

HOW TO CONDUCT AN INTERNAL SAFETY AUDIT

The Florida Department of Transportation (FDOT) Office of Freight, Logistics and Passenger Operations, the Florida Transit Safety Network (FTSN), and the USF Center for Urban Transportation Research (CUTR) work together to provide standardized state and federal curriculum training opportunities for Florida's public transit agencies. We invite you to visit www.floridatsn.org to keep abreast of federal and state news regarding transit safety and upcoming training opportunities and events for Florida's transit industry.



Center for Urban Transportation Research
University of South Florida
4202 E. Fowler Avenue - CUT100
Tampa, FL 33620
(813) 974-3120



Visit www.cutr.usf.edu to learn about additional transit training opportunities, workshops, conferences, and special events.

For questions regarding this training course, please contact Molly Buffington at buffington@cutr.usf.edu.
For questions regarding the LMS and/or technical assistance, please contact Stephanie Lewis at zavacki@cutr.usf.edu.

Performing internal safety audits of your system is critical to ensuring outstanding system safety and advancing the safety management system framework in your agency. This course has been developed to provide you with the structure and the tools required to successfully perform internal safety audits of your bus transit system. The course has specifically been designed to not only address system safety in general, but also to ensure your compliance with Chapter 14-90, Florida Administrative Code. **"How to Conduct an Internal Safety Audit"** will include the following elements specific to transit agencies:

- a. Safety auditing
- b. Purposes of safety auditing
- c. Scope of safety audits
- d. Characteristics of professional audits
- e. Support and assistance for audited departments
- f. Elements of the audit process
- g. The process of transit rail safety auditing
- h. How audits are performed
- i. List audit difficulties and problems
- j. Effective audit program planning
- k. Audit program documentation
- l. Audit program resources
- m. Successful audit program planning
- n. Strategies and elements for success



Learning Objectives:

- a. Purpose and objectives of safety audits
- b. Types of safety audits (internal, external and department self-audits)
- c. Safety audit policies and procedures
- d. How safety audits fit within system safety
- e. Safety management system approaches to safety management
- f. FDOT and FTA roles and requirements for safety audits
- g. Developing audit criteria
- h. Developing audit check sheets
- i. Sampling schemes
- j. Verification methods (records reviews and field checks)
- k. Organizing the audit
- l. Conducting the audit
- m. Audit interviews
- n. Reviewing and organizing documentation
- o. Developing findings and recommendations
- p. Tracking open items and follow up

The course will include series of class exercises to demonstrate and practice elements of safety

NOTE: Registration for this course will open after February 1, 2016. All registrations must be made through the FDOT Learning Management System (LMS) at www.transportationlearning.org. Approval by the registrant's supervisor is required. Registrations are subject to the Policies and Procedures of the Transit Safety and Workforce Development Programs and are limited to two participants per agency unless otherwise noted. There are no registration fees to attend this course for employees of Florida's public transportation agencies.

HOW TO PERFORM A BUS COLLISION INVESTIGATION - A SHORT COURSE

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"How to Perform A Bus Collision Investigation—A Short Course" has been developed to provide Florida's transit agencies with the structure necessary to successfully conduct a bus collision investigation.

The chain of events and contributing factors, both human and environmental, the evidence analysis and detailed documentation are critical to conducting a complete investigation of transit bus accidents. This two-day course has been specifically designed to guide transit agencies of all sizes in relevant, standardized ways to conduct a bus collision investigation.

Discussions will include the purpose of safety investigations, working with local law enforcement, FRA/FTA/FDOT roles and requirements, NTSB role and investigative process, notifications— internal & external, and the Incident Command/NIMS. The training will include a series of tabletop exercises with various accident/incident scenarios which serve to draw out organizational and technical aspects of bus incident investigation.



Learning Objectives:

- a. Bus Investigation Overview
- b. Tabletop Exercise Scenario 1 (Grade crossing collision involving bus)
- c. Tabletop Exercise Scenario 2 (Pedestrian struck in crosswalk)
- d. Tabletop Exercise Scenario 3 (Bus rear ended by another vehicle)
- e. Tabletop Exercise Scenario 4 (Bus rear ends another vehicle)
- f. Tabletop Exercise Scenario 5 (Mirror strike)
- g. Report writing exercise
- h. Critique examples of report samples
- i. Writing exercise
- j. Exercise discussion

Each tabletop exercise will include examples of on-scene priorities, on-scene organization, working with local LEOs, working with the FRA/SSO/FTA/NTSB, perishable evidence, interviews, scene documentation, recorded data, relevant documentation and standards, tests, and observations measurements.

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LAND TRANSPORTATION TERRORISM and EMERGENCY EVENT PLANNING

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With the headlines of today, we don't need to be reminded that terrorist attacks can occur any time and any place, including our public transportation. The fact is transit buses are ideal targets for a terrorist attack.

"Land Transportation Terrorism and Emergency Event Planning" is an interactive workshop utilizing current information and historical perspectives of terrorism, mass injury and direct threat events. Participants can learn measures to protect infrastructure, passengers and employees. The two-day workshop is a blended delivery including lecture/discussion, video case study presentation and group activities and presentations.

Topics covered will include but are not limited to:

- Vulnerability Assessment and Preventive Measures
- Mass Casualty Events and Weapons of Mass Destruction
- Contemporary Threats and Case Studies
- Special Event Security Planning
- Incident Management and Unified Command
- Managing the Message

Reference sources for this training are based on current data available from federal agencies focused on terrorism prevention, security and vulnerability assessment program development. Some of the agencies referenced are:

- Federal Law Enforcement Training Center
- National Transportation Institute
- University of Texas/TEEX
- Department of Homeland Security
- American Public Transportation Association
- Emergency Management Institute
- National Fire Academy



TRAINING DATE: February 9-10, 2016

WHERE: Center for Urban Transportation Research

CLASS TIMES: 8:00am—4:00 pm daily

NOTE: Registration for this course will open after January 6, 2016. All registrations must be made through the FDOT Learning Management System (LMS) at www.transportationlearning.org. Approval by the registrant's supervisor is required. Registrations are subject to the Policies and Procedures of the Transit Safety and Workforce Development Programs, and are limited to two participants per agency unless otherwise noted. There are no registration fees to attend this course for employees of Florida's public transportation agencies.