



BOARD OF DIRECTORS MEETING

**Thursday, October 23, 2025
1:30 p.m.
269 Melrose Street, Providence
Transportation Board Room**

[RIPTA Board of Directors - October 23, 2025](#)

AGENDA

1. Board Approval To consider for approval the Draft Meeting Minutes of the Board of Directors Meeting of September 25, 2025.
2. Board Approval To consider for approval the Draft Executive Session Meeting Minutes of the Board of Directors Meeting of September 25, 2025.
3. Public Comment /
Board Discussion Limited to 3 minutes per person.
4. Board Discussion/
Potential Vote CEO Report
 - CEO Update
 - Employee Spotlight
 - Key Initiatives
 - Ridership
 - Lost Service
 - On Time Performance
 - Summer Youth Pass Pilot Program
5. Board Discussion/
Potential Vote 2024 Rider Survey Presentation

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 – Public Transit Authority Safety Plan |
| 7. | Board Discussion/
Potential Vote | Request for Approval – Financial Statements |
| 8. | Board Discussion/
Potential Vote | Request for Approval – Van Wrapping Contract |
| 9. | Board Discussion/
Potential Vote | Board Questions and Answers |
| 10. | Adjournment | |

This Agenda was posted on October 21, 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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Board of Directors Meeting Minutes
Thursday, September 25, 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

Absent Members: Marcy Reyes; Heather Schey and Bernard Georges.

Also Present: Christopher Durand, CEO; Edward Pare III, Esq.; Jacqueline Weidinger, Executive Assistant to CEO Christopher Durand; members of RIPTA's staff; and members of the public.

Call to Order: Director Alviti calls the meeting to order at 1:33 p.m., indicating that quorum was present.

Agenda Item 1: **To consider for approval the Draft Meeting Minutes of the Board of Directors Meeting of August 28, 2025.**

Mr. Crowley makes a motion to approve the minutes, subject to minor edits as specified by the Board, of the August 28, 2025, meeting. Mr. Benoit Lombardi seconds, and the motion passes with favorable votes by Director Alviti, Mr. Leach, Mr. Lombardi, and Mr. Masino.

Agenda Item 2: **Public Comment**

1. Daria Phoebe Brashear

- States Safety Plan should include rider input.
- The change to the Edgewood Bus route was the last to be made online, which was an inconvenience.
- States the bus schedule to Tidewater Stadium has been disrupted making it harder to attend games and get back home.

2. Dylan Giles

- States Director Alviti and the RIPTA Board are neglectful by shrinking service and routes. Funding should be implemented.
- States that public transit should be fast and convenient with multiple routes.

3. Joe Cole

- States the bus service and routes that will be stopped this weekend will be detrimental to the riders. Many riders will be left behind with no way to get anywhere, especially if there is a Monday Holiday.
- Especially worried regarding the routes to and from Galilee, RIPTA is not considering the riders who work through weekends.

4. Nila Hogan, House Policy – Did not speak.

5. Davina Deluz

- Riders are not drivers.
- RIPTA and their service is for the people of Rhode Island, including the students of Rhode Island.
- There should be a financial investment for RIPTA.
- Why is there a deficit?

Agenda Item 3: **CEO Report**

Christopher Durand, RIPTA's CEO, provides an update regarding RIPTA's financials and advises that they are still being reviewed and once completed a Special Board of Directors meeting will be set for approval.

No vote is taken.

Agenda Item 4: **TD Bank Resolution**

Christopher Durand presents the resolution to the Board.

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

Agenda Item 5: **Public Transit Authority Plan**

Christopher Durand requests that this agenda item be tabled until the next meeting.

No vote is taken.

Agenda Item 6: **Paratransit Van Purchase**

John Chadwick, Deputy Chief of Procurement, makes the request.

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

Agenda Item 7: **Microsoft Office Suite Renewal**

Gary Jarvis, Deputy Chief of IT, and Matthew Salisbury, Executive Director of IT, make the request.

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

Agenda Item 8: **Board Questions and Answers**

The Board of Directors inquires about adding a lobbyist to RIPTA's team; and would like Mr. Durand to provide a strategy at next month's Board of Director's meeting.

No votes are taken.

Agenda Item 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.

Mr. Crowley motions to enter Executive Session. Mr. Masino seconds, and the motion passes with favorable votes by Director Alviti, Mr. Lombardi, Mr. Leach and Mr. Benoit.

He Board enters into 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.

The Board and Counsel enter into Executive Session at 2:07 p.m.

The Board and Counsel enter public session at 2:18 p.m.

Attorney Pare reports that only one vote was taken during Executive Session. A vote to adjourn Executive Session.

Mr. Benoit motions to seal the minutes of the Executive Session. Mr. Crowley seconds, and the motion passes with favorable votes by Director Alviti, Mr. Lombardi, Mr., Masino, and Mr. Leach.

Agenda Item 5: **Adjournment – 2:21 p.m.**

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

Respectfully submitted,

Patrick Crowley, Secretary

DRAFT



CEO UPDATE



Bus Buddy: Your Personal Guide to Transit

Last month, RIPTA launched the *Bus Buddy* program, a free service that pairs first-time or returning riders with a friendly RIPTA staff member who will ride along and provide step-by-step guidance. *Bus Buddies* can help with planning a trip, finding the right stop, paying the fare, boarding, making transfers, and more—all in a relaxed, one-on-one setting designed to build confidence.

Arrival of First Model 1 Dodge Promaster Frontrunner Van

The first of 50 new paratransit vans arrived last month for evaluation. These new vans feature low-slope ramps, kneeling capability, and spacious, modern interiors to enhance accessibility and comfort for riders with disabilities. These new vans will both replace older vehicles that are beyond their useful life and expand the overall number of Flex and paratransit vans. This increase will help meet the growing demand of the Ride Anywhere program and reduce reliance on outsourced taxi services.

Operation Stand Down Rhode Island

RIPTA staff attended this annual event, which helps veterans access transportation, medical, legal, housing, and employment resources in one convenient location. Our staff helped eligible veterans sign up for our Reduced Fare Bus Pass Program and answered their transit questions.

How to Ride Presentations for Providence High School Students

RIPTA's transit ambassadors hosted two successful How to Ride presentations for students in the Hope High School Transition Class and the Providence Transition Academy. These sessions provided hands-on guidance to help new riders build confidence using public transit.

Fall Service Changes Took Effect September 27, 2025

RIPTA employees were at CCRI Warwick, Kennedy Plaza and the Pawtucket-Central Falls Transit Center notifying passengers of the upcoming changes and handing out new schedules.

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 Woonsocket Senior Center and the Benjamin Church Senior Center in Bristol processing a total of 23 bus passes.

KEY INITIATIVES

Workforce Development

CCRI assisting with an apprenticeship and mentorship program
Hiring will resume for utility workers and operators



Service Improvements

Analyzing data and feedback on recent service changes
Next schedule change takes effect January 17, 2026



Amenity Improvements

Bus shelter island improvements and shelter installation
Enhanced cleaning of buses and shelters possible with recently expanded maintenance department



Performance Data and Benchmarking

Development of safety dashboards requested by board members is underway



Nakeecha Roberts



Ride Customer Service Agent

EMPLOYEE SPOTLIGHT

A proud Rhode Islander, Nakeecha has a personal connection to RIPTA and always knew she wanted to work here. As a child, she relied on the bus system to get to school while her mom took the bus to get to work and training programs. Later, during a stretch of car trouble, she found herself riding again, even taking the bus to her interview at RIPTA. She never got to tell that driver she got the job, but she still thinks of that full-circle moment fondly.

From her very first day, Nakeecha brought a sense of compassion, humor, and purpose to her role, helping passengers who rely on paratransit service.

Each day, Nakeecha schedules paratransit trips to doctor appointments, grocery stores, and other destinations for Ride program customers. But her work goes far beyond answering the phone; she listens, empathizes, and advocates. Whether she’s helping someone apply for the paratransit service, explaining Ride procedures, or flagging an issue for follow-up, she meets every conversation with warmth and sincerity. “I’m not just here to read off a screen,” she says. “I really care, and I try to bring some personality to the phone.”

From the first call of the day to the last, Nakeecha approaches her work with a balance of humor and heart. “I’m not a robot,” she laughs. “People remember when you’re real with them and sometimes, a little laughter is exactly what they need.”

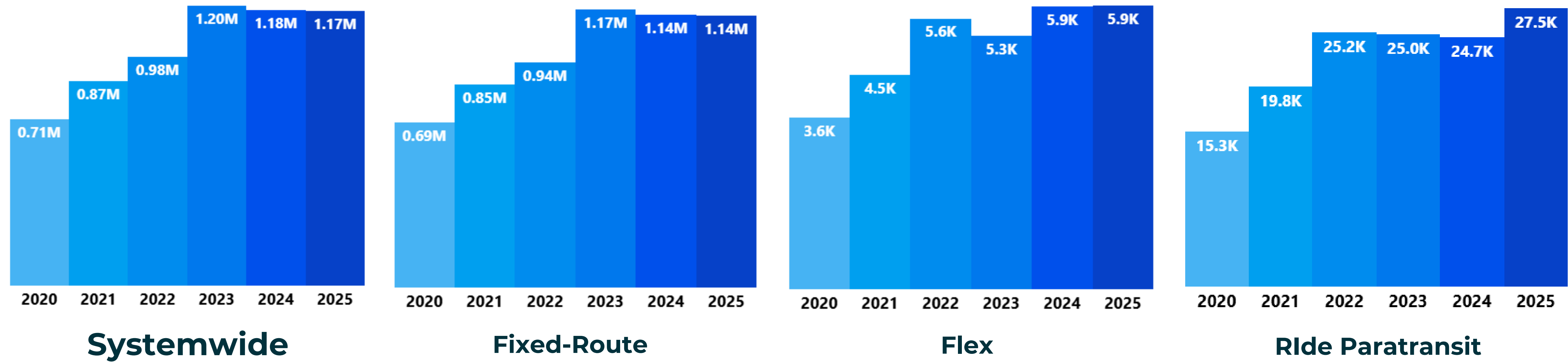
She’s also a strong advocate for Ride customers. If a scheduled paratransit trip doesn’t meet someone’s needs, she steps in to help resolve it by working with dispatch, offering guidance, and ensuring that riders understand their options. She’s a trusted voice for customers who might feel overwhelmed or confused, and often the first person they turn to with questions like “How do I sign up?” or “What happens next?”

Her dedication to passengers is matched by her bond with the Ride customer service team. “My coworkers are like family,” she says. “We help each other, we hold ourselves accountable, and we laugh a lot. That kind of environment makes a big difference.”

Nakeecha’s presence, both on the phone and in the office, makes her standout at RIPTA and a true asset to the Ride program.

MONTHLY RIDERSHIP

September 2025 Systemwide Ridership



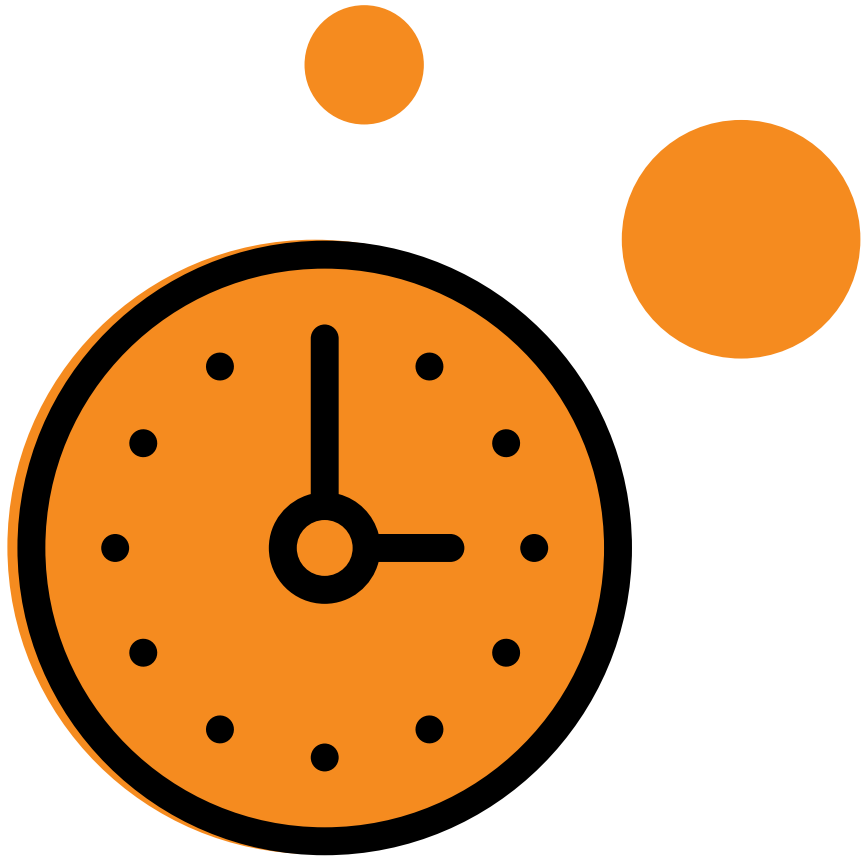
RIDERSHIP DECREASED LESS THAN 0.01% IN SEPTEMBER 2025 FROM SEPTEMBER 2024

*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, Flex On Demand ridership (included with Flex) comes from Spare*

ON TIME PERFORMANCE (OTP): FIXED-ROUTE

	2025	2024	2023	2022
SEPTEMBER	73.9%	72.7%	77.0%	78.1%
AUGUST	77.2%	76.7%	79.3%	81.3%
JULY	78.1%	78.0%	79.5%	81.0%
JUNE	76.7%	74.9%	79.1%	80.2%
MAY	77.5%	73.4%	78.6%	81.1%
APRIL	78.4%	76.5%	81.3%	81.7%
MARCH	78.9%	78.3%	82.4%	82.2%
FEBRUARY	79.6%	78.3%	82.2%	81.3%
JANUARY	79.1%	77.3%	82.4%	82.2%
DECEMBER		76.4%	76.9%	80.2%
NOVEMBER		74.0%	77.9%	79.2%
OCTOBER		73.7%	77.3%	78.3%

OTP INCREASED BY 1.2% IN SEPTEMBER 2025 FROM SEPTEMBER 2024



On Time Performance

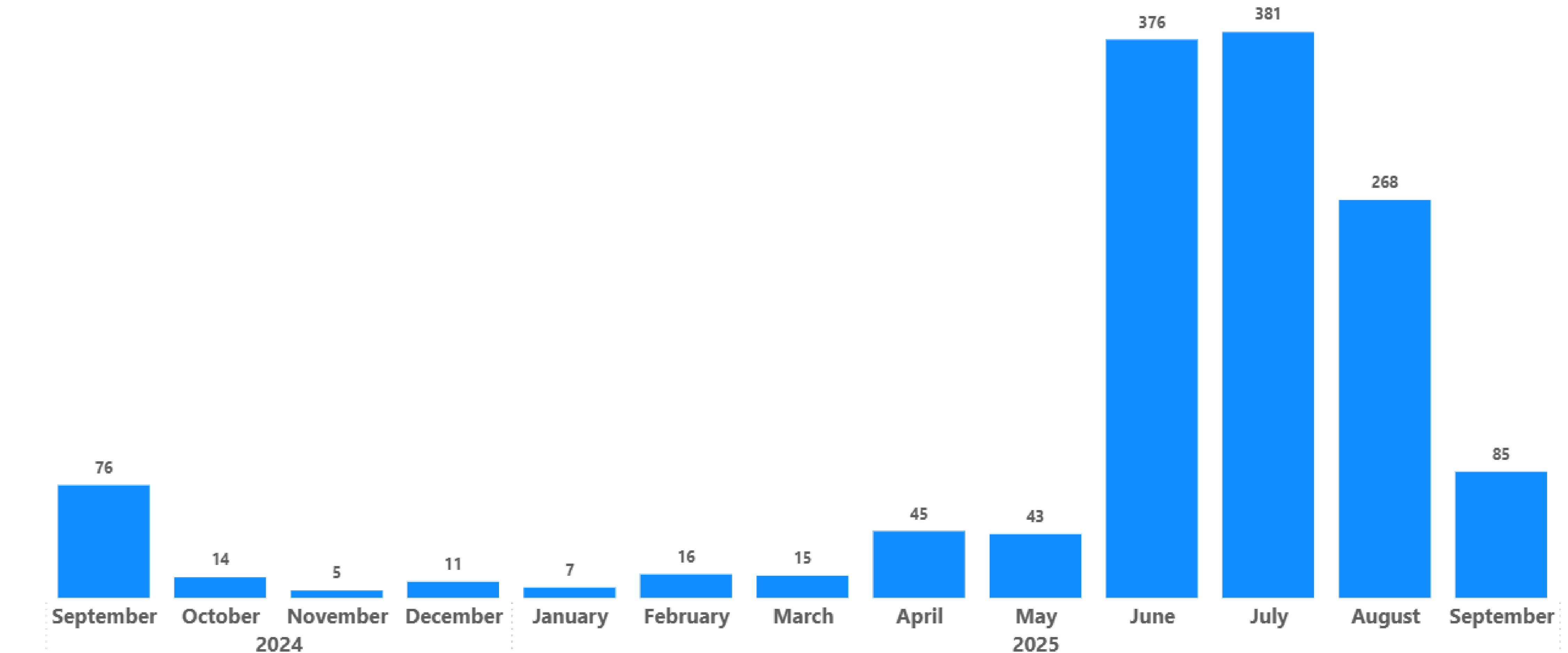
On Time Performance (OTP) is based on Departure Time. On Time is between 1 minute early and 5 minutes late.

ABBG AVERAGE: 79%

LOST SERVICE

September 2025

Cancelled/Uncovered Trips by Year and Month



* Counts based on regular trips

** Cancelled does not include Standby or School Cancelled trips

SUMMER YOUTH PASS PILOT PROGRAM

July and August 2025

RIPTA invited partners to jointly fund fare products through a special pilot in July and August when students often lack transportation access. Fifteen organizations participated by linking students’ plastic and virtual Wave cards to their institutional Wave accounts and adding monthly passes and day passes with a 50% discount automatically applied. The discount also applied to downloadable single ride QR codes.

PARTICIPANTS

Alliance of Rhode Island Southeast Asians for Education (ARISE)	DownCity Design	Young Voices
Brown Health Future Gen Cancer Scholars	Inspiring Minds	Youth in Action
Brown Summer High School	The Met School--Summer Opportunities	Youth Pride, Inc.
Camp RYSE	Providence Public Schools Summer Work Alliance	
City Year	Refugee Dream Center	
College Visions	University of Rhode Island Summer Music Academy	

RESULTS

- 13,170 trips funded through the program
- 489 unique riders (supported with day passes or monthly passes on Wave cards)
- \$11,200 spent by organizations on discounted fare products
- Top RIPTA routes used: R-Line, 31, 72, 19, 50, 28, 27, 92, 56, and 20

This initiative was funded through a Regional Greenhouse Gas Initiative (RGGI) programmatic grant distributed by the Executive Climate Change Council (EC4).



RHODE ISLAND PUBLIC TRANSIT AUTHORITY

2024 RIPTA Rider Survey

RIPTA Board of Directors Meeting, October 2025

Project Goals

- Maintain Title VI compliance
 - RIPTA is required by FTA to conduct on-board passenger surveys to collect data on riders' demographic information, fare type usage, and travel patterns
- Produce accurate and current data about RIPTA's ridership to:
 - Better understand and serve passengers
 - Inform long range planning, scheduling, policy, grant development, marketing, and rider communication
 - Model transit demand and calibrate the statewide travel demand model

Data Collection

- The project team developed a 25-question survey instrument
- Survey staff distributed printed surveys that were available in English, Spanish, and Portuguese
- 5,486 surveys were collected on-board fixed-route and Flex vehicles
- Data collection took place from October 2 to November 2, 2024

RIPTA Rider Survey 2024 **WIN a \$250 Visa gift card** **Español otro lado**

Please tell us about the ONE-WAY TRIP you are taking now

ORIGIN → WALK → BUS → TRANSFER → BUS → WALK → **DESTINATION**

Your trip may look different from this example

1. Where are you coming from?

☐ Home ☐ Child care
☐ Work ☐ Recreation / social
☐ Shopping ☐ Medical services
☐ School/College (student only) ☐ Other: _____

2. Where is this?

Name of Place / Building (if not home) _____

Street Address _____

_____ & _____

OR Nearest intersection if exact address not known _____

City _____ Zip Code _____

3. How did you get to the FIRST BUS you used for this ONE-WAY trip?

☐ Walked ☐ Drove myself and parked
☐ Wheelchair ☐ Dropped off by someone
☐ Bicycle ☐ Transferred from a train
☐ Check if used bus bike rack ☐ Other: _____

4. Where is this FIRST BUS STOP?

_____ & _____

Bus stop name, Park-and-Ride lot, or cross streets _____

5. Where are you going to?

☐ Home ☐ Child care
☐ Work ☐ Recreation / social
☐ Shopping ☐ Medical services
☐ School/College (student only) ☐ Other: _____

6. Where is this?

Name of Place / Building (if not home) _____

Street Address _____

_____ & _____

OR Nearest intersection if exact address not known _____

City _____ Zip Code _____

7. How will you get from the LAST BUS to your destination for this ONE-WAY trip?

☐ Walk ☐ Drive my parked car
☐ Wheelchair ☐ Someone picking me up
☐ Bicycle ☐ Transfer to a train
☐ Other: _____

8. Where is this LAST BUS STOP?

_____ & _____

Bus stop name, Park-and-Ride lot, or cross streets _____

9. Please list BUS ROUTES in the exact order you use them for THIS ONE-WAY TRIP.

START → → → → → **END**

1st Route 2nd Route 3rd Route 4th Route

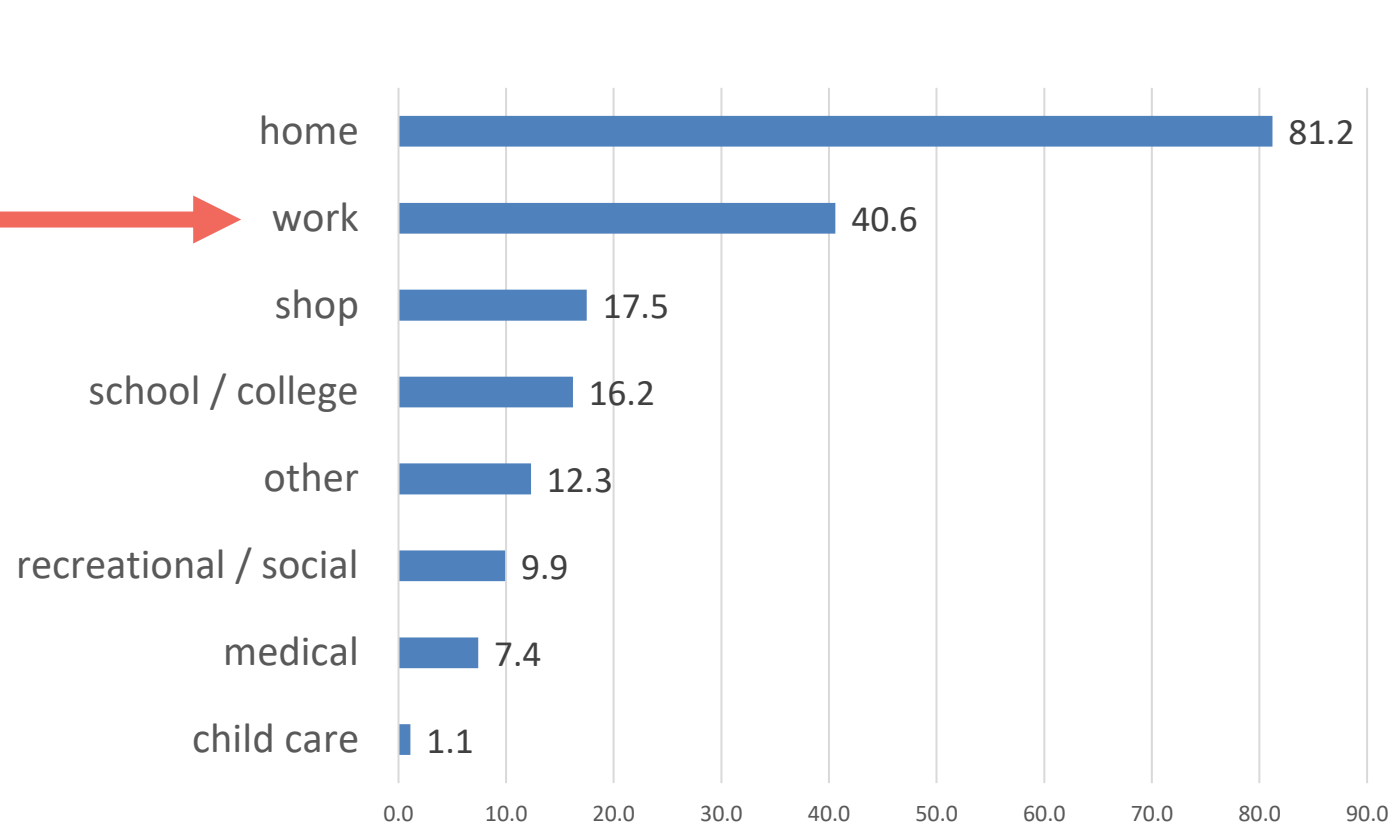
10. Did you / Will you make THIS TRIP by RIPTA in the opposite direction today?

☐ No ☐ Yes--what time? _____ : _____ am / pm (circle one)

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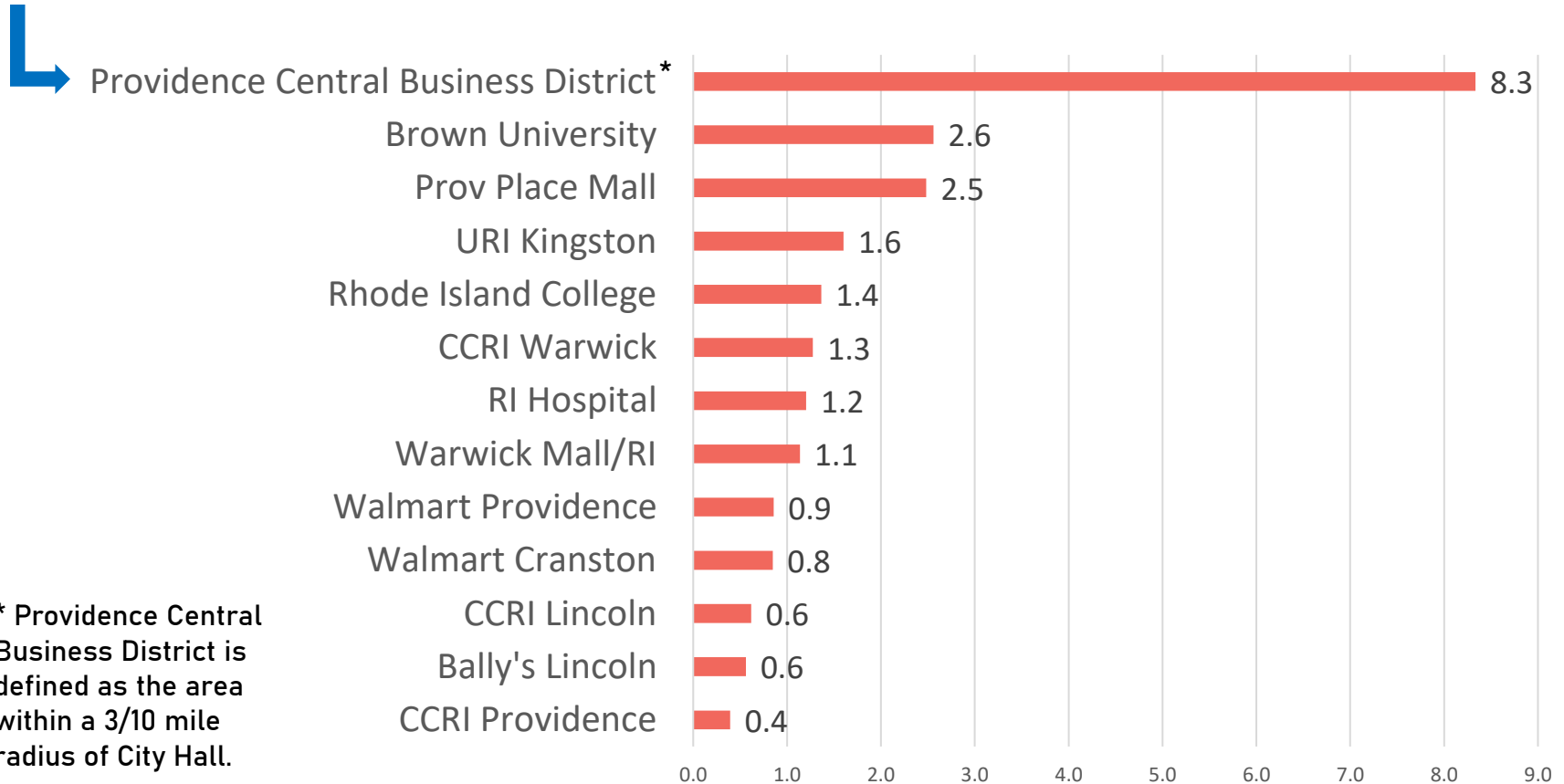
Survey Results – Trip Ends

40.6% of RIPTA trips bring passengers to or from work



Survey Results – Major Trip Generators

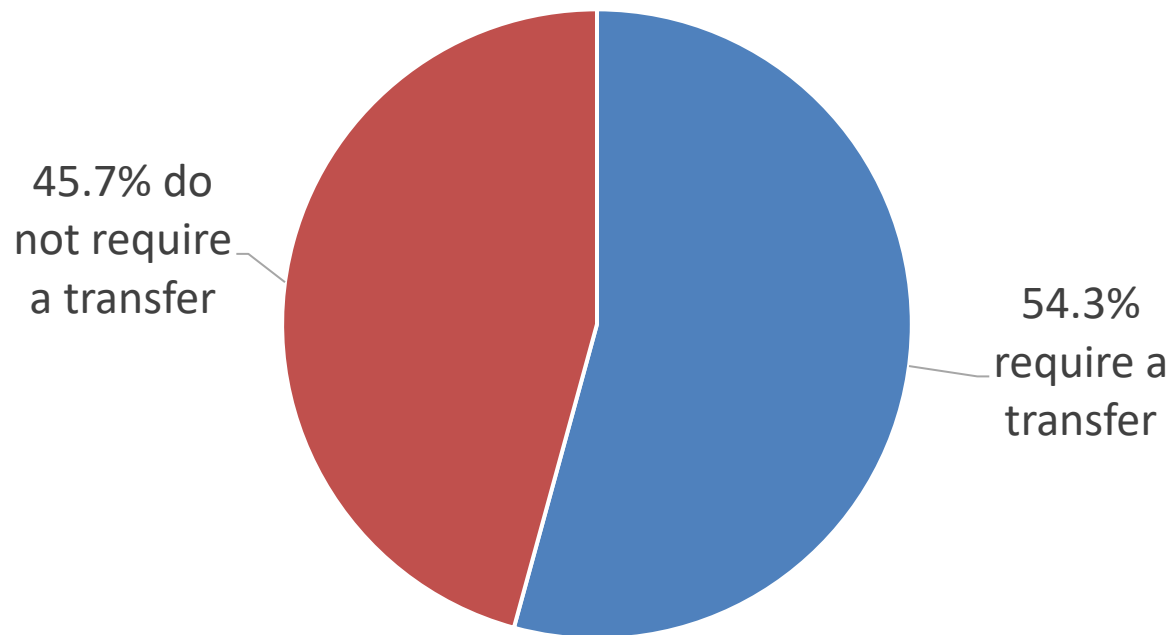
8.3% of RIPTA trips bring riders to or from Providence's Central Business District



* Providence Central Business District is defined as the area within a 3/10 mile radius of City Hall.

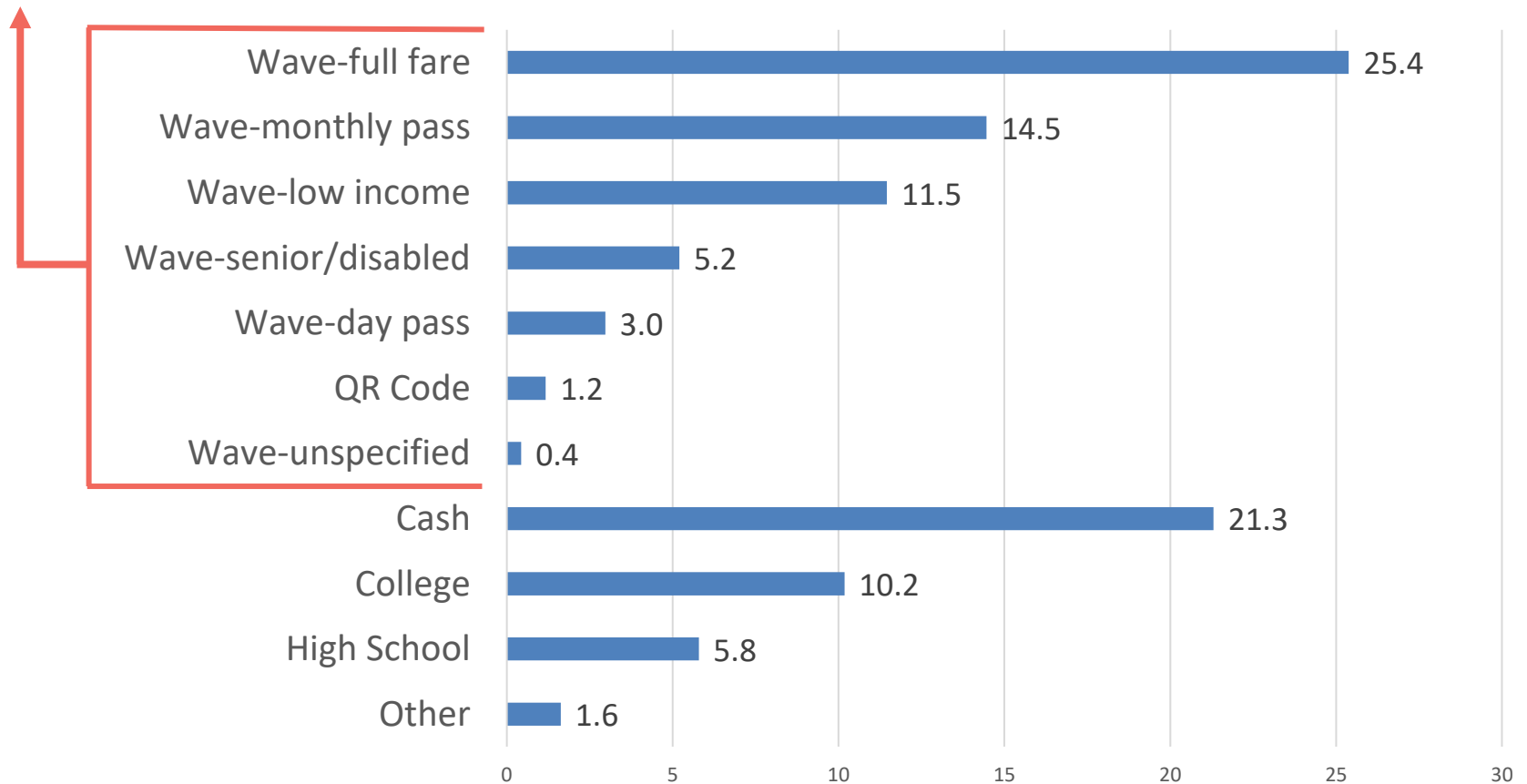
Survey Results – Transfers

54.3% of one-way RIPTA trips require a transfer to travel between a rider's origin and destination



Survey Results – Fare Type

At least 61.1% of weekday RIPTA trips are paid for using Wave fare products



Survey Results – Wave Usage

Wave usage grew significantly from 2021 to 2024.

2021 Rider Survey showed **33.9%*** of weekday trips were paid for with Wave

2024 Rider Survey showed **61.1%*** of weekday trips were paid for with Wave

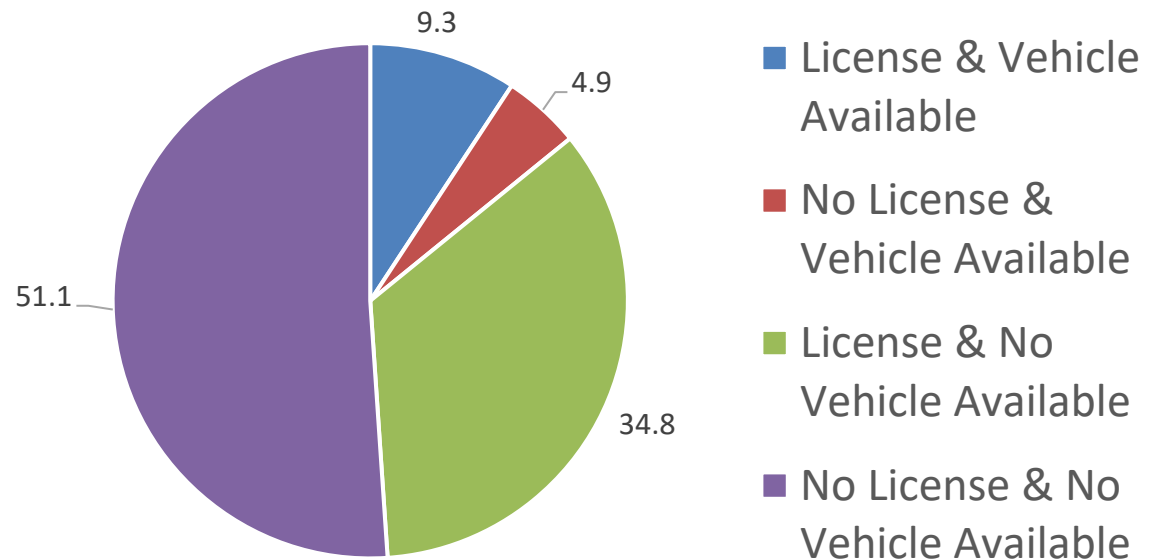
*The 2021 and 2024 surveys were conducted by two different consultants who applied unique weighting schemes to survey data.



Survey Results – Transit Dependency

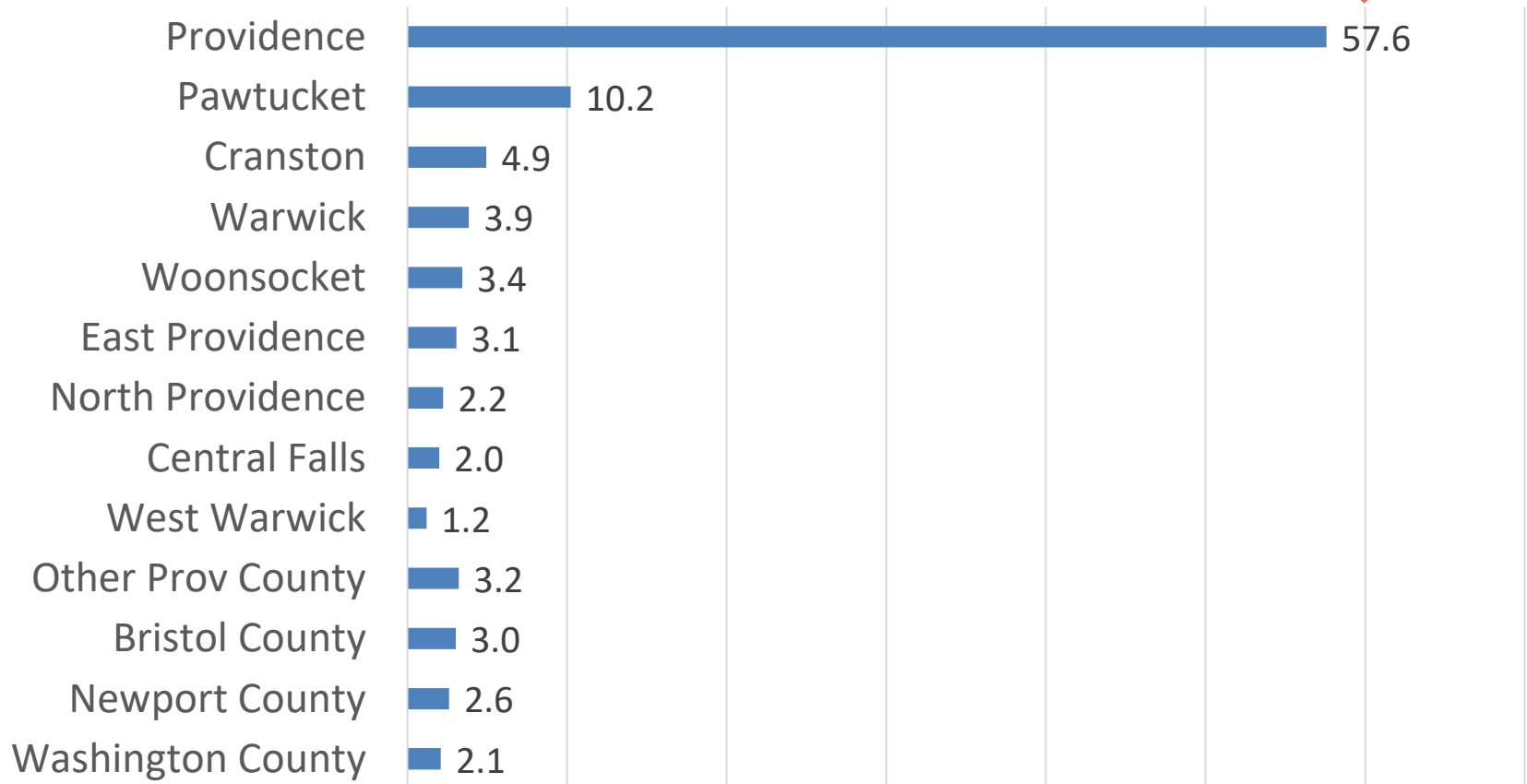
The rider survey asked respondents if they have a valid driver's license and if their household has a vehicle that they could have used to make their trip instead of using RIPTA. These two data points are used to evaluate transit dependence.

51.1% of riders
had no driver's
license and no
vehicle available



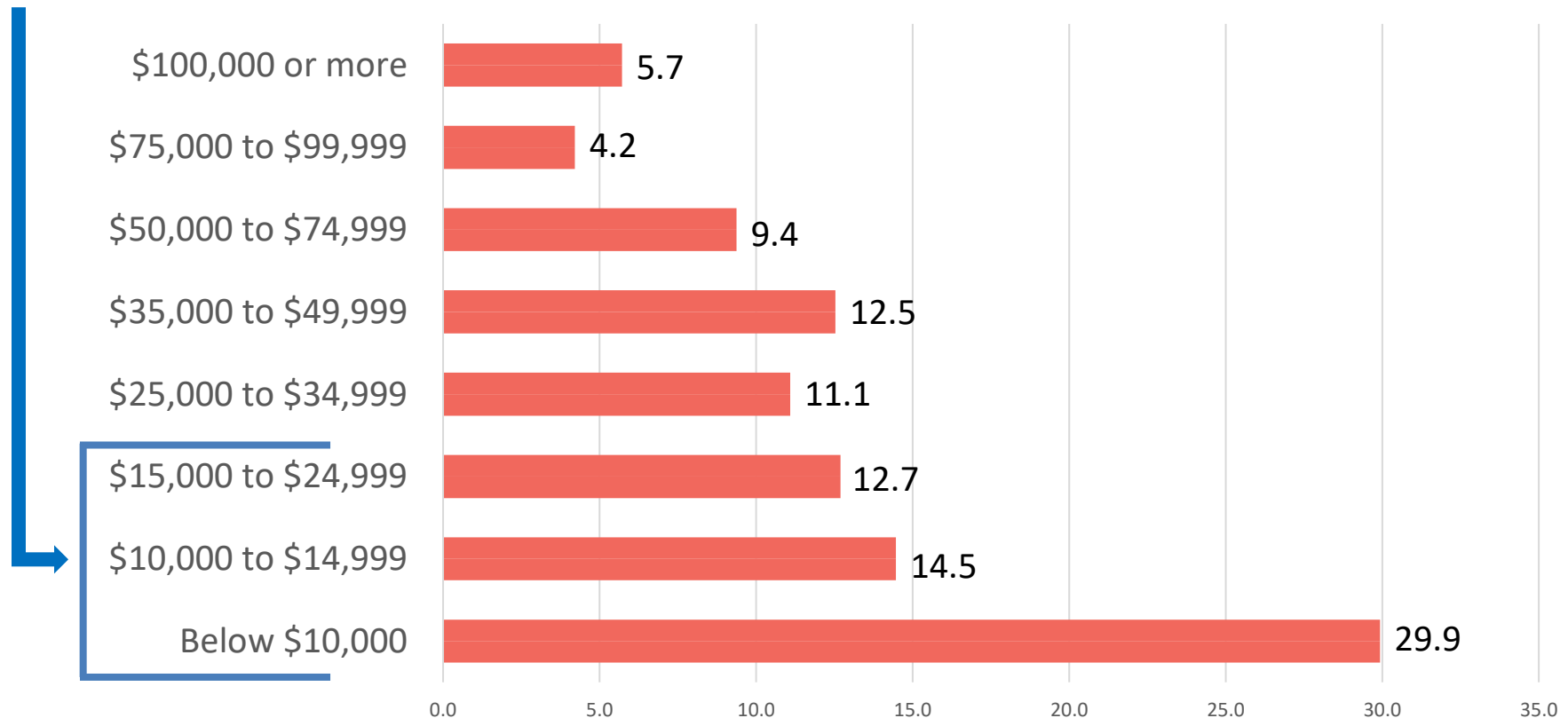
Survey Results – Municipality of Residence

57.6% of RIPTA trips are made by Providence residents



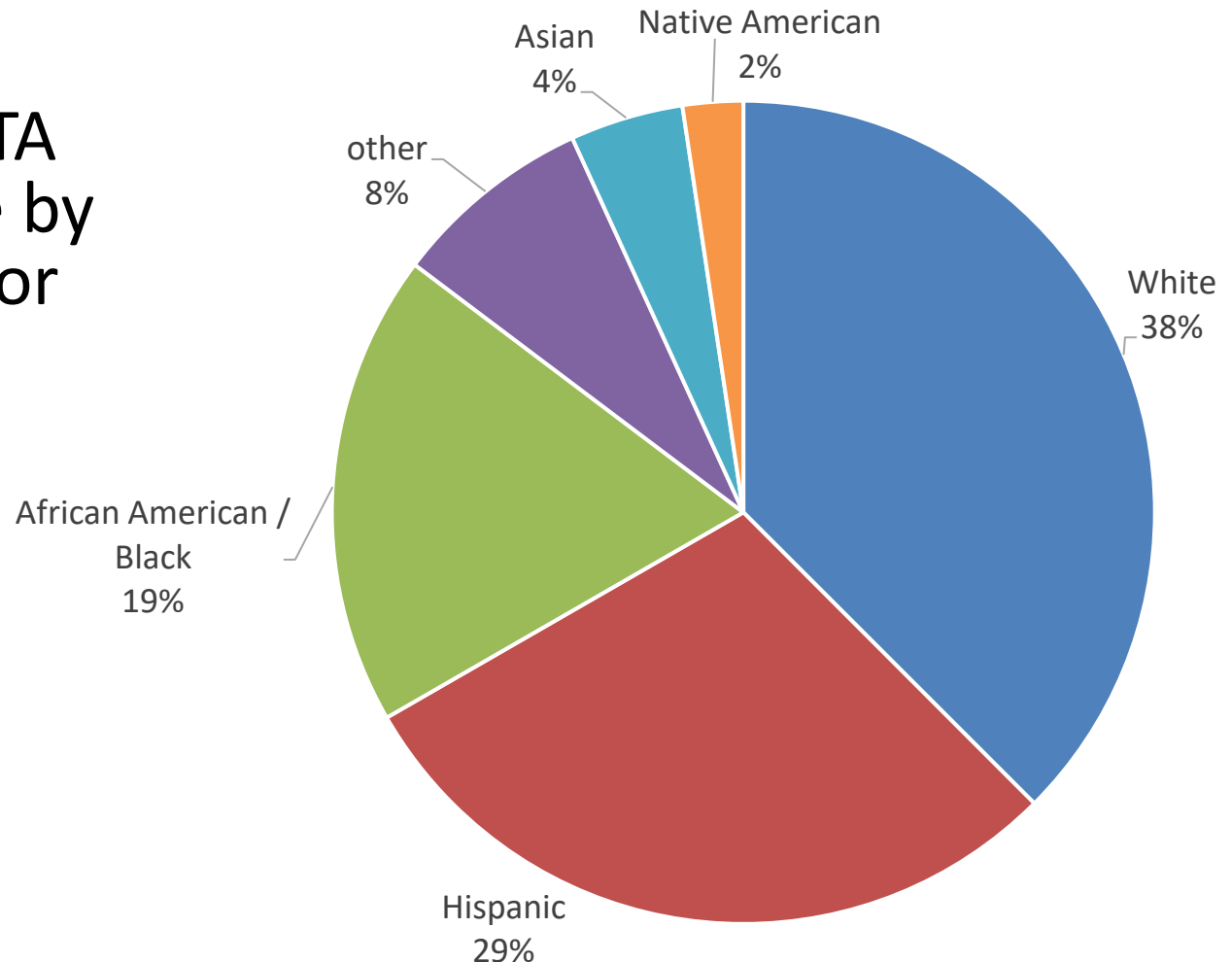
Survey Results - Income

57.1% of RIPTA trips are made by riders whose annual household income is below \$25,000



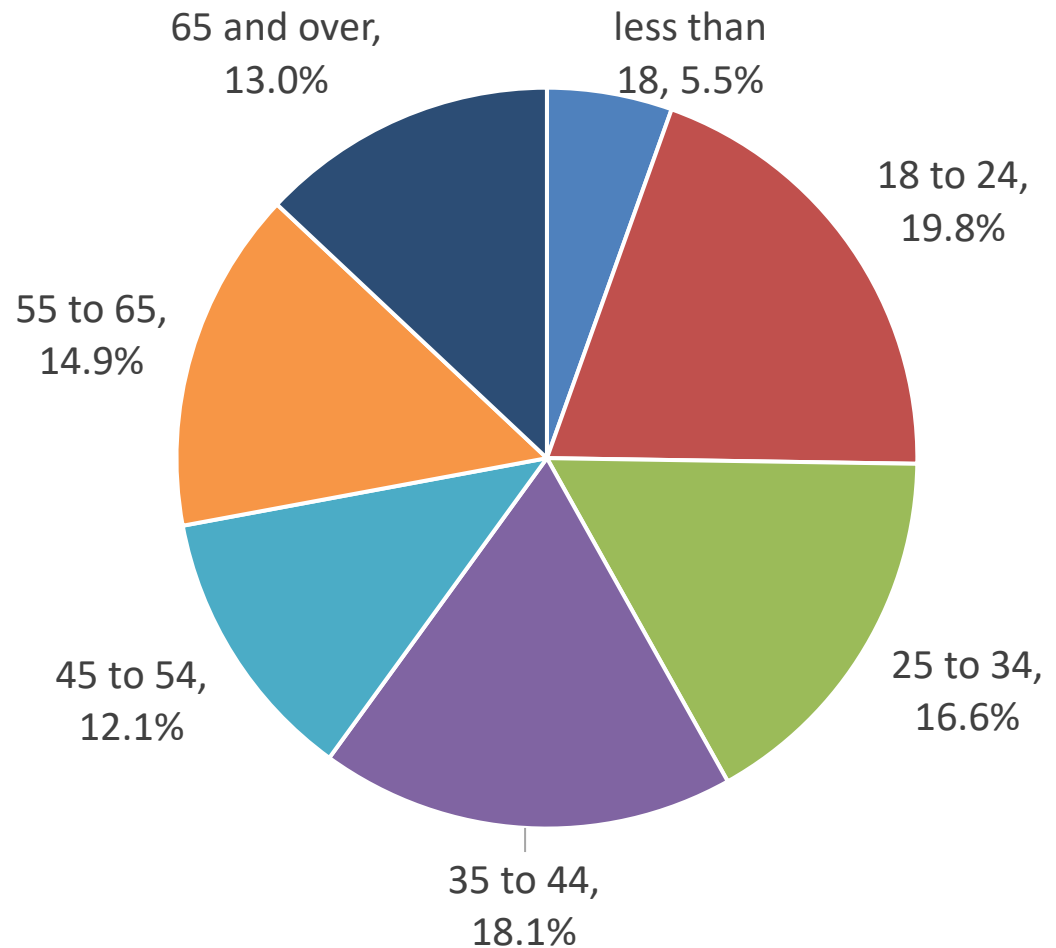
Survey Results – Race & Ethnicity

62.5% of RIPTA trips are made by people of color



Survey Results – Age

- 25.3% of distinct riders are age 24 or younger.
- 13% of distinct riders are over age 65.





Thank you!

RIPTA Board of Directors, October 2025



Public Transit Authority Safety Plan (PTASP)

Prepared by RIPTA Security Department

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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 Safety Officer	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	October_____, 2025
Approval by the RIPTA Board of Directors	Signature of the Chairman of the Board	Date of Signature
	Peter Alviti, Jr., Chairman	October_____, 2025
Date plan was reviewed and approved by the JSC	October 7, 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
Major Events (total)	1	1
Major Event Rate (by VRM)	<2	<1
Collision Rate (by VRM)	<4	<3
Pedestrian Collision Rate (by VRM)	<1	<0
Vehicular Collision Rate (by VRM)	<8	<5
Fatalities	0	0
Fatality Rate (by VRM)	<0	<0
Transit Worker Fatality Rate (by VRM)	0	0
Injuries	6	3
Injury Rate (by VRM)	4	2
Transit Worker Injury Rate	<1	<1
Assaults On Transit Worker	3	1
Rate of Assaults on Transit Worker (by VRM)	1	1
System Reliability (miles per VRM)	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 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 Safety Officer 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 Safety Officer 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.

A Public Transportation Agency Safety Plan (PTASP) safety risk reduction program example involves the transit agency identifying a hazard, assessing its risk level, and then implementing specific measures to mitigate or eliminate the risk. For instance, if a hazard is a high rate of passenger falls on buses, a PTASP might include risk reduction programs such as implementing a pilot program for bus floor monitoring with sensors to detect slippery areas, providing additional driver training on secure boarding and alighting procedures for all passengers, and implementing a real-time feedback system for drivers to report potential

A PTASP safety risk reduction program should address the entire cycle of risk management:

1. **Hazard Identification:** The process begins with identifying potential hazards within the public transportation system, such as vehicle maintenance issues, operational errors, security concerns, or infrastructure weaknesses.

2. **Risk Assessment:** Once a hazard is identified, its likelihood and potential impact are assessed to determine the overall risk level.
3. **Risk Treatment/Reduction:** This involves selecting and implementing strategies to reduce the risk:
 - **Elimination:** Completely remove the hazard.
 - **Substitution:** Replace the hazardous element with a safer one.
 - **Engineering Controls:** Implement physical changes to the workplace or equipment to reduce exposure to the hazard.
 - **Administrative Controls:** Develop procedures or policies to limit exposure to the hazard.
 - **Personal Protective Equipment (PPE):** Provide protective equipment to workers (e.g., for hazardous substance handling).
4. **Monitoring and Review:** Continuously monitor the effectiveness of the implemented risk reduction measures and review them periodically to ensure they remain effective.

Example: Reducing Falls on Buses

- **Hazard:** Frequent passenger falls when boarding or alighting buses.
- **Risk Assessment:** A high frequency of incidents, potentially leading to injuries and litigation, indicates a significant risk.
- **Risk Reduction Program:**
 - **Elimination/Substitution:** This is unlikely for the core task of boarding/alighting.
 - **Engineering Controls:** Implement enhanced floor-cleaning protocols, install better handrails or stanchions, and deploy sensors to detect slippery conditions.
 - **Administrative Controls:** Conduct comprehensive driver training on assisting passengers, particularly those with mobility issues; implement a visual inspection process for boarding areas; and provide real-time alerts to drivers regarding potential wet or slippery surfaces.
 - **PPE:** Not applicable in this scenario.
 - **Monitoring:** Track the number of fall incidents, collect driver feedback, and monitor the performance of new floor sensors and cleaning procedures.

This structured approach ensures that agencies systematically address identified risks, focusing on practical and effective ways to improve safety.

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)
- 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 Safety Officer.
- 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 Safety Officer 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 Safety Officer 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 Safety Officer	The Accountable Executive has designated the Chief of Security and Operations as the Chief Safety Officer for this plan. The Chief Safety Officer 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 Safety Officer, 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 Safety Officer 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 Safety Officer. - 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 Safety Officer 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 Safety Officer 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 Safety Officer 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:

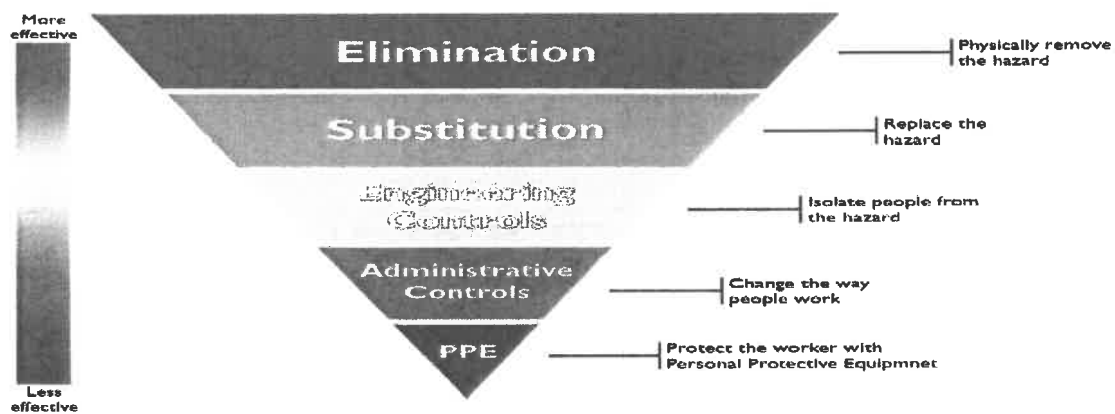
- Schedule training activities to include formal training (classroom if required) and periodic spot training for updates, questions, observations, etc. This is to include normal training requirements for staff;
- Payroll attachments;
- Training, as a result of risk assessment findings, and data showing 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 Safety Officer 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 Safety Officer. Procedures for reporting hazards to the RIPTA Chief Safety Officer are reviewed during All-Staff Meetings, Operations Meetings, and Safety Meetings. The RIPTA Chief Safety Officer also receives employee reports from the ESRP process. The members of the Accident Review Board, in coordination with the Chief Safety Officer, reviews these sources for hazards, and documents them in the RIPTA Risk Register.

The RIPTA Chief Safety Officer 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 Safety Officer 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 Safety Officer, 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 Safety Officer 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 Safety Officer 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 Safety Officer, 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 Safety Officer 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 Safety Officer 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 Safety Officer 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 Safety Officer 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 Safety Officer, in conjunction with the Joint Safety Committee, to determine where corrective action needs to be taken. The Chief Safety Officer 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 Safety Officer 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 Safety Officer, 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 Safety Officer will endeavor to make use of existing RIPTA processes and activities before assigning new information collection activities.

RIPTA's Chief Safety 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 Safety Officer, along with the Accountable Executive, will approve or modify this proposed course of action and oversee its execution.

The RIPTA Chief Safety Officer 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 Safety Officer 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 Safety Officer, 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 Safety 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

BYLAWS 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, the ATU and Management, 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. Another option available to the JSC is the use of a mediator. 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.

Signatures on the following page.

APPROVED AND ACCEPTED:

James Pereira, Co-Chair (Mgt)

Dated

Walter Melillo, Co-Chair(ATU)

Dated

Kenneth Vinacco, Member

Dated

Carlos Giglificio, Member

Dated

Joseph Philbin, Member

Dated

Joel Burgos, Member

Dated

Paul Harrington, Member

Dated

Joseph Cole, Member

Dated

Brooks Almonte, Member

Dated

David Novsam, Member

Dated

Peter Ginaitt, Member

Dated

Jason Rowley, Member

Dated

James O'Brien, Member

Dated

John Sousa, Member

Dated



RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM

TO:	Board of Directors	DATE:	10/02/2025
PREPARED BY:	John Chadwick	DEPARTMENT:	Maintenance

TITLE : RFP 26-02 Vehicle Graphics

RIPTA Board of Directors is requested to award a contract to Turbo Images of Jackman, Maine to supply, deliver, and install vehicle graphics to the Authority. This contract is needed to brand new vehicles. This contract is for an estimated annual amount of \$187,890.50, resulting in a projected total cost of \$939,452.50 over a five-year period. This is a one year contract with up to four annual renewal options to be exercised at the sole discretion of the Authority.

BACKGROUND

On August 4, 2025 RFP 26-02 entitled Vehicle Graphics was issued. The RFP was publicly advertised on the RI State Purchasing website and sent directly to 10 vendors. Three proposals were received on September 5, 2025. The evaluation team determined that Turbo Images was the successful vendor based on the evaluation criteria. This vendor was also the lowest cost proposal.

JUSTIFICATION

Vehicle graphics are essential to properly brand the new vehicles with RIPTA’s official logos.

RHODE ISLAND PUBLIC TRANSIT AUTHORITY STAFF SUMMARY FORM

TO: Board of Directors

DATE: 10/02/2025

PREPARED BY: John Chadwick

DEPARTMENT: Maintenance

FUNDING

This project is funded by a 80% federal and 20% match.

ALTERNATIVES

The alternative would be to reissue an RFP.

RECOMMENDATION

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		10/03/2025	Maintenance/Facility		10/02/2025
Customer Service			Marketing		
Environmental/Safety			Planning		
Project Management			Procurement		10/02/2025
Flex/Paratransit			Security		
Human Resources			Training		
Inform. Services			Transportation		
Legal/Risk Mgmt			Chief Exec. Officer		10/08/2025

RFP 26-02
Evaluation Scoresheet

<u>Vendor</u>	Contract Cost Ranking	Procedure	Quality of work	Total
GRAPHIC INNOVATIONS	17.3	22.5	36.0	75.8
SEIFERT GRAPHICS	14.0	27.0	36.0	77.0
TURBO IMAGES	30.0	28.5	38.0	96.5
Points Allocated	30.0	30.0	40.0	100.0

Signature: 

Email: lhanson@ripta.com

Signature: *Nathan Watchous*

Email: nwatchous@ripta.com

Signature: *John Chadwick*

Email: jchadwick@ripta.com

Signature: 

Christopher Durand (Oct 8, 2025 14:38:22 EDT)

Email: cdurand@ripta.com

STAFF SUMMARY_26-02_TURBO IMAGES

Final Audit Report

2025-10-08

Created:	2025-10-02
By:	Purchasing Department (invoices@ripta.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-A_I2CaYSCRh9Y-EbQkk0IFIH5he6D8D

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