergencies, Emergency Management Agency, Municipal Police, Fire Department, and/or Police Department, if required.	Incident Commander
3.3	Collect on-site data using the Events Field Form (Attachment O).	Event / Incident Commander or its designated assistant
3.4	Send the fulfilled Events Field Form to command center.	Event / Incident Commander or its designated assistant
4	**Initial assessment**	**-----**
4.1	Record the information from the Events Field Form in the Safety Reporting Log (Attachment P).	Command center
4.2	Use the Safety Reporting Log to determine if the event is suspected to be reportable.	Command center
4.3	Inform the Chief Safety Officer on the preliminary assessment results.	Command center
5	**If the event is not likely to be reportable safety event:**	**-----**
5.1	Validate the event information previously inputted in the Safety Reporting Log and feed the information into the Safety Performance Tool (Attachment N) for further analyses.	Command center
5.2	Assess if the event information needs to be considered for the Risk Assessment Tool (Attachment Q) and update this Tool, if required.	Key Personnel appointed by the Chief Safety Officer for this purpose
6	**If the event is suspected to meet the criteria for a reportable safety event :**	**-----**
6.1	Procure an event investigation.	Chief Safety Officer
6.2	Select an Event Investigation Team.	Chief Safety Officer

	EVENT INVESTIGATION PROCESS		
		Step	**Responsible Party**
	7	**Event investigation**	**-----**
Feedback	7.1	Collect all relevant event data already recorded on the Safety Recording Log, Safety Performance Tool, and Risk Assessment Tool.	Event Investigation Team
	7.2	Perform site inspection.	Event Investigation Team
	7.3	Record all relevant information.	Event Investigation Team
	7.4	Take pictures and draw diagrams, as appropriate.	Event Investigation Team
	7.5	Perform interviews to related parties.	Event Investigation Team
	7.6	Validate the information on the Event Data tab of the Performance Measures Tool and add any additional relevant data.	Event Investigation Team
	7.7	Analyze the collected information to determine: • If the accident was preventable or non-preventable • If personnel require discipline or retraining If a safety hazard contributed to or was present during the event • If the accident appears to involve underlying organizational or policy causal factors	Event Investigation Team
	7.8	Update the Risk Assessment Tool's information relevant to the event to: • Asses if there are hazards related to the event that are not already considered. • If there are associated hazards already included, re-assess the associated risks. • Cross check the event hazards and associated risks with other hazards and risks in the Tool. • Evaluate if there are other hazards that might be correlated. o Note that they are classified as related to the organization, processes, facilities, vehicles, equipment, and others. o Follow the Tool's instructions tab and follow the provided definitions tab. o Use the guide questions provided on the Hazards and Consequences tab. • Update the Risk Assessment Tool as appropriate so it can later be used by the Safety Committee to: o Determine the revised risks. o Update the risk register.	Event Investigation Team
	7.9	Evaluate potential solutions or mitigations to: • Prevent similar future events, • Reduce their probability of occurrence, and/or • Reduce the impact of their consequences.	Event Investigation Team
	7.10	Prepare a report and present results to the Chief Safety Officer. The report should include the following sections: • Introduction • Procedure • Assessment Results • Conclusions • Recommendations	Event Investigation Team
	8	**Implementation and Revaluation**	**-----**
	8.1	Prepare a formal proposal for implementation of recommendations and present it to the Accountable Executive.	Chief Safety Officer, Safety Committee
	8.2	Procure required services and Implement recommendations.	Accountable Executive, Leadership, Key Staff
	8.3	After 6 to 12 months of the implementation, re-assess to determine effectiveness of countermeasures, if applicable.	Chief Safety Officer

Figure 12-2: Event Investigation Process

12.8 Safety Policy Monitoring

A safety audit process was developed to monitor compliance with safety policy. The steps and the responsible party for this process are shown in Figure 12-3.

	TRANSIT SAFETY AUDIT PROCESS	
	Step	**Responsible Party**
Feedback	1. Identify scope of audit.	Chief Safety Officer, Safety Committee
	1.1. Element of safety concern or hazard from risk management process and from the reporting systems	
	1.2. Extent of concern	
	1.3. Who may be impacted	
	1.4. Under what circumstances is a concern	
	1.5. Likelihood of occurrence	
	1.6. Possible consequences	
	2. Select audit team.	Chief Safety Officer, Safety Committee
	3. Conduct startup meeting to review audit information and objectives.	Chief Safety Officer
	4. Review the Safety Reporting Log, the Safety Performance Tool, the Risk Management Tool, and the Maintenance Log to validate or adjust scope.	Audit Team
	5. Identify applicable performance measures and key characteristics that may influence them.	Audit Team
	6. Perform site review and interview related parties.	Audit Team
	7. Conduct audit analysis.	Audit Team
	7.1. Validate fulfillment of procedures.	
	7.2. Verify that the procedures are enough to control risks.	
	7.3. Verify that the hazards are adequately identified and addressed.	
	7.4. Identify the opportunities to eliminate or mitigate the concern or hazard.	
	8. Prepare formal report, including the general procedure, data assessment, performance measures, audit findings, recommendations, and a countermeasure log.	Audit Team
	9. Present audit findings and recommendations to the Chief Safety Officer.	Audit Team
	10. Prepare a formal proposal for implementation of recommendations and present it to the Accountable Executive.	Chief Safety Officer, Safety Committee
	11. Incorporate or implement recommendations.	Accountable Executive, Leadership, Key Staff
	12. After 6 to 12 months of the implementation, procure reassessment to determine effectiveness.	Chief Safety Officer

Figure 12-3: Transit Safety Audit Process

The Audit Team will have the tasks shown in Figure 12-4.

1. Review available information, including documentation from:

a.Safety risk management process
- i.Attachment N: Safety Performance Tool
- ii.Attachment Q: Risk Assessment Tool

b.Safety reporting system
- i.Attachment O: Events Field Form (Spanish)
- ii.Attachment P: Safety Reporting Log (Spanish)

c.Maintenance and operations forms and checklists
- i.Attachment R: Transit Facility Daily Inspection Checklist (Spanish)
- ii.Attachment S: Transit Facility Weekly Inspection Checklist (Spanish)
- iii.Attachment T: Transit Stop Weekly Inspection Checklist (Spanish)
- iv.Attachment U: Transit Vehicle Daily Inspection Checklist (Spanish)
- v.Attachment V: Transit Vehicle Preventive Maintenance Checklist (Spanish))
- vi.Attachment W: Maintenance Log

2. Validate or adjust the scope of the audit.

3. Perform site visits to validate and/or support documented information.

4. Assess safety using the PTASP tools so they are also updated on the process. The tools are:

a.Safety risk management tools
- i.Attachment N: Safety Performance Tool
- ii.Attachment Q: Risk Assessment Tool

b.Safety reporting system
- i.Attachment O: Events Field Form (Spanish)
- ii.Attachment P: Safety Reporting Log (Spanish)

c.Maintenance and operations forms and checklists
- i.Attachment R: Transit Facility Daily Inspection Checklist (Spanish)
- ii.Attachment S: Transit Facility Weekly Inspection Checklist (Spanish)
- iii.Attachment T: Transit Stop Weekly Inspection Checklist (Spanish)
- iv.Attachment U: Transit Vehicle Daily Inspection Checklist (Spanish)
- v.Attachment V: Transit Vehicle Preventive Maintenance Checklist (Spanish)
- vi.Attachment W: Maintenance Log

5. Perform a report including the following sections:

a.Table of Contents
b.Introduction
c.Procedure
d.Information Assessment
e.Performance Measures
f.Audit Findings
g.Recommendations
h.Updated Tools (including countermeasures log)

Figure 12-4: Audit Team Tasks

13 SAFETY RISK MANAGEMENT

Safety Risk Management

The Safety Risk Management process must be comprised of the following activities (49 CFR § 673.25):

1. Safety hazard identification - A transit agency must establish methods or processes to identify hazards and consequences of the hazards. A transit agency must consider, as a source for hazard identification, data and information provided by an oversight authority and the FTA.
2. Safety risk assessment - A transit agency must establish methods or processes to assess the safety risks associated with identified safety hazards. A safety risk assessment includes an assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations, and prioritization of the hazards based on the safety risk.
3. Safety risk mitigation - A transit agency must establish methods or processes to identify mitigations or strategies necessary as a result of the agency's safety risk assessment to reduce the likelihood and severity of the consequences.

This section describes the Safety Risk Management (SRM) process, including:

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

Each Safety Management System Executive or Chief Safety Officer is responsible for and leads the SRM continuous revision process for their corresponding Agency, working together with the Agency's Safety Committee. The following method was used for the initial assessment:

1. Assess existing organization and processes.
2. Identify real and potential hazards, likelihood of occurrence, potential impact, and potential countermeasures.
3. Develop a matrix summarizing the hazards, risks, measures, re-assessments, and revisions.
4. Maintain a risk register documenting the existing and potential items that could keep the Agency from achieving the adopted targets and its consequences. The objective of this register is to have already identified the risks and feasible countermeasures, so the risk can be eliminated or mitigated.

The SRM includes all components of transit such as organization and human resources, processes, and assets such as facilities, equipment, and vehicles.

The procedure is detailed in Figure 13-1 and explained in the following subsections.

RISK MANAGEMENT PROCESS

	Step	Activity	Description
Establishing the Context	1	System Characterization	Describe all elements of the system, including facilities, equipment/vehicles, human resources, and procedures.
Risk Assessment			
Risk Identification	2	Hazard Identification	Identify all potential hazards. A hazard is a condition or situation existing within the work environment that can cause (or its potential consequence would be) harm, injury, and/or damage.
	3	Severity Category	Identify the severity of each hazard's potential consequence.
	4	Likelihood Level	Identify the relative likelihood of occurrence of a mishap caused by the uncorrected or uncontrolled hazard.
Risk Analysis and Evaluation	5	Risk Analysis and Evaluation	Develop a matrix to help assess the risks of each hazard, develop criteria, and assign priorities.
Risk Treatment and Management	6	Controls and Mitigation	Depending on the risk classification, develop control and mitigation strategies for each hazard.
Communication and Consultation	7	Document	Maintain a register of the hazards, risk assessments, and recommended strategies, and date of implementation.
	8	Communicate and Consult	Communicate results of analyses and evaluations and receive feedback.
Monitor and Review	9	Re-assessment and Revision	Review results of implemented strategies and review the register accordingly. Periodically, re-assess the system and its risks by repeating the Risk Management Process.

Feedback

Adapted from the following references:

- *National Institute for Standards and Technology Special Publication 800-30, Guide for Conducting Risk Assessments, Revision 1, September 2012 <https://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-30r1.pdf>.*
- *ISO 22000 Resource Center, ISO 31000:2009 Risk Management, February 17, 2017, <https://iso22000resourcecenter.blogspot.com/2017/02/iso-310002009-risk-management.html>.*

Figure 13-1: Risk Management Process

13.1 System Characterization

The first step of the process is to clearly identify and describe all elements of the system. A form was developed to aid the Agency on this task while maintaining a uniformity.

System characterization is performed for the following main components:

1. Organization structure and human resources
2. Processes
3. Facilities, Buildings, and Structures
4. Equipment
5. Transit Vehicles

Also, each item was described by its general concerning area and location.

The concerning area alternatives were defined as follows: organization structure, organization culture, leadership, human resources, risk management, assessment or evaluation process, communication, training, emergency management, information collection and management, acquisition or procurement, facilities, transit vehicles, equipment, and other.

The location alternatives were defined as follows: transit route, transit terminal (end of route buildings), transit station (mid route buildings), user's parking, other service facilities such as ticketing areas, workshops or maintenance facilities, transit vehicle, boarding/alighting area or process, transit stop (signed spot or shelter), administration facilities, organization (structure or culture), process, and other.

Fifty-one (51) guiding questions were developed and used to aid on defining system items and related potential hazards, and to provide uniformity among the evaluations of the different agencies. The questions were developed in Spanish, but they are related to those included in Attachment C.

The Safety Management System Executive or Chief Safety Officer is responsible for the maintenance of the system characterization database. The Transit Asset Management Plan will be used as a source of information for asset related information.

During the development of the PTASP, above mentioned tools were used to perform an overall assessment for the three representative municipalities, Aguadilla, Caguas, and Ponce. This assessment was divided into two sections. Firstly, a review of the public transportation systems' facilities, equipment, and vehicles was performed. This review comprised the terminals, bus stops, vehicle maintenance facilities, and vehicles used to provide the transportation service. Secondly, an interview was performed to municipalities representatives for an initial evaluation of the systems and the identification of safety hazards. The data collected is included in the attachments as follows:

1. Attachment K: Aguadilla Overall Initial Assessment
2. Attachment L: Caguas Overall Initial Assessment
3. Attachment M: Ponce Overall Initial Assessment

13.2 Hazard Identification

The second step is to identify all potential hazards and their consequences. A hazard is a condition or situation existing within the work environment that can cause, or that its potential consequence would be harm, injury, and/or damage.

Guiding questions were developed to provide uniformity among the agencies evaluations and to help them on the continuous identification of real and potential hazards and their potential consequences, per each of the main system components. They are included next.

1. Organization Structure and Human Resources
    a. Does the organization structure address all its needs: management, planning, operations, maintenance, client service, emergency management, etc.?
    b. Is the organizational culture oriented towards safety?
    c. Is expert leadership dedicated to transit available?
    d. Is the leadership responsive?
    e. Are personnel assigned to tasks within their capabilities?
    f. Are all areas provided with adequate human and capital resources?
    g. Is there a succession management program implemented?
2. Processes
    a. Is there an effective risk management process implemented?
    b. Is there an effective hazard identification process implemented?
    c. Are the findings adequately documented?
    d. Are the findings properly addressed?
    e. Are the mitigation strategies documented?
    f. Are there effective communication protocols implemented?
    g. Are there adequate training programs implemented?
    h. Is there an effective reporting program for safety issues implemented?
    i. Are there protocols for emergency preparedness and management?
    j. Are all necessary data being collected?
    k. Are there protocols for information management?
    l. Is there an effective and efficient procurement process implemented?
3. Assets (Facilities, Equipment, Vehicles)
    a. Is there an asset management process implemented?
    b. Is an inventory of assets maintained up to date?
    c. Are consumables and spare parts effective and efficiently managed?
    d. Are there implemented inspection and maintenance processes?
    e. Are the facilities, equipment, and vehicles in state of good repair?
    f. Are the existing facilities, equipment, and vehicles adequate and up to date for current and expected use?
    g. Are the waiting areas properly identified?
    h. Are demarcations visible?
    i. Are signs legible?
    j. Are there adequate and Americans with Disabilities Act (ADA) compliant facilities for persons with disabilities?
    k. Are existing technologies up to date?

l. Is lifecycle of assets accounted for on planning and procurement processes?

The Safety Management System Executive or Chief Safety Officer is responsible for the hazard database with the aid of the Safety Committee.

Hazard identification is performed using the following sources of information: routine inspections, audits, event investigations, employee reporting system, FTA, and other authorities' comments, among other available information.

13.3 Severity Category

The third step is to identify the severity of each hazard's potential mishap or consequence.

The hazards are characterized in four categories of severity, as described in Table 13-1.

Table 13-1: Severity Category

Severity			
Category	**Description**	**People**	**System**
1	Catastrophic	Death	System lost
2	Critical	Severe injuries, severe occupational sickness	Severe damage to system
3	Marginal	Minor injuries, minor occupational sickness	Minor damage to system
4	Negligible	Lesser minor injuries, lesser minor occupational sickness	Lesser minor damage to system

Adapted from the following references:

- *Basic Guide to System Safety, Jeffrey W. Vincoli, CSP. John Wiley & Sons, Inc., 1997. Third Edition, 2014.*
- *MIL-STD-882 System Safety Program Requirements, 30 March 1984. Revision E, May 11, 2012.*

The Safety Committee is responsible for the hazard severity evaluation.

13.4 Likelihood Level

The fourth step is to identify the relative likelihood of occurrence of a mishap, or consequence, caused by the uncorrected or uncontrolled hazard.

The likelihood of occurrence of the hazards will be characterized in four levels, as described in Table 13-2.

Table 13-2: Likelihood

Likelihood Level		
Level	**Description**	**Definition**
A	Frequent	It is likely to occur frequently.
B	Likely	It is likely to occur several times during the life of the object.
C	Occasional	It is likely to occur on some occasion during the life of the object.
D	Remote	It is unlikely to occur but could occur during the life of the object.
E	Unlikely	The likeliness of occurrence is so low that it could be assumed that will not occur.

Adapted from the following references:

- *Basic Guide to System Safety, Jeffrey W. Vincoli, CSP. John Wiley & Sons, Inc., 1997. Third Edition, 2014.*
- *MIL-STD-882 System Safety Program Requirements, 30 March 1984. Revision E, May 11, 2012.*

The Safety Committee is responsible for the hazard likelihood evaluation.

13.5 Risk Assessment

The fifth step is to develop a matrix to help assess the risks of each hazard, build criteria, and assign priorities.

The hazards are characterized in four risk levels, depending on their potential consequences' severity category and likelihood level, as described in the matrix shown in Table 13-3.

Table 13-3: Hazard Risk Matrix

Hazard Risk Matrix				
Likelihood Level	**Severity Category**			
	1	**2**	**3**	**4**
A				
B				
C				
D				
E				

Risk Level Color Code		
Color	**Risk Level**	**Meaning**
	Very high	Unacceptable
	High	Undesirable
	Medium	Acceptable with revision
	Low	Acceptable without revision

Adapted from the following references:

- *Basic Guide to System Safety, Jeffrey W. Vincoli, CSP. John Wiley & Sons, Inc., 1997. Third Edition, 2014.*
- *MIL-STD-882 System Safety Program Requirements, 30 March 1984. Revision E, May 11, 2012.*

The Safety Committee is responsible for the hazard risk assessment.



13.6 Controls and Mitigation

The sixth step, after risks are categorized or prioritized, controls and mitigation measures are developed to eliminate or lower the risk level for those hazards with medium to very high risks. These are clearly identified and have an implementation and revision schedule in place.

The Safety Committee is responsible for the identification of controls and mitigations. The Safety Management System Executive or Chief Safety Officer is responsible for their implementation.

13.7 Documentation

The seventh step includes the compilation of the information into a risk register that has the following components:

1. System Component
2. Hazard (Real or Potential)
3. Severity Category
4. Likelihood Level
5. Risk Level
6. Potential Control, Countermeasure, or Mitigation
7. Expected Risk Level with Countermeasure
8. Implementation Date
9. Countermeasures Assessment Date
10. Countermeasures Evaluation

They risk register form is shown in Table 13-4.

Table 13-4: Risk Register Form

ID	System Component	Real or Potential Hazard	Consequence	Severity Category	Likelihood Level	Risk Level	Potential Control, Countermeasure, or Mitigation	Expected Risk Level with Countermeasure	Implementation Date	Countermeasures Assessment Date	Countermeasures Evaluation
1.											
2.											
3.											

The Safety Management System Executive or Chief Safety Officer is responsible for the up-to-date maintenance of the risk register and related safety documentation.

13.8 Communicate and Consult

At this step, the results of the analyses and evaluations are communicated, and feedback is requested through the Safety Communication process (see section 15.2). Feedback can be provided through the Employee Safety Reporting program (see section 12.3). Although this step is included after the Risk Assessment process, it is a continuous feedback process through all the stages of the Risk Management Process.

13.9 Re-assessment and Revision

The last step is to review the results of implemented strategies and update the risk register accordingly.

There are three approaches:

1. Pinpointed hazard re-assessment – This is mostly applicable to higher level risk hazards. After a reasonable period, which will depend upon the hazard and the implemented countermeasure, a re-evaluation of the risk is performed, considering new information and data. The recommended re-assessment date is also included in the risk register.
2. Periodical register re-assessment – The overall risk register will be reviewed by the Safety Committee at least once a year.
3. Feedback re-assessment – This type of re-assessment is part of a continuous feedback process through all the stages of the Risk Management Process. It can also be derived from the Safety Communication process (see section 15.2) and the Employee Safety Reporting program (see section 12.3).

The Safety Management System Executive or Chief Safety Officer, with the help of the Safety Committee, is responsible for the up-to-date maintenance of the risk register and safety documentation.

13.10 Risk Management Tool

An Excel tool was developed to help uniformizing data collection, analysis, and reporting of hazards and risks. The tool includes the following tabs:

1. Property & Credits – Shows the owner of the tool (PRHTA), the author (CMA) and its contact information, and the date of the last update.
2. Instructions – Provides instructions on how to use the tool.
3. Dropdown Menu and Definitions – Defines the dropdown menus used on the main database tab.
4. Evaluation Date and Agency – This tab is used to identify the agency and input the evaluation date.
5. Hazards and Consequences – This tab includes a table that is used to identify risks and consequences. The table identifies the system component, area, location, and potential consequence. To aid on the identification, a list of evaluation criteria and guide questions was also included.

6. Likelihood – This tab contains a table that is linked to the previous tab. It has the evaluation criteria for which the votes of the Safety Committee members are recorded. A rate scale is used to calculate the average score which will determine the likelihood of occurrence of each hazard.
7. Severity - This tab contains a table that is linked to the Hazards and Consequences tab. It has the evaluation criteria for which the votes of the Safety Committee members are recorded. A rate scale is used to calculate the average score which will determine the consequence severity of each hazard.
8. Risk – This tab self-calculates the risk level based on the information from the Likelihood and Severity tabs.
9. Mitigation – This tab is used to record the mitigation strategies and later to evaluate them.
10. Risk Register – This tab self-calculates a risk register based on the information from the previous tabs.
11. Summary – This tab shows number and percent summaries of the information from the different tabs.

The tool is in Spanish, but the Summary tab is repeated in English as well. Attachment N provides more information about this tool and shows the tables included in each tab. Some examples of the summaries provided by this tool are shown in Table 13-5.

Table 13-5: Risk Management Tool Example Summary Output

Analysis Period	
From	**To**
1-Jan-19	31-Dec-19

System Components	Number	Percent
Organization Structure and Human Resources	7	14%
Processes	14	27%
Facilities, Buildings, and Structures	13	25%
Vehicles	8	16%
Equipment	9	18%
Other	---	---
Total	**51**	**100%**

Area	Number	Percent
Organization	1	2%
Culture	1	2%
Leadership	2	4%
Human Resources	3	6%
Risks	2	4%
Assessment Process	5	10%
Communication	1	2%
Training	1	2%
Emergency Management	1	2%
Information Management	3	6%
Procurement and Acquisition	1	2%
Facilities	13	25%
Vehicles	8	16%
Equipment	9	18%
Other	---	---
Total	**51**	**100%**

Table 13-5 (Continuation)

Hazards			
Answers to Guide Questions	**Description**	**Number**	**Percent**
Yes	Not considered a hazard	1	25%
Partially	May result in a hazard that partially compromises an element	2	50%
No	May become a hazard that fully compromises an element	1	25%
N/A	Not applicable	---	---
Total		**4**	**100%**

Places with Identified Hazards			
Location	**Description**	**Number**	**Percent**
Route	Within transit right of way	---	---
Terminal	Transit terminal	1	25%
Station	Transit stop or station enclosed in building	---	---
Parking	Users parking, drop-off, kiss-and-ride	---	---
Service	Other service facilities such as ticketing or customer service	---	---
Maintenance Shop	Transit system maintenance facilities	---	---
Transit Vehicle	Transit vehicle or related to it	---	---
Boarding Process	Area between the transit vehicle and any other location within boarding or alighting process	---	---
Bus Stop	Waiting areas without a formal structure such as identified bus stops	---	---
Administration	Administration building or employees' parking	---	---
Organization	Organization component, management, or human resources	2	50%
Process	Process or part of a process, documented or not	1	25%
Other	Location that does not match with any of the above	---	---
N/A	Not applicable	---	---
Total		**4**	**100%**

Hazard Probability of Occurrence			
Level	**Description**	**Number**	**Percent**
A	Frequent	---	---
B	Probable	1	33%
C	Occasional	2	67%
D	Remote	---	---
E	Improbable	---	---
Total		**3**	**100%**

Severity of Consequence			
Category	**Description**	**Number**	**Percent**
1	Catastrophic	---	---
2	Critical	2	67%
3	Marginal	1	33%
4	Insignificant	---	---
Total		**3**	**100%**

Table 13-5 (Continuation)

Risk Level			
Color	**Risk Level**	**Number**	**Percent**
	Very High	1	33%
	High	2	67%
	Medium	---	---
	Low	---	---
Total		**3**	**100%**

Expected Risk Level After Mitigation			
Color	**Risk Level**	**Number**	**Percent**
	Very High	---	---
	High	1	33%
	Medium	2	67%
	Low	---	---
Total		**3**	**100%**

Risk Mitigation Results		
Risk Level After Mitigation	**Number**	**Percent**
Better than expected	1	33%
As expected	1	33%
Did not meet expectation	---	---
No change	1	33%
Worsen	---	---
Total	**3**	**100%**



14 SAFETY ASSURANCE

Safety Assurance Requirements

A transit agency must develop and implement a safety assurance process, consistent with this subpart…A small public transportation provider only must include in its safety assurance process the requirements in paragraph (b) of this section. Safety performance monitoring and measurement. A transit agency must establish activities to (49 CFR § 673.27):

1. Monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance.
2. Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.
3. Conduct investigations of safety events to identify causal factors; and
4. Monitor information reported through any internal safety reporting programs.

The safety assurance process included is related to safety performance monitoring and measurement. The safety assurance process has the following objectives:

1. Evaluate compliance with operations and maintenance procedures to determine whether the existing rules and procedures are sufficient to control safety risk.
2. Assess the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended.
3. Investigate safety events to identify causal factors.
4. Analyze information from safety reporting systems and from facilities and equipment condition and reliability related to safety.

The Accountable Executive and the Safety Management System Executive or Chief Safety Officer are responsible for the effective implementation of the safety assurance process.

As indicated in the Introduction section of this document, the main text of this document contains the minimum aspects of the PTASP that are agreed upon and common among all the participating agencies. The processes and tools referenced in this section are basic guides or checklists. Each agency may have additional or more detailed processes. Please refer to Attachment A for a list of individual agencies' procedure documents. Those documents are included in an electronic-only (PDF file for download and/or CD) appendix entitled PTASP Agencies Documentation.

14.1 Operations and Maintenance

This part of the process includes activities to monitor the system for compliance with, and sufficiency of, the procedures for operations and maintenance.

The processes to monitor the transit system for compliance with operations and maintenance procedures is described in Table 14-1, including task, responsible party, recurrent period, and tools to aid in the execution of the task.

Table 14-1: Operations and Maintenance Procedures Monitoring Process

ID	Tasks	Responsible Party	Period	Tools Reference
1.	Perform regular facilities inspection.	Facilities Related Key Personnel	Daily, prior opening	• Attachment R: Transit Facility Daily Inspection Checklist (Spanish)
2.	Provide facilities preventive maintenance.	Facilities Related Key Personnel	As scheduled	• Attachment S: Transit Facility Weekly Inspection Checklist (Spanish) • Attachment T: Transit Stop Weekly Inspection Checklist (Spanish)
3.	Perform regular vehicle inspections.	Vehicle Related Key Personnel	Daily, prior service	• Attachment U: Transit Vehicle Daily Inspection Checklist (Spanish)
4.	Provide vehicle preventive maintenance.	Vehicle Related Key Personnel	As scheduled	• Attachment V: Transit Vehicle Preventive Maintenance Checklist (Spanish)
5.	Keep a maintenance log to track fulfillment of maintenance activities and aid on safety assessments and audits.	Key Personnel appointed by Chief Safety Officer	Monthly	• Attachment W: Maintenance Log
6.	Maintain a daily service data log, monitor it, and report any safety events, as appropriate.	Key Personnel	Daily	• Attachment N: Safety Performance Tool
7.	Monitor and measure safety performance, evaluate findings, and provide recommendations to the Safety Management System Executive or Chief Safety Officer.	Key Personnel	Monthly	• Attachment N: Safety Performance Tool • Attachment Q: Risk Assessment Tool
8.	Analyze information from data and reporting programs; provide recommendations to the Safety Management System Executive or	Key Personnel	Monthly	• Attachment N: Safety Performance Tool • Attachment Q: Risk Assessment Tool

ID	Tasks	Responsible Party	Period	Tools Reference
	Chief Safety Officer resulting from the data and information analyses.			• Table 12-2: Employee Safety Reporting Program
9.	Procure investigation of safety events.	Safety Management System Executive or Chief Safety Officer	Monthly	• Attachment O: Events Field Form • Attachment N: Safety Performance Tool • Attachment Q: Risk Assessment Tool
10.	Revise results from event investigations and provide recommendations to the Management and Accountable Executive.	Safety Management System Executive or Chief Safety Officer together with the Safety Committee.	Monthly	• Attachment O: Events Field Form • Attachment N: Safety Performance Tool • Attachment Q: Risk Assessment Tool
11.	Procure safety audits on the operations and maintenance of the transit systems to: • Validate fulfillment with procedures. • Verify that the procedures are enough to control risks. • Verify that the hazards are identified and addressed. • 4. Evaluate effectiveness of mitigations performed.	Safety Management System Executive or Chief Safety Officer	Quarterly	• Figure 12-3: Transit Safety Audit Process • Figure 12-4: Audit Team Tasks
12.	Revise the results of the safety audits and provide recommendations to the Management and the Accountable Executive.	Safety Management System Executive or Chief Safety Officer together with the Safety Committee	Quarterly	• Figure 12-3: Transit Safety Audit Process

14.2 Risk Mitigation

This part of the process includes activities to monitor the transit agency's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

The processes to monitor the transit system for compliance with risk mitigation procedures is described in Table 14-2, including task, responsible party, recurrent period, and tools to aid in the execution of the task.

Table 14-2: Risk Mitigation Monitoring Process

ID	Tasks	Responsible Party	Period	Tools Reference
1.	Maintain a safety risk register, documenting identified risks and mitigations, and revise it periodically.	Safety Management System Executive or Chief Safety Officer	Annually	• Attachment Q: Risk Assessment Tool
2.	Monitor safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The monitoring will be performed by revising daily events log, employee reporting system, and other available sources of information.	Safety Management System Executive or Chief Safety Officer and Safety Committee	Weekly	• Attachment N: Safety Performance Tool
3.	Review the performance of individual safety risk mitigations to determine if a specific safety risk mitigation is not implemented or performing as intended. This will be performed by re-assessing the risk or by performing a safety audit.	Safety Management System Executive or Chief Safety Officer and Safety Committee	Between 6 and 12 months after implementation, depending on the risk and the measure, as recommended by the Safety Committee, or instructed by the Chief Safety Officer.	• Attachment Q: Risk Assessment Tool • Figure 12-3: Transit Safety Audit Process

ID	Tasks	Responsible Party	Period	Tools Reference
4.	Perform periodical reviews of safety information. 1. Reviewing results from accident, incident, and occurrence investigations 2. Monitoring employee safety reporting 3. Reviewing results of internal safety audits and inspections 4. Analyzing operational and safety data to identify emerging safety concerns	Safety Management System Executive or Chief Safety Officer and Safety Committee	Every four months	• Attachment N: Safety Performance Tool • Attachment Q: Risk Assessment Tool • Table 12-2: Employee Safety Reporting Program • Figure 12-3: Transit Safety Audit Process
5.	Review safety policy if required to address risks.	Accountable Executive	Annually	• Attachment N: Safety Performance Tool • Attachment Q: Risk Assessment Tool • Table 12-2: Employee Safety Reporting Program • Figure 12-3: Transit Safety Audit Process

14.3 Safety Events Investigations

This part of the process includes activities to conduct investigations of safety events, including the identification of causal factors.

The processes to monitor the transit system for compliance with events investigation is described in Table 14-3, including task, responsible party, recurrent period, and tools to aid in the execution of the task.

Table 14-3: Safety Events Investigation Monitoring Process

ID	Tasks	Responsible Party	Period	Tools
1.	Collect all relevant event data.	Key Personnel	When events occur	• Attachment O: Events Field Form
2.	Maintain a safety events log with all relevant data.	Key Personnel	Daily	• Attachment N: Safety Performance Tool
3.	Procure event investigations	Safety Management System Executive or Chief Safety Officer	When events occur	• Attachment O: Events Field Form • Attachment N: Safety Performance Tool
4.	Review event investigations to determine if: • The accident was preventable or non-preventable • Personnel require discipline or retraining • The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event • The accident appears to involve underlying organizational causal factors beyond just individual employee behavior	Safety Management System Executive or Chief Safety Officer and Safety Committee	As needed	• Figure 12-2: Event Investigation Process
5.	Review safety policy if required to address related findings.	Accountable Executive	As needed	• Attachment O: Events Field Form • Attachment N: Safety Performance Tool • Figure 12-2: Event Investigation Process
6.	Periodically review and update data collection and maintenance tools.	Safety Management System Executive or Chief Safety Officer	Annually	• Attachment O: Events Field Form • Attachment N: Safety Performance Tool

14.4 Reporting Program Monitoring

This part of the process includes activities to monitor information reported through any internal safety reporting programs.

The processes to monitor the transit system for compliance with events investigation is described in Table 14-4, including task, responsible party, recurrent period, and tools to aid in the execution of the task.

Table 14-4: Reporting Program Monitoring Process

ID	Tasks	Responsible Party	Period	Tools Reference
1.	Monitor all reporting systems to identify if new information was included.	Key Personnel	Daily	• Table 12-2: Employee Safety Reporting Program
2.	Entry all reported items into a single Reporting Log.	Key Personnel	Daily	• Attachment P: Safety Reporting Log
3.	Verify if the information is already recorded in the Events Database	Key Personnel	Weekly	• Attachment N: Safety Performance Tool
4.	Cross check the information with the hazards on the Risk Register.	Key Personnel	Weekly	• Attachment Q: Risk Assessment Tool
5.	Provide a report with initial information and results from cross check with Events Database and Risk Register to the Chief Safety Officer.	Key Personnel	Weekly	• Table 12-3: Employee Reporting Log Fields and Notes • Attachment P: Safety Reporting Log
6.	Procure an investigation, including site visits and interviews, to validate the information.	Chief Safety Officer	Weekly	• Table 12-3: Employee Reporting Log Fields and Notes • Attachment P: Safety Reporting Log
7.	Once the concern is validated, include it on the Events log, so it can be considered in the Events Investigations process.	Chief Safety Officer	Weekly	• Attachment N: Safety Performance Tool • Figure 12-2: Event Investigation Process
8.	If the concern was related to a hazard that was not considered in the risk register, include it, so it can be considered in the Risk Mitigation process.	Chief Safety Officer	Weekly	• Attachment Q: Risk Assessment Tool • Figure 12-3: Transit Safety Audit Process
9.	Report back to the original reporting source about the actions taken.	Chief Safety Officer, Leadership, Accountable Executive	Quarterly	• Table 15-2: Safety Communication

15 SAFETY PROMOTION

Safety Promotion Requirements

Safety promotion includes (49 CFR § 673.29):

1. Competencies and training - Establish and implement a comprehensive safety training program for all agency employees and contractors directly responsible for safety in the agency's public transportation system. The training program must include refresher training, as necessary.
2. Safety communication - Communicate safety and safety performance information throughout the 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 an employee safety reporting program.

15.1 Competencies and Training

The training program is displayed in Table 15-1. It includes:

1. Training Subjects
2. Training Type
3. Employee Type
4. Recurrence Period
5. Materials

The Safety Management System Executive or Chief Safety Officer is responsible for the effective implementation of the safety training program.



Table 15-1: Training Program

ID	Training Subject	Training Type	Employee / Consultant / Contractor Type	Recurrence Period	Materials
1.	Route operation	• Classroom/ online • On-the job	• Drivers	• Start of employment • Refresher every 6 months or as necessary if there are changes	• Manual/ guide • Presentation • On the job exercises
2.	Customer service	• Classroom/ online • On-the job	• Drivers • Call Center / administrative	• Start of employment • Refresher every 4 months	• Manual/ guide • Presentation • On the job exercises
		• Classroom/ online	• Management		• Manual/ guide • Presentation
3.	Safety and emergency management	• Classroom/ online	• Accountable Executive • Chief Safety Officer • Incident Commander • Management • Key Personnel • Administration • Drivers • Dispatchers • Maintenance	• Start of employment • Refresher every 6 months • Drills ever4 months, including self-assessments	• Manual/ guide • Presentation • Table-top exercises
4.	Vehicle Maintenance	• Classroom/ online • On-the job	• Mechanics	• Start of employment • Refresher every 6 months or as necessary if there are changes	• Manual/ guide • Presentation • On the job exercises
5.	Facilities Maintenance	• Classroom/ online • On-the job	• Facilities maintenance personnel	• Start of employment • Refresher every 6 months or as necessary if there are changes	• Manual/ guide • Presentation • On the job exercises
6.	Accident Investigation	• Classroom/ online	• Chief Safety Officer • Incident Commander • Key Personnel	• Initial training • Refresher every year	• Manual/ guide • Presentation • Table-top exercises

15.2 Safety Communication

The safety communication process is displayed in Table 15-2. It includes:

1. Type of Information
2. Audience
3. Media
4. Recurrence Period

Table 15-2: Safety Communication

ID	Type of Information	Audience	Media	Recurrence Period
1.	General safety information	All employees, consultants, and contractors	Bulletin E-mail	Quarterly
2.	Hazards and risks	Employees, consultants, and contractors related to the issue	Training	Initial and quarterly
			Employee Manual	Initial and when updated
			Memorandum E-mail	As needed for new issues
3.	Actions taken in response to information from the Employee Reporting Program	Employees, consultants, and contractors related to the issue	Memorandum E-mail	As needed
			Bulletin E-mail	Quarterly

The Accountable Executive and the Safety Management System Executive or Chief Safety Officer are responsible for the effective implementation of the safety communication program.

16 RELATIONSHIP TO OTHER SAFETY REQUIREMENTS

16.1 National Public Transportation Safety Plan

As indicated in 49 C.F.R. § 673.11(a) (3), the plans must include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan (NPTSP). The adopted safety performance indicators and measures on this PTASP are those included in the NPTSP, for the applicable modes covered by the NPTSP.

16.2 National Transit Database

In discussing the importance of safety performance measures, the 2017 NPTSP highlights the following related to the National Transit Database (NTD):

1. On page 31, it is indicated that, in order to capture the broad and varied nature of public transportation, in the first National Safety Plan, FTA is relying on measures that can be applied to all modes of public transportation and are based on data that is generally currently collected in the National Transit Database (NTD).
2. On the footnote on page 32, it is indicated that the thresholds for "reportable" fatalities, injuries, and events are defined in the NTD Safety and Security Reporting Manual.
3. On page 37 it is indicated that FTA currently maintains two sources for safety data reporting: the NTD, to which transit agencies report data as a condition for funding for public transportation agencies, and the State Safety Oversight (SSO) program, for rail transit modes that do not fall under the Federal Railroad Administration's jurisdiction.
4. On page 37 is also indicated that small/rural transit agencies, mostly bus and paratransit modes, usually report NTD data as a grant sub-recipient through their state department of transportation while bus operators in urban areas over 50,000 in population report directly to the NTD.

The small transit agencies fill the NTD's Urban Reduced Report safety data. It includes the following measures:

1. Reportable Incidents
2. Fatalities
3. Injuries

The performance measures included in this PTASP are aligned with those on the NTD. It applies the same definitions included in the 2019 NTD Reduced Reporter Policy Manual, complemented with other definitions included in the 2020 Safety and Security Policy Manual, as indicated.

16.3 Transit Asset Management Plan

On 49 C.F.R. § 673.11 is indicated that the PTASP plans must include the signature of the Accountable Executive. The 49 C.F.R. § 673.5 defines the Accountable Executive as a person who has ultimate responsibility for carrying out the PTASP and the Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both plans. This PTASP meets with these clauses, as its Accountable Executive is the same one for the corresponding Transit Asset Management Plan.

In addition, the Transit Asset Management Plan, especially its inventories (49 C.F.R. § 625 (b) (1)) and condition assessments (49 C.F.R. § 625 (b) (2)), will be used as a source of information for asset related information to be used on the system characterization and hazard identification for the Safety Risk Management.



17 SAFETY PLAN DOCUMENTATION AND RECORDKEEPING

Safety Plan Documentation Requirements

The PTASP documentation must be maintained available at all times, including the related to the implementation of the SMS, its processes, and activities. They must be made available upon request by the FTA or other state or federal entity with jurisdiction. Documentation must be maintained for a minimum of three years after they are created. (49 C.F.R. Subpart 673.31)

17.1 General

Documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this PTASP; and the results from its SMS processes and activities will be maintained by each participating agency for three years after creation. They will be available to the FTA and other concerning authorities upon request.

17.2 Initial PTASP

As indicated in Chapter 4, this PTASP was developed with the close collaboration of three representative municipalities, one per each of the MPO Policy Board Committees. They actively participated in workshops and provided information that was used on the development of this Plan. They are:

1. Aguadilla, from the Aguadilla Urbanized Area
2. Caguas, from the San Juan Urbanized Area
3. Ponce, from the Urbanized Areas Under 200,000 Population

The other municipalities and agencies that participate in this plan were approached by e-mail and were asked to provide some information on a form, including validation of the contents of the PTASP draft, agency identification information, authorities, initial hazard evaluation table, and signature of accountable executive (see e-mail on Attachment I). They were also required to provide a copy of the board or equivalent resolution for PTASP adoption, and the FY 2021certification and assurances form. Fully or partially responsive municipalities and agencies as of July 21, 2021 that are included in this PTASP are shown in Table 17-1:

Table 17-1: Agencies Included in this PTASP in Alphabetical Order

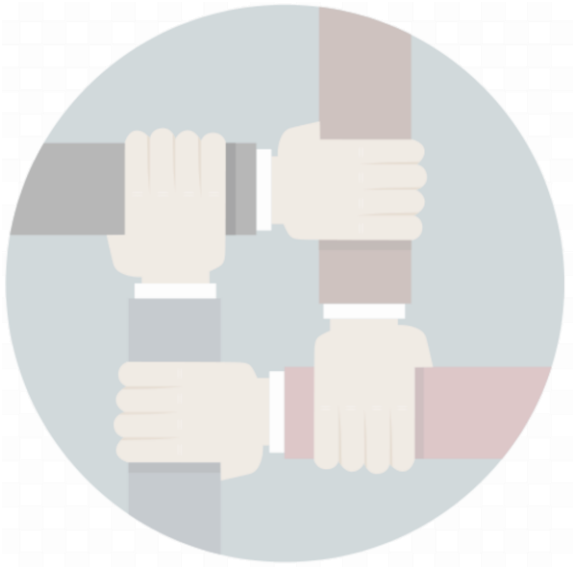
Legend:		Completed
		Partially completed
		Not received

Control	Agency	Agency Validation, Information, and Initial Hazard Assessment Form	MPO Referendum Vote	Board Equivalent Resolution	Certifications & Assurances or TrAMS	Notes
1	Aguada	Completed	Not received	Received	Received	Certification & Assurances (Notarized)
2	Aguadilla	Completed	Received	Received	Received	Certification & Assurances (No affidavit number)
3	Añasco	Completed	Not received	Received	Received	
4	Barceloneta	Partially Completed	Not received	Received	Not received	Missing address on section 4 of the Agency Form received on 27/April/2021.
5	Barranquitas	Partially Completed	Received	Received	Not received	Missing members of the Safety Committee on the Agency Form received on 17/July/2021.
6	Cabo Rojo	Completed	Received	Received	Not received	
7	Caguas	Completed	Received	Received	Received	
8	Camuy	Completed	Not received	Received	Received	
9	Canóvanas	Completed	Not received	Received	Not received	
10	Carolina	Completed	Received	Received	Received	
11	Cataño	Completed	Received	Not received	Received	Certification & Assurances (Notarized)
12	Cayey	Completed	Not received	Received	Received	Certification & Assurances (No affidavit number)
13	Ciales	Completed	Not received	Not received	Not received	
14	Cidra	Completed	Received	Received	Received	
15	Coamo	Completed	Received	Received	Received	
16	Comerío	Completed	Not received	Received	Received	Certification & Assurances (Notarized)
17	Corozal	Partially Completed	Received	Received	Received	Missing number of employees on section 4, names of authorities on section 5, and initial hazard assessment on section 6 of the Agency Form. Certification & Assurances (No affidavit number)
18	Dorado	Completed	Received	Received	Not received	
19	Guánica	Completed	Not received	Received	Not received	
20	Guayanilla	Completed	Received	Received	Received	Certification & Assurances (Notarized)
21	Gurabo	Completed	Received	Received	Not received	
22	Hatillo	Completed	Not received	Received	Not received	
23	Hormigueros	Completed	Received	Received	Not received	
24	Humacao	Completed	Received	Not received	Not received	
25	Isabela	Completed	Not received	Received	Not received	

Control	Agency	Agency Validation, Information, and Initial Hazard Assessment Form	MPO Referendum Vote	Board Equivalent Resolution	Certifications & Assurances or TrAMS	Notes
26	Juana Diaz	Partially Completed	Not received	Not received	Received	Missing signature of Accountable Executive on the forms received on 22&30/April/2021. Certification & Assurances (Notarized)
27	Lajas	Completed	Received	Received	Received	Certification & Assurances (Notarized)
28	Lares	Completed	Not received	Received	Received	Certification & Assurances (No affidavit number)
29	Las Marías	Completed	Received	Received	Not received	
30	Las Piedras	Completed	Received	Received	Not received	
31	Loíza	Completed	Not received	Received	Not received	
32	Luquillo	Completed	Not received	Received	Not received	
33	Mayagüez	Completed	Received	Received	Not received	
34	Morovis	Completed	Not received	Received	Received	Certification & Assurances (Sealed but no affidavit number)
35	Naguabo	Completed	Received	Received	Received	Certification & Assurances (Notarized)
36	Naranjito	Completed	Received	Received	Not received	System identification table is mostly blank as the terminal is not in operations. Currently requesting funds for rehabilitation design. Operational structure is part of the second phase.
37	Orocovis	Completed	Received	Received	Received	Certification & Assurances" (Sealed but no affidavit number)
38	Patillas	Completed	Not received	Received	Received	
39	Peñuelas	Completed	Not received	Received	Received	Certification & Assurances (Notarized)
40	Ponce	Completed	Received	Received	Received	
41	Rincón	Completed	Not received	Not received	Not received	
42	Salinas	Completed	Not received	Received	Received	Certification & Assurances (Notarized)
43	San Juan	Completed	Not received	Received	Received	Certification & Assurances (tiene sello pero No affidavit number)
44	San Lorenzo	Completed	Not received	Received	Received	
45	San Sebastián	Completed	Received	Received	Not received	E-mail received on April 26, 2021 indicated that is sub-recipient and does not have access to TrAMS. Pending Certification & Assurances form.
46	Toa Baja	Completed	Received	Received	Received	

Control	Agency	Agency Validation, Information, and Initial Hazard Assessment Form	MPO Referendum Vote	Board Equivalent Resolution	Certifications & Assurances or TrAMS	Notes
47	Trujillo Alto	Partially Completed	Not received	Received	Received	Missing initial hazard assessment on section 6 of the Agency Form received on 11/December/2021. Certification & Assurances (Notarized)
48	University of Puerto Rico at Mayagüez	Completed	N/A	Received	Received	
49	Utuado	Completed	Not received	Received	Received	Certification & Assurances (Notarized)
50	Vega Alta	Completed	Not received	Received	Received	
51	Vega Baja	Completed	Received	Received	Received	
52	Villalba	Completed	Received	Received	Received	
53	Yabucoa	Completed	Not received	Received	Received	Certification & Assurances (No affidavit number)
54	Yauco	Completed	Received	Received	Received	

As indicated in section 1 Introduction, Agencies' supporting documents for this PTASP are listed in Attachment A and included in its entirety in the separated electronic attachment entitled PTASP Agencies Documentation.



18 KEY ANNUAL ACTIVITIES

For convenience on the continuous PTASP execution, the implementation and evaluation key annual activities, timeline, responsibilities, and potential additional resources are recapitulated in Table 18-1.

Table 18-1: Annual Activities and Resources

ID	Key Annual Activities	Description	Responsible Party	Additional Resources	Duration	Evaluation	PTASP Information and Process Reference
1	Authorities and Staff Review	Review staff adequacy as compared to system requirements.	Accountable Executive, Chief Safety Officer, Management & Leadership, Key Staff, Safety Committee	The Transit Agency may consider appointing someone or having a contract to perform this review, as it would require interviews and/or a staff survey.	This is a once-per-year task and is likely to take about a month.	The Chief Safety Officer will procure from the Management and Leadership an assessment of their staff as part of the first step of the PTASP Annual Review. The Leadership will review staff adequacy as compared to system requirements: preparation and experience, support staff, amount, training, vacancies. Based on the review, the Leadership will provide recommendations to the Chief Safety Officer.	Table 12-5: Authorities, Accountabilities, and Responsibilities Attachment J: Agencies PTASP Authorities
2	PTASP Annual Review	The PTASP will be reviewed and updated if necessary.	Chief Safety Officer, Accountable Executive, Equivalent Authority, PRHTA	The Transit Agency may consider appointing someone to follow-up on the review progress, as it encompasses several tasks and the collaboration of all Authorities. If the analysis year is natural, the process should start as soon as the annual data is processed.	This process might take about six months.	The evaluation process is detailed in the reference provided on next column. It includes review and update by the Chief Safety Officer, signing by the Accountable Executives, Approval by the Equivalent Authority, and Certification by PRHTA.	Table 9-6: PTSAP Annual Review Process

ID	Key Annual Activities	Description	Responsible Party	Additional Resources	Duration	Evaluation	PTASP Information and Process Reference
3	Transit Agency Information Review	Update transit agency information.	Chief Safety Officer, Management and Leadership	Chief Safety Officer might consider appointing someone to obtain this information from appropriate Managers. If information is kept updated, this should not take long; however, it includes following-up with the Managers, that might be challenging due to their responsibilities.	This is a once-per-year task and is likely to take about a month.	The Chief Safety Officer will procure from the Management and Leadership an update to the agency and system information as part of the first step of the PTASP Annual Review. The update will document any changes in routes, stops, terminals, service area, and service population.	Table 8-1: Agency Information Model Form
4	Performance Measures and Targets Review	Review performance measures and update targets accordingly.	Key Staff, Chief Safety Officer, Safety Committee	Depending on the size of the system, the Transit Agency may consider assigning and employee or having a contract to maintain the Safety Performance database, as this is a continuous process.	This is a continuous process.	The Chief Safety Officer will procure from the Key Staff the corresponding measures for the year and will discuss the results with the Safety Committee. Key Staff will use the Safety Performance Tool to obtain the annual performance measures based on collected data. The Safety Committee will decide if the targets need and update as part of the first step of the PTASP Annual Review.	Section 10.4 Safety Performance Tool

ID	Key Annual Activities	Description	Responsible Party	Additional Resources	Duration	Evaluation	PTASP Information and Process Reference
5	Review Risk Register	Review risk register and update it accordingly.	Chief Safety Officer, Key Staff, Safety Committee	Depending on the size of the system, the Transit Agency may consider assigning and employee or having a contract to maintain the Safety Performance database, as this is a continuous process. This task may be performed by the group maintaining the Safety Performance database.	This is a continuous process.	The Chief Safety Officer will procure from Key Staff the Hazards and Consequences from the Risk Assessment tool for the year, including results from mitigation evaluations. The Safety Committee will evaluate the risks and update the risk register accordingly, as part of the first step of the PTASP Annual Review.	Section 13 Safety Risk Management Figure 13-1: Risk Management Process Section 13.10 Risk Management Tool
6	Review Safety Policy	Review safety policy and update if appropriate.	Accountable Executive, Chief Safety Officer, Management & Leadership, Key Staff, Safety Committee	The Transit Agency may consider creating a sub-committee or having a contract to perform this review.	This is a once-per-year task and is likely to take between one and three months.	Based on performance measures, event investigations, audits, reporting program, and risk assessments, the Safety Committee will assess if the safety policy needs to be updated, as part of the first step of the PTASP Annual Review.	Table 12-6: Safety Policy Statement Figure 12-2: Event Investigation Process Figure 12-3: Transit Safety Audit Process Section 12.3 Employee Safety Reporting Program Figure 13-1: Risk Management Process

ID	Key Annual Activities	Description	Responsible Party	Additional Resources	Duration	Evaluation	PTASP Information and Process Reference
7	Review Training Program	Review training program and update if appropriate.	Chief Safety Officer, Management & Leadership, Key Staff, Safety Committee	The Transit Agency may consider creating a sub-committee or having a contract to perform this review.	This is a once-per-year task and is likely to take between three and six months.	After each training, participants will be surveyed on the pertinence, adequacy, and materials used for the training. The Safety Committee and their support personnel (Leadership and Key Staff) will use these surveys, pertinent comments from the Reporting Program, Safety Performance Tool, Event Investigation Process, and Safety Audits to identify potential training gaps and propose updates. This is performed as part of the first step of the PTASP Annual Review.	Table 15 1: Training Program Section 12.3 Employee Safety Reporting Program Section 10.4 Safety Performance Tool Figure 12-2: Event Investigation Process Figure 12-3: Transit Safety Audit Process
8	Review Communication Strategies	Review communication strategies and update if appropriate.	Chief Safety Officer, Management & Leadership, Key Staff, Safety Committee	The Transit Agency may consider creating a sub-committee or having a contract to perform this review.	This is a once-per-year task and is likely to take between one and three months.	Effectiveness of communication strategies can be measured by requesting acknowledgement of receipt and/or through a simple survey, asking if they were aware of specific communications. This effort can le lead by the Chief Safety Officer aided by support personnel (Leadership and Key Staff). The Safety Committee will then evaluate if modifications to the communication strategies are needed. This is performed as part of the first step of the PTASP Annual Review.	Table 15 2: Safety Communication

ID	Key Annual Activities	Description	Responsible Party	Additional Resources	Duration	Evaluation	PTASP Information and Process Reference
9	Record Keeping	Review documentation to evaluate if it is up to date.	Chief Safety Officer, Management & Leadership	The Transit Agency may consider appointing someone or having a contract to perform this task, as it requires the creation and maintenance of a database and is a continuous task.	This is a continuous process.	Chief Safety Officer will procure from Management and Leadership an assessment of the documentation related to inspections, maintenance, training, reporting program, events, hazards, investigations, and audits. Record keeping includes also creating and maintaining a database of documents. This is performed as part of the first step of the PTASP Annual Review. This documentation will be reviewed by PRHTA for certification.	Attachment E: Transit Agency Identification Forms Attachment N: Safety Performance Tool Attachment O: Events Field Form Attachment P: Safety Reporting Log Attachment Q: Risk Assessment Tool Attachment R: Transit Facility Daily Inspection Checklist Attachment S: Transit Facility Weekly Inspection Checklist Attachment T: Transit Stop Weekly Inspection Checklist Attachment U: Transit Vehicle Daily Inspection Checklist Attachment V: Transit Vehicle Preventive Maintenance Checklist

ATTACHMENTS

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Attachment O: Events Field Form (Spanish) ..... - 237 -
Attachment P: Safety Reporting Log (Spanish) ..... - 240 -
Attachment Q: Risk Assessment Tool ..... - 241 -
Attachment R: Transit Facility Daily Inspection Checklist (Spanish) ..... - 261 -
Attachment S: Transit Facility Weekly Inspection Checklist (Spanish) ..... - 262 -
Attachment T: Transit Stop Weekly Inspection Checklist (Spanish) ..... - 263 -
Attachment U: Transit Vehicle Daily Inspection Checklist (Spanish) ..... - 264 -
Attachment V: Transit Vehicle Preventive Maintenance Checklist (Spanish) ..... - 265 -
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Attachment A: PTASP Agencies Documentation

Full documents are included in a separated electronic file attachment with the same name as this attachment. Folders and documents are organized as shown in the next index table. Although the titles are provided in English, most documents are in Spanish.

Legend
Main Folder
1st Tier Subfolder
2nd Tier Subfolder
Documents

Attachment A: PTASP Agencies Documentation
Representative Municipalities
Aguadilla
2020-04-09 Aguadilla Workshop 1 Information.pdf
2020-04-18 Aguadilla Workshop 2 Information.pdf
2020-07-15 Aguadilla Interview & Visit Questionnaire.pdf
2021-03-24 Aguadilla Municipal Legislature.pdf
2021-03-24 Aguadilla Signature.pdf
2021-07-14 Aguadilla TrAMS.pdf
Documents
2020-07-15 Aguadilla Proposal FTA2 Amended.pdf
Caguas
2020-04-12 Caguas Workshop 1 Information
2020-04-17 Caguas Workshop 2 Information
2020-06-16 Caguas Interview & Site Visit Questionnaire.pdf
Caguas Municipal Legislature.pdf
Caguas SMS and Signature 2020-12-10.pdf
Caguas TrAMS.pdf
Documents
Accident Investigation Form 2019.pdf
Accident Protocol 2020.pdf
Accidents Process.pdf
Controlled Substances Orientation 2018.pdf
Controlled Substances Rule.pdf
Drivers Protocol 5307 & 5310 2020.pdf
Drugs & Alcohol Best Practices.pdf
Drugs & Alcohol Policy 2018.pdf
FTA Units Log.pdf
Incidents Process.pdf
Maintenance Daily Report.pdf
Mileage Form.pdf

Attachment A: PTASP Agencies Documentation
Property Loss Notification Manual 2018.pdf
Safety Management System 2021.pdf
Trolley Daily Inspection Form.pdf
Trolley Usage Form.pdf
Users Registry.pdf
Users Volume Form.pdf
Vehicles Shop Management.pdf
Ponce
2020-04-13 Ponce Workshop 1 Information
2020-05-26 Ponce System Identification Table.pdf
2020-06-11 Ponce Interview & Visit Questionnaire.pdf
2021-04-29 Public Transportation Agency Safety Plan.pdf
2021-05-05 Ponce Municipal Legislature.pdf
2021-07-20 Ponce TrAMS.pdf
Documents
Emergency Procedures SITRAS.pdf
Incidents and Accidents Protocol.pdf
PTASP Questionnaire Documents and Photos.pdf
SITRAS Bus Paratransit Inspection Form Updated 2020-06-16.pdf
SITRAS Bus Regular Inspection Form Updated 2019-01-14.pdf
SITRAS Safety Plan Updated 2020.pdf
SITRAS Training Program Updated 2020.pdf
Terminals and Shelters Maintenance Plan 2019.pdf
Other Municipalities
Workshop 1 Information
Añasco Workshop 1 Information 2020-05-01.pdf
Camuy Identification Table 2020-06-09.pdf
Carolina Workshop 1 Information 2020-04-28.pdf
Cidra Workshop 1 Information 2020-04-17.pdf
Corozal Workshop 1 Information 2020-04-22 .pdf
Dorado Workshop 1 Information 2020-04-17.pdf
Guayanilla Workshop 1 Information 2020-04-19.pdf
Humacao Workshop 1 Information 2020-04-21.pdf
Lajas Workshop 1 Information 2020-04-24.pdf
Las Marías Workshop 1 Information 2020-04-17.pdf
Manatí Workshop 1 Information 2020-04-17.pdf
Mayagüez Workshop 1 Information 2020-04-15.pdf
Naranjito Workshop 1 Information 2020-04-15.pdf
San Juan Workshop 1 Information 2020-04-20.pdf
San Lorenzo Workshop 1 Information 2020-04-21.pdf
Toa Baja Workshop 1 Information 2020-04-17.pdf
Villalba Workshop 1 Information 2020-05-04.pdf

Attachment A: PTASP Agencies Documentation
Workshop 2 Information
Barceloneta Workshop 2 Information 2020-05-04.pdf
Camuy Performance Measures 2020-06-09.pdf
Dorado Workshop 2 Information 2020-05-01.pdf
Toa Baja Workshop 2 Information 2020-05-01.pdf
Questionnaire
Aguada Questionnaire 2021-05-24.pdf
Añasco Questionnaire 2021-06-04.pdf
Barceloneta Questionnaire 2021-04-27.pdf
Barranquitas Questionnaire 2021-01-26.pdf
Cabo Rojo Questionnaire 2021-02-05.pdf
Camuy Questionnaire 2021-06-07.pdf
Canóvanas Questionnaire 2020-12-11.pdf
Carolina Questionnaire 2020-12-11.pdf
Cataño Questionnaire 2021-02-05.pdf
Cayey Questionnaire 2021-03-08.pdf
Ciales Questionnaire 2021-03-31.pdf
Cidra Questionnaire 2020-12-11.pdf
Coamo Questionnaire 2021-05-21.pdf
Comerío Questionnaire 2020-12-11.pdf
Corozal Questionnaire 2020-12-08.pdf
Dorado Questionnaire 2021-04-21.pdf
Guanica Questionnaire 2021-05-21.pdf
Guayanilla Questionnaire 2021-03-05.pdf
Gurabo Questionnaire 2020-12-17.pdf
Hatillo Questionnaire 2021-04-23.pdf
Hormigueros Questionnaire 2020-12-09.pdf
Humacao Questionnaire 2020-12-28.pdf
Isabela Questionnaire 2021-03-26.pdf
Juana Diaz Questionnaire 2021-04-22.pdf
Lajas Questionnaire 2020-12-10.pdf
Lares Questionnaire 2021-04-26.pdf
Las Marias Questionnaire 2021-06-07.pdf
Las Piedras Questionnaire 2020-12-18.pdf
Loíza Questionnaire 2021-04-23.pdf
Luquillo Questionnaire 2021-01-11.pdf
Mayaguez Questionnaire 2020-12-21.pdf
Morovis Questionnaire 2021-07-16.pdf
Naguabo Questionnaire 2021-07-01.pdf
Naranjito Questionnaire 2021-07-08.pdf
Orocovis Questionnaire 2021-02-05.pdf
Patillas Questionnaire 2021-06-07.pdf

Attachment A: PTASP Agencies Documentation
Peñuelas Questionnaire 2020-12-28.pdf
Rincon Questionnaire 2020-12-23.pdf
Salinas Questionnaire 2020-12-11.pdf
San Juan Questionnaire 2021-06-21.pdf
San Lorenzo Questionnaire 2021-03-08.pdf
San Sebastian Questionnaire 2021-02-26.pdf
Toa Baja Questionnaire 2021-03-09.pdf
Trujillo Alto Questionnaire 2021-07-07.pdf
UPRM Questionnaire 2021-07-02.pdf
Utuado Questionnaire 2021-07-08.pdf
Vega Alta Questionnaire 2021-06-10.pdf
Vega Baja Questionnaire 2020-12-23.pdf
Villalba Questionnaire 2021-04-27.pdf
Yabucoa Questionnaire 2021-03-11.pdf
Yauco Questionnaire 2020-12-17.pdf
Documents
Aguada
Aguada Municipal Legislature.pdf
Aguada TrAMS.pdf
Añasco
Añasco Municipal Legislature.pdf
Añasco TrAMS.pdf
Safety Plan Municipality of Añasco.pdf
Barceloneta
ADA.pdf
Barceloneta Municipal Legislature.pdf
Confidentiality Agreement & Routes.pdf
Inventory.pdf
Mechanics Weekly Task Report.pdf
Protocol to Identify Dangerous Situations.pdf
Questionnaire to measure effectiveness.pdf
Safety Plan.pdf
Vehicle Service Report.pdf
Barranquitas
Barranquitas Municipal Legislature.pdf
PTASP - Accountable Executive Signature.pdf
Bayamón
Bayamon PTASP Dec 2020 & Municipal Legislature.pdf
Bayamon PTASP Targets MPS.pdf
Bayamon TrAMS.pdf

Attachment A: PTASP Agencies Documentation
Cabo Rojo
Cabo Rojo Municipal Legislature.pdf
FTA Asset Maintenance Plan.pdf
FTA driver's Manual.pdf
FTA Management Guidelines.pdf
FTA PROCUREMENT Guide.pdf
Maintenance Plan.pdf
Organization Chart.pdf
PM Vehicle Inspection Form.pdf
Terminal Photos.pdf
Vehicle Daily Inspection Form.pdf
Camuy
Camuy Municipal Legislature.pdf
Camuy TrAMS.pdf
Photos.pdf
Property Regulation Draft - Camuy.pdf
Validation Camuy.pdf
Canóvanas
Canóvanas Municipal Legislature.pdf
Information Disclousure.pdf
Notification of Damage 1.pdf
Notification of Damage 2.pdf
Photos.pdf
Vehicle Daily Inspection Form.pdf
Carolina
Carolina Municipal Legislature.pdf
Carolina TrAMS.pdf
Cataño
Cataño TrAMS.pdf
Signature Accountable Executive.pdf
Cayey
Cayey Municipal Legislature.pdf
Cayey TrAMS.pdf
Cidra
Cidra Municipal Legislature.pdf
Cidra TrAMS.pdf
Coamo
Coamo Municipal Legislature.pdf
Coamo TrAMS.pdf

Attachment A: PTASP Agencies Documentation
Comerio
Certificate of Insurance.pdf
Comerio Municipal Legislature.pdf
Comerio TrAMS.pdf
Corozal
Corozal Municipal Legislature.pdf
Corozal TrAMS.pdf
Safety Plan.pdf
Dorado
Behavior Code ORD 56-2016-2017 .pdf
Code of Conduct.pdf
Complaint Form.pdf
Complaint Procedure.pdf
Dorado Municipal Legislature.pdf
Forbidden Behaviors.pdf
Maintenance Forms and Schedules.pdf
Municipality Organization Chart.pdf
Vehicle Inspection Form.pdf
Guanica
Call for Projects Guanica.pdf
Guanica Municipal Legislature.pdf
Photos - Vehicles.pdf
PTASP - Accountable Executive Signature.pdf
TIP Guanica.pdf
Guayanilla
Guayanilla Municipal Legislature - English.pdf
Guayanilla Municipal Legislature - Spanish.pdf
Guayanilla TrAMS.pdf
Guaynabo
Guaynabo Municipal Legislature & PTASP.pdf
Guaynabo TrAMS.pdf
Gurabo
Gurabo Municipal Legislature.pdf
Hatillo
ADACheckList.pdf
Financial Policies and Procedures.pdf
Hatillo Municipal Legislature 1.pdf
Hatillo Municipal Legislature 2.pdf
Maintenance Plan - Facilities.pdf
Maintenance Plan - Vehicle.pdf
Questionnaire.pdf

Attachment A: PTASP Agencies Documentation
Hormigueros
COVID 19 Prevention and Mitigation.pdf
Emergency Operational Plan.pdf
Facilities Maintenance Guide.pdf
Hormigueros Municipal Legislature.pdf
Vehicles Preventive Maintenance.pdf
Humacao
PTASP Validation-Accountable Executive Signature.pdf
Isabela
Isabela Municipal Legislature.pdf
Safety Committee PTASP.pdf
Juana Díaz
Juana Diaz TrAMS.pdf
Juncos
Juncos TrAMS & Municipal Legislatuer.pdf
Safety Plan 2020.pdf
Lajas
Lajas Municipal Legislature.pdf
Lajas TrAMS.pdf
Safety Plan - Municipality of Lajas.pdf
Lares
Lares Municipal Legislature.pdf
Lares TrAMS.pdf
Las Marías
Fleet Vehicle Card Procedure.pdf
Las Maria Municipal Legislature.pdf
Motor Vehicle Rule.pdf
Las Piedras
Las Piedras Municipal Legislature.pdf
Loíza
Loíza Municipal Legislature.pdf
Luquillo
Luquillo Municipal Legislature.pdf
Manatí
Manatí Municipal Legislature & PTASP.pdf
Manatí TrAMS.pdf
Mayagüez
Checklists Mant.pdf
FTA Guidelines.pdf
Mayaguez Municipal Legislature.pdf
Organization Chart 1.pdf
Organization Chart 2.pdf

Attachment A: PTASP Agencies Documentation
Photos.pdf
SafetySecurityPlan_MunicipalityofMayaguez.pdf
Morovis
Morovis Municipal Legislature.pdf
Morovis TrAMS.pdf
Naguabo
Naguabo Municipal Legislature.pdf
Naguabo TrAMS.pdf
Naranjito
Naranjito Info.pdf
Naranjito Questionnaire & Municipal Legislature.pdf
Orocovis
Accountable Executive Signature.pdf
Orocovis Municipal Legislature.pdf
Orocovis TrAMS.pdf
Patillas
Controlled Substances Program Regulations.pdf
Municipal Administration Regulation.pdf
Municipal Assembly.pdf
Organization Chart.pdf
Patillas Emergency Plan 2020 (REVISED JUNE 2 2021).pdf
Patillas Municipal Legislature.pdf
Patillas TrAMS.pdf
PTASP Validation & Terminal Photos.pdf
Peñuelas
Peñuelas Municipal Legislature.pdf
Peñuelas TrAMS.pdf
Safety Committee.pdf
Rincón
ADA Reasonable Modification Policy.pdf
Complementary Service Plan.pdf
Drugs and Alcohol Policy.pdf
Interagency Agreement.pdf
Maintenance Plan.pdf
Organization Chart.pdf
Quarterly Reports.pdf
Vehicle Inventory.pdf
Salinas
Required Documents PTASP.pdf
Salinas Municipal Legislature.pdf
Salinas Questionnaire 2020-12-09 (Photos).pdf
Salinas TrAMS.pdf

Attachment A: PTASP Agencies Documentation
San Juan
Attachments San Juan.pdf
Contact Person Designation San Juan.pdf
Explanatory Memorial.pdf
San Juan Municipal Legislature 2.pdf
San Juan Municipal Legislature.pdf
San Juan TrAMS.pdf
San Lorenzo
San Lorenzo Municipal Legislature.pdf
San Lorenzo TrAMS.pdf
San Sebastián
Accountable Executive Signature.pdf
San Sebastian Municipal Legislature.pdf
Toa Baja
Organization Chart.pdf
PTASP Accountable Executive Signature.pdf
PTASP Specific Information - System Identification.pdf
Toa Baja Municipal Legislature.pdf
Toa Baja TrAMS.pdf
Trujillo Alto
Trujillo Alto Quest & Municipal Legislature.pdf
Trujillo Alto TrAMS.pdf
University of Puerto Rico at Mayagüez
Motion to Adopt the PTASP.pdf
UPRM TrAMS.pdf
Utuado
Debris Management Plan.pdf
Emergency Operational Plan.pdf
Maintenance Records Template.pdf
Municipal Legislature Resolution.pdf
Organization Chart.pdf
Regulation Use and Conservation of Vehicles.pdf
Trolley Routes.pdf
Utuado - Photos.pdf
Utuado Municipal Legislature.pdf
Utuado TrAMS.pdf
Vehicle Inspection Template.pdf
Vega Alta
Vega Alta Municipal Legislature.pdf
Vega Alta TrAMS.pdf

Attachment A: PTASP Agencies Documentation
Vega Baja
PTASP Attachment.pdf
Vega Baja Municipal Legislature.pdf
Vega Baja TrAMS.pdf
Villalba
Villalba Municipal Legislature.pdf
Villalba TrAMS.pdf
Yabucoa
Yabucoa Municipal Legislature.pdf
Yabucoa TrAMS.pdf
Yauco
Mun. Yauco Fleet Vehicle Inventory.pdf
Municipality of Yauco Equipment List.pdf
Photos Yauco.pdf
Safety and Maintenance Plan.pdf
Security Equipment Maintenance Plan 2015.pdf
Yauco Municipal Legislature.pdf
Yauco TrAMS.pdf
Referendum
Cabo Rojo Referendum 2020-12-11.pdf
Humacao Referendum 2020-12-28.pdf
Vega Baja Referendum 2020-12-23.pdf
REFERENDUM RESULTS PTASP DEC 9-23 2020.PDF
Management
Agency Delivery Checklist 2021-07-21.pdf
Attachment Index.pdf

Attachment B: Invitations to Agencies

From: Vivianet M. Arroyo Rosario <vmarroyo@dtop.pr.gov>
Sent: Tuesday, March 24, 2020 11:17 AM
To: Zaida E. Rico; Jose A. Carro; Sonia Montañez Colón; Zaimara Vera Hernández; Carmen I. Alicea Serrano
Subject: Fw: PTASP-PLAN DE SEGURIDAD DE AGENCIAS DE TRANSPORTE COLECTIVO-Fecha Taller 3 de abril

---

From: Herrera Hernandez, Luis A. <luis.herrera@caguas.gov.pr>
Sent: Tuesday, March 24, 2020 11:05 AM
To: Vivianet M. Arroyo Rosario <vmarroyo@dtop.pr.gov>
Cc: Torres Torres, Angel M. <Angel.Torres@caguas.gov.pr>; Omar Santos <omarsantos92@yahoo.com>; Rodriguez Flores, Crysaida <crflores@caguas.gov.pr>; Soto Padilla, Awilda <ASoto@caguas.gov.pr>
Subject: RE: PTASP-PLAN DE SEGURIDAD DE AGENCIAS DE TRANSPORTE COLECTIVO-Fecha Taller 3 de abril

Saludos.
Confirmando la participación del Municipio de Caguas en el taller del 3 de abril. Estaremos participando las siguientes personas:

1. Omar Santos – Consultor FTA
2. Angel Torres- Coordinador Transportación Publica y FTA
3. Crysaida Rodriguez- Administradora del Terminal
4. Luis Herrera- Director de Desarrollo de Proyectos y Movilidad Ciudadana

Estamos trabajando con la información solicitada. Estamos trabajando remotamente y esto no dificulta la recopilación de la misma, pero lo trabajamos.
Gracias, por escogernos para este proyecto.

Luis Herrera

From: Vivianet M. Arroyo Rosario [mailto:vmarroyo@dtop.pr.gov]
Sent: Monday, March 23, 2020 2:41 PM
To: Herrera Hernandez, Luis A. <luis.herrera@caguas.gov.pr>; Torres Torres, Angel M. <Angel.Torres@caguas.gov.pr>
Cc: Sonia Montañez Colón <smontanez@dtop.pr.gov>; J Carro <jcarro@cmapr.com>; Zaimara Vera Hernández <zvera@dtop.pr.gov>; Carmen I. Alicea Serrano <Cialicea@dtop.pr.gov>; Edith Perez Irizarry <eperez@dtop.pr.gov>; Z Rico <zrico@cmapr.com>; Fernando Rodríguez <fernandoact2015@gmail.com>; Miranda Torres, William E. <william.miranda@caguas.gov.pr>
Subject: PTASP-PLAN DE SEGURIDAD DE AGENCIAS DE TRANSPORTE COLECTIVO-Fecha Taller 3 de abril
Importance: High

DE PARTE DE LA DIRECTORA INTERINA DE COORDINACIÓN FEDERAL, SONIA MONTAÑEZ COLÓN

Saludos,

1

Reciban los más cordiales saludos de parte de la Oficina de Coordinación Federal de la Autoridad de Carreteras y Transportación. Esperamos que se encuentren bien, dentro de las circunstancias que enfrentamos como país.

La Administración Federal de Transportación Colectiva (FTA, por sus siglas en inglés) es la agencia que mantiene la autoridad de seguridad sobre el transporte público. En Julio de 2018, FTA emitió la nueva regla final del Plan de Seguridad de la Agencia de Transporte Público (PTASP) (49 C.F.R. Parte 673) para mejorar la seguridad del transporte público, guiando a las agencias de tránsito a gestionar de manera más efectiva y proactiva los riesgos de seguridad en sus sistemas. Esta regla final entró en vigencia en julio de 2019 y requiere que las agencias de tránsito desarrollen, certifiquen e implanten un plan de seguridad que incluya los procesos y procedimientos necesarios para implantar un Sistema de Manejo de Seguridad (SMS, por sus siglas en ingles). Este Plan debe estar vigente para Julio 2020.

La compañía CMA Architects & Engineers LLC es la encargada de llevar a cabo la elaboración del PTASP para los sub-receptores de ACT. De acuerdo a los datos estadísticos de los sistemas de transportación colectiva, su Municipio fue seleccionado para servir como muestra en la elaboración del plan.

El día **3 de abril de 2020**, se está programando un taller de manera virtual, atemperándonos a la situación actual. **Es importante que el Municipio cuente con una computadora (o laptop), conexión a internet, y el acceso a las diferentes plataformas de reuniones virtuales (Google Hangouts, Microsoft Team)**. Además, debe tener disponible la información solicitada por los consultores (anejada a este correo electrónico). Se estima que el tiempo de duración del taller sea de **3 horas**.

La información solicitada es la siguiente:

1. Persona de contacto y su información de contacto. Esta persona debe ser capaz de recolectar la información y contestaciones relacionadas a las operaciones del sistema de transporte colectivo y seguridad con prontitud.

2. Identificación de la persona que será designada como Jefe de Seguridad ("Chief Safety Officer") en el Plan.

3. Organigrama del municipio, donde se note el liderato y se detallen los componentes de transporte colectivo y seguridad, personal clave, y sus responsabilidades.

4. Políticas y procedimientos que tienen, planifican tener, o es factible tener, que sean relacionadas a la seguridad. Estas pueden incluir: reporte de incidentes, preparación para las emergencias, manejo de emergencias, reporte de peligros, adiestramientos, comunicación de políticas, gerencia de riesgos (identificación, probabilidad, severidad), entre otros.

5. Tipos de información y datos que se obtienen, se planifican obtener, o es factible obtener, relacionado a la seguridad. Esto puede incluir

    a. Identificación de peligros, choques, heridos, entro otros

    b. Inspección de vehículos y facilidades

    c. Adiestramiento a empleados, entre otros

6. Tipos de tecnologías y equipos utilizados, que se planifican utilizar, o es factible utilizar. Esto puede incluir técnicas o dispositivos para la recolección de datos, bases de datos, archivo de documentos, sistemas de gerencia de información, entre otros.

Es importante que el Alcalde o Alcaldesa del Municipio designe por escrito las persona o personas que participarán del taller.

Cualquier duda o pregunta, puede comunicarse con Sonia Montañez Colon al correo electrónico smontanez@dtop.pr.gov o al 787-469-1244

2

Agradecemos su atención y acostumbrada colaboración en estos asuntos.

Cordialmente,

Sonia Montañez Colón

Vivianett M. Arroyo Rosario, PPL
Tel: 787-536-1990

MUNICIPIO AUTÓNOMO DE CAGUAS

AVISO DE CONFIDENCIALIDAD: Este documento, y cualquier anejo incluido, contienen información que podría considerarse privilegiada, confidencial y exenta de divulgación. La información es para el uso exclusivo del individuo o entidad a quien está dirigida. Si usted no es el destinatario, el empleado o el agente a quien se le confió la responsabilidad de hacer llegar el mensaje al destinatario, debe percatarse que la divulgación, copia o distribución de esta transmisión está estrictamente prohibida. Si ha recibido esta comunicación por error, favor de borrarla y notificar al remitente inmediatamente.

CONFIDENTIALITY NOTE: This communication and any attachments hereto contain information that may be privileged, confidential and exempt from disclosure. The information is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient or the employee or agent entrusted with the responsibility of delivering the message to the intended recipient, be aware that any disclosure, copying or distribution of this transmission is strictly prohibited. If you have received this communication by mistake, please delete and notify the sender immediately

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From: Vivianet M. Arroyo Rosario <vmarroyo@dtop.pr.gov>
Sent: Wednesday, March 25, 2020 11:58 AM
To: OAF Alma L. Fernandez Droz; DE Candy León Rivas
Cc: Sonia Montañez Colón; Jose A. Carro; Zaimara Vera Hernández; Carmen I. Alicea Serrano; Zaida E. Rico; DE Candy León Rivas
Subject: RE: PTASP-PLAN DE SEGURIDAD DE AGENCIAS DE TRANSPORTE COLECTIVO-Fecha Taller 3 de abril

Saludos Alma;

Gracias por la confirmación.

Vivianett M. Arroyo Rosario, PPL
Tel: 787-536-1990

From: OAF Alma L. Fernandez Droz <Alma.Fernandez@ponce.pr.gov>
Sent: Wednesday, March 25, 2020 11:51 AM
To: Vivianet M. Arroyo Rosario <vmarroyo@dtop.pr.gov>; DE Candy León Rivas <Candy.Leon@ponce.pr.gov>
Cc: Sonia Montañez Colón <smontanez@dtop.pr.gov>; J Carro <jcarro@cmapr.com>; Zaimara Vera Hernández <zvera@dtop.pr.gov>; Carmen I. Alicea Serrano <Cialicea@dtop.pr.gov>; Z Rico <zrico@cmapr.com>; DE Candy León Rivas <Candy.Leon@ponce.pr.gov>
Subject: RE: PTASP-PLAN DE SEGURIDAD DE AGENCIAS DE TRANSPORTE COLECTIVO-Fecha Taller 3 de abril

Saludos,

Los que participarán del municipio de Ponce son: Alma Fernández, Marelyn González y Angel Ruiz.

Gracias,
Alma Fernández
Federal Affairs Officer
Planning and Development Department
Autonomous Municipality of Ponce
Po Box 331709
Ponce, Puerto Rico 00733-1709
787-359-9205

From: Vivianet M. Arroyo Rosario [mailto:vmarroyo@dtop.pr.gov]
Sent: Tuesday, March 24, 2020 11:12 AM
To: DE Candy León Rivas <Candy.Leon@ponce.pr.gov>; OAF Alma L. Fernandez Droz <Alma.Fernandez@ponce.pr.gov>
Cc: Sonia Montañez Colón <smontanez@dtop.pr.gov>; J Carro <jcarro@cmapr.com>; Zaimara Vera Hernández <zvera@dtop.pr.gov>; Carmen I. Alicea Serrano <Cialicea@dtop.pr.gov>; Z Rico <zrico@cmapr.com>
Subject: PTASP-PLAN DE SEGURIDAD DE AGENCIAS DE TRANSPORTE COLECTIVO-Fecha Taller 3 de abril

DE PARTE DE LA DIRECTORA INTERINA DE COORDINACIÓN FEDERAL, SONIA MONTAÑEZ COLÓN

1

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    b. Inspección de vehículos y facilidades
    c. Adiestramiento a empleados, entre otros
6. Tipos de tecnologías y equipos utilizados, que se planifican utilizar, o es factible utilizar. Esto puede incluir técnicas o dispositivos para la recolección de datos, bases de datos, archivo de documentos, sistemas de gerencia de información, entre otros.

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Agradecemos su atención y acostumbrada colaboración en estos asuntos.

Cordialmente,

Sonia Montañez Colón

2

Zaida E. Rico

From: Vivianet M. Arroyo Rosario <vmarroyo@dtop.pr.gov>
Sent: Friday, March 27, 2020 11:09 AM
To: vivian rivera
Cc: Sonia Montañez Colón; Jose A. Carro; Zaimara Vera Hernández; Carmen I. Alicea Serrano; Zaida E. Rico
Subject: RE: PTASP-PLAN DE SEGURIDAD DE AGENCIAS DE TRANSPORTE COLECTIVO-Fecha Taller 3 de abril

Saludos Vivian,

Recibido. Muchas gracias!

En la semana próxima nos estaremos comunicando para coordinar los aspectos tecnológicos para la conexión.

Vivianett M. Arroyo Rosario, PPL
Tel: 787-536-1990

From: vivian rivera <vivianm_rivera@yahoo.com>
Sent: Friday, March 27, 2020 10:58 AM
To: Vivianet M. Arroyo Rosario <vmarroyo@dtop.pr.gov>
Subject: Re: PTASP-PLAN DE SEGURIDAD DE AGENCIAS DE TRANSPORTE COLECTIVO-Fecha Taller 3 de abril

Saludos Vivianet,

Adjunto carta de designación de la Alcaldesa.

Vivian M. Rivera
Directora
Oficina Municipal Programas Federales
Municipio Autónomo de Aguadilla
Tel. 787-891-1005 Ext. 4066

On Tuesday, March 24, 2020, 11:37:07 AM GMT-4, Vivianet M. Arroyo Rosario <vmarroyo@dtop.pr.gov> wrote:

DE PARTE DE LA DIRECTORA INTERINA DE COORDINACIÓN FEDERAL, SONIA MONTAÑEZ COLÓN

Saludos,

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1

a las agencias de tránsito a gestionar de manera más efectiva y proactiva los riesgos de seguridad en sus sistemas. Esta regla final entró en vigencia en julio de 2019 y requiere que las agencias de tránsito desarrollen, certifiquen e implanten un plan de seguridad que incluya los procesos y procedimientos necesarios para implantar un Sistema de Manejo de Seguridad (SMS, por sus siglas en ingles). Este Plan debe estar vigente para Julio 2020.

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5. Tipos de información y datos que se obtienen, se planifican obtener, o es factible obtener, relacionado a la seguridad. Esto puede incluir
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    b. Inspección de vehículos y facilidades
    c. Adiestramiento a empleados, entre otros
6. Tipos de tecnologías y equipos utilizados, que se planifican utilizar, o es factible utilizar. Esto puede incluir técnicas o dispositivos para la recolección de datos, bases de datos, archivo de documentos, sistemas de gerencia de información, entre otros.

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Cualquier duda o pregunta, puede comunicarse con Sonia Montañez Colon al correo electrónico smontanez@dtop.pr.gov o al 787-469-1244
Agradecemos su atención y acostumbrada colaboración en estos asuntos.

Cordialmente,

Sonia Montañez Colón

From: Vivianet M. Arroyo Rosario <vmarroyo@dtop.pr.gov>
Sent: Tuesday, March 24, 2020 11:02 AM
To: Roxana Roman Crespo
Cc: 'Evydarleen Galloza'; Sonia Montañez Colón; Jose A. Carro; Zaimara Vera Hernández; Carmen I. Alicea Serrano; Zaida E. Rico
Subject: RE: PTASP-PLAN DE SEGURIDAD DE AGENCIAS DE TRANSPORTE COLECTIVO-Fecha Taller 3 de abril

Buenos días,

Gracias por la notificación. Debido a que necesitamos confirmación el día de hoy de los Municipios disponibles, estaremos contactándonos con otro Municipio.

Nuevamente, gracias por la información.

Vivianett M. Arroyo Rosario, PPL
Tel: 787-536-1990

From: Roxana Roman Crespo <rroman@aguada.gov.pr>
Sent: Tuesday, March 24, 2020 10:37 AM
To: Vivianet M. Arroyo Rosario <vmarroyo@dtop.pr.gov>
Cc: 'Evydarleen Galloza' <egalloza@aguada.gov.pr>
Subject: RE: PTASP-PLAN DE SEGURIDAD DE AGENCIAS DE TRANSPORTE COLECTIVO-Fecha Taller 3 de abril
Importance: High

Buenos días:

Nuestras oficina no se encuentra laborando de forma remota. En el día de hoy estaré únicamente por el procesamiento de unas nóminas de empleados. Actualmente no cuento con servicio de Internet para poder trabajar a distancia desde mi hogar ya que es un lugar de difícil señal y conexión. En su lugar prefiero me puedan enviar documentación de apoyo por correo electrónico.

Por otra parte aún no se nos ha notificado si en efecto regresamos el 30 de marzo a nuestras labores.

Cordialmente,

Municipio de Aguada
Oficina de Programas Federales

1

Roxana Román - Crespo MPH, DrPHc
Directora
Oficina de Programas Federales
Municipio de Aguada
Apartado 517, Aguada PR 00602
Tel. 787-868- 0159 Ext. 2247
Fax. 787-868-4766
email: rroman@aguada.gov.pr

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From: Vivianet M. Arroyo Rosario [mailto:vmarroyo@dtop.pr.gov]
Sent: Monday, March 23, 2020 2:59 PM
To: rroman@aguada.gov.pr
Cc: Sonia Montañez Colón; J Carro; Z Rico; Zaimara Vera Hernández; Carmen I. Alicea Serrano; 'oficinadelalcalde@aguada.gov.pr'
Subject: PTASP-PLAN DE SEGURIDAD DE AGENCIAS DE TRANSPORTE COLECTIVO-Fecha Taller 3 de abril

DE PARTE DE LA DIRECTORA INTERINA DE COORDINACIÓN FEDERAL, SONIA MONTAÑEZ COLÓN

Saludos,
Reciban los más cordiales saludos de parte de la Oficina de Coordinación Federal de la Autoridad de Carreteras y Transportación. Esperamos que se encuentren bien, dentro de las circunstancias que enfrentamos como país.
La Administración Federal de Transportación Colectiva (FTA, por sus siglas en inglés) es la agencia que mantiene la autoridad de seguridad sobre el transporte público. En Julio de 2018, FTA emitió la nueva regla final del Plan de Seguridad de la Agencia de Transporte Público (PTASP) (49 C.F.R. Parte 673) para mejorar la seguridad del transporte público, guiando a las agencias de tránsito a gestionar de manera más efectiva y proactiva los riesgos de seguridad en sus sistemas. Esta regla final entró en vigencia en julio de 2019 y requiere que las agencias de tránsito desarrollen, certifiquen e implanten un plan de seguridad que incluya los procesos y procedimientos necesarios para implantar un Sistema de Manejo de Seguridad (SMS, por sus siglas en ingles). Este Plan debe estar vigente para Julio 2020.
La compañía CMA Architects & Engineers LLC es la encargada de llevar a cabo la elaboración del PTASP para los sub-receptores de ACT. De acuerdo a los datos estadísticos de los sistemas de transportación colectiva, su Municipio fue seleccionado para servir como muestra en la elaboración del plan.
El día **3 de abril de 2020**, se está programando un taller de manera virtual, atemperándonos a la situación actual. **Es importante que el Municipio cuente con una computadora (o laptop), conexión a internet, y el acceso a las diferentes plataformas de reuniones virtuales (Google Hangouts, Microsoft Team)**. Además, debe tener disponible la información solicitada por los consultores (anejada a este correo electrónico). Se estima que el tiempo de duración del taller sea de **3 horas**.

La información solicitada es la siguiente:

1. Persona de contacto y su información de contacto. Esta persona debe ser capaz de recolectar la información y contestaciones relacionadas a las operaciones del sistema de transporte colectivo y seguridad con prontitud.
2. Identificación de la persona que será designada como Jefe de Seguridad ("Chief Safety Officer") en el Plan.

3. Organigrama del municipio, donde se note el liderato y se detallen los componentes de transporte colectivo y seguridad, personal clave, y sus responsabilidades.
4. Políticas y procedimientos que tienen, planifican tener, o es factible tener, que sean relacionadas a la seguridad. Estas pueden incluir: reporte de incidentes, preparación para las emergencias, manejo de emergencias, reporte de peligros, adiestramientos, comunicación de políticas, gerencia de riesgos (identificación, probabilidad, severidad), entre otros.
5. Tipos de información y datos que se obtienen, se planifican obtener, o es factible obtener, relacionado a la seguridad. Esto puede incluir
    a. Identificación de peligros, choques, heridos, entro otros
    b. Inspección de vehículos y facilidades
    c. Adiestramiento a empleados, entre otros
6. Tipos de tecnologías y equipos utilizados, que se planifican utilizar, o es factible utilizar. Esto puede incluir técnicas o dispositivos para la recolección de datos, bases de datos, archivo de documentos, sistemas de gerencia de información, entre otros.

Es importante que el Alcalde o Alcaldesa del Municipio designe por escrito las persona o personas que participarán del taller.

Cualquier duda o pregunta, puede comunicarse con Sonia Montañez Colon al correo electrónico smontanez@dtop.pr.gov o al 787-469-1244
Agradecemos su atención y acostumbrada colaboración en estos asuntos.

Cordialmente,

Sonia Montañez Colón

Vivianett M. Arroyo Rosario, PPL
Tel: 787-536-1990

From: Vivianet M. Arroyo Rosario <vmarroyo@dtop.pr.gov>
Sent: Monday, March 23, 2020 2:45 PM
To: Glorimar Villamil Carrion
Cc: Sonia Montañez Colón; Jose A. Carro; Zaida E. Rico; wsoler@barceloneta.pr.gov; Zaimara Vera Hernández; Carmen I. Alicea Serrano
Subject: PTASP-PLAN DE SEGURIDAD DE AGENCIAS DE TRANSPORTE COLECTIVO-Fecha Taller 3 de abril
Attachments: PTASP Workshops 2020-03-23.pdf

DE PARTE DE LA DIRECTORA INTERINA DE COORDINACIÓN FEDERAL, SONIA MONTAÑEZ COLÓN

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    b. Inspección de vehículos y facilidades
    c. Adiestramiento a empleados, entre otros
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1

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Agradecemos su atención y acostumbrada colaboración en estos asuntos.

Cordialmente,

Sonia Montañez Colón

Vivianett M. Arroyo Rosario, PPL
Tel: 787-536-1990

Attachment A: Workshops Agenda in Spanish

REUNIÓN DE TRABAJO 1: OBJETIVOS Y DECLARACIÓN DE POLÍTICA PÚBLICA DE SEGURIDAD

1. Orientación a los Municipios (1 hora)
    a. Contenido e Itinerario del Plan de Seguridad de Agencia de Transporte Público
    b. Componentes del Sistema de Gerencia de Seguridad
    c. Desarrollo de Objetivos de Seguridad
    d. Desarrollo de Declaración de Política Pública de Seguridad

2. Insumo de los Municipios (1 hora)
    a. Funciones y procesos relacionados a la seguridad en cada municipio
    b. Posibles estrategias para comprometer al liderazgo, empleados y contratistas con el Sistema de Gerencia de Seguridad
    c. Posibles estrategias de comunicación para diseminar la Política Pública de Seguridad
    d. Posibles estrategias para un sistema donde los empleados puedan reportar eventos de seguridad

3. Definición de elementos para el Plan (1 hora y media)
    a. Objetivos de Seguridad
    b. Declaración de Declaración de Política Pública de Seguridad

REUNIÓN DE TRABAJO 2: MEDIDAS DE RENDIMIENTO Y METAS

1. Orientación a los Municipios (1 hora)
    a. Medias de Rendimiento del Plan Nacional de Seguridad en la Transportación Pública
    b. Medias de Rendimiento de la Base de Datos Nacional de Transporte Colectivo

2. Insumo de los Municipios (1 hora)
    a. Tipo de información de seguridad recolectada o que es factible recolectar
    b. Tipo de tecnologías y/o equipos utilizados o que es factible utilizar para la recolección y la gerencia de información y datos

3. Definición de elementos para el Plan (1 hora)
    a. Medidas de rendimiento
    b. Metas

Attachment B: Items Needed from Municipalities in Spanish

INFORMACIÓN NECESITADA DE LOS MUNICIPIOS

1. **Persona de contacto** y su información de contacto. Esta persona debe ser capaz de recolectar la información y contestaciones relacionadas a las operaciones del sistema de transporte colectivo y seguridad con prontitud.
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3. **Organigrama** del municipio, donde se note el liderato y se detallen los componentes de transporte colectivo y seguridad, personal clave, y sus responsabilidades.
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5. Tipos de **información y datos** que se obtienen, se planifican obtener, o es factible obtener, relacionado a la seguridad. Esto puede incluir
    a. Identificación de peligros, choques, heridos, entro otros
    b. Inspección de vehículos y facilidades
    c. Adiestramiento a empleados, entre otros
6. Tipos de **tecnologías y equipos** utilizados, que se planifican utilizar, o es factible utilizar. Esto puede incluir técnicas o dispositivos para la recolección de datos, bases de datos, archivo de documentos, sistemas de gerencia de información, entre otros.

CMA ARCHITECTS & ENGINEERS LLC

Questionnaire

Project:	**Public Transportation Safety Agency Plan**
Project Number:	PR-2019-017-000 ♦ CMA 19143
Subject:	Hazard and Safety Procedures Questionnaire
Municipality	
Form Filled By: (Name)	
(Title)	
Date:	

Contents

Part I: Plan Development....1
Part II: Organization and Procedures Information....3
Part III: Hazard Identification....8
Part IV: Safety Risk Assessment Information....12

Introduction

The first two parts of this questionnaire serves as a preparation for the workshops 1 & 2; parts III and IV of this questionnaire serves as preparation for the site visits & interviews. Please revise and procure the information prior the workshops and visits.

1509 F.D. ROOSEVELT AVE. GUAYNABO, PR 00968-2612
PO BOX 11490 SAN JUAN, PR 00922-1490
T 787.792.1509
WWW.CMAPR.COM

Part I: Plan Development

Please provide the following information.

ID	Information Requested	Description	Answer and/or Name of Attached Documents
1.	Point of Contact	Contact person and their contact information for the PTSAP project. This person should be able to gather information and procure answers related to the transit operations, safety, and security, in a timely manner.	
2.	Chief Safety Officer	The PTASP Final Rule (49 C.F.R. Part 673) requires to identify a Chief Safety Officer (CSO) or Safety Management System (SMS) Executive. The CSO/SMS Executive has the authority and responsibility for day-to-day implementation and operation of the agency's SMS. Small transit providers who are Section 5307 Grant Program recipients and subrecipients may have their Chief Safety Officer serve other functions, including the areas of operations, maintenance, and grant administration.	
3.	Organization chart of the Municipality	The chart must emphasize leadership and detail the transit, safety, and security components, key personnel, and their position / responsibilities.	
4.	Policies and procedures	Include all maintenance, incidents, emergency, safety, and security related plans and procedures the Municipality have, plan to have, and/or is feasible to have. These may include inspection checklists, incident reporting, emergency preparedness, risk management, hazard identification, hazard reporting, among others.	
5.	Type of information and data	Include the type of information and data currently gathered, planned to gather, and/or is feasible to gather, that is related to maintenance, incidents, emergency, safety and security. This may include hazard identification, number / type of crashes, number / type of injuries, vehicle inspections, facilities inspections, employees training, among others.	
6.	Type of technologies and equipment	Include the type of technologies and equipment used, planned to be used, or is feasible to use. This may include data collection techniques, database formats, document filing, information management systems, among others.	

Part II: Organization and Procedures Information

Please, fill the following table and attached all relevant documentation.

ID	Item (Transit Related)	Check		Yes / No / Not Needed	If Yes	If No		If Not Needed
					Name of attached documents	Do you plan to implement? (Yes / No)	If don't plan to implement, why?	Indicate why or specify alternative procedure used.
1	Organization	1.1	Does the organization accounts for all needs?					
		1.1.1	Management					
		1.1.2	Planning					
		1.1.3	Operations and Dispatching					
		1.1.4	Vehicle Inspection and Maintenance					
		1.1.5	Facilities Inspection and Maintenance					
		1.1.6	Customer Service					
		1.1.7	Emergency Preparedness					
		1.1.8	Emergency Management					
		1.1.9	Other need					
		1.2	Is there a safety-oriented organization culture? (Example: Safety policy, safety training, safety promotion, etc.)					
		1.3	Is there a communication protocol for policies?					

ID	Item (Transit Related)	Check		Yes / No / Not Needed	If Yes	If No		If Not Needed
					Name of attached documents	Do you plan to implement? (Yes / No)	If don't plan to implement, why?	Indicate why or specify alternative procedure used.
		1.4	Is there a safety training program?					
2	Leadership	2.1	Is the leadership dedicated to transit?					
		2.2	Is the transit related leadership knowledgeable on transit management?					
		2.3	Is the transit related leadership responsive in a timely manner?					
3	Facilities	3.1	Is there a procedure for facilities inspection and maintenance?					
		3.2	Are there personnel dedicated to facilities inspection and maintenance?					
		3.3	Is there a facilities' assets management system?					
		3.3.1	Maintain an inventory of assets					
		3.3.2	Schedule inspection and maintenance					
		3.3.3	Manage consumables and spare parts inventory					

ID	Item (Transit Related)	Check		Yes / No / Not Needed	If Yes	If No		If Not Needed
					Name of attached documents	Do you plan to implement? (Yes / No)	If don't plan to implement, why?	Indicate why or specify alternative procedure used.
		3.4	Is there a hazard identification process?					
		3.5	Is there an employee reporting process?					
		3.6	Is there a customer reporting process?					
		3.7	Do you have a warehouse for facilities' consumables and spare parts?					
		3.8	Do you maintain adequate stock of facilities' consumables and spare parts? (For example: cleaning products, paint, tools, repair materials, etc.)					
		3.9	Do you have your own maintenance employees or hire the service?					
4	Vehicles	4.1	Is there a procedure for vehicle inspection and maintenance?					
		4.2	Are there personnel dedicated to vehicle inspection and maintenance?					

ID	Item (Transit Related)	Check		Yes / No / Not Needed	If Yes	If No		If Not Needed
					Name of attached documents	Do you plan to implement? (Yes / No)	If don't plan to implement, why?	Indicate why or specify alternative procedure used.
		4.3	Is there a vehicles' assets management system?					
		4.3.1	Maintain an inventory of assets					
		4.3.2	Schedule inspection and maintenance					
		4.3.3	Manage consumables and spare parts inventory					
		4.4	Is there a hazard identification process?					
		4.5	Is there an employee reporting process?					
		4.6	Is there a customer reporting process?					
		3.7	Do you have a warehouse for vehicles' consumables and spare parts?					
		3.8	Do you maintain adequate stock of vehicles' consumables and spare parts? (For example: cleaning products, paint, tools, repair materials and					

ID	Item (Transit Related)	Check		Yes / No / Not Needed	If Yes	If No		If Not Needed
					Name of attached documents	Do you plan to implement? (Yes / No)	If don't plan to implement, why?	Indicate why or specify alternative procedure used.
			parts, tires, oil, coolant, wipers, etc.)					
		3.9	Do you have your own mechanics or hire the service?					
5	Emergency & Risk	5.1	Is there an Emergency Preparedness Plan?					
		5.2	Is there an Incident Management Protocol?					
		5.3	Is there a Risk Management procedure? (For example, periodical examination of risks, their likelihood, severity impact)					

Part III: Hazard Identification

Please answer the following.

Count	Item		Request	Answer	Name of Attached Documents	Additional Comments
1	Facilities	1.1	Do you have a Facilities Hazard Identification procedure? If yes, please attach a copy.			
		1.2	Have you made a Hazard Identification (HI) at your facilities? If you have a procedure or checklist, please attach a copy.			
		1.3	If you made a HI, did you document your findings? If yes, please provide a copy of those findings.			
		1.4	What were your most significant findings? • What are the facilities' items most vulnerable to become a hazard? • Where are they located? • Why they are vulnerable? You can provide this information in a separate sheet; if you do so, please indicate it in the Answer column and the title of this attachment on the Name of Attached Documents column.			
		1.5	Did you address the findings?			
		1.6	Did you document your mitigation strategies? If yes, please provide a copy.			

Count	Item		Request	Answer	Name of Attached Documents	Additional Comments
		1.7	If you haven't made a HI, in your opinion: • What are the facilities' items most vulnerable to become a hazard? • Where are they located? • Why they are vulnerable? Examples: roof leakage, wheel stoppers, signage, tripping hazards, illumination, air circulation and quality, slippery floors, emergency equipment availability, fire protection, ADA compliance, etc. Please specify each item and their location within the facility. You can provide this information in a separate sheet; if you do so, please indicate it in the Answer column and the title of this attachment on the Name of Attached Documents column.			
2	Vehicles	2.1	Do you have a Transit Vehicle Hazard Identification procedure? If yes, please attach a copy.			
		2.2	Have you made a Hazard Identification (HI) at your transit vehicles? If you have a procedure or checklist, please attach a copy.			
		2.3	If you made a HI, did you document your findings? If yes, please provide a copy of those findings.			
		2.4	What were your most significant findings?			

Count	Item		Request	Answer	Name of Attached Documents	Additional Comments
			• What are the facilities' items most vulnerable to become a hazard? • Where are they located? • Why they are vulnerable? You can provide this information in a separate sheet; if you do so, please indicate it in the Answer column and the title of this attachment on the Name of Attached Documents column.			
		2.5	Did you address the findings?			
		2.6	Did you document your mitigation strategies? If yes, please provide a copy.			
		2.7	If you haven't made a HI, in your opinion: • What are the transit vehicles' items most vulnerable to become a hazard? • Why they are vulnerable? Examples: physical condition of vehicle, mechanical failures, emergency equipment availability, air circulation and quality, vehicle capacity vs. demand, functionality of doors and windows, fire protection, ADA compliance, etc. Please specify each item and their location within the vehicle. You can provide this information in a separate sheet; if you do so, please indicate it in			

Count	Item		Request	Answer	Name of Attached Documents	Additional Comments
			the Answer column and the title of this attachment on the Name of Attached Documents column.			

Part IV: Safety Risk Assessment Information

Please fill Table 2 and Table 3 for the potential hazards, based on the Risk Matrix definitions on Table 1.

Table 1: Hazard Risk Matrix

Hazard Risk Matrix				
Probability Level	**Severity Category**			
	1	**2**	**3**	**4**
A				
B				
C				
D				
E				

Hazard Probability		
Description	**Definition**	**Level**
Frequent	It is likely that will occur frequently.	A
Probable	It is likely that will occur several times during the life of the object.	B
Occasional	It is likely that will occur in some occasion during the life of the object.	C
Remote	It is unlikely to occur, but could occur during the life of the object.	D
Improbable	The likeliness of occurrence is so low that it could be assumed that will not occur.	E

Hazard Severity			
Description	**People**	**System**	**Category**
Catastrophic	Death	System lost	1
Critical	Severe injuries, severe occupational sickness	Severe damage to system	2
Marginal	Minor injuries, minor occupational sickness	Minor damage to system	3
Negligible	Lesser minor injuries, lesser minor occupational sickness	Lesser minor damage to system	4

Risk Color Code		
Color	**Risk Level**	**Meaning**
	Very high	Unacceptable
	High	Undesirable
	Medium	Acceptable with revision
	Low	Acceptable without revision

Reference: Basic Guide to System Safety, Jeffrey W. Vincoli, CSP. John Wiley & Sons, Inc., 1997.

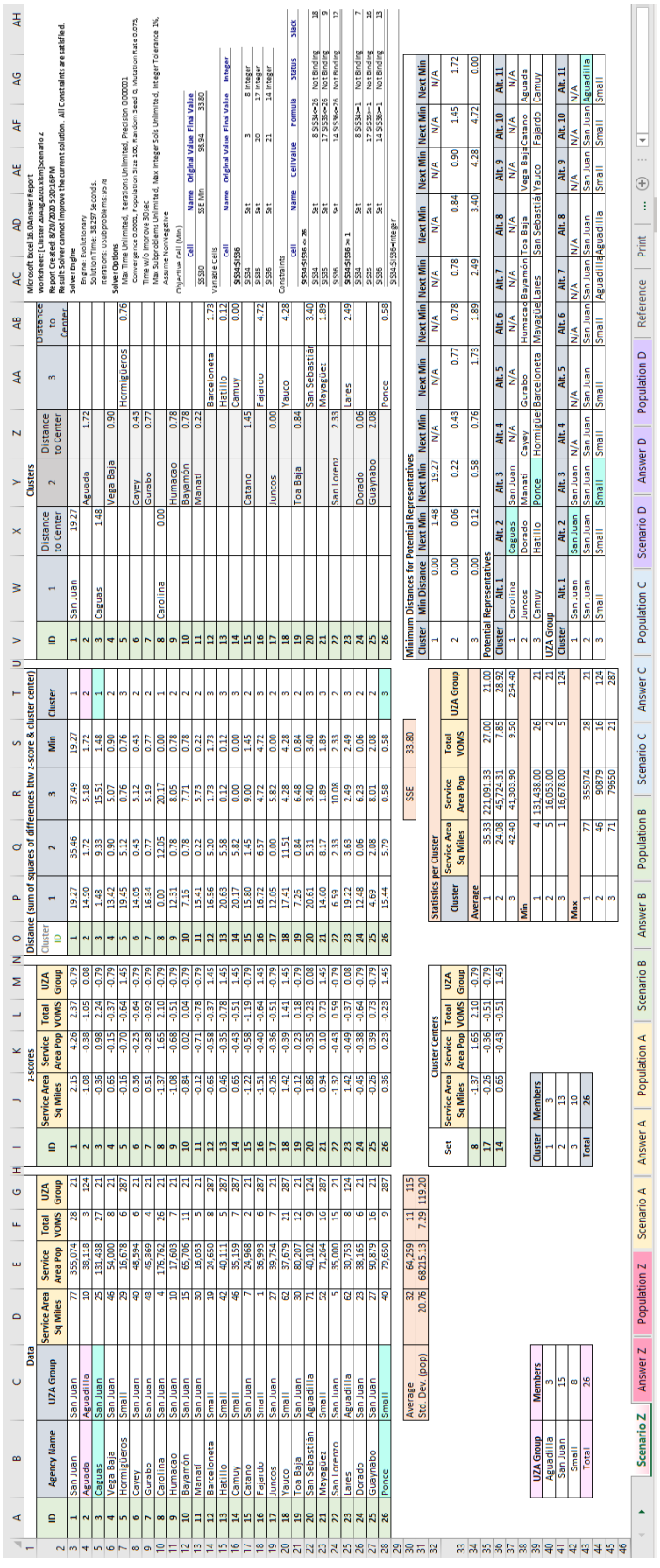
Table 2: Facilities Hazard Evaluation

ID	Potential Hazard	Probability Level	Severity Category	Potential Countermeasure or Mitigation	Probability with Countermeasure	Severity with Countermeasure
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Table 3: Vehicles Hazard Evaluation

ID	Potential Hazard	Probability Level	Severity Category	Potential Countermeasure or Mitigation	Probability with Countermeasure	Severity with Countermeasure
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Attachment D: Cluster Analysis Spreadsheet



Attachment E: Transit Agency Identification Forms

Forms are provided by municipality and agency name, in alphabetical order.

Transit Agency Identification Form: Aguada ---------- - 42 -
Transit Agency Identification Form: Aguadilla ---------- - 43 -
Transit Agency Identification Form: Añasco ---------- - 44 -
Transit Agency Identification Form: Barceloneta ---------- - 45 -
Transit Agency Identification Form: Barranquitas ---------- - 46 -
Transit Agency Identification Form: Cabo Rojo ---------- - 47 -
Transit Agency Identification Form: Caguas ---------- - 48 -
Transit Agency Identification Form: Camuy ---------- - 49 -
Transit Agency Identification Form: Canóvanas ---------- - 50 -
Transit Agency Identification Form: Carolina ---------- - 52 -
Transit Agency Identification Form: Cataño ---------- - 53 -
Transit Agency Identification Form: Cayey ---------- - 54 -
Transit Agency Identification Form: Ciales ---------- - 55 -
Transit Agency Identification Form: Cidra ---------- - 56 -
Transit Agency Identification Form: Coamo ---------- - 57 -
Transit Agency Identification Form: Comerío ---------- - 58 -
Transit Agency Identification Form: Corozal ---------- - 59 -
Transit Agency Identification Form: Dorado ---------- - 60 -
Transit Agency Identification Form: Guanica ---------- - 61 -
Transit Agency Identification Form: Guayanilla ---------- - 62 -
Transit Agency Identification Form: Gurabo ---------- - 63 -
Transit Agency Identification Form: Hatillo ---------- - 64 -
Transit Agency Identification Form: Hormigueros ---------- - 65 -
Transit Agency Identification Form: Humacao ---------- - 66 -
Transit Agency Identification Form: Isabela ---------- - 67 -
Transit Agency Identification Form: Juana Diaz ---------- - 68 -
Transit Agency Identification Form: Lajas ---------- - 69 -
Transit Agency Identification Form: Lares ---------- - 70 -
Transit Agency Identification Form: Las Marias ---------- - 71 -
Transit Agency Identification Form: Las Piedras ---------- - 72 -
Transit Agency Identification Form: Loíza ---------- - 73 -
Transit Agency Identification Form: Luquillo ---------- - 74 -
Transit Agency Identification Form: Mayagüez ---------- - 75 -
Transit Agency Identification Form: Morovis ---------- - 76 -
Transit Agency Identification Form: Naguabo ---------- - 77 -
Transit Agency Identification Form: Orocovis ---------- - 78 -
Transit Agency Identification Form: Patillas ---------- - 79 -
Transit Agency Identification Form: Peñuelas ---------- - 80 -
Transit Agency Identification Form: Ponce ---------- - 81 -
Transit Agency Identification Form: Rincón ---------- - 82 -
Transit Agency Identification Form: Salinas ---------- - 83 -

Transit Agency Identification Form: San Juan ---------- - 84 -
Transit Agency Identification Form: San Lorenzo ---------- - 85 -
Transit Agency Identification Form: San Sebastián ---------- - 86 -
Transit Agency Identification Form: Toa Baja ---------- - 87 -
Transit Agency Identification Form: Trujillo Alto ---------- - 88 -
Transit Agency Identification Form: UPRM ---------- - 89 -
Transit Agency Identification Form: Utuado ---------- - 90 -
Transit Agency Identification Form: Vega Alta ---------- - 91 -
Transit Agency Identification Form: Vega Baja ---------- - 92 -
Transit Agency Identification Form: Villalba ---------- - 93 -
Transit Agency Identification Form: Yabucoa ---------- - 94 -
Transit Agency Identification Form: Yauco ---------- - 95 -

Transit Agency Identification Form: Aguada

SYSTEM IDENTIFICATION								
Municipality:	Municipality of Aguada							
Address:	Calle Colón #227 Aguada, P.R. 00602							
Transit Employees								
Transit Employees	Management		Operations			Maintenance		
	1		1			2		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive					
	Lcdo. Christian E. Cortés Feliciano		Jimmy L. Hernández González					
Transit Assets								
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)		
	DR	MINIBUS	1	15-17	DO	5307		
	MB	MINIBUS, VAN	1, 1	11, 11	DO	5310		
	OR							
	TB							
	VP							
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)	
	Terminal de Transportación Pública		Calle Paz #195 Edificio Multiusos Aguada, P.R. 00602			62	1796.9 m²	
Service								
Service	Service Area (Square Meters)			Service Population				
	¾ miles			3,300 (41,959)				
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops	
	1		¾ miles			7	8	
Service on Behalf								
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:					

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Aguadilla

SYSTEM IDENTIFICATION							
Municipality:	Municipality of Aguadilla						
Address:	Ave. San Carlos #11, Aguadilla, P.R. 00603						
Transit Employees							
Number of Transit Employees	Management		Operations		Maintenance		
	2		5		1		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Hon. Julio Roldán Concepción, Mayor of Aguadilla		Plan. Isabel Nieves, PPL, Director of Planning and Land Use Office				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	Minibus	3	14	DO	5307	
	MB	Van*	3	16			
	OR	N/A	N/A	N/A	N/A	N/A	
	TB	N/A	N/A	N/A	N/A	N/A	
	VP	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)	
	Pedro R. Hernández "King Face"		Ave. San Carlos Bo. Pueblo		191	91,242	
	N/A		N/A		N/A	N/A	
	N/A		N/A		N/A	N/A	
Service							
Service	Service Area (Square Meters)		Service Population				
	1,872		60,949				
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops	
	Urban Area*		11,600 (round trip)		N/A	8	
	Ramey Base*		22,800 (round trip)		N/A	8	
	N/A		N/A		N/A	N/A	
	N/A		N/A		N/A	N/A	

Service on Behalf			
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒	Description of arrangement:	N/A

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT - Purchased Transportation
OR – Other	5311 - No-Urbanized Area Formula Grants	

*New routes that have not been inaugurated. The route lengths and the number of stops correspond to the values obtained during the planification of the routes and are subject to changes if necessary.

Transit Agency Identification Form: Añasco

SYSTEM IDENTIFICATION								
Municipality:	Municipality of Añasco							
Address:	Box 1385 Añasco, PR 00610							
Transit Employees								
Transit Employees	Management		Operations			Maintenance		
	Ariana Pérez Soto		Ariana Pérez Soto			Xavier Morales Soto		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive					
	Kabir Solares García, Mayor		Ariana Pérez Soto					
Transit Assets								
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)		
	DR	Bus	4	11	DO	2- 5307; 2-5310		
	MB	Bus	3	11	DO	3-5307		
	OR							
	TB							
	VP							
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)	
	Terminal de Carros Públicos		65 Infantería St.			Not in use	Not in use – in process of remodeling	
Service								
Service	Service Area (Square Meters)				Service Population			
	39.29 sq. miles				26,161			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops	
	Ruta 1 Añasco Playa,					1	4	
	Ruta 2 Añasco- Dagüey-Carreras					1	4	
	Ruta 3 Añasco- Espino Ovejas					1	5	
Service on Behalf								
Do you provide transit services on behalf of another transit agency or entity?			Yes ☐ No ☒		Description of arrangement:			

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Barceloneta

SYSTEM IDENTIFICATION							
Municipality:	Barceloneta						
Address:							
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	4		23		4		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Noel Gutierrez		Edwin de Jesus				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR			16	Do	3	2
	MB		4	14	Do	4	
	OR		None	None			
	TB		7	24	Do	7	
	VP		no	none			
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Fidel Santiago		Calle Georgetti #10			60	
	Terminal trolley		Central Plazuela Interior #1			12.''	2,000/0''
Service							
Service	Service Area (Square Meters)			Service Population			
Routes	Route Name			Route Length (meters)		Stops with Refuge	Total Stops
	Imbery			10 miles		1	20
	Playa			13miles		1	11
	Tiburon			13miles		2	11
	Magueys			15miles		4	17
	Quebrada			14miles			21
	Garrochales			7miles			28
	Palenque						1
	Pueblo					2	8
	Outlets						2
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?			Yes ☐ No ☒		Description of arrangement:		

Legend		
Modes	**Funds**	**Operation Type**
ARRA		
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	

VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Barranquitas

SYSTEM IDENTIFICATION						
Municipality:	Barranquitas					
Address:	Calle Barcelo #25 Barranquitas, PR,00794					
Transit Employees						
Transit Employees	Management	Operations	Maintenance			
	4	5	4			
PTASP Authorities	Accountable Executive	Chief Safety Officer or Safety Management System Executive				
	William Diaz Colón	Victor Flores Palos				
Transit Assets						
Modes FORD TRANSIT,FORD ASTROTECH240	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	VP	VAN	IFTR44G5H KA42790	14	DO	5310
	VP	VAN	IFDF4S4CD B19738	16	DO	5310
	OR					
	TB					
	VP					
Terminals: N/A	Name of Terminal	Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	N/A					
Service						
Service	Service Area (Square Meters)			Service Population		
Routes, there are two routes per day	Route Name	Route Length (meters)			Stops with Refuge	Total Stops
	1-Barrancas 2-Helechal 3- Palo Hincado 4- Quebrada Grande	All routes 12,000 meters			N/A	140
	5- Quebradillas				N/A	
	1-Barrancas 2-Quebrada Grande 3- El Pueblo 4-Palo Hincado 5- Quebradilla	All routes 10,000 meters			N/A	70
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☒ No ☐		Description of arrangement:	**The service is for the elderly**		

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Cabo Rojo

SYSTEM IDENTIFICATION							
Municipality:	Municipality of Cabo Rojo						
Address:	PO Box 1308 Cabo Rojo P.R. 00623						
Transit Employees							
Transit Employees	Management		Operations			Maintenance	
	3		5			1	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Jorge Morales Wiscovith		Jonathan Morel				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	cutaway	3	12	DO	5310	
	MB	Requesting funds under 5307					
	OR						
	TB						
	VP						
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Terminal de Carros Públicos Fernando Flores		Manuel F. Rossy St. & Salvador Brau St. Cabo Rojo P.R. 00623			5	322 Sq. Mts
Service							
Service	Service Area (Square Meters)			Service Population			
	N/A			N/A			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	N/A		N/A				
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:				

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Caguas

SYSTEM IDENTIFICATION							
Municipality:	Autonomous Municipality of Caguas						
Address:	Padial #1 Street, P.O. Box 907, Caguas P.R. 00726-0907						
Transit Employees							
Number of Transit Employees	Management		Operations			Maintenance	
	11		25			Contractor	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	William Miranda Torres		Ada Belén Caballero				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	VAN	6	11	DO	5310 (4 van) 5307(2 van)	
	MB	CU, BU	21	29,12,16	DO	5307	
	OR	N/A	N/A	N/A	N/A	N/A	
	TB	N/A	N/A	N/A	N/A	N/A	
	VP	N/A	N/A	N/A	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	N/A	
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Francisco Pancho Pereira		Acosta St. corner with Goyco St., Caguas, PR 00725			263	144,500
	N/A		N/A			N/A	N/A
	N/A		N/A			N/A	N/A
Service							
Service	Service Area (Square Meters)			Service Population			
	152,700,000			131,438			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	Beatriz		25,427.64 (round trip)			20	
	Hormigas		23,496.42 (round trip)			4	
	Rio Cañas La Changa		19,634 (round trip)			16	
	San Antonio		21,565.21 (round trip)			19	
	San Salvador		27,680.72 (round trip)			12	
	Turabo Arriba		17,380.92 (round trip)			6	

Service on Behalf			
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒	Description of arrangement:	N/A

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	

Transit Agency Identification Form: Camuy

SYSTEM IDENTIFICATION							
Municipality:	Municipality of Camuy						
Address:	PO Box 539 Camuy P.R. 00627						
Transit Employees							
Transit Employees	Management		Operations			Maintenance	
	4		9			2	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Awilda Martinez		Ivelisse Rivera				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	Van	4	12	DO	5310	
	DR	Cutaway	4	11	DO	5310, 5307	
	MB	Trolleybus	4	24	DO	5307	
	MB	Van	2	11	DO	5307	
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Terminal de Carros Públicos Felipe Martínez Hernández		50 San José, Bo. Pueblo, Camuy PR 00627			54	
	Estación Municipal de Trolleys		Calle San José, Camuy PR 00627			4	
Service							
Service	Service Area (Square Meters)			Service Population			
	46			35,159			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	Cibao-Quebrada		12.9			0	14
	Quebrada-Escuela		12.5			0	14
	Casco Urbano		9.8			5	20
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:				

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Canóvanas

SYSTEM IDENTIFICATION							
Municipality:	Municipality of Canóvanas						
Address:	Calle Muñoz Rivera Pueblo Canóvanas						
Transit Employees							
Transit Employees	Management	Operations	Maintenance				
	Héctor J. Molina Sepúlveda – Transportation & Mechanics Director And SITUR Chief Operations Officer Marlene Smith Bermúdez-Federal Program & External Resources Office Director	Richarsson Nieves Calderón – Manager Jessica Jiménez González – Administrative Official Emilio Falú Fuentes – Mechanic José Garay Rivera – Mechanic Ebenezer García Carrión – Mechanic Orvin Nieves Hernández – Mechanic Cristian Rodríguez Ramírez – Automotive Technician Ángel Millán Astacio – Automotive Technician Daniel Solis Ortíz – Conductor Alvin Santiago Santos – Conductor Félix Morales Martínez – Conductor Abraham Betancourt Negrón – Conductor Orlando Del Valle Pérez – Mechanic José Montañez López – Conductor Rafael Colon Alejandro – Conductor Fernando Díaz González – Conductor Jorge Villanueva Calderón – Conductor	Israel Vázquez Santiago – Worker I				
PTASP Authorities	Accountable Executive	Chief Safety Officer or Safety Management System Executive					
	Lornna J. Soto Villanueva-Mayor	Marggie Ocasio – Human Resources Director					
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR						
	MB	X	2	14	DO	Municipal Funds	
	MB	X	3	22	DO	Municipal Funds	
	OR						
	TB						
	VP						
Terminals:	Name of Terminal	Terminal Address	Transit Vehicle Capacity	Terminal Area (Sq. Mts.)			
	Edificio Multiusos	Pepita Albandoz St. corner with Betances St. Pueblo Ward, Canóvanas	237	13,935(Mts)			
	Terminal frente Plaza Pública	Calle Palmer Pueblo Canóvanas	14	1,449 (Mts)			
Service							
Service	Service Area (Square Meters)	Service Population					
	28.23 SQMI	46108 (Población Canónavas ACS)					
Routes	Route Name	Route Length (meters)	Stops with Refuge	Total Stops			
	Cubuy Las 400	15839.92728 16551.42948	27 23	11 8			

	San Isidro La Central Palmasola/Cambalache	12597.83702 16368.24634 10777.80577 7487.7471	21 23 36	8 2 13

Service on Behalf			
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒	Description of arrangement:	

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Carolina

SYSTEM IDENTIFICATION						
Municipality:	Carolina					
Address:	PO Box 8 , Carolina, PR 00986-0008					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	4		44		37	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	José M. Díaz García Director, General Services Department		Carlos Medina Rivera, Auxiliary Director, Health and Safety Office, Human Resources Department			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	Cutaway	3	8	DO	5307
	MB	Buses	33	30-36	DO	5307
	OR					
	TB					
	VP					
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Centro de Servicios Municipales de Barrazas		Road #853, Int. 858-Bo. Barrazas Carolina, PR 00986		10	4,180
	Terminal de Vehículos Públicos (Stand)		San Francisco St. Carolina, PR 00986		25 "Públicos"	2,954
Service						
Service	Service Area (Square Meters)		Service Population			
	104,869,205		176,762			
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Roja		3131.23		4	15
	Verde		5155.27		4	19
	Martín González		12093.21		20	53
	Isla Verde		12026.3		14	30
	Carruzos		219743.16		18	106
	Cacao		16637.33		5	51
	Barrazas		14726.46		12	72
	Campeche		6763.01		4	26
	Buenaventura		12776.74		14	53
	Buena Vista		4126.63		9	22
	San Antón		6510.36		6	40
	Saint Just		7763.8		8	42
	Cerámica		12548.62		20	67
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:			

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Cataño

SYSTEM IDENTIFICATION						
Municipality:	CATAÑO					
Address:	Avenida Barbosa #129 Cataño, Puerto Rico 00962					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	5		2		2	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Félix Delgado Montalvo		Lt. Eliezer Vargas De Jesús			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR					
	MB					
	OR					
	TB	Trolley	2	24	DO	5310 & 5307
	VP					
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Miguel A. Santiago Public Vehicle Terminal		Avenida las Nereidas #96 Cataño		66	14,000
Service						
Service	Service Area (Square Meters)			Service Population		
	4.8 square miles			28,140		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Municipality of Cataño Route		60,166.46		None	16
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:			

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Cayey

SYSTEM IDENTIFICATION							
Municipality:	Cayey						
Address:	Avenida Antonio R. Barceló #8, Cayey, PR 00737						
Transit Employees							
Transit Employees	Management		Operations			Maintenance	
	2		9			1	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Rolando Ortíz, Mayor		Natasha Vázquez Pérez, Federal Programs Director				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	VN	2	10-12	DO	5307/5310	
	MB	MB	10	20-30	DO	5307	
	OR	N/A	N/A	N/A	N/A	N/A	
	TB	N/A	N/A	N/A	N/A	N/A	
	VP	N/A	N/A	N/A	N/A	N/A	
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Johnny Toledo		Baldority de Castro St. corner with Antonio R. Barceló St. Cayey, PR			45 Transportation Parking spaces.	14,798 (Three-level building)
	Mercedes Ortíz		PR-14, Esq. Calle Baldorioty de Castro			16 Transportation Parking Spaces	3,698
	N/A		N/A			N/A	N/A
Service							
Service	Service Area (Square Meters)				Service Population		
	31,736				39,368		
Routes	Route Name			Route Length (meters)		Stops with Refuge	Total Stops
	Beatriz Route			5,102.20		2	28
	Vegas Route			4,731.20		3	22
	Matón-Campito Route			6,892.40		4	16
	Jájome Route			9,911.50		3	31
	Central Route			3,759.90		3	30
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?			Yes ☐ No ☒		Description of arrangement:	N/A	

Legend		
Modes	**Funds**	**Operation Type**
MB – Motor Bus	5307 - Urbanized Area Formula Grants	DO - Directly Operated
DR – Demand Response	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	DO – Directly Operated
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Ciales

SYSTEM IDENTIFICATION							
Municipality:	Of Ciales						
Address:	PO Box 1408, Ciales PR 00638						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	2		4		1		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Alexander Burgos Otero & Suheily Gónzalez Lozada		Suheily Gónzalez Lozada & Manuel Oliveras				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	MINI VAN	2	10	DO	5307 (1) 5310 (1)	
	MB	CU,BU	4	16	DO	5307(2)/5310(2)	
	OR	N/A	N/A	N/A	N/A	N/A	
	TB	N/A	N/A	N/A	N/A	N/A	
	VP	N/A	N/A	N/A	N/A	N/A	
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	MUNICIPAL TERMINALS JOSE DE DIEGO		CALLE JOSE DE DIEGO			213	25,035 ft
	PUBLIC TERMINALS		CALLE HERNANDEZ USERA			6	2,078ft
Service							
Service	Service Area (Square Meters)			Service Population			
	41,842.9			18,523			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	PUEBLO CENTRO		14484.1(ROUND TRIP)			21	21
	PESA		11265.4(ROUND TRIP)			19	19
	FRONTON		16093.4(ROUND TRIP)			15	15
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:		**N/A**		

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Cidra

SYSTEM IDENTIFICATION							
Municipality:	Municipality of Cidra						
Address:	34 Dr. Iguina Street Cidra, PR 00739 (18.175934 and -66.1583853)						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	43		5		1		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	George Pereira		Carlos Javier Torres				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	Van	4	10	DO	5307	
	MB						
	OR						
	TB	TROLLEY BUS	2	28	DO	5339	
	VP						
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Public Vehicles Terminal		34 Dr. Iguina Street Cidra, PR 00739 (18.175934 and -66.1583853)				2118.40
Service							
Service	Service Area (Square Meters)			Service Population			
	94,420,000			48,761			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	Urban Area		9,656.06			13	0
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:	N/A			

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Coamo

SYSTEM IDENTIFICATION						
Municipality:	Municipality of Coamo					
Address:	Mario Braschi #3, Coamo, PR 00769					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	2		8		1	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Hon. Juan C. García Padilla, Mayor		Mrs. Sandra I. Collazo Sánchez			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	Van	5	3-10; 2-16	DO	5311
	MB	2 Trolleys, 1 minibus	3	2-16; 1-11	DO	5311
	OR					
	TB					
	VP					
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Terminal de Carros Públicos Dionisio-ISIO-Pagán Coamo		44 José Quintón St. Pueblo Ward Coamo, PR		50	498.2
Service						
Service	Service Area (Square Meters)			Service Population		
	9,170			38,336		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Route 1-A		8,000		In design/ construction	7
	Route 1-B		11,400		In design	29
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:			

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Comerío

SYSTEM IDENTIFICATION							
Municipality:	Comerio						
Address:	PO Box 1108 Comerio, PR 00782						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	2		8		3		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Alwin Agosto Reyes		Frankie Rosado				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	Ford 450	1	16	DO	5310	
	MB	Chevrolette	3	20 / 10	DO	5311	
	OR						
	TB						
	VP						
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Antonio "Toñin" Perreira		Muñoz Rivera St. corner with Gerónimo Rivera St.			32	22000
Service							
Service	Service Area (Square Meters)			Service Population			
	74,032,540.2156			20,778 (Census 2010)			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	Palomas / Doña Elena		28 km			0	5
	Piñas / Vega Redonda		26 km			0	4
	Rio Hondo / Cedrito		42 km			0	7
	Naranjo / Cejas		26 km			0	4
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:				

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Corozal

SYSTEM IDENTIFICATION						
Municipality:	Corozal					
Address:	Calle Sixto Febus No. 9 Corozal, Puerto Rico 00783					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	Van	1	11	DO	5307
	MB	Minivan	3	11	DO	5307
	OR					
	TB					
	VP					
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Terminal José Taboas Ramírez		Francisca Martinez and Bou Streets No. 1		70 public, 82 private parking	17270 sq, ft one level. 1604 sq. mt.
Service						
Service	Service Area (Square Meters)			Service Population		
	42.57 sq. miles			32,293 (population 2019)		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Corozal – Palmarejo; Corozal - Bayamón		4 miles and 16.7 miles		0	0
	Corozal – Dos Bocas				In process	5
	Centro Urbano y Centro de Envejecientes				In process	4
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:			

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Dorado

SYSTEM IDENTIFICATION							
Municipality:	Municipality of Dorado						
Address:	*P.O. Box 588 Dorado,* P.R. 00646-0588						
Transit Employees							
Transit Employees	Management		Operations			Maintenance	
	4		6			3	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Carlos Lopez		Yamaira Maldonado				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	VN	4	10,11	DO	5307,5339	
	MB	VN, CU	2, 3	11, 24	DO	5307	
	OR						
	TB						
	VP						
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Jose "Pepito" Lopez		Calle Méndez Vigo, Dorado PR 00646			8-12	6,000 Sq. Ft.
Service							
Service	Service Area (Square Meters)			Service Population			
	23			38,165			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	Doraville-Higuillar-Arenales		6.7 sq.m.			4	12
	Santa Rosa-Maguayo-Puertos-Maysonet		8.1 sq.m.			6	20
	Pueblo-Mameyal		4.2 sq.m.			7	47
	Rio Lajas-Espinoza		9.4 sq.m.			16	25
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:				

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Guanica

SYSTEM IDENTIFICATION						
Municipality:	Guánica					
Address:	Carr. 333 K.M.2					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	Edil Montalvo Perez Cristina Olive Larregoity		Transportation Coordinator: Deborah Palermo		Municipal	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Ismael Rodríguez Ramos		Captain Andy Quiñones			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR					
	MB					
	OR					
	TB					
	VP	Ford Transit 350 HD	6		DO and PT	5310, 5339 (future Petition STIP Application 5489-2019-08/ Application 5489-2019-08. Additional Funds FY21:$1,838,280/ Application 5489-2019-08)
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Application 5489-2019-08		State Road 116 and 332		STIP Application 5489-2019-08. Additional Funds FY21:$1,838,280	STIP Application 5489-2019-08. Additional Funds FY21:$1,838,280
Service						
Service	Service Area (Square Meters)			Service Population		
	Upon Request/ Once the requested funds are approved, fixed routes are to be established			5310,5339		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	First				13	13
	Second				7	7
	Third				13	13
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement	**N/A**		

Legend		
Modes	**Funds**	**Operation Type**
MB – Motor Bus	5307 - Urbanized Area Formula Grants	DO - Directly Operated
DR – Demand Response	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Guayanilla

SYSTEM IDENTIFICATION							
Municipality:	Guayanilla						
Address:	Gobierno Municipal, Guayanilla, PR 00656						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	2		5		2		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Raúl Rivera Rodriguez, Mayor		Luz Enid Vera Rodriguez, Federal Programs Director				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	VN	5	10-12	DO	5307/5310	
	MB	Trolley Bus	1	30	DO	5307	
	OR	N/A	N/A	N/A	N/A	N/A	
	TB	N/A	N/A	N/A	N/A	N/A	
	VP	N/A	N/A	N/A	N/A	N/A	
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)	
	Plaza Pública		Plaza de Recreo Pública, Guayanilla, PR		4 Transportation Parking spaces at the west side of the Plaza.	4,914	
	Transportation Hub		Actually, in the planning process.		To be determined	To be determined	
	N/A		N/A		N/A	N/A	
Service							
Service	Service Area (Square Meters)			Service Population			
	13,876			9,732			
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops	
	Pueblo-Quebrada Route		3,907.30		11	34	
	Pueblo-Magas-Playa Route		3,714.61		9	26	
	N/A		N/A		N/A	N/A	
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:	N/A			

Legend		
Modes	**Funds**	**Operation Type**
MB – Motor Bus	5307 - Urbanized Area Formula Grants	DO - Directly Operated
DR – Demand Response	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	DO – Directly Operated
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Gurabo

SYSTEM IDENTIFICATION						
Municipality:	Gurabo					
Address:	PO BOX 3080 Gurabo, PR 00778					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	1		4		1	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Hon. Rosachelly Rivera Santana		Ms. Amarilis Vázquez Aquino			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	Ford	1	11	DO	5307
	MB	International	1	22	DO	5307
	OR					
	TB					
	VP	Ford	2	11	DO	5307
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Terminal Ing. Horacio González Dávila		Boulevard Carlos Tosca González		55	2,180
Service						
Service	Service Area (Square Meters)			Service Population		
	43			45,369		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Trolley Pueblo Route		14.33		15	22
	Hato Nuevo, Jagual y Mamey Route		14.33		7	24
	Santa Rita y Jaguas Route		14.33		0	15
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:			

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Hatillo

SYSTEM IDENTIFICATION							
Municipality:	Hatillo						
Address:	Calle Franklin Delano Roosevelt Hatillo, P.R. 00659						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	4		5		1		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	José A. Rodriguez		Ismael Martinez				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	Cutaway	3	10	DO	5307	
	MB	Trolley Rep.	1	24	DO	5307	
	OR						
	TB						
	VP						
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Terminal Efrain Siverio		80 Ave. Pablo J. Aguilar 18.484852, -66.824822			5	3,250 Sq. Mts
	Campo Alegre Satellite Station		130 km. 11 h. 1 18.4071970, -66.780881			8	720 Sq. Mts
Service							
Service	Service Area (Square Meters)			Service Population			
	108.22 Km2			39,218			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	Pueblo, Santa Rosa, Pueblo		4,000 meters			2	2
	Campo Alegre, Aibonito, Bayaney		46,000 meters			8	8
	Campo Alegre Walmart		36,000 meters			5	5
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?			Yes ☐ No ☒		Description of arrangement:	**N/A**	

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Hormigueros

SYSTEM IDENTIFICATION							
Municipality:	Hormigueros						
Address:	97 Mateo Fajardo Street						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	3		3		1		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Pedro J. Garcia		Jose Muniz				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	Ford 350	1	10	DO	5307	
	DR	Chevy Express	1	10	DO	5307	
	MB	Ford Transit	1	10	DO	5307	
	MB	Ford 450	1	20	DO	5307	
	MB	Ford 550	1	21	DO	5307	
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Terminal Trolleys		San Antonio St.			6	1079
Service							
Service	Service Area (Square Meters)			Service Population			
				15518			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	Rural route		18507.46 meters (11.5 miles)			11	17
	Urban route		17219.98 meters (10.7 miles)			Flag down	No fixed stops
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:		**N/A**		

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Humacao

SYSTEM IDENTIFICATION							
Municipality:	Humacao						
Address:	PO Box 178, Humacao, PR 00792						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	2		15		4		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Luis Sánchez Hernández, Mayor		Plan. Anilda Fernández, Planning Office Director				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	MB/VN	8	10-16	DO	5307/5310	
	MB	MB	2	20	DO	5307	
	OR	N/A	N/A	N/A	N/A	N/A	
	TB	N/A	N/A	N/A	N/A	N/A	
	VP	N/A	N/A	N/A	N/A	N/A	
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	North Terminal		M. Casillas Int. E. Meléndez, Humacao			88 = 38 spaces enumerated and designated. Approximately 50 spaces outside the roof of terminal, not enumerated.	7,860
	South Terminal		Esmeralda Street int. Ulises Martínez Street and in front Nicanor Vázquez Boulevard, Humacao			116 = 48 spaces (1st level) and 68 spaces (2nd level)	5,410.24
Service							
Service	Service Area (Square Meters)			Service Population			
	10			17,603			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	East Route		3,808.09			3	14
	West Route		1739.89			0	14
	N/A		N/A			N/A	N/A
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:		N/A		

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Isabela

SYSTEM IDENTIFICATION						
Municipality:	Isabela					
Address:	Calle Corchado # 75 Isabela, P.R. 00662					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	1		5		1	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Miguel E. Méndez, Mayor		Comisionado de Seguridad Publica – Juan E. Castillo Aldarondo			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	Vans	2	11	DO	5307
	MB	Mini bus	3	16	DO	5307
	OR	N/A	N/A	N/A	N/A	N/A
	TB	N/A	N/A	N/A	N/A	N/A
	VP	N/A	N/A	N/A	N/A	N/A
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Terminal de Vehículos		PR-472 Int. PR-459 Bo. Pueblo Isabela PR 00662		6	600
	N/A		N/A		N/A	N/A
	N/A		N/A		N/A	N/A
Service						
Service	Service Area (Square Meters)			Service Population		
	238 km^2			45,631		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Ruta Centro Urbano		13,837		-	15
	Ruta Bajuras-Jobos		14,802		-	6
	Ruta Bejucos-Guerreros		12,228		-	4
	Ruta Arenales Bajo		15,446		-	4
	Ruta Coto-Galateo-Llanadas		23,652		-	12
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:			

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Juana Diaz

SYSTEM IDENTIFICATION						
Municipality:	Juana Díaz					
Address:	PO BOX 1409, Juana Díaz, PR 00795					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	2		10 (Fiscal Year 2021-2022)		1	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Ramón A. Torres, Mayor		Janice Rullán Borrero, Federal Programs Director			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	VN	3	10-12	DO	5307/2310 (Fiscal Year 21-22)
	MB	MB	8	25-30	DO	5307 (Fiscal Year 21-22)
	OR	N/A	N/A	N/A	N/A	N/A
	TB	N/A	N/A	N/A	N/A	N/A
	VP	N/A	N/A	N/A	N/A	N/A
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Central Terminal		Calle F Degetau #35, Juana Diaz, PR, 00795		14 Transportation Parking Spaces. (First Level)	14,653 (two- level building)
Service						
Service	Service Area (Square Meters)			Service Population		
	34,528			42,461		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Guayabal-Collores-Lomas Route		5,230		13	28
	Central Route		3,157		12	25
	Amuelas-Cintrón-Rio Cañas Route		7,493		14	29
	Sábana Llana-Cintrón-Capitanejo Route		7,111		15	32
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?			Yes ☐ No ☒	Description of arrangement:	**N/A**	

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Lajas

SYSTEM IDENTIFICATION							
Municipality:	Lajas						
Address:	PO Box 910 Lajas, PR 00667						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	2		7		1		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Jayson I. Martinez Maldonado, Mayor		CSO – NONE (ADMINISTRATION – CARLOS LOPEZ)				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	Bus	3	11	DO	5307,5310	
	MB	Bus	4	11	DO	5307	
	OR						
	TB						
	VP						
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Terminal de Carros Públicos		Juan Cancio Ortíz, corner with 65 Infantería			40	7820 sq. Ft =726.501 sq. Mt.
Service							
Service	Service Area (Square Meters)			Service Population			
	Complete municipality 59.95 Sq. Miles			22,010 est.			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	Lajas- Olivares -Maguayo		6.2 miles			0	3
	Lajas- Encarnacion		6.2 miles			0	3
	Lajas Parguera & Lajas Piñales		++			In process	In Process
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:				

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Lares

SYSTEM IDENTIFICATION						
Municipality:	Lares					
Address:	PR-111. Km 4.3					
Transit Employees						
Transit Employees	Management	Operations	Maintenance			
	1	12	1			
PTASP Authorities	Accountable Executive	Chief Safety Officer or Safety Management System Executive				
	Fabián Arroyo Rodriguez, Mayor	Luis Orta Pérez, Public Works Director				
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR					
	MB	Ford-350	2	10	DO	
	OR					
	TB	Trolley	6	22	DO	
	VP	Van	2	12	DO	
Terminals:	Name of Terminal	Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Obras Públicas	PR-111 Km 4.3			6	2200
Service						
Service	Service Area (Square Meters)	Service Population				
	TBD – No exact measure	17,375				
Routes	Route Name	Route Length (meters)			Stops with Refuge	Total Stops
	Ruta Urbana	To be determined			N/A	6
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒	Description of arrangement:				
Legend						
Modes	**Funds**	**Operation Type**				
DR – Demand Response	5307 – Urbanized Area Formula Grants	DO – Directly Operated				
MB – Motor Bus	5310 – Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation				
OR – Other	5311 – No-Urbanized Area Formula Grants					
TB – Trolley Bus	5337 – State of Good Repair Grants					
VP – Van Pool	5339 – Bus and Bus Facilities Grants					

Transit Agency Identification Form: Las Marias

SYSTEM IDENTIFICATION						
Municipality:	AUTONOMOUS MUNICIPALITY OF LAS MARIAS					
Address:	MATIAS BRUGMAN AVE. #60					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	3		7		1	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	EDWIN SOTO SANTIAGO		LUIS A. MUÑIZ RIVERA			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR					
	MB	Mini-Bus	1	16	DO	5307
	OR	Paratransit	3	9	DO	5307
	TB	Mini-Bus	1	16	DO	5307
	VP					
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	LAS MARIAS PUBLIC VEHICLES TERMINAL		PR-119 KM. 47		11	787.50
Service						
Service	Service Area (Square Meters)			Service Population		
	1600 m			Approx. 8500		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Since Bo. Furnias Sector Santa Rosa towards Urbanization Colinas de María				6	7
	Since Urbanization Colinas de María towards Sector Santa Rosa				5	7
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:			

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Las Piedras

SYSTEM IDENTIFICATION							
Municipality:	Las Piedras						
Address:	PR-198, KM 22.6, Las Piedras, PR 00771						
Transit Employees							
Transit Employees	Management		Operations			Maintenance	
	1		4			1	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Hon. Miguel A. López Rivera		Charlie Hernández Echeverria				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	Van	1	12	DO	5307	
	MB	Van	2	12	DO	5310	
	OR	N/A	N/A	N/A	N/A	N/A	
	TB	N/A	N/A	N/A	N/A	N/A	
	VP	N/A	N/A	N/A	N/A	N/A	
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Antonio "Toño" Rivera		Calle José C. Barbosa			55	42,600 sq
	N/A		N/A			N/A	N/A
	N/A		N/A			N/A	N/A
Service							
Service	Service Area (Square Meters)			Service Population			
	87.9KM²			38,675			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	Ruta #1: Centro Urbano Oeste*		12070.08				
	Ruta #2: Centro Urbano Este*		7242.048				
	N/A		N/A			N/A	N/A
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:			N/A	

Legend		
Modes	**Funds**	**Operation Type**
DR – Demand Response	5307 – Urbanized Area Formula Grants	DO – Directly Operated
MB – Motor Bus	5310 – Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR – Other	5311 – No-Urbanized Area Formula Grants	
TB – Trolley Bus	5337 – State of Good Repair Grants	
VP – Van Pool	5339 – Bus and Bus Facilities Grants	

*Routes established for the 5307 program but are not working as the vehicles have not arrived.

Transit Agency Identification Form: Loíza

SYSTEM IDENTIFICATION							
Municipality:	Loíza						
Address:	PO Box 508, Loíza, P.R. 00772						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	0		0		0		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Julia M. Nazario		Carlos Ribot				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	N/A	0	N/A	N/A	N/A	
	MB	N/A	0	N/A	N/A	N/A	
	OR	N/A	0	N/A	N/A	N/A	
	TB	N/A	0	N/A	N/A	N/A	
	VP	N/A	0	N/A	N/A	N/A	
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)	
	Terminal de Carros Públicos del Municipio de Loíza		Calle Espíritu Santo, Loíza, P.R. 00772		16	2,200m2	
Service							
Service	Service Area (Square Meters)			Service Population			
	0			0			
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops	
	0		0		0	0	
	0		0		0	0	
	0		0		0	0	
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:				

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Luquillo

SYSTEM IDENTIFICATION							
Municipality:	Luquillo						
Address:	PO Box 178, Luquillo, PR 00792						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	2		5		2		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Jesús G. Marquez, Mayor		Yarelix Pumarejo, Federal Programs Director				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	VN	4	10-12	DO	5307/5310	
	MB	MB	1	30	DO	5307	
	OR	N/A	N/A	N/A	N/A	N/A	
	TB	N/A	N/A	N/A	N/A	N/A	
	VP	N/A	N/A	N/A	N/A	N/A	
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)	
	Plaza Pública		Plaza de Recreo Pública, Luquillo, PR		3 Transportation Parking spaces at the west side of the Plaza.	5,858	
	Transportation Hub		Actually, in the planning process.		To be determined	To be deter-mined	
Service							
Service	Service Area (Square Meters)			Service Population			
	21,958			12,558			
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops	
	Central Route		3,403.10		10	25	
	Vicente Route		2,832.89		12	27	
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:	N/A			

Legend		
Modes	**Funds**	**Operation Type**
MB – Motor Bus	5307 - Urbanized Area Formula Grants	DO - Directly Operated
DR – Demand Response	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	DO – Directly Operated
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Mayagüez

SYSTEM IDENTIFICATION							
Municipality:	Municipality of Mayagüez						
Address:	PO Box 447 Mayagüez, P.R. 00680						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	6		20		Contracted		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Lcdo. Samuel González		Sr. Ramon Diaz				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	Cutaway Vans	1 2	12 4	DO DO	5307, 5339 5307, 5339	
	MB	Bus (Trolley) Cutaway Cutaway Cutaway	6 2 2 8	24 12 16 24	DO DO DO PT	5307, 5339 5307, 5339 5310, 5307, 5339 5307	
	OR						
	TB						
	VP						
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)	
	Terminal Barcelona		Calle Peral, Bo. Barcelona, Mayagüez PR 00680		8	6,127.39 m²	
	Terminal Balboa		PR106 km 0.0 Barrio *Balboa Mayagüez,* PR.		4	707.84 m²	
Service							
Service	Service Area (Square Meters)		Service Population				
	552		71,264				
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops	
	Ruta 1		3.44 miles		2	9	
	Ruta 2 Ruta 3 Ruta Maní Ruta 349 Ruta 348 Ruta 108 Ruta 106 Ruta 102 Ruta 105		1.63 miles 1.72 miles 4.33 miles 5.5 miles 6.8 miles 7.75 miles 9.4 miles 4.03 miles 8.9 miles		2 3 6 1 3 2 2 5 1	7 6 19 14 13 15 18 10 14	
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:				

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Morovis

SYSTEM IDENTIFICATION							
Municipality:	Morovis						
Address:	PO Box 655, Morovis, PR 00687						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	2		5		1		
	Note: This number of staff Is planning to start the municipal transit program in the short term.						
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Hon. Carmen I. Maldonado		Eva Rivera Miranda				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR						
	MB	Mini Buses	2	16	PT	5310	
	OR						
	TB						
	VP						
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Don Luis Angleró		Baldorioty St. intersection with B St.			25	1,957.54
			Morovis, PR				
Service							
Service	Service Area (Square Meters)				Service Population		
	The terminal will be improved with FTA Funds						
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:				

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Naguabo

SYSTEM IDENTIFICATION						
Municipality:	Naguabo					
Address:	Baldorioty Street 40 Naguabo, Puerto Rico 00718					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	1		3		1	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Hon. Miraidaliz Rosario Pagán		Sr. Pedro Delgado			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	Mini Bus	1	13	DO	5307
	MB	Mini Bus	1	13	DO	5310
	OR	N/A	N/A	N/A	N/A	N/A
	TB	Trolley Bus	1	20	DO	5307
	VP	N/A	N/A	N/A	N/A	N/A
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Naguabo Terminal		Goyco St. corner with Garzot St.		22	24,194 sq
	N/A		N/A		N/A	N/A
	N/A		N/A		N/A	N/A
Service						
Service	Service Area (Square Meters)			Service Population		
	67.9 KM2			27,051		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Ruta #1: Centro Urbano Oeste		12070.06			
	Ruta #2: Centro Urbano Este		7242.047			
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:			

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Orocovis

SYSTEM IDENTIFICATION						
Municipality:	Orocovis					
Address:	P.O. Box 2106 Orocovis, P.R 00720					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	1		2		3	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Vilma R. Meléndez Hernández		Tnte. José Rivera			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR		1			5311
	MB					
	OR					
	TB					
	VP		1			5311
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	N/A		N/A		N/A	N/A
Service						
Service	Service Area (Square Meters)			Service Population		
				20,220		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Fixed Route		11,400.5			9
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:		**N/A**	

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Patillas

SYSTEM IDENTIFICATION						
Municipality:	Municipality of Patillas					
Address:	PO Box 698 Patillas, P.R. 00723					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	3		2		2	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Maritza Sánchez		Elizabeth Vélez De León			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	MB	Van	6	16	DO	5307
	MB	Transit	2	10	DO	5307

Terminals:	Name of Terminal	Terminal Address	Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Terminal de Carros Públicos de Patillas	PR-181 and PR-3 Desvío Sur Patillas, PR 00723	28	68,424 s/f

Service		
Service	Service Area (Square Miles)	Service Population
	51.1	20,280

Routes	Route Name	Route Length (miles)	Stops with Refuge	Total Stops
	Guardarraya	18.2	2	8
	Los Pollos	8.4	1	4
	Providencia	8.3	1	4
	Real	16.2	3	6

Service on Behalf			
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒	Description of arrangement:	

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Peñuelas

SYSTEM IDENTIFICATION						
Municipality:	Peñuelas					
Address:	Municipio de Peñuelas, P.O. Box 10, Peñuelas, Puerto Rico 00624					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	1		4		1	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Hon. Gregory González Souchet		Carlos Echevarría Ramos			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	Van	4	16	DO	5307
	MB	N/A	N/A	N/A	N/A	N/A
	OR	N/A	N/A	N/A	N/A	N/A
	TB	N/A	N/A	N/A	N/A	N/A
	VP	N/A	N/A	N/A	N/A	N/A
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	N/A		N/A		N/A	N/A
	N/A		N/A		N/A	N/A
	N/A		N/A		N/A	N/A
Service						
Service	Service Area (Square Meters)			Service Population		
	137.42 km			20,000		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Ruta #1: Centro Urbano Sur					
	Ruta #2 Centro Urbano Norte					
	Ruta #3 Centro Urbano Oeste					
	Ruta #4 Centro Urbano Este					
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:		**N/A**	

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Ponce

SYSTEM IDENTIFICATION						
Municipality:	Ponce					
Address:	331709, Ponce, PR 00733-1709					
Transit Employees						
Number of Transit Employees	Management		Operations		Maintenance	
	12		62		16	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Luis M. Irizarry Pabón, Mayor		Jean Paul González Santini, Planning & Economic Director			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	FORD 450	1	16	DO	Section 5307
		Goshen	1	16		
		Paratransit Vans	2	11		
	MB	Blue Bird (35-Ft)	8	35	DO	Section 5307 *(Five (5) Buses of 35-Ft were acquired with 100% Municipality funds).
		Ford 550(<30-Ft)	5	22		
		Ford 450 (<30-Ft)	2	16		
		Goshen Impulse (<30Ft)	1	16		
		Paratransit Vans	1	11		
		Hometown Trolley	1	22		
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Dora Colón Clavell Urban Park and Terminal		Concordia, Jobos and Marina Streets Ponce, PR 00733		400	291,000 Sq. Ft.
	Carlos Garay Terminal		Victoria, Vives, Méndez Vigo and Union Streets Ponce , PR 00733		425	288,000 Sq. Ft.
	Carlos Garay Terminal Administrative Office		Union Street Ponce, PR 00733		0	3,000 Sq. Ft.
Service						
Service	Service Area (Square Meters)			Service Population		
	40 Square Miles			91,000		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Northwest Trunk Route		14.47 miles		9	40
	Southwest Trunk Route		11.91 miles		12	31
	Northeast Trunk Route		12.25 miles		22	38
	East Trunk Route		12.60 miles		4	28
	North Trunk Route		9.14 miles		11	31
	Downtown Trunk Route		6.0 miles*		0	23
	Salvador Dijols-Villa del Carmen		7.4 miles*		*	10*
	East Bypass - Playa de Ponce		8.8 miles*		*	26*
	West Bypass - Playa de Ponce		12.6 miles*		*	32*
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?		Yes ☐ No ☒	Description of arrangement:		N/A	

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	* New routes

* New routes- Inaugurated on December 2019. The route lengths provided are approximated and validated using Google Earth. The number of total stops corresponds to the planned stops; however, they are still under evaluation considering users' needs.

Transit Agency Identification Form: Rincón

SYSTEM IDENTIFICATION							
Municipality:	Rincón						
Address:	Box 97 Rincón, PR 00677						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	Rafael Soto		Rafael Vargas, Reinaldo Ruiz, Juan Ruiz		Municipal Public Works		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Carlos D. López		Julio Figueroa				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	Van	1	12	DO	5310	
	MB						
	OR						
	TB	Trolley	2	15	DO	5307	
	VP	Van	2	12	DO	5307	
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Terminal de Autos Públicos de Rincón		Calle Nueva Final, Bo. Pueblo			20	1.85
Service							
Service	Service Area (Square Meters)			Service Population			
	76,120,000 approx.			3,000 approx.			
Routes	Route Name		Route Length (sq.meters)		Stops with Refuge	Total Stops	
	1A		19,030,000 approx.		5	16	
	1B		19,030,000 approx.		5	14	
	2A		19,030,000 approx.		3	23	
	2B		19,030,000 approx.		3	21	
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:				

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Salinas

SYSTEM IDENTIFICATION							
Municipality:	SALINAS						
Address:	CALLE SANTOS P. AMADEO , SALINAS PR 00751						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
			2				
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Karilyn Bonilla Colon		Jose Diaz Commissioner Municipal Police Commissioner				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	N/A	N/A	N/A	N/A	N/A	
	MB	FORD VAN	2	18	DO	5310	
	OR	N/A	N/A	N/A	N/A	N/A	
	TB	N/A	N/A	N/A	N/A	N/A	
	VP	N/A	N/A	N/A	N/A	N/A	
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)	
	Public cars terminal		44 Santos P Amadeo Street Salinas PR 00751		52		
	N/A		N/A		N/A	N/A	
	N/A		N/A		N/A	N/A	
Service							
Service	Service Area (Square Meters)		Service Population				
	69.2 SQUARE MILES		31,000				
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops	
	ALL THE COMMUNITIES		*		N/A	100 Per day *	
	N/A		N/A		N/A	N/A	
	N/A		N/A		N/A	N/A	
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:		**N/A**		

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

*Due to the pandemic the Transportation service is being used for the delivery of food to elderly and people with special needs who average 100 participants.

Transit Agency Identification Form: San Juan

SYSTEM IDENTIFICATION						
Municipality:	San Juan					
Address:	P O Box 70179, San Juan, Puerto Rico 00936-8179					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	4		14		6	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Hon. Miguel Romero		Ivelisse Camacho			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	Chevrolet Freightliner Ford	6 10 7	18 29 18	DO	5307
	MB					
	OR					
	TB					
	VP					

Terminals:	Name of Terminal	Terminal Address	Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Capetillo	William Jones St. Río Piedras	40	3,306.20
	Este, Juan Palerm	Arzuaga St. Río Piedras	183	8,331.44
	Sur	Camelia Soto St. Río Piedras	42	2,944.26

Service		
Service	Service Area (Square Meters)	Service Population
	77 square miles	320,967 persons

Routes	Route Name	Route Length (meters)	Stops with Refuge	Total Stops
	Luis Llorens Torres, Loíza St.	14,803	0	49
	Las Margaritas	5,084	0	26
	Buen Consejo and Venezuela	3,443	0	21
	Hill Brothers and Sabana Llana	12,228	0	31
	Condado	12,647	0	34
	Domenech Avenue	3,508	0	18
	Río Piedras Downtown	2,430	0	4
	Américo Miranda	13,403	0	39
	Centro Médico	6,693	0	2
	Pon de la IUPI	4,602	0	16
	Caimito	32,180	0	31

Service on Behalf			
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒	Description of arrangement:	

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: San Lorenzo

SYSTEM IDENTIFICATION						
Municipality:	San Lorenzo					
Address:	PO BOX 1289, San Lorenzo, PR 00754					
Transit Employees						
Transit Employees	Management	Operations	Maintenance			
	3	13	1			
PTASP Authorities	Accountable Executive	Chief Safety Officer or Safety Management System Executive				
	Jaime Alverio, Mayor	Rafael Malavé, Transportation Department Director				
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	VN	3	10-12	DO	5307/5310
	MB	MB	12	25-30	DO	5307
	OR	N/A	N/A	N/A	N/A	N/A
	TB	N/A	N/A	N/A	N/A	N/A
	VP	N/A	N/A	N/A	N/A	N/A
Terminals:	Name of Terminal	Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Francisco "Pancho" Pereira Terminal	Tous Soto St. corner with Soto España St., San Lorenzo, PR			13 Transportation Parking spaces	11,739 Sq. Mts.
	Mayor's Terminal	José De Diego St. corner San Lorenzo, PR			12 Transportation Parking Spaces	12,645 Sq. Mts.
Service						
Service	Service Area (Square Meters)	Service Population				
	71,459	41,028				
Routes	Route Name	Route Length (meters)	Stops with Refuge	Total Stops		
	Florida Route	4,490	5	22		
	Central Route	5,639	10	24		
	Hato-Quebrada Route	3,852	2	16		
	Espino Route	13,367	12	28		
	Jagual Route	5,383	5	25		
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒	Description of arrangement:	N/A			

Legend		
Modes	**Funds**	**Operation Type**
MB – Motor Bus	5307 - Urbanized Area Formula Grants	DO - Directly Operated
DR – Demand Response	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	DO – Directly Operated
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: San Sebastián

SYSTEM IDENTIFICATION						
Municipality:	Municipality of San Sebastian					
Address:	PO Box 1603, San Sebastián PR 00685					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	1		6		2	
PTASP Authorities	Accountable Executive **Mayor**		Chief Safety Officer or Safety Management System Executive **Federal Programs Director**			
	Javier D. Jiménez		Maritza Ruiz			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	Mini-Bus Van Car Mini Bus	1 3 3 1	16 15 5 16	DO DO DO DO	5310 5339
	MB	Mini -Bus (inoperative damage) Trolley	1 1	12 24	MB MB	5307
	OR	N/A	N/A	N/A	N/A	N/A
	TB	N/A	N/A	N/A	N/A	N/A
	VP	N/A	N/A	N/A	N/A	N/A
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Public Cars Terminal (INOPERATIVE SINCE 2015)		**Clara Cardona Street, corner with José Mendez Cardona Street**		30	1,200
Service						
Service	Service Area (Square Meters)			Service Population		
	71			35,528		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Trolley Bus Route				0	16
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:			

Legend		
Modes	**Funds**	**Operation Type**
DR – Demand Response	5307 – Urbanized Area Formula Grants	DO – Directly Operated
MB – Motor Bus	5310 – Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR – Other	5311 – No-Urbanized Area Formula Grants	
TB – Trolley Bus	5337 – State of Good Repair Grants	
VP – Van Pool	5339 – Bus and Bus Facilities Grants	

Transit Agency Identification Form: Toa Baja

SYSTEM IDENTIFICATION						
Municipality:	Toa Baja					
Address:	PO Box 2359, Toa Baja, PR 00951					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	4		12		1	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Bernardo "Betito" Márquez García		Anilda Fernández Vega			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	Ford E-350	2	10 + 2 wheelchairs	DO	5307
	DR	Ford Transit	2	10 + 1 wheelchair	DO	5307
	DR	Ford Van	1	10 + 2 wheelchairs	DO	5307
	DR	Chevrolet Mini Bus	1	10 + 2 wheelchairs	DO	5307
	DR	Chevrolet Exp	1	10 + 2 wheelchairs	DO	5307
	MB	International	2	24 + 2 wheelchairs	DO	5307
	MB	Ford E- 450	2	24 + 2 wheelchairs	DO	5307
	MB	Blue Bird	2	24 + 2 wheelchairs	DO	5307
Terminals:	Name of Terminal	Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	1	Vía Primaveral (within Metro Pavia grounds)			12	1,458
	1	Metro Urbano station (operated by DTPW, not the Municipality)			n/a	n/a
Service						
Service	Service Area (Square Meters)		Service Population			
	Approx. 23 sq. km. (most of the north, east and west areas of the Municipality)		Entire municipal population and paratransit-eligible persons (75,000 unlinked trips last year)			
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	East Route		18,516		3	48
	West Route		25,265		1	44
	Express Route to Metro Urbano		19,603		2	2
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐		Description of arrangement:		**N/A**	
	No ☒					

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Trujillo Alto

SYSTEM IDENTIFICATION							
Municipality:	Municipality of Trujillo Alto						
Address:	PO Box 1869 Trujillo Alto, P.R. 00977						
Transit Employees							
Transit Employees	Management		Operations			Maintenance	
	2		2			2	
PTASP Authorities	Accountable Executive		Chief Safety Officer or				
			Safety Management System Executive				
	José L. Cruz		Lcda. Yaridsa Collazo Perdomo				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	Van	2	11	DO	5310	
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Terminal de Carros Públicos de Trujillo Alto		#13 C/Borinquen Int. C/ Luis Muñoz Rivera Bo. Pueblo, Trujillo Alto, 00976			62	10,896.6
Service							
Service	Service Area (Square Meters)				Service Population		
	Municipality of Trujillo Alto				74,000		
Routes	Route Name			Route Length (meters)		Stops with Refuge	Total Stops
	Service is provided door to door by 5310 programs. Municipality is purchasing 5307 vehicles, currently and will implement fixed route service within the next year.						
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?			Yes ☐ No ☒		Description of arrangement:		

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: UPRM

SYSTEM IDENTIFICATION						
Municipality:	University of Puerto Rico at Mayaguez					
Address:	259 Alfonso Valdes Blvd. Mayagüez PR00680					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	5		13		6	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Agustín Rullán Toro		Eng. María Isabel Fernández González			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR					
	MB	X	9	4 = 10 passengers 5 = 15 passengers	DO	
	OR					
	TB					
	VP					
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Maintenance Workshop		Department of Buildings & Grounds		29	3,654
Service						
Service	Service Area (Square Meters)		Service Population			
	800,000 approx.		16,000			
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Route # 1: París		2,400		0	7
	Route # 2: Zoo Mayaguez		2,100		0	7
	Route # 3: Terrace		1,900		0	8
	Route # 4: Miradero		4,800		0	7
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:			

Legend		
Modes	**Funds**	**Operation Type**
MB – Motor Bus	5307 - Urbanized Area Formula Grants	DO - Directly Operated
DR – Demand Response	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	DO – Directly Operated
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Utuado

SYSTEM IDENTIFICATION							
Municipality:	Municipality of Utuado						
Address:	P.O Box 150 Utuado P.R 00641						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	3		5		2		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Jorge Pérez		Ramón J. Pagan Mercado				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	MB	Van	2	16 - 19	DO	5307	
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Ft..)
	Terminal de Carros Públicos de Utuado		Calle Sabana Grande Ramal 111 Int. Calle Aneccio Bardorioty, Utuado P.R 00641			20	50,000
Service							
Service	Service Area (Square Meters)			Service Population			
	60 metros			15,000			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	Route 1		16 miles			5	14
	Route 2		10 miles			6	6
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:				

Legend		
Modes	**Funds**	**Operation Type**
MB – Motor Bus	5307 - Urbanized Area Formula Grants	DO - Directly Operated
DR – Demand Response	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	DO – Directly Operated
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Vega Alta

SYSTEM IDENTIFICATION							
Municipality:	Vega Alta						
Address:	P.O. Box. 1309, Vega Alta, PR 00692-1390						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	2		7		1		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Hon. María M. Vega Pagán		Miguel A. Navas Flores				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	Cutaway	2	10	DO	5307	
	MB	Cutaway	5	16	DP	5339	
	OR						
	TB						
	VP						
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Public Transportation Terminal		Calle Muñoz Rivera (Int. PR-645 and PR-676) Pueblo Ward, Vega Alta, PR			10	709.58
Service							
Service	Service Area (Square Meters)			Service Population			
	71.99			36,061			
Routes	Route Name			Route Length (meters)		Stops with Refuge	Total Stops
	1. Bajura			4.940		1	5
	2. Espinosa			14.877		0	15
	3. Maricao-Mavilla			15.352		1	15
	4. Carmelita-Sabana Hoyos			16.958		3	17
	5. Candelaria-Cienegueta			12.816		3	13
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:				

Legend		
Modes	**Funds**	**Operation Type**
MB – Motor Bus	5307 - Urbanized Area Formula Grants	DO - Directly Operated
DR – Demand Response	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	DO – Directly Operated
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Vega Baja

SYSTEM IDENTIFICATION						
Municipality:	Vega Baja					
Address:	P.O. Box 4555 Vega Baja PR 00694					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	1		8		3	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Marcos Cruz Molina		Jose Ayala			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	Cutaway Bus	4	12 a 16	Do	5307(2) ,5310(2)
	MB	Trolley Bus/Van	6	11 a 29	DO	5307(4) , 5339(2)
	OR	Support	1	6	DO	5307
	TB	N/A	N/A	N/A	N/A	N/A
	VP	N/A	N/A	N/A	N/A	N/A
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Hector Joy Sandin		Calle Betances Vega Baja, PR 00693		187	28,224
	La Placita		Calle Baldorioty de Castro Vega Baja, PR 00693		15	13,400
	Taller de Mantenimiento de Flota		PR 155 km 66.6 Vega Baja		19	5,980
	Old Station Train		Carr.686 km 18.5 Vega Baja, PR 00693		20	2,826
Service						
Service	Service Area (Square Meters)			Service Population		
	46,000.00			54,000.00		
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops
	Ruta-1 Alturas		8 miles		7	18
	Ruta-2 Playa		13 miles		13	22
	Ruta-3 Pugnado		20 miles		8	17
	Ruta-4 Almirante		19 miles		10	17
Service on Behalf						
Do you provide transit services on behalf of another transit agency or entity?		Yes ☐ No ☒	Description of arrangement:		**N/A**	

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Villalba

SYSTEM IDENTIFICATION							
Municipality:	Villalba						
Address:	P.O. Box. 1506 Villalba 00766						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	4		11		3		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Luis Javier Hernández Ortiz		Axel J. Santiago Alvarado				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR						
	MB	Van	9	11	PT	5307	
	OR	4x4 JEEP	2	3	PT	5307	
	TB	Trolley	1	24	PT	ARRA Funds	
	VP						
Terminals:	Name of Terminal		Terminal Address			Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Ismael Zaragoza Melendez Terminal		Muñoz Rivera Street Sharton Corner Villalba			12	5,456.00
Service							
Service	Service Area (Square Meters)			Service Population			
Routes	Route Name		Route Length (meters)			Stops with Refuge	Total Stops
	CASCO URBANO					3	3
	DIVISORIA-PALMAREJO		9.6			5	5
	ORTIGA, LIMÓN, EL PINO		11.4			7	7
	MOGOTE, VACAS, ACEITUNA, SIERRA, LA PULGA		6.2			7	7
	LA CRUZ, CERRO GORDO, PALMASOLA, HIGÜERO		12.1			14	14
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒		Description of arrangement:				

Legend		
Modes	**Funds**	**Operation Type**
MB – Motor Bus	5307 - Urbanized Area Formula Grants	DO - Directly Operated
DR – Demand Response	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	DO – Directly Operated
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Yabucoa

SYSTEM IDENTIFICATION							
Municipality:	Yabucoa						
Address:	PO BOX 97, Yabucoa, PR 00767						
Transit Employees							
Transit Employees	Management		Operations		Maintenance		
	3		10		1		
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive				
	Rafael Surillo, Mayor		Edgar Casanova, Transportation Department Director				
Transit Assets							
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)	
	DR	VN	4	10-12	DO	5307/5310	
	MB	MB	7	20-30	DO	5307	
	OR	N/A	N/A	N/A	N/A	N/A	
	TB	N/A	N/A	N/A	N/A	N/A	
	VP	N/A	N/A	N/A	N/A	N/A	
Terminals:	Name of Terminal		Terminal Address		Transit Vehicle Capacity	Terminal Area (Sq. Mts.)	
	Central Terminal		2 St. corner with Cristóbal Colón St., Yabucoa, PR		10 Transportation Parking spaces.	9,981 (two-level building)	
	N/A		N/A		N/A	N/A	
Service							
Service	Service Area (Square Meters)			Service Population			
	31,736			39,368			
Routes	Route Name		Route Length (meters)		Stops with Refuge	Total Stops	
	Aguacate Route		4,230		4	26	
	Central Route		4,857		5	24	
	Guayabota Route		9493		3	28	
	Guayanés Route		5,111		4	23	
Service on Behalf							
Do you provide transit services on behalf of another transit agency or entity?		Yes ☐ No ☒	Description of arrangement:	N/A			

Legend		
Modes	**Funds**	**Operation Type**
MB – Motor Bus	5307 - Urbanized Area Formula Grants	DO - Directly Operated
DR – Demand Response	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	DO – Directly Operated
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Transit Agency Identification Form: Yauco

SYSTEM IDENTIFICATION						
Municipality:	Municipality of Yauco					
Address:	PO Box 1 Yauco, Puerto Rico 00698					
Transit Employees						
Transit Employees	Management		Operations		Maintenance	
	7		32		2	
PTASP Authorities	Accountable Executive		Chief Safety Officer or Safety Management System Executive			
	Angel L. Torres Ortiz		Mr. José A. Torres Rivera			
Transit Assets						
Modes	Mode	Vehicle Type	Number of Vehicles	Vehicle Capacity	Operation (DO o PT)	Funding (5307, 5310, 5311, 5337, 5339)
	DR	Van & Mini Bus	7	12-16 passengers	DO	5307
	MB	Van & Mini Bus	24	12-35 passengers	DO	5307
	OR	N/A	N/A	N/A	N/A	N/A
	TB	N/A	N/A	N/A	N/A	N/A
	VP	N/A	N/A	N/A	N/A	N/A

Terminals:	Name of Terminal	Terminal Address	Transit Vehicle Capacity	Terminal Area (Sq. Mts.)
	Yauco Pueblo	65 de Infantería St. corner with Ten. Alberto Alvarado St.	20	812.90
	Barinas	Andrés Ismael Rivera St. corner with León St., Bo. Barinas Yauco, PR 00698	4	254.55
	Río Prieto	Sector Carrizales PR-374 km 5.4 Yauco PR	4	157.93

Service		
Service	Service Area (Square Meters)	Service Population
	62 Square miles	37,679

Routes	Route Name	Route Length (meters)	Stops with Refuge	Total Stops
	Ruta Trolley 1 Palomas	15610.6	10	10
	Ruta Trolley II Yauco Plaza 1 y 2	8046.72	16	16
	Ruta Rodadero	35405.6	5	5
	Ruta Rio Cañas	20921.5	3	3
	Ruta Barinas	18185.59	7	7
	Ruta Vegas	61959.74	7	7
	Ruta Jacanas, Cambalache, La Cruz	14001.3	1	1
	Ruta Duey	45061.6	11	11
	Ruta Almácigo	33796.2		
	Estancia Dorada	5632.7	1	1

Service on Behalf			
Do you provide transit services on behalf of another transit agency or entity?	Yes ☐ No ☒	Description of arrangement:	

Legend		
Modes	**Funds**	**Operation Type**
DR - Demand Response	5307 - Urbanized Area Formula Grants	DO - Directly Operated
MB - Motor Bus	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities	PT – Purchased Transportation
OR - Other	5311 - No-Urbanized Area Formula Grants	
TB - Trolley Bus	5337 - State of Good Repair Grants	
VP - Van Pool	5339 - Bus and Bus Facilities Grants	

Attachment F: Accountable Executive Signature Form

Forms are provided by municipality and agency name, in alphabetical order.

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Accountable Executive Signature Form: Aguadilla ---------- - 98 -
Accountable Executive Signature Form: Añasco ---------- - 99 -
Accountable Executive Signature Form: Barceloneta ---------- - 99 -
Accountable Executive Signature Form: Barranquitas ---------- - 100 -
Accountable Executive Signature Form: Cabo Rojo ---------- - 100 -
Accountable Executive Signature Form: Caguas ---------- - 101 -
Accountable Executive Signature Form: Camuy ---------- - 101 -
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Accountable Executive Signature Form: Carolina ---------- - 102 -
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Accountable Executive Signature Form: Aguada

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Lcdo. Christian E. Cortés Feliciano
Title	Mayor
Municipality	Aguada, P.R.
Applicable Area	☒ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	5/17/21

Accountable Executive Signature Form: Aguadilla

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Hon. Julio Roldán Concepción
Title	Mayor
Municipality	Aguadilla
Applicable Area	☒ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	March 11, 2021

Accountable Executive Signature Form: Añasco

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Kabir Solares García
Title	Mayor
Municipality	Añasco
Applicable Area	☒ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	April 5, 2021 - **Updated**

Accountable Executive Signature Form: Barceloneta

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Glorimar Villamil
Title	Federal Programs Office- Director
Municipality	Barceloneta
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	12/15/2020

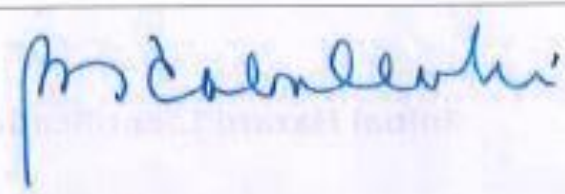
Accountable Executive Signature Form: Barranquitas

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	ANGEL IVAN MARRERO
Title	Federal Program Director
Municipality	Barranquitas
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	4 DE JUNIO DE 2021

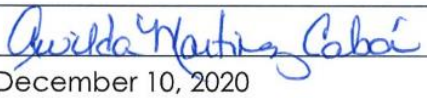
Accountable Executive Signature Form: Cabo Rojo

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Jorge Morales Wiscovitch
Title	Mayor
Municipality	Municipality of Cabo Rojo
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	January 22, 2020

Accountable Executive Signature Form: Caguas

21.0 Aprobaciones	
	Aprobado Por:
Nombre	Ada Belén Caballero Miranda
Titulo	Secretaria, Secretaría de Infraestructura, Ornato y Conservación
Firma	
Fecha	10 de diciembre de 2020

Accountable Executive Signature Form: Camuy

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Sra. Awilda Martinez
Title	Director of Federal Programs
Municipality	Municipality of Camuy
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	December 10, 2020

Accountable Executive Signature Form: Canóvanas

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Lornna J. Soto Villanueva
Title	Mayor
Municipality	Municipality of Canovanas
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	December 10, 2020

Accountable Executive Signature Form: Carolina

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	José M. Díaz García
Title	Director-General Services Department
Municipality	Carolina
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	December 10, 2020

Accountable Executive Signature Form: Cataño

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Félix Delgado Montalvo
Title	Mayor
Municipality	Cataño
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	January 25, 2021

Accountable Executive Signature Form: Cayey

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Rolando Ortíz Velázquez
Title	Mayor
Municipality	Cayey
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	March 1, 2021

Accountable Executive Signature Form: Ciales

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	ALEXANDER BURGOS OTERO
Title	MAYOR
Municipality	CIALES
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	Alexander Burgos Otero Alexander Burgos Otero (Mar 31, 2021 11:45 EDT)
Date	03/29/2021

Accountable Executive Signature Form: Cidra

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	George Pereira
Title	Federals Affairs Office Executive Director
Municipality	Municipality of Cidra
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	December 7, 2020

Accountable Executive Signature Form: Coamo

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Juan Carlos García Padilla
Title	Mayor
Municipality	Coamo, PR
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	January 26, 2021

Accountable Executive Signature Form: Comerío

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	José A. Santiago Rivera
Title	Mayor
Municipality	Comerio
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	12-11-2020

Accountable Executive Signature Form: Corozal

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Sergio L. Torres Torres
Title	Mayor
Municipality	Corozal
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	December 8, 2020

Accountable Executive Signature Form: Dorado

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Carlos López Rivera
Title	Mayor
Municipality	Municipality of Dorado
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	December 16, 2020

Accountable Executive Signature Form: Guánica

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its sub-recipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Ismael Rodriguez Ramos
Title	Mayor
Municipality	Guánica
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area X Urbanized Areas Under 200,000 Population
Signature	
Date	13 de mayo de 2021

Accountable Executive Signature Form: Guayanilla

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Raúl Rivera Rodriguez
Title	Mayor
Municipality	Guayanilla
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	January 29, 2021

Accountable Executive Signature Form: Gurabo

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Hon. Rosachely Rivera Santana
Title	Major
Municipality	Gurabo
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	12/17/2020

Accountable Executive Signature Form: Hatillo

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	José A. Rodríguez Cruz
Title	Mayor
Municipality	Hatillo
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	December 9, 2020

Accountable Executive Signature Form: Hormigueros

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Pedro J. Garcia Figueroa
Title	Mayor
Municipality	Hormigueros
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	December 9, 2020

Accountable Executive Signature Form: Humacao

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Luis Raúl Sánchez Hernández
Title	Mayor
Municipality	Humacao
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	December 11, 2020

Accountable Executive Signature Form: Isabela

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Miguel E. Mendez Perez
Title	Alcalde
Municipality	Isabela
Applicable Area	☒ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	25 / marzo / 21

Accountable Executive Signature Form: Lajas

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Jayson I. Martínez Maldonado
Title	Mayor
Municipality	Lajas
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	January 25, 2020

Accountable Executive Signature Form: Lares

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Fabián Arroyo Rodríguez
Title	Mayor
Municipality	Lares
Applicable Area	☒ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	23-april-2021

Accountable Executive Signature Form: Las Marias

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	EDWIN SOTO-SANTIAGO
Title	MAYOR
Municipality	LAS MARIAS
Applicable Area	☒ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	DECEMBER 11,2020

Accountable Executive Signature Form: Las Piedras

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Hon. Miguel A. López Rivera
Title	Alcalde
Municipality	Las Piedras
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	17 de diciembre de 2020

Accountable Executive Signature Form: Loíza

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Hon. Julia M. Nazario Fuentes
Title	Mayor
Municipality	Loíza
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	April 23, 2021

Accountable Executive Signature Form: Luquillo

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Jesús G. Márquez
Title	Mayor
Municipality	Luquillo
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	December 21, 2020

Accountable Executive Signature Form: Mayagüez

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Lcdo. Samuel Gonzalez
Title	Director of Economic Development and Planning
Municipality	Municipality of Mayaguez
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	December 10, 2020

Accountable Executive Signature Form: Morovis

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Carmen I. Maldonado González
Title	Mayor
Municipality	Municipality of Morovis
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	07/13/2021

Accountable Executive Signature Form: Naguabo

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Hon. Miraidaliz Rosario Pagán
Title	Mayor
Municipality	Naguabo
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	June 4, 2021

Accountable Executive Signature Form: Naranjito

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Pedro Santiago Rodríguez
Title	Federal Program Director
Municipality	Naranjito
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	July 8, 2021

Accountable Executive Signature Form: Orocovis

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Jesús E. Colón Berlingeri
Title	Mayor
Municipality	Orocovis
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	4 de febrero de 2021

Accountable Executive Signature Form: Patillas

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Maritza Sánchez Neris
Title	Mayor
Municipality	Municipality of Patillas
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	June 3, 2021

Accountable Executive Signature Form: Peñuelas

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Hon. Gregory Gonsález Souchet
Title	Alcalde
Municipality	Peñuelas
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	28 de diciembre de 2020

Accountable Executive Signature Form: Ponce

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Luis M. Irizarry Pabón
Title	Mayor
Municipality	Ponce
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	22-04-2021

Accountable Executive Signature Form: Rincón

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Carlos D. López Bonilla
Title	Mayor
Municipality	Rincón
Applicable Area	☒ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	

Accountable Executive Signature Form: Salinas

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Karilyn Bonilla Colon
Title	Mayor
Municipality	SALINAS
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	12/7/2020

Accountable Executive Signature Form: San Juan

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Miguel A Romero Lugo
Title	Mayor
Municipality	Municipality of San Juan
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	May 7, 2021

Accountable Executive Signature Form: San Lorenzo

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Hon. Jaime Alverio Ramos
Title	Mayor
Municipality	San Lorenzo
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	March 8, 2021

Accountable Executive Signature Form: San Sebastián

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its sub recipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Hon. Javier D Jiménez Pérez
Title	Mayor
Municipality	San Sebastian
Applicable Area	☒ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	December 10, 2020

Accountable Executive Signature Form: Toa Baja

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Hon. Bernardo "Betito" Márquez García
Title	Mayor
Municipality	Toa Baja
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	March 9, 2021

Accountable Executive Signature Form: Trujillo Alto

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	José L. Cruz Cruz
Title	Mayor
Municipality	Municipality of Trujillo Alto
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	June 17, 2021

Accountable Executive Signature Form: UPRM

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Betsy Morales Caro
Title	Interim Chancellor
Agency	University of Puerto Rico - Mayagüez Campus
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population ☒ Other: University of Puerto Rico - Mayagüez Campus
Signature	Dra. Betsy Morales, Rectora Interina
Date	Jun 14, 2021

Accountable Executive Signature Form: Utuado

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Jorge Pérez Heredia
Title	Mayor
Municipality	Municipality of Utuado
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	June 15, 2021

Accountable Executive Signature Form: Vega Alta

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Hon. María M. Vega Pagán
Title	Mayor
Municipality	Vega Alta
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	June 9, 2021

Accountable Executive Signature Form: Vega Baja

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Marcos Cruz Molina
Title	Mayor
Municipality	Vega Baja
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	21/diciembre/2020

Accountable Executive Signature Form: Villalba

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	**Hon. Luis Javier Hernández Ortiz**
Title	**Mayor**
Municipality	**Villalba**
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	**Abril 16, 2021**

Accountable Executive Signature Form: Yabucoa

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Rafael Surillo Ruiz
Title	Mayor
Municipality	Yabucoa
Applicable Area	☐ Aguadilla Urbanized Area ☒ San Juan Urbanized Area ☐ Urbanized Areas Under 200,000 Population
Signature	
Date	March 4, 2021

Accountable Executive Signature Form: Yauco

Accountable Executive Signature	
The Public Transportation Agency Safety Plan developed by the Puerto Rico Highway and Transportation Authority on behalf of its subrecipient Small Public Transportation Providers has been reviewed, approved, and adopted in fulfillment with the requirements established on 49 C.F.R. Part 673.	
Name	Angel L. Torres Ortiz
Title	Mayor
Municipality	Municipality of Yauco
Applicable Area	☐ Aguadilla Urbanized Area ☐ San Juan Urbanized Area ☒ Urbanized Areas Under 200,000 Population
Signature	
Date	12-8-2020

Attachment G: PTASP and Targets MPO Approval

Puerto Rico Metropolitan Planning Organization
Public Involvement Program

Referendum Voting Results - December 9 to 23 2020

	Puerto Rico Metropolitan Planning Organization members		Policy Board Committee per Urbanized Area			Voting for PTASP Approval	
	Muinicipality or Agency	**Remark**	**SJUA**	**AUA**	**UZA**	**In Favor**	**In Opposition**
1	Aguada						
2	Aguadilla	Referendum received by email on December 17, 2020		1		1	
3	Añasco						
4	Camuy						
5	Isabela						
6	Lares						
7	Las Marías	Referendum received by email on December 16, 2020.		1		1	
8	Moca						
9	Rincón						
10	San Sebastían	Referendum received by email on December 21, 2020		1		1	
11	Utuado						
1	Aguas Buenas						
2	Aibonito						
3	Barranquitas	Referendum received by email on December 10, 2020	1			1	
4	Bayamón	Referendum received on December 22, 2020.	1			1	
5	Caguas	Referendum received by email on December 11, 2020	1			1	
6	Canóvanas						
7	Carolina	Referendum received by email on December 23, 2020	1			1	
8	Cataño	Referendum received by email on December 9, 2020	1			1	
9	Cayey						
10	Ciales						
11	Cidra	Referendum received by email on December 11, 2020	1			1	
12	Coamo	Referendum received by email on December 15, 2020	1			1	
13	Comerío						
14	Corozal	Referendum received by email on December 15, 2020	1			1	
15	Dorado	Referendum received by email on December 11. 2020	1			1	
16	Guaynabo	Referendum received by email on December 10, 2020. Municipality will develop a PTASP.	1			1	
17	Gurabo	Referendum received by email on December 10, 2020	1			1	
18	Humacao						
19	Juncos	Referendum received by email on December 23, 2020. Municipality developed a PTASP	1			1	
20	Las Piedras	Referendum received by email on December 14, 2020	1			1	
21	Loíza						

	Puerto Rico Metropolitan Planning Organization members		Policy Board Committee per Urbanized Area			Voting for PTASP Approval	
	Muinicipality or Agency	Remark	SJUA	AUA	UZA	In Favor	In Opposition
22	Manatí						
23	Maunabo						
24	Morovis						
25	Naguabo						
26	Naranjito	Referendum received by email on December 9, 2020	1			1	
27	Orocovis	Referendum received by email on December 11, 2020	1			1	
28	Patillas	Invalid vote. The voting form don't have the mayor sign.	-			-	
29	Río Grande						
30	Salinas						
31	San Juan						
32	San Lorenzo						
33	Toa Baja	Referendum received by email on December 22, 2020	1			1	
34	Toa Alta						
35	Trujillo Alto						
36	Vega Alta						
37	Vega Baja	Referendum received by email on December 23, 2020	1			1	
38	Yabucoa						
1	Añasco						
2	Arecibo						
3	Arroyo						
4	Barceloneta						
5	Cabo Rojo	Referendum received by email on December 10, 2020			1	1	
6	Camuy						
7	Ceiba						
8	Fajardo	Referendum received by email on December 10, 2020			1	1	
9	Florida						
10	Guánica						
11	Guayama						
12	Guayanilla	Referendum received by email on December 10, 2020			1	1	
13	Hatillo						
14	Hormigueros	Referendum received by email on December 21, 2020			1	1	
15	Juana Díaz						
16	Lajas	Referendum received by email on December 9, 2020			1	1	
17	Luquillo						
18	Manatí	Referendum received by email on December 22, 2020			1	1	
19	Mayagüez	Referendum received by email on December 21, 2020			1	1	
20	Naguabo	Referendum received by email on December 22, 2020			1	1	
21	Patillas						
22	Peñuelas						
23	Ponce	Referendum received by email on December 11, 2020			1	1	
24	Quebradillas						
25	Sabana Grande	Referendum received by email on December 14, 2020			1	1	
26	Salinas						

	Puerto Rico Metropolitan Planning Organization members		Policy Board Committee per Urbanized Area			Voting for PTASP Approval	
	Muinicipality or Agency	**Remark**	**SJUA**	**AUA**	**UZA**	**In Favor**	**In Opposition**
27	San Germán						
28	Villalba	Referendum received by email on December 9, 2020			1	1	
29	Yauco	Referendum received by email on December 11, 2020			1	1	
	Agencias		**SJUA**	**AUA**	**UZA**		
	Department of Transporation and Public Works						
1	PRHTA						
2	Metropolitan Bus Authority						
3	Maritime Transportation Authority						
4	Ports Authority						
5	Public Services Commission						
6	Department of Environmental and Natural Resources						
7	Planning Board						
8	Enviromental Quality Board						
9	PR Integrated Transit Authority						
10	Permissions Managemnt Office						
11	PR Tourism Company						
12	Puerto Rico Enmergency Management Agency						
	Total Votes per Committees		**17**	**3**	**12**	**32**	**0**

PRMPO Members Voting Results to PTASP approval	Policy Board Committee per Urbanized Area		
	SJUA	**AUA**	**UZA**
Total of Voters per Committee	51	22	41
Votes in favor	17	3	12
Votes in opposition	0	0	0
% of Votes received per Committee	33%	14%	29%
% of PRMPO Members that voted	**28%**		

Attachment H: PTASP Certification

Certification		
Herby it is certified that an Agency Safety Plan meeting the Public Transportation Agency Safety Plan regulation requirements established on 49 C.F.R. Part 673 has been: • Drafted by the Puerto Rico Highway and Transportation Authority. • Commenced its establishment by the Small Public Transportation Agencies as indicated in Table 17-1: Agencies Included in this PTASP in Alphabetical Order on section 17.2 Initial PTASP of this document.		
By	Name	
	Title	
	Agency	Puerto Rico Highway and Transportation Authority
Signature		
Date		

Attachment I: E-mail to Agencies Other than Representative Ones

Zaida E. Rico

From: Sonia Montañez Colón <smontanez@dtop.pr.gov>
Sent: Thursday, April 9, 2020 2:14 PM
To: secretariadelalcalde@yahoo.com'; profedadj@hotmail.com; oficinadelalcalde@aguada.gov.pr; rroman@aguada.gov.pr; jrosa@aguada.gov.pr; ' (oficinaalcalde@gmail.com)'; inieves@miaguadilla.com; rhilerio@aguadilla.city; Programas Federales; '(alcalde@aguasbuenaspr.net)'; igutierrez@aguasbuenaspr.net; aibonitoalcalde@gmail.com; jcolon@aibonitopr.net; Yesimar Arizmendi; Mirna Rivera Rodriguez; Jose R. Gonzalez Montes de Oca; '(cmolina.arecibo@gmail.com)'; ramonmaldonado102@gmail.com; btw618@gmail.com; arroyooficinaalcalde@yahoo.com; programafederalarroyo@yahoo.com; wsoler@barceloneta.pr.gov; gvillamil@barceloneta.pr.gov; Angel Juan Marrero; Marilyn Santos Colón; '(oabayamon@yahoo.com)'; Enrique Figueroa Romanacce; Emanuel R. Gómez Vélez; mcr@caborojopr.net; Programas Federales; william.miranda@caguas.gov.pr; Herrera Hernandez, Luis A.; Torres Torres, Angel M.; EDWIN GARCIA; profedcam@yahoo.com; Aida Gerena; Lornna Soto; mhidalgo@canovanas.city; msmith.canovanas@gmail.com; wanegron@carolina.pr.gov; Ivan Ayuso Expósito; Azalea Machado Nieves; fdelgado@catano.pr.gov; lsantos@catano.pr.gov; Yolanda Maldonado; rcayey@gmail.com; Natasha Vazquez Perez; alcaldia@ceiba-pr.com; federalesceiba@gmail.com; Municipio Ciales; cialesinteragencial@hotmail.com; Javier E. Carrasquillo; georgepereira39@hotmail.com; juan.garcia@coamo.puertorico.pr; Maria A. Maurás Colón; oacomerio@gmail.com; jean@muncomerio.com; Oficina de Programas Federales; sergio.torres@corozal.pr.gov; profedcor@yahoo.com; Federales Corozal; joalis.rivera@corozal.pr.gov; frances.marrero@corozal.pr.gov; alcaldecul2013@gmail.com; Mario Albert; Carlos López Rivera; Alexis A. Ramos Echeandía; mcosme@fajardopr.org; jgerenapolanco@yahoo.com; pfgmf@yahoo.com; Secretaría Municipal; alcaldeguanica@gmail.com; fondosfederalesguanica@gmail.com; 'secretariaguanica@gmail.com'; eduardoecintron@yahoo.com; arodriguezdroz@gmail.com; ntyguayanilla@gmail.com; Programas Federales; janice.rullan@gmail.com; perezotero@guaynabocity.gov.pr; Ramon Melendez Orsini; 'Luis Aquiles Ares'; rrivera@gurabopr.com; cfernandez@gurabopr.com; Glenda Villafane; mlopez@gurabopr.com; alcalde@municipiodehatillo.com; contabilidadfederal@yahoo.com; Elizabeth Santiago; srosas@hormiguerospr.com; Glorimar Sanchez; '(iarroyo@humacao.gov.pr)'; afernandez@humacao.gov.pr; 'charliedelgado_alcalde@yahoo.com'; desarrollo@isabela.com.pr; jgonzalez@jayuya.puertorico.pr; mortiz@jayuya.puertorico.pr; MUNICIPIO JUANA DIAZ; Enrique Lugo; dtorres@pfjd.gov.pr; alcaldejuncos@yahoo.com; Rosa Flores; Municipio de Lajas - Oficina del

1

To:	Alcalde; planificacionlajas@gmail.com; programasfederaleslajas@gmail.com; municipiolares@yahoo.com; fedproglares@yahoo.com; TAHIRI RUIZ; edwinsotolasmarias@gmail.com; Kevin Maldonado; alcaldemlp@munlaspiedras.com; federaleslp@gmail.com; Alcaldesa@municipiodeloiza.net; Paul Paul Fuentes Rivera; Alcalde; merivera@luquillo.pr.gov; Yarelix Pumarejo; alcalde@manati.pr; druiz@manati.gov.pr; 'gpvalcalde@hotmail.com'; mmaricao@hotmail.com; '(jorge.marquez32@yahoo.com)'; maunaboprogfed@yahoo.com; ' (alcaldia@mayaguezpr.gov)'; sgonzalez@mayaguezpr.gov; oficinadelalcalde@municipiodemoca.com; maviles.federales@gmail.com; MOROVIS; federales@morovis.pr.gov; (alcaldianaguabo@gmail.com); Programas Federales Naguabo; Orlando Ortiz; psantiago@municipiodenaranjito.com; gardycolon@yahoo.com; prorocovis@gmail.com; federalesorocovis@gmail.com; norberto.soto@municipiopatillas.com; Gwendolyn Rampersad; wilma.lugo@municipiopatillas.com; gregorygonsalezsouchey@gmail.com; vdejesus@municipiodepenuelaspr.gov; cechevarria@penuelaspr.gov; 'mariae.melendez@ponce.pr.gov'; DE Candy León Rivas; oficinadelalcalde@quebradillas.pr.gov; gerenciadeproyectos@quebradillas.pr.gov; 'Delvis Irizarry'; Programas Federales Quebradillas; clopezalcalde@rincon.gov.pr; ccolon@rincon.gov.pr; korsini@rincon.gov.pr; Angel Gonzalez; mpadro@riograndepr.org; Noel Matias; ILSA MAGALLY RODRIGUEZ NAZARIO; alcaldesasalinas@gmail.com; DOLMARY COLON MARTINEZ; '(progfedsalinas@yahoo.com)'; alcalde@municipiodesangerman.com; mmartell@municipiodesangerman.com; mmurphy@sanjuanciudadpatria.com; damador@sanjuanciudadpatria.com; alcalde@sanlorenzopr.net; lsantiago@sanlorenzopr.net; alcalde@munss.org; federalesmss@gmail.com; 'alcaldequestell@gmail.com'; profedstaisabel@aol.com; obraspublicasmunsi@gmail.com; 'oficinaalcaldetoaalta@gmail.com'; jrodriguez@ciudadtoaalta.com; '(alcalde@toabaja.com)'; gquinones@toabaja.com; Oficina del Alcalde; Juan G. Jacob Greenaway; ernestoirizarry2013@gmail.com; profedmtj@gmail.com; oficinaalcalde@vegaalta.pr.gov; cmaysonet@vegaalta.pr.gov; mrosado@vegabaja.gov.pr; ehernandez@vegabaja.gov.pr; Viequesmunicipio.pr@gmail.com; lucylandro@gmail.com; Municipio Vieques; '(alcaldevillalba@hotmail.com)'; '(villalbamunicipality@hotmail.com)'; '(rafael.surillo@gmail.com)'; Juan Casanova; luigitorres2020 @yahoo.com; Mayra Ortiz; '(cdbgyauco@hotmail.com)'
Cc:	Zaimara Vera Hernández; Vivianet M. Arroyo Rosario; Jose A. Carro; Zaida E. Rico
Subject:	PTASP - Presentacion e Informacion solicitada
Attachments:	19143 PTASP Workshop 1 Presentation 2020-04-03.pdf

2

Saludos,

Reciban los más cordiales saludos de parte de la Oficina de Coordinación Federal de la Autoridad de Carreteras y Transportación (ACT). Esperamos que se encuentren bien, dentro de las circunstancias que enfrentamos actualmente.

La Administración Federal de Transportación Colectiva (FTA, por sus siglas en inglés) es la agencia que mantiene la autoridad de seguridad sobre el transporte público. En julio de 2018, FTA emitió la nueva regla final del Plan de Seguridad de la Agencia de Transporte Público (PTASP por sus siglas en inglés) (49 C.F.R. Parte 673) con el objetivo de mejorar la seguridad del transporte público, guiando a las agencias de transporte público a gestionar de manera más efectiva y proactiva los riesgos de seguridad en sus sistemas. Esta regla final entró en vigencia en julio de 2019 y requiere que las agencias de tránsito desarrollen, certifiquen e implementen un plan de seguridad que incluya los procesos y procedimientos necesarios para mantener un Sistema de Manejo de Seguridad (SMS, por sus siglas en ingles). Este Plan debe estar vigente para el 20 de julio de 2020.

La compañía CMA Architects & Engineers LLC es la encargada de llevar a cabo la elaboración del PTASP para los subreceptores de la ACT de fondos federales bajo la Parte 5307 del Título 49 del Código de los Estados Unidos (*Urbanized Area Formula Grant*). Como parte del proceso, es necesario tener el insumo de los municipios que participarán del Plan. Es por esto que se están preparado una serie de presentaciones que sirven de guía para intercambiar la información necesaria y poder completar el Plan. Actualmente y basado en data estadística, se seleccionaron tres municipios con los cuales la ACT estará elaborando en detalle el Plan para los sistemas de transportación colectiva. Queremos también obtener su insumo, por lo que le incluimos la presentación del primer taller celebrado para que lo estudien y nos den sus comentarios. En adición, le incluimos información que estaremos requiriendo de cada entidad participante:

Se solicita lo siguiente:

1. Persona de contacto y su información de contacto. Esta persona debe ser capaz de recolectar la información y proveer las contestaciones relacionadas a las operaciones del sistema de transporte colectivo y seguridad con prontitud.

2. Evaluar la información contenida en la presentación incluida y contestar lo que se encuentran en las páginas que tienen el título en color azul y el mismo contiene la frase “Sesión de Trabajo”.

1. Identificación de las personas que serán designadas como Ejecutivo Responsable (*Accountable Executive*), Jefe de Seguridad (*Chief Safety Officer*), Gerencia y Liderato, y Personal Clave en el Plan.
2. Ratificar o sugerir las responsabilidades de estas personas.
3. Ratificar o sugerir estructura, responsabilidades y procesos del Comité de Seguridad o equivalente.
4. Ratificar o sugerir objetivos de seguridad.
5. Ratificar o sugerir programa para reportar condiciones de seguridad para los empleados.
6. Ratificar o sugerir los enunciados de política pública de seguridad.
7. Ratificar o sugerir las estrategias de diseminación o comunicación de la política pública de seguridad.

3. Organigrama del municipio, donde se resalte el liderato y se detallen los componentes de transporte colectivo y seguridad, personal clave, y sus responsabilidades.

4. Políticas y procedimientos que tienen, planifican tener, o es factible tener, que sean relacionadas a la seguridad. Estas pueden incluir: reporte de incidentes, preparación para las emergencias, manejo de emergencias, reporte de peligros, adiestramientos, comunicación de políticas, gerencia de riesgos (identificación, probabilidad, severidad), entre otros.

5. Tipos de información y datos que se obtienen, se planifican obtener, o es factible obtener, relacionado a la seguridad. Esto puede incluir:

   a. Identificación de peligros, choques, heridos, entro otros
   b. Inspección de vehículos y facilidades
   c. Adiestramiento a empleados, entre otros

6. Tipos de tecnologías y equipos utilizados, que se planifican utilizar, o es factible utilizar. Esto puede incluir técnicas o dispositivos para la recolección de datos, bases de datos, archivo de documentos, sistemas de gerencia de información, entre otros.

Agradeceremos en lo posible que provean la información requerida en o antes del 17 de abril de 2020.

Cualquier duda o pregunta, puede comunicarse con Sonia Montañez Colon al correo electrónico smontanez@dtop.pr.gov o al 787-469-1244.

Agradecemos su atención y acostumbrada colaboración en estos asuntos.

Cordialmente,
Sonia Montañez Colón

Attachment J: Agencies PTASP Authorities

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PTASP Authorities

Representative municipalities

Authority	Aguadilla	Caguas	Ponce
Accountable Executive	Hon. Julio Roldán Concepción, Mayor of Aguadilla	Hon. William Miranda Torres, Mayor of Caguas	Hon. Luis M. Irizarry Pabón, Mayor of Ponce
Chief Security Officer	Plan. Isabel Nieves, PPL, Director of Planning and Land Use Office	Mrs. Ada Belén Caballero, Director of Infrastructure, Conservation, and Ornate Secretariat (SIOC by its initials in Spanish)	Jean Paul González Santini, Planning & Economic Director
Agency Leadership and Executive Management	1. William Balaguer, Public Buildings 2. Anette Montalvo, Human Resources 3. Rosario Villanueva, Federal Programs 4. Ana Ruiz, Municipal Police Commissioner 5. Wilfredo del Valle, Public Works 6. Ivette Fantauzzi, Administration on Aging 7. Abdiel Fantauzzi, Emergency Management 8. Bethzaida Hernandez, Internal Audit	1. Director of Citizen Mobility Projects 2. Mrs. Lucille Cordero, Director of Human Resources and Training Programs 3. Mrs. Saquía Azize, Director of External Resources 4. Mr. Wilfredo Puig, Director of Acquisitions Office 5. Mrs. Myriam Cartagena, Director of Citizen Services 6. Srta. Angie Frias, Director of Finance Office 7. Capt. Jerry Díaz Benítez, Director of Emergency Management Office 8. Luis F. Miranda, Executive Safety Advisor	1. Jorge Mercado, OMME Director 2. Waldemar Rivera, Citizen Services Director 3. Helmi Padilla, Human Resources Director 4. Damaris Suliveres, Finance Director 5. Oscar Nazario, Public Works Director 6. Josué Vera, Procurement Director 7. Pedro Quiles, Chief of Municipal Office 8. Nephtaly Borrero, SITRAS Administrator 9. Carmen Irizarry, SITRAS Fleet Manager
Key Staff	1. Noel Jimenez, Mechanic 2. Public Buildings Supervisor 3. Emergency Management 4. Administration on Aging 5. Luis Balaguer, Special Assistant	1. Mr. Ángel Torres, Manager of Public Transportation System and Security Chief 2. Mr. Sixto Lozano, Paratransit System Supervisor 3. Mr. Luis E. Santiago, Supervisor of Vehicle Maintenance 4. Mrs. Crysaida Rodriguez, Terminal Facility Supervisor 5. Mr. Jesús Diaz, Dispatcher and Safety Committee Coordinator 6. Mrs. Jannete Barbosa, Safety Coordinator 7. Mrs. Edna Cabán, Coordinator of Citizen Services	1. Jossan Cordero Administrative Assistant 2. Glorimar León, Administrative Assistant 3. Jaime Rentas, SITRAS Dispatcher 4. Carolyn Marietti, Coordinator of Complementary Paratransit Program 5. María Domínguez, Coordinator of Ponce New Freedom Program 6. Danny Correa, Maintenance Facilities Supervisor 7. Lizette Ruiz, SITRAS Accountant 8. Alma Fernández Droz, Federal Affairs Officer

Other Municipalities and Agencies

Authorities	Aguada	Añasco	Barceloneta
Accountable Executive	Lcdo. Christian E. Cortés Feliciano, Mayor of Aguada	Kabir Solares García, Mayor of Añasco	Noel Gutierrez, Director
Chief Security Officer	Mr. Jimmy L. Hernández González, Public Safety Director	Ariana Pérez Soto, Transportation Program Director	Edwin de Jesus, Supervisor
Agency Leadership and Executive Management	Mrs. Marisol Rosa Acevedo, Municipal Administrator	1. Kabir Solares García, Mayor of Añasco 2. Ariana Pérez Soto, Transportation Program Director	1. Wanda Soler, Mayor of Barceloneta 2. Glorimar, Villamil, Executive Director 3. Hector Quiñones, Coordinator and Executive Director Assistant
Key Staff	Mrs. Zulma T. Rivera Figueroa	1. Ariana Pérez Soto, Transportation Program Director 2. Jennifer Rosario, Mayor's Executive Assistant 3. Renato Cortés, Public Works Director	1. David Freytes, Operational Supervisor 2. Edwin de Jesús, Maintenance Supervisor 3. Erick Rivera, Facility Coordinator

Authorities	Barranquitas	Cabo Rojo	Camuy
Accountable Executive	William Diaz Colón, Finance Director	Jorge Morales Wiscovith, Mayor of Cabo Rojo	Awilda Martinez, Director of Federal Programs
Chief Security Officer	Victor Flores Palos, Chief Safety	Jonathan Morel, Director of Federal Programs	Ivelisse Rivera, Supervisor Federal Programs
Agency Leadership and Executive Management	1. Elliot J. Colón Blanco, Mayor of Barranquitas	1. Joaquin Guerra, Director of Municipal Public Works 2. Roberto Menendez, Director of Municipal Garage 3. Lic. Kevin Casta, Director of Human Resources 4. Jadira Barbot, Municipal Secretary 5. Jonathan Morel, Director of Federal Programs 6. Warner Lopez, Mayors Aid 7. Ten. Angel Mendez, Chief of Municipal Police 8. Milagros Morales, Director of Citizen Affairs 9. Elio Santiago, Director of Emergency Management	1. Carlos Crespo, Director of Municipal Public Works 2. Dalix Jimenez, Director of Human Resources 3. Hector Gonzalez, Municipal Secretary 4. Awilda Martinez, Director of Federal Programs 5. Evan Rosado, Chief of Municipal Police 6. Roberto Rivas, Coordinator of Citizens Affairs 7. Ninfa Rosa, Coordinator of Center for the Elderly 8. Hector Matos, Director of Emergency Management 9. Jacqueline Velez, Director of Tourism Office
Key Staff	1. Ángel Iván Marrero Ortiz, Director of Federal Programs	1. Roberto Menendez, Fixed Route Operations Supervisor 2. Roberto Menendez, Vehicle Maintenance Supervisor 3. Walter Ramirez, Facilities Supervisor	1. Lizzie Pérez, Demand response/fixed route service supervisor

Authorities	Canóvanas	Carolina	Cataño
Accountable Executive	Lornna Soto Villanueva, Mayor of Canóvanas	Mr. José M. Díaz, Director of the General Services Department	Félix Delgado Montalvo, Mayor of Cataño
Chief Security Officer	Marggie Ocasio, Human Resources Director	Carlos Medina Rivera, Auxiliar Director, Health and Safety Officer, Human Resources Department	Lt. Eliezer Vargas De Jesús, Public Safety Commissioner
Agency Leadership and Executive Management	1. Marlene Smith Bermúdez, Federal Program & External Resources Director 2. Héctor J. Molina Sepúlveda, Transportation & Mechanics Director	1. Ing. Iván Ayuso, Manager of the Infrastructure Management Office 2. Andrés Vélez Romero, Auxiliar Director of the Vehicle Maintenance Office 3. Ing. José A. Fernández, Director of the Municipal Facilities Maintenance and Conservation Department 4. Carmen R. Quiñones, Director of the Planning Department 5. Nydia Talavera, Director of the Human Resources Department	1. Félix Delgado Montalvo, Mayor of Cataño
Key Staff	1. Richarsson Nieves Calderón, Program Manager 2. Manuel Manso Domínguez, Program Manager 3. Jessica Jimenez, Administrative Official I	1. Adolfo Rodriguez Flores, Executive I, Supervisor Transportation System 2. Andrés Vélez Romero, Auxiliar Director of the Vehicle Maintenance Office 1. Ing. José A. Fernández, Director of the Municipal Facilities Maintenance and Conservation Department	1. Pedro Marrero Miranda, Public Works Director 2. Francisco Cabrera Mercado, Federal Programs Administrator 3. Alex Mojica Paz, Municipal Director 4. Gabriel Sicardó Ocasio, Legal Services Director

Authorities	Cayey	Ciales	Cidra
Accountable Executive	Rolando Ortiz Velázquez, Mayor of Cayey	Hon. Alexander Burgos Otero, Mayor of Ciales Ms. Suheily Gónzalez Lozada, Director Federal Program	Mr. George Pereira, Executive Director of Federal Affairs Department
Chief Security Officer	Natacha Vázquez Pérez, Safety Director	Ms. Suheily Gónzalez Lozada, Coordinator of Collective Transportation Mr. Manuel Oliveras, Director of Public Works Transportation	Carlos Javier Torres, Director of Human Resources
Agency Leadership and Executive Management	1. José M. Rosario, Transportation Service Office Director 2. Carmen D. Rivera, Administrator 3. Natasha Vázquez Pérez, Federal Programs Administrator 4. Darel Isona, Public Works Office Director 5. Gladys Melendez, Emergency Management Director	1. Mr. Angel Meléndez, Director of Emergency Management and Medicals Emergency 2. Ms. Suheily Gónzalez Lozada, Director of Federal Programs Office 3. Ms. Mariangely Ortiz Rivera, Director of Human Resources Office 4. Mr. Manuel Oliveras, Director of the Public Works Office 5. Mr. Arnaldo Garay Rosado, Internal Auditor 6. Mr. Joel Garcia, Municipal Police Commissioner	1. José A. Morales, Municipal Administrator 2. Carlos Javier Torres, Director of Human Resources 3. George Pereira, Director of Federal Programs 4. Rafael J. Quiles, FTA Program Coordinator
Key Staff	1. José A. Fuentes, Operations Supervisor 2. Luis Mendoza, Garage Supervisor 3. Carmen Rodriguez, Facilities Inspector 4. Johannie Ortiz, Human Resources Director 5. Silvia Torres, Administrative Assistant 6. Omar Santos, FTA Consultant	1. Ms. Suheily Gónzalez, Operations Supervisor 2. Vehicle Maintenance Supervisor 3. Aixa Grau, Facilities Maintenance supervisor 4. Transportation System Dispatcher 5. Chief Policy Officer / Accident & Incident	1. Ramón A. Santiago, Public Works Director 2. Luis I. Rolón, Director of Transportation Offices 3. Other Municipal Staff

Authorities	Coamo	Comerío	Corozal	Dorado
Accountable Executive	Hon. Juan C. García Padilla, Mayor of Coamo	Alwin Agosto Reyes, Finance Director	Hon. Sergio L. Torres, Mayor of Corozal	Hon. Carlos A. López, Mayor of Dorado
Chief Security Officer	Mrs. Sandra I. Collazo Sánchez, Safety Office, and Program Director	Frankie Rosado, Public Works Director	Mr. Andres Alvarez, Director of Transportation and Public Works	Yamaira Maldonado, Director of Planning
Agency Leadership and Executive Management	1. Mrs. María A. Maurás Colón, Federal Programs Office Director 2. Mr. Elvin R. Colón Correa, Projects Office Director 3. Mrs. Sandra I. Collazo Sánchez, Transportation Program Director	1. Irvin Rivera González, Administrator	1. Municipal Administrator 2. Director of Human Resources Department 3. Director of Federal Programs	1. Wigberto Vega, Director of Municipal Public Works 2. Maria Santiago, Director of Human Resources 3. Axel Rodriguez, Municipal Secretary 4. Wadalberto Matos, Chief of Municipal Police 5. Eliezer Gonzalez, Director of Emergency Management 6. Luis Sierra, Director of Finance 7. Luis Rijos, Director of Purchases 8. Roberto Ramos, Director of Federal Programs
Key Staff	1. Mrs. María A. Maurás Colón, Federal Programs Office Director 2. Mr. Elvin R. Colón Correa, Projects Office Director 3. Mrs. Sandra I. Collazo Sánchez, Transportation Program Director	1. Federal Program Director	1. Operations Supervisor 2. Vehicle Maintenance Supervisor 3. Facilities Maintenance Supervisor 4. Transportation System Dispatcher	1. Diana Morales, Coordinator of Transportation Operations 2. Jose Lopez, Mechanics Supervisor

Authorities	Guanica	Guayanilla	Gurabo
Accountable Executive	Ismael Rodríguez Ramos, Mayor of Guánica	Hon. Raúl Rivera Rodríguez, Mayor of Guayanilla	Hon. Rosachely Rivera Santana, Mayor of Gurabo
Chief Security Officer	Andy Quiñones, Captain	Luz Enid Vera Rodríguez, Safety Director	Ms. Amarilis Vázquez Aquino, Program Coordinator
Agency Leadership and Executive Management	1. Edil Montalvo, Citizens Office Director 2. Cristina Oliveri, Center for the Aged	1. Preby Román Torres, Transportation Service Office Director 2. Carlos G. Cintrón, Administrative Division Manager 3. Luz Enid Vera Rodríguez, Federal Programs Director 4. Rey Badillo Plaza, Emergency Management Director 5. Justino H. Feliciano, Municipal Police Commissioner	1. Glenda Villafañe, Municipal Administrator 2. José Román Estrada, Director of Public Works Office 3. Merilyn Santiago, Director of Department of Human Resources 4. Jackeline Carrasquillo, Internal Auditor 5. Alexis Dávila Negron, Director of Municipal Emergency Management 6. Carlos M. Mylan Rodriguez, Municipal Police Commissioner
Key Staff	1. Deborah Palermo, Transportation Coordinator 2. Roben Rivera, Driver 3. Honorio Ramos, Driver 4. José O. Vargas, Driver 5. Armando Perez, Driver 6. Roberto Vargas, Driver 7. Edwin Cardona, Driver **Once the requested funds are approved, fixed routes and additional drivers are to be established**	1. Olga López Giudicelli, Citizens Service Director 2. Elvin Figueroa Cruz, Vehicle Maintenance Supervisor 3. Carlos G Cintrón Mojica, Facilities Supervisor 4. Lumari Torres Pérez, Administrative Assistant 5. Omar Santos, Consultant	1. Maribel Moyet, Administrative Officer 2. Magdiel Fontánez, Mechanic 3. José Montañez, Driver 4. Erick Acevedo, Driver 5. Luis Fernández Vega, Driver 6. Karla M. Mylan Rodriguez, Driver

Authorities	Hatillo	Hormigueros	Humacao	Isabela
Accountable Executive	José A. Rodríguez-Cruz, Mayor of Hatillo	Pedro J. Garcia Figueroa, Mayor of Hormigueros	Hon. Luis R. Sanchez Hernandez, Mayor of Humacao	Hon. Miguel E. Méndez, Mayor of Isabela
Chief Security Officer	Ismael Martinez, Emergency Management Office Director	Jose Muniz Souffront, Municipal Administrator	Plan. Anilda Fernandez Vega, Safety Director	Tnte. Juan Castillo, Safety Commissioner
Agency Leadership and Executive Management	1. José A. Rodríguez Cruz, Mayor of Hatillo	1. Francisco Nazario, Municipal Administrator	1. Olga Alverio, Citizen Service Office Staff 2. Maribel Ortiz, Daily Operational Director 3. Mildred Ramos, Federal Programs Director 4. Administrative Assistants 5. Vehicle Mechanics	1. Hector Negron, Emergency Management Director 2. Ivan Juarbe, Municipal Public Works Director 3. Mayra Gutierrez, Human Resources Director
Key Staff	1. Ana Z. Rosa-Padilla, Federal Program Director 2. Antonio Álvarez-Medina, Finance Director 3. Nur M. Vales-Torres, Transportation Supervisor	1. Sandra Rosas, Federal Program Director 2. Melinda Acevedo, Coordinator	1. Maribel Ortiz, Operations Supervisor 2. Francisco Guzmán, Vehicle Maintenance Supervisor 3. Wilfredo Astacio, Facilities Supervisor 4. Bienvenido Córdova, North Terminal Dispatcher 5. José Rodríguez, South Terminal Dispatcher 6. Maribel Ortiz, People with Disabilities Office Director (OAPI) 7. Ronald Acosta, Veterans Affairs Program Director 8. Sol Higgins, Diagnosis and Treatment Center (CDT) Director 9. Ebidi Vázquez, Elderly Center Director	1. Gerogie Gonzalez, Vehicle Maintenance Supervisor 2. Jimmy Cordero, Mechanic 3. Angel Martinez, Mechanic 4. Joel Cordero, Mechanic

Authorities	Juana Díaz	Lajas	Lares
Accountable Executive	Hon. Ramón A. Hernández Torres, Mayor of Juana Díaz	Jayson I. Martínez Maldonado, Mayor of Lajas	Fabián Arroyo Rodriguez, Mayor of Lares
Chief Security Officer	Janice Rullán Borrero, Safety Director	None	Luis Orta Pérez, Public Works Director
Agency Leadership and Executive Management	1. Janice Rullán Barrero, Transportation Office Coordinator 2. Juan C. Figueroa Vázquez, Administrator 3. Eng. Enrique R. Lugo, Planning Director 4. Karl M. Vega García, Public Works Office Director 5. Angel L. Feliciano Sánchez, Emergency Management Director	All Below	Gloria Santiago, Human Resources Director
Key Staff	1. Luis A. Ramos Morales, Police Commissioner 2. Edgardo Santiago, Buses Technician 3. Karl M. Vega García, Facilities Supervisor 4. Lucy Ann González Burgos, Human Resources Director 5. Nelson Rivera Rodriguez, Citizens Service Office Director	1. Janice González Galarza, Human Resources Director 2. Miguel Roura, Finance Dpt. Director 3. Oscar Pérez Núñez, Municipal Secretary 4. José Ortiz Ramírez, Public Works Director 5. Carlos N. López Robles, Planning Office Director 6. José C. Ramírez López. Federal Programs Director	1. Edwin Acevedo Pérez, Supervisor 2. Wilson Irizarry Vélez, Administrative Official/NTD 3. Israel Ruíz Tolinchi, Director of Finance 4. Armando Colón Suau, Director of Federal Programs 5. Lilian Rosa, Director of Citizen Services

Authorities	Las Marías	Las Piedras	Loíza
Accountable Executive	Hon. Edwin Soto Santiago, Mayor of Las Marias	Hon. Miguel A. López Rivera, Mayor of Las Piedras	Hon. Julia M. Nazario Fuentes, Mayor of Loíza
Chief Security Officer	Luis A. Muñiz Rivera, Director of Municipal Emergency Management	Charlie Hernández Echevarria, special assistant / transportation program	Carlos Ribot, Local Police Commissioner
Agency Leadership and Executive Management	Mr. Kevin R. Maldonado Barbosa, Director of Federal Programs	1. Raymond Martínez, Vice-Mayor 2. Luz Laboy, Director of Human Resources 3. Edjoel Cosme, Director of Federal Programs	Luis R. Ortiz, Vice-Mayor
Key Staff	1. Sandra Ramirez Andujar, Director of Human Resources	1. Charlie Hernández Echeverria, special assistant / transportation program 2. José A. Reyes, Facilities Supervisor 3. Luz Méndez Barreto, Dispatcher 4. José A. Rivera, Driver 5. Santos Santa, Driver 6. Roberto Lebrón, Driver	Paul P. Fuentes, Federal Programs Director

Authorities	Luquillo	Manatí	Mayagüez

Accountable Executive	Jesús G. Márquez, Mayor of Luquillo	Delilah Ruiz Manzano, Director of Federal Affairs	Lcdo. Samuel Gonzalez, Director of Economic Development and Planning
Chief Security Officer	Yarelix Pumarejo, Safety Director	Caroline López	Ramon Diaz, Supervisor Economic Development and Planning
Agency Leadership and Executive Management	1. Camelia Rosario, Transportation Service Office Director 2. Melvin Rivera, Administrative Division Manager 3. Yarelix Pumarejo, Federal Programs Director 4. Jardany Díaz, Planning Office Director 5. Pedro Santiago, Municipal Police Commissioner		1. José Rodríguez, Director of Municipal Public Works 2. Samuel González, Director of Human Resources 3. Mercedes Marrero, Municipal Secretary 4. Javier Rivera, Chief of Municipal Police 5. Harold Ortiz, Director of Citizens Affairs 6. Israel Martínez, Director of Emergency Management 7. Yahaira Valentín, Director of Finance 8. Samuel González, Director of Economic Development and Planning 9. Yiraida Rodríguez, Director of Administrative Services 10. Sandra Rojas, Director of Medical Emergency and Municipal Firefighter Department
Key Staff	1. Javier Martoral, Operations Supervisor 2. Alberto Otero, Vehicle Maintenance Technician 3. Emmanuel Mojica, Facilities Supervisor 4. Juan Rodriguez, Administrative Assistant 5. Omar Santos, Consultant		1. Jose Valentin, Fixed Route Operations Supervisor 2. Eileen Valle, Demand Response Supervisor 3. Herbert Valentin, Demand Response Supervisor 4. Jose Gomez, Facilities Supervisor

Authorities	Morovis	Naguabo	Naranjito
Accountable Executive	Carmen I. Maldonado, Mayor of Morovis	Hon. Miraidaliz Rosario Pagán, Mayor of Naguabo	Mr. Pedro Santiago Rodriguez, Director of External Resources
Chief Security Officer	Eva Rivera Miranda, Human Resources Director	Pedro Delgado, Public Works Director	Ing. Jose O. Serrano Sáez, Director of Planning Office
Agency Leadership and Executive Management	1. Roselis Cruz Ruiz, Mayor Assistant 2. Edgar Albelo Pagán, Director of Public Works 3. Angel Delgado Burgos, Facility Maintenance Director 4. Eva Rivera Miranda, Human Resources Director 5. Carlos J. Oquendo Rivera, Municipal Secretary 6. Ariel H. Soto Irizarry, Federal Programs Director 7. Carlos Cruz Rubio, Police Commissioner	1. Lynnette Feliciano, Municipal Secretary 2. Rosa Méndez, Human Resources Director 3. Tainachí Fernández, Federal Programs Director 4. Luis O. Andrades, Finance Director	Mr. Jose O. Santana Hernandez, Mayor Administrative Assistant
Key Staff	Ariel H. Soto Irrizarry, Federal Programs Director	1. Pedro Delgado, Operations Director 2. Edward Pérez, Operations Supervisor 3. Edwin Rivera, Driver	1. Ing. Felix A. Rivera Matos, Director of Municipal Public Works 2. Mr. Jesús M. Ramos Rodríguez, Mayor Administrative Assistant 3. Mrs. Mariela Rolon Rodriguez, Secretary of External Resources 4. Mrs. Ana Negron Diaz, External Resource Administrative Assistant

Authorities	Orocovis	Patillas	Peñuelas	Rincón
Accountable Executive	Jesús E. Colón Berlingeri, Mayor of Orocovis	Hon. Maritza Sánchez Neris, Mayor of Patillas	Hon. Gregory González Souchet, Mayor of Peñuelas	Carlos D. López Bonilla, Mayor of Peñuelas
Chief Security Officer	Tnte. José Rivera, Interim Municipal Police Commissioner	Elizabeth Vélez de León, Director of Federal Programs	Carlos Echevarría Ramos, Director of Public Works	Julio Figueroa, Director
Agency Leadership and Executive Management	1. Vilma R. Meléndez Hernández, Finance Director	1. Jaime Hernández Caban, Director of Municipal Public Works 2. Daly M. Hernández Reyes, Director of Human Resources 3. Elizabeth Vélez de León, Director of Federal Programs 4. Roberto Rodríguez de Jesús, Chief of Municipal Office 5. Sheila N. Colon Rodríguez, Director of Citizens Affairs 6. Luis Cintrón González, Director of Emergency Management	1. Miguel A. Figueroa Torres, Vice-Mayor 2. José L. Cruz Cáliz, Director of Human Resources 3. Wanda Serrano, Director of Finance 4. Johanna Irizarry Arbona, Director of Federal Funds	1. Kayshla Orsini, Director of External Resources
Key Staff	1. Joseph Rivera Padilla, Assistant Mayor 2. Lilian M. Meléndez, Federal Programs Office Director	1. Jaime Hernández Cabán, Fixed Route Operations Supervisor 2. Rafael Padilla, Vehicle Maintenance Supervisor 3. Yelitza Luyando, Facilities Supervisor 4. Jaime Hernández Cabán, Demand Response Service Supervisor	1. Harold Laracuente, Supervisor of Operations 2. Harold Laracuente, Driver 3. Wilson Muñiz Toro, Driver 4. Julio Soto Robles, Driver 5. Elvin Rivera Núñez, Driver	1. Rafael Vargas, Driver 2. Reinaldo Ruiz, Driver 3. Juan Pérez, Driver

Authorities	Salinas	San Juan	San Lorenzo
Accountable Executive	Karilyn Colon Bonilla, Mayor of Salinas	Hon. Miguel Romero, Mayor of San Juan	Jaime Alverio Ramos, Mayor of San Lorenzo
Chief Security Officer	Jose Diaz, Municipal Police Commissioner	Ivelisse Camacho, Transportation Manager	Rafael Malavé, Safety Director
Agency Leadership and Executive Management	1. Maria E. Rosario, Administrator	1. Noel Mercado, Municipal Secretary 2. Rina Crespo, Human Resources Director 3. Tamara González, Planning Director 4. Manuel Piñeiro, Management and Budget Director 5. Ana-María Delgado, Finance Director 6. Milagros Murphy, Federal Affair Director 7. Raúl García, Operation Dept. Director 8. Evelyn Chaparro, Accounting Group Leader 9. Lourdes Domenech, FTA Special Assistant	1. Rafael Malavé, Transportation Service Coordinator 2. Mitzy Ramirez, Administrator 3. Samary Ruiz, Federal Programs Director 4. Mariluz Dones, Police Commissioner 5. Luis G. Ramos. Emergency Management Director 6. William Córdova, Public Works Director
Key Staff	1. Victor R. Ortiz Figueroa, Public Works Director 2. Jose Diaz, Municipal Police Commissioner 3. Gilberto Vega, Emergency Management Office Director 4. Dolmary Colon, Federal Program Director 5. Maynette Irizarry, Municipal Elderly Director	1. Ivelisse Camacho, Transportation Manager 2. Gilberto Martínez, Mechanical Staff Supervisor	3. José L. Santiago, Operations Assistant 4. Carlos Montañez, Facilities/Vehicles Inspector 5. Arleen Barreto, Human Resources Director 6. Rosa Cuevas, Administrative Assistant 7. Omar Santos, FTA Consultant

Authorities	San Sebastián	Toa Baja	Trujillo Alto
Accountable Executive	Javier D. Jiménez, Mayor of San Sebastián	Bernardo "Betito" Márquez García, Mayor of Toa Baja	Hon. José L. Cruz, Mayor of Trujillo Alto
Chief Security Officer	Maritza Ruiz, Federal Programs Director	Anilda Fernández Vega, Director, Department of Planning and Economic Development	Lcda. Yaridsa Collazo Perdomo, Interim Director
Agency Leadership and Executive Management	1. Tauniliz Colón, Mayor´s Special Assistant	1. Manuel Siaca Arroyo, Supervisor, Municipal Facilities 2. Diana Vazquez Valentin, Municipal Secretary 3. Marisel Canales del Valle, Director, Dept. of Housing and Federal Programs 4. Frances Garcia Ayala, Director, Dept. of Human Resources 5. Luis J. Rivera Diaz, Director, Dept. of Emergency Management and Disaster Administration 6. Martin Rivera Arias, Municipal Police Commissioner 7. Sergio Santiago, Director, Department of Finance 8. Brenda Mangual, Press Director	1. Mr. Radames Benítez, Executive Assistant 2. Mr. Gilbert Colón, Public Works Director 3. Ing. Cecilia Ruiz, Federal Programs Director 4. Mr. Eduardo Rodríguez, Human Resources Director 5. Officer Eddie Cosme, Chief of Municipal Police
Key Staff	1. José F. Rosa Villanueva, Automotive Maintenance Supervisor	1. Carmen Rivera Morales, Supervisor Urban Mobility 2. Rubén Pomales Rodríguez, Planner 3. Alexis A. Ramos Echeandía, Planner 4. Isabel Olivieri Ortiz, GIS Analyst	1. Lcda. Yaridsa Collazo Perdomo, Executive Special Assistant 2. Mr. Ángel Quiñonez, Public Works Director 3. Ing. Margarita López, Municipalities Facilities Director

Authorities	UPRM	Utuado	Vega Alta
Accountable Executive	Agustín Rullán Toro, Ph.D, Chancellor	Hon. Jorge Pérez Heredia, Mayor of Utuado	Hon. María M. Vega Pagán, Mayor of Vega Alta
Chief Security Officer	Eng. María I. Fernández, ME, Director of Environmental Health and Safety Office	Ramón J. Pagan Mercado, Director of Federal Programs	Miguel A. Navas Flores, Director of Municipal Emergency Management
Agency Leadership and Executive Management	1. Eng. Janice Mercado, PE, Director of Buildings and Grounds Department 2. Eng. Omar I. Molina, Ph.D., Dean of Administration	1. Nelson Cadiz, Director of Municipal Public Works 2. Zoadme Rodriguez, Director of Human Resources 3. Ramón J. Pagan Mercado, Director of Federal Programs 4. Arsenio Vélez, Chief of Municipal Police 5. Bolivar Bermudez, Director of Citizens Affairs 1. Jose Rodriguez, Director of Emergency Management	2. Pablo Collazo Cortés, PPL, Director of Planning and Economic Development
Key Staff	1. Flavia Marínez Vilella, Transportation Division Supervisor 2. Militza Rodríguez Malavé, Administrative Assistant III 3. Ingrid V. Bracero Cintrón, Administrative Secretary III 4. Adgar Altieri Varela, Mechanics Workshop Supervisor 5. Wilson Ramos Gutiérrez, Administrative Assistant III 6. Willys Vicente, Administrative Officer II	1. Alex Nadal, Fixed Route Operations Supervisor 2. Nelson Cadiz, Vehicle Maintenance Supervisor 3. Alex Nadal, Facilities Supervisor Alex Nadal, Demand Response Service Supervisor	1. Pablo Collazo Cortés, Director of Planning and Economic Development 2. Alex Román Maysonet, Collective Transport Supervisor 3. Samuel Negrón Pérez, GIS Technician 4. Herminia Dávila González, Secretary

Authorities	Vega Baja	Villalba	Yabucoa
Accountable Executive	Hon. Marcos Cruz Molina, Mayor of Vega Baja	Hon. Luis Javier Hernandez Ortiz, Mayor Villalba	Rafael Surillo Ruiz, Mayor of Yabucoa
Chief Security Officer	Mr. Jose Ayala Gonzalez, Director of Emergency Management	Axel J. Santiago Alvarado, Director of the Planning Office	Edgar Casanova, Safety Director
Agency Leadership and Executive Management	1. Ing. Eduardo Hernández Donate, Director of the Development and Planning Office 2. Mrs. Camen Y. Ruiz Torres, Director of Human Resources 3. Mr. Edgar Pérez Negrón, Director of Finance 4. Mr. Javier Pantoja Cabrera, Municipal Internal Auditor 5. Mr. Victor Rivera, Police Commissioner 6. Mr. Freddy Ramos Medina, Mayor's Assistant 7. Mr. Héctor Rosado Calderón, Director of Federal Programs 8. Mr. José Vega Ramos, Director of Public Works (Mayors Assistant) 9. Mrs. Daliz Olmeda, Director of the Elderly Center	1. Nilsa A. García Cintrón, Director of Human Resources 1.	2. Edgar Casanova, Transportation Service 3. Wanda Castro, Administrator 4. Aisa I. Santiago 5. Heriberto Vélez, Public Works Office Director 1. Ahmed Molina, Emergency Management Director
Key Staff	1. Angel Medina Rivera, Citizen Mobility Coordinator 2. Maria Batista Olivera, Administrative Assistant 3. José Pérez Ríos, Mechanic 4. Manuel Joy Puig, Terminal Coordinator	1. Lourdes I. Rodríguez Arroyo, Director of Public Transportation 1.	2. Margarita Vázquez, Operations Assistant 3. Luis Rivera, Garage Supervisor 4. Luis Ortiz, Facilities Inspector 5. Ayleen Laboy, Human Resources Director 6. Rosa Laboy, Administrative Assistant 1. Omar Santos, FTA Consultant

Authorities	Yauco
Accountable Executive	Hon. Angel L. Torres Ortiz, Mayor of Yauco
Chief Security Officer	Mr. José A. Torres Rivera, Public Security Director and Municipal Police Commissioner
Agency Leadership and Executive Management	2. Ing. Luis Martínez Pueyo, Federal Programs Director 3. Mr. Elliot Class, Finance Director 4. Mrs. Damaris Batista Rodríguez, Human Resources Director 5. Mr. Larry Soto, Municipal Administrator
Key Staff	2. Mrs. Carmen Madera Cruz, Public Transportation Department Manager 3. Mrs. Mayra Ortiz Arroyo, Administrative Assistant 4. Mrs. Maritza Vélez Cruz, Accountant 5. Mrs. Ana M. Carlo Albino, Route Fixed Coordinator 6. Mrs. Madline G. López Berrios, ADA Coordinator 7. Mr. Efrain O. Garcial Antongiorgi, Supervisor of Vehicle Maintenance 8. Mr. José L. Alvarez Llorens, Property Director 9. Mrs. Carmen L. Geraldino Muñiz, Maintenance Preventive Data collector

PTASP Initial Information Assessment

Representative municipalities

Organization

Similarities:

1. Caguas, Aguadilla, and Ponce:
    a. The Accountable Executive to fulfill the PTASP requirements will be the mayor of the municipality.
    b. The municipalities designated as part of the Agency Leadership and Executive Management team current municipal employees in charge of human resources office, training programs, and liaison with the transit system users and community.
    c. The "Key Staff" for PTASP will be composed by the current municipal employees, these are Coordinator of the Paratransit System, Municipal Facilities Manager, Director of the Transit system, Director of Vehicles Maintenance, and Mechanics.
2. Caguas and Aguadilla:
    a. Designated as Agency Leadership and Executive Management the Municipal Public Works directors and Managers and Municipal Emergency Management Coordinator.
3. Ponce and Caguas:
    a. Designated as Agency Leadership and Executive current Administrators of the municipal Accounting and Finances Office or Public Transportation Finance Manager.
    b. The municipalities named as Key Staff current municipal employees in charge of the coordination of the municipal or transit system dispatch.

Differences:

1. The municipality of Ponce designated as Agency Leadership and Executive Management the directors, managers, and administrators of the South Integrated Transportation System (SITRAS), while Caguas and Aguadilla appointed Transportation System Managers as Key Staff.
2. Caguas, Ponce, and Aguadilla designated as Chief Security Officers one member of the current staff. All employees have different responsibilities and areas of expertise in the present municipal structure. Ponce did not define the current work position or person with the responsibility of Chief Security Officer.
3. Aguadilla named the Municipal Police Commissioner as part of the security team for the Public Transportation System. The commissioner will fulfill all the responsibilities of Agency Leadership and Executive Management.

4. The municipalities designated as Agency Leadership and Executive Management or Key Staff current employees with different responsibilities under the present municipal structure. A summary is presented ahead:
    a. Ponce named employees in charge of:
        i. Federal Affairs
        ii. Title VI Coordinator and Process Evaluator
        iii. Administrative Assistant
        iv. Coordinator of Ponce New Freedom Program
    b. Caguas designated as security team member personnel like:
        i. Director of External Resources
        ii. Security Coordinator
    c. Aguadilla selected as part of the team the following staff member:
        i. Internal Auditor

Notes:

1. The municipalities of Aguadilla established the position but did not provide the name of the employees included in the PTASP. The municipality of Ponce did not provide the name of the employee that will occupy the position of Chief Security Officer.
2. Aguadilla presented as "Key Staff" the municipal Manager of Municipal Transportation Office, Mechanic, Transportation Coordinator, however, did not provide the name of the employees.

Team member responsibilities:

The municipality of Caguas defined the responsibilities of each member of the safety team for the PTASP. The responsibilities were defined according to the recommendations and are similar to the definitions of each team position described in the National Public Transportation Safety Plan. The responsibilities are summarized ahead:

1. Accountable Executive: is the person responsible of the implementation of the Safety Management System and PTASP, control the capital and human resources, assure the implementation of performance measures, and so on.
2. Chief Security Officer: the responsibilities of this position include the daily operations of the public transportation system, the administration of the employee reporting system, reports directly to the Accountable Executive, and conduct other operational tasks.
3. Agency Leadership and Executive Management: are responsible of the assessment of all safety events and the analysis of trends and probabilities of safety event occurrence, manage the daily implementation of Safety Management System, and provide support to the Chief Security Officer and Accountable Executive.
4. Key Staff: assess all reported risks and maintain the record of potential hazards, provide support to safety committee and executives of the PTASP, and evaluate the performance of the mitigation measures.

Note:

1. The municipality of Aguadilla did not present the responsibilities of the staff included in the PTASP.

Assessment of Current Process

Similarities:

1. Aguadilla, Caguas, and Ponce: the municipalities have an existing process describing the steps and documentation required in case of collision or accident involving one or more municipal vehicles. The process is similar for all municipalities, with the following exceptions:
    a. Caguas has a secondary process to define if the driver must be tested to detect the use of prohibited substances or alcohol abuse. (Aguadilla mentions a separate process in the Office of Human Resources, but do not describe the steps and targets of this process).
    b. Caguas municipality has an office employee that visits the accident location and conducts the investigation and inspection of the collision including all vehicles, drivers, and users involved in the incident.
2. Aguadilla, Caguas, and Ponce: other current safety processes include:
    a. Daily vehicle inspection: the three municipalities have a current process for the inspection of each vehicle before and after the use of the unit to provide public transportation service. The inspection should include the tires, oil levels, brake system, safety devices, lights, and so on.
    b. Maintenance: both municipalities have a current process to carry out periodic and preventive maintenance for all municipal vehicles including the public transportation units.
    c. The three municipalities have a training program for all drivers and employees and a process to enforce the local and federal regulations about the consumption of prohibited substance or alcohol and possible penalties for employees who do not comply with all of the provisions.
3. Employee Reporting System:
    a. Aguadilla, Ponce, and Caguas: the municipalities have an existing daily process and documentation in which drivers and employees of the public transportation system might report potential hazard elements or situations that can result in injury for transportation users or employees. Most of the existing process was developed to prevent vehicle malfunction or mechanical failures.
    b. The information of the municipalities included the use of technology to update and improve the employee reporting system and provide

different ways in which the driver might report potential hazard elements or practices.

Differences:

1. Caguas has a current process for incident management (not involve collisions) in which the driver stops the vehicle and assist the affected user. Also, provides several courses of action according to the severity of visible injuries. This process is applicable for incidents inside the vehicle or facilities used to provide public transportation.
2. The Municipality of Caguas described the applicable process in case of accident or property damage (facilities and/or vehicles). Also, the possible solutions according to the results of internal investigations and possible negligent actions of the employees were described.
3. Aguadilla installed a tracking system (GPS) in all vehicles units used to provide public transportation in the municipality. This system provides information about the daily operation and location of the vehicle in case of safety events.
4. Ponce installed or proposed a surveillance system using cameras installed inside of the vehicles used to provide public transportation in the South Integrated Transportation System (SITRAS). The vehicles have a radio system to provide direct communication between the drivers and the central office. The systems provide quick response to accidents, incidents, or any other safety event that affect the employees or system users.

Other Municipalities

Additional Municipalities: Añasco, Carolina, Camuy, Cidra, Corozal, Dorado, Guayanilla, Humacao, Lajas, Las Marías, Manatí, Mayagüez, Naranjito, San Juan, San Lorenzo, Toa Baja, and Villalba.

1. The responsibilities of Accountable Executive in the public transportation systems of the municipalities of Añasco, Camuy, Corozal, Dorado, Guayanilla, Hatillo, Humacao, Lajas, Las Marias, Mayagüez, and Villalba were designated to the Mayor of the Municipality. Barceloneta, Cidra, Manatí, Naranjito, and San Lorenzo named the Director of Federal Programs as Accountable Executive. The Director of Planning or Operations Department was selected as Accountable Executive in the municipalities of San Juan and Toa Baja. Finally, the Director of the General Services Department was selected for this position in the municipality of Carolina. In summary, including the representative municipalities, 65% of the Accountable executives correspond to the Mayor of the Municipality and the other 35% to the staff responsible of transportation offices, federal programs, or general services.
2. All municipalities named as part of the staff to fulfill the National Public Transportation Safety Plan requirements municipal employees in charge of transportation systems, human resources, federal programs, administrative assistance, and workers with other responsibilities under the current municipal structure.
3. The responsibilities of each safety team member in the PTASP were define following the recommendations and requirements presented in the NPTSP. The primary responsibility of the Accountable Executive is the implementation of the Safety Management System. Other members are responsible for the daily operations, safety assessment, evaluation of performance measures, and the support of executives of the safety plan.
4. Existing Safety Process: several municipalities have current processes to assure a safe environment for all employees and users. The following processes are defined in the municipalities' regulations or manuals:
    a. Daily inspection of public transportation vehicles: the process includes the inspection of the brake system, lights, safety devices, oil levels, fuel level, and so on.
    b. Vehicle Maintenance: all vehicles used to provide public transportation must be inspected and maintained according to the manufacturers' recommendations. The Director of Maintenance in the municipality should maintain a record of all periodic inspections.

c. Accident, Incidents, or Safety Events Management: municipalities define the process to manage and investigate an accident or collision that involves one or more vehicles used to provide public transportation.

Several municipalities proposed the use of technology to improve the response time and maintain an effective accident, incident, and safety events management. The technologies include surveillance with cameras, radio communication, GPS tracking system, among others.

5. Employee Reporting System: all municipalities have a current process in which the drivers and public transportation employees' complete daily reports and documentation including the potential safety hazards or any safety event that occurs during work hours. However, several municipalities proposed an update to promote the technology to improve the employee reporting system.
6. Safety Committee: the municipalities named the safety committee coordinator and defined the responsibilities of each safety member and the frequency of the meetings.
7. Several municipalities provide strategies to promote the safety policy using different ways of communication including the social networks, transportation system, municipality web pages, among others.

The following section provides more details about the staff, responsibilities, and current procedures for each municipality with public transportation systems that provided the information.

<u>Añasco:</u>

1. The municipal government designated as Accountable Executive the mayor of the municipality. The other safety team members selected to be part of the PTASP are Human Resource Director, Public Transportation Director, Administrative Assistant, Facility Managers, Vehicle Maintenance Supervisor, and so on.
2. The municipality of Añasco defined different processes to promote a safe environment, the current processes are presented ahead:
    a. Periodic inspection and evaluation of the condition of all vehicles, highways, and facilities used to provide public transportation service.
    b. Daily inspection of public transportation vehicles: the drivers should inspect the critical systems of the vehicles and safety devices.
    c. Accident and incident management process: the municipality defined the process to report, investigate, and manage safety events.
3. In the document, the municipal government described the Safety Committee organization, objectives and responsibilities, and meeting frequency.

4. The municipal government included different strategies to provide effective reporting program. The proposed methods are anonymous report box, emails, telephone lines, or report directly with public transportation supervisors or directors.
5. In the document, the municipality proposed strategies to disseminate the safety policy information. The strategies included bulletin boards, publications in social media, email, and memos to public transportation staff and consultants.

Carolina:

1. The Municipal government of Carolina designated as Accountable Executive the General Service Department Director. The other members of the team selected to be part of the PTASP are the Infrastructure Manager, Vehicle Maintenance Office Director, Director of Planning Office, SITRAC Operation Manager, and so on.
2. The municipal government did not describe the existing processes to assure a safe environment for employees and public transportation users. The process to report and investigate accidents, incidents, and safety events was not described in the information provided by the municipality.
3. The safety committee coordinator, responsibilities, meeting frequency, and other administrative issues were not defined in the information provided.
4. The strategies to disseminate the safety policy information were not define in the information provided by the Municipality of Carolina.

Cidra:

1. The municipality of Cidra designated the Accountable Executive, Chief Security Officer, and other current employees to be part of the PTASP. However, many positions for Key Staff continue vacant and will be defined in the future stages of the plan.
2. Cidra did not present the responsibilities of the Accountable Executive, Chief Security Officers, Agency Leadership and Executive Management and Key Staff in the documents received.
3. In the documents, the municipality of Cidra proposed a series of measures and processes to improve the management of accidents, incidents, or safety events. The processes include measures to prevent accidents and to provide a safe environment for all users.
4. Cidra will incorporate the Employee Reporting System in the future. The goal of the proposed system is to provide different ways in which the managers of the transportation system will reach the safety information. The municipality government will maintain a record and evaluate all reported hazards in the public transportation system.

Corozal:

1. The municipal government designated as Accountable Executive the mayor of the municipality. The other safety team members selected to be part of the PTASP are Human Resource Director, Federal Programs Director, Administrative Assistant, Facility Managers, Transportation, Public Works Director, and so on.
2. The municipality of Corozal defined different process to promote a safe environment, the current processes are presented ahead:
    a. Periodic inspection and evaluation of the condition of all vehicles, highways, and facilities used to provide public transportation systems.
    b. Daily inspection of public transportation vehicles: the drivers should inspect the critical systems of the vehicles, such as tires, lights, brake systems, fluids levels, and so on.
    c. Accident and incident management process: the municipality defined the process to report, investigate, and manage safety events.
3. The municipal government defined the Safety Committee organization and coordinator, objectives, and meeting frequency.
4. In the document, the municipality proposed strategies to disseminate the safety policy information and the staff responsible of this task. The strategies included bulletin boards, employee training programs, publications in social media, and municipality web pages.

Dorado:

1. The municipality government defined the staff to fulfill all requirements according to the National Public Transportation Safety Plan. Like the majority of the municipalities included in the representative selection, Dorado designated the mayor of the municipality as Accountable Executive.
2. Dorado designated as Agency Leadership and Executive Management and Key Staff current municipal employees with the following positions under the present structure: directors of human resources, federal programs, external resources, vehicle maintenance, and so on.
3. The municipality did not describe existing safety strategies to prevent safety events or processes to manage accidents or incidents that involve public transportation vehicles, drivers, and/or users.
4. Dorado did not define the Employee Reporting System, Safety Committee, or strategies to promote the safety policy.

Guayanilla:

1. The municipal Government designated all staff responsible of the implementation of the Safety Management System, performance measures implementation, assessment of potential risk, among others. The information presented by the municipality of Guayanilla is presented ahead:
    a. The mayor of the municipality o Guayanilla was designated as Accountable Executive. In the document, the municipal government describes the principal responsibilities and all staff that provide support to the Accountable Executive.
    b. All personal designated as Agency Leadership and Executive Management and Key Staff are current municipal employees in charge of human resources, emergency management, transportation coordination, and so on.
    c. Guayanilla defined the responsibilities of each safety team member included in the PTASP according to the recommendations and requirements presented in the National Public Transportation Safety Plan.
2. Guayanilla has current processes to assure the safety and prevent accidents and incidents during the daily operation of the public transportation system, the current processes are:
    a. Accident Management Process
    b. Emergency Management Plan
    c. Vehicles and Facilities Evacuation Plan
    d. Process to Manage Public Transportation Vehicles
    e. Preparation Process for Natural Disasters
3. The municipal government proposed different ways to provide the Employee Reporting System. The strategies include email, anonymous recommendation box, or direct communication with transportation directors or managers. Also, in the document, the municipal government provided examples of the possible situations that should be reported using the Employee Reporting System.
4. Guayanilla proposed several communication channels to provide information about the Safety Policy to all Employees and public transportation users. The possible strategies include radio and TV stations, social media, and printed material.

Humacao:

1. The mayor of the municipality of Humacao was designated as Accountable Executive to fulfill the FTA requirements.

2. The Chief Security Officer, Agency Leadership, and Executive Management and Key Staff will be composed by the Citizen Service Office Staff, Daily Operational Director, Federal Programs Director, Administrative Assistants, and vehicle mechanics.
3. Humacao developed a series of procedures to assure the safety environment for all employees and transportation users:
    a. Weekly inspection of all vehicles, highways, and facilities used to provide public transportation service.
    b. Daily inspection: all drivers should verify critical safety systems in the vehicle like brake system, lights, fluids levels, fuel levels, tires, and safety devices before starting the transportation services.
    c. Accident and incident management process: the municipality defined a series of steps to manage and investigate accidents or other safety events. Also, they maintained a record of safety events reported during transportation service hours.
4. In the document, the municipality government defined the Safety Committee organization and coordinator, responsibilities of each member, targets, and meeting frequency.
5. Humacao municipal government proposed the employee reporting system. The purpose of this system is to provide a tool for the employees to communicate any hazard element or situation in order to prevent safety events. The information provided describe the communication methods and examples of hazard that drivers and employees should report.

<u>Lajas:</u>

1. The municipal government designated as Accountable Executive the mayor of the municipality. The other safety team members selected to be part of the PTASP are Human Resource Director, Federal Programs Director, Public Transportation Drivers, Vehicle Maintenance Supervisor, Facility Managers, Transportation, and Public Works Director, and so on.
2. The municipality of Lajas defined different processes to promote a safe environment, the current processes are presented ahead:
    a. Periodic inspection and evaluation of the condition of all vehicles, highways, and facilities used to provide public transportation service.
    b. Daily inspection of public transportation vehicles: the drivers should inspect the critical systems of the vehicles and safety devices.
    c. Accident and incident management process: the municipality defined the process to report, investigate, and manage safety events.
3. The municipal government defined the Safety Committee organization and coordinator, objectives, and meeting frequency.

4. In the document, the municipality proposed strategies to disseminate the safety policy information and the staff responsible of this task. The strategies include bulletin boards, publications in social media, email, and memos to public transportation staff.

Las Marías:

1. Las Marias municipal government designated as Accountable Executive the mayor of the municipality.
    a. The other positions required by the National Public Transportation Safety Plan were covered with the current municipal employees designated to the Federal Program Office and Citizen Services.
2. In the documents, the municipality of Las Marias defined the responsibilities of each member of the safety team proposed for the PTASP according to the requirements and recommendations presented by FTA in the National Public Transportation Safety Plan.
3. Existing regulations provide drivers and public transportation employees a process to report hazard elements in the vehicles, facilities, or operational procedures that might result in a safety event. Additional processes include reports of accidents or incidents, vehicle preventive maintenance, reparation records, and so on.
4. Las Marias did not define the Safety Committee Coordinator, responsibilities, and meeting frequencies.
5. In the document received, the municipality did not present strategies to provide information about the Safety Policy to all municipal employees and public transportation users.

Manatí:

1. The municipal government developed a Safety Plan according to the guides presented by FTA in the National Public Transportation Safety Plan. Manatí designated as Accountable Executive the current Federal Affairs Office Director and defined all responsibilities implanting the Safety Management System.
    a. The municipality did not define the employees designated to cover the Agency Leadership and Executive Management and Key Staff as required in the National Public Transportation Safety Plan.
2. Employee Reporting System: the existing and proposed procedures provide the employee tools to report potential hazard elements or situations during the service hours. The strategies include staff meetings, direct communication with supervisors, and other processes.
3. Manatí defined the strategies to disseminate the Safety Policy information through the agency and all transportation users. The technics include social

media, bulletin boards, publications in the current web pages, among others.

Naranjito:

1. The Municipality government designate current municipal staff to cover all positions to fulfill the requirement presented in the National Public Transportation Safety Plan. Contrary to the representative municipalities, the Accountable Executive is the Director of Federal Programs Office. The proposed staff does not include employees in charge of public transportation or safety departments, mechanics, or facility managers.
2. The responsibilities of the staff were defined according to the recommendations and requirements presented in the National Public Transportation Safety Plan.
3. Naranjito did not describe in the document the current process to assure safety environment to all employees or public transportation users. the municipality did not define the process to manage safety events like accidents, collisions, or safety events.
4. Naranjito proposed a series of strategies to provide an effective Employee Reporting System. Also, the municipality promotes the use of technology for data collection using a new tracking system and radio systems in all vehicle units used to provide the public transportation service.
5. The Safety Policy information will present to all employees and system users through printed material in the facilities and vehicles, publications in local stations, and information posted on the municipal and transportation system web page.

San Juan:

1. The municipal government of San Juan designated the employees that cover the Accountable Executive and Chief Security Officer. Note: only present the current position of the employees.
2. San Juan did not define the Agency Leadership and Executive Management and Key Staff personal required by FTA in the National Public Transportation Safety Plan.
3. The municipal government did not define the responsibilities of the safety team members included in the PTASP.
4. In the document, San Juan proposed the implementation of accident report systems, emergency management plan, process to investigate and report incidents, training process, and requirements for all employees and other strategies.

San Lorenzo:

1. The municipal government named as the Accountable Executive the Director of Federal Programs in San Lorenzo.
2. San Lorenzo defined the Chief Security Officer and Agency Leadership and Executive Management; however, the municipality did not describe the current position under the present municipal structure.
3. The Key Staff will be composed by the administrative assistants, public transportation drivers and director of vehicle maintenance, and mechanics.
4. The responsibilities of each member of the safety team were defined based on the current work position responsibilities, but do not meet the minimum requirements presented in the National Public Transportation Safety Plan.
5. The municipality of San Lorenzo public transportation system provided an employee reporting system using daily documentation and description of potential hazard elements or situation observed during service hours.
6. All vehicles used to provide public transportation have installed a GPS tracking system, computers, radios, and other technologies that improve emergency response time and collect system data.

Toa Baja:

1. The municipal government designated as Accountable Executive the mayor of the municipality. The others safety team members selected to be part of the PTASP are Human Resource Director, Transportation Coordinator, Administrative Assistant, Facility Managers, Municipal Emergency Management Director, and so on.
2. In the document, Toa Baja defined the responsibilities of each team member selected to be part of the PTASP according to the recommendations and guides presented in the FTA National Public Transportation Safety Plan.
3. The municipality described the structure of the Safety Committee including the coordinator, responsibilities of each member, minimum requirements, and meeting frequency.
4. Toa Baja proposed the implementation of the Employee Reporting System using different methods, these are: email, personal communication with the transportation system managers, telephone calls, or any other communication channel.
5. Toa Baja has different processes and plans to assure a safe environment to all employees and users; these existing processes are:
    a. Emergency Management Plan
    b. Process to report and investigate accident and incidents

c. Public Transportation vehicles inspection process and preventive maintenance
d. Toa Baja provided to all public transportation employee training about rules, procedures, use of vehicles during transportation service hours, and emergency management.

6. All vehicles used to provide public transportation have a radio system, GPS tracking system, and computers with GIS systems to collect transportation system data.

Villalba:

1. The municipal government designated as Accountable Executive the mayor of the municipality. The other safety team members selected to be part of the PTASP are Human Resource Director, Public Transportation Director, Public Transportation Mechanic, Planning Office Director, Public Transportation Drivers, and so on.
2. The municipality of Villalba did not provide details about existing processes for vehicle inspection, maintenance, facilities inspection, or accident or incident investigation and report.
3. The responsibilities of the safety team members, safety committee, employees reporting system, and strategies to disseminate safety policy were not defined and described in the information provided by the municipality of Villalba.

Attachment K: Aguadilla Overall Initial Assessment

System Inspection ---------- - 167 -

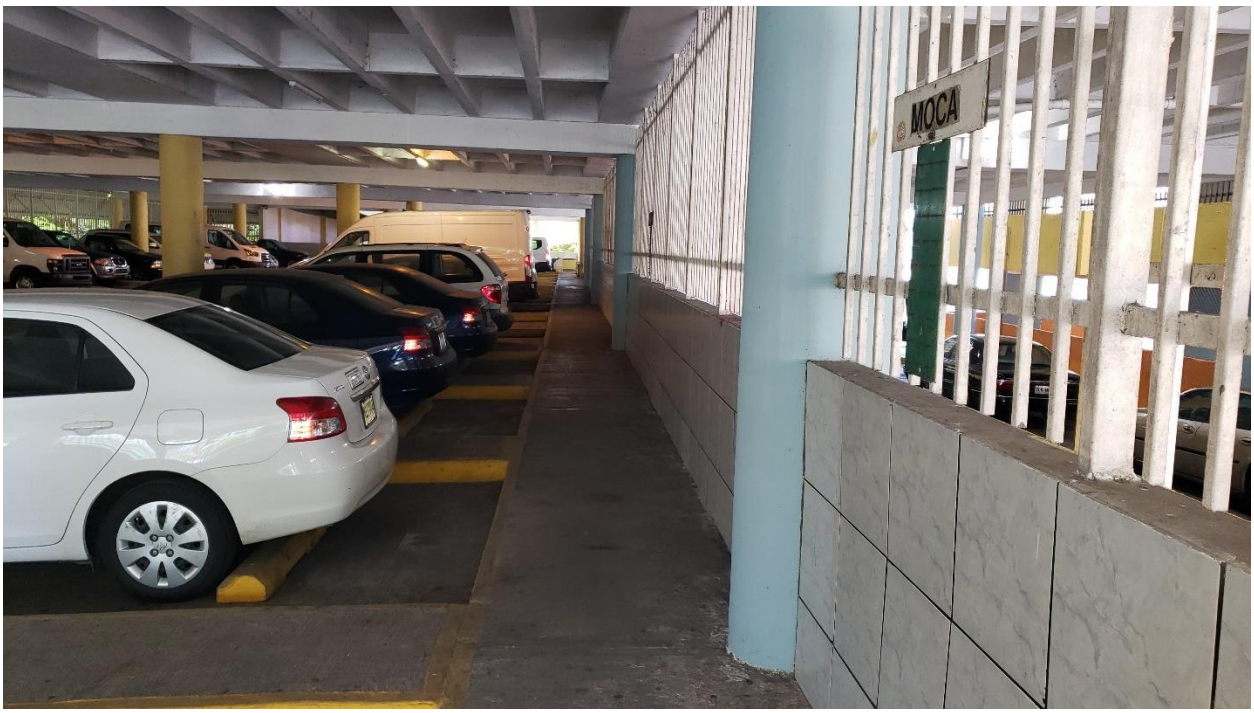
Initial Hazard Assessment ---------- - 174 -

System Inspection

The inspection carried out in the municipality of Aguadilla included the facilities used to provide the public transportation service. The visit included the terminal, part of the bus stops, and the maintenance facilities. Currently, the system is only providing a demand response service. Therefore, the stops visited correspond to bus stops that were used several years ago when the system had a fixed route service. Despite this, some of these facilities were visited since the municipality plans to restart offering a fixed-route service and will use some of the existing stops.

Terminals

Currently, the public transportation system is offering only a demand response service, and the terminal is mainly used by public transit providers to transport people to other municipalities. The terminal has a designated area for these drivers to park and wait for users, as shown in Aguadilla Photo 1.



Aguadilla Photo 1: Public Transportation Providers Parking Areas

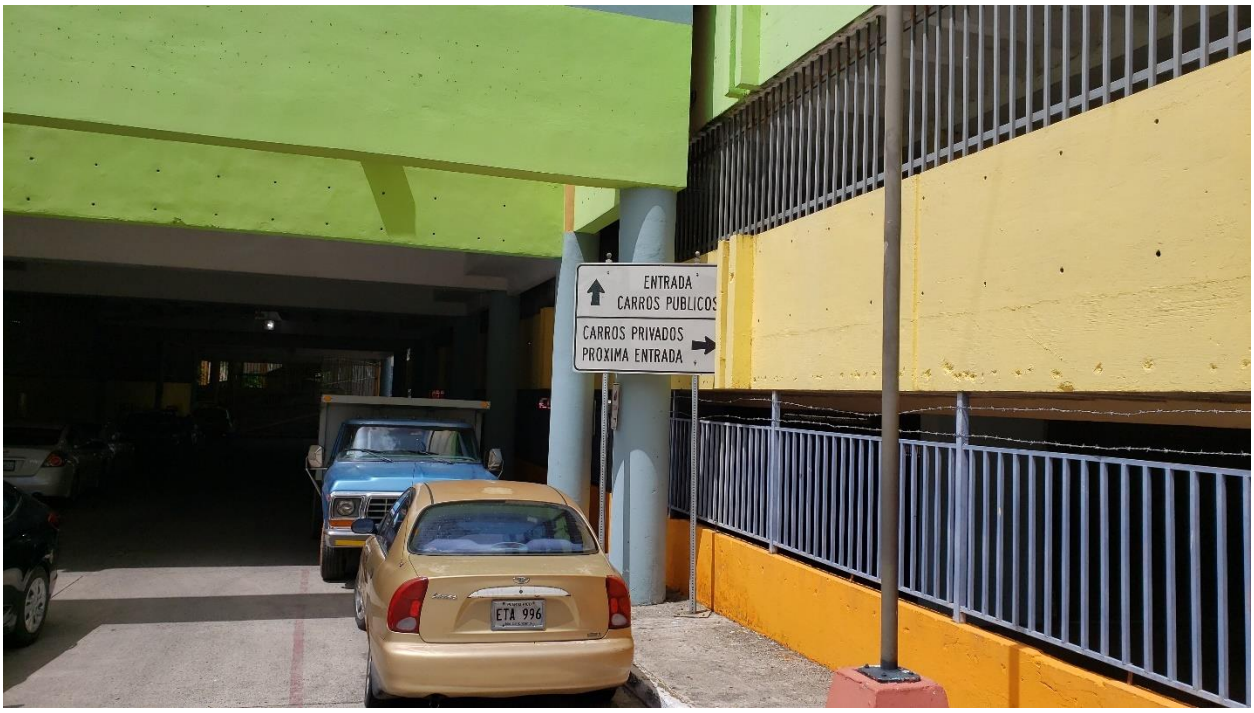
The signage used in the terminal indicates the presence of parking space for public vehicles (see Aguadilla Photo 2) and a separate parking space for private vehicles (see Aguadilla Photo 3). During the visits, the employees interviewed indicated that currently the private vehicles parking is designated for the exclusive use of municipal employees. Also, it was noticed that the signage used do not comply with the current Manual on Uniform Traffic Control Devices and PRHTA standards, in terms of colors, location, and their support structure, as shown in Aguadilla Photo 4 and Aguadilla Photo 5.



Aguadilla Photo 2: Public Vehicles Parking Area



Aguadilla Photo 3: Private Vehicles Parking Area



Aguadilla Photo 4: Terminal Signage #1



Aguadilla Photo 5: Terminal Signage #2

The terminal has ramps to allow the mobility of people with disabilities, as shown in Aguadilla Photo 6. Additionally, they have a designated parking area for their drop off, as observed in Aguadilla Photo 7. However, there are areas in the terminal with elements that reduce the width of corridors not allowing the movement while using a wheelchair, as shown in Aguadilla Photo 8.



Aguadilla Photo 6: Terminal Ramps



Aguadilla Photo 7: Parking Area for People with Disabilities



Aguadilla Photo 8: Terminal Corridors

Bus Stops

As mentioned above, the municipality is planning on reincorporate a fixed-route service in the system and to use some of the bus stops available to provide the service. Aguadilla Photo 9 and Aguadilla Photo 10 show two bus stops that are part of the system. Maintenance is required in these facilities to be able to provide a safe environment for all users.



Aguadilla Photo 9: Bus Stop #1



Aguadilla Photo 10: Bus Stop #2

Maintenance Facilities

The transit agency has a facility designated for the maintenance of their vehicles. This facility has the equipment and tools required to perform minor maintenance and repair works. In case the vehicles suffer major mechanical failures, the repair is sone by subcontracted personnel. Aguadilla Photo 11 and Aguadilla Photo 12 show some areas of the maintenance facilities.



Aguadilla Photo 11: Maintenance Facilities #1



Aguadilla Photo 12: Maintenance Facilities #2

Vehicles

The transit agency has minibuses to provide the Demand Response service, with ramps that allow access for people with disabilities. Since the system was in operation at the time of the visit, the vehicles could not be observed. However, Aguadilla Photo 13 shows a similar vehicle that was parked in the terminal. The municipality is waiting for new vehicles to start providing the fixed-route service.



Aguadilla Photo 13: Demand Response Vehicles

Initial Hazard Assessment (Spanish)

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación
1	Estructura Organizacional y Recursos Humanos	¿La estructura organizacional atiende todas sus necesidades: gerencia, planificación, operaciones, mantenimiento, servicio al ciudadano, manejo de emergencias, etc.?	Organización	Si	Las Oficinas de Manejo de Emergencias y Asuntos de la Vejez	Organización
2	Estructura Organizacional y Recursos Humanos	¿La cultura organizacional está orientada hacia la seguridad?	Cultura	Si	Cumplimiento de Leyes Estatales y Federales.	Procesos
3	Estructura Organizacional y Recursos Humanos	¿Poseen liderato experto dedicado al transporte colectivo?	Liderato	Parcialmente	No hay liderato dedicado a evaluar efectividad de transporte público	Ruta
4	Estructura Organizacional y Recursos Humanos	¿El liderato es responsivo?	Liderato	Si	Coordinación de rutas y comunicación entre personal y ciudadanos.	Organización
5	Estructura Organizacional y Recursos Humanos	¿El personal está asignado a labores dentro de sus capacidades?	Personal	Si	Personal capacitado.	Organización
6	Estructura Organizacional y Recursos Humanos	¿Están todas las áreas atendidas con los recursos humanos y capitales adecuados?	Personal	Si	Personal para cumplir con el servicio.	Organización
7	Estructura Organizacional y Recursos Humanos	¿Existe un programa de manejo de sucesión?	Personal	Si	Personal para sustituir cuando sea necesario.	Organización
8	Procesos	¿Existe un proceso de identificación de peligros?	Riesgos	Si	Se realizan inspecciones para cumplimiento.	Procesos
9	Procesos	¿Existe un proceso de manejo de riesgos?	Riesgos	Si	Se provee material necesario para mitigar riesgos.	Procesos
10	Procesos	¿Se documentan hallazgos de las inspecciones y evaluaciones?	Evaluación	Si	Formularios de inspección.	Procesos
11	Procesos	¿Se atienden adecuadamente los hallazgos?	Evaluación	Si	Los hallazgos son referidos a Auditoría Interna.	Procesos

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación
12	Procesos	¿Se documentan las estrategias?	Evaluación	Si	Las estrategias se evalúan en la eficiencia de las rutas.	Procesos
13	Procesos	¿Se evalúan las estrategias implementadas?	Evaluación	Si	Se evalúa la documentación y se modifica de ser necesaria	Procesos
14	Procesos	¿Hay protocolos de comunicación implementados?	Comunicación	Si	Comunicación con el personal supervisor a través de correos electrónicos y/o memorandos, entre otros.	Procesos
15	Procesos	¿Hay programas de adiestramiento implementados (choferes, mecánicos, servicio al cliente, gerencia)?	Adiestramiento	No	Falta de capacitación a empleados	Administración
16	Procesos	¿Se han implementados procesos para recoger el insumo de empleados y público?	Evaluación	No	No se conoce el pensar y opinión de empleados y público.	Administración
17	Procesos	¿Se han implementado protocolos de preparación para y manejo de emergencias?	Emergencias	Si	Plan de Desalojo y Plan Operacional.	Procesos
18	Procesos	¿Se recogen todos los datos que son necesarios (fallas, millaje, resultados de inspecciones, resultados de análisis de accidentes, eventos de seguridad, heridos, muertos, daños a la propiedad, colisiones, evacuaciones, etc.)?	Información	Si	Se preparan informes de millaje y de accidentes.	Procesos
19	Procesos	¿Hay protocolos de manejo de la información implementados?	Información	Si	Reglamento de Desarrollo Tecnológico.	Procesos

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación
20	Procesos	¿Se mantiene la información en un lugar seguro, existe redundancia (servidor, nube, etc.)?	Información	Si	La información se mantiene en el Servidor del municipio a cargo de la Oficina de Desarrollo Tecnológico.	Procesos
21	Procesos	¿Es efectivo y eficiente el proceso de compras y contratación?	Adquisición	Si	Se utiliza el Reglamento de la Oficina de Compras y Junta de Subastas en cumplimiento con la Ley de Municipios Autónomos.	Procesos
22	Facilidades, Edificios y Estructuras	¿Existe un programa de gerencia de activos de facilidades?	Facilidades	Si	Inventario de activos se actualiza continuamente.	Organización
23	Facilidades, Edificios y Estructuras	¿Se mantiene un inventario de los bienes?	Facilidades	Si	Inventario se actualiza continuamente.	Organización
24	Facilidades, Edificios y Estructuras	¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?	Facilidades	Si	Se mantiene inventario que se actualiza continuamente.	Organización
25	Facilidades, Edificios y Estructuras	¿Existen procesos efectivos y eficientes de inspección y mantenimiento?	Facilidades	Si	Se realizan inspecciones.	Procesos
26	Facilidades, Edificios y Estructuras	¿Están las facilidades en buena condición o estado de buena reparación?	Facilidades	No	Limitación de uso de facilidades, exposición a accidentes	Terminal
27	Facilidades, Edificios y Estructuras	¿Son adecuadas las facilidades para el uso actual y el esperado?	Facilidades	Parcialmente	Facilidades cuentan con estacionamiento necesario.	Terminal
28	Facilidades, Edificios y Estructuras	¿Están las áreas de espera debidamente identificadas?	Facilidades	Parcialmente	Dificultad para que las personas puedan identificar las áreas	Terminal
29	Facilidades, Edificios y Estructuras	¿Están los macados visibles?	Facilidades	Parcialmente	Algunas áreas están delimitadas.	Terminal Estacionamiento Paradas
30	Facilidades, Edificios y Estructuras	¿Están los rótulos legibles?	Facilidades	Parcialmente	Dificultad para que las personas puedan identificar las áreas	Terminal Estacionamiento Paradas
31	Facilidades, Edificios y Estructuras	¿Existen las facilidades para personas con impedimentos?	Facilidades	Si	Existen rampas y estacionamientos para personas con impedimentos.	Terminal Estacionamiento Paradas

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación
32	Facilidades, Edificios y Estructuras	¿Se cumple con ley ADA?	Facilidades	Parcialmente	El municipio cumple con las leyes requeridas.	Terminal Estacionamiento Paradas
33	Facilidades, Edificios y Estructuras	¿Las tecnologías son adecuadas y están vigentes?	Facilidades	Si	Son adecuadas y funcionales.	
34	Facilidades, Edificios y Estructuras	La política de seguridad y declaraciones relacionadas están visibles.	Facilidades	No	Necesario para el cumplimiento de la ley	Administración
35	Vehículos	¿Existe un programa de gerencia de activos para vehículos?	Vehículos	Si	Inventario de vehículos.	Organización
36	Vehículos	¿Se mantiene un inventario de los bienes?	Vehículos	Si	Inventario de equipo y propiedad.	Organización
37	Vehículos	¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?	Vehículos	Si	Inventario actualizado continuamente.	Taller
38	Vehículos	¿Existen procesos efectivos y eficientes de inspección y mantenimiento?	Vehículos	Si	Se realizan informes de gasolina, viajes y millaje.	Procesos
39	Vehículos	¿Están los vehículos en buena condición o estado de buena reparación?	Vehículos	Si	Son inspeccionados mensualmente	Transporte
40	Vehículos	¿Son adecuados los vehículos para el uso actual y el esperado?	Vehículos	Si	Son adecuados.	Transporte
41	Vehículos	¿Se cumple con ley ADA?	Vehículos	Si	Los vehículos tienen rampas en cumplimiento con Ley ADA.	Transporte
42	Vehículos	¿Las tecnologías son adecuadas y están vigentes?	Vehículos	Si	Tecnología necesaria para operar.	Transporte
43	Equipos	¿Existe un programa de gerencia de activos para equipos?	Equipos	Si	Inventario de equipo actualizado continuamente.	Organización
44	Equipos	¿Se mantiene un inventario de los bienes?	Equipos	Si	Inventario actualizado continuamente.	Organización
45	Equipos	¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?	Equipos	Si	Inventario actualizado continuamente.	Organización

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación
46	Equipos	¿Existen procesos efectivos y eficientes de inspección y mantenimiento?	Equipos	Si	Formularios de inspección.	Procesos
47	Equipos	¿Están los equipos en buena condición o estado de buena reparación?	Equipos	Si	Los equipos son funcionales	Organización
48	Equipos	¿Son adecuados los equipos para el uso actual y el esperado?	Equipos	Si	Los equipos son adecuados.	Organización
49	Equipos	¿Las tecnologías son adecuadas y están vigentes?	Equipos	Si	Son funcionales para el trabajo a realizarse	Organización
50	Equipos	¿Existen sistemas de protección para equipos eléctricos adecuados (baterías, protectores contra variaciones en voltaje, etc.)?	Equipos	Si	Mantenimiento de equipo. *Battery Backup* para cada equipo.	Administración
51	Equipos	¿Existe sistema para mantenimiento limitado del servicio durante emergencias (planta eléctrica, abastos de agua, etc.)?	Equipos	Si	Edificio tiene planta eléctrica y cisterna.	Administración

Attachment L: Caguas Overall Initial Assessment

System Inspection ---------- - 180 -

Initial Hazard Assessment ---------- - 187 -

System Inspection

The inspection carried out in the municipality of Caguas included the facilities used to provide the public transportation service including the operation of "Transcriollo", the Trolley system, among other public vehicles. The visit included the terminals, part of the bus stops used in the system, and the maintenance facilities. The service was not in operation at the time of the visit. Still, personnel were available to show the interior of the facilities.

Terminals

The public transportation system of Caguas has terminal named "Francisco Pancho Pereira". Caguas Photo 1 and Caguas Photo 2 shows the inside of the terminal and one of the areas designated for the boarding of passengers.



Caguas Photo 1: Francisco Pancho Pereira Terminal



Caguas Photo 2: Francisco Pancho Pereira Terminal

Currently, there are several areas of the terminal that required maintenance, such as the firefighting system, as shown in Caguas Photo 3. Also, as observed in Caguas Photo 4, there are still some damages in the terminal caused by Hurricane María in 2017.



Caguas Photo 3: Firefighting Systems – Francisco Pancho Pereira Terminal



Caguas Photo 4: Damages Caused by Hurricane Maria – Francisco Pancho Pereira Terminal

There is a project that includes a complete renovation of the terminal, to improve the facilities, address the damages caused by Hurricane Maria, and include a parking space for users.

Bus Stops

Visits were performed to several of the bus stops in the system. All stops included in the system have shelters, letting users to wait comfortably for the vehicles. However, most of the bus stops do not have the facilities required for the easy and safe access of the users. Caguas Photo 5 shows a bus stops with the sidewalk located behind it; people is required to walk through the grass to reach the boarding area. Also, Caguas Photo 6 shows similar situation; in this case there is a small concrete path on one side of the bus stop, but the width is not enough for a wheelchair to move.



Caguas Photo 5: Bus Stop #1



Caguas Photo 6: Bus Stop #2

Besides, this system has bus stops located at raised medians that separate the main road from a marginal street, as shown in Caguas Photo 7. In these stops, there are no facilities around, such as curb ramps or sidewalks, that users can use to access the stops or get to their destination when they exit the vehicle. This situation represents a safety hazard for all users, especially users with disabilities that require the use of wheelchairs.



Caguas Photo 7: Bus Stops Located at Raised Medians

Finally, the system has bus stops that, despite having space for users to wait comfortably for vehicles, do not have sidewalks that allow users to access it, as shown in Caguas Photo 8. This stop has a sidewalk only in front of the stop shelter, making it also difficult for users to get to their destination after arriving at the stop.



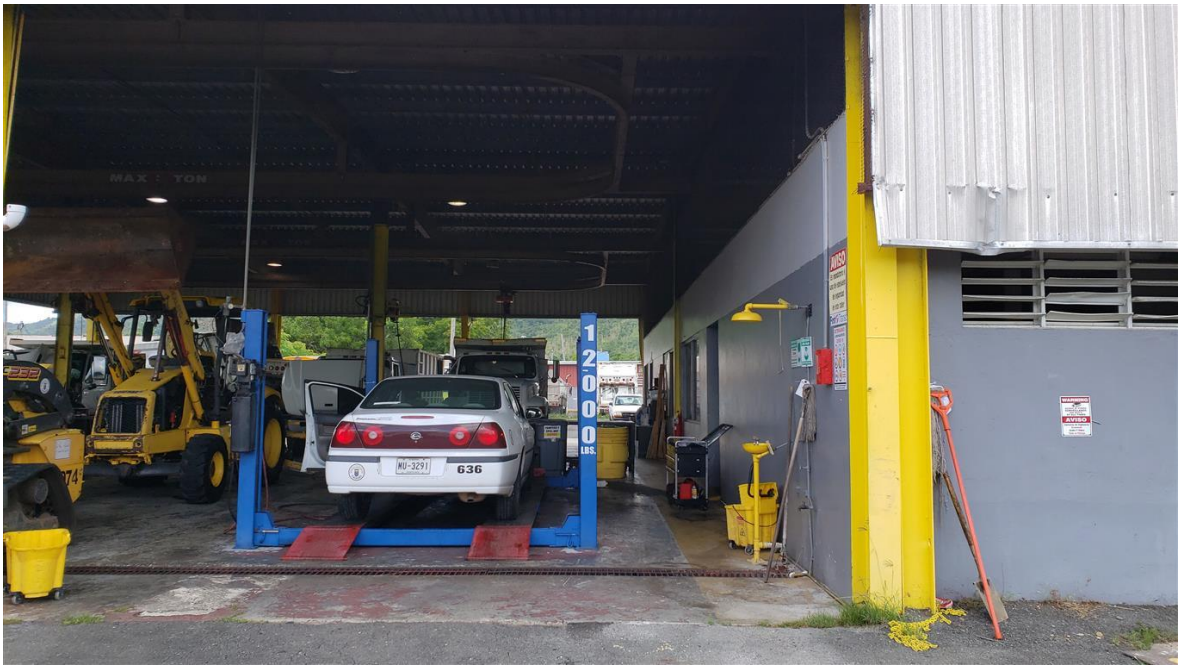
Caguas Photo 8: Bus Stop #3

Maintenance Facilities

The transit agency has a facility designated for the maintenance of the vehicles. This facility has the equipment required to clean the vehicles and to perform any maintenance and repair work. However, all these works are performed by subcontracted personnel. Caguas Photo 9 and Caguas Photo 10 show some areas of the maintenance facilities.



Caguas Photo 9: Maintenance Facilities #1



Caguas Photo 10: Maintenance Facilities #2

Vehicles

The public transportation system has various types of vehicles to provide the service. All vehicles have side ramps that allow people with disabilities to access the vehicle. Caguas Photo 11 and Caguas Photo 12 show two of the type of vehicles used. After Hurricane Maria, some trolleys suffer damages in the roof causing water to leak inside the vehicle when it rains, affecting the wooden seats. Therefore, the transit agency is considering the replacement of these vehicles.



Caguas Photo 11: Service Vehicles - Buses



Caguas Photo 12: Service Vehicles - Trolleys

Initial Hazard Assessment (Spanish)

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación
1	Estructura Organizacional y Recursos Humanos	¿La estructura organizacional atiende todas sus necesidades: gerencia, planificación, operaciones, mantenimiento, servicio al ciudadano, manejo de emergencias, etc.?	Organización	Parcialmente	Tenemos que implementar la estructura recomendada en el plan	Administración en general
2	Estructura Organizacional y Recursos Humanos	¿La cultura organizacional está orientada hacia la seguridad?	Cultura		Parcialmente. Falta un programa para concientizar a los empleados en tema de la seguridad	
3	Estructura Organizacional y Recursos Humanos	¿Poseen liderato experto dedicado al transporte colectivo?	Liderato	Si	Tenemos un grupo de empleados y consultores que forman un equipo balanceado en todas las áreas	
4	Estructura Organizacional y Recursos Humanos	¿El liderato es responsivo?	Liderato	Si	Si. Se realizan reuniones de seguridad a nivel del municipio, pero tenemos que atender el área de la seguridad en la transportación	
5	Estructura Organizacional y Recursos Humanos	¿El personal está asignado a labores dentro de sus capacidades?	Personal	Si		
6	Estructura Organizacional y Recursos Humanos	¿Están todas las áreas atendidas con los recursos humanos y capitales adecuados?	Personal	Parcialmente	Nos falta personal de seguridad en el terminal y mecánicos para aligerar las reparaciones	

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación
7	Estructura Organizacional y Recursos Humanos	¿Existe un programa de manejo de sucesión?	Personal	No	No hay un sistema formal, pero se intenta de hacer entrenamiento cruzado en funciones críticas.	
8	Procesos	¿Existe un proceso de identificación de peligros?	Riesgos	Parcialmente	Aunque se hacen inspecciones, no hay un programa formal para atender la seguridad	
9	Procesos	¿Existe un proceso de manejo de riesgos?	Riesgos	No	La oficina de OMME tiene un programa implementado	
10	Procesos	¿Se documentan hallazgos de las inspecciones y evaluaciones?	Evaluación	No	Se documenta la inspección, pero no hay un sistema de medidas de rendimiento	
11	Procesos	¿Se atienden adecuadamente los hallazgos?	Evaluación	Si	De accidentes	
12	Procesos	¿Se documentan las estrategias?	Evaluación	No		
13	Procesos	¿Se evalúan las estrategias implementadas?	Evaluación	No		
14	Procesos	¿Hay protocolos de comunicación implementados?	Comunicación	No		
15	Procesos	¿Hay programas de adiestramiento implementados (choferes, mecánicos, servicio al cliente, gerencia)?	Adiestramiento	No	Se realizan talleres de capacitación, pero no hay un plan de educación formal en transportación	
16	Procesos	¿Se han implementados procesos para recoger el insumo de empleados y público?	Evaluación	Si	Se hacen reuniones de unidades y grupos focales	

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación
17	Procesos	¿Se han implementado protocolos de preparación para y manejo de emergencias?	Emergencias	Si	Tenemos un Plan para Emergencias a nivel de todo el municipio	
18	Procesos	¿Se recogen todos los datos que son necesarios (fallas, millaje, resultados de inspecciones, resultados de análisis de accidentes, eventos de seguridad, heridos, muertos, daños a la propiedad, colisiones, evacuaciones, etc.)?	Información	Parcialmente	Se recogen, pero no están en un informe de ejecución para mejorar la operación.	
19	Procesos	¿Hay protocolos de manejo de la información implementados?	Información	No		
20	Procesos	¿Se mantiene la información en un lugar seguro, existe redundancia (servidor, nube, etc.)?	Información	Si		
21	Procesos	¿Es efectivo y eficiente el proceso de compras y contratación?	Adquisición	Si		
22	Facilidades, Edificios y Estructuras	¿Existe un programa de gerencia de activos de facilidades?	Facilidades	SI		
23	Facilidades, Edificios y Estructuras	¿Se mantiene un inventario de los bienes?	Facilidades	SI		
24	Facilidades, Edificios y Estructuras	¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?	Facilidades	SI		
25	Facilidades, Edificios y Estructuras	¿Existen procesos efectivos y eficientes de inspección y mantenimiento?	Facilidades	SI		

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación
26	Facilidades, Edificios y Estructuras	¿Están las facilidades en buena condición o estado de buena reparación?	Facilidades	SI		
27	Facilidades, Edificios y Estructuras	¿Son adecuadas las facilidades para el uso actual y el esperado?	Facilidades	SI		
28	Facilidades, Edificios y Estructuras	¿Están las áreas de espera debidamente identificadas?	Facilidades	Parcialmente		
29	Facilidades, Edificios y Estructuras	¿Están los macados visibles?	Facilidades	No		
30	Facilidades, Edificios y Estructuras	¿Están los rótulos legibles?	Facilidades	No		
31	Facilidades, Edificios y Estructuras	¿Existen las facilidades para personas con impedimentos?	Facilidades	Parcialmente		
32	Facilidades, Edificios y Estructuras	¿Se cumple con ley ADA?	Facilidades	Si		
33	Facilidades, Edificios y Estructuras	¿Las tecnologías son adecuadas y están vigentes?	Facilidades	Si		
34	Facilidades, Edificios y Estructuras	La política de seguridad y declaraciones relacionadas están visibles.	Facilidades	Si		
35	Vehículos	¿Existe un programa de gerencia de activos para vehículos?	Vehículos	Si		
36	Vehículos	¿Se mantiene un inventario de los bienes?	Vehículos	Si		
37	Vehículos	¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?	Vehículos	Si		
38	Vehículos	¿Existen procesos efectivos y eficientes de inspección y mantenimiento?	Vehículos	Si		

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación
39	Vehículos	¿Están los vehículos en buena condición o estado de buena reparación?	Vehículos	Parcialmente		
40	Vehículos	¿Son adecuados los vehículos para el uso actual y el esperado?	Vehículos	Parcialmente		
41	Vehículos	¿Se cumple con ley ADA?	Vehículos	Si-parcialmente		
42	Vehículos	¿Las tecnologías son adecuadas y están vigentes?	Vehículos	Si	Contamos con GPS en los vehículos y con el apoyo del contratista First Transit para el mantenimiento de los vehículos	
43	Equipos	¿Existe un programa de gerencia de activos para equipos?	Equipos	Si		
44	Equipos	¿Se mantiene un inventario de los bienes?	Equipos	S		
45	Equipos	¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?	Equipos	Si		
46	Equipos	¿Existen procesos efectivos y eficientes de inspección y mantenimiento?	Equipos	Si		
47	Equipos	¿Están los equipos en buena condición o estado de buena reparación?	Equipos	Parcialmente		
48	Equipos	¿Son adecuados los equipos para el uso actual y el esperado?	Equipos	Parcialmente		
49	Equipos	¿Las tecnologías son adecuadas y están vigentes?	Equipos	Si		

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación
50	Equipos	¿Existen sistemas de protección para equipos eléctricos adecuados (baterías, protectores contra variaciones en voltaje, etc.)?	Equipos	Si		
51	Equipos	¿Existe sistema para mantenimiento limitado del servicio durante emergencias (planta eléctrica, abastos de agua, etc.)?	Equipos	Si		

Attachment M: Ponce Overall Initial Assessment

System Inspection ---------- - 194 -

Initial Hazard Assessment ---------- - 204 -

System Inspection

The inspection carried out in the municipality of Ponce included the facilities used to provide the public transportation service SITRAS. The visit included the terminals, part of the stops used in the system, and the maintenance facilities. The service was not in operation at the time of the visit. Therefore, some of the facilities could only be inspected from the outside and did not allow to observe all the vehicles used to provide the service.

Terminals

The SITRAS transportation system has two terminals. The first terminal visited was the "Dora Colón Clavell". This terminal suffered some damages due to the earthquakes that the southern part of Puerto Rico is experiencing. As observed in Ponce Photo 1, there are ramps located at the entrance of the terminal that do not comply with the American with Disabilities Act (ADA) regulations, given the changes in level that occur at the landing area which hinders the access to the facility for people using wheelchairs. However, the ramps located in the inside of the terminal, as shown in Ponce Photo 2, do not have the changes in levels and ensure the path of travel for users with disabilities in that area.

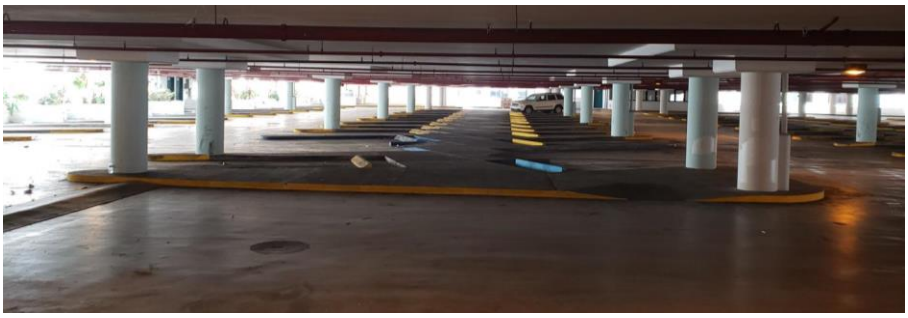


Ponce Photo 1: Dora Colón Clavell Terminal Entrance



Ponce Photo 2: Dora Colón Clavell Terminal

This terminal has a parking area designated for users of the transportation system. The parking space is divided in two levels. There are parking spaces designated for people with disabilities and areas with ramps that allow their movement around the parking, as shown in Ponce Photo 3. However, there are other facilities of the parking area that require maintenance or need to be rehabilitated such as some of the curb ramps, that do not comply with the floor and ground surfaces standards by ADA (see Ponce Photo 4), and the firefighting systems (see Ponce Photo 5).



Ponce Photo 3: Parking Area – Dora Colón Clavell Terminal



Ponce Photo 4: Ramps - Dora Colón Clavell Terminal



Ponce Photo 5: Firefighting Systems – Dora Colón Clavell Terminal

Besides, the elevators located in the parking space are currently out of service. There is an elevators and stairs to change levels (see Ponce Photo 6 and Ponce Photo 7), so currently there are limitations in the path of transfer for people with disabilities. Given the coronavirus pandemic and the earthquakes that have occurred in the southern area of Puerto Rico, the maintenance required on the elevators and other facilities have not been performed.



Ponce Photo 6: Parking Lot Elevator – Dora Colón Clavell Terminal



Ponce Photo 7: Parking Lot Stairs – Dora Colón Clavell Terminal

The second terminal visited was the "Carlos Garay". This terminal was closed, so the inspection was performed from the outside. It was closed as a preventive safety measure due to the damages it received from the several earthquakes that the southern part of

Puerto Rico experienced and is still experiencing. This terminal has ramps that allow the access of people with disabilities, as shown in Ponce Photo 8. However, as observed in Ponce Photo 9, there are some ramps in the surroundings of the terminal that partially comply with the ADA standards due to small changes in levels at the landing area.



Ponce Photo 8: Carlos Garay Terminal



Ponce Photo 9: Carlos Garay Terminal Surrounding Ramps

As previously indicated, this terminal suffered some damages from the earthquakes occurred in the past months in Puerto Rico. Ponce Photo 10 shows some of the damages recorded.



Ponce Photo 10: Damages due to Earthquakes – Carlos Garay Terminal

This terminal has parking areas designated for users of the transportation system, public transit providers, (see Ponce Photo 11) and bicycles (see Ponce Photo 12). Given that the inspection was performed from the outside, the compliance of the parking facility with the ADA regulations could not be verified.



Ponce Photo 11: Parking Area – Carlos Garay Terminal



Ponce Photo 12: Bicycles Parking Area – Carlos Garay Terminal

Also, there is an area designated for users to wait until the arrival of the buses, as shown in Ponce Photo 13. This area has bus schedule boards, as shown in Ponce Photo 14, but due to vandalism, these signs are required to be constantly repaired or replaced.



Ponce Photo 13: Waiting Area – Carlos Garay Terminal



Ponce Photo 14: Bus Departure Times – Carlos Garay Terminal

Bus Stops

Ponce Photo 15 shows two bus stops with shelters of the SITRAS transit system. Only one of these stops have an access curb ramp. Some of the vehicles used to provide the SITRAS transportation service can deploy the wheelchair ramp into the stop ground surface, allowing the boarding of the passengers with disabilities. However, the lack of curb ramps near the stop hinders the accessibility for people with disabilities to the stop. The bus stops presented ahead are properly identified with traffic signs and pavement marking according to the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) and Puerto Rico Highway and Transportation Authority (PRHTA) Standards.



Ponce Photo 15: Stops with Shelter – SITRAS

Ponce Photo 16 shows one of the bus stops without shelter of the SITRAS transit system. This stop is in a planting strip, that currently has a mound due to the lack of maintenance performed in this bus stop. This represents a risk for all road users at the time of boarding. Also, when people with disabilities require to use the transportation service, the vehicle must turn right in the intersection and park in the adjacent road so the passenger can use the ramp located in the intersection.

The bus stop presented in Ponce Photo 16 is properly identified with traffic signs and pavement markings according to the Manual on Uniform Traffic Control Devices (MUTCD) and the Puerto Rico Highway and Transportation Authority (PRHTA) standards. However, some signs present damages due to the impact of Hurricanes Irma and Maria and seismic sequence in the southern region of the island.



Ponce Photo 16: Stop without Shelter – SITRAS

Maintenance Facilities

The SITRAS transit agency has a facility designated for the maintenance of the vehicles. This facility is mainly used for cleaning and minor maintenance and repair works, such as the change of tires. In case any vehicle suffers major failures, the repair is performed by subcontracted personnel. Ponce Photo 17 and Ponce Photo 18 show some areas of the maintenance facilities.



Ponce Photo 17: SITRAS Maintenance Facilities



Ponce Photo 18: SITRAS Maintenance Facilities

Vehicles

The SITRAS transit system has various types of vehicles to provide the transport service. All vehicles have ramps that allow people with disabilities to access the vehicle. These ramps require driver assistance to be placed. Additionally, the vehicles have a radio for communication between operators and a GPS system to keep track of the vehicles' location. Ponce Photo 19 shows one type of the vehicles used.



Ponce Photo 19: SITRAS Service Vehicles

Initial Hazard Assessment (Spanish)

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
1	Estructura Organizacional y Recursos Humanos	¿La estructura organizacional atiende todas sus necesidades: gerencia, planificación, operaciones, mantenimiento, servicio al ciudadano, manejo de emergencias, etc.?	Organización	Si	El municipio es un municipio autónomo con toda una estructura organizacional que responde a las necesidades del municipio y en cumplimiento con las leyes correspondientes. SITRAS es un departamento del municipio.	Organización		Doc. SITRAS Organization Chart
2	Estructura Organizacional y Recursos Humanos	¿La cultura organizacional está orientada hacia la seguridad?	Cultura	Si	El municipio promueve la seguridad mediante adiestramientos, webinars, conferencias y talleres. Otro ejemplo: SITRAS realiza pruebas de manejo y entrevistas para verificar la actitud y aptitud de los conductores.	Procesos		
3	Estructura Organizacional y Recursos Humanos	¿Poseen liderato experto dedicado al transporte colectivo?	Liderato	Si	El personal que trabaja en la administración de SITRAS tiene más de ocho años trabajando en el transporte colectivo. Cuando se ha requerido un liderato experto que no tenemos hemos consultado con empresas privadas, agencias de transporte estatal	Procesos		

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
					e incluso de otros municipios.			
4	Estructura Organizacional y Recursos Humanos	¿El liderato es responsivo?	Liderato	Si	El liderato trabaja incluso fuera de horas laborables y de sus funciones regulares para responder a situaciones de emergencia o situaciones que podrían provocar una emergencia.	Procesos		
5	Estructura Organizacional y Recursos Humanos	¿El personal está asignado a labores dentro de sus capacidades?	Personal	Si	La selección de cada empleado se hace a través de la Oficina de Recursos Humanos según los procesos estipulados por ley. SITRAS le informa a la Oficina de Recursos Humanos las necesidades de recursos de acuerdo con las funciones que van a ejercer los contratados.	Procesos		
6	Estructura Organizacional y Recursos Humanos	¿Están todas las áreas atendidas con los recursos humanos y capitales adecuados?	Personal	Si	SITRAS tiene empleados que trabajan Full-time y una red de apoyo de empleados municipales que trabajan parte de su tiempo con SITRAS. Estos empleados complementan las necesidades y requisitos de la operación del sistema. Ejemplo: personal de Compras, abogada, "Equal Employment	Procesos	Ver SITRAS Organization Chart.	

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
					Opportunity Program Officer", entre otros.			
7	Estructura Organizacional y Recursos Humanos	¿Existe un programa de manejo de sucesión?	Personal	No	No existe un programa de manejo de sucesión escrito pero si hay un Banco de Recursos. También los empleados son evaluados anualmente. Entre otras cosas esto sirve para ir viendo que destrezas y habilidades poseen los empleados que los ayudaría a ejercer otras funciones.	Procesos		
8	Procesos	¿Existe un proceso de identificación de peligros?	Riesgos	Si	Diariamente se hacen inspecciones de las guaguas y estado de los terminales. Se tiene un área de control para el manejo de incidentes. (Rutas alternas, etc.)	Procesos	Existen procesos para la identificación peligros en vehículos y facilidades.	Docs.: 1. Protocolo de incidentes y accidentes. Foto: 2. Bitácora
9	Procesos	¿Existe un proceso de manejo de riesgos?	Riesgos	Si	Existe un Plan de Seguridad de SITRAS, "Emergency Procedures", Protocolos de Incidentes, y Programa de Adiestramientos.	Procesos		Docs.: 1. Protocolo de incidentes. 2. Emergency Procedures 3. Plan de Seguridad 4. Manual de

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
								adiestramientos
10	Procesos	¿Se documentan hallazgos de las inspecciones y evaluaciones?	Evaluación	Si	Se tiene una bitácora donde se registran todos los hallazgos de las inspecciones diarias. Incluso el "Daily Inspection" tiene una parte para que los mecánicos y choferes escriban sus comentarios. Estos comentarios son revisados y trabajados por la Gerente de Flota diariamente.	Procesos		Foto: 1. Bitácora 2. Hojas de inspección diaria "Daily Inspections"
11	Procesos	¿Se atienden adecuadamente los hallazgos?	Evaluación	Si	La Gerente de Flota discute con el mecánico de SITRAS los hallazgos diariamente para determinar si pueden ser solucionados internamente o requieren la intervención de la compañía contratada para el Mantenimiento Preventivo.	Procesos	Compañía Contratada: Gómez Bus Line	
12	Procesos	¿Se documentan las estrategias?	Evaluación	Si	Existen tres expedientes por vehículo: • Información del Vehículo (descripción, pesaje, licencias, garantías) • Historial de Mantenimiento • Historial de Reparaciones Además existe una bitácora	Procesos	Mantienen un récord físico y digital.	Foto: 1. Bitácora

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
					donde se documenta lo sucedido.			
13	Procesos	¿Se evalúan las estrategias implementadas?	Evaluación	Si	Si se hacen reuniones presenciales, teleconferencias y se utilizan redes sociales para comunicación entre la administración general de SITRAS, administración de proyecto y la Directora para la evaluación constante de los procedimientos y estrategias del sistema.	Procesos		
14	Procesos	¿Hay protocolos de comunicación implementados?	Comunicación	Si	Tenemos un sistema de radio y GPS y un protocolo de como esa información se utiliza y difunde a las autoridades pertinentes.	Procesos	SITRAS tiene una empleada enlace con la Oficina de Prensa del municipio.	
15	Procesos	¿Hay programas de adiestramiento implementados (choferes, mecánicos, servicio al cliente, gerencia)?	Adiestramiento	Si	Cada empleado recibe adiestramientos por parte del municipio o agencias externas. SITRAS tiene un Oficial de Adiestramientos encargado de coordinar todos los adiestramientos necesarios. Todo expediente de los empleados tiene detallado los adiestramientos recibidos.	Procesos		Doc. Programa de adiestramiento.

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
16	Procesos	¿Se han implementados procesos para recoger el insumo de empleados y público?	Evaluación	Si	Se tiene una línea donde se recoge el insumo de empleados y del público. Estos insumos pueden hacerse de forma anónima.	Procesos		
17	Procesos	¿Se han implementado protocolos de preparación para y manejo de emergencias?	Emergencias	Si	SITRAS posee un Plan de Emergencia con protocolos para diferentes tipos de emergencias.	Procesos	Se tiene una forma ya establecida de incidente y accidente. También, un proceso para el manejo de accidentes e incidentes.	Docs.: 1. Forma de incidentes y accidentes 2. Emergency Procedures SITRAS
18	Procesos	¿Se recogen todos los datos que son necesarios (fallas, millaje, resultados de inspecciones, resultados de análisis de accidentes, eventos de seguridad, heridos, muertos, daños a la propiedad, colisiones, evacuaciones, etc.)?	Información	Si	En cuanto a los vehículos: Los conductores y los mecánicos documentan los resultados de las inspecciones diarias a los vehículos. Además, se tiene una línea de atención para recoger información de incidentes y accidentes. Se tienen tres expedientes por cada vehículo donde se documentan toda esta información.	Procesos	Formularios diarios.	
19	Procesos	¿Hay protocolos de manejo de la información implementados?	Información	Si	Información relacionada a pruebas de drogas y alcohol se maneja según los protocolos establecidos por	Procesos		

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
					la Oficina de Recursos Humanos. Información relacionada con salud se maneja según los protocolos del Departamento de Salud Municipal. Información relacionada a vehículos es manejada por la Gerente de Flota, la Directora y personal administrativo. Información de Empleados es manejada por el Administrador y Directora de SITRAS siguiendo los protocolos de la Oficina de Recursos Humanos. Información sobre las facilidades es manejada por la Gerente de Facilidades, el Administrador y la Directora. Información sobre finanzas y compras es manejada por la Contable, Oficial de Compras, la Oficial de Asuntos Federales, el Administrador y la Directora siguiendo los procesos del			

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
					municipio y los procesos de FTA.			
20	Procesos	¿Se mantiene la información en un lugar seguro, existe redundancia (servidor, nube, etc.)?	Información	Si	Se mantiene la información de forma segura, física y digital.	Procesos		
21	Procesos	¿Es efectivo y eficiente el proceso de compras y contratación?	Adquisición	Si	El proceso de compras y contratación se hace siguiendo el protocolo establecido por la Ley 81, Manual de compras y el *Procurement Manual* del municipio para FTA.	Proceso	La Oficial de Asuntos Federales se encarga de que estos procesos cumplan tanto con las leyes estatales, ordenanzas municipales y regulaciones federales (FTA).	
22	Facilidades, Edificios y Estructuras	¿Existe un programa de gerencia de activos de facilidades?	Facilidades	Si	Actualmente este programa está siendo revisado por PRHTA.	Organización		
23	Facilidades, Edificios y Estructuras	¿Se mantiene un inventario de los bienes?	Facilidades	Si	Se hace un inventario anual como cumplimiento de leyes y procedimientos estatales. También se hace un Inventario físico cada dos años como requisito de FTA.	Organización		
24	Facilidades, Edificios y Estructuras	¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?	Facilidades	Parcialmente	Solamente en SITRAS están el equipo y los materiales de limpieza.	Otro (No existe un almacén de piezas de respuesta.)		

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
25	Facilidades, Edificios y Estructuras	¿Existen procesos efectivos y eficientes de inspección y mantenimiento?	Facilidades	Si	Se realizan inspecciones y mantenimiento diario en todas las áreas incluyendo las paradas.	Procesos		Manual de Mantenimiento de Facilidades
26	Facilidades, Edificios y Estructuras	¿Están las facilidades en buena condición o estado de buena reparación?	Facilidades	Parcialmente	Sufrieron daños por el Huracán María y los sismos	Taller Terminales Edificios Paradas	Sufrieron daños por el Huracán María y los sismos.	Fotos: 1. Dora 1 2. Dora 21 3. Dora 34 4. Garay 13 5. Garay 24 6. Taller 1
27	Facilidades, Edificios y Estructuras	¿Son adecuadas las facilidades para el uso actual y el esperado?	Facilidades	Parcialmente	Se necesita un estacionamiento bajo techo.	Taller Terminales Edificios Paradas	Ya tenemos parte de los fondos asignados.	Fotos: 1. Dora 1 2. Dora 21 3. Dora 34 4. Garay 13 5. Garay 24 6. Taller 1
28	Facilidades, Edificios y Estructuras	¿Están las áreas de espera debidamente identificadas?	Facilidades	Si		Terminales Paradas	Rotulación Marcado	Foto: 1. Parada 15
29	Facilidades, Edificios y Estructuras	¿Están los macados visibles?	Facilidades	Si		Terminales Estacionamiento Paradas		Foto: 1. Parada 15
30	Facilidades, Edificios y Estructuras	¿Están los rótulos legibles?	Facilidades	Si		Terminales Estacionamiento Paradas		Fotos: 1. Parada 7 2. Parada 15
31	Facilidades, Edificios y Estructuras	¿Existen las facilidades para personas con impedimentos?	Facilidades	Parcialmente	Se tienen rampas, pero algunas no cumplen con lo establecido por la ley ADA. Los ascensores no están en funcionamiento y no existen rampas para cambiar de nivel.	Terminales Estacionamiento Paradas	Ponce tiene dos terminales para los servicios de transportación pública. Uno de ellos fue construido con fondos federales y estatales	Fotos: 1. Parada 7 2. Dora 6 3. Dora 11 4. Garay 20

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
					Se les permite a las personas con impedimentos estacionar sus vehículos frente a las Oficinas de SITRAS cuando solicitan algún servicio.		antes que fuera requisito los elevadores. El municipio tiene fondos para la rehabilitación de sus terminales antes y después del Huracán María. Pero luego de comenzar todos los procesos para que se rehabilitarán ocurrió lo inesperado, un Terremoto y miles de temblores. Esto ha detenido los procesos de rehabilitación por el momento hasta que se haga una evaluación comprensiva de las condiciones actuales de los terminales. Se rehabilitaron 65 Rampas ADA con fondos de FTA. Se tienen fondos para reparar 65 rampas adicionales.	

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
32	Facilidades, Edificios y Estructuras	¿Se cumple con ley ADA?	Facilidades	Parcialmente	Se tienes rampas, pero algunas no cumplen con lo establecido por la ley ADA. Los ascensores no están en funcionamiento y no existen rampas para cambiar de nivel. Se les permite a las personas con impedimentos estacionar sus vehículos frente a las Oficinas de SITRAS cuando solicitan algún servicio.	Terminales Estacionamiento Paradas	Planifican mejoras en los terminales.	Fotos: 1. Parada 7 2. Dora 6 3. Dora 11 4. Garay 20
33	Facilidades, Edificios y Estructuras	¿Las tecnologías son adecuadas y están vigentes?	Facilidades	Parcialmente		Terminales Taller Edificios	Basado, en lo observado en el taller y las áreas visitadas. Se van a instalar anuncios digitales en los terminales con fondos aprobados de FTA.	
34	Facilidades, Edificios y Estructuras	La política de seguridad y declaraciones relacionadas están visibles.	Facilidades	Si	Están visibles al público, pero se debe realizar una constante reparación por el vandalismo.	Terminales Paradas		Foto: 1. Parada 10
35	Vehículos	¿Existe un programa de gerencia de activos para vehículos?	Vehículos	Si	Se tiene una gerente encargada de la flota. Y un Plan de Mantenimiento de la Flota.	Organización		
36	Vehículos	¿Se mantiene un inventario de los bienes?	Vehículos	Si	Se mantiene un Inventario de la Flota en acorde con las leyes	Organización		

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
					estatales y las regulaciones de FTA.			
37	Vehículos	¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?	Vehículos	Parcialmente	El servicio de Mantenimiento Preventivo está contratado. Solamente se hace la inspección diaria y la limpieza de los vehículos en las facilidades del municipio.	Procesos	Compañía contratada: Gómez Bus Line	Foto: 1. Taller 6
38	Vehículos	¿Existen procesos efectivos y eficientes de inspección y mantenimiento?	Vehículos	Si.	Se realizan inspecciones diarias a los vehículos. La compañía contratada mantiene un programa calendarizado de los mantenimientos de toda la flota.	Procesos		
39	Vehículos	¿Están los vehículos en buena condición o estado de buena reparación?	Vehículos	Si	Todos los vehículos activos están en buena condición.	Transporte		
40	Vehículos	¿Son adecuados los vehículos para el uso actual y el esperado?	Vehículos	No	No se tienen guaguas adicionales. FTA aprobó fondos para la compra de 10 guaguas adicionales para poder cumplir con el Estudio de Transportación de SITRAS.	Transporte		
41	Vehículos	¿Se cumple con ley ADA?	Vehículos	Si	Todos los vehículos cuentan con	Transporte		

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
					rampas de impedidos.			
42	Vehículos	¿Las tecnologías son adecuadas y están vigentes?	Vehículos	Si	Los vehículos cuentan con GPS y radio.	Transporte	Se adquirió un sistema de cámaras de vigilancia para los vehículos. No se ha comenzado la instalación por las limitaciones durante la Pandemia.	
43	Equipos	¿Existe un programa de gerencia de activos para equipos?	Equipos	Si	Actualmente nos unimos a PRHTA para hacer este programa conforme a todos los requisitos de FTA.	Organización		
44	Equipos	¿Se mantiene un inventario de los bienes?	Equipos	Si	Se mantiene un Inventario riguroso de los bienes. Se hace un inventario anual como cumplimiento de leyes y procedimientos estatales. También se hace un Inventario físico cada dos años como requisito de FTA.	Organización		
45	Equipos	¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?	Equipos	Parcialmente	No existe un almacén de piezas de respuesta.	Edificios		
46	Equipos	¿Existen procesos efectivos y eficientes de inspección y	Equipos	Si	SITRAS tiene un empleado encargado del Inventario de bienes, de la	Procesos		

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
		mantenimiento?			inspección, mantenimiento y de las garantías de los equipos.			
47	Equipos	¿Están los equipos en buena condición o estado de buena reparación?	Equipos	Si		Organización		
48	Equipos	¿Son adecuados los equipos para el uso actual y el esperado?	Equipos	Parcialmente	Necesitamos equipos adicionales. Se estarán comprando con fondos federales equipos necesarios tales como plantas eléctricas adicionales, computadoras, billboards para los terminales, entre otros.	Organización		
49	Equipos	¿Las tecnologías son adecuadas y están vigentes?	Equipos	Si		Organización		
50	Equipos	¿Existen sistemas de protección para equipos eléctricos adecuados (baterías, protectores contra variaciones en voltaje, etc.)?	Equipos	Si	Se tiene baterías y equipos para protección de voltaje.	Terminales Edificios Taller		
51	Equipos	¿Existe sistema para mantenimiento limitado del servicio durante emergencias	Equipos	Si	Las instalaciones cuentan con planta eléctrica. Pero se requieren plantas adicionales para las bombas de	Terminales Edificios		

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada	Ubicación	Comentarios	Documentos de Apoyo / Fotografías
		(planta eléctrica, abastos de agua, etc.)?			agua. Tenemos un contrato de mantenimiento de las bombas de agua.			

Attachment N: Safety Performance Tool

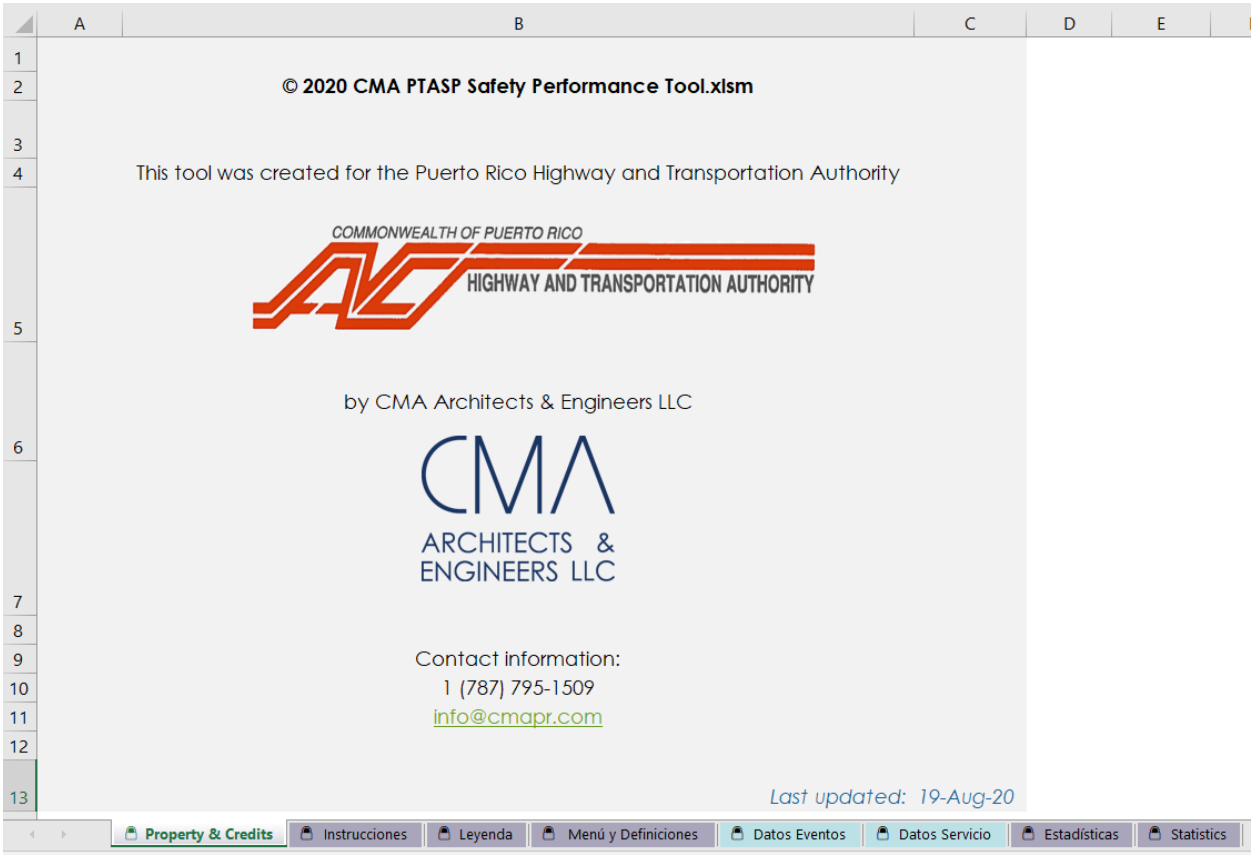
This attachment includes some views of the Excel tool developed to aid on the implementation of the Safety Management System. The tool is in Spanish, to facilitate its use by its end users. However, the Statistics tab is repeated in English to assist on the development of FHWA reports.

This tool has the following tabs:

1. Property & Credits – Shows the owner of the tool (PRHTA), the author (CMA) and its contact information, and the date of the last update.
2. Instructions – Provides general instructions on the usage of the tool. It summarizes the steps, tabs, and includes a description of the steps per tab.
3. Legend – Includes a description of the color code use per type of action or information provided. A color code was applied to tabs, column headers, and bar charts.
4. Menu and Definitions – This tab provides the drop-down menus to fill the event data tab. Each item is defined and the conditions for an event to be reportable are also provided.
5. Event Data – This tab is used to input the event data. Validated observations included in the Employee Reporting Systems will also be included in this database, so they can be considered for further analyses. Most of the data is included through dropdown menus, as defined in the Menu and Definitions tab. It also provides space for further notes and perform calculations to determine if the event is reportable or not.
6. Service Data – This tab is used to input the service information totals that will be used to calculate performance rates.
7. Statistics (Spanish) – This tab shows tables and bar charts with general statistics such as amount and percent per classifications and averages.
8. Statistics (English) – This tab provides the same information as in the previous tab, but in English.

The next pages of this attachment show the Spanish tables included in the tool.

Property & Credits



Instructions Tab (Spanish)

Instrucciones		
Paso	**Hoja**	**Descripción**
1	Instrucciones	Leer las instrucciones.
2	Leyenda	Leer la leyenda.
3	Menú y Definiciones	Estudiar las opciones y definiciones.
4	Datos	Ingresar el nombre del Municipio y el año de análisis en la parte superior.
		Ingresar todos los datos requeridos, de selección múltiple y escritura directa, según las opciones y definiciones mostradas en la hoja titulada *Menú y Definiciones*.
		No dejar en blanco ningún campo requerido de los eventos ingresados.
		Los resultados incluidos en la hoja titulada *Estadísticas* **no** serán correctos si se deja algún espacio en blanco.
		Las columnas de auto cálculo en esta hoja titulada *Datos* están programadas hasta la línea 6,000.
		Los resultados incluidos en la hoja titulada *Estadísticas* **no** serán correctos si se ingresa información más allá de la línea 6,000 en la hoja titulada *Datos*.
5	Estadísticas	En esta hoja se muestran tablas y diagramas de barra resumiendo las cantidades y los porcientos por categorías.
		También en esta hoja se muestran los promedios, para las fatalidades, heridos, colisiones y evacuaciones, de los últimos 5 años a partir del año de análisis y se compara ese valor con el del año de análisis

Legend Tab (Spanish)

Leyenda		
Hojas		
Hoja	**Color de Pestaña**	**Significado**
Leyenda		No se requiere acción, información de referencia
Menú y Definiciones		No se requiere acción, información de referencia o auto calculada
Datos		Se requiere la entrada de datos
Estadísticas		No se requiere acción, resultados auto calculados
Encabezados de Columnas		
Hoja	**Color de Columna**	**Significado**
Menú y Definiciones		Definición por regulación relacionada al PTASP
Menú y Definiciones		Definición sugerida para la base de datos
Datos		No se requiere acción, información auto calculada
Datos		Se requiere la entrada de datos a través de selección de alternativas
Datos		Información adicional opcional
Datos		Se requiere la entrada directa de información numérica de costos
Datos		Se requiere la entrada directa de información numérica del año de estudio
Estadísticas		No se requiere acción, información auto calculada
Diagramas de Barra		
Hoja	**Color de Barra**	**Significado**
Estadísticas		Resumen de los últimos 5 años a partir de e incluyendo el año de análisis
Estadísticas		Resumen del año de análisis
Estadísticas		Comparación por año

Menu and Definitions Tab (Spanish)

Año Actual
2020
Leyenda de esta hoja:
Información auto calculada
Definición por regulación relacionada al PTASP
Definición sugerida para la base de datos

Evento		
Categoría	**Definición**	**Reportable**
Amenaza de Bomba	Incluye una amenaza, notificada por cualquier medio de comunicación, sobre la posible detonación de aparato explosivo o incendiario con el objetivo de provocar daño o miedo, independientemente de que el aparato exista o no.	Es reportable si se amenaza un lugar reportable y si la amenaza resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Asalto	Incluye el acto de atacar una persona o entidad para robarle o causarle daño.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Bomba	Incluye la detonación de un aparato explosivo o incendiario.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Cibernético	Incluye el acto de que un intruso gane acceso no autorizado a los sistemas protegidos o datos de la organización.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión reportable o evacuación.
Colisión	Este término se refiere a un evento donde hay un impacto de un vehículo con otro vehículo, objeto, animal o persona.	La colisión es reportable si al menos uno de los vehículos es de transporte colectivo y al menos un vehículo requiere ser removido por grúa.
Conducta	Esta categoría hace referencia a conductas inadecuadas, omisión total o parcial de protocolos, ejecución inadecuada de procesos. Debe incluirse descripción detallada en la columna de Notas.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión reportable o evacuación.
Derrame	Incluye el derrame o lanzamiento de cualquier cantidad de algún material peligroso que cree amenaza	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable,

Evento		
Categoría	**Definición**	**Reportable**
	inminente a la vida, salud, o ambiente y requiere atención especial para limpiarlo.	herido reportable, daño a la propiedad reportable, colisión o evacuación.
Descarga Eléctrica	Esta categoría incluye cualquier tipo de descarga eléctrica.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Emanación	Esta categoría incluye cualquier tipo de humo o emanación.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Falla Eléctrica	Falla causada por mal funcionamiento o por condición mediocre o deteriorada del sistema eléctrico.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Falla en Agua	Falla causada por mal funcionamiento o por condición mediocre o deteriorada de los sistemas de manejo de agua potable, sanitaria y pluvial.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Falla en Comunicaciones	Falla causada por mal funcionamiento o por condición mediocre o deteriorada del sistema de comunicaciones.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Falla en Transporte Vertical	Falla causada por mal funcionamiento o por condición mediocre o de deterioro en elevadores o escaleras eléctricas.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Falla Estructural	Falla causada por condición mediocre o deteriorada en cualquier elemento de la planta física de la facilidad.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Falla Mecánica Vehicular	Falla causada por mal funcionamiento o por condición mediocre del vehículo o la facilidad.	El **EVENTO** es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación. La **FALLA** es considerada de envergadura o mayor si se requiere que el vehículo sea sacado de servicio, ya sea porque previene que un vehículo comience o culmine un viaje calendarizado, debido a que su movimiento es limitado o existen preocupaciones de seguridad.
Homicidio	Esta categoría incluye el acto de matar deliberadamente a otra personal.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable,

Evento		
Categoría	**Definición**	**Reportable**
		herido reportable, daño a la propiedad reportable, colisión o evacuación.
Incendio	Esto hace referencia a la existencia de fuego en una propiedad. Puede ser no intencional o provocada.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Intento de Homicidio	Esta categoría incluye el acto de intentar matar deliberadamente a otra personal.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Intento de Suicidio	Esta categoría incluye el acto de intentar matarse uno mismo de forma intencional.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Lanzamiento Perjudicial	Esto hace referencia a la emisión o lanzamiento de material químico, biológico, radiológico o nuclear hacia el aire, agua o lugar.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Robo	Esto hace referencia a la apropiación de los bienes o derechos de algún individuo, grupo, organismo, empresa, etc., por medio de la fuerza o intimidación.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Sabotaje	Incluye el acto deliberado de destruir, dañar u obstruir algo para conseguir otro objetivo.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Secuestro	Incluye el acto por el cual un individuo o grupo privan de manera ilegal a otro u otros de su libertad, mediante fuerza o fraude.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Suicidio	Esta categoría incluye el acto de matarse uno mismo de forma intencional.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Tropiezo	Esta categoría incluye tropiezos, resbalamientos y caídas.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Vandalismo	Esto hace referencia al acto de dañar o destruir voluntariamente la propiedad, sea pública o privada.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Violación	Este es un delito que se comete cuando una persona	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos

Evento		
Categoría	**Definición**	**Reportable**
	mantiene relaciones sexuales con otra que sea menor de doce años, o esté privada de razón o de sentido, o lo haga utilizando para ello la fuerza o la intimidación.	uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Organización	Esta categoría hace referencia a culturas organizacionales o políticas obsoletas o inadecuadas, carencia o insuficiencia de políticas, protocolos, estructuras o procesos. Debe incluirse descripción detallada en la columna de Notas.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.
Otro	Cualquier otro evento de seguridad que no corresponda a las categorías anteriores.	Es reportable si ocurre en un lugar reportable y si el evento resulta en al menos uno de lo siguiente: muerte reportable, herido reportable, daño a la propiedad reportable, colisión o evacuación.

Lugar			
Categoría	**Sub Categoría**	**Definición**	**Reportable**
Derecho de Vía	Ruta	Ocurre dentro del derecho de vía del sistema de transporte colectivo.	Si
Facilidad de Servicio	Terminal	Ocurre en un terminal del sistema de transporte colectivo.	Si
Facilidad de Servicio	Estación	Ocurre en una estación o parada en edificio o estructura formal del sistema de transporte colectivo. No incluye refugios ni paradas que no estén en estructuras.	Si
Facilidad de Servicio	Estacionamiento	Ocurre en estacionamientos para usuarios del sistema de transporte colectivo o áreas de dejar y recoger pasajeros.	Si
Facilidad de Servicio	Servicio	Ocurre en otras facilidades de servicio del sistema de transporte colectivo, como servicio al cliente o boletería.	Si
Facilidad de Mantenimiento	Taller	Ocurre en una facilidad de mantenimiento del sistema de transporte colectivo.	Si
Vehículo	Transporte	Ocurre en un vehículo de servicio de transporte colectivo o relacionado a él.	Si
Vehículo	Abordaje	Ocurre entre el vehículo y cualquier otra ubicación durante el proceso de abordaje o egreso.	Si
Otros	Parada	Ocurre en áreas designadas de abordaje sin estructuras formales. Un refugio **no** se considera estructura formal.	No
Otros	Administración	Son eventos de salud ocupacional que ocurren en edificios de administración o eventos que ocurren en estacionamientos de empleados.	No
Otros	Otro	Ocurre en algún lugar que no corresponde a las categorías anteriores.	No

Severidad		
Categoría	**Definición**	**Reportable**
Sin Consecuencia	El evento no tiene consecuencia que afecte el sistema o las personas.	No
Evacuación	El evento no resulta en fatalidades, heridos o daño a la propiedad, pero requirió el acto de desalojar o despejar un vehículo o lugar.	Es reportable si hubo evacuación de una facilidad o vehículo de transporte colectivo por razones de seguridad de la vida.
Fatal	El evento resultó en una o más muertes de personas, incluyendo suicidio.	Es reportable si la muerte es confirmada dentro de 30 días del evento reportable.
Herido	El evento resultó en una o más personas heridas o con cualquier tipo de daño (envenenamientos, reacciones alérgicas, etc..) y no hubo fatalidades.	Es reportable si al menos una persona herida fue transportada inmediatamente fuera de la escena para recibir atención médica. No es necesario reportar si es debido a una enfermedad que no está relacionada al evento.
Propiedad	El evento no resultó en fatalidades o heridos, pero sí hubo daño a la propiedad.	Es reportable si el costo del daño es igual o mayor a $25,000, **incluyendo el costo de los daños a la propiedad del sistema de transporte, del despeje del lugar del choque o evento, y del daño a los demás vehículos y propiedad involucrados o afectados por el evento**.

Clase de Evento	
Categoría	**Definición**
Accidente	Envuelve pérdida de vida, herida seria a una persona, colisión de vehículo de transportación pública, evacuación para preservar la vida.
Incidente	Envuelve herida personal que no es seria pero requiere ser transportado para recibir atención médica, daño a facilidades, equipo, vehículos o infraestructura que interrumpe las operaciones.
Ocurrencia	No hay heridos y el daño a las facilidades, equipo, vehículos o infraestructura no interrumpe las operaciones.

Tipo de Evento de Seguridad	
Categoría	**Definición**
Accidental	Incluye colisiones, fuego no intencional, derrame de materiales peligrosos y actos de Dios.
Malintencionado-Persona	Incluye asalto, intento de suicidio o suicidio, homicidio, robo y violación.
Malintencionado-Sistema	Incluye amenaza de bomba, bomba, lanzamiento químico / biológico / radiológico / nuclear, incendio provocado, sabotaje, robo, vandalismo, secuestro y seguridad cibernética.

Colisión Con	
Categoría	**Definición**
N/A	No aplica
Vehículo de Motor Liviano	Incluye cualquier vehículo tipo motora, sedan, SUV, pick-up, o van, con dos ejes y cuatro ruedas, incluyendo sus arrastres.
Guagua	Incluye vehículos de servicio de transportación colectiva de mayor tamaño que una van.
Vehículo de Motor Pesado	Incluye vehículos que no estén en la categoría de liviano o guagua, incluyendo sus arrastres.
Peatón	Incluye peatones, ciclistas, en patines o patinetas, en sillas de ruedas, en scooters u otro medio de movilidad personal, que estén fuera de las facilidades de transporte colectivo.
Recreacional	Esta categoría incluye vehículos de motor recreacional no autorizados a conducirse en vías públicas, como 4-tracks, etc.
Construcción	Esta categoría incluye vehículos de motor de construcción como cortadoras de grama, bulldozers, dump trucks, etc.
Animal	Esta categoría incluye cualquier tipo de animal.
Objeto Fijo	Esta categoría incluye cualquier tipo de objeto fijo como árboles, postes, hidrantes, verjas, paredes, barreras, pendientes, etc.
Otro	Ocurre con algo que no corresponde a las categorías anteriores.

Tipos de Fatal o Herido	
Categoría	**Definición**
N/A	No aplica
Conductor	Se refiere al conductor del vehículo de transporte colectivo.
Pasajero	Se refiere a personas dentro de los vehículos de transporte colectivo, excluyendo el conductor.
Usuario	Se refiere a personas que están dentro de las facilidades de transporte colectivo como terminales, estacionamientos para usuarios, etc.
Empleado	Incluye empleados del sistema de transporte colectivo que no son conductores.
Trabajador	Incluye otros trabajadores que no son empleados o contratados por el sistema de transporte colectivo, como empleados de concesiones comerciales, utilidades, etc.
Ocupante	Esta categoría es para conductores y pasajeros de vehículos que no son de transporte colectivo.
Peatón	Incluye peatones, ciclistas, en patines o patinetas, en sillas de ruedas, en scooters u otro medio de movilidad personal, que estén fuera de las facilidades de transporte colectivo.

Meses
Enero
Febrero
Marzo
Abril
Mayo
Junio
Julio
Agosto
Septiembre
Octubre
Noviembre
Diciembre

Hora
5:00 AM - 7:59 AM
8:00 AM - 10:59 AM
11:00 AM - 1:59 PM
2:00 PM - 4:59: PM
5:00 PM - 7:59 PM
8:00 PM - 10:59 PM
11:00 PM - 1:59: AM
2:00 AM - 4:59 AM

Reportado Por
Sistema de Reporte de Empleados
Ciudadano

Costo		
Mayor a	**Menor a**	**Rango**
N/A	N/A	N/A
$0	$500	$1 - $499
$499	$1,000	$500 - $999
$999	$5,000	$1,000 - $4,999
$4,999	$10,000	$5,000 - $9,999
$9,999	$25,000	$10,000 - $24,999
$24,999	$50,000	$25,000 - $49,999
$49,999	$100,000	$50,000 - $99,999
$99,999	$500,000	$100,000 - $499,999
$499,999	$1,000,000	$500,000 - $999,000
$999,999	$5,000,000	$1,000,000 - $4,999,999
$4,999,999		$5,000,000 o más

Reportable
Si
No
N/A

Event Data Tab (Spanish)

Shown here are the data table column headings and their corresponding color codes.

Control
Evento
Notas Sobre Evento
Lugar
Notas Sobre Lugar
¿Lugar Reportable?
Severidad
Clase de Evento
Tipo de Evento
Año
Mes
Día
Hora
Reportado Por
Falla Mecánica de Envergadura
Lectura de Odómetro de Transporte Colectivo
Colisión Con
¿Colisión Envuelve Vehículo Colectivo?
¿Algún vehículo requirió removerse con grúa?
Fatalidades
¿Muerte por evento dentro de 30 días del evento?
Heridos
¿Herido por evento transportado inmediatamente fuera de escena para recibir atención médica?
Tipo de Fatal o Herido (A)
Tipo de Fatal o Herido (B)
Tipo de Fatal o Herido (C)
Tipo de Fatal o Herido (D)
Notas sobre Fatales y Heridos
Costo del Daño - Vehículo Público
Costo del Daño - Facilidad Pública
Costo del Daño - Manejo del Evento
Costo del Daño - Vehículos Privados
Costo del Daño - Facilidad Privada
Costo Total
¿Daño reportable?
Rango Costo Total
Reportable PTASP

Service Data Tab (Spanish)

Agencia: _____

Año de Análisis: 2019

Año	Total de Vehículos Milla de Servicio Recorridos	Total de Horas de Servicio	Razón de Millas de Servicio por Horas de Servicio
2015			---
2016			---
2017			---
2018			---
2019			---
Total	**---**	**---**	**---**
Promedio Anual	---	---	---

Statistics Tab (Spanish)

Here is included only the English version

Event	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Bom threat	2	22.2%	---	---
Assault	---	---	---	---
Bomb	---	---	---	---
Cyber attack	1	11.1%	---	---
Collision	2	22.2%	2	40.0%
Conduct	---	---	---	---
Spill	2	22.2%	1	20.0%
Electric Shock	---	---	---	---
Smoke, gas emanation, fumes	---	---	---	---
Electrical failure	---	---	---	---
Water system failure	---	---	---	---
Communications failure	---	---	---	---
Vertical transportation failure	---	---	---	---
Structural failure	---	---	---	---
Mechanical failure	---	---	---	---
Homicide	---	---	---	---
Fire	---	---	---	---
Homicide intent	---	---	---	---
Suicide intent	---	---	---	---
Harmful launch (chemical, biological, etc.; to air, to water, etc.)	---	---	---	---
Robbery	---	---	---	---
Sabotage	---	---	---	---
Kidnap	---	---	---	---
Suicide	---	---	---	---
Trip	2	22.2%	2	40.0%
Vandalism	---	---	---	---
Violation	---	---	---	---
Organization	---	---	---	---
Other	---	---	---	---
Total	**9**	**100.0%**	**5**	**100.0%**

Collision With	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
N/A	7	77.8%	3	60.0%
Light Motor Vehicle	1	11.1%	1	20.0%
Bus	---	---	---	---
Heavy Motor Vehicle	---	---	---	---
Pedestrian	---	---	---	---
Recreation (4-track, golf)	---	---	---	---
Construction	---	---	---	---
Animal	---	---	---	---
Fixed Object	1	11.1%	1	20.0%
Other	---	---	---	---
Total	**9**	**100.0%**	**5**	**100.0%**

PTASP Location	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Right of Way	---	---	---	---
Service Facility	5	55.6%	2	40.0%
Maintenance Facility	2	22.2%	1	20.0%
Vehicle	2	22.2%	2	40.0%
Other	0	0.0%	0	0.0%
Total	**9**	**100.0%**	**5**	**100.0%**

Month	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
January	1	11.1%	---	---
February	---	---	---	---
March	1	11.1%	---	---
April	2	22.2%	---	---
May	---	---	---	---
June	1	11.1%	---	---
July	---	---	---	---
August	2	22.2%	---	---
September	---	---	---	---
October	---	---	---	---
November	2	22.2%	---	---
December	---	---	---	---
Total	**9**	**100.0%**	**0**	**0.0%**

Type	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Accidental	6	66.7%	5	100.0%
Ill-intentioned to Person	2	22.2%	---	---
Ill-intentioned to System	1	11.1%	---	---
Total	**9**	**100.0%**	**5**	**100.0%**

Location Detail	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Route	---	---	---	---
Terminal	2	22.2%	---	---
Station	---	---	---	---
Parking	1	11.1%	1	20.0%
Service Facility	2	22.2%	1	20.0%
Maintenance Shop	2	22.2%	1	20.0%
Transit Vehicle	2	22.2%	2	40.0%
Boarding	---	---	---	---
Bus Stop	---	---	---	---
Administration Facility	---	---	---	---
Other	---	---	---	---
Total	**9**	**100.0%**	**5**	**100.0%**

Report Source	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Employee Reporting System	6	66.7%	2	40.0%
Citizen	3	33.3%	3	60.0%
Total	**9**	**100.0%**	**5**	**100.0%**

Severity	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
No Consequence	2	22.2%	1	20.0%
Evacuation	2	22.2%	---	---
Fatal	---	---	---	---
Injured	3	33.3%	3	60.0%
Property Damage Only	2	22.2%	1	20.0%
Total	**9**	**100.0%**	**5**	**100.0%**

Total Damage Cost	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
N/A	6	66.7%	3	60.0%
$1 - $499	---	---	---	---
$500 - $999	---	---	---	---
$1,000 - $4,999	---	---	---	---
$5,000 - $9,999	1	11.1%	1	20.0%
$10,000 - $24,999	1	11.1%	---	---
$25,000 - $49,999	1	11.1%	1	20.0%
$50,000 - $99,999	---	---	---	---
$100,000 - $499,999	---	---	---	---
$500,000 - $999,000	---	---	---	---
$1,000,000 - $4,999,999	---	---	---	---
$5,000,000 or more	---	---	---	---
Cost Total	**9**	**100.0%**	**5**	**100.0%**

Class	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Accident	2	22.2%	2	40.0%
Incident	4	44.4%	1	20.0%
Occurrence	3	33.3%	2	40.0%
Total	**9**	**100.0%**	**5**	**100.0%**

Tipo de Injured o Fatal	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
Driver	1	25.0%	1	25.0%
Passenger	2	50.0%	2	50.0%
User	---	---	---	---
Employee	---	---	---	---
Worker	---	---	---	---
Occupant	1	25.0%	1	25.0%
Pedestrian	---	---	---	---
Total	**4**	**100.0%**	**4**	**100.0%**

Hora	Total Number	Percent of Total	Number in Analysis Year	Percent in Analysis Year
5:00 AM - 7:59 AM	---	---	---	---
8:00 AM - 10:59 AM	2	22.2%	---	---
11:00 AM - 1:59 PM	2	22.2%	---	---
2:00 PM - 4:59: PM	---	---	---	---
5:00 PM - 7:59 PM	---	---	---	---
8:00 PM - 10:59 PM	2	22.2%	2	40.0%
11:00 PM - 1:59: AM	1	11.1%	1	20.0%
2:00 AM - 4:59 AM	2	22.2%	2	40.0%
Total	**9**	**100.0%**	**5**	**100.0%**

Year	Total											
	Events		Fatalities		Injured		Property Damage		Collisions		Evacuations	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
2015	---	---	---	---	---	---	---	---	---	---	---	---
2016	---	---	---	---	---	---	---	---	---	---	---	---
2017	---	---	---	---	---	---	---	---	---	---	---	---
2018	4	44.4%	---	---	---	---	1	33.3%	---	---	2	100.0%
2019	5	55.6%	---	---	4	100.0%	2	66.7%	2	100.0%	---	---
Total	**9**	**100.0%**	**0**	**0.0%**	**4**	**100.0%**	**3**	**100.0%**	**2**	**100.0%**	**2**	**100.0%**
Average	**4.5**	50.0%	**---**	---	**4**	100.0%	**1.5**	50.0%	**2**	100.0%	**2**	100.0%
Analysis Year Average	**0.5**	**5.6%**	**---**	**---**	**0**	**0.0%**	**0.5**	**16.7%**	**0**	**0.0%**	**---**	**---**

Year	Reportable PTASP											
	Events		Fatalities		Injured		Property Damage		Collisions		Evacuations	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
2015	---	---	---	---	---	---	---	---	---	---	---	---
2016	---	---	---	---	---	---	---	---	---	---	---	---
2017	---	---	---	---	---	---	---	---	---	---	---	---
2018	2	22.2%	---	---	---	---	---	---	---	---	2	100.0%
2019	2	22.2%	---	---	2	50.0%	2	66.7%	2	100.0%	---	---
Total	**4**	**44.4%**	**0**	**0.0%**	**2**	**50.0%**	**2**	**66.7%**	**2**	**100.0%**	**2**	**100.0%**
Average	**2**	22.2%	**---**	---	**2**	50.0%	**2**	66.7%	**2**	100.0%	**2**	100.0%
Analysis Year Average	**0**	**0.0%**	**---**	**---**	**0**	**0.0%**	**0**	**0.0%**	**0**	**0.0%**	**---**	**---**

Year	Major Mechanical Failures	Service Vehicle Miles	Mean Distance Between Failures
2015	---	25,000	---
2016	---	30,000	---
2017	---	25,000	---
2018	2	45,000	22,500
2019	3	30,000	10,000
Total	**5**	**155,000**	**32,500**
Average	**3**	**31,000**	**16,250**

Attachment O: Events Field Form (Spanish)

FORMULARIO DE INFORMACIÓN DE EVENTOS EN EL SISTEMA DE TRANSPORTE COLECTIVO

1. Identificación:

Nombre: _____ Fecha: _____ Hora: _____ Dirección: _____

2. Tipo de Evento:

☐ Amenaza de Bomba	☐ Falla en Agua	☐ Robo
☐ Asalto	☐ Falla en Comunicaciones	☐ Sabotaje
☐ Bomba	☐ Falla en Transporte Vertical	☐ Secuestro
☐ Cibernético	☐ Falla Estructural	☐ Suicidio
☐ Colisión	☐ Falla Mecánica Vehicular	☐ Tropiezo
☐ Conducta	☐ Homicidio	☐ Vandalismo
☐ Derrame	☐ Incendio	☐ Violación
☐ Descarga Eléctrica	☐ Intento de Homicidio	☐ Organización
☐ Emanación	☐ Intento de Suicidio	☐ Otro: _____
☐ Falla Eléctrica	☐ Lanzamiento Perjudicial	☐ Otro: _____

3. Lugar:

☐ Ruta ☐ Terminal ☐ Estación ☐ Estacionamiento ☐ Servicio ☐ Transporte
☐ Abordaje ☐ Parada ☐ Taller ☐ Administración ☐ Otro: _____

4. Severidad:

☐ Sin Consecuencia ☐ Evacuación ☐ Fatal ☐ Herido ☐ Propiedad

5. Clase de Evento:

☐ Accidente ☐ Incidente ☐ Ocurrencia

6. Tipo de Evento:

☐ Accidental ☐ Malintencionado-Persona ☐ Malintencionado-Sistema

7. Colisión con:

☐Vehículo de Motor Liviano ☐Guagua ☐Recreacional ☐ Peatón ☐Objeto Fijo
☐Vehículo de Motor Pesado ☐Animal ☐Construcción ☐Otro: _____ ☐N/A

8. ¿Colisión envuelve vehículo colectivo? ☐Si ☐No ☐N/A

9. ¿Algún vehículo requirió removerse con grúa? ☐Si ☐No ☐N/A

10. Fatalidades:

Indique el Tipo: ☐Conductor ☐Pasajero ☐Usuario ☐Empleado
Cantidad: _____ ☐Trabajador ☐Ocupante ☐ Peatón ☐N/A

11. Heridos:

Indique el Tipo: ☐Conductor ☐Pasajero ☐Usuario ☐Empleado
Cantidad: _____ ☐Trabajador ☐Ocupante ☐ Peatón ☐N/A

12. Daño a:

☐ Vehículo Público ☐ Facilidad Pública ☐ Vehículo Privado ☐ Facilidad Privada ☐ N/A

13. Esquemas / Fotografías / Notas:

LEYENDA

Lugar del Evento

Ruta	Ocurre dentro del derecho de vía del sistema de transporte colectivo.
Terminal	Ocurre en un terminal del sistema de transporte colectivo.
Estación	Ocurre en una estación o parada en edificio o estructura formal del sistema de transporte colectivo. No incluye refugios ni paradas que no estén en estructuras.
Estacionamiento	Ocurre en estacionamientos para usuarios del sistema de transporte colectivo o áreas de dejar y recoger pasajeros.
Servicio	Ocurre en otras facilidades de servicio del sistema de transporte colectivo, como servicio al cliente o boletería.
Taller	Ocurre en una facilidad de mantenimiento del sistema de transporte colectivo.
Transporte	Ocurre en un vehículo de servicio de transporte colectivo o relacionado a él.
Abordaje	Ocurre entre el vehículo y cualquier otra ubicación durante el proceso de abordaje o egreso.
Parada	Ocurre en áreas designadas de abordaje sin estructuras formales. Un refugio no se considera estructura formal.
Administración	Son eventos de salud ocupacional que ocurren en edificios de administración o eventos que ocurren en estacionamientos de empleados.
Otro	Ocurre en algún lugar que no corresponde a las categorías anteriores.

Severidad

Sin Consecuencia	El evento no tiene consecuencia que afecte el sistema o las personas.
Evacuación	El evento no resulta en fatalidades, heridos o daño a la propiedad, pero requirió el acto de desalojar o despejar un vehículo o lugar.
Fatal	El evento resultó en una o más muertes de personas, incluyendo suicidio.
Herido	El evento resultó en una o más personas heridas o con cualquier tipo de daño (envenenamientos, reacciones alérgicas, etc..) y no hubo fatalidades.
Propiedad	El evento no resultó en fatalidades o heridos, pero sí hubo daño a la propiedad.

Clase

Accidente	Envuelve pérdida de vida, herida seria a una persona, colisión de vehículo de transportación pública, evacuación para preservar la vida.
Incidente	Envuelve herida personal que no es seria pero requiere ser transportado para recibir atención médica, daño a facilidades, equipo, vehículos o infraestructura que interrumpe las operaciones.
Ocurrencia	No hay heridos y el daño a las facilidades, equipo, vehículos o infraestructura no interrumpe las operaciones.

Tipo

Accidental	Incluye colisiones, fuego no intencional, derrame de materiales peligrosos y actos de Dios.
Malintencionado-Persona	Incluye asalto, intento de suicidio o suicidio, homicidio, robo y violación.
Malintencionado-Sistema	Incluye amenaza de bomba, bomba, lanzamiento químico / biológico / radiológico / nuclear, incendio provocado, sabotaje, robo, vandalismo, secuestro y seguridad cibernética.

Colisión con

Vehículo de Motor Liviano	Incluye cualquier vehículo tipo motora, sedan, SUV, pick-up, o van, con dos ejes y cuatro ruedas, incluyendo sus arrastres.
Guagua	Incluye vehículos de servicio de transportación colectiva de mayor tamaño que una van.
Vehículo de Motor Pesado	Incluye vehículos que no estén en la categoría de liviano o guagua, incluyendo sus arrastres.
Peatón	Incluye peatones, ciclistas, en patines o patinetas, en sillas de ruedas, en scooters u otro medio de movilidad personal, que estén fuera de las facilidades de transporte colectivo.
Recreacional	Esta categoría incluye vehículos de motor recreacional no autorizados a conducirse en vías públicas, como 4-tracks, etc.
Construcción	Esta categoría incluye vehículos de motor de construcción como cortadoras de grama, bulldozers, dump trucks, etc.
Animal	Esta categoría incluye cualquier tipo de animal.
Objeto Fijo	Esta categoría incluye cualquier tipo de objeto fijo como árboles, postes, hidrantes, verjas, paredes, barreras, pendientes, etc.
Otro	Ocurre con algo que no corresponde a las categorías anteriores.

Tipo de Fatal o Herido

Conductor	Se refiere al conductor del vehículo de transporte colectivo.
Pasajero	Se refiere a personas dentro de los vehículos de transporte colectivo, excluyendo el conductor.
Usuario	Se refiere a personas que están dentro de las facilidades de transporte colectivo como terminales, estacionamientos para usuarios, etc.
Empleado	Incluye empleados del sistema de transporte colectivo que no son conductores.
Trabajador	Incluye otros trabajadores que no son empleados o contratados por el sistema de transporte colectivo, como empleados de concesiones comerciales, utilidades, etc.
Ocupante	Esta categoría es para conductores y pasajeros de vehículos que no son de transporte colectivo.
Peatón	Incluye peatones, ciclistas, en patines o patinetas, en sillas de ruedas, en scooters u otro medio de movilidad personal, que estén fuera de las facilidades de transporte colectivo.

Tipo de Evento

Categoría	Definición
Amenaza de Bomba	Incluye una amenaza, notificada por cualquier medio de comunicación, sobre la posible detonación de aparato explosivo o incendiario con el objetivo de provocar daño o miedo, independientemente de que el aparato exista o no.
Asalto	Incluye el acto de atacar una persona o entidad para robarle o causarle daño.
Bomba	Incluye la detonación de un aparato explosivo o incendiario.
Cibernético	Incluye el acto de que un intruso gane acceso no autorizado a los sistemas protegidos o datos de la organización.
Colisión	Este término se refiere a un evento donde hay un impacto de un vehículo con otro vehículo, objeto, animal o persona.
Conducta	Esta categoría hace referencia a conductas inadecuadas, omisión total o parcial de protocolos, ejecución inadecuada de procesos. Debe incluirse descripción detallada en la columna de Notas.
Derrame	Incluye el derrame o lanzamiento de cualquier cantidad de algún material peligroso que cree amenaza inminente a la vida, salud, o ambiente y requiere atención especial para limpiarlo.
Descarga Eléctrica	Esta categoría incluye cualquier tipo de descarga eléctrica.
Emanación	Esta categoría incluye cualquier tipo de humo o emanación.
Falla Eléctrica	Falla causada por mal funcionamiento o por condición mediocre o deteriorada del sistema eléctrico.
Falla en Agua	Falla causada por mal funcionamiento o por condición mediocre o deteriorada de los sistemas de manejo de agua potable, sanitaria y pluvial.
Falla en Comunicaciones	Falla causada por mal funcionamiento o por condición mediocre o deteriorada del sistema de comunicaciones.
Falla en Transporte Vertical	Falla causada por mal funcionamiento o por condición mediocre o de deterioro en elevadores o escaleras eléctricas.
Falla Estructural	Falla causada por condición mediocre o deteriorada en cualquier elemento de la planta física de la facilidad.
Falla Mecánica Vehicular	Falla causada por mal funcionamiento o por condición mediocre del vehículo o la facilidad.
Homicidio	Esta categoría incluye el acto de matar deliberadamente a otra personal.
Incendio	Esto hace referencia a la existencia de fuego en una propiedad. Puede ser no intencional o provocada.
Intento de Homicidio	Esta categoría incluye el acto de intentar matar deliberadamente a otra personal.
Intento de Suicidio	Esta categoría incluye el acto de intentar matarse uno mismo de forma intencional.
Lanzamiento Perjudicial	Esto hace referencia a la emisión o lanzamiento de material químico, biológico, radiológico o nuclear hacia el aire, agua o lugar.
Robo	Esto hace referencia a la apropiación de los bienes o derechos de algún individuo, grupo, organismo, empresa, etc., por medio de la fuerza o intimidación.
Sabotaje	Incluye el acto deliberado de destruir, dañar u obstruir algo para conseguir otro objetivo.
Secuestro	Incluye el acto por el cual un individuo o grupo privan de manera ilegal a otro u otros de su libertad, mediante fuerza o fraude.
Suicidio	Esta categoría incluye el acto de matarse uno mismo de forma intencional.
Tropiezo	Esta categoría incluye tropiezos, resbalamientos y caídas.
Vandalismo	Esto hace referencia al acto de dañar o destruir voluntariamente la propiedad, sea pública o privada.
Violación	Este es un delito que se comete cuando una persona mantiene relaciones sexuales con otra que sea menor de doce años, o esté privada de razón o de sentido, o lo haga utilizando para ello la fuerza o la intimidación.
Organización	Esta categoría hace referencia a culturas organizacionales o políticas obsoletas o inadecuadas, carencia o insuficiencia de políticas, protocolos, estructuras o procesos. Debe incluirse descripción detallada en la columna de Notas.
Otro	Cualquier otro evento de seguridad que no corresponda a las categorías anteriores.

Attachment P: Safety Reporting Log (Spanish)

Municipio: _____

Control	Reporte	Notas Sobre el Reporte	Lugar	Notas Sobre Lugar	¿Lugar Reportable?	Severidad	Clase de Evento	Tipo de Evento	Año	Mes	Día	Hora	Reportado Por	Falla Mecánica de Envergadura	Lectura de Odómetro de Transporte Colectivo	Colisión Con	¿Colisión Envuelve Vehículo Colectivo?	¿Algún vehículo requirió removerse con grúa?	Fatalidades	¿Muerte por evento dentro de 30 días del	Heridos	¿Herido por evento transportado	Tipo de Fatal o Herido (A)	Tipo de Fatal o Herido (B)	Tipo de Fatal o Herido (C)	Tipo de Fatal o Herido (D)	Notas sobre Fatales y Heridos	Costo del Daño - Vehículo Público	Costo del Daño - Facilidad Pública	Costo del Daño - Manejo del Evento	Costo del Daño - Vehículos Privados	Costo del Daño - Facilidad Privada	Costo Total	¿Daño reportable?	Rango Costo Total	Reportable PTASP	Reporte Validado	Ya estaba en la Base de Datos de Eventos?	Ya estaba en el Registro de Riesgos?
1																																							
2																																							
3																																							
4																																							
5																																							

Attachment Q: Risk Assessment Tool

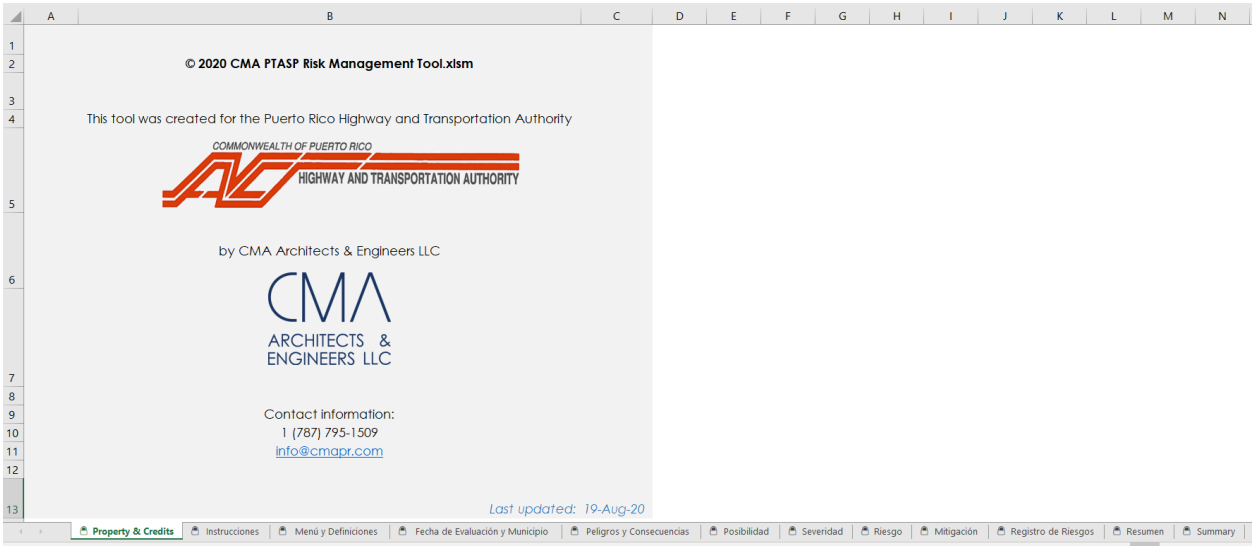
This attachment includes some views of the Excel tool developed to aid on the implementation of the Safety Risk Management. The tool is in Spanish, to facilitate its use by its end users. However, the Statistics tab is repeated in English to assist on the development of FHWA reports.

This tool has the following tabs:

1. Property & Credits – Shows the owner of the tool (PRHTA), the author (CMA) and its contact information, and the date of the last update.
2. Instructions – Provides instructions on how to use the tool.
3. Dropdown Menu and Definitions – Defines the dropdown menus used on the main database tab.
4. Evaluation Date and Agency – This tab is used to identify the agency and input the evaluation date.
5. Hazards and Consequences – This tab includes a table that is used to identify risks and consequences. The table identifies the system component, area, location, and potential consequence. To aid on the identification, a list of evaluation criteria and guide questions was also included.
6. Likelihood – This tab contains a table that is linked to the previous tab. It has the evaluation criteria for which the votes of the Safety Committee members are recorded. A rate scale is used to calculate the average score which will determine the likelihood of occurrence of each hazard.
7. Severity - This tab contains a table that is linked to the Hazards and Consequences tab. It has the evaluation criteria for which the votes of the Safety Committee members are recorded. A rate scale is used to calculate the average score which will determine the consequence severity of each hazard.
8. Risk – This tab self-calculates the risk level based on the information from the Likelihood and Severity tabs.
9. Mitigation – This tab is used to record the mitigation strategies and later to evaluate them.
10. Risk Register – This tab self-calculates a risk register based on the information from the previous tabs.
11. Summary – This tab shows number and percent summaries of the information from the different tabs.

The next pages of this attachment show the Spanish tables included in the tool.

Property & Credits



Instructions (Spanish)

Instrucciones		
Paso	**Hoja**	**Descripción**
1	Instrucciones	Leer las instrucciones.
2	Menú y Definiciones	Estudiar las opciones y definiciones.
3	Fecha de Evaluación y Municipio	Indicar la fecha de la evaluación y el periodo que comprende el análisis. Utilice nomenclatura en inglés, ya que estas celdas están validadas sólo para fechas. Por ejemplo, puede ingresar 1jan20 y la celda automáticamente escribirá 1-Jan-20 correspondiente al 1ro de enero de 2020. La fecha de evaluación se repite en otras hojas; sólo es necesario ingresarla aquí ya que las otras hojas hacen referencia a esta.
4		Ingresar en esta hoja el nombre del municipio. El nombre del municipio se repite en otras hojas; sólo es necesario ingresarla aquí ya que las otras hojas hacen referencia a esta.
5	Peligros y Consecuencias	Las columnas que requieren ingreso directo se muestran de color rosa oscuro. Las columnas que requieren la selección de alternativas predeterminadas se muestran en color rosa claro.
6		La información bajo las siguientes columnas está protegida hasta la fila 54: Componente del Sistema, Preguntas Guía, Área. Están fijas con el objetivo de que todos los municipios tengan, al menos, estos componentes, áreas y criterios de evaluación generales en común.
7		De ser necesario, puede añadir más peligros desde la fila 55 hasta la fila 300.
8		Utilizar las preguntas guía como referencia para identificar los peligros. Contestar la respuesta general a la pregunta en la columna señalada.
9		Identificar los peligros potenciales o reales y sus posibles consecuencias; estos se detallan mediante ingreso directo en las columnas señaladas.
10		Corroborar el componente del sistema y el elemento indicado; estos se limitan a una lista predeterminada.
11		Indicar la ubicación general seleccionando una de las opciones provistas.
12		Provea detalles de la ubicación mediante ingreso directo bajo la columna señalada.
13		Hay información de esta hoja que se repite en otras hojas; sólo es necesario ingresarla aquí ya que las otras hojas hacen referencia a esta.
14	Posibilidad	La información bajo las siguientes columnas se auto rellenan basado en la información incluida en la hoja titulada Peligros y Consecuencias: ID, Componente del Sistema, Pregunta Guía, Descripción Detallada del Peligro Potencial, Ubicación Detallada del Peligro, y Posible Consecuencia.
15		Las celdas donde se ingresan los votos están programadas para aceptar sólo números enteros.
16		Ingrese la cantidad de votos por cada uno de los niveles de posibilidad por peligro identificado. La posibilidad de ocurrencia de cada peligro se auto calcula mediante el promedio de los votos.

Instrucciones		
Paso	**Hoja**	**Descripción**
17	Severidad	La información bajo las siguientes columnas se auto rellenan basado en la información incluida en la hoja titulada Peligros y Consecuencias: ID, Componente del Sistema, Pregunta Guía, Descripción Detallada del Peligro Potencial, Ubicación Detallada del Peligro, y Posible Consecuencia.
18		Ingrese la cantidad de votos por cada una de las categorías de severidad por consecuencia identificada. La categoría de severidad de cada consecuencia se auto calcula mediante el promedio de los votos.
19	Riesgo	No se requiere acción, el nivel de riesgo se auto calcula con los valores promedio de posibilidad y severidad. Los demás campos se auto rellenan basado en la información incluida en la hoja titulada Peligros y Consecuencias.
20	Mitigación	La información bajo las siguientes columnas se auto rellenan basado en la información incluida en la hoja titulada Peligros y Consecuencias: ID, Componente del Sistema, Pregunta Guía, Descripción Detallada del Peligro Potencial, Ubicación Detallada del Peligro, Posible Consecuencia, y Nivel de Riesgo.
21		Describir la medida de control o mitigación a implementarse bajo la columna indicada.
22		Seleccionar el riesgo esperado una vez se implemente la medida, bajo la columna indicada.
23		Indicar la fecha de implementación. Utilice nomenclatura en inglés, ya que estas celdas están validadas sólo para fechas. Por ejemplo, puede ingresar 1jan20 y la celda automáticamente escribirá 1-Jan-20 correspondiente al 1ro de enero de 2020.
24		Indicar la fecha de evaluación de la medida. Utilice nomenclatura en inglés, ya que estas celdas están validadas sólo para fechas. Por ejemplo, puede ingresar 1jan20 y la celda automáticamente escribirá 1-Jan-20 correspondiente al 1ro de enero de 2020.
25		Seleccionar el resultado general de la evaluación bajo la columna indicada.
26		Describir los detalles de la evaluación bajo la columna indicada.
27	Registro de Riesgos	Esta hoja presenta el registro de riesgos. No se requiere acción, el registro se auto llena con la información de las otras hojas.
28	Resumen	Esta hoja presenta resúmenes tabulados y con diagramas de barra sobre la información contenida en este documento. No se requiere acción, se auto calcula con la información de las otras hojas.

Dropdown Menu and Definitions (Spanish)

Preguntas Guía
¿La estructura organizacional atiende todas sus necesidades: gerencia, planificación, operaciones, mantenimiento, servicio al ciudadano, manejo de emergencias, etc.?
¿La cultura organizacional está orientada hacia la seguridad?
¿Poseen liderato experto dedicado al transporte colectivo?
¿El liderato es responsivo?
¿El personal está asignado a labores dentro de sus capacidades?
¿Están todas las áreas atendidas con los recursos humanos y capitales adecuados?
¿Existe un programa de manejo de sucesión?
¿Existe un proceso de identificación de peligros?
¿Existe un proceso de manejo de riesgos?
¿Se documentan hallazgos de las inspecciones y evaluaciones?
¿Se atienden adecuadamente los hallazgos?
¿Se documentan las estrategias?
¿Se evalúan las estrategias implementadas?
¿Hay protocolos de comunicación implementados?
¿Hay programas de adiestramiento implementados (choferes, mecánicos, servicio al cliente, gerencia)?
¿Se han implementados procesos para recoger el insumo de empleados y público?
¿Se han implementado protocolos de preparación para y manejo de emergencias?
¿Se recogen todos los datos que son necesarios (fallas, millaje, resultados de inspecciones, resultados de análisis de accidentes, eventos de seguridad, heridos, muertos, daños a la propiedad, colisiones, evacuaciones, etc.)?
¿Hay protocolos de manejo de la información implementados?
¿Se mantiene la información en un lugar seguro, existe redundancia (servidor, nube, etc.)?
¿Es efectivo y eficiente el proceso de compras y contratación?
¿Existe un programa de gerencia de activos de facilidades?
¿Se mantiene un inventario de los bienes?
¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?
¿Existen procesos efectivos y eficientes de inspección y mantenimiento?
¿Están las facilidades en buena condición o estado de buena reparación?
¿Son adecuadas las facilidades para el uso actual y el esperado?
¿Están las áreas de espera debidamente identificadas?
¿Están los macados visibles?
¿Están los rótulos legibles?
¿Existen las facilidades para personas con impedimentos?
¿Se cumple con ley ADA?
¿Las tecnologías son adecuadas y están vigentes?
La política de seguridad y declaraciones relacionadas están visibles.
¿Existe un programa de gerencia de activos para vehículos?
¿Están los vehículos en buena condición o estado de buena reparación?
¿Son adecuados los vehículos para el uso actual y el esperado?
¿Existe un programa de gerencia de activos para equipos?
¿Están los equipos en buena condición o estado de buena reparación?
¿Son adecuados los equipos para el uso actual y el esperado?
¿Existen sistemas de protección para equipos eléctricos adecuados (baterías, protectores contra variaciones en voltaje, etc.)?
¿Existe sistema para mantenimiento limitado del servicio durante emergencias (planta eléctrica, abastos de agua, etc.)?

Componentes del Sistema
Estructura Organizacional y Recursos Humanos
Procesos
Facilidades, Edificios y Estructuras
Vehículos
Equipos
Otro

Área
Organización
Cultura
Liderato
Personal
Riesgos
Evaluación
Comunicación
Adiestramiento
Emergencias
Información
Adquisición
Facilidades
Vehículos
Equipos
Otro

Respuestas Preguntas Guía	Descripción
Si	No se considera peligro
Parcialmente	Podría implicar peligro parcial en algún elemento
No	Podría implicar peligro de un elemento
No Aplica	No aplica

Resultados de la Mitigación	Descripción
Mejor de lo esperado	El nivel de riesgo resultó menor de lo esperado.
Según esperado	El nivel de riesgo resultó según esperado.
No alcanzó lo esperado	El nivel de riesgo mejoró pero no alcanzó el nivel esperado.
Sin cambio	El nivel de riesgo no cambió.
Empeoró	El nivel de riesgo aumentó.

Lugar	Definición
Ruta	Dentro del derecho de vía del sistema de transporte colectivo
Terminal	Terminal del sistema de transporte colectivo
Estación	Estación o parada en edificio o estructura formal del sistema de transporte colectivo; no incluye refugios.
Estacionamiento	Estacionamientos para usuarios del sistema de transporte colectivo o áreas de dejar y recoger pasajeros.
Servicio	Otras facilidades de servicio del sistema de transporte colectivo, como servicio al cliente o boletería.
Taller	Facilidad de mantenimiento del sistema de transporte colectivo.
Transporte	Vehículo de servicio de transporte colectivo o relacionado a él
Abordaje	Área entre el vehículo y cualquier otra ubicación dentro del proceso de abordaje o egreso.
Parada	Áreas designadas de abordaje sin estructuras formales; los refugios se encuentran en esta clasificación
Administración	Edificios de administración o estacionamientos de empleados.
Organización	Componente de la organización, gerencia o recursos humanos
Procesos	Proceso o parte de un proceso, esté o no esté documentado
Otro	Ubicación que no corresponde a las categorías anteriores
N/A	No aplica

posibilidad de Ocurrencia del Peligro		
Nivel	**Descripción**	**Definición**
A	Frecuente	Es probable que ocurra frecuentemente.
B	Probable	Es probable que ocurra varias veces durante la vida del objeto.
C	Ocasional	Es probable que ocurra en alguna ocasión durante la vida del objeto.
D	Remoto	Es poco probable que ocurra, pero podría ocurrir durante la vida del objeto.
E	Improbable	La posibilidad de que ocurra es tan baja que se puede asumir que no ocurrirá.

Severidad de la Consecuencia			
Severidad		**Definición**	
Categoría	**Descripción**	**Personas**	**Sistema**
1	Catastrófico	Muerte	Pérdida del sistema
2	Crítico	Heridas severas, enfermedad ocupacional severa	Daño severo al sistema
3	Marginal	Heridas menores, enfermedad ocupacional menor	Daño menor al sistema
4	Insignificante	Heridas mínimas, enfermedad ocupacional mínima	Daño mínimo al sistema

Matriz de Riesgos				
Nivel de posibilidad	**Categoría de Severidad**			
	1	**2**	**3**	**4**
A				
B				
C				
D				
E				
Código de Colores				

Color	**Nivel de Riesgo**	**Significado**
	Bien Alto	Inaceptable
	Alto	Indeseable
	Mediano	Aceptable con revisión
	Bajo	Aceptable sin revisión

Código Combinado de Riesgo			
posibilidad	**Severidad**	**Riesgo**	
A	1	A1	Bien Alto
A	2	A2	Bien Alto
A	3	A3	Bien Alto
B	1	B1	Bien Alto
B	2	B2	Bien Alto
C	1	C1	Bien Alto
B	3	B3	Alto
C	2	C2	Alto
C	3	C3	Alto
D	1	D1	Alto
D	2	D2	Alto
A	4	A4	Mediano
B	4	B4	Mediano
D	3	D3	Mediano
E	1	E1	Mediano
E	2	E2	Mediano
E	3	E3	Mediano
C	4	C4	Bajo
D	4	D4	Bajo
E	4	E4	Bajo

Evaluation Date and Agency (Spanish)

Agencia	**Fecha de Evaluación**
	15-May-20
Periodo de Análisis	
Desde	**Hasta**
1-Jan-19	31-Dec-19

Hazards and Consequences (Spanish)

Agencia:--- Fecha de Evaluación:15-May-20

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada del Peligro Potencial o Real	Ubicación General del Peligro	Ubicación Detallada del Peligro	Posible Consecuencia
1	Estructura Organizacional y Recursos Humanos	¿La estructura organizacional atiende todas sus necesidades: gerencia, planificación, operaciones, mantenimiento, servicio al ciudadano, manejo de emergencias, etc.?	Organización					
2	Estructura Organizacional y Recursos Humanos	¿La cultura organizacional está orientada hacia la seguridad?	Cultura					
3	Estructura Organizacional y Recursos Humanos	¿Poseen liderato experto dedicado al transporte colectivo?	Liderato					
4	Estructura Organizacional y Recursos Humanos	¿El liderato es responsivo?	Liderato					
5	Estructura Organizacional y Recursos Humanos	¿El personal está asignado a labores dentro de sus capacidades?	Personal					
6	Estructura Organizacional y Recursos Humanos	¿Están todas las áreas atendidas con los recursos humanos y capitales adecuados?	Personal					
7	Estructura Organizacional y Recursos Humanos	¿Existe un programa de manejo de sucesión?	Personal					
8	Procesos	¿Existe un proceso de identificación de peligros?	Riesgos					
9	Procesos	¿Existe un proceso de manejo de riesgos?	Riesgos					
10	Procesos	¿Se documentan hallazgos de las inspecciones y evaluaciones?	Evaluación					
11	Procesos	¿Se atienden adecuadamente los hallazgos?	Evaluación					
12	Procesos	¿Se documentan las estrategias?	Evaluación					
13	Procesos	¿Se evalúan las estrategias implementadas?	Evaluación					
14	Procesos	¿Hay protocolos de comunicación implementados?	Comunicación					
15	Procesos	¿Hay programas de adiestramiento implementados (choferes, mecánicos,	Adiestramiento					

Agencia:--- Fecha de Evaluación:15-May-20

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada del Peligro Potencial o Real	Ubicación General del Peligro	Ubicación Detallada del Peligro	Posible Consecuencia
		servicio al cliente, gerencia)?						
16	Procesos	¿Se han implementados procesos para recoger el insumo de empleados y público?	Evaluación					
17	Procesos	¿Se han implementado protocolos de preparación para y manejo de emergencias?	Emergencias					
18	Procesos	¿Se recogen todos los datos que son necesarios (fallas, millaje, resultados de inspecciones, resultados de análisis de accidentes, eventos de seguridad, heridos, muertos, daños a la propiedad, colisiones, evacuaciones, etc.)?	Información					
19	Procesos	¿Hay protocolos de manejo de la información implementados?	Información					
20	Procesos	¿Se mantiene la información en un lugar seguro, existe redundancia (servidor, nube, etc.)?	Información					
21	Procesos	¿Es efectivo y eficiente el proceso de compras y contratación?	Adquisición					
22	Facilidades, Edificios y Estructuras	¿Existe un programa de gerencia de activos de facilidades?	Facilidades					
23	Facilidades, Edificios y Estructuras	¿Se mantiene un inventario de los bienes?	Facilidades					
24	Facilidades, Edificios y Estructuras	¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?	Facilidades					
25	Facilidades, Edificios y Estructuras	¿Existen procesos efectivos y eficientes de inspección y mantenimiento?	Facilidades					
26	Facilidades, Edificios y Estructuras	¿Están las facilidades en buena condición o estado de buena reparación?	Facilidades					
27	Facilidades, Edificios y Estructuras	¿Son adecuadas las facilidades para el uso actual y el esperado?	Facilidades					
28	Facilidades, Edificios y Estructuras	¿Están las áreas de espera debidamente identificadas?	Facilidades					

Agencia:--- Fecha de Evaluación:15-May-20

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada del Peligro Potencial o Real	Ubicación General del Peligro	Ubicación Detallada del Peligro	Posible Consecuencia
29	Facilidades, Edificios y Estructuras	¿Están los macados visibles?	Facilidades					
30	Facilidades, Edificios y Estructuras	¿Están los rótulos legibles?	Facilidades					
31	Facilidades, Edificios y Estructuras	¿Existen las facilidades para personas con impedimentos?	Facilidades					
32	Facilidades, Edificios y Estructuras	¿Se cumple con ley ADA?	Facilidades					
33	Facilidades, Edificios y Estructuras	¿Las tecnologías son adecuadas y están vigentes?	Facilidades					
34	Facilidades, Edificios y Estructuras	La política de seguridad y declaraciones relacionadas están visibles.	Facilidades					
35	Vehículos	¿Existe un programa de gerencia de activos para vehículos?	Vehículos					
36	Vehículos	¿Se mantiene un inventario de los bienes?	Vehículos					
37	Vehículos	¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?	Vehículos					
38	Vehículos	¿Existen procesos efectivos y eficientes de inspección y mantenimiento?	Vehículos					
39	Vehículos	¿Están los vehículos en buena condición o estado de buena reparación?	Vehículos					
40	Vehículos	¿Son adecuados los vehículos para el uso actual y el esperado?	Vehículos					
41	Vehículos	¿Se cumple con ley ADA?	Vehículos					
42	Vehículos	¿Las tecnologías son adecuadas y están vigentes?	Vehículos					
43	Equipos	¿Existe un programa de gerencia de activos para equipos?	Equipos					
44	Equipos	¿Se mantiene un inventario de los bienes?	Equipos					
45	Equipos	¿Se administran los consumibles y piezas de repuesta efectiva y eficientemente?	Equipos					
46	Equipos	¿Existen procesos efectivos y eficientes de inspección y mantenimiento?	Equipos					

Agencia:--- Fecha de Evaluación:15-May-20

ID	Componente del Sistema	Criterio de Evaluación y Pregunta Guía	Área	Respuesta	Descripción Detallada del Peligro Potencial o Real	Ubicación General del Peligro	Ubicación Detallada del Peligro	Posible Consecuencia
47	Equipos	¿Están los equipos en buena condición o estado de buena reparación?	Equipos					
48	Equipos	¿Son adecuados los equipos para el uso actual y el esperado?	Equipos					
49	Equipos	¿Las tecnologías son adecuadas y están vigentes?	Equipos					
50	Equipos	¿Existen sistemas de protección para equipos eléctricos adecuados (baterías, protectores contra variaciones en voltaje, etc.)?	Equipos					
51	Equipos	¿Existe sistema para mantenimiento limitado del servicio durante emergencias (planta eléctrica, abastos de agua, etc.)?	Equipos					

Likelihood (Spanish)

Agencia:--- Fecha de Evaluación: 15-May-20

ID	Componente del Sistema	Pregunta Guía	Descripción Detallada del Peligro Potencial o Real	Ubicación Detallada del Peligro	Posible Consecuencia	Cantidad de Votos por Nivel de posibilidad					Nivel Promedio
						A	B	C	D	E	
						1	2	3	4	5	
						Frecuente	Probable	Ocasional	Remoto	Improbable	
1	Estructura Organizacional y Recursos Humanos	¿La estructura organizacional atiende todas sus necesidades: gerencia, planificación, operaciones, mantenimiento, servicio al ciudadano, manejo de emergencias, etc.?	---	---	---	2	3	2			B
2	Estructura Organizacional y Recursos Humanos	¿La cultura organizacional está orientada hacia la seguridad?	---	---	---	1	1	1	1	2	C
3	Estructura Organizacional y Recursos Humanos	¿Poseen liderato experto dedicado al transporte colectivo?	---	---	---						---
4	Estructura Organizacional y Recursos Humanos	¿El liderato es responsivo?	---	---	---						---
5	Estructura Organizacional y Recursos Humanos	¿El personal está asignado a labores dentro de sus capacidades?	---	---	---	1	2	3	1		C
6	Estructura Organizacional y Recursos Humanos	¿Están todas las áreas atendidas con los recursos humanos y capitales adecuados?	---	---	---						---
7	Estructura Organizacional y Recursos Humanos	¿Existe un programa de manejo de sucesión?	---	---	---						---
8	Procesos	¿Existe un proceso de identificación de peligros?	---	---	---						---
9	Procesos	¿Existe un proceso de manejo de riesgos?	---	---	---						---
10	Procesos	¿Se documentan hallazgos de las inspecciones y evaluaciones?	---	---	---						---
…	…	…	…	…	…	…	…	…	…	…	…

Severity (Spanish)

Agencia:--- Fecha de Evaluación: 15-May-20

ID	Componente del Sistema	Pregunta Guía	Descripción Detallada del Peligro Potencial o Real	Ubicación Detallada del Peligro	Posible Consecuencia	Cantidad de Votos por Categoría de Severidad				Categoría Promedio
						1	2	3	4	
						Catastrófico	Crítico	Marginal	Insignificante	
1	Estructura Organizacional y Recursos Humanos	¿La estructura organizacional atiende todas sus necesidades: gerencia, planificación, operaciones, mantenimiento, servicio al ciudadano, manejo de emergencias, etc.?	---	---	---	3	4	6		2
2	Estructura Organizacional y Recursos Humanos	¿La cultura organizacional está orientada hacia la seguridad?	---	---	---	2	2			2
3	Estructura Organizacional y Recursos Humanos	¿Poseen liderato experto dedicado al transporte colectivo?	---	---	---					---
4	Estructura Organizacional y Recursos Humanos	¿El liderato es responsivo?	---	---	---					---
5	Estructura Organizacional y Recursos Humanos	¿El personal está asignado a labores dentro de sus capacidades?	---	---	---	1	1	1	1	3
6	Estructura Organizacional y Recursos Humanos	¿Están todas las áreas atendidas con los recursos humanos y capitales adecuados?	---	---	---					---
7	Estructura Organizacional y Recursos Humanos	¿Existe un programa de manejo de sucesión?	---	---	---					---
8	Procesos	¿Existe un proceso de identificación de peligros?	---	---	---					---
9	Procesos	¿Existe un proceso de manejo de riesgos?	---	---	---					---
10	Procesos	¿Se documentan hallazgos de las inspecciones y evaluaciones?	---	---	---					---
…	…	…	…	…	…	…	…	…	…	…

Risk (Spanish)

Agencia:--- Fecha de Evaluación:15-May-20

ID	Componente del Sistema	Pregunta Guía	Descripción Detallada del Peligro Potencial o Real	Ubicación Detallada del Peligro	Posible Consecuencia	Posibilidad	Severidad	Riesgo	
1	Estructura Organizacional y Recursos Humanos	¿La estructura organizacional atiende todas sus necesidades: gerencia, planificación, operaciones, mantenimiento, servicio al ciudadano, manejo de emergencias, etc.?	---	---	---	B	2	B2	Bien Alto
2	Estructura Organizacional y Recursos Humanos	¿La cultura organizacional está orientada hacia la seguridad?	---	---	---	C	2	C2	Alto
3	Estructura Organizacional y Recursos Humanos	¿Poseen liderato experto dedicado al transporte colectivo?	---	---	---	---	---	---	---
4	Estructura Organizacional y Recursos Humanos	¿El liderato es responsivo?	---	---	---	---	---	---	---
5	Estructura Organizacional y Recursos Humanos	¿El personal está asignado a labores dentro de sus capacidades?	---	---	---	C	3	C3	Alto
6	Estructura Organizacional y Recursos Humanos	¿Están todas las áreas atendidas con los recursos humanos y capitales adecuados?	---	---	---	---	---	---	---
7	Estructura Organizacional y Recursos Humanos	¿Existe un programa de manejo de sucesión?	---	---	---	---	---	---	---
8	Procesos	¿Existe un proceso de identificación de peligros?	---	---	---	---	---	---	---
9	Procesos	¿Existe un proceso de manejo de riesgos?	---	---	---	---	---	---	---
10	Procesos	¿Se documentan hallazgos de las inspecciones y evaluaciones?	---	---	---	---	---	---	---
…	…	…	…	…	…	…	…	…	…

Mitigation (Spanish)

Agencia:--- Fecha de Evaluación:15-May-20

ID	Componente del Sistema	Pregunta Guía	Descripción Detallada del Peligro Potencial o Real	Ubicación Detallada del Peligro	Posible Consecuencia	Nivel de Riesgo	Medida de Control o Mitigación	Riesgo Esperado con Mitigación	Fecha de Implementación	Fecha de Evaluación de Mitigación	Resultado de Evaluación de Mitigación	
											General	Detalles
1	Estructura Organizacional y Recursos Humanos	¿La estructura organizacional atiende todas sus necesidades: gerencia, planificación, operaciones, mantenimiento, servicio al ciudadano, manejo de emergencias, etc.?	---	---	---	Bien Alto		Alto			Según esperado	
2	Estructura Organizacional y Recursos Humanos	¿La cultura organizacional está orientada hacia la seguridad?	---	---	---	Alto		Mediano			Sin cambio	
3	Estructura Organizacional y Recursos Humanos	¿Poseen liderato experto dedicado al transporte colectivo?	---	---	---	---						
4	Estructura Organizacional y Recursos Humanos	¿El liderato es responsivo?	---	---	---	---						
5	Estructura Organizacional y Recursos Humanos	¿El personal está asignado a labores dentro de sus capacidades?	---	---	---	Alto		Mediano			Mejor de lo esperado	
6	Estructura Organizacional y Recursos Humanos	¿Están todas las áreas atendidas con los recursos humanos y capitales adecuados?	---	---	---	---						
7	Estructura Organizacional y Recursos Humanos	¿Existe un programa de manejo de sucesión?	---	---	---	---						
8	Procesos	¿Existe un proceso de identificación de peligros?	---	---	---	---						
9	Procesos	¿Existe un proceso de manejo de riesgos?	---	---	---	---						
10	Procesos	¿Se documentan hallazgos de las inspecciones y evaluaciones?	---	---	---	---						
…	…	…	…	…	…	…	…	…	…	…	…	…

Risk Register (Spanish)

Agencia:_____ Fecha de Evaluación: 15-May-20

ID	Componente del Sistema	Área	Descripción Detallada del Peligro Potencial o Real	Ubicación Detallada del Peligro	Riesgo	Medida de Control o Mitigación	Riesgo Esperado con Mitigación	Fecha de Implementación	Fecha de Evaluación de Mitigación	Resultado General	Detalles de la Evaluación
1	Estructura Organizacional y Recursos Humanos	Organización	---	---	Bien Alto	---	Alto	---	---	Según esperado	---
2	Estructura Organizacional y Recursos Humanos	Cultura	---	---	Alto	---	Mediano	---	---	Sin cambio	---
3	Estructura Organizacional y Recursos Humanos	Liderato	---	---	---	---	---	---	---	---	---
4	Estructura Organizacional y Recursos Humanos	Liderato	---	---	---	---	---	---	---	---	---
5	Estructura Organizacional y Recursos Humanos	Personal	---	---	Alto	---	Mediano	---	---	Mejor de lo esperado	---
6	Estructura Organizacional y Recursos Humanos	Personal	---	---	---	---	---	---	---	---	---
7	Estructura Organizacional y Recursos Humanos	Personal	---	---	---	---	---	---	---	---	---
8	Procesos	Riesgos	---	---	---	---	---	---	---	---	---
9	Procesos	Riesgos	---	---	---	---	---	---	---	---	---
10	Procesos	Evaluación	---	---	---	---	---	---	---	---	---
…	…	…	…	…	…	…	…	…	…	…	…

Summary

Analysis Period	
From	**To**
1-Jan-19	31-Dec-19

System Components	Number	Percent
Organization Structure and Human Resources	7	14%
Processes	14	27%
Facilities, Buildings, and Structures	13	25%
Vehicles	8	16%
Equipment	9	18%
Other	---	---
Total	**51**	**100%**

Area	Number	Percent
Organization	1	2%
Culture	1	2%
Leadership	2	4%
Human Resources	3	6%
Risks	2	4%
Assessment Process	5	10%
Communication	1	2%
Training	1	2%
Emergency Management	1	2%
Information Management	3	6%
Procurement and Acquisition	1	2%
Facilities	13	25%
Vehicles	8	16%
Equipment	9	18%
Other	---	---
Total	**51**	**100%**

Hazards			
Answers to Guide Questions	**Description**	**Number**	**Percent**
Yes	Not considered a hazard	1	25%
Partially	May result in a hazard that partially compromises an element	2	50%
No	May become a hazard that fully compromises an element	1	25%
N/A	Not applicable	---	---
Total		**4**	**100%**

Places with Identified Hazards			
Location	**Description**	**Number**	**Percent**
Route	Within transit right of way	---	---
Terminal	Transit terminal	1	25%
Station	Transit stop or station enclosed in building	---	---
Parking	Users parking, drop-off, kiss-and-ride	---	---
Service	Other service facilities such as ticketing or customer service	---	---
Maintenance Shop	Transit system maintenance facilities	---	---
Transit Vehicle	Transit vehicle or related to it	---	---
Boarding Process	Area between the transit vehicle and any other location within boarding or alighting process	---	---
Bus Stop	Waiting areas without a formal structure such as identified bus stops	---	---
Administration	Administration building or employees' parking	---	---
Organization	Organization component, management, or human resources	2	50%
Process	Process or part of a process, documented or not	1	25%
Other	Location that does not match with any of the above	---	---
N/A	Not applicable	---	---
Total		**4**	**100%**

Hazard Likelihood of Occurrence			
Level	**Description**	**Number**	**Percent**
A	Frequent	---	---
B	Likely	1	33%
C	Occasional	2	67%
D	Remote	---	---
E	Unlikely	---	---
Total		**3**	**100%**

Severity of Consequence			
Category	**Description**	**Number**	**Percent**
1	Catastrophic	---	---
2	Critical	2	67%
3	Marginal	1	33%
4	Insignificant	---	---
Total		**3**	**100%**

Risk Level			
Color	Risk Level	Number	Percent
	Very High	1	33%
	High	2	67%
	Medium	---	---
	Low	---	---
Total		**3**	**100%**

Expected Risk Level After Mitigation			
Color	Risk Level	Number	Percent
	Very High	---	---
	High	1	33%
	Medium	2	67%
	Low	---	---
Total		**3**	**100%**

Risk Mitigation Results		
Risk Level After Mitigation	**Number**	**Percent**
Better than expected	1	33%
As expected	1	33%
Did not meet expectation	---	---
No change	1	33%
Worsen	---	---
Total	**3**	**100%**

Attachment R: Transit Facility Daily Inspection Checklist (Spanish)

This is a model form. Each agency may adapt it to its individual needs.

TERMINAL DE TRANSPORTE COLECTIVO
Hoja de Cotejo para Inspección Diaria Antes del Servicio

Nombre del Terminal: _____
Fecha: _____
Nombre de Encargado/a de Terminal: _____

Descripción	Bien	Desperfecto	Comentarios
Facilidad limpia			
No basura tirada			
Zafacones disponibles			
Zafacones vacíos			
No grafiti			
No derrames de aceite de auto			
Baños limpios			
Baños funcionando			
Rótulos legibles			
Todos los focos funcionando			
Otras Observaciones:			

En caso de desperfecto:

		Comentarios
Fecha en que se solicitó reparación:		
Reparación asignada a:		
Fecha en que se realizó reparación:		

Firma de Encargada/o de Terminal: _____
Fecha: _____
Hora: _____

Attachment S: Transit Facility Weekly Inspection Checklist (Spanish)

This is a model form. Each agency may adapt it to its individual needs.

TERMINAL DE TRANSPORTE COLECTIVO
Hoja de Cotejo para Inspección Semanal

Nombre del Terminal: _____
Fecha: _____
Nombre de Encargado/a de Terminal: _____

Descripción	Bien	Desperfecto	Comentarios
Facilidad limpia			
No basura tirada			
Zafacones disponibles			
Zafacones vacíos			
No grafiti			
No derrames de aceite de auto			
Baños limpios			
Baños funcionando			
Rótulos legibles y en buena condición			
Pavimento en buena condición			
Marcado de pavimento en buena condición			
Banquetas en buena condición			
Pintura en buena condición			
No liqueos en estructura			
No señales de hongos en estructura			
No plagas en estructura (insectos, comején)			
No socavación o grietas en estructura			
Iluminación adecuada (focos funcionando)			
Poda adecuada			
Otros:			

En caso de desperfecto:

	Comentarios
Fecha en que se solicitó reparación:	
Reparación asignada a:	
Fecha en que se realizó reparación:	

Firma de Encargada/o de Terminal: _____
Fecha: _____
Hora: _____

Attachment T: Transit Stop Weekly Inspection Checklist (Spanish)

This is a model form. Each agency may adapt it to its individual needs.

PARADAS DE TRANSPORTE COLECTIVO
Hoja de Cotejo para Inspección Semanal

Nombre del Terminal: _____
Fecha: _____
Nombre de Encargado/a de Terminal: _____

Descripción	Bien	Desperfecto	Comentarios
Facilidad limpia			
No basura tirada			
Zafacón disponible			
Zafacón vacío			
No grafiti			
Rótulos legibles y en buena condición			
Acera en buena condición			
Marcado de pavimento en buena condición			
Banquetas en buena condición			
Pintura en buena condición			
Estructura en buena condición			
Iluminación adecuada (focos funcionando)			
Poda adecuada			
Otros:			

En caso de desperfecto:

		Comentarios
Fecha en que se solicitó reparación:		
Reparación asignada a:		
Fecha en que se realizó reparación:		

Firma de Encargada/o de Terminal: _____
Fecha: _____
Hora: _____

Attachment U: Transit Vehicle Daily Inspection Checklist (Spanish)

This is a model form, based on a Metropolitan Bus Authority checklist. Each agency may adapt it to its individual needs.

VEHÍCULO DE TRANSPORTE COLECTIVO
Hoja de Cotejó para Inspección Diaria Antes de Salir a Servicio

Fecha: _____ Ruta: _____
Nombre Conductor: _____ Odómetro: _____
Licencia Conductor: _____ Tablilla: _____

Descripción	Funciona	Desperfecto	Comentarios
Combustible			
Luces Delanteras			
Luces Traseras			
Escapes Fluidos/Aires			
Sistema de Frenos			
Cristales			
Parabrisas			
Puerta Delantera			
Puerta Trasera			
Espejos			
Bocina			
Rotulación			
Asientos			
Iluminación Interna			
Sistema Eléctrico			
Aire Acondicionado			
Gomas			
Batería			
Interior limpio			
Exterior limpio			
Otros:			

En caso de desperfecto:

Comentarios

Pasará a reparación _____
Nombre del taller: _____
Seguirá ruta _____
Firma de Conductor: _____
Fecha: _____
Hora: _____

Attachment V: Transit Vehicle Preventive Maintenance Checklist (Spanish)

This is a model form, based on a Metropolitan Bus Authority checklist. Each agency may adapt it to its individual needs.

VEHÍCULO DE TRANSPORTE COLECTIVO
Hoja de Cotejo para Mantenimiento Preventivo

Este mantenimiento debe proveerse cada 3 meses o 3,000 millas, lo que ocurra primero.

Conductor: _____ Licencia: _____
Orden de Trabajo Numero: _____ Tablilla: _____
Fecha: _____ Odómetro: _____

Tareas	Verificado y Está Bien	Verificado y Necesita Reparación	No Verificado	Tiempo (minutos)	Reparado	Notas
Aire Acondicionado						
Blowers						
compresor						
Chequeo de Freón						
Enfriamiento del Sistema						
Filtros del Evaporador Trasero						
Ruido Extraño						
Otros:						
Motor						
Mangas de Agua						
Líneas Eléctricas						
Filtros de Aceite						
Filtros de Gas (Diesel)						
Filtro de Aire						
Condición del Radiador						
Tensión del Abanico						
Indicador de Aceite						
Indicador de Temperatura						
Sistema de "Power Steering"						
Sistema de Escape: Abrazaderas, Manifold, Silenciador y Colas						
Soportes de Motor						
Alternador Alt. Output: _____ Volts:_____						
Condición de la Correa						
Otros:						
Transmisión						
Verificar Cambios: P, R, D, N						
Verificar Liqueos						
Verificar Nivel de Aceite						
Verificar Puntos de la Transmisión						
Otros:						

VEHÍCULO DE TRANSPORTE COLECTIVO
Hoja de Cotejo para Mantenimiento Preventivo

Frenos						
Chequeo de Bandas Traseras						
Ajuste de Frenos						
Condición de los Pads						
Freno de Emergencia						
Otros:						
Suspensión						
Shock absorbers: Delanteros y Traseros						
Tren Delantero: Terminales, Uniones, Guías, Ball Joint						
Tren Trasero: Eje Cardan						
Barra Estabilizadora						
Platos y Bushings						
Ejes						
Otros:						
Gomas						
Condición de las Gomas						
Torque de las Tuercas						
Otros:						
Carrocería, Rampa y Compartimiento Interior						
Verificar Paneles y Posibles Choques						
Verificar Funcionamiento de "Wipers"						
Verificar Luces Exteriores						
Espejos Retrovisores						
Parabrisas						
Funcionamiento de Puertas						
Asiento del Conductor						
Asientos de Pasajeros						
Cinturones de Seguridad						
Avisos de Emergencia						
Bocina y Rueda del Guía						
Luces Interiores						
Marca Millas						
Extintor y Equipo de Primeros Auxilios						
Funcionamiento de la Rampa de Impedidos						
Sello de Mantenimiento Preventivo						
Otros:						
Lavado						
Enviar la Unidad al Lavado						

VEHÍCULO DE TRANSPORTE COLECTIVO
Hoja de Cotejo para Mantenimiento Preventivo

Otros:						

Reparaciones Hechas y/o Piezas Colocadas:

Nuevo (N), Reparado (R), Usado (U)	Núm. Pieza	Descripción	Origen	Cantidad

Firma del Conductor: _____

Attachment W: Maintenance Log

Control		1	2	3	4	5
Asset Type						
Other Asset Fill-In						
Activity Type						
Other Activity Fill-In						
Frequency						
Other Frequency Fill-In						
2021 Activities Scheduled per Month	January					
	February					
	March					
	April					
	May					
	June					
	July					
	August					
	September					
	October					
	November					
	December					
2021 Activities Executed per Month	January					
	February					
	March					
	April					
	May					
	June					
	July					
	August					
	September					
	October					
	November					
	December					
2021 % Fulfillment	January	---	---	---	---	---
	February	---	---	---	---	---
	March	---	---	---	---	---
	April	---	---	---	---	---
	May	---	---	---	---	---
	June	---	---	---	---	---
	July	---	---	---	---	---
	August	---	---	---	---	---
	September	---	---	---	---	---
	October	---	---	---	---	---
	November	---	---	---	---	---
	December	---	---	---	---	---

Dropdown Menus		
ASSET TYPE	ACTIVITY TYPE	FREQUENCY
Terminal	Regular Inspection	Daily
Maintenance Facility	Preventive Maintenance	Weekly
Sheltered Stop	Emergency Inspection	Monthly
Unsheltered Stop	Corrective Maintenance	Quarterly
Reguar Transit Vehicle	Major Repair	Annually
Paratransit Vehicle	Overhaul	Every 5 Years
Other Asset	Other Activity	Every 10 Years
		As Required
		Other Frequency