



BOARD OF DIRECTORS MEETING

**Thursday, September 25, 2025
1:30 p.m.
269 Melrose Street, Providence
Transportation Board Room**

The meeting can be watched online here:

[RIPTA Board of Directors September 25, 2025](#)

AGENDA

- | | | |
|----|--------------------------------------|--|
| 1. | Board Approval | To consider for approval the Draft Meeting Minutes of the Board of Directors Meeting of August 28, 2025. |
| 2. | Public Comment /
Board Discussion | Limited to 3 minutes per person. |
| 3. | Board Discussion/
Potential Vote | CEO Report <ul style="list-style-type: none">• CEO Update• Ridership• Lost Service• On Time Performance |
| 4. | Board Discussion/
Potential Vote | Request for Approval - TD Bank Resolution |
| 5. | Board Discussion/
Potential Vote | Request for Approval - Public Transit Authority Safety Plan |

By a majority vote, a public body may amend its agenda to add items. The additional items shall be for informational purposes only and may not be voted on except when necessary to address an unexpected occurrence requiring immediate action or to refer the matter to an appropriate committee pursuant to R.I. Gen. Laws §42-46-6(b).

Copies of Meeting Minutes may be obtained pursuant to RIPTA's public records policy, which is available at <https://www.ripta.com/public-records-request/> of hearing can be provided by calling 784-9500 x1171 at least 48 hours in advance. The location is accessible to the handicapped.



RHODE ISLAND PUBLIC TRANSIT AUTHORITY

6. Board Discussion/
Potential Vote Request for Approval – Paratransit Van Purchase
7. Board Discussion/
Potential Vote Request for Approval – Microsoft Office Suite Renewal
8. Board Discussion/
Potential Vote Board Questions and Answers
9. Executive Session Executive Session to consider, discuss and act upon such matters as may be closed to the public pursuant to R.I. Gen. Laws §42-46-5(a)(2) Sessions pertaining to collective bargaining or litigation, or work sessions pertaining to collective bargaining or litigation; and R.I. Gen. Laws §42-46-5(a)(5) Any discussions or considerations related to the acquisition or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public.
10. Adjournment

This Agenda was posted on September 22, 2025

By a majority vote, a public body may amend its agenda to add items. The additional items shall be for informational purposes only and may not be voted on except when necessary to address an unexpected occurrence requiring immediate action or to refer the matter to an appropriate committee pursuant to R.I. Gen. Laws §42-46-6(b).

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RHODE ISLAND PUBLIC TRANSIT AUTHORITY

Board of Directors Meeting Minutes

Thursday, August 28, 2025

1:30 p.m.

269 Melrose Street, Providence

Transportation Board Room

Members Present: Director Peter Alviti, Board Chair; James Lombardi, Board Vice Chair; James Leach, Board Treasurer; Patrick Crowley, Board Secretary; Normand Benoit; Vincent Masino; Heather Schey; and Bernard Georges.

Absent Members: Marcy Reyes.

Also Present: Christopher Durand, CEO; Ed Pare, III, Esq., Board Counsel; Roy Rivers, Executive Paralegal; members of RIPTA's staff; and members of the public.

Call to Order: Director Alviti calls the meeting to order at 1:34 p.m., indicating that quorum was present.

Agenda Item 1: **Approval of the Regular Minutes of the Board of Directors Meeting of July 24, 2025**

Mr. Crowley makes a motion to approve the minutes of the July 24, 2025, meeting. Mr. Masino seconds, and the motion passes with favorable votes by Director Alviti, Mr. Lombardi, Mr. Leach, Mr. Benoit, and Ms. Schey. Mr. Georges is absent from the vote.

Agenda Item 2: **Approval of the Executive Session Minutes of the Board of Directors Meeting of July 24, 2025**

Mr. Crowley makes a motion to approve the executive session minutes of the July 24, 2025, meeting. Mr. Masino seconds, and the motion passes with favorable votes by Director Alviti, Mr. Lombardi, Mr. Leach, Mr. Benoit, and Ms. Schey. Mr. Georges is absent from the vote.

Agenda Item 3: **Approval of the Regular Minutes of the Special Board of Directors Meeting of August 7, 2025**

Mr. Crowley makes a motion to approve the minutes of the August 7, 2025, special meeting. Mr. Masino seconds, and the motion passes with favorable votes by Director Alviti, Mr. Lombardi, Mr. Leach, Mr. Benoit, and Ms. Schey. Mr. Georges is absent from the vote.

Bernard Georges enters the meeting.

Agenda Item 4: **Public Comment**

Daria Phoebe Brashear – Provides an emailed comment stating that she was in Columbus, a city rejected as a peer because it was too inefficient and they are currently expanding service due to an investment from the area they serve. She also states that she was in Albany, a city considered a peer, one RIPTA outperformed, and they have three lines the approximate equivalent of the R-Line, with frequent and later service.

Walter Melillo, Local ATU 618 President – Is not in support of any reductions as they will have negative consequences for riders and operators. Hopes leaders realize how important transit is and without funding, we will be in the same place next year. Urges the Board to advocate for RIPTA.

Teresa Tanzi, State Representative – States she has been in office for 15 years and always hears that businesses want predictability and all people deserve some sense of certainty. Proposed cuts put riders on a rollercoaster. The Efficiency Report shows RIPTA is not the problem. The State needs to determine if it will invest in transit. Hopes the Board will advocate in the future and attend hearings.

John Flaherty, Grow Smart – Thanks the Board for their service. States that proposed cuts remain among the largest in history and will inflict hardship. Cutting service will further reduce income and force RIPTA into a transit death spiral. There are fewer trips and less revenue since the last service cuts. States that the letter from the Governor was not well received. Asks the Board to reject cuts and ask Governor McKee for money from the surplus.

David Morales, State Representative – Represents Providence, many of whom would be negatively impacted by cuts. RIPTA has been dealt with a hard hand but there are other opportunities to avoid cuts. Urges the Board to delay the vote and call on the General Assembly to reconvene in order to address budget issues for RIPTA. States that there are dozens of General Assembly Members receiving calls and would welcome the opportunity to pass a supplemental budget.

Liza Burkin – States that the current plan is less bad - instead of murdering RIPTA, Governor McKee has placed it on life support. This is not a rightsizing but will rather cripple the agency. States that fare increases will have a negative effect and we cannot afford to shrink public transit. Asks the Board to reject the Governor's plan and any cuts.

Janelle Wheeler – States that she appreciates that the new proposed cuts are better, but still cruel. Daily RIPTA users cannot afford to have weekend frequency reduced. It would not enable her to get to work on time. The community is worried about transit. Urges the Board to reject cuts.

Nicholas Rutter - States that public transit complements society. The State Legislature is not funding RIPTA and RIPTA is at this point due to constant underfunding. States that no other state agency is under such restraints. No cuts are truly temporary and RIPTA is still recovering from cuts in 2008. Calls upon the Board to reject cuts and calls upon the Legislature to fund RIPTA.

Lammis Vargas, State Senator – States that she has pushed hard for fully funding RIPTA. States that she does not believe in increasing fares as that places a burden on riders. She reaffirms her commitment to work with RIPTA to move in the right direction. States that increasing fares will decrease revenue. Public transit is not a luxury, but rather a lifeline.

Sumner Stone – States that he is a regular rider and the proposal on cuts is not the way to go. Cuts will not do the job and cause hardship to riders and the State. Cutting weekend and holiday service cuts service which is the sole way to travel for daily life. States that there appears to be no one in upper management that has transit experience. Proposed cuts will disrupt life. States that there has been no opportunity for the public to discuss the cuts in detail.

Barry Schiller – Is angry he has to witness the downward spiral of the agency. States he understands the need for a balanced budget. Provides steps to minimize damage: 1-clock face scheduling, 2-more through lines, and 3-use contacts to promote transit and contact the Governor and General Assembly to avoid cuts. Discusses a study provided prior to the meeting.

Jason Victoria O'Conaill – Providence resident. Would like to appeal to common sense as RIPTA is a necessary and essential service. People should not have to beg and plead to the Legislature for essential services. Urges the Board to demand full funding for RIPTA. States that the money is there but going to the wrong places. Mentions the Governor's letter and is happy to have tax dollars go to RIPTA.

Jane Arnold – States that she wonders how many Board Members came to the meeting by bus, take it daily, and if not, why. Would prefer to take a bus in lieu of a car for daily activities. States that some buses are unreliable and cuts will make buses more unreliable and people with alternative transportation will use it instead. States that people who make the decisions do not use it.

Joanne Rich – Rides the bus and has a car but is testifying that we live in scary times. A lack of funding for RIPTA is a failure on the part of the Governor and Legislature. Proposed cuts make no sense. Asks Director Alviti to allow RIDOT to fund RIPTA. States that RI deserves public transit that serves RI. Urges the Board to postpone cuts and call upon the General Assembly to pass a supplemental budget.

Enrique Sanchez, State Representative – Appreciates the opportunity to speak. States that proposed cuts are not adequate for users. Asks that proposals be altered to better fit needs. States that transit is imperative for people who can't afford their own transit such as students. States that he knows RIPTA is in a tough spot and damage must be controlled at a state level.

Daniel Blanchette – Wants to thank RIPTA for eliminating any route eliminations, but the 76 and 35 eliminates weekend service. He states that he works irregular hours, and these cuts would not allow him to get to and from work or church.

Clarence Kettell – Asks the Board to not eliminate weekend service as it benefits many people. Please improve service, not cut it.

Ray Gagne – Urges Board to reject service cuts. States that the last time RIPTA raised fares people were not able to use the service. States that most people are living paycheck to paycheck. Asks Board to go back to the Governor and ask for more money.

Jonathan Coppe – Would like to speak out against service cuts. States that DOT has a healthy budget and budgets for other agencies demonstrate what is important. States that public transit is important, especially to low-income households. States that people are getting harmed from the removal of a benefit.

Angela Lima – Thanks the Board for listening to the community. States that at one point she relied on public transit to get to work as parking in Providence was too expensive. States that Routes 68 and 63 in Newport are critical and impact 5,000 passengers who are the most economically disadvantaged.

Davina DeLuz – States that cuts will not only effect people personally, but interpersonally. States that RIPTA is not designed to commute and not designed in the best way for the people of RI. Cuts will affect work and revenue and people's way of life.

Hector Perez Aponte – States that the Economic Progress Institute is deeply concerned with cuts. Commuters should not have to be burdened with decreased service and fare increases. If we are going to subsidize car amenities, then we should subsidize non-car amenities. Urges the Governor and General Assembly to make appropriate amendments to the budget to fund RIPTA.

Janice Douglas – States that she takes 10 buses per month. Taking away buses on the weekend makes people prisoners. States that the proposed transit center is the biggest waste of money and RIPTA should take money away from that to fund the budget gap.

Amy Glidden – States that the Governor's proposal is a scam as it's a loan and not a solution. The cuts will push the agency into a death spiral. States that the proposed cuts are some of the worst in the history of the agency. States that RIPTA fares are some of the costliest in the region. The new transit hub is a waste of money. States that RIPTA is a public good and its budget is pocket change compared to the State's budget.

Emily Cribas – States that this is her first testimony and she has moved here from Philadelphia for a job at URI. States that she took two buses to her first job. When she was in Philadelphia she did not worry about transit. States that she has strong connections with indigenous people and the Narragansett Reservation and it is difficult to access them. Asks the Board to postpone votes as RIPTA needs more funding, not less.

Wren Phang – Asks if RIDOT had to do an efficiency study. States that RIPTA is the most scrutinized agency. States that funding cars leaves behind those who ride the bus. Cuts throw aside those who cannot take a car. The State has the money for RIPTA.

Pat Ford – Speaks regarding the RI Commerce Corporation's budget and list out money allocated to them by the State. States that lots of money is thrown around there and maybe RIPTA should go to them for money. States that the \$10 million budget shortfall should be taken from RI Commerce and invested in the people of RI.

Grant Dulgarian – Thanks the Board for their service. Talks about the George Washington Bridge and its original price compared to its current proposed price for replacement. States that an economic impact study should be performed. Inquires as to the cost of installing light rail from Providence to Newport. States that RIPTA should ask the State to perform an EIS and involve the RI Commerce Corporation.

Agenda Item 5: **CEO Report**

Christopher Durand provides an overview of the CEO Report.

No vote is taken.

Agenda Item 6: **Service Changes**

Christopher Durand states that the Governor intervened to delay the previous vote at the August 7th meeting. He stated that the Governor did not want routes eliminated, wanted to preserve jobs, and avoid any layoffs therefore, he made a one-time appropriation of \$3 million dollars. Mr. Durand further states that he appreciates the support of the Governor and the General Assembly, and the changes are necessary in order to balance the budget.

Director Alviti commends RIPTA staff for their hard work. Mr. Georges urges the Board to postpone cuts. Mr. Benoit and Mr. Lombardi both state that although they are not happy with cutting service, they cannot support an unbalanced budget. Mr. Crowley states that no one supports cuts, and he would gladly vote to undue cuts if additional funding is provided. Mr. Massino states that no Board member would be against expanding service in the future.

Mr. Benoit makes a motion to approve the service changes, subject to the receipt or promise of additional funding in the amount of \$5 million prior to September 11, 2025. If the additional funding is obtained, then the service changes would not go into effect. The motion was not seconded and failed.

Mr. Crowley makes a motion to approve the service changes. Mr. Masino seconds and the motion passes with favorable votes from Director Alviti, Mr. Lombardi, Mr. Leach, and Ms. Schey. Mr. Benoit and Mr. Georges opposed the motion.

Agenda Item 7: **Board Questions and Answers**

None. No vote is taken.

Agenda Item 8: **Adjournment – 3:41 p.m.**

Mr. Crowley makes a motion to adjourn. Mr. Masino seconds, and the motion passes with favorable votes by Director Alviti, Mr. Lombardi, Mr. Leach, Mr. Benoit, Ms. Schey, and Mr. Georges.

Respectfully submitted,

Patrick Crowley, Secretary



RHODE ISLAND PUBLIC TRANSIT AUTHORITY



SEPTEMBER 2025 | MONTHLY FINANCIAL AND OPERATIONAL REPORT | BOARD OF DIRECTORS MEETING

CEO UPDATE



RIPTA Launches New Ride – MTM Go App

This new mobile app gives paratransit passengers the ability to request, modify, and cancel trips, add guests or attendants, and receive real-time trip notifications all in one place. Ride – MTM Go is available to eligible passengers with disabilities who are enrolled in RIPTA's Ride ADA Paratransit program and Ride Anywhere premium program, offering a faster, more flexible alternative to calling Ride Customer Service.

2nd Annual Christmas in July Food Drive

During the month-long drive, RIPTA employees demonstrated exceptional generosity, collectively donating 500 lbs. of food to the Rhode Island Food Bank.

Providence Public Schools Outreach

Our transit ambassadors were on-site at Kennedy Plaza and several high schools at the start of the school year to help new students navigate the bus system. They also visited the Providence Career and Technical Academy and A-Venture Academy where they guided over 200 incoming freshmen learn the ropes of riding RIPTA to school.

Welcome, Brunonians!

Our outreach team welcomed incoming Brown University students by sharing how they can ride RIPTA for free with their student ID through the U-Pass program. Transit ambassadors connected with over 1,000 students, highlighting everywhere in the state they can go and which routes to ride. Transit ambassadors engaged with more than 1,000 university students, showing them how to navigate RIPTA routes and explore destinations across Rhode Island.

Honoring Donald "Danny" Lopes: Street Sign Dedication Celebrates His Legacy of Service

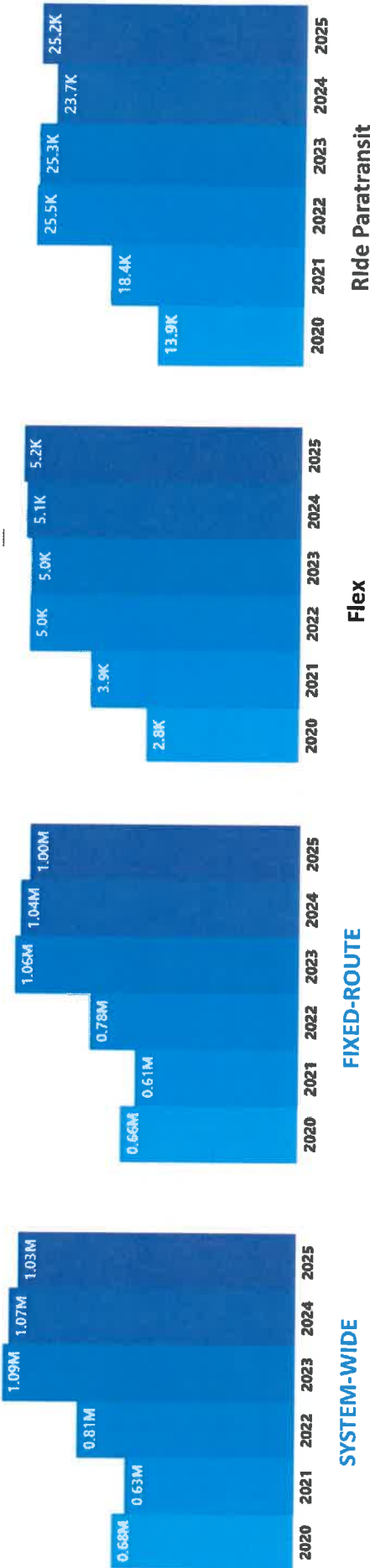
RIPTA joined local officials, family, and community members to dedicate a street sign honoring the late Donald "Danny" Lopes, a former RIPTA employee and longtime Providence City Councilman for Ward 3. Danny's 25-year career at RIPTA started in March 1980, when he was hired as a fixed-route bus operator. After driving buses for 19 years, Danny became a Street Supervisor where he managed on-the-ground daily bus operations and helped to train new bus drivers. The ceremony, held on what would have been his 90th birthday, celebrated Danny's legacy of service to the community.

2025 Community Site Visits for Reduced Fare Bus Pass Program for Seniors and People with Disabilities

Every month, RIPTA's Customer Service staff will travel to communities throughout the state to process Photo ID bus passes for qualified seniors and individuals with disabilities with valid documentation. These statewide Photo ID Community Site Visits allow residents in both rural and urban areas to access transit information and apply for the Reduced Fare Bus Pass Program without having to travel to RIPTA offices in Providence. RIPTA staff traveled to the West Warwick Senior Center.

MONTHLY RIDERSHIP

August 2025 System-wide Ridership:

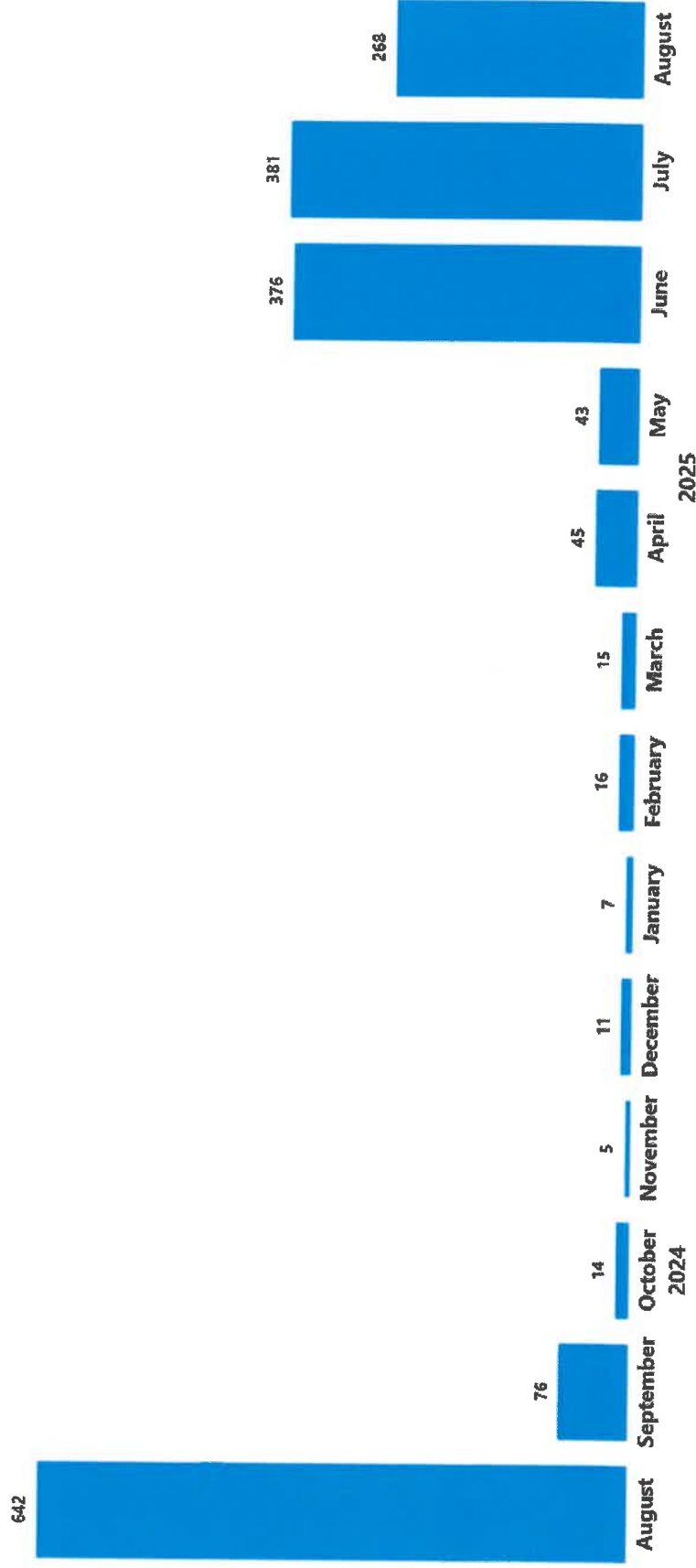


RIDERSHIP DECREASED 3% IN AUGUST 2025 FROM AUGUST 2024
Fixed-Route ridership counts come from the Automatic Passenger Counts (APCs) from UTA. Flex and Ride Paratransit ridership counts come from Reveal tablets for Ride, and 3rd party reports for Taxi trips.

LOST SERVICE

August 2025

Cancelled/Uncovered Trips by Year and Month



* Counts based on regular trips

** Cancelled does not include Standby or School Cancelled trips

LOST TRIPS BY MONTH

ON TIME PERFORMANCE (OTP): FIXED-ROUTE

	2025	2024	2023	2022	2021
AUGUST	77.2%	76.7%	79.3%	81.3%	81.5%
JULY	78.1%	78.0%	79.5%	81.0%	81.8%
MAY	77.5%	73.4%	78.6%	81.1%	81.6%
APRIL	78.4%	76.5%	81.3%	81.7%	83.2%
MARCH	78.9%	78.3%	82.4%	82.2%	84.2%
FEBRUARY	79.6%	78.3%	82.2%	81.3%	84.1%
JANUARY	79.1%	77.3%	82.4%	82.2%	83.0%
DECEMBER		76.4%	76.9%	80.2%	80.9%
NOVEMBER		74.0%	77.9%	79.2%	79.3%
OCTOBER		73.7%	77.3%	78.3%	78.6%
SEPTEMBER		72.7%	77.0%	78.1%	79.1%

OTP INCREASED BY 0.5% IN AUGUST 2025 FROM AUGUST 2024

ON TIME PERFORMANCE



On Time Performance

On Time Performance (OTP) is based on Departure Time.
On Time is between 1 minute early and 5 minutes late.

ABBG AVERAGE: 79%

**RESOLUTION BY THE BOARD OF DIRECTORS OF THE RHODE ISLAND
PUBLIC TRANSIT AUTHORITY**

WHEREAS, the Rhode Island Public Transit Authority ("RIPTA" or the "Authority") is a body corporate and politic created by R.I.G.L § 39-18, *et seq.* for the purpose of providing statewide public transit services;

WHEREAS, TD Bank, NA (hereinafter referred to as "Bank") is the Agent for certain financial assets of the Authority;

WHEREAS, it is necessary to designate RIPTA officials to execute certain transactions with the Bank on the Authority's behalf; and

WHEREAS, RIPTA hereby designates the following individuals, and only those individuals so designated below, to take such actions and to execute and deliver to the Bank such documents as may be necessary to discharge the Authority's obligations with respect to the appointment of the Bank as its Agent and with respect to issuing instructions to enable the Bank to discharge its obligations as Agent of the Authority's assets:

- Christopher Durand, Chief Executive Officer
- Nathan Watchous, Deputy Chief of Finance
- Teri Fossa, Controller
- Karen McKenna, Senior Accountant
- Anthony Macaruso, Senior Accountant

NOW THEREFORE, it is hereby RESOLVED by the Board of Directors of the Rhode Island Transit Authority that Christopher Durand, Nathan Watchous, Teri Fossa, Karen McKenna, and Anthony Macaruso, in their stated capacities, are hereby so authorized and empowered.

On Behalf of the Rhode Island Public Transit Authority

Peter Alviti, Jr., Board Chair

Date

STATE OF RHODE ISLAND
COUNTY OF PROVIDENCE

Personally appeared the above-named Peter Alviti, Jr., the Chairman of the Board of RIPTA, who made oath that the foregoing certificate by him subscribed is true.

Printed Name:

Date

Notary Number:

Commission Expiration:



RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM

TO: Board of Directors

DATE: September 25, 2025

PREPARED BY: James G. Pereira

DEPARTMENT: Joint Safety Committee (JSC)

TITLE: PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

Rhode Island Public Transit Authority (RIPTA) Board of Directors is requested to approve the Public Transportation Agency Safety Plan (PTASP) that is required in accordance with 49 C.F.R. Part 673. Each public transit agency that is a recipient or sub-recipient of FTA grant funds must develop safety plans that include the process and procedures necessary for implementing Safety Management System (SMS).

BACKGROUND

The FTA has made changes that are required in each transit agency PTASP. The JSC has redrafted the PTASP to reflect the required changes. Per the Biden Infrastructure Law, The JSC must adopt and vote on the PTASP. The Accountable Executive, (CEO) and Board of Directors are required to sign the plan after approving same.

JUSTIFICATION

RIPTA must certify that it has established a PTASP meeting the requirements under 49 C.F.R. Part 673.11(d).

FUNDING

There is no funding associated with this.

ALTERNATIVES

There is no other alternative, this plan is required by FTA rules.

RECOMMENDATION:

The JSC recommends the Board of Directors approve the plan as presented.

APPROVALS (shaded Departments must approve all Staff Summaries) Projects between \$5,000 and \$10,000 must have Department Director/AGM. Projects between \$10,000 and \$100,000 must have CEO also. Projects greater than \$100,000 must also have Board of Directors Approval

Department	Initial	Date	Department	Initial	Date
Facilities			Planning		
Finance			Procurement		
Human Resources			Risk Management		
Info. Services			Transportation		
Maintenance			Budget Office		
Marketing			Chief Exec. Officer		



Public Transit Authority Safety Plan (PTASP)

Prepared by RIPTA Security Department

Table of Contents

Section 1 – Transit Agency Information.....	3
Section 2 – Plan Development, Approval and Updates.....	5
Section 3 – Safety Performance Targets.....	6
Section 4 – Safety Risk Reduction Program.....	7
Section 5 – Safety Management Policy.....	9
Section 6 – Safety Risk Management.....	14
Section 7 – Safety Assurance.....	21
Section 8 – Safety Promotion.....	23
Appendix A.....	25
Appendix B.....	26

Section 1: Transit Agency Information

Transit Agency Name	Rhode Island Public Transit Authority (RIPTA)
Transit Agency Address	705 Elmwood Avenue Providence, RI 02907
Name and Title of Accountable Executive	Christopher Durand, Chief Executive Officer
Name of Chief	James Pereira, Chief of Security and Operations
Mode of Service Covered by this Plan	Fixed Route and Paratransit
List of All FTA Funding Types	5307, 5311, 5337, 5339
Mode of Service Provided by Transit Agency	Fixed Route (Directly Operated)
Does the Agency provide transit services on behalf of another transit agency or entity?	No
Name and Address of Transit Agency or Entity for which service is provided	N/A

RIPTA Mission Statement

RIPTA provides statewide transit service via Fixed Route and Paratransit vehicles.

RIPTA's mission is to provide safe, reliable, and cost-effective public transportation services with a skilled team dedicated to customers, the environment, and transit excellence.

Joint Safety Committee

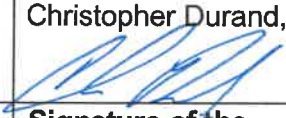
RIPTA merged its current Safety Committee into a more robust and accountable Joint Safety Committee (JSC) as required by the Bipartisan Infrastructure Law. The Joint Safety Committee consists of an equal number of frontline labor employees (7) and management employees (7). The JSC has reviewed and approved this plan

The committee holds the following responsibilities:

1. Identify and recommend risk-based mitigations or strategies that will reduce the likelihood and severity of consequences identified through the agency's safety risk assessment; safety risk reduction program; safety risk management and safety assurance programs.
2. Identify and or change strategies that are ineffective or not productive as expected;
3. Meet, discuss, and update the PTASP as necessary;
4. Look for ways to improve safety deficiencies as needed;
5. Review and make changes to the PTASP as recommended by either the JSC, Accountable Executive and RIPTA Board of Directors;
6. Vote and approve the final version of the PTASP before the Accountable Executive and Board of Director's approve the plan.

The JSC will conduct business in a manner outlined in the JSC By-Laws that were adopted, voted on and approved at the JSC September 9, 2025 meeting. See Appendix B.

Section 2: Plan Development, Approval, and Updates

Name of Entity that Drafted This Plan	Rhode Island Public Transit Authority	
Signature by the Accountable Executive	Signature of the Chief Executive Officer	Date of Signature
	Christopher Durand, CEO 	September <u>11</u> , 2025
Approval by the RIPTA Board of Directors	Signature of the Chairman of the Board	Date of Signature
	Peter Alviti, Jr., Chairman	September _____, 2025
Date plan was reviewed and approved by the JSC	September 9, 2025	

Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Changes	Date Issued
2	2, 3, 4, 5, 14, and 15	New signatures / additional safety targets	12/19/2024
3	The entire document was reorganized, renumbered and reworked. Sections 1, 2, 3, 4, 5, 7, 8 and pages 2, 3, 4, 5, 6, 7, 9, 22, 24, 26, 28 and 29 were affected by these changes.	PTASP requirements along with National Public Transportation Safety Plan change requirements. JSC approval was also necessary.	9/9/2025

Section 3: Safety Performance Targets

Mode	Fixed Route	Paratransit
Fatalities (total)	0	0
Fatalities (per 100,000 Revenue Miles)	0	0
Reportable Injuries (total)	<8	<5
Collision Rate	<4	<3
Pedestrian Collision Rate	<1	<0
Major Event	1	1
Major Event Rate	<2	<1
Injuries	6	3
Injury Rate	<1,000	<2,000
Transit Worker Fatality Rate	0	0
Transit Worker Injury Rate	<1	<1
Assaults On Transit Worker	3	1
Rate of Assaults on Transit Worker	1	1
Mean Distance Between Failures (miles)	20,000	15,000

Safety Performance Target Coordination

RIPTA's Accountable Executive reviews the Agency Safety Plan, including safety performance targets in RIPTA's service area each year. RIPTA's Accountable Executive also shall provide a copy of RIPTA's formally adopted Agency Safety Plan to any coordinating agency (upon request).

Targets Transmitted to the State	State Planning Entity	Date Targets Transmitted
	RI Statewide Planning Council	12/30/2024

Section 4: Safety Risk Reduction Program

The RIPTA Operations Manual documents procedures to be followed by drivers in the event of a collision or safety issue. The Accident Reporting Procedure maintains documented procedures for supervisors to conduct safety investigations of collisions. These procedures also reflect all traffic safety reporting and investigation requirements established by the Rhode Island Motor Vehicle Code. The Security department and/or reviews the driver and supervisor reports, in addition to photographs and videos, to find causal and contributing factors and review the existing mitigations in place at the time of the event. The Chief of Security and Operations and/or Security Department members may follow up with individual parties for further information. Causal factors will be documented and shared with the Accountable Executive and with leadership or ad hoc meeting members, as necessary.

The Chief of Security and Operations maintains all documentation of RIPTA's investigation policies, processes, forms, checklists, activities, and results. As detailed in RIPTA's procedures, an investigation report is prepared and sent for integration into their analysis of the event.

RIPTA's Street Supervision Department determines whether:

- The accident was preventable; the driver was at fault, due to negligence. (Ex. The driver was not paying attention, using cell phone or other handheld device (that isn't the bus radio), under the influence of illegal drugs or alcohol, not obeying traffic signals)
 - Using video footage, photos of the accident, driver statement, witness and emergency personnel statement(s).
- Non-preventable; the driver was not at fault. (Ex. The other party involved was considered negligent. The other party was not paying attention, using cell phone or

other handheld device, under the influence of illegal drugs or alcohol, not obeying traffic signals)

- Using video footage, photos of the accident, driver statement, witness and emergency personnel statement(s).
- Personnel who require discipline shall be referred to the Accident Review Board (ARB);
- The causal factor(s) indicate 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; and
- Findings and discipline orders carry an appeal period to the Chief of Security and Operations.
- RIPTA uses the Smith Defensive Driving system when onboarding new employees and in circumstances when re-training is required.
- Use technology that notifies pedestrians and others outside and around a bus that the bus is turning, creating notice at busy intersections and congested roadways.
- RIPTA currently has driver safety barriers installed in all of the fixed route buses. This should reduce assaults on RIPTA operators.
- Provide de-escalation training for employees. This training will give the drivers the ability to prevent incidents and assaults from escalating into potential assaults on the drivers.

RIPTA has developed methods to identify necessary mitigation based on the safety risk assessment developed in the ASP.

The mitigation plan developed by the JSC uses the below steps to ensure that the process is continuous and always being evaluated:

- Assess Risks
- Identify Specific Mitigation Strategies
- Implement Mitigation Strategies
- Constantly Monitor Effectiveness

The implementation of the safety risk mitigation program is directly tied to the Safety Assurance section of the ASP.

Section 5: Safety Management Policy

Safety is RIPTA's top priority, and every employee is essential to ensure that RIPTA is safe for employees and patrons. RIPTA strongly encourages all employees to speak up if they should see an unsafe practice or situation. Employees will not be disciplined or reprimanded for reporting unsafe situations.

To learn more about RIPTA's Safety Management Policy, read below or request the full document from the Safety Department. It can also be found on the RIPTA shared drive: (M:)Share/ Safety/PTASP Safety Plan.

Full Safety Management Policy

Safety is RIPTA's top priority and managing safety is a core value and business function. RIPTA will develop, implement, maintain, and continuously improve processes to ensure the safety of its customers, employees, and the public. RIPTA is committed to the following safety objectives:

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

Christopher Durand
RIPTA, Chief Executive Officer

Authorities, Accountabilities, and Responsibilities

Accountable Executive	RIPTA's CEO is the Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan: • Controls and directs human and capital resources needed to develop and maintain the PTASP and SMS; • Designates a Chief of Security and Operations who is a direct report; • Ensures that RIPTA's SMS is effectively implemented; • Ensures action is taken to address substandard performance in RIPTA's SMS; • Assumes ultimate responsibility for carrying out RIPTA's PTASP and SMS; and • Maintains responsibility for carrying out RIPTA's Transit Asset Management (TAM) Plan.
Chief	The Accountable Executive designates the Chief of Security and Operations as it relates to this document. The Chief of Security and Operations has the following authorities, accountabilities, and responsibilities under this plan and reports directly to the CEO: • Develops RIPTA's PTASP and SMS policies and procedures; • Ensures and oversees day-to-day implementation and operation of RIPTA's SMS; • Manages RIPTA's employee safety reporting systems such as incident and observation reports; • Establishes and maintains RIPTA's Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents; • Ensures safety topics are addressed in departmental meetings; • Advises the Accountable Executive on SMS progress and status; • Identifies substandard performance in RIPTA's SMS and develops action plans for approval by the Accountable Executive; • Ensures RIPTA's policies are consistent with the Authority's safety objectives; and • Provides expertise and support for other RIPTA personnel in conducting and overseeing Safety Assurance activities.

Agency Leadership and Executive Management	Agency leadership and executive management also have authorities and responsibilities for day-to-day SMS implementation and operation of RIPTA's SMS under this plan. RIPTA Leadership and Executive Management include: • Director of Training • Director of Street Supervision • Director of Maintenance • Fixed Route and Paratransit Trainers • Street Supervisors and Dispatchers • Safety Officer
RIPTA's Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities: • Participate in monthly maintenance safety and operations meetings (minimum of six (6) annually); • Complete training on SMS and PTASP elements; • Oversee day-to-day operations of the SMS in their respective departments; • Modify policies in their departments consistent with implementation of the SMS, as necessary; and • Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief of Security and Operations, including investigations of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.	

Key Staff	RIPTA uses all scheduled Safety Meetings, and All-Staff meetings to support its SMS and safety programs: - Any safety hazards reported will be jointly evaluated by the Chief of Security and Operations during their weekly meeting. Safety topics from these weekly meetings will be discussed at subsequent safety meetings and discussion and feedback will be solicited or a working group with representatives from all departments will be formed to discuss and make recommendations. Information discussed in these meetings will be documented. - A permanent agenda item in all monthly maintenance meetings is dedicated to safety. Safety issues are discussed and documented. Agenda items are requested of all departments prior to the meeting - All-Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented.
Employee Safety Reporting Program (ESRP)	
The RIPTA 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. There are many ways employees can report safety conditions: - Send an email directly to the Chief of Security and Operations. - Report the conditions directly to their respective Dispatch location. - Report the matter to a Joint Safety Committee Member. - Report issues anonymously to the Employee Suggestion Box. - Report issues to the employee's direct supervisor who will inform senior management. - Report issues to the Safety Hotline (401-784-9500 1299). Examples of information typically reported include: - Safety concerns in the operating environment (transit issues, state or city road conditions, safety conditions or the condition of facilities or vehicles); - Policies and procedures that are not working as intended (insufficient time to complete pre-trip inspection); - Events that senior managers might not otherwise know about (near misses and employee concerns); and - Information about why a safety event occurred (radio communication challenges).	

On a daily basis, the Street Supervisors review submitted observation reports, accident and incident reports, emails, and miscellaneous reports filed about safety; and document identified safety conditions. RIPTA Street Supervisors review and address each employee report, ensuring that hazards and their consequences are appropriately identified along with the methods of resolution; and provide the Chief of Security and Operations with updates and flag issues in line with RIPTA's SRM process. Reported deficiencies and non-compliance with rules or procedures are addressed through internal reporting which are also reviewed daily.

RIPTA's Chief of Security and Operations discusses actions taken to address reported safety conditions during weekly senior staff meetings and works to provide mitigation processes and/or analysis of incident to report to the Safety Committee.

If the reporting employee provided his or her name during the reporting process, the Chief of Security and Operations follows up directly with the employee when RIPTA determines whether or not to take action and/or after any mitigations are implemented.

RIPTA encourages participation in the safety reporting program by protecting employees that report safety conditions in good faith. However, RIPTA may take disciplinary action if the report involves:

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk;
- Deliberate or willful disregard of regulations and/or policies; or
- Repeated violations of RIPTA policies and/or safety procedures.

While follow-up with reporting employees or results of risk management assessments are key, the awareness of employees around enhanced safety processes is vital to the success of any program. To keep employees informed, the following methods to communicate are:

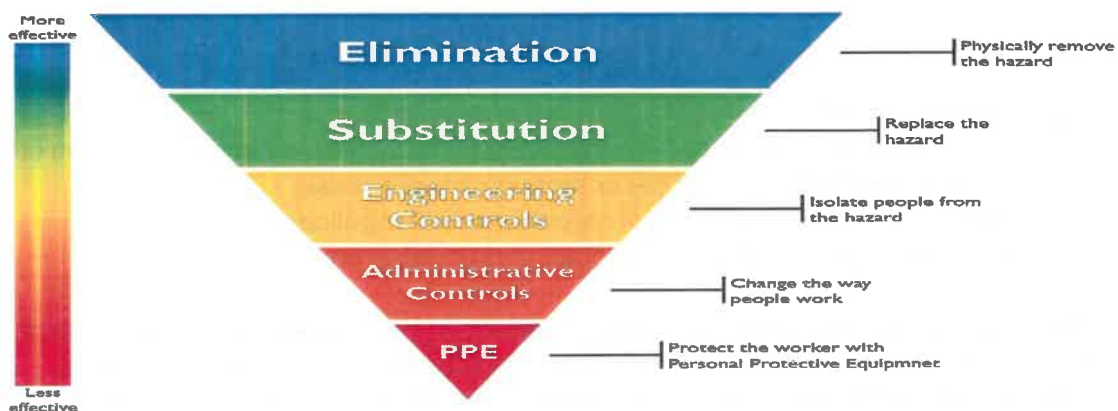
- Schedule training activities to include formal training (classroom if required) and periodic spot training for updates, questions, observations, etc. This is to include normal training requirements for staff;
- Payroll attachments;
- Training, as a result of risk assessment findings, and data showing negative trends; and
- Change of process training.

Section 6: Safety Risk Management

Safety Risk Management Process

RIPTA uses the Safety Risk Management (SRM) process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards, and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to RIPTA's leadership. RIPTA's SRM process allows us to carefully review causative factors and determine whether we have taken sufficient precautions to reduce any harm, or if further mitigations processes are necessary.

HIERARCHY OF CONTROLS



HIERARCHY OF CONTROLS FOR SAFETY MANAGEMENT



Risk Management Evolution for constant evaluation and improvements.

RIPTA's Chief of Security and Operations leads RIPTA's SRM process, working with Operations, Maintenance, and Administrative staff to identify hazards and consequences, assess safety risks of potential consequences, and mitigate safety risks. The results of RIPTA's SRM process are documented in the RIPTA Risk Register.

RIPTA's SRM process applies to all elements of our system including our operations and maintenance, facilities and vehicles, and personnel recruitment, training and supervision.

In carrying out the SRM process, RIPTA uses the following terms:

- Event – Any accident or safety occurrence.
- Incident - a minor occurrence. Repeat incidents can lead to an event
- Hazard – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to RIPTA; or damage to the environment.
- Risk – Composite of predicted severity and likelihood of the potential effect of a hazard.
- Risk Mitigation – Method(s) to eliminate or reduce the effects of hazards.
- Consequence – An effect of a hazard involving injury, illness, death, or damage to RIPTA property or the environment.

Safety Hazard Identification

The safety hazard identification process offers RIPTA the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- Employee safety reporting through observation reports, accident reports, emails to management, etc.,
- Review of vehicle & facility camera footage,
- Review of quarterly & annual performance data and safety performance targets,
- Maintenance reports and check in/check out sheets,
- Comments from customers and third parties, including Risk Management,
- Maintenance Safety Meetings, ad hoc meetings and All-Staff Meetings,
- Results of audits and inspections of vehicles and facilities,
- Results of training reviews, employee evaluations, and ride-along,
- Investigations into safety events, incidents, and occurrences,
- FTA and other oversight authorities (mandatory information source), and
- Job Safety Analysis, using Employers First Reports (EFR) and workers' compensation to identify hazards from reported injury and illnesses.

When a safety concern is observed by RIPTA management or supervisory personnel, whatever the source, it is reported to the RIPTA Chief of Security and Operations. Procedures for reporting hazards to the RIPTA Chief of Security and Operations are reviewed during All-Staff Meetings, Operations Meetings, and Safety Meetings. The RIPTA Chief of Security and Operations also receives employee reports from the ESRP process. The members of the Accident Review Board, in coordination with the Chief of Security and Operations, reviews these sources for hazards, and documents them in the RIPTA Risk Register.

The RIPTA Chief of Security and Operations also may enter hazards into the RIPTA Risk Register based on their review of operations and maintenance, the results of audits and observations, and information received from Federal Transit Administration.

The RIPTA Chief of Security and Operations may conduct further analysis of hazards and consequences entered into the RIPTA Risk Register, to collect information and identify additional consequences, and to inform which hazards should be prioritized for safety risk assessment.

In following up on identified hazards, the RIPTA Chief of Security and Operations, in an attempt to formulate a corrective action plan through root cause analysis, may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

The RIPTA Chief of Security and Operations will convene, as needed, a group of relevant internal stakeholders to discuss identified hazards and consequences. This may be completed in conjunction with monthly safety meetings, scheduled leadership meetings, or ad hoc safety meetings. The agenda may include additional background on the hazards and consequences, such as the results of trend analysis, vehicle camera footage, vendor documentation, reports and observations, or information supplied by the FTA.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the review of front-line staff and supervisors) for safety risk assessment and mitigation. This means that the Chief of Security and Operations believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment which would constitute a violation of Environmental Protection Agency or Occupational Safety and Health Administration.

Safety Risk Assessment

Safety risk assessment defines the level or degree of the safety risk by assessing the likelihood and severity of the consequences of hazards and prioritizes hazards based on the safety risk. The Chief of Security and Operations, with assistance from key staff subject matter experts are responsible for assessing identified hazards and ratings using

the safety risk matrix below. Prioritizing safety risk provides the Accountable Executive with the information needed to make decisions about resource application.

The following matrix, adopted from the TSI Participation Guide – SMS Principles for Transit, facilitates the ranking of hazards based on their probability of occurrence and severity of their outcome.

Probability Levels			
Description	Level	Specific Individual Item	Fleet Inventory
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced.
Probable	B	Will occur several times in the life of an item.	Will occur frequently.
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times.
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur.
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible.
Eliminated	F	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.

The measuring goes from A to F with A being frequent or likely to occur frequently and E being improbable or expected that this event will most likely never occur. Designation F is used when potential hazards are identified and later eliminated.

Description	Level	Mishap Result Criteria
Catastrophic	1	Could Result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M
Critical	2	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M
Marginal	3	Could result in one or more of the following: injuries or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100k but less than \$1M
Negligible	4	Could result in one or more of the following: injuries or occupational illness not resulting in lost work day, minimum environmental impact. Or monetary loss less than \$100k.

The Safety Risk Severity Table presents a typical safety risk. It includes four categories to denote the level of severity of the occurrence of a consequence, the meaning of each category, and the assignment of a value to each category using numbers. In this table, 1 is considered catastrophic meaning possible deaths and equipment destroyed and 4 is considered negligible or of little consequence with two levels in between.

Safety Risk Probability and Safety Risk Severity are combined into the Safety Risk Index Ranking to help prioritize safety risks according to the table below.

Safety Risk Assessment Matrix				
Severity → Probability ↓	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
A-Frequent	1A	2A	3A	4A
B-Probable	1B	2B	3B	4B
C-Occasional	1C	2C	3C	4C
D-Remote	1D	2D	3D	4D
E-Improbable	1E	2E	3E	4E
F-Eliminated				
Safety Risk Index Ranking				
1A, 1B, 1C, 2A, 2B	High	Unacceptable		
1D, 2C, 3A, 3B	Serious	Undesirable - With management decision required		
1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B,	Medium	Acceptable - with review by management		
4C, 4D, 4E	Low	Acceptable - without review		

The Chief of Security and Operations documents recommendations regarding hazard rating and mitigation options and reports this information to the Accountable Executive.

Safety Risk Mitigation and Reduction

The RIPTA Accountable Executive and Chief of Security and Operations review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from safety focused meetings and discussions. RIPTA can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The RIPTA tracks and updates safety risk mitigation information in the RIPTA Risk Register, and reports issues directly to the Chief of Security and Operations or his/her designee. The Risk Register and relevant documents are available to the Accountable Executive, leadership, and to staff upon request.

The objectives of the Risk Mitigation and Reduction process are to ensure that RIPTA identifies hazards and implements processes and plans to reduce or eliminate the hazard. Such measures may include:

- Installation of safety devices on the buses, to include safety barriers and turning alert announcements;

These measures will reduce the risk of assaults against drivers and transit workers

- Updating security camera systems on the entire fleet of buses;

- Identifying route hazards and making the necessary changes that will eliminate the hazard;

- Review our process of when introducing new routes to our system, the Safety Risk

Assessment tool is used, so hazards can be identified;

- Updated our Infectious Disease Plan to minimize the exposure to our employees;

- Monthly monitoring of accident and incident reports to make necessary corrective measures;

- Contract with the local police department, to provide security at our main hub, providing a safer environment for workers and customers;

In the RIPTA Risk Register, the RIPTA Chief of Security and Operations will also document any specific measures or activities, such as reviews, observations or audits that will be conducted to monitor the effectiveness of mitigations once implemented.

All related Incident, Accident and Operator Safety Records are retained for 3 years in accordance with State and RIPTA policy.

Section 7: Safety Assurance

Through RIPTA's Safety Assurance process, RIPTA:

- Evaluates compliance with operations and maintenance procedures to determine whether RIPTA's existing rules and procedures are sufficient to control its safety risk,
- Assesses the effectiveness of safety risk mitigations to ensure the mitigations are appropriate and are implemented as intended,
- Investigates safety events to identify causal factors, and
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.

Safety Performance Monitoring and Measurement

Activities to monitor the system for compliance with procedures for operations and maintenance.

RIPTA has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits,
- Informal and Formal inspections and observations,
- Check in/check out sheets,
- Observation reports,
- Incident and accident reports,
- Regular review of on-board camera footage to assess drivers and specific incidents,
- Ride-along, evaluations, and training refreshers,
- ESRP,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data relating to the delivery of service, and
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief of Security and Operations Officer, in conjunction with the Joint Safety Committee, to determine where corrective action needs to be taken. The Chief of Security and Operations enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation.

Activities to monitor operations in order to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

RIPTA monitors safety risk mitigations to determine if they have been implemented, and are effective, appropriate and working as intended. The Chief of Security and Operations maintains a list of safety risk mitigations in the RIPTA Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Chief of Security and Operations, along with the Joint Safety Committee, establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate Manager or Supervisor if appropriate. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports, conducting job performance observations, or other activities. The Chief of Security and Operations will endeavor to make use of existing RIPTA processes and activities before assigning new information collection activities.

RIPTA's Chief of Security and Operations Officer and Joint Safety Committee review the performance of individual safety risk mitigations during quarterly leadership meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Joint Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief of Security and Operations, along with the Accountable Executive, will approve or modify this proposed course of action and oversee its execution.

The RIPTA Chief of Security and Operations and the Joint Safety Committee monitor RIPTA's operations on a larger scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations,
- Monitoring employee safety and injury reporting and observation reports,
- Reviewing results of internal safety audits and inspections, and
- Analyzing operational and safety data to identify emerging safety concerns.

The Chief of Security and Operations works with the Joint Safety Committee, leadership staff, and Accountable Executive to carry out and document all monitoring activities.

Activities to conduct investigations of safety events in order to identify causal factors.

The JSC monitors RIPTA operations on a larger scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accidents, incidents and occurrence investigations,
- Monitoring employee safety and injury reporting and observation reports,
- Reviewing results of internal safety audits and inspections, and
- Analyzing operational and safety data to identify emerging safety concerns.

The JSC works with leadership staff and the Accountable Executive to carry out and document all monitoring activities.

Section 8: Safety Promotion

Competencies and Training

The RIPTA comprehensive safety training program applies to all RIPTA employees directly responsible for safety, including:

- Bus Drivers and van operators,
- Dispatchers and Supervisors,
- Vehicle and Facility Maintenance Technicians,
- Managers and Supervisors,
- Safety Officer,
- Training Manager and Trainers,
- Agency Leadership and Executive Management,
- Chief of Security and Operations, and
- Accountable Executive.

RIPTA dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS.

Basic training requirements for all employees, including refresher training, are documented in RIPTA's Driver Trainer Manual, Accident Refresher Manual, and Summer Refresher Guide.

Operations safety-related skill training include the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training and accident refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- Classroom and on-the-job training for dispatchers and operations supervisors,
- On-the-job training for trainers and managers, and
- Accident investigation and reasonable suspicion training for operations supervisors.
- Reasonable suspicion training for operations and maintenance supervisors,
- Vehicle maintenance safety-related skill training includes the following:
 - Ongoing vehicle maintenance technician skill training,
 - Ongoing skill training for vehicle maintenance supervisors,
 - Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and others where applicable,
 - Training provided by vendors.
 - RIPTA's Accountable Executive, Joint Safety Committee members and Executive Management team must complete FTA's SMS Awareness online training.

Safety Communication

The RIPTA Chief of Security and Operations Officer and Joint Safety Committee coordinate the RIPTA safety communication activities in the SMS. RIPTA activities focus on:

- Communicating safety and safety performance information throughout the agency. RIPTA communicates information on safety in newsletters, payroll attachments, quarterly meetings, monthly maintenance safety meetings, and weekly leadership meetings. Information typically conveyed during these meetings includes lessons learned from recent occurrences, upcoming events that may impact RIPTA's service or safety performance, and updates regarding SMS implementation. RIPTA also requests information from drivers during these meetings.
- Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency. As part of new-hire training, RIPTA distributes safety policies and procedures, included in the RIPTA Operations Manual, to all drivers. RIPTA provides training on these policies and procedures and discusses them during meetings with supervisors, drivers, trainers, and vehicle technicians. For newly emerging issues or safety events at the agency, direct communications may be made to employees where relevant.
- Informing employees of safety actions taken in response to reports submitted through a reporting mechanism. RIPTA provides targeted communications to inform employees of safety actions taken in response to reports submitted, including safety talks, updates to bulletin boards, emails to list serves dedicated to specific roles, and one-on-one discussions between employees and supervisors.
- Maintenance safety meetings.
- Safety policy reminders and updates on new safety issues via the RIPTA employee notifications, safety postings, etc.
- As needed, company-wide emails and postings may be made, if available, and may also be placed on the company's social media page.

Appendix A

List of Acronyms

ARB	Accident Review Board
ASP	Agency Safety Plan
CEO	Chief Executive Officer
EFR	Employers First Reports
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
JSC	Joint Safety Committee
PTASP	Public Transit Authority Safety Plan
RIPTA	Rhode Island Public Transit Authority
SMS	Safety Management System
SRM	Safety Risk Management
TAM	Transit Asset Management Plan
TSI	Transportation Safety Institute

Appendix B

JSC By-Laws

BY-LAWS of the Joint Safety Committee (JSC)

Rhode Island Public Transit Authority (RIPTA) & Amalgamated Transit Union Local 618 and 618A (ATU 618 & 618A)

Article 1: Committee Name

The Committee will be known as the Joint Safety Committee (JSC).

Article 2: Purpose

The purpose of the JSC is to facilitate agreements between the Rhode Island Public Transit Authority and the Amalgamated Transit Union Locals 618 & 618A regarding safety matters as outlined in the Public Transit Agency Safety Plan (PTASP). The JSC will be tasked with ensuring the effectiveness of safety policies and procedures, resolving hazards, and creating effective communications between RIPTA Management, the ATU, and RIPTA employees.

Article 3: Membership

The JSC will consist of fourteen members. Seven shall be from RIPTA management and seven shall be ATU members. All JSC Members will have equal voting rights. RIPTA and the ATU will determine and decide the representatives, from their respective group, to serve as JSC Members.

If a JSC Member is unable to attend a scheduled meeting, they may appoint an alternative person from their respective group to attend, as a proxy. The proxy will have all rights of the Member.

If a vacancy occurs on the JSC, the respective group from which the vacancy occurs will choose a replacement prior to the next scheduled meeting date.

Article 4: JSC Chairpersons

The JSC will be led by two Co-Chairs; one from each respective group. RIPTA will choose their respective Chair and the ATU will do the same. The Co-Chairs will be tasked with the following:

- ❖ Setting the agenda for each JSC meeting.
- ❖ Distributing the agenda to each respective Member of the JSC.
- ❖ Establishing the date, time and location for each meeting
- ❖ Coordinating the participation of any subject matter experts or other participants that will provide materials, knowledge or experience to the JSC.
- ❖ Selecting a JSC Member to take meeting minutes.
- ❖ Maintaining copies of all JSC Meeting Minutes and all other records or documents provided at meetings. Said records will be maintained in accordance with RIPTA's Record Retention Policy.
- ❖ Perform any other tasks that the JSC requires.

Article 5: JSC Responsibilities

The JSC will be required to perform the below listed tasks, to include, but not limited to:

- ❖ Review and approve the PTASP pursuant to the timeline created by the Federal Transit Administration or any other regulatory government agency.
- ❖ Making corrections and or changes to the PTASP, as directed to by RIPTA's Chief Executive Officer or Board of Directors.
- ❖ Identify any potential hazards and make recommendations on how to limit the safety factor.
- ❖ Reviewing and monitoring the performance targets referenced in the PTASP and making the necessary changes.
- ❖ Making recommendations on how to reduce safety risk factors for employees and patrons.
- ❖ Creating benchmarks for the PTASP performance targets.

Article 6: Access to Information

The JSC will have access to all requested documents that are reasonably relevant to the work of the JSC. This provision will not require RIPTA or the ATU to disclose any information that is to remain confidential by law or under the Collective Bargaining Agreement between RIPTA and the ATU.

Article 7: JSC Decision Process

The JSC will make all decisions , relevant to the PTASP, by a majority vote.

Article 8: Meetings

Frequency – The JSC will meet bimonthly and in accordance with the scheduled selected by the JSC Co-Chairs, as outlined above. If the JSC Co-Chairs determine meetings should happen more or less often, they must mutually agree to the change. If the JSC Co-Chairs cannot mutually agree to alter the meeting frequency, the matter will be heard and voted on by the JSC.

Location - All meetings will be held at RIPTA unless the JSC determines a different location is required.

Quorum – Eight or more Members shall constitute a quorum. A quorum must be established in order for a meeting to proceed and any potential vote(s) arising therefrom to be valid.

All Members of the JSC will be provided with the opportunity to attend meetings while working their regularly scheduled work assignments.

Article 9: Dispute Resolution

RIPTA and the ATU will resolve any disputes regarding JSC using the grievance process and arbitration procedure contained in the Collective Bargaining Agreement entered into between RIPTA and the ATU. If a dispute goes to arbitration under that procedure, RIPTA and the ATU will accept the earliest mutually agreeable arbitration date and will ask the arbitrator to render a decision within thirty days of the completion of the arbitration process. The language in the Collective Bargaining Agreement will be strictly adhered to.

Article 10: Non-Retaliation

Neither RIPTA nor the ATU will retaliate in any way against any JSC Member on account of their involvement or work as it relates to the JSC. Likewise, neither RIPTA nor the ATU will retaliate in any way against any other persons employed at RIPTA on account of any assistance given by that person to the JSC.

Article 11: Amendments

RIPTA and the ATU shall review these By-Laws on an annual basis and make any amendments, upon agreement.

Article 12: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern all proceedings of the JSC Meetings, except where such rules are inconsistent with these Bylaws, or other applicable law.



RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM

TO: RIPTA Board of Directors

DATE: 09/10/2025

PREPARED BY: John Chadwick

DEPARTMENT: Maintenance

TITLE : Procurement of Model 1 Frontrunner Vans

RIPTA Board of Directors is requested to authorize the procurement of twenty five (25) Model 1 Frontrunners, which are Dodge Promaster 3500 Cutaway vans. These vans are configured to operate either Flex or Paratransit service, giving the Agency greater flexibility within its' smaller cutaway fleet. The unit cost for each van is \$244,462, bringing the total procurement to \$6,111,550. Model 1 is a company based out of Billerica, MA. This purchase will be made utilizing the State of Arizona's Cooperative State Purchasing Agreement, which meets all FTA requirements.

BACKGROUND

The Model 1 Dodge Promaster vans are a low-floor alternative to RIPTA's traditional cutaway fleet. The low-floor chassis allows the bus to kneel, which makes egress and ingress much easier for our Paratransit and Flex riders. The vehicles are front wheel drive with a more fuel efficient V-6 engine. RIPTA had previously ordered 25 of these vans in April of this year, with the first being delivered mid-September. Prior to that order, RIPTA was able to field test a van for a week, as well as introduce it to our ATAC community, where it received great reviews.

JUSTIFICATION

RIPTA's paratransit division currently provides approximately 250,000 rides per year. Over the past 3 years, we have seen a marked increase in requested rides, which at times has outpaced the number of drivers and vans available. Demand during the Ride Anywhere pilot, which began in January 2024 and has been made permanent by the state legislature, has also added to the demand for paratransit services. During times of increased volume, RIPTA supplemented service with cab drivers to ensure that paratransit appointments were met. It has been a goal of the agency to phase out the use of outside vendors and use in-house services, which are more cost effective. Additionally, with the new budget framework approved by the Board, RIPTA will be well positioned to shift drivers to the Paratransit and Flex division to meet these needs and avoid layoffs.



RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM

TO: RIPTA Board of Directors

DATE: 09/10/2025

PREPARED BY: John Chadwick

DEPARTMENT: Maintenance

FUNDING

Funding will be 80% federal with a 20% match.

ALTERNATIVES

RIPTA could choose to not purchase these vehicles, which would then require the Agency to keep buses in service that are already beyond their useful life. The use of those older vehicles, would mean greater repair costs and a lack of reliability of that portion of the fleet.

RECOMMENDATION

RIPTA Board of Directors is requested to award the contract as described above.

APPROVALS (shaded Departments must approve all Staff Summaries). Projects between \$5,000 and \$10,000 must have Department Director/AGM. Projects between \$10,000 and \$100,000 must have CEO also. Projects greater than \$100,000 must also have Board of Directors Approval

Department	Initial	Date	Department	Initial	Date
Budget/Finance	<i>rw</i>	09/19/2025	Maintenance/Facility	<i>[Signature]</i>	
Customer Service			Marketing		
Environmental/Safety			Planning		
Project Management			Procurement	<i>[Signature]</i>	09/19/2025
Flex/Paratransit			Security		
Human Resources			Training		
Inform. Services			Transportation		
Legal/Risk Mgmt			Chief Exec. Officer	<i>[Signature]</i>	09/22/2025

Signature: *Lyle Hanson*

Email: lhanson@ripta.com

Signature: *Nathan Watchous*

Email: nwatchous@ripta.com

Signature: *John Chadwick*

Email: jchadwick@ripta.com

Signature: *CD*

Christopher Durand (Sep 22, 2025 09:58:47 EDT)

Email: cdurand@ripta.com



RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM

TO: Board of Directors

DATE: 09/08/2025

PREPARED BY: Matthew Salisbury, Exec Director IT Networks

DEPARTMENT: Information Technologies

TITLE : M Microsoft M365 G5 License Renewal

RIPTA Board of Directors is requested to award a 3 year contract to Dell Technologies for the renewal of RIPTA's M365 G5 licensing. The annual cost of this contract by year:

Year 1: \$181,853.36

Year 2: \$181,853.36

Year 3: \$181,853.36

The total cost across the 3 year agreement will be \$545,560.08

BACKGROUND

This is a continuation of RIPTA's existing M365 G5 subscription that includes cloud email, SharePoint, OneDrive, PowerBI, the Office suite of tools, and others. RIPTA originally moved to cloud based email with O365 licensing in 2021, and upgraded the O365 license to M365 G5 licenses in 2022 to better align with the state of RI licensing. This upgrade provided better security with the aforementioned tools and allowed RIPTA to streamline subscriptions to other applications and services that are available in the M365 G5 license.

JUSTIFICATION

The Microsoft 365 G5 license is a major component of the disaster recovery and network security strategies for RIPTA. Some of the applications included under this license are: Microsoft Office suite including Word, Excel, Outlook, PowerPoint; Microsoft Teams for virtual meetings and streaming; Data protection using secure cloud storage with SharePoint and OneDrive; Secure document sharing with resources outside of RIPTA; Threat protection using Microsoft Advanced Threat Analytics, email scanning and filtering for spam, phishing, and potentially malicious messages; BitLocker for data at rest encryption; Reporting and analytics tools with Power BI.



RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM

TO: Board of Directors

DATE: 09/08/2025

PREPARED BY: Matthew Salisbury, Exec Director IT Networks

DEPARTMENT: Information Technologies

FUNDING

Grant monies will fund 80% of this contract. The remaining 20% will come from operating funds.

ALTERNATIVES

Not award the contract, which would hinder the Authorities abilities to transition to a more efficient and secure environment for sensitive data, disaster recovery and daily office productivity.

-or-

Issue another solicitation, which most likely would not yield different results.

RECOMMENDATION

Award a contract to Dell Technologies for the renewal of M365 G5 for 3 years, to be billed \$181,853.36 annually for a total 3 year cost of \$545,560.08.

APPROVALS (shaded Departments must approve all Staff Summaries). Projects between \$5,000 and \$10,000 must have Department Director/AGM. Projects between \$10,000 and \$100,000 must have CEO also. Projects greater than \$100,000 must also have Board of Directors Approval

Department	Initial	Date	Department	Initial	Date
Budget/Finance	<i>rw</i>	09/17/2025	Maintenance/Facility		
Customer Service			Marketing		
Environmental/Safety			Planning		
Project Management			Procurement	<i>all</i>	09/17/2025
Flex/Paratransit			Security		
Human Resources			Training		
Inform. Services	<i>gg</i>	09/17/2025	Transportation		
Legal/Risk Mgmt			Chief Exec. Officer	<i>[Signature]</i>	09/17/2025