



Florida Department of Transportation

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SECRETARY

July 6, 2022

Deborah Snyder
Public Works Director
Sumter County Board of County Commissioners
319 E. Anderson Avenue
Bushnell, Florida 33513

Re: Sumter County System Safety Program Plan Letter of Concurrence (2022)

Dear Ms. Snyder:

The Department has completed a review of the Sumter County System Safety Program Plan (SSPP). We find the SSPP to comply with the 2019 FDOT State Management Plan, FDOT Procedural Topic No. 725-030-009-j, and Florida Administrative Code (F.A.C.) Rule Chapter 14-90. Therefore, the Department is in concurrence with the Sumter County SSPP.

We appreciate the opportunity to review the document and ensure compliance with state requirements. Please include a copy of this letter as an appendix to your agency's SSPP. The Department also recommends proper documentation of the receipt of concurrence letter in the plan's activity log.

If you have any questions, please contact me at (321) 319-8175 or e-mail Jo.Santiago@dot.state.fl.us.

Sincerely,

DocuSigned by:

Jo Santiago

4E2E31084E5B432
Jo Santiago, C.P.M.

Transit Intermodal Supervisor
FDOT District Five

JS/bg

Attachment: SSPP Review Form – Sumter County

Attachment

System Safety Program Plan Review Checklist

Safety and Security Review Checklist



**Florida Department of Transportation District 5
Office of Modal Development**

System Safety and Security Review Checklist

The Department representative(s) and/or contractor/consultant(s) who conducted the review:

Agency Name: Sumter County Transit

SSPP Liaison: Acting Fleet and Transit Manager Public Works Director/County Engineer

Date of Review: June 20, 2022

FDOT representative(s) and/or consultant(s) conducting review:

Name: Ryan Wenger Title: Transportation Planner

Phone: _____ Email: rwenger@vhb.com

Secondary reviewer:

Name: Brendan Guess Title: Consultant for FDOT, District Five

Phone: 407-792-1635 Email: Brendan.Guess@dot.state.fl.us

(1) System Safety Program Plan (Section 14-90.004(1), FAC)

FDOT performed a comprehensive review of the contents of the System Safety Program Plan to ensure compliance with Section 14-90.004(1), FAC. The required elements of the SSPP include the following:

1. Safety policies and responsibilities
2. Vehicle and equipment standards and procurement criteria
3. Operational standards and procedures
4. Bus driver and employee selection
5. Driving requirements
6. Bus driver and employee training
7. Vehicle maintenance
8. Investigations of events
9. Hazard identification and resolution
10. Equipment for transporting wheelchairs
11. Safety data acquisition and analysis
12. A wireless communication plan and procedure
13. A policy on the use of a wireless communications device
14. Driver education program
15. Safety standards for private contract bus transit systems that provide continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.

Approved System Safety Program Plan (SSPP) <input type="checkbox"/> State Approval Date: Approved By:	Yes	Page 1 Signed by Deborah L. Snyder, P.E., PTOE, Acting Fleet and Transit Manager Public Works Director/County Engineer on 6/20/2022.
Organizational chart	Yes	Page 7
Safety polices and responsibilities	Yes	Page 8-9
Vehicle and equipment standards and procurement criteria	Yes	Page 32-35
Operational standards and procedure	Yes	Page 28-31
Bus driver selection policies and procedures	Yes	Page 12-13

Bus System Safety and Security Review

At a minimum, the SSPP appropriately addresses the following safety elements and requirements	Yes/No	Location of Element(s)
Driver hours of service policy/procedures (driving hours and work period's policy)	Yes	Page 28-31
Background check policy/procedures (level)	Yes	Page 12
Bus driver and employee training policies, procedures, and manuals (include list of courses and syllabuses)	Yes	Page 14
Copy of initial and refresher course syllabuses	Yes	Page 14-16
Vehicle maintenance	Yes	Page 19-22
Copy of accident/event investigation policies and procedures	Yes	Page 26
Hazard identification and resolution	Yes	Page 24-25
License and MEC policy	Yes	Page 27
Safety data acquisition and analysis	Yes	Page 24-25
SSPP requirements for contractors	Yes	Page 10-11
Records retention	Yes	Page 17
Certification requirements	Yes	Page 37
Requirements for safety inspections of all operable transit buses at least annually	Yes	Page 21-22
Wireless communications plan (WCP) requirements	Yes	Page 30-31
SSPP flow-down requirements to subcontractors	Yes	Page 10-11

(2) **Develop and Adopt Security Program Plan (Rule 14-90.004(2), FAC)**
 Not reviewed as part of the Annual Certification Process.

(3) **Wireless Communication Plan (WCP) (Section 14-90.004(1)(a)12, FAC)**

At a minimum, the WCP appropriately addresses the following safety elements and requirements	Yes/No	
Prohibits the use of a personal wireless communications device while the transit vehicle is in motion	Yes	Page 31
Plan requires that all personal wireless communications devices be turned off, with any earpieces removed from the operator's ear while occupying the driver's seat	Yes	Page 31
Contains a policy on the use of a wireless communications device issued to the operator by the transit system	Yes	Page 31 and Appendix E
Has guidelines developed for the use of a wireless communications device in emergency situations (example: medical emergencies, family emergencies, and/or when regular issued equipment is inoperable during the emergency)	Yes	Page 31 and Appendix E
Has a policy or procedure that, guarantees the use of a wireless communications device will not interfere the operator's safety related duties	Yes	Page 31 and Appendix E
Has a wireless communications driver educational training program	Yes	Page 15 and Page 30-31
The driver educational program address's the proper use of a wireless communications device issued by the transit system	Yes	Page 15 and Page 30-31
The driver educational program addresses hazards (accidents/incidents) associated with the use of a wireless communications device	Yes	Page 15 and Page 30-31

(4) Qualification, Selection and Training of Drivers (Section 14-90.004(3), FAC)

These requirements are summarized below and discussed in the subsequent section.

The bus transit system has established the following criteria for the selection and qualification of all drivers	Yes/ No	
Standards for driver qualifications and criteria for background checks	Yes	Page 12-13
Driver and criminal background checks for all new drivers	Yes	Page 12
Verification and documentation of valid driver licenses for employees who drive buses	Yes	Page 12
Bus transit system safety and operational policies and procedures	Yes	Page 14
Operational bus and equipment inspections	Yes	Page 14
Bus equipment familiarization	Yes	Page 14
Basic operations and maneuvering	Yes	Page 14
Specific instructions to the bus driver on how to safely approach and depart from a transit bus stop to avoid contact with pedestrians and other hazards	Yes	Page 15
Boarding and alighting passengers	Yes	Page 14
Operations of wheelchair lifts and other special equipment	Yes	Page 14
Defensive driving	Yes	Page 14
Passenger assistance and securement	Yes	Page 14
Handling of emergencies and security threats	Yes	Page 14
Security & threat awareness	Yes	Page 14
Driving conditions	Yes	Page 14

(5) Operational and Safety Procedures (Section 14.90.004(3)(e), FAC)

The specific location of these required elements are provided in the following table.

Bus transit system provides the following written operational and safety procedures	Yes/No	Location of Element(s)
Communication & handling of hazards, unsafe conditions, security threats, and emergencies.	Yes	Page 24-25
Familiarization and operation of safety and emergency equipment, wheelchair lift equipment and restraining devices.	Yes	Page 14
Agency must adopt a safety policy that contains emergency evacuation procedures which specifically address wheelchair evacuation for vehicles with more than three (3) wheelchair positions	Not Applicable	Agency does not operate vehicles with more than three (3) wheelchair positions
Agency must conduct a hazard analysis to assess the level of risk the seating capacity and configuration could pose if a vehicle needed to be evacuated in an emergency situation for vehicles with more than three (3) wheelchair positions	Not Applicable	Agency does not operate vehicles with more than three (3) wheelchair positions
Application and compliance with all applicable federal and state laws, rules, and regulations.	Yes	Page 28
Requirements for drivers to complete and submit a daily inspections report. (Rule 14-90.006, F.A.C.)	Yes	Page 20
A requirement for buses to be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated	Yes	Page 28

(6) Records Maintenance, Retention and Distribution (Section 14-90.004(3), FAC)

Records of bus driver background checks and qualifications, driver training, driver duty status (including total days worked and reporting on/off duty times) are maintained in with Section 14-90.004(3)(g), FAC, as summarized in the table below.

The bus transit system maintains the following records for at least four years	Yes/No	
Policy for records of bus drivers background checks and qualifications	Yes	Page 17
Detailed description of training administered & completed by each driver	Yes	Page 17
Policy that identifies how each bus driver’s daily duty status: total days worked, on-duty hours, driving hours and time reporting on and off duty	Yes	Page 17
Policy for notification and investigation reports, findings, causal factors, corrective action plans, supporting documents	Yes	Page 17
Process to maintain the required proof of biennial, pre-employment, and any follow-up medical exams of employee bus drivers	Yes	Page 17 and Page 27
A statement that reviews of the SSPP and SPP have been conducted to ensure they are up-to-date	Yes	Page 3 and Page 17

Bus System Safety and Security Review

(9) Event Investigation (Section 14-90.004(5), FAC)

Compliance with event investigation requirements consistent with Section 14-90.004(5), F.A.C.

A summary of this segment is provided in the table below.

Bus transit systems addresses investigation of events as follows	Yes/No	Location of Element(s)
Bus transit system has written investigation policy or procedure(s) for any event involving a bus or taking place on the bus transit system	Yes	Page 26
Investigation is conducted for a fatality or where an individual is confirmed dead within 30 days of a bus transit event	Yes	Page 26
Investigation is conducted for injuries involving medical attention away from the scene for two or more individual	Yes	Page 26
Investigation are conducted for property damage over \$1,000 to transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property	Yes	Page 26
Investigation is conducted for evacuation of bus due to life safety event, where there is imminent danger to the passengers	Yes	Page 26
Events are investigated and documented in a final report that includes a description of the investigation activities, identified causal factors and any identified corrective actions	Yes	Page 26
Are there established guidelines, procedures, or formal training to determine preventability	Yes	Page 26
Corrective action plans are developed by the bus transit system that will identify planned actions and schedule for implementation	Yes	Page 26

Bus transit systems addresses investigation of events as follows	Yes/No	Location of Element(s)
Does agency monitor and tracks the implementation and completion of each corrective action	Yes	Page 26
Does the agency have a follow-up procedure in place to ensure that the corrective action is working?	Yes	Page 26
Does the agency have a method in place to review accidents/incidents?	Yes	Page 23
Is there an accident/incident review committee, how often does it meet?	Yes	Page 26
Does the committee determine whether the accident/incident was an organizational issue?	Yes	Page 26 and Appendix C
How does the agency determine if accident is an organizational issue, does agency document and address this issue?	Yes	Page 26 and Appendix C
Does the agency conduct annual/periodic safety and hazard analysis of data?	Yes	Page 23

(10) Medical Examinations for Bus Transit System Drivers (Section 14-90.0041, FAC)

The requirements for medical examinations for bus transit system drivers is provided in Section 14-90.0041, FAC. This section includes:

14-90.0041 Medical Examinations for Bus Transit System Drivers.

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

(2) Medical examinations shall be performed and recorded according to qualification standards adopted by the bus transit system, provided the medical examination qualification standards adopted by the bus transit system meet or exceed those provided in Department Form Number 725-030-11, Medical Examination Report for Bus Transit System Driver, Rev. 05/09, hereby incorporated by reference.

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

Bus System Safety and Security Review

are performed by a Physician Assistant or Advanced Registered Nurse Practitioner, they must be performed under the supervision or review of a Doctor of Medicine or Osteopathy. . .

(4) Bus transit systems shall have on file a completed and signed medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination for each bus driver, dated within the past 24 months

Bus transit system has established the following medical examination requirements for all applicants to driver positions and for existing drivers	Yes/No	Location of Element(s)
Medical examination requirements are established using Form Number 725-030-011, effective 05/09, or an equivalent form that meets or exceeds standards	Yes	Page 27
Medical examinations are completed for new drivers	Yes	Page 27
Bus transit system has a policy for maintaining on file a completed and signed medical examination certificate (signed by medical examiner and driver) for each bus driver, dated within the past 24 months	Yes	Page 27
A return to duty examination is completed for any driver prior to returning to duty after having been off duty for 30 or more days due to an illness, medical condition or injury	Yes	Page 27

(11) Operating and Driving Requirements (Section 14-90.006, FAC)

Bus transit system has established the following medical examination requirements for all applicants to driver positions and for existing drivers	Yes/No	Location of Element(s)
A requirement for buses to be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated	Yes	Page 28

Bus System Safety and Security Review

Bus transit system has established the following medical examination requirements for all applicants to driver positions and for existing drivers	Yes/No	Location of Element(s)
A procedure for a bus transit system driver to report the suspension or revocation of a license to operate a motor vehicle immediately or no later than the end of the business day following the day he or she received the notice	Yes	Page 28
A process for tracking and monitoring on duty and driving hours compliant with the driving and on-duty hours standards of Rule 14-90.006, F.A.C.	Yes	Page 28-29
A driver that has been required to drive for 12 hours in a 24-hour period or a driver that has been on duty for 16 hours in a 24-hour period has had 8 hours off duty prior to returning to duty	Yes	Page 29
A driver that has been on duty for 72 hours in any period of seven consecutive days has had 24 consecutive hours off duty prior to returning to duty	Yes	Page 29
Pre-operational or daily inspections and reporting are required for drivers to identify defects and deficiencies	Yes	Page 29
A process or procedure exists to address and resolve deficiencies and record corrective actions for inspection findings	Yes	Page 29
Inspections address the following parts and devices to ascertain that they are in safe condition and good working order: service brakes, parking brakes, tire and wheels, steering, horn, lighting devices, windshield wipers, rear mirrors, passenger doors, exhaust system, equipment for transporting wheelchairs, and safety, security, and emergency equipment	Yes	Page 29

Bus transit system has established the following medical examination requirements for all applicants to driver positions and for existing drivers	Yes/No	Location of Element(s)
Requirement that a bus with any passenger door in the open position shall not be operated with passengers aboard	Yes	Page 29
During darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely	Yes	Page 29
Prohibition against passengers occupying the stepwell or any area forward of the standee line while the bus is in motion	Yes	Page 29
Prohibitions for fueling buses in closed building or refueling while passengers are on-board	Yes	Page 29
Requirement for the driver to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion	Yes	Page 30
Requirement that buses shall not be left unattended with passengers aboard for longer than 15 minutes	Yes	Page 30
Requirement that buses shall not to be left unattended in an unsafe condition with passengers aboard at any time	Yes	Page 30