Interurban Transit Partnership

Board Members

Mayor Gary Carey, Chair ***David Bilardello, Vice-Chair***

Charis Austin *Rick Baker* *Mayor Rosalynn Bliss* *Mayor Stephen Kepley* *Tracie Coffman*
Mayor Katie Favale *Steven Gilbert* *Andy Guy* *Jack Hoffman* *Mayor Steve Maas*
Robert Postema *Terry Schweitzer* *Paul Troost*

BOARD OF DIRECTORS MEETING AGENDA

Wednesday, March 27, 2024 – 4:00 p.m.

Rapid Central Station Conference Room (250 Cesar E Chavez, SW)

AGENDA

		PRESENTER	ACTION
1.	**PUBLIC COMMENT**		
2.	**MINUTES REVIEW – February 21, 2024, Board Retreat**	Mayor Carey	Approval
3.	**CEO'S REPORT**	Deb Prato	Information
4.	**ACTION ITEMS**		
	a. PTASP Approval	Steve Luther	Approval
5.	**PERFORMANCE REPORTS**		
	a. Paratransit Route Ridership – February 2024	Jason Prescott	Information
	b. On-Demand – February 2024	Jason Prescott	Information
	c. Fixed Route Ridership – January/February 2024	Jeffrey King	Information
	d. Finance	Linda Medina	Information
	1. Operating Statement – January 2024		
	2. Grant Statement		
6.	**INFORMATIONAL ITEMS**		
	a. RNG - EPA Reporting Changes	Schipper/Prato	Information
	b. MDOT Funding FY25 LBO Reimbursement Estimates	In Packet	Information
	c. PA202	Linda Medina	Information
7.	**CHAIR'S REPORT**	Mayor Carey	Information
8.	**ADJOURNMENT**		

Interurban Transit Partnership

Board Members

Mayor Gary Carey, Chair — ***David Bilardello, Vice-Chair***

Charis Austin, Mayor Katie Favale, Rick Baker, Steven Gilbert, Robert Postema, Mayor Rosalynn Bliss, Andy Guy, Terry Schweitzer, Mayor Stephen Kepley, Jack Hoffman, Paul Troost, Tracie Coffman, Mayor Steve Maas

BOARD OF DIRECTORS RETREAT MEETING MINUTES

Wednesday, February 21, 2024 – 3:00 p.m.

Grand Rapids Chamber (250 Monroe Ave NW)

ATTENDANCE:

Board Members Present:

Mayor Carey, Terry Schweitzer, Charis Austin, David Bilardello, Mayor Favale, Rick Baker, Mayor Maas, Paul Troost, Tracie Coffman, Andy Guy, Mayor Kepley, Steven Gilbert, Mr. Hoffman

Board Members Absent:

Mayor Bliss, Rick Postema

Staff Attendees:

Steve Clapp, Kris Heald, Deron Kippen, Steve Luther, Linda Medina, Nick Monoyios, Deb Prato, Jason Prescott, Andy Prokopy, Steve Schipper, Mike Wieringa, Kevin Wisselink

Other Attendees:

Bill Jackson (McAlvey, Merchant, and Associates), Jeffrey King, Cassi Cooper

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Chairman Mayor Carey called the meeting to order at 3:06 p.m.

1. PUBLIC COMMENT

No public comment

2. REAPPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON

Mayor Gary Carey, Chairperson
Mr. David Bilardello, Vice Chairperson

Chairman Mayor Carey entertained a motion to approve the reappointments of Mayor Carey as Board Chairman, and Mr. Bilardello as Vice Chairman for 2024. Ms. Austin motioned to approve, and Mayor Maas supported it. The motion passed unanimously.

3. MINUTES REVIEW – January 24, 2024

Chairman Mayor Carey entertained a motion to approve and submit the meeting minutes from January 24, 2024. Mr. Guy motioned to approve, and Mayor Favale supported it. The motion passed unanimously.

4. CEO'S REPORT

Ms. Prato kept her comments brief. She is looking forward to this board hearing from Mr. Bill Jackson of McAlvey, Merchant, and Associates and she welcomes the board's input and direction on a path forward.

5. ACTION ITEM

a. CEO Employment Agreement Extension

Chairman Mayor Carey's recommendation was to take advantage of the first two-year extension for CEO, Ms. Prato.

Chairman Carey entertained a motion to approve the first one-year extension for CEO, Ms. Prato. Mayor Maas motioned to approve, and Mayor Favale supported it. The motion passed unanimously.

6. TRANSPORTATION FUNDING REFORM UPDATE

Mr. Hoffman updated the board on his project, Transportation Funding Reform. After the Governor's State of the State address, he also appeared at the Transportation Commission meeting on January 25th.

The Rapid's millage extends until 2029. If we could get comprehensive transportation to double its income from the state by 2027 as the vehicle user fees program expands, that would give us a strong face for the future. A strategic plan of working with the Transportation Commission for funding reform involves motivating the commission to stand on its own two feet relying on its constitutional duty and power to establish transportation policy for the state transportation system. To build comprehensive transportation values from the start. If we get in on the bottom floor we can shape policy. Mr. Hoffman is positive that they are listening, and he will continue to monitor the situation.

7. BOARD RETREAT

Mr. Bill Jackson of McAlvey, Merchant, and Associates gave the board background information on the firm, and he gave the board a sense of where The Rapid wants to go in terms of the process and priorities.

Mr. Jackson's slide deck is attached to these minutes.

8. INFORMATION

a. Paratransit Route Ridership – January 2024

On-Demand – January 2024

No questions asked

b. Fixed Route Ridership – January 2024

No questions asked

c. Financial Reports

Operating Statement – December 2024

Professional Development and Travel Report – December 2023

Grant Statement

No questions asked

9. CHAIR'S REPORT

Chairman Mayor Carey thanked Mr. Baker for hosting The Rapid Board at The Chamber.

10. ADJOURNMENT

The meeting was adjourned at 4:57 p.m.
The next meeting is scheduled for March 27, 2024

Respectfully submitted,

Kris Heald, Board Secretary

McAlvey Merchant
& ASSOCIATES

LEGISLATIVE STRATEGIC DISCUSSION

THE RAPID

PRESENTED BY: BILL JACKSON, PARTNER, MCALVEY MERCHANT AND ASSOCIATES

DISCUSSION AGENDA

McAlvey Merchant & ASSOCIATES

- THE LEGISLATIVE PROCESS AND INFLUENCES
- POLITICAL CLIMATE IN LANSING
- ADVOCATING FOR CHANGE
- SETTING PRIORITIES AND LEGISLATIVE AGENDA

McAlvey Merchant
& ASSOCIATES

LEGISLATIVE PROCESS AND INFLUENCES

and

RULE OF 77

Legislative Process and Influencers
"The Three Points of the Pyramid"

McAlvey Merchant & ASSOCIATES

Governor
(1)

Senate
(20)

House of Representatives
(56)

Legislative Process
"Bill in the Chamber"

McAlvey Merchant & ASSOCIATES

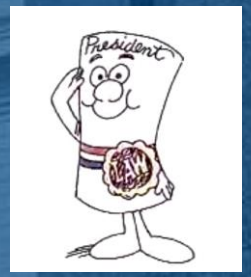
Introduction And Referral

Committee Hearings

Appropriations Subcommittee

Floor Vote

Referral to either the House or Senate



LEGISLATIVE INFLUENCERS

McAlvey Merchant & ASSOCIATES

- Community Organizations
- National Groups
- Think Tanks
- National Groups
- Constituents
- Lobbyists
- Staff
- Colleagues
- Governor
- Grass Roots Organization
- Personal Beliefs
- Family, Friends, Employees
- Trade Associations
- Personal Agenda
- Leadership

McAlvey Merchant
& ASSOCIATES

LANSING POLITICAL CLIMATE

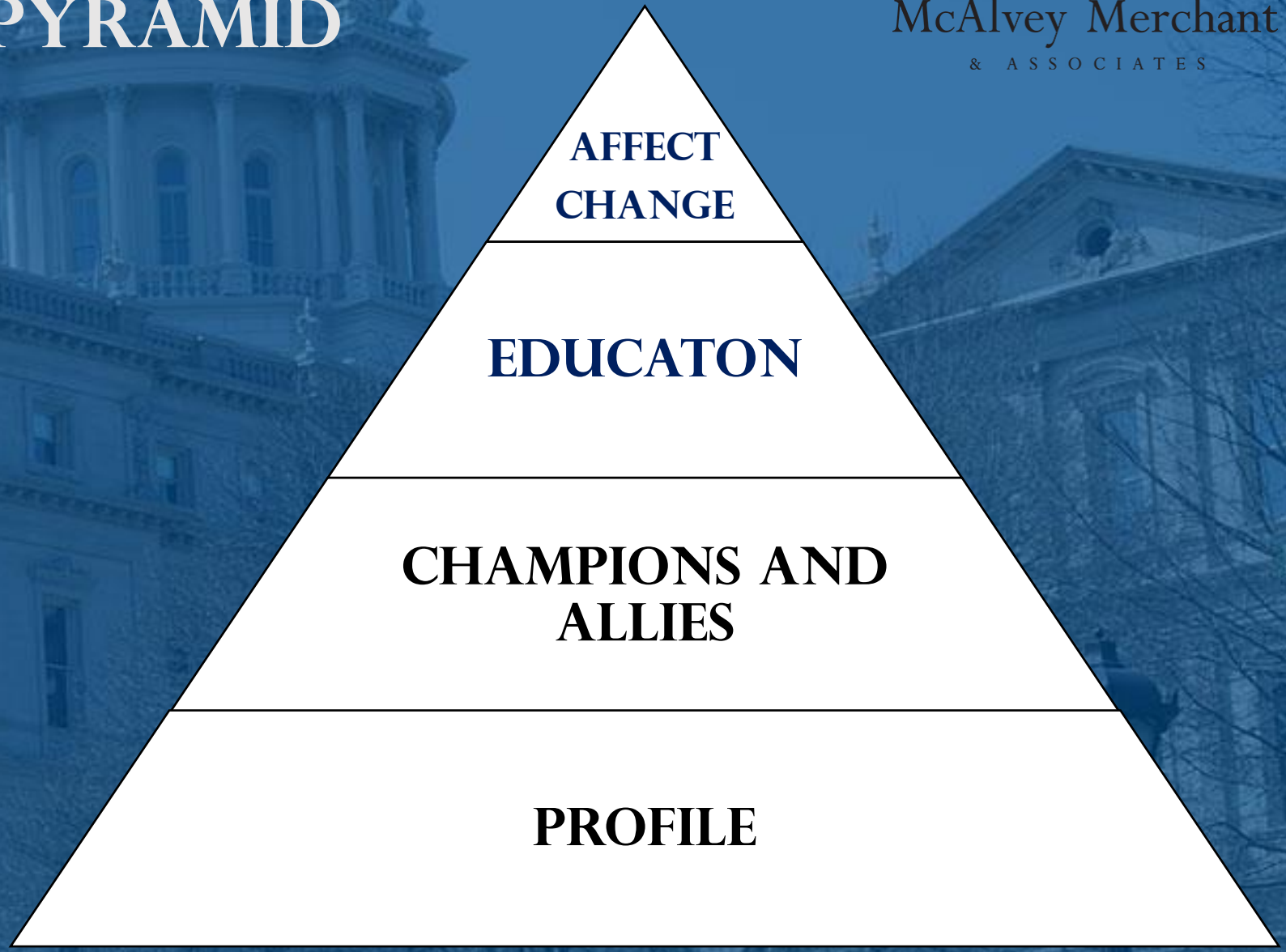
- Democratic Trifecta
- Current House Make up
- Election Year Politics
- Budget Expectations
- Transit Caucus

McAlvey Merchant
& ASSOCIATES

ADVOCATING FOR CHANGE

ADVOCACY PYRAMID

McAlvey Merchant
& ASSOCIATES



McAlvey Merchant
& ASSOCIATES

PROFILE - THE WHO

- ANNUAL MEETING WITH LEGISLATIVE DELEGATION
- LANSING VISITS
- PARTICIPATION IN THE PROCESS

CHAMPIONS AND ALLIES – THE HOW

- TRADE ASSOCIATIONS
- LOCAL PARTNERS/LEADERS
- LEGISLATIVE CHAMPION

EDUCATION – THE WHAT

- LEGISLATIVE ENGAGEMENT

AFFECT CHANGE – PROCESS (77)

McAlvey Merchant
& ASSOCIATES

Setting Legislative Priorities and Agenda

McAlvey Merchant
& ASSOCIATES

Priorities

- Choir
- Leadership – Rapid Specific
- Local vs. Statewide

McAlvey Merchant
McAlvey Merchant
& ASSOCIATES

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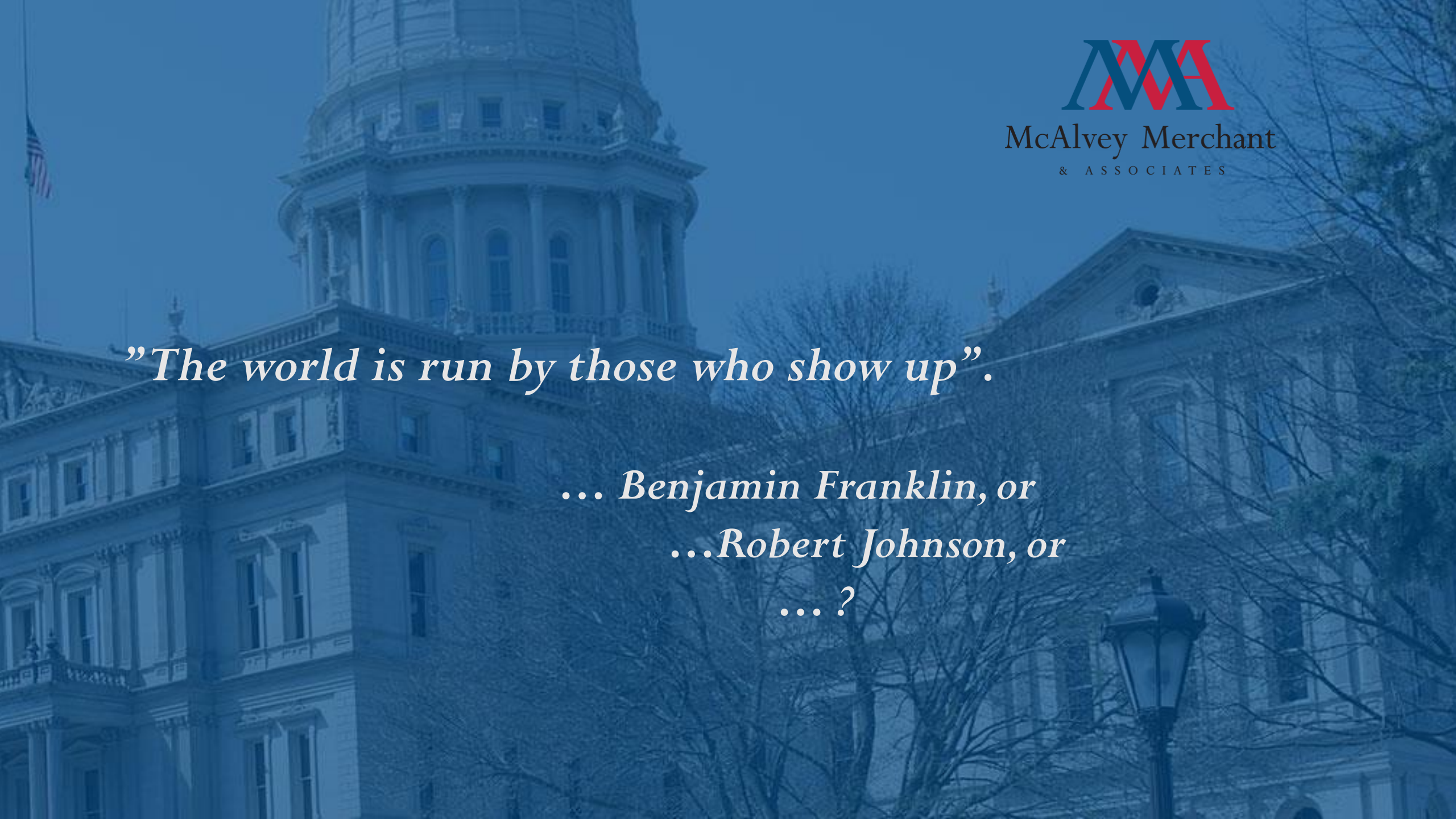
& ASSOCIATES



McAlvey Merchant
& ASSOCIATES

"The world is run by those who show up".

… Benjamin Franklin, or

…Robert Johnson, or

… ?

Interurban Transit Partnership

Public Transportation Agency Safety Plan

The Interurban Transit Partnership, aka The Rapid, is required to maintain a written safety plan along with supporting documents, including those related to program implementation and results from its safety management system as required in 49 CFR Part 673, and amended in the *Bipartisan Infrastructure Law changes to 49 U.S.C. §5329(d)*. The Rapid has existing documentation describing processes, procedures, and other information that are now incorporated into the Public Transit Agency Safety Plan (PTASP). If these documents are not a physical part of the PTASP, they are referenced by specifying the document names and locations within the appropriate sections of the plan.

1. Transit Agency Information

<table>
<tr><td>Transit Agency Name</td><td colspan="4">Interurban Transit Partnership, AKA The Rapid</td></tr>
<tr><td>Transit Agency Address</td><td colspan="4">300 Ellsworth Ave SW, Grand Rapids, MI 49503</td></tr>
<tr><td>Name and Title of Accountable Executive</td><td colspan="4">Deb Prato, CEO</td></tr>
<tr><td>Name of Chief Safety Officer</td><td colspan="4">Stephan Luther, Director of Safety and Training</td></tr>
<tr><td>Modes of service covered by this plan</td><td colspan="2">MB DO: Fixed Route Service, directly operated.
DR DO: Demand Response, directly operated.
DR PT: Paratransit, currently operated by MV Transit.
RB DO: Bus Rapid Transit, directly operated.</td><td>FTA Funding Types</td><td>5307
5339
CMAQ</td></tr>
<tr><td>Modes of service provided by the Transit Agency</td><td colspan="4">MB DO: Fixed Route Service, directly operated.
DR DO: Demand Response, directly operated.
DR PT: Paratransit, currently operated by Transdev.
RB DO: Bus Rapid Transit, directly operated</td></tr>
<tr><td>Transit services provided on behalf of another entity.</td><td>Yes
X</td><td>No
☐</td><td>Description of Arrangement</td><td>The Rapid provides bus operators and maintenance services to the City of Grand Rapids to operate DASH service.</td></tr>
<tr><td>Name and Address of entity for which service is provided</td><td colspan="4">City of Grand Rapids
300 Monroe Ave NW
Grand Rapids, MI 49503</td></tr>
</table>

2. Plan Development, Approval, and Updates

Name of person who drafted this plan	Stephan Luther, Director of Safety and Training (CSO)	
Name of Accountable Executive	Deb Prato, CEO	
Signature by the Accountable Executive (updated annually)	**Signature of Accountable Executive**	**Date of Signature**
Approval by the Safety Committee	**Name of Committee Chair**	**Date of Approval**
	Stephan Luther, Chair	
	Relevant Documentation (title and location)	
	Signed PTASP Approval (). Located in Exec. Office	
Approval by the Board of Directors or an Equivalent Authority	**Name of Individual/Entity That Approved This Plan**	**Date of Approval**
	Mayor Gary Carey	
	Relevant Documentation (title and location)	
	Signed Board resolution located in Exec. office	
Certification of Compliance	**Name of Individual/Entity That Certified This Plan**	**Date of Certification**
	Steve Schipper	See Below
	Relevant Documentation (title and location)	
	Certified in TrAMS	

Revision	Section(s) Affected	Reason for Change	Date Issued
001	All	Original Document	12/2/2020
002	All	FTA recommendations	07/08/2021
003	All	Bipartisan Infrastructure Law Changes to 49 U.S.C. § 5329(d) and Annual Review	05/01/2022
004	6	Addition of air purification and ADAS initiatives	08/01/2022
005	All	PTASP with updated changes from FTA	

Annual Review and Update of the PTASP

Annual review of this PTASP will occur near the beginning of each calendar year by the Chief Safety Officer, the Safety Committee, and the Management Team. The plan will be approved by the Safety Committee, the Board of Directors, and the Accountable Executive. The updated plan will replace all previous plans and will be available to employees at the time of implementation. The Plan review and updates will occur as close to the beginning of the year as feasible.

3. Safety Performance Targets

Safety Performance Targets

The Rapid will provide safety performance targets for the upcoming year and compare them to actual safety performance during the previous 4 years in this plan, beginning in 2017 and advancing each year.

Safety performance targets are based on the measures established under the National Public Transportation Safety Plan.

- Fatalities: Total number of fatalities reported to NTD and rate per total vehicle miles by mode.
- Injuries: Total number of injuries reported to NTD and rate per total vehicle miles by mode.
- Safety Events: Total number of safety events reported to NTD and rate per total vehicle miles by mode.
- Transit Worker Assaults: Total number of assaults on transit workers reported to NTD and rate per total vehicle miles by mode. (Note: Reporting begins in FY 2023-2024).
- System Reliability: Mean distance between major mechanical failures by mode.

Annual Mileage	MB DO	RB DO	DR DO	DR PT
FY 2022	5,810,779	367,745	34,248	1,931,024

Actual Reported FY 2022 (based on performance measures)

	Fatalities Reported to NTD		Injuries Reported to NTD		Safety Events Reported to NTD		Transit Worker Assault Reported to NTD		Mean Distance Between Major Failures
Mode	Total	Rate per 100,000 VM	Total	Rate per 100,000 VM	Total	Rate per 100,000 VM	Total	Rate per 100,000 VM	
MB DO	0	0.0	17	0.293	25	0.430	N/A	N/A	42,414
RB DO	1	0.272	5	1.360	5	1.360	N/A	N/A	40,860
DR PT	0	0.0	0	0.0	1	0.052	N/A	N/A	71,519
DR DO	0	0.0	0	0.0	0	0.0	N/A	N/A	34,248

Target FY 2024 (based on a 5 percent reduction of 2022 performance measures)

	Fatalities Reported to NTD	Injuries Reported to NTD	Safety Events Reported to NTD	Transit Worker Assault Reported to NTD	Mean Distance Between Major Failures
Mode	Rate per 100,000 VM	Rate per 100,000 VM	Rate per 100,000 VM	Rate per 100,000 VM	(assume 10 percent increase)
MB DO	0.0	0.278	0.409	N/A	>46,655
RB DO	0.258	1.292	1.292	N/A	>44,946
DR PT	0.0	0.0	0.049	N/A	>78,671
DR DO	0.0	0.0	0.0	N/A	>37,673

Safety Performance Target Coordination
At the beginning of each fiscal year, The Rapid communicates its safety performance targets listed above with the State of Michigan Department of Transportation and Grand Valley Metropolitan Council, our regional MPO. The Rapid reports fatality, injury, and event data to NTD monthly and conducts a CEO certification of the data in February of the following year. Safety Performance Indicators (SPI) and Safety Performance Targets (SPT) are reported to the Management Team, CEO, and the Board of Directors on a regular basis throughout the year.

	State Entity Name and Address	Date Targets Transmitted
Targets Transmitted to the State	Michigan Department of Transportation Office of Passenger Transportation State Transportation Building 425 W. Ottawa St. P.O. Box 30050 Lansing, MI 48909	
Targets Transmitted to the Metropolitan Planning Organization(s)	**Metropolitan Planning Organization Name and Address**	**Date Targets Transmitted**
	Grand Valley Metropolitan Council 678 Front Ave. N.W. Ste. 200 Grand Rapids, MI 49504 (616) 776-3876	
Statement of Compliance	This PTASP addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program (49 CFR Part 673), the Bipartisan Infrastructure Law (49 U.S.C. 5339, IIJA 30018, and IIJA Division), and the National Public Transportation Safety Plan (49 U.S.C. 5329(b)).	

4-YEAR SAFETY PERFORMANCE FOR THE RAPID
(based on the aggregate of all modes per 1,000,000 VM)

SPT Category	2019	2020	2021	2022	4-Year Avg
Annual VM – All Modes	8,544,126	7,183,019	7,429,410	8,143,796	7,825,088
Total Fatalities	0	2	0	1	0.75
Fatality Rate	0.0	0.028	0.0	0.012	0.01
Total Injuries	38	36	21	17	28
Injury Rate	0.484	0.608	0.310	0.209	0.358
Total Safety Events	44	29	35	25	33.25
Safety Event Rate	0.515	0.404	0.471	0.310	0.425
Total Transit Worker Assault	N/A	N/A	N/A	N/A	N/A
Transit Worker Assault Rate	N/A	N/A	N/A	N/A	N/A
Mean Distance between Major Failures – All Modes	N/A	N/A	48,805	47,260	N/A

4. Safety Management Policy

SAFETY MANAGEMENT POLICY STATEMENT

The management of safety and security are core business functions. The Rapid is committed to developing, implementing, maintaining, and improving processes that ensure the highest practical level of safety and security performance in all our transit service delivery and organizational activities.

All employees are accountable for following safe work behaviors, understanding safety and security standards, and encouraging safe performance from coworkers and patrons, starting with the CEO, and spreading throughout the agency.

***The Rapid* is committed to:**

- Supporting the management of safety and security through the provision of adequate and appropriate resources, resulting in an organizational culture that fosters safe practices.
- Including safety and security input, reviews, and certification, in the planning and design of new and remodeled buildings, systems, processes or equipment.
- Encouraging effective employee safety and security reporting and communication.
- Devoting the same high level of attention to safety and security as is demonstrated in its provision of exceptional transportation service.
- Integrating the management of safety among the primary job descriptions and responsibilities of all employees.
- Establishing and operating hazard identification, hazard analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for identifying safety hazards and concerns.
- Establishing a program to track near miss events to identify and mitigate potential hazards before accidents, incidents or injuries occur.
- Ensuring that no action will be taken against employees who disclose safety or security concerns unless disclosure reveals an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
- Meeting or exceeding legislative and regulatory requirements.
- Ensuring that sufficiently skilled and trained personnel are available to administer the safety and security management processes.
- Ensuring that employees are provided with sufficient safety and security information and training to safely perform assigned jobs or tasks.
- Establishing and measuring safety performance targets against realistic data-driven safety performance indicators.
- Improving safety performance through management processes that ensure appropriate safety management action is taken and is effective.
- Ensuring that subcontractors, third party systems and contracted services conform, and can demonstrate continued conformance, to our safety performance standards.

Safety Management Policy Communication:

The Safety Management Policy is communicated directly to The Rapid's leadership, management and to each employee at the beginning of their employment, in periodic refresher training, and as an addition to the Employee Handbook and Operations Policy and Procedures Manual. It is also posted on the Vista and Blink sites as part of Safety communication. The policy statement is also shared with The Rapid's contractors or directly to the contractors' employees working onsite.

Authorities, Accountabilities, and Responsibilities	
Accountable Executive	The authorized Accountable Executive is the CEO of The Rapid. They have a responsibility to ensure that SMS and all safety activities are accomplished under their authority. The CEO has ultimate accountability and responsibility for: • Directing the implementation and maintenance of SMS at The Rapid. • Directing the implementation and maintenance of the *Transit Asset Management (TAM)* plan. • Ensuring the allocation of the human and capital resources needed to develop and maintain SMS and TAM. • Ensuring transparency in safety management priorities for both the Board of Directors and the agency's employees. • Establishing guidance on the acceptable level of safety risk for The Rapid; and • Ensuring that the safety management policy statement is appropriate and communicated throughout the agency. • Ensuring that The Rapid's Safety Management System is effectively implemented, and action is taken to address substandard performance of the program.
Chief Safety Officer or SMS Executive	The Chief Safety Officer (CSO) is the Director of Safety and Training. They are adequately trained in safety management, is responsible for day-to-day implementation and operation of the SMS reports directly to the Accountable Executive regarding safety. They are responsible for: • Managing the safety programs under SMS. • Directing hazard identification and safety risk evaluation and/or analysis. • Reviewing designs, plans, processes, procedures and/or equipment to ensure safety. • Monitoring mitigation activities. • Providing periodic reports on safety performance. • Certifying safety critical elements of new or remodeled construction. • Maintaining safety documentation; and • Organizing the content of safety management training (not technical skills training) • Collecting and analyzing safety data. • Acting as a conduit for communicating safety from and to departmental/operational managers, front-line employees, and executive management, as necessary. • Reviewing, revising, maintaining, and communicating The Rapid's safety plans and programs. • Acting as a subject area expert and advisory resource in local, state, and federal safety regulations and standards. • Providing safety information and intelligence to line managers and front-line employees. • Monitoring safety performance. • Advising senior management on safety matters. • Conducting safety audits, inspections, and investigations; and • Maintaining safety documents and records. The CSO reports directly to the Accountable Executive or their designee for safety critical items.

Board of Directors and Agency Leadership	The Board of Directors will have free access to the PTASP and will be informed of any plan changes. A copy of the annual plan review will be presented to the Board as close to the first Board meeting as feasible of each calendar year.
Key Staff	**TAM Manager:** The position of TAM Manager is delegated to the Asset Management-Warranty Administrator. They are responsible for: • Creating and maintaining the Transit Asset Management (TAM) plan for The Rapid. • Creating and maintaining documents and records related to asset management at The Rapid. • Coordinating with the Maintenance Manager, Facilities Manager and SMS Manager to establish benchmarks for a state of good repair to include safety assessments and evaluations. **Security Director:** The Security Director reports to the COO and, in times of threat or disaster, to the CEO. They are responsible for: • Managing security threats and vulnerabilities through both human and capital resources as needed. • Directing threat and vulnerability identification, analysis, evaluation, and mitigation. • Collecting and analyzing security data. • Acting as a conduit for communicating security from and to departmental/operational managers, front-line employees, and executive management, as necessary. • Acting as liaison between The Rapid and local, state, and Federal law enforcement. • Reviewing, revising, maintaining, and communicating The Rapid's security and emergency response plans and programs. • Acting as a subject area expert and advisory resource in local, state and federal security regulations and standards. • Providing security information and intelligence to line managers and front-line employees • Security performance monitoring. • Advising senior management on security matters. • Stopping processes in situations that are immediately dangerous to life and health. • Conducting security audits, inspections, and investigations; and • Maintaining security documents and records. **Transportation Director:** The Transportation Director has a duty to support and communicate SMS principles, policies and procedures to supervisors, front-line bus operators and staff. The Transportation Director is responsible for: • Communicating safety and security initiatives, processes and practices to supervisors, bus operators, department staff and ridership. • Forwarding reports of hazards from supervisors and bus operators, both real and potential, to the appropriate department. • Participating in and delegating authority to the investigation of accidents, incidents and occurrences using SMS principles and providing written data for later analysis. • Participating in safety and security meetings and training. • Directing the collection and storage of accidents and incident reports for analysis.

- Stopping processes in situations that are immediately dangerous to life and health.
- Encouraging safe and secure behaviors; and
- Monitoring, evaluating, and providing feedback concerning safety behaviors to supervisor and bus operators.

Transportation Supervisors: Transportation supervisors have a responsibility to support and communicate SMS principals, policies and procedures to front-line bus operators and are responsible for:

- Communicating safety and security initiatives, processes and practices to operators, dual-class staff, and ridership, as necessary.
- Reporting hazards, both real and potential, to management.
- Forwarding reports of hazards from bus operators and ridership, both real and potential, to management.
- Investigating accidents, incidents and occurrences using SMS principles and producing written data for later analysis.
- Participating in safety and security meetings and training.
- Stopping processes in situations that are immediately dangerous to life and health.
- Encouraging safe and secure behaviors; and
- Monitoring, evaluating, and providing feedback concerning safety behaviors to personnel.

Facilities Director: As one of the keys to SMS success, the Facilities Director works closely with the Safety Department to remove or reduce hazards in the workplace, especially when it involves facilities, grounds, or infrastructure. The Facilities Director is responsible for:

- Assisting the agency with personnel and materials in support of SMS.
- Participating in safety committees and initiatives.
- Encouraging safe and secure behaviors.
- Directing the collection and storage of accidents and incident reports for analysis.
- Maintaining facility-related TAM policies, procedures, and records.
- Monitoring, evaluating, and providing feedback concerning safety behaviors to personnel.
- Stopping processes in situations that are immediately dangerous to life and health.
- Communicating and enforcing safety initiatives, policies and/or procedures as necessary; and
- Responding to employee safety concerns and providing feedback.

Fleet Maintenance Director, Fleet Maintenance Superintendent, Maintenance Supervisors: The Fleet Maintenance Director and maintenance supervisors are responsible for:

- Aiding the agency with personnel and materials in support of SMS.
- Participating in safety committees and initiatives.
- Encouraging safe and secure behaviors.
- Directing the collection and storage of accidents and incident reports for analysis.
- Maintaining vehicle/equipment-related TAM policies, procedures, and records.
- Monitoring, evaluating, and providing feedback concerning safety behaviors to personnel.
- Stopping processes in situations that are immediately dangerous to life and health.

- Communicating and enforcing safety initiatives, policies and/or procedures as necessary; and
- Responding to employee safety concerns and providing feedback.

Department Directors and Managers: All department directors and managers are responsible for:

- Helping the agency with personnel and materials in support of SMS.
- Participating in safety initiatives.
- Communicating and enforcing safety initiatives, policies and/or procedures, as necessary.
- Responding to employee safety concerns and providing feedback.
- Stopping processes in situations that are immediately dangerous to life and health.
- Determining the human and financial needs for each department to provide safe and secure work environments for employees and agency patrons; and
- Allocating human and financial resources related to SMS to department staff.

Bus Operators, Maintenance Technicians, Facilities Technicians and Administrative Staff: Front-line employees are the eyes and ears of the organization and are the most likely to identify specific hazards and safety risks in the workplace. Employee activities include:

- Reporting hazards, both real and potential, to supervisors, managers, and safety personnel.
- Performing safety functions diligently.
- Participating in safe work behaviors.
- Stopping processes in situations that are immediately dangerous to life and health.

Safety Committee Members: Membership is an equal number of frontline employee representatives and management representatives and may include personnel from Transportation, Maintenance, Facilities, Planning/Scheduling, Administration, Security and Safety. It is employee-driven, and its activities and responsibilities include:

- Reporting accidents, incidents, near miss events, injuries from employee groups.
- Directing employee safety reports to the appropriate committee or department for review and mitigation.
- Providing feedback to employee work groups.
- Identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment.
- Identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended.
- Identifying safety deficiencies for purposes of continuous improvement.

Contractors and Contractors' Employees: Contractors and their employees play an integral role in safety at The Rapid. Contractors are responsible for ensuring that the same degree of safety protection and training are supplied to their employees as is afforded to The Rapid's personnel. Copies of The Rapid's programs, including the PTASP and other appropriate safety programs are made available to contractors. If contractors have safety programs and plans, a copy will be made available to The Rapid.

5. Safety Hazard Management

Safety Hazard Identification

General information regarding hazards, incidents, and injuries for all The Rapid's employees, departments and contractors can be found through information from the FTA National Transit Database, Michigan's Department of Licensing and Regulatory Affairs, as well as other federal and state oversight agencies. This data is tracked, and in some cases reported to, for identifiable workplaces hazards and illnesses.

Internally, hazards are identified through employee observations and reporting or by means of periodic safety inspections and audits by a Safety Officer. Current records of inspection items and results are available from the Safety/Training Office. During the hazard assessment process, the potential consequences of unresolved hazards are highlighted.

The contracted paratransit service provider is expected to have its own hazard identification process as part of its safety plan or adopt The Rapid's plan as outlined in the PTASP.

Employee Safety Hazard Reporting System

All employees are encouraged and expected to report real or potential safety hazards, accidents, injuries, other incidents, and near misses to The Rapid using one or more of the following methods:

Verbal Report: An employee may report a safety hazard, accident, or incident directly to their supervisor, manager, Safety Committee representative, or safety officer who will then report it to the Safety and Training Department for tracking and resolution. Verbal reports are entered into the Hazard Reporting System by the Safety and Training Department.

Written Operator Report: For accidents and incidents involving a transit vehicle, a written *Operator Report* is completed and turned into the supervisor's office before or at the end of the day on which the accident or incident occurred. The report is written by the operator involved in the incident and is included in the finished accident packet for scanning and storage.

Written Supervisor Report: A supervisor is assigned to each accident/incident and completes a written *Supervisor/Investigator Report* after compiling photos, video, operator, bus rider and witness reports. It becomes part of the finished accident packet.

Blink Report (see sample): Close calls and near misses can voluntarily be reported by following a link on Blink or by using a QR code distributed through posters and handouts. Reports are entered directly into the Safety Hazard, Near-Miss Report Survey and are managed by the Safety and Training Department.

All reports are tracked and collated to determine the types of events that may lead to accidents, property damage or injuries. The data is used to determine hazard trends and resources will be applied to reducing or mitigating the risk. If a near miss report describes a risk of greater concern, it can be added to the Hazard Log for assessment and tracking.

Employee Hazard Identification and Near Miss Reporting Program

The National Safety Council describes a near miss as "an unplanned event that did not result in injury, illness or damage – but had the potential to do so." When an employee experiences a close call, or near miss, they can report it voluntarily and anonymously, if they wish, using the Near Miss Report. Under normal circumstances, employees who report a near miss will not be subject to potential discipline related to the event unless:

- The employee's actions were the result of a willful violation of law or policies.
- The employee's actions contributed directly or indirectly to an injury, illness or damage.
- The employee was impaired by alcohol or illegal drugs (including marijuana) at the time of the event.
- Facts related to the event were proven to have been omitted; statements were falsified, or reports

were exaggerated to put the employee in a better light.

Examples of a near miss includes:

- Loss of control on an icy road resulting in no accident or injury.
- An incident contributing to a close call involving a pedestrian.
- An operator almost passes up a customer at a stop.
- Someone slipping on an icy sidewalk resulting in no fall and no injury.
- An object falling off a shelf almost hits an employee.
- A bus left in neutral with the parking brake off rolls forward and comes to rest on a curb.

Figure 1: Blink sample

Hazard Assessment

Hazard analyses may occur within an individual department, during one of the monthly Safety Team meetings, or through other meetings with small groups or individuals. The assessment should include a description of the hazard, supporting test results, documents and/or photos and recommendations for resolution.

When a hazard has been identified and analyzed, it is resolved by determining its risk value, using the Risk Assessment Matrix, or RAM, (figure 2) to compare a hazard's severity and probable frequency, assessing the appropriate response to the hazard, and then determining the best method for remediation. Hazards with higher risk values should be addressed as soon as practical, with those posing imminent danger being given immediate attention. Work stoppages may be necessary when an activity is deemed too hazardous to continue without additional support or proper equipment.

The Rapid looks at existing hazard mitigations to determine if they are effective and sufficient before replacing them or adding other measures. This is also true for The Rapid's contractors and vendors, each of which must provide copies of their mitigation methods and must allow The Rapid to inspect equipment and review their safety programs.

The Risk Assessment Matrix (RAM) is used to determine risks to people, the environment, the agency's assets, and its reputation. The Rapid recognizes that the safety of the agency has a bearing on its employees and takes a holistic approach to determining risks.

This process is the same for The Rapid's paratransit service provider if they do not have separate, equally

effective methods.

Accident/Incident Review

Accidents and incidents are reviewed monthly by the Safety Department as part of NTD reporting requirements and are intended to determine causation and recommend mitigations. Activities include:

- Reviewing safety events and near miss reports to determine causation.
- Analyzing reports to determine human and organizational factors leading to safety events, both real and potential, and
- Recommending methods to mitigate safety risks for the agency.

Stop Action Authority

All employees have the authority to stop any activity or process that puts The Rapid's employees, guests, and/or patrons at risk of immediate death or injury. If this occurs, it must be reported as soon as reasonably possible to the department Director, the CSO, the COO and the CEO.

Safety Hazard Log and Issue Tracker

The Safety Hazard Log and Issue Tracker is designed to allow employees to follow identified hazards from the initial report to conclusion in a format that contains a summary of the hazard or concern, date reported, recommendations for remediation, responsible parties, actions taken, results obtained and date of completion. Other documentation, such as inspection reports, environmental tests, hazard monitoring reports, are referenced for review if needed.

RISK ASSESSMENT MATRIX – The Rapid

Risk Assessment Matrix RAM		SEVERITY			
		1. Catastrophic	2. Critical	3. Marginal	4. Negligible
LIKLIHOOD	A. Frequent	High (1A)	High (2A)	Serious (3A)	Medium (4A)
	B. Probable	High (1B)	High (2B)	Serious (3B)	Medium (4B)
	C. Occasional	High (1C)	Serious (2C)	Medium (3C)	Low (4C)
	D. Remote	Serious (1D)	Medium (2D)	Medium (3D)	Low (4D)
	E. Improbable	Medium (1E)	Medium (2E)	Medium (3E)	Low (4E)
	F. Eliminated	Eliminated			

RESOLUTION REQUIREMENTS		
High	Unacceptable	Correction to ALARP required
Serious	Undesirable	Correction to ALARP may be required, decision by management
Medium	Acceptable w/ review	With review and documentation by management
Low	Acceptable	without review
Eliminated	Acceptable	no action needed

ALARP = As low as reasonably possible

LIKELIHOOD		Likelihood of event in specific item	MTBE*in Operating Hours	Occurrence in time	Occurrence Description
A	Frequent	Will occur frequently	< 1,000 oh	Once per day, week, or month	Continuously Experienced
B	Probable	Will occur several times	1,000 – 100,000 oh	Semi-annually or once per year	Will likely occur
C	Occasional	Likely to occur sometimes	100,000 – 1,000,000 oh	Once every 1-2 years	Will occur several times
D	Remote	Unlikely but possible to occur	1,000,000 - 100,000,000	Approximately once every 5 years	Unlikely, but can be expected to occur
E	Improbable	So unlikely, occur may not be experienced.	> 100,000,000 oh	Historically possible not in the last 10 years.	Unlikely to occur, but possible
F	Eliminate	Risk removed / eliminated	Never	N/A	Will not occur

*Mean Time Between Events The likelihood that hazards will be experienced during the planned life expectancy of the system can be estimated in potential occurrences per unit of time, events, population, items, or activity.

SEVERITY BY SYSTEM	1. Catastrophic	2. Critical	3. Marginal	4. Negligible
Total System Disruption	> 24 hrs.	12 - 24 hrs.	4 – 12 hrs.	< 4 hrs.
Service Operations	Substantial or total loss of operation	Partial shutdown of operation	Brief disruption to operation	No disruption
People	Multiple permanent injuries or a fatality	Permanent or long-term injury of at least one person	Injury requiring medical treatment away from work	Minor injury requiring first aid at the scene

August 2021

SEVERITY BY SYSTEM cont.	1. Catastrophic	2. Critical	3. Marginal	4. Negligible
Financial	> $ 1,000,000	< $ 1,000,000	< $ 250,000	< $ 100,000
Legal and Regulatory	Significant breach of the law. Individual or company law suits.	Breach of law; report /investigation by authority. Attracts compensation/ penalties/ enforcement action	Breach of regulatory requirements; report /involvement of authority. Attracts administrative fine	Technical non-compliance. No warning received; no regulatory reporting required
Environment	Permanent impact; affects a whole region; highly sensitive environment	Lasting months; impact on an extended area, area with some environmental sensitivity	Lasting weeks; reduced area, no environmentally sensitive surroundings	Lasting days or less; limited to small area, low significance/ sensitivity
Social	Major widespread social impacts	Significant , ongoing social issues	Some impacts on local population, mostly repairable	Minor disturbance of culture/social structures
Reputation	Noticeable reputational damage; national /international public attention and repercussions	Suspected reputational damage; local/regional public concern and reactions	Limited, local impact; concern/complaints from certain groups/organizations	Minor impact, awareness/concern from specific individuals
Injury	Death (not include suicides or by natural causes)	Fracture, Severe Bleeding, Brain injury, Dismemberment	Bruising, Abrasions, Bleeding (Ambulance transport)	Bruising, Abrasions, Sprains (No Ambulance transport)
Health	Exposure with irreversible impacts with loss of quality of life of a numerous group/ population or multiple fatalities	Exposure with irreversible impact on health with loss of quality of life or single fatality	Exposure with reversible impact on health or permanent change with no disability or loss of quality of life	Exposure to health hazard resulting in symptoms requiring medical intervention, with full recovery
Safety	Severe accident with major service disruption or loss of life, Potential Federal agency involvement, damages over $250,000	Accident with serious injuries, damages exceed $100,000	Reportable accident with over $25,000 in damages	Incident with minor damage
Technology	Technology infrastructure: Applications that are categorized as critical infrastructure and/or system(s):			
	cannot be accessed via Primary or DR infrastructure which includes data and major fiscal loss.	has an outage but can restore services at the primary or DR datacenter site in an allotted SLA timeframe. Causing Operations and fiscal loss.	has an outage, but UTA can restore services at the primary or DR datacenter site in an allotted SLA timeframe. Causing No Operations nor fiscal loss.	or not on list, has a brief outage that is not noticed by the users, nor affects any Operation, nor causes fiscal loss.
Information Security	A breach of patron, employee information, network infrastructure, security systems:			
	where PII/PCI data is exposed/ accessed by malware, virus or ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data or cause the encryption of data causing data loss	where no PII/PCI data is exposed/accessed by malware, virus, or ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data or cause the encryption of data. Data is recoverable by backup or DR.	where No PII/PCI data is exposed/accessed by malware, virus or ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data information, but quickly fail-over to DR site.	Malware or other type of Virus is identified on a PC, Server, or another network node, but does not affect any process nor accesses data, and is quickly eliminated.
Security / Police	Criminal or terrorism attack of system resulting in death or serious bodily harm to customers. Violent attack/ terrorism at UTA business unit or administrative facility with grave loss of life or significant bodily harm to multiple employees.	Non-life-threatening workplace violence incident or significant targeted criminal damage to business unit facilities, vehicles, or UTA critical infrastructure.	Suspicious package resulting in minor system delays; or trespasser (suicide) on the alignment (classified as security incident).	Assault of employee or customer; minor criminal activity on system or at business unit/ administrative facility.

August 2021

Figure 2: Risk Assessment Matrix (Sample)

Safety Risk Mitigation

Many hazards can be resolved through more than one means, but the general process for determining the best method should be by considering engineering controls, administrative work practices or employee protective equipment and training, in that order. A combination of methods to mitigate hazards may be necessary and both current methods and their effectiveness are to be considered during the decision-making process. Mitigations will be reviewed periodically by the Safety Committee to determine if they are effective, ineffective, or not implemented as intended.

Risk Reduction Program

The Safety Committee establishes performance targets for the risk reduction program using a 3-year rolling average of data submitted to NTD as a means of measurement, with the understanding that data from transit worker assaults will begin in 2023 and continue forward until the third year.

Accident Reporting, Investigation and Review

The ultimate purpose for providing in-house management and investigation of work-related accidents, injuries and incidents is to limit injury and damage, identify facts, establish causes, suggest methods for preventing recurrence, and eliminate or reduce safety risks for The Rapid's transit workers and customers.

Human Factors Analysis and Classification System, or **HFACS** (fig. 3), is a method for determining all factors related to an accident, incident, or event. HFACS considers both active and latent factors and attempts to discover factors beyond the employee's involvement. The Safety Department uses HFACS as a tool to determine factors leading to safety events.

The four main categories of HFACS are Physical Actions, Pre-Conditions, Supervision and Organizational Influences. Within each of these are sub-categories that are designed to consider other specific factors involved in an event.

Types of safety events include:

- Motor Vehicle Collisions
- Falls on the same or to a lower level.
- Getting caught in, on or between equipment or vehicles.
- Exposure to chemicals, infectious diseases, electricity, heat, cold, or radiation.
- Bodily reaction from either voluntary or involuntary motion.
- Being struck against or by a moving, flying or falling object.
- Being rubbed or abraded by friction, pressure, or vibration.

Examples of incidents include:

- Acts of violence against an employee
- Acts of violence by an employee against a person or persons
- Reports of unsafe acts by employees or customers
- Bomb threats or other threats of violence
- Evacuations for life safety reasons

Employee Injury and Transit Worker Assault:

Injuries, and physical or non-physical assaults are reported by the affected employee, or a witness, to Dispatch or his or her immediate supervisor as soon as possible. If the affected employee needs medical attention, the appropriate response by coworkers is to:

- Assess the injury.

- Call 911 if necessary.
- Call for other assistance, if available.
- Begin emergency medical treatment, if willing and able.
- Continue treatment until emergency responders arrive.
- Contact a Safety/Training Officer and complete a written report as soon as practical.

As soon as possible, the affected employee must complete an Employee Injury Report for the Human Resources Department. In compliance with MIOSHA regulations, all reportable employee injuries will be recorded by a representative from the Human Resources Department and a summary will be posted from February 1 to April 30 each year for employee review.

A Safety/Training officer will investigate to determine the potential causes of the incident surrounding the injury and will issue a written report for review by the CEO, the Chief Operating Officer, department Manager and the Safety Committee. Remedial recommendations may be issued by the Safety/Training Department or Safety Committee and will follow normal channels of communication. Investigative resources will include the Employee Injury Report, eyewitness accounts, employee interviews, equipment testing and any other reasonable means to determine root causes. Injury reports will be kept on file for future analysis.

Vehicle Collisions

All vehicle collisions are reported to the Transportation Department by the operator while still at the scene. Bus Operators are instructed to contact Dispatch at the time of the safety event. In most cases, the vehicle operator and a Transportation Supervisor complete separate reports. When the collision is minor and does not involve a safety hazard, the vehicle operator may be instructed to continue in service. A written report is completed at the end of the Operator's work and may be accompanied by a Supervisor's and other reports. Reports are reviewed by the Transportation Director, who determines preventability. Reports may also be reviewed by The Rapid's insurance carrier and the Safety/Training Office.

Copies of the accident/incident reports and a summary are kept for review and reporting, as necessary.

Safety Program (MIOSHA and Transit Specific) Management:

The Rapid's safety program consists of many different plans and programs. The list below is a sampling of the separate modules.

- HVAC 608 and 609 Technician Certification
- Abrasive Wheel Program
- Accident Prevention
- Aerial Work Platform Licensing
- Bloodborne Pathogen Exposure Program
- Confined Spaces Program
- CPR/AED Training Program
- Defensive Driving Program
- Drug and Alcohol Awareness
- Electrical Safety Plan
- Eyewash and Emergency Shower Maintenance Program
- Fall Protection Program
- Fire Protection Plan
- Hand and Foot Safety
- Hand Tool Safety
- Hazard Communication (Right to Know)
- Hearing Conservation
- Incident Investigation
- Infectious Disease Exposure Program

- Job Safety Analysis Plan
- Lockout/Tagout Program
- OSHA 10- and 30-Hour Training
- Overhead Cranes
- Portable Ladders Requirements
- Powered Industrial Truck Licensing
- Personal Protective Equipment Program
- Respiratory Protection
- Safety Meetings and Committees
- Safety Policy
- Snow Removal Plan
- Spill Cleanup Plan
- Transit Worker Assault Prevention Plan
- Underground Storage Tank Maintenance
- Walking/Working Surfaces Requirements
- Weather Safety
- Welding Safety

The Rapid's safety programs and plans are regularly monitored, reviewed, and revised as needed. Program reviews include the safety department and other stakeholders involved in implementing and maintaining the program. The standard method for program reviews is as follows:

- The review for a specific program is scheduled and the current program is shared with stakeholders who review it individually.
- The stakeholders meet to discuss changes and a draft is produced.
- The draft is approved, and the revised program is dated and signed by the appropriate parties.
- Records are retained as prescribed by The Rapid's record retention policies.

6. Safety Assurance

Safety Performance Monitoring and Measurement

Members of the Safety and Training Department are responsible for monitoring and measuring safety programs, processes, and procedures at The Rapid. The results of monitoring activities are reviewed by the Safety and Training Department along with department managers, supervisors, and individual employees to determine potential consequences.

When encountering non-compliance or insufficiencies, the Safety and Training Department will work with affected employees to determine the best methods for improvement. The same applies to contractors and vendors. The Rapid will attempt to work directly with any affected employees and will actively elicit ideas and suggestions before determining the best course of action.

Information will be documented on the Hazard Log or, if the investigation is lengthy, a separate report will be generated and stored electronically in one of the Safety and Training Department folders. If contractors have a separate program, they will supply copies of any activities related to hazard monitoring, measurement, and mitigation.

To monitor and measure the success and quality of The Rapids' hazard management efforts, the methods below are used.

- **Safety Audits and Inspections:** Safety audits and inspections refer to on-site visual inspections of the physical environment. An audit refers to a broad, general inspection of a work area or vehicle, and an inspection is focused on a specific feature (i.e., the Maintenance Shop would undergo a safety audit and the eyewash station in the shop would be inspected).

- **HFACS Reviews:** HFACS reports are tracked on the HFACS Summary for analysis and review. Accident/Incident factors that may not be evident in the original reports may be highlighted through a closer look at other potential causes.

- **Operator Evaluations:** Evaluations of bus operator performance can determine errors occurring with the individual and with operators in general. As common errors are discovered, methods for mitigating the hazards can be implemented. Operator evaluations can be conducted by the Transportation or Safety departments.

- **Technician Evaluations:** Evaluations of technician performance can determine errors occurring with the individual and with technicians in general. As common errors are discovered, methods for mitigating the hazards can be implemented. Technician evaluations can be conducted by the Maintenance, Facilities, or Safety Departments.

- **Safety Compliance Reviews:** As safety program reviews are completed, a compliance review is conducted to ensure that employees continue to perform safely. Any changes in a safety program must be communicated to all affected employees.

- **Trend/Statistical Analyses:** Accident, injury, incident, or close call trends are analyzed monthly, risk levels are determined, and appropriate changes or mitigations are applied. Each affected department is notified.

- **Safety Program Reviews:** Periodic reviews of The Rapid's safety programs are conducted to determine their validity and effectiveness. If a safety program undergoes revision or updating, all affected employees must be informed through training or other appropriate means. Safety compliance is also reviewed.

- **MIOSHA CET Inspections:** Third party (particularly MIOSHA's CET Division) audits of The Rapid's safety program are periodically scheduled to discover any deficiencies, inefficiencies, or inappropriate applications. When reported, the Safety Department will determine the level of risk to the agency and begin mitigation.

- **Reviews of Potential Practical Drift:** Not all instances of practical drift have negative results. The purpose of reviewing instances of practical drift, or employee non-compliance, is to determine if a safety rule needs to be refreshed with the affected workgroup (i.e., the importance of wearing safety glasses) or perhaps revised to conform to a more appropriate safety rule.

Activities to Conduct Investigations of Safety Events to Identify Causal Factors

Organizational and Human Factors:

The Rapid views safety events from an organizational perspective and is expressed in terms of safety defenses and causal factors. Initial investigations are based on gathering data as reported in accident/injury/incident reports conducted by supervisors or department managers. The Safety and Training department uses these initial reports and applies its own techniques and procedures in discovering factors or causes based on a review using HFACS (see figure 3). The intent of each investigation is to compare the type of failures in each area of defense to apply effective mitigations or remedies. A failure in supervision, for example, cannot be fixed by retraining an individual employee.

Employee Incident HFACS	Name: Click here to enter text.	Today's Date: 10/15/2014
Accident/Incident Report No.: Click here to enter text.	Assessment by: Steve Luther	Incident Date: Click here to enter a date
Incident Description: Click here to enter text.		

Type of Failure	Category 1	Category 2	Category 3	Notes
Latent	☐ Outside Influences	☐ Social		Click here to enter text
		☐ Economic		
		☐ Other		
Latent	☐ Organizational Influences	☐ Resource Management		
		☐ Organizational Climate		
		☐ Organizational Process		
Latent	☐ Supervision	☐ Inadequate Supervision		
		☐ Planned Inappropriate Operations		
		☐ Failed to Correct Known Problem		
		☐ Supervisory Violations		
Active or Latent	☐ Preconditions	☐ Environmental Factors	☐ Physical Environment	
			☐ Technological Environment	
		☐ Operator Conditions	☐ Cognitive Factors	
			☐ Psycho-Behavioral Factors	
			☐ Adverse Psychological States	
			☐ Physical/Mental Limitations	
			☐ Perceptual Factors	
		☐ Personnel Factors	☐ Coordination, Communication, Planning	
			☐ Self-imposed Stress	
		☐ Condition of Vehicle		
Active	☐ Unsafe Acts	☐ Errors	☐ Skill-based Errors	
			☐ Judgment and Decision Errors	
			☐ Perceptual Errors	
		☐ Violations	☐ Routine	
			☐ Exceptional	

Figure 3 – HFACS Form (Sample)

Data Review and Analysis:

Data collected by the Safety and Training Department is monitored through periodic reviews and analyses. It is used to determine the success and appropriateness of safety performance indicators and targets. If an indicator or target is determined to need adjustment, all stakeholders will be involved in review and revision if necessary. Safety indicators and targets are useful to determine when change is needed, and resources need to be redirected.

Areas for data monitoring include:

- Accident/Incident reports and summaries
- Injury reports and summaries
- Near Miss data
- NTD Safety data

Management of Change

Management of change is accomplished through the following:

- Retention and control of documents, blueprints, and floorplans
- Inserting safety certification in plans, designs, and documents.
- Review and recertification of changes in plans, designs, and documents.

Continuous Improvement

The process of continuous improvement is designed to identify potential or real deficiencies in the PTASP and to address them in a systematic and efficient manner. It is achieved through data collection, analysis, planning, designing and execution of safety programs and mitigations. As new technology, equipment, and techniques for working environments become available, the Safety Department will assist with the review, analysis, and testing for possible inclusion at The Rapid. Safety rule testing is applied when appropriate to ensure that any risks from new hazards introduced by system improvements are reduced to the lowest level practical.

Two notable improvements include methods for air purification on buses and in facilities, and the addition of Advanced Driver Assist Systems (ADAS) on fleet vehicles to better improve the safety of our operators, customers, and the public. The Rapid will continue to study these two improvements and implement them on our system if the opportunity arises.

Activities involving continuous improvement are subject to review and approval by the Safety Committee.

7. Safety Promotion

Competencies and Training

Safety Communication and Training Information concerning workplace safety issues is provided to employees through company-wide or departmental meetings, Safety Team briefings, bulletin board postings, memos, and other written communications. All employees are encouraged to report hazardous conditions or safety concerns by reporting it to the Safety/Training Department, a Safety Team Member, Dispatch, or the appropriate Supervisor. These reports form the foundation for Safety Team analyses, reviews, and recommendations. Workplace safety training is conducted under the direction or approval of the Safety/Training Department. The primary goal of safety training is to give employees the information and skills necessary to perform their assigned tasks without endangering themselves or others. The training complies with current State and federal standards and covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards. Safety training occurs during initial training, at sufficient intervals to refresh employees on safe practices, when safety protocols change, when deficiencies in safety programs or procedures are identified, and as new hazards are

identified in the workplace. An example of a new hazard might include the recent COVID-19 pandemic.

Examples of subjects eligible for safety training include:

- Safe driving best practices.
- Procedures designed to improve general safety in the workplace.
- Infectious disease prevention and exposure minimization, as guided by the Centers for Disease Control or local health departments.
- Safe practices for using tools and equipment.
- Ergonomic best practices.

Training records will be kept by the Safety/Training Officer and will include:

- Dates of training
- Employee names
- Copies of training materials
- Training subject

Employee sign-in sheets and/or course certification. The Human Resources Department will keep copies of individual training records.
All safety training is considered mandatory for affected employees. Other training, such as Basic First Aid and CPR, are considered voluntary and will be offered to employees as time and resources permit. All employees are encouraged to participate in community safety training and will receive credit for the classes as it applies to the work environment.

Safety Communication

The following processes and activities are used to communicate safety and safety performance information throughout The Rapid:

Safety Training: Safety training includes initial employee training, classroom style training for new employees, online courses for new and current employees, and recurring training as needed with individuals.

Safety Memos: Memos are issued by the Safety Department and include information regarding new or updated safety rules, policies or procedures, warnings about recognized hazards, or critical safety notices.

Digital Communication Displays: The digital communication displays are used for transmitting the same information as issued in safety memos and include periodic safety reminders.

Blink: The communication platform allows safety communication with occasional postings, surveys, access to elements of the safety program, electronic forms, employee chats, and critical safety notices.

Vista: The software, primarily used by the Human Resources Department, houses the chemical inventory and additional safety program material.

Agency Website: The agency website is used for communicating safety information to The Rapid's customers and the community at large.

Agency Social Media: The agency social media is used for communicating safety information to The Rapid's customers and the community at large in a similar way as the agency website.

Public Media: Personnel from the Communications Department are responsible for interacting with public media and can issue prepared statements, participate in interviews, and share information as approved by management.

Safety Committee:

The Safety Committee consists of an equal number of frontline transit workers representatives and management representatives. The management representatives and committee chair are chosen by the Accountable Executive or their designee. The frontline workers are chosen by ATU – Local 836. The

committee is scaled appropriately in size, scope, and complexity of the agency and is convened by a joint labor-management process.

The Safety Committee is comprised of 8 voting members and is currently chaired by the Director of Safety and Training, appointed by the Accountable Executive. Agendas are developed by the chair with the understanding that any member or employee of The Rapid can contribute by completing an agenda request form. Meeting notes are recorded in writing and maintained in electronic format on The Rapid's servers. Paper copies or pdf copies are available to members on request.

Safety training is made available through online offerings from FTA, OSHA, MIOSHA, NIOSH, FMCSA, APTA, ATU, NSC, and any other state or national safety organization with training resources.

The committee will access subject matter experts as needed to aid in determining recommendations.

The Safety Committee will consider, discuss, and vote on agenda items it deems worthy of forwarding to the Accountable Executive for consideration and further action.

Communication with the Board of Directors will be done through the Accountable Executive in the form of a report.

If the Safety Committee were to become deadlocked on an issue, the matter will be turned over to the Accountable Executive, who will be given the issue at hand, a brief or interview with both sides of the deadlock and will be allowed a reasonable amount of time to make a final decision.

Safety Committee Responsibilities:

At a minimum, the Safety Committee will:

1. Review and approve The Rapid's PTASP
2. Set annual performance targets for the safety risk reduction program.
3. Identify and recommend safety risk mitigations necessary to reduce the likelihood and severity of potential consequences identified through The Rapid's safety risk assessment, including safety risk mitigations associated with any instance where The Rapid did not meet an annual safety performance target in the safety risk reduction program.
4. Identify safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended, including safety risk mitigations associated with any instance where The Rapid did not meet an annual safety performance target in the safety risk reduction program.
5. Identify safety deficiencies for continuous improvement including instances where The Rapid did not meet an annual safety performance target in the safety risk reductions program.

Additional Information

Supporting Documentation

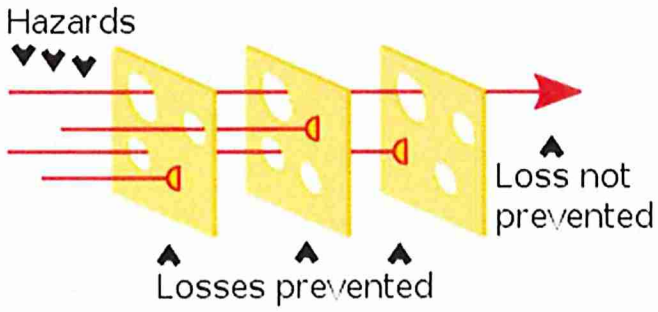
- Military Standard 882E
- The Rapid Emergency Response Plan (ERP)
- The Rapid Security Plan
- Individual safety plans and programs
- Transit Asset Management Plan (TAM)

Definitions of Special Terms Used in the PTASP

Term	Definition
Accident	An unexpected event that causes injury, loss of life to a person, or damage to property and/or equipment. A collision is contact by a vehicle with another vehicle, pedestrians, bicyclists, animals, or objects. (proposed for removal)
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's PTASP, in accordance with 49 U.S.C. 5329(d) and the transit agency's TAM Plan in accordance with 49 U.S.C. 5326
Assault on a Transit Worker	As defined under 49 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.
CDC	Centers for Disease Control and Prevention of the United States Department of Health and Human Services.
Chief Safety Officer	An adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.
Direct Recipient	An entity that receives Federal financial assistance directly from the Federal Transit Administration.
Emergency	As defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, sever storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and emergency Assistance Act (42 U.S.C. 5170).
Equivalent Entity	An entity that carries out duties like that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.
Event	An accident, incident, or occurrence. (proposed for removal)
FTA	The Federal Transit Administration, an operating administration within the United States Department of Transportation.
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 of a public

	transportation system; or damage to the environment, public perception, or reputation of a public transit system.
Human Factors Analysis and Classification System (HFACS)	A standardized process for determining active and latent causes of human error. The 4 levels of potential failure are unsafe acts, preconditions for unsafe acts, unsafe supervision, and organizational influences.
Incident	An unexpected event that has the potential to cause but does not result in serious injury, and/or damage to property and/or equipment. (proposed for removal)
Investigation	The process of determining the causal and contributing factors of a safety event, or hazard, for the purpose of preventing recurrence and mitigating safety risk.
Joint Labor-Management Process	A formal approach to discuss topics affecting transit workers and the public transportation system.
Large Urbanized Area Provider	A recipient or subrecipient of financial assistance under 49 U.S.C. 5307 that serves an urbanized area with a population of 200,000 or more as determined by Census data.
Military Standard 882E	The basis for Safety Management Systems in public transportation. This system safety standard practice identifies the Department of Defense (DoD) Systems Engineering (SE) approach to eliminating hazards, where possible, and minimizing risks where those hazards cannot be eliminated. This Standard covers hazards as they apply to systems / products / equipment / infrastructure (including both hardware and software) throughout design, development, test, production, use, and disposal. http://everyspec.com/MIL-STD/MIL-STD-0800-0899/MIL-STD-882E_41682/
Near-miss (also known as a Close Call)	A narrowly avoided safety event.
Occurrence	An event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency. (proposed for removal)
Operator of a Public Transportation System	A provider of public transportation.
Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
Performance Target	A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by FTA.
Potential Consequence	The possible effect of a hazard.
Practical Drift	The slow uncoupling of practice from written procedure. It usually occurs to fit the needs of the individual but may indicate an undocumented improvement in procedures.

Public Transportation	As defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and does not include: • Intercity passenger rail transportation provided by the entity described in 49 U.S.C. chapter 243 (or a successor to such entity). • Intercity bus service. • Charter bus service. • School bus service. • Sightseeing service. • Courtesy shuttle service for patrons of one or more specific establishments. • Intra-terminal or intra-facility shuttle services.
Public Transportation Agency Safety Plan (PTASP)	A documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329.
Recipient	A State or local governmental authority, or any other operator of a public transportation system, that receives financial assistance under 49 U.S.C. chapter 53.
Root Cause	The basic condition that leads to an accident or incident. The root cause does not always produce accidents and injuries but does produce an environment where accidents and injuries become more likely to occur.
Safety	Freedom from conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. Safety is freedom from unintentional harm.
Safety Assurance	Processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Committee	The formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329.
Safety Event	An unexpected and undesirable outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; damage to the environment; or harm to an agency's reputation. (proposed replacement for accident, incident, event and occurrence)
Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.
Safety Management System (SMS)	The formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS include

	systematic procedures, practices, and policies for managing hazards and safety risks.
SMS Executive	A Chief Safety Officer or an equivalent.
Safety Performance Target	A performance target related to safety management activities.
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety Risk	The composite of predicted severity and likelihood of a potential consequence of a hazard.
Safety Risk Assessment	The formal activity whereby a transit agency determines safety risk management priorities by establishing the significance or value of its safety risk.
Safety Risk Management	A process within a transit agency's PTASP for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.
Safety Risk Mitigation	A method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.
Safety Set Aside	The allocation of not less than 0.75 percent of assistance received by a large, urbanized area provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307.
Security	Freedom from conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment caused intentionally by others. Acts of vandalism, violence or terrorism are considered security events. Security is freedom from intentional harm.
State of Good Repair	The condition in which a capital asset is able to operate at a full level of performance.
Subrecipient	An entity that receives Federal transit grant funds indirectly through a State or a direct recipient.
Swiss Cheese Model of Accident Causation	As described by James Reason, organizations build defenses to reduce or eliminate safety risks. Each defense contains weaknesses or "holes" through which a hazard can move forward. If the holes in defenses line up, an accident, injury or catastrophic event can occur. 

Transit Agency	An operator of a public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.
Transit Asset Management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs of their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.
Transit Worker	Any employee, contractor, or volunteer working on behalf of the transit agency.
Urbanized Area	As defined under 49 U.S.C. 5302, an area encompassing a population of 50,000 or more that has been defined and designated in the most recent decennial census as an "urbanized area" by the Secretary of Commerce.
Work Injury	Any injury, occupational disease or disability that arises out of, or during any work-related activity and requires first aid or medical treatment. Worker's Compensation and MIOSHA related injuries are considered work injuries for the purposes of this policy.

List of Acronyms Used in the PTASP

Acronym	Word or Phrase
ADA	Americans with Disabilities Act
AED	Automated Electronic Defibrillator
APTA	American Public Transportation Association
CAP	Corrective Action Plan
CBA	Collective Bargaining Agreement
CCTV	Closed Circuit Television
CDL	Commercial Driver's License
CEO	Chief Executive Officer
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CM	Change Management (aka Configuration Management)
CNG	Compressed Natural Gas
COO	Chief Operations Officer
COOP	Continuity of Operations Plan

CPTED	Crime Prevention Through Environmental Design
CPR	Cardiopulmonary Resuscitation
CSO	Chief Safety Officer
DOJ	Department of Justice
DOT	Department of Transportation
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERP	Emergency Response Plan
FMCSA	Federal Motor Carrier Safety Administration
FMLA	Family Medical Leave Act
FOIA	Freedom of Information Act
FTA	Federal Transit Administration
HFACS	Human Factors Analysis and Classification System
HIPAA	Health Insurance Portability and Accountability Act
HR	Human Resources
IT	Information Technology
MDT	Mobile Data Terminal
MIOSHA	Michigan Occupational Safety and Health Administration
MOA/MOU	Memorandum of Agreement/Memorandum of Understanding
MPO	Metropolitan Planning Organization
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NIOSH	National Institute for Occupational Safety and Health
NTD	National Transit Database

NTSB	National Transportation Safety Board
OEM	Original Equipment Manufacturer/Manufacturing
OHA	Operational Hazard Analysis
OSHA	Occupational Safety and Health Administration
PA	Public Address
PHA	Preliminary Hazard Analysis
PIO	Public Information Officer
PMP	Project Management Plan
PPE	Personal Protective Equipment
PTASP	Public Transit Agency Safety Plan
SMS	Safety Management System
SSI	Sensitive Security Information
SSMP	Safety and Security Management Plan
SSP	System Security Program
SSPP	System Safety Program Plan
TRB	Transportation Research Board
TSI	Transportation Safety Institute
TSSP	Transit Safety and Security Program (certificate)
TVA	Threat and Vulnerability Assessment
VIPR	Visible Intermodal Protection and Response Team
WMD	Weapons of Mass Destruction

Interurban Transit Partnership

INTERURBAN TRANSIT PARTNERSHIP SAFETY COMMITTEE

RESOLUTION No. 24-1

Fiscal Year: 2023-2024

Moved and supported to adopt the following resolution:

Approval of the Public Transit Agency Safety Plan (PTASP) for Fiscal Year 2024

BE IT RESOLVED that the PTASP be approved and implemented for the current fiscal year.

CERTIFICATE

The undersigned, the Safety Committee Chair, certifies that the foregoing is a true and correct copy of a resolution adopted at a convened meeting of the Interurban Transit Partnership Safety Committee.

Stephan Luther, Committee Chair

3/14/2024
Date

Interurban Transit Partnership

5a

DATE: March 27, 2024

TO: ITP Board

FROM: Jason Prescott

SUBJECT: FEBRUARY 2024 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for February 2024, as compared to February 2023

	2024	2023	% Change
Total Paratransit Ridership	19,262	16,487	16.8%
ADA Ridership	15,957	13,398	19.1%
Non-Disabled Senior (NDS) Ridership	169	86	96.5%
PASS Ridership	224	184	21.7%
Network 180	2,250	2,006	12.2%

Ridership averages, as compared to 2023

	2024	2023	% Change
Weekday Ridership	723	628	15.1%
Saturday Ridership	258	230	12.2%
Sunday Ridership	236	217	8.8%

Other Performance Measures

	2024	2023	% Change
On-Time Performance	93.90%	78.00%	20.4%
On-Time Drop-Off	95.60%	77.00%	24.2%
Average Cost Per Trip	$45.93	$39.71	15.7%

February 2024 Paratransit Ridership and Operating Statistics

ADA	2024	2023	Change	% Change
Clients	1,262	1,197	65	5.4%
Passenger Trips	15,957	13,398	2,559	19.1%
NDS				
Clients	17	16	1	6.3%
Passenger Trips	169	86	83	96.5%
PASS				
Clients	14	15	(1)	-6.7%
Passenger Trips	224	184	40	21.7%
CONTRACTED				
Clients	0	0	0	#DIV/0!
Passenger Trips	0	0	0	#DIV/0!
RIDELINK				
Clients	249	302	(53)	-17.5%
Passenger Trips (Performed by The Rapid)	662	813	(151)	-18.6%
TOTALS				
Clients	1,542	1,530	12	0.8%
Passenger Trips	17,012	14,481	2,531	17.5%
Average Weekday Ridership	723	628	95	15.1%
Average Saturday Ridership	258	230	28	12.2%
Average Sunday Ridership	236	217	19	8.8%
All Ambulatory Passengers	13,906	11,629	2,277	19.6%
All Wheelchair Passengers	3,106	2,852	254	8.9%
No - Shows	377	358	19	5.3%
Cancellations	447	853	(406)	-47.6%
Transdev				
Average Cost per Trip	$45.93	$39.71	$6.22	15.7%
Riders per Hour	2.0	2.1	(0.1)	-3.8%
Accidents per Month	2.0	0.0	2	#DIV/0!
Trip Denials	0	0	0	#DIV/0!
NTD Travel Time (minutes)	30	29	1	2.8%
NETWORK 180				
Passenger Trips	2,250	2,006	244	12.2%
Average Weekday Ridership	107	100	7	7.0%
TOTAL PASSENGER TRIPS	**19,262**	**16,487**	**2,775**	16.8%

Paratransit Service Quality Statistics: network 180 Excluded

Complaints	2024	2023	% of Trips	% Change
Transdev Complaints	23	26	0.1%	-11.5%
On-Time Performance				
On-Time Compliance - Pick-up	93.90%	78.00%	15.9%	20.4%
On-Time Compliance - Drop-off	95.60%	77.00%	18.6%	24.2%

Interurban Transit Partnership

300 Ellsworth SW, Grand Rapids, Michigan 49503-4005 Ph 616 456 7514

Date: March 21, 2024

To: Board of Directors

From: Jason Prescott, Director, Paratransit, ADA and Mobility

Subject: Rapid Connect February 2024 Monthly Report

OVERVIEW

Rapid Connect mobility on-demand program report from Thursday, February 1 through Thursday, February 29.

HISTORICAL CONTEXT

The Rapid Connect service launched on January 3rd, 2022, in Walker and Kentwood to improve accessibility to public transportation within those two jurisdictions. The initial pilot (Jan-Mar) had a service operating on weekdays from 6 a.m. to 6 p.m. Presently the service operates until 10 p.m. on weekdays.

Sign-ups remain consistent from week to week. To date, 2,122 people have signed up to use this new service.

All training and testing trips taken by operators or Rapid employees have been omitted from all calculations included in this report.

CURRENT RIDERSHIP

Between Thursday, February 1, 2024, and Thursday, February 29 (1 month service period), there were a total of 1,066 completed trips.

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There were 730 completed trips in Kentwood (68%), and 336 trips completed in Walker (32%). There were 49 individual riders in Kentwood and 20 in walker that made up these trip counts for the month of February.

The average fare trip distance in Kentwood is 2.76 miles, and 2.95 miles in Walker. The fare trip distance is the distance between the pickup and drop off points and does not consider other stops on the route.

The earliest trip in Kentwood for February had a reported arrival time of 5:53 a.m. The latest trip was completed at 9:58 p.m.

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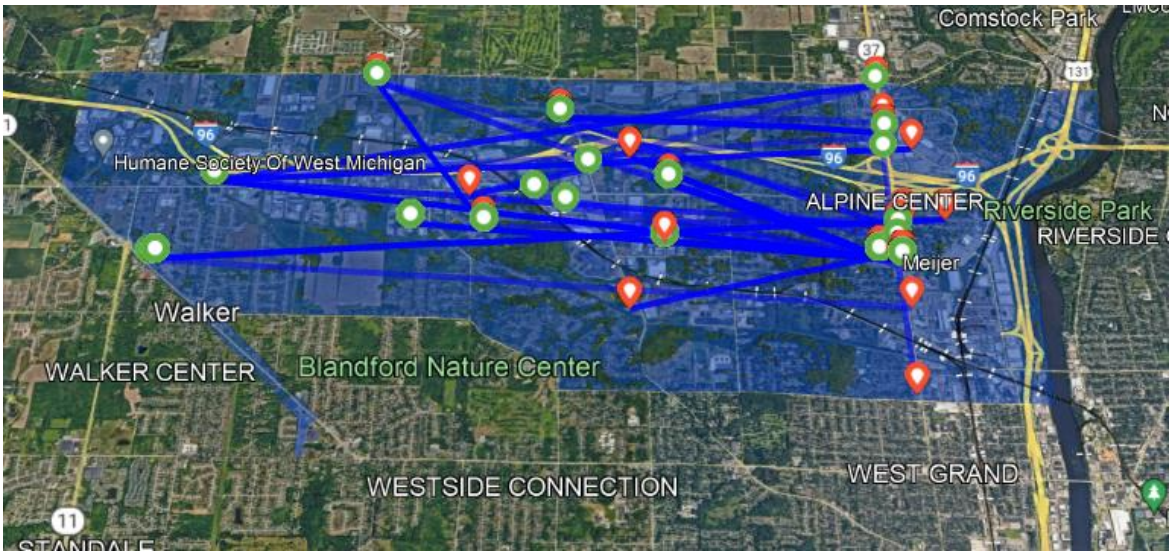
The earliest trip in Walker for February had a reported arrival time of 5:50 a.m. The latest trip was completed at 9:45 p.m.



11 Destinations were identified in the expanded zone for February 2024.

1625 Alpine Ave NW

2134 Alpine Ave NW

3000 Alpine Ave NW

3131 Alpine Ave NW

3248 Alpine Ave NW

3352 Alpine Ave NW

3587 Alpine Ave NW

3596 Alpine Ave NW

2189 Walker Ave NW

785 – A Center Dr NW

566 Lankamp

Interurban Transit Partnership

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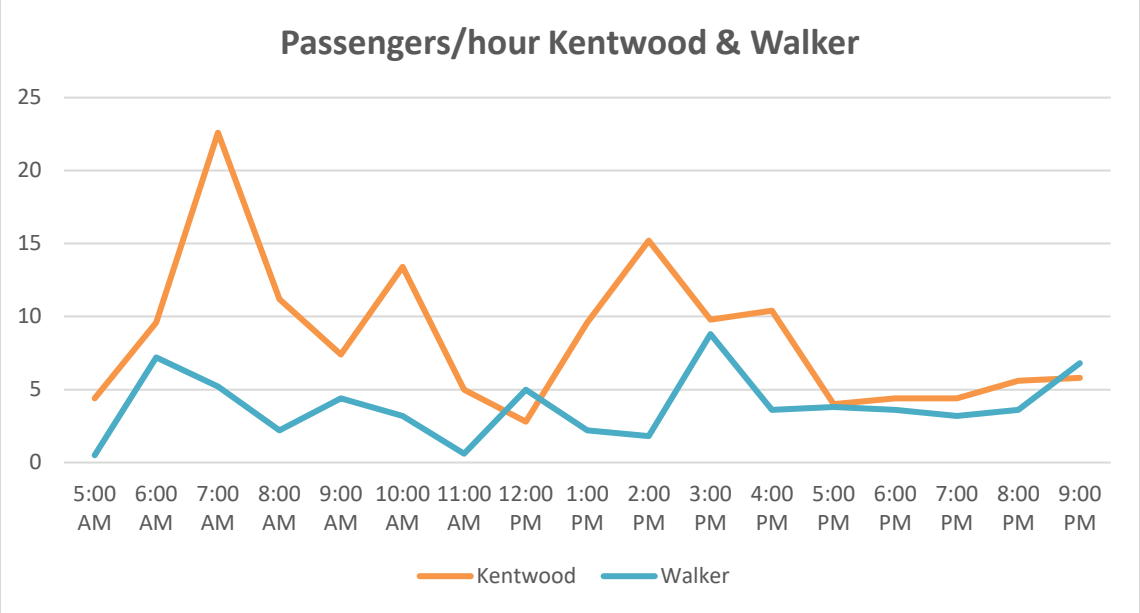
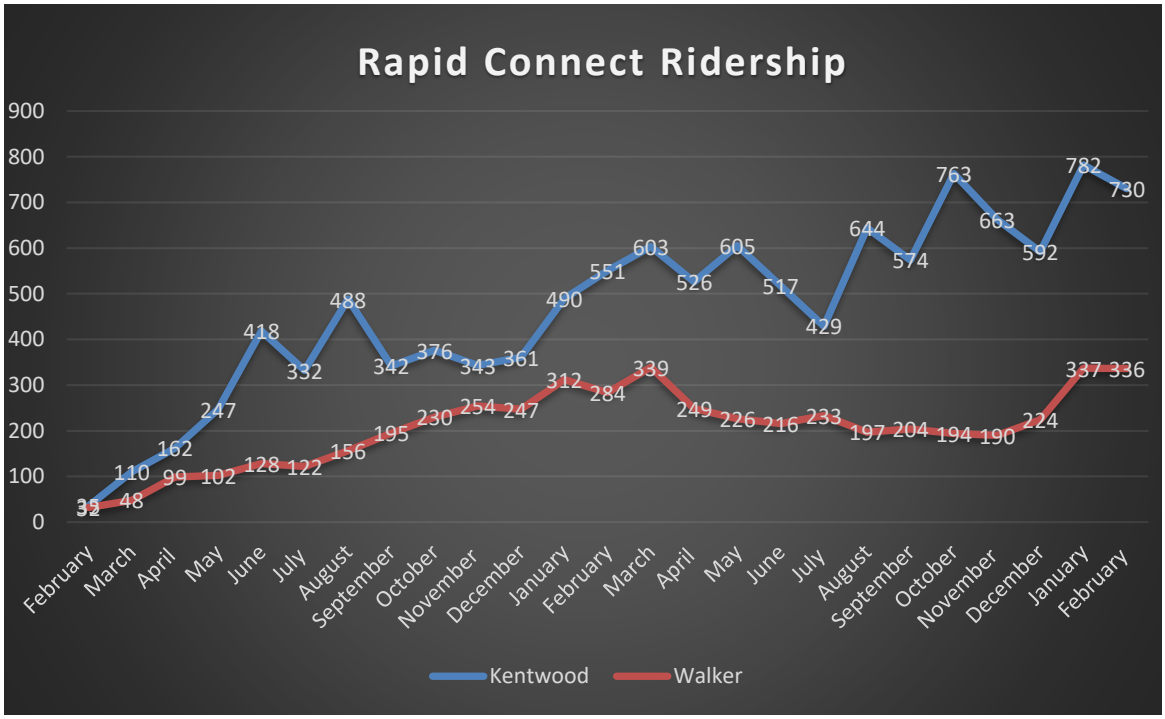




Date: February 13, 2024

To: ITP Board

From: Jeffrey King – Community Relations Specialist
Nick Monoyios – Director of Planning

Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – January 2024

OVERVIEW:

Overall, January 2024 ridership and productivity measures underperformed those of January 2023. This is likely due to a combination of the service adjustments implemented on January 2, 2024, along with the series of inclement snow days during the mid-month. The Laker Line accounted for most of the increase in Contracted Service ridership.

BACKGROUND INFORMATION

Monthly Ridership

	Jan 2024	Jan 2023	% Change
Regular Fixed Route Service *(Routes 1–44)*	324,384	364,312	-11.0%
Contracted Service *(GVSU, DASH, GRCC, and Ferris)*	185,122	172,943	7.0%
Total Monthly Fixed Route Ridership	**509,506**	**537,255**	**-5.2%**

Daily Average Ridership

	Jan 2024	Jan 2023	% Change
Weekday Total	20,959	22,144	-5.4%
Weekday Evening	2,964	2,778	6.7%
Saturday	8,013	8,597	-6.8%
Sunday	4,088	3,926	4.1%

Productivity Summary

	Jan 2024	Jan 2023	% Change
Average passengers per hour per route	12.9	13.2	2.3%
Average passengers per mile per route	0.95	0.97	-2.1%
Average farebox recovery percent per route	10.6%	9.8%	8.2%

Fiscal Year Ridership

	FY 2024	FY 2023	% Change
Regular Fixed Route Service *(Routes 1–44)*	1,446,470	1,419,809	↑ 1.9%
Contracted Service *(GVSU, DASH, GRCC, and Ferris)*	683,351	629,274	↑ 8.6%
Total Fixed Route Ridership YTD	**2,129,821**	**2,049,083**	**↑ 3.9%**

COMPARISON OF JANUARY 2024 TO JANUARY 2019

Monthly Ridership

	Jan 2024	Jan 2019	% Change
Regular Fixed Route Service *(Routes 1–44)*	324,384	550,097	-41.0%
Contracted Service *(GVSU, DASH, GRCC, and Ferris)*	185,122	273,047	-32.2%
Total Monthly Fixed Route Ridership	**509,506**	**823,144**	**-38.1%**

Daily Average Ridership

	Jan 2024	Jan 2019	% Change
Weekday Total	20,959	33,957	-38.3%
Weekday Evening	2,964	4,416	-32.9%
Saturday	8,013	12,791	-37.4%
Sunday	4,088	6,232	-34.4%

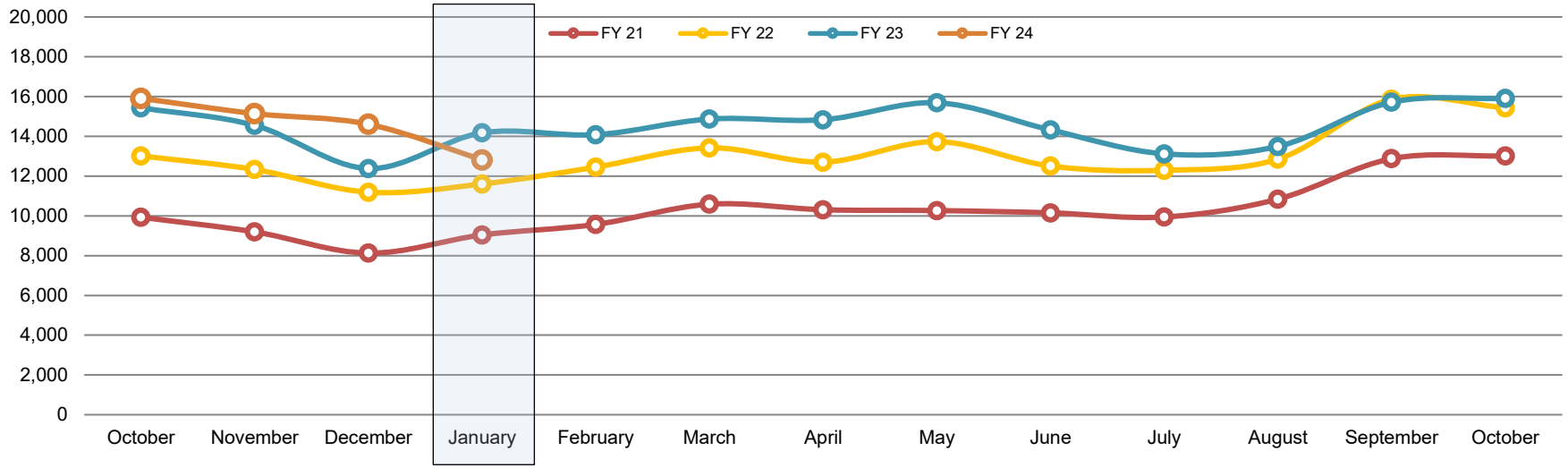
Productivity Summary

	Jan 2024	Jan 2019	% Change
Average passengers per hour per route	12.9	17.6	-26.7%
Average passengers per mile per route	0.95	1.43	-33.6%
Average farebox recovery percent per route	10.6%	22.4%	-52.7%

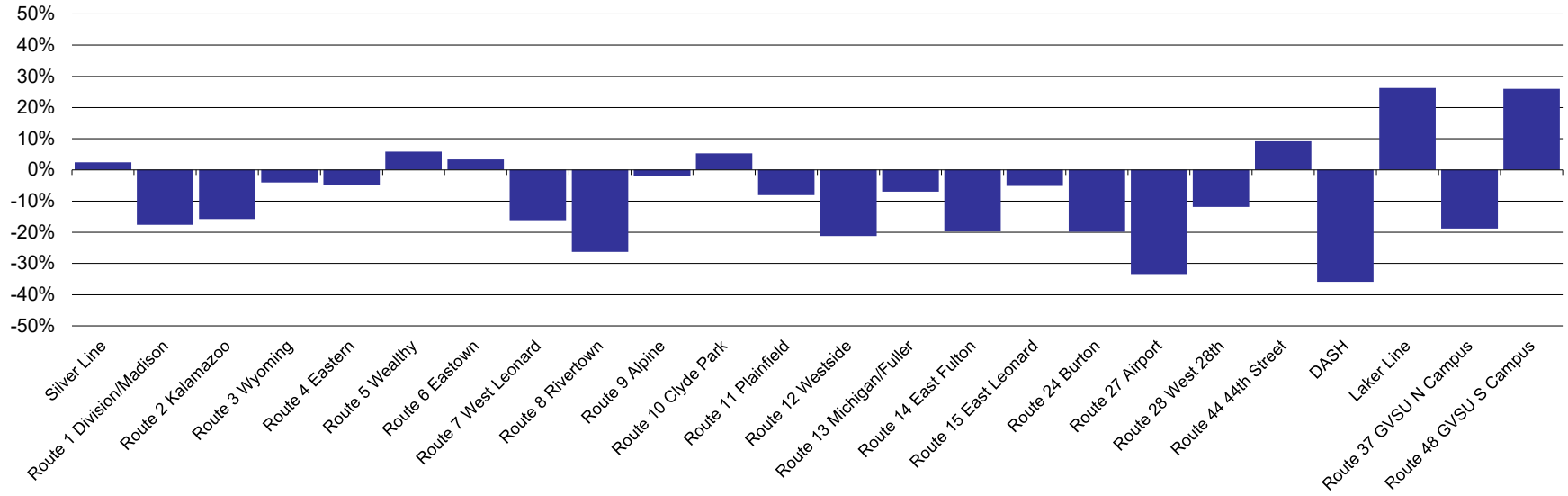
Fiscal Year Ridership

	FY 2024	FY 2019	% Change
Regular Fixed Route Service *(Routes 1–44)*	1,446,470	2,449,462	-40.9%
Contracted Service *(GVSU, DASH, GRCC, and Ferris)*	683,351	1,201,729	-43.1%
Total Fixed Route Ridership YTD	**2,129,821**	**3,651,191**	**-41.7%**

Monthly Weekday Average Ridership History



Percent Change by Route: January 2024 compared to January 2023



Date: March 8, 2024

To: ITP Board

From: Nick Monoyios – Director of Planning
Jeffrey King – Community Relations Specialist

Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – February 2024

OVERVIEW: February 2024 ridership and productivity metrics outperformed February 2023. Notably, our Contracted Services experienced a 31.9% increase in ridership primarily driven by the Laker Line and GVSU apartment routes.

BACKGROUND INFORMATION

Monthly Ridership

	Feb 2024	Feb 2023	% Change
Regular Fixed Route Service *(Routes 1–44)*	367,941	331,376	↑ 11%
Contracted Service *(GVSU, DASH, GRCC, and Ferris)*	223,088	169,162	↑ 31.9%
Total Monthly Fixed Route Ridership	**591,029**	**500,538**	↑ **18.1%**

Daily Average Ridership

	Feb 2024	Feb 2023	% Change
Weekday Total	25,391	22,336	↑ 13.7%
Weekday Evening	3,482	2,926	↑ 19%
Saturday	9,422	9,046	↑ 4.2%
Sunday	5,031	4,409	↑ 14.1%

Productivity Summary

	Feb 2024	Feb 2023	% Change
Average passengers per hour per route	15.1	13	16.2%
Average passengers per mile per route	1.12	0.96	16.1%
Average farebox recovery percent per route	11.2%	11%	↑ 0.2%

Fiscal Year Ridership

	FY 2024	FY 2023	% Change
Regular Fixed Route Service *(Routes 1–44)*	1,814,411	1,751,173	↑ 3.6%
Contracted Service *(GVSU, DASH, GRCC, and Ferris)*	906,438	798,436	↑ 13.5%
Total Fixed Route Ridership YTD	**2,720,849**	**2,549,609**	↑ **6.7%**

COMPARRISON OF FEBRUARY 2024 TO FEBRUARY 2019

Monthly Ridership

	Feb 2024	Feb 2019	% Change
Regular Fixed Route Service *(Routes 1–44)*	367,941	564,439	-34.8%
Contracted Service *(GVSU, DASH, GRCC, and Ferris)*	223,088	331,281	-32.7%
Total Monthly Fixed Route Ridership	**591,029**	**895,720**	**-34%**

Daily Average Ridership

	Feb 2024	Feb 2019	% Change
Weekday Total	25,391	40,865	-37.9%
Weekday Evening	3,482	5,530	-37%
Saturday	9,422	13,447	-29.9%
Sunday	5,031	6,160	-18.3%

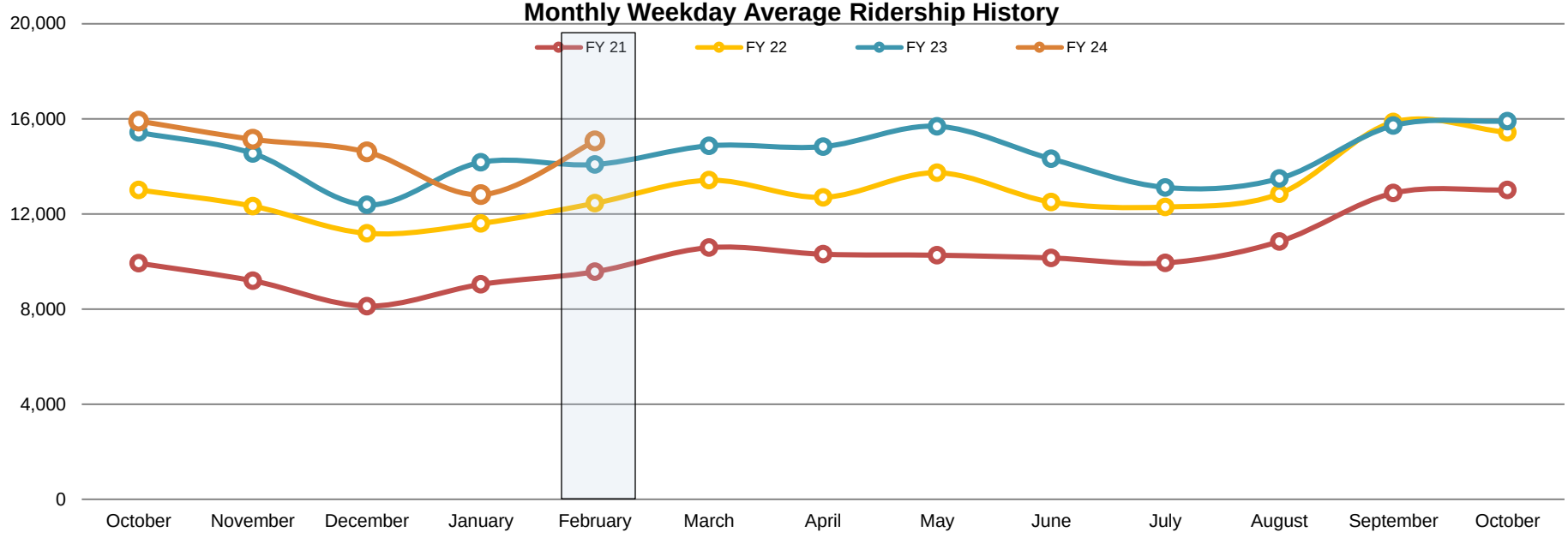
Productivity Summary

	Feb 2024	Feb 2019	% Change
Average passengers per hour per route	15.1	19.62	-23%
Average passengers per mile per route	1.12	1.59	-29.6%
Average farebox recovery percent per route	11.2%	23.21%	-51.7%

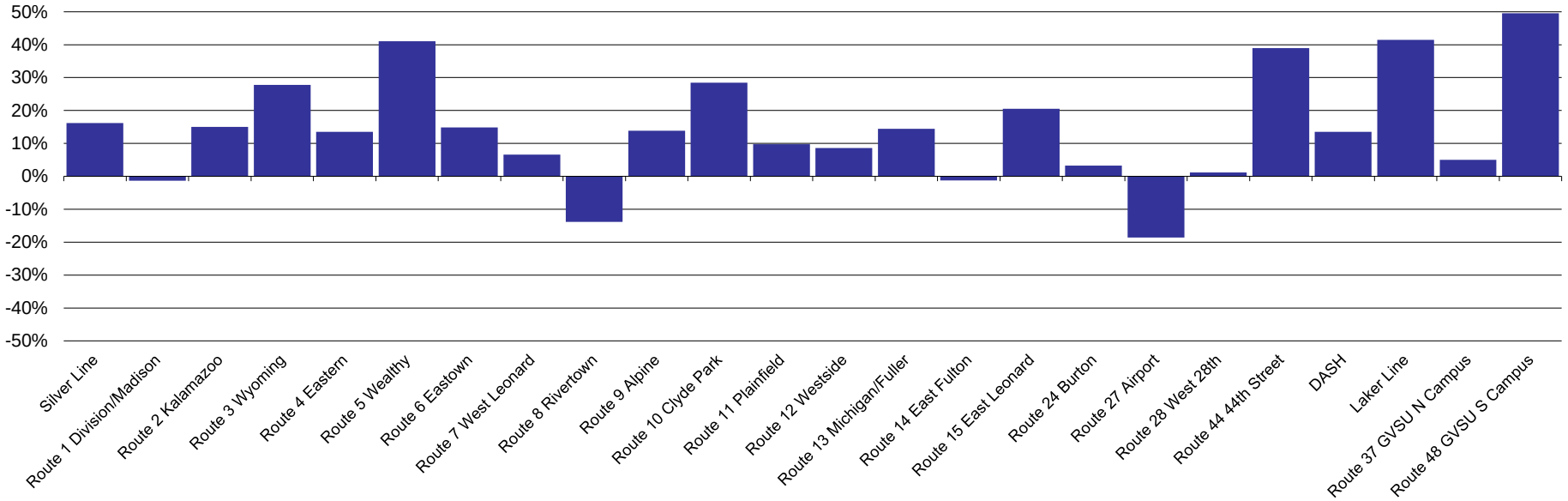
Fiscal Year Ridership

	FY 2024	FY 2019	% Change
Regular Fixed Route Service *(Routes 1–44)*	1,814,411	3,013,901	-39.8%
Contracted Service *(GVSU, DASH, GRCC, and Ferris)*	906,438	1,533,010	-40.9%
Total Fixed Route Ridership YTD	**2,720,849**	**4,546,911**	**-40.2%**

Monthly Weekday Average Ridership History



Percent Change by Route: February 2024 compared to February 2023



Interurban Transit Partnership

Date: March 27, 2024

To: ITP Board of Directors

From: Linda Medina, Director of Finance

Subject: January 2024 Operating Statements

Attached are the financial reports for general operating and grants through January 2024. However, please note that the Professional Development and Travel report is not included due to inactivity.

FY 23/24 YTD Operating Statement Analysis

Revenues are overall comparable to the budget, with some variations:

- Fares are trending 3% below budget due to ridership and service level reductions
- Sales of Transportation Services are 3.9% under budget. Monitoring of Community Mental Health ridership continues, while DASH service is expected to improve with the reinstatement of Monday/Tuesday service.
- Township Services are 44.3% over budget, primarily due to Special Olympics requesting to be billed for the remainder of their contract

Expenses are 13.1% under budget (before capitalizing operating expenses)

- Salaries, Wages, and Fringes remain under budget, with a focus on employee recruitment and retention
- Materials and Supplies are 14.8% under budget despite increased CNG and propane consumption. The cost per gallon continues to be lower than budgeted
- $309,271 in operating expenses have been capitalized to Preventive Maintenance

For any further inquiries regarding the attached financial reports, please don't hesitate to contact me directly at (616) 774-1149 or lmedina@ridetherapid.org.

The Rapid
Operating Statement
Year to Date as of January 31, 2023

	YTD as of January 31, 2024		Variance		Last Year FY 22/23	Current Year FY 23/24
	Budget	Actual	$	%	YTD Actual	Annual Budget
Revenues and Operating Assistance						
Passenger Fares	$ 1,600,413	$ 1,552,363	$ (48,050)	-3.0%	$ 1,434,724	$ 4,895,883
Sale of Transportation Services						
CMH Contribution	151,797	121,480	(30,317)	-20.0%	136,330	447,839
Dash Contract	621,286	575,735	(45,551)	-7.3%	547,954	1,856,468
Grand Valley State University	1,369,499	1,329,016	(40,483)	-3.0%	1,147,637	3,682,642
Van Pool Transportation	-	-	-	0.0%	(1,162)	-
Township Services	66,647	96,151	29,504	44.3%	138,807	185,836
Other	73,922	71,533	(2,389)	-3.2%	71,293	218,635
Subtotal Sale of Transportation Services	2,283,151	2,193,915	(89,236)	-3.9%	2,040,859	6,391,421
State Operating	6,522,876	5,581,462	(941,413)	-14.4%	4,782,265	18,870,616
Property Taxes	6,553,667	6,880,376	326,708	5.0%	6,209,208	19,661,002
Advertising & Miscellaneous	228,277	887,152	658,875	288.6%	416,663	714,020
Subtotal Revenues and Operating Assistance	17,188,384	17,095,268	(93,117)	-0.5%	14,883,718	50,532,941
Grant Operating Revenue	-		-	0.0%	4,880,759	70,907,963
Unrestricted Net Reserves	-	-	-	0.0%	-	5,474,451
Total Revenues and Operating Assistance	**$ 17,188,384**	**$ 17,095,268**	**$ (93,117)**	**-0.5%**	**$ 19,764,477**	**$ 56,007,392**
Expenses						
Salaries and Wages						
Administrative	$ 2,079,802	$ 1,843,032	$ (236,770)	-11.4%	$ 1,732,839	$ 7,226,977
Operators	4,933,283	4,023,011	(910,271)	-18.5%	4,171,189	16,033,168
Maintenance	856,264	773,813	(82,451)	-9.6%	655,553	2,782,858
Subtotal Salaries and Wages	7,869,349	6,639,857	(1,229,492)	-15.6%	6,559,581	26,043,003
Benefits	3,785,862	2,930,100	(855,762)	-22.6%	3,176,993	10,842,785
Contractual Services	1,218,145	1,217,708	(437)	0.0%	1,007,567	3,912,166
Materials and Supplies						-
Fuel and Lubricants	901,768	652,037	(249,731)	-27.7%	874,864	3,026,466
Other	573,790	604,686	30,895	5.4%	468,954	1,969,374
Subtotal Materials and Supplies	1,475,559	1,256,723	(218,836)	-14.8%	1,343,818	4,995,840
Utilities, Insurance, and Miscellaneous	2,135,386	1,877,166	(258,220)	-12.1%	2,096,456	5,699,115
Purchased Transportation	2,838,997	2,873,946	34,949	1.2%	2,195,561	8,514,483
Expenses Before Capitalized Operating	19,323,297	16,795,500	(2,527,797)	-13.1%	16,379,976	60,007,392
Capitalized Operating Expenses	(309,271)	(309,271)	(0)	0.0%	-	(4,000,000)
Total Operating Expenses	**$ 19,014,026**	**$ 16,486,229**	**$ (2,527,797)**	**-13.3%**	**$ 16,379,976**	**$ 56,007,392**
Net Surplus/(Deficit) without Net Reserves		**$ 609,039**			**$ (1,496,257)**	
Net Surplus/(Deficit) with Net Reserves		**$ 609,039**			**$ 3,384,502**	

Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 01/31/24

		Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target 33%
	Grant Revenue						
1.	Federal Grant Assistance	16,232,189	16,232,189	1,743,614	5,331,834	10,900,355	33%
2.	State Grant Assistance	4,058,047	4,058,047	435,903	1,332,958	2,725,089	33%
3.	Transfer In - Operating Budget	0	0	0	0	0	100%
4.	Use of Restricted Net Assets	0	0	0	0	0	100%
5.	Other Local	0	0	0	0	0	100%
6.	Total Grant Revenue	20,290,236	20,290,236	2,179,517	6,664,792	13,625,444	33%
	Labor						
7.	Administrative Salaries	0	0	0	0	0	100%
8.	Driver Wages	0	0	0	0	0	100%
9.	Temporary Wages	0	0	0	0	0	100%
10.	Fringe Benefit Distribution	0	0	0	0	0	100%
11.	Total Labor	0	0	0	0	0	100%
	Material & Supplies						
12.	Tires & Tubes	322,000	322,000	23,180	76,573	245,427	24%
13.	Office Supplies	0	0	0	0	0	100%
14.	Printing	0	0	0	0	0	100%
15.	Total Material & Supplies	322,000	322,000	23,180	76,573	245,427	24%
	Purchased Transportation						
16.	Purchased Transportation	1,200,000	1,200,000	100,000	400,000	800,000	33%
17.	Specialized Services	0	0	0	0	0	100%
18.	Total Purchased Transportation	1,200,000	1,200,000	100,000	400,000	800,000	33%
	Other Expenses						
19.	Dues & Subscriptions	26,000	27,000	0	26,757	243	99%
20.	Professional Development	0	0	0	0	0	100%
21.	Miscellaneous	0	1,859	0	0	1,859	0%
22.	Total Other Expenses	26,000	28,859	0	26,757	2,102	93%
	Leases						
23.	Office Lease	0	0	0	0	0	100%
24.	Transit Center Lease	0	0	0	0	0	100%
25.	Storage Space Lease	0	0	0	0	0	100%
26.	Total Leases	0	0	0	0	0	100%
	Capital						
27.	Rolling Stock	4,320,079	4,320,079	682,464	3,412,320	907,759	79%
28.	Facilities	3,617,625	6,055,443	368,720	1,077,312	4,978,131	18%
29.	Equipment	675,298	1,883,609	12,148	28,491	1,855,118	2%
30.	Other	1,742,950	2,041,091	611,301	1,089,515	951,576	53%
31.	Total Capital	10,355,952	14,300,222	1,674,633	5,607,638	8,692,584	39%
32.	Planning Services	4,932,231	985,102	72,433	244,553	740,549	25%
33.	Capitalized Operating	3,454,053	3,454,053	309,271	309,271	3,144,782	9%
34.	Total Expenditures	20,290,236	20,290,236	2,179,517	6,664,792	13,625,444	33%

Deb Prato

From: Wieferich, Michelle (MDOT) <WieferichM@michigan.gov> on behalf of Ruestman, Jean (MDOT) <RUESTMANJ@michigan.gov>

Sent: Friday, March 8, 2024 2:12 PM

To: Marilyn Carey; rsutten@myalma.org; Alan Meacham; niepotht; mbassett2 @barrycounty.org; ptobias; Eric Lingaur; Kelly Dunham; Kurt Braun; westonj@bata.net; handleys@bata.net; jstoppels@ci.belding.mi.us; t.mccracken@ci.belding.mi.us; Chad Hollenbeck; Jessica Carland; Nancy; wendy; cbennett@berriencounty.org; Dennis Schuh; pgillespie@berriencounty.org; Dawn Fuller; Heather Bowman; jrosenogle@cityofbr.org; branchtransit2020; branchareatransit@hotmail.com; altranoperations@jamadots.com; Jennifer Heyrman-Barney; Paige Eaton - Altran; Brett Baublitz; jzavala@myalma.org; debbie; Brian Neuville; Brian Neuville; Gerry Bundle; Julie.Hartman@ccta-mi.org; jdodds@cctransit.org; rnovotny; scovell; opsmgr@claretransit.org; finance@claretransit.org; director@claretransit.org; heibeckb; blseelman; accounting@clintontransit.com; MaLissa Schutt; Ty Piontek; ccta; Cherie Gagnon; director@databus.org; Penny Viau; Gerry Bundle; kanderson; agordon; paramskip; BFunkhouser@eatontrans.com; Donna Webb; Becky Fejedelem; kim; wanda@gladwintransit.org; Jim Oliver; katie.strand@gogebiccountytransit.com; kbales; Traci Pewinski; George Bosanic; Heather Feazel; rcowles@greenvillemi.org; Seth Buschle; dpwdirector@cityofhancock.net; treasurer@cityofhancock.net; manager@cityofhancock.net; jblake@cityofhillsdale.org; karen.lancaster; sbrosamer@cityofhillsdale.org; tbumpus@hillsdalebpu.com; ann.vollrath@cityofhoughton.com; transitdepartment; jamie.ross@tatbus.com; ken.jimkoski; mary.essenmacher@tatbus.com; thetool; Phyllis Yff; Chris Hyzer; Heidi Wenzel; pgarland@ci.ionia.mi.us; liamstrauer@gmail.com; cbarker@ictcbus.com; dnewman@ictcbus.com; fbush@ictcbus.com; Kelly Crofoot; lschoonover@ictcbus.com; Lisa Pratt; mbenitez@ictcbus.com; Michael Blake; Rick Collins; Lisa Pratt; accounting@kalkaskatransit.com; mayjor@kalkaskatransit.com; tracy@kalkaskatransit.com; Catherine Daisher; Ludington Mass Transportation Authority; pkeson; dan@manisteebus.com; Julie Stec; shann@manisteebus.com; Bill Geller; dmoore; khodges; kmcdonnell@marq-tran.com; MCoron@marq-tran.com; mricher; ezuzga@cityofmarshall.com; Mallory R. Avis; mamckee@battlecreekmi.gov; wdopp; operations; Staci Hitts; pink@mptaonline.org; Clark@mptaonline.org; Dusty Fancher; Joe@mptaonline.org; Rogers, Gary; lyn.knapp; Bowen, Marion; Ray Blamer; ontran; ontrand; sschmidt@otsegocountymi.gov; Timothy Cherwinski; nking@roscota.net; Steve Dubois; tblair@roscota.net; Richard Hall; Janelle J. Clement; Joe Nolan; tearls@clmcaa.com; Schoolcraft County Transit Authority; opsmgr@sctransit.org; bensley@satabus.org; halligan@sresd.org; youngl@sresd.org; mrice; rnelson@satabus.org; director@sjcta.info; brigitte@vegterfinancial.com; operations@sjcta.info; adminlawson; rcharboneau; sbuitenhuis@cheboygancounty.net; dubiea; letourneauc@thunderbaytransportation.com; schlippl@vanburencountymi.gov; Tami Naber; davidgunneman; hperry; dreed@theride.org; kzelazny@theride.org; mcarpenter@theride.org; vnguyen@theride.org; Donna M. Hutchison; Mallory R. Avis; Eric Sprague; janderson; jmorrison; kpletzke; Bonnie Lentz; Dave McElroy; jhirschmann@bwbus.com; Lbelleau@bwbus.com; ldelong@bwbus.com; ADetwiler@cata.org; Bradley Funkhouser; Ericka Hartigan; JFrendt@cata.org; Judy Moreno Millington; NWilson; TKuch@cata.org; bababr; Kanesha.Yowpp@detroitmi.gov; KurMath;  Vincent.Neyland@detroitmi.gov; kfoster@thepeoplemover.com; LPerry@thepeoplemover.com; RCramer@thepeoplemover.com; cchampine@mtaflint.org; Edgar Benning; Kenneth Vavra; mjohnson@mtaflint.org; Paul Mattern; Shawnice Dorsey; dappel; sborg; tburghardt@harbortransit.org;

To: bwoline@harbortransit.org; Deb Prato; Kevin Wisselink; Linda Medina; Liz Schelling; dawn.mroczka@mijata.org; michael.brown@mijata.org; Patrick.odowd@mijata.org; Pesti, Cheryl; Vlietstra, Greg; McCowen, Jenniffer; woodsonsowk@kmetro.com; McBride, Sean; Adam Baranski; Greg Kellogg; ngrover@livgov.com; b.higgs; c.veldhoff; Elisa Hoekwater; Ziurinskas, Julie; k.riegling@catchamax.org; s.gorby; abidwell; kmurphy; koensji; milliganmi@co.muskegon.mi.us; Pepper Miller; FinanceDirector; bstupka; jroberts@rtamichigan.org; cbilleter@saginaw-stars.com; Glenn Steffens; Lauren Pavlowski; vdelossantos; agartrelle; aparker; DFerrell@smartbus.org; Shepherd, Henry; Ian Holme; jirving@smartbus.org; kmckenzie@smartbus.org; lhurt; mcolson@smartbus.org; npeters; pwaling; rbyrne@smartbus.org; tgunter@smartbus.org; wblack@smartbus.org; Mark Jagodzinski; KKozumplik@hungerfordnichols.com; oliver@oliverlindsay.us; radams@tcatabus.org

Cc: Barnum, Brian (MDOT); Clark, Daralyn (MDOT); Dean, Kevin (MDOT); Donahoo, Deanna (MDOT); Edington, Marcele (MDOT); Egres, Ryan (MDOT); Featherly, Fred (MDOT); Geissler, Janet (MDOT); Gimmey, Kailey (MDOT); Harter, Isaac (MDOT); Hawley, Tina (MDOT); HIMEBAUGH, KENNETH (MDOT); Hohf, Kevin (MDOT); Huhn, Gina (MDOT); Kass, Brian (MDOT); Kent, Ellen (MDOT); Latimer, Rob (MDOT); Lovell, Sandra (MDOT); Lubahn, Lisa (MDOT); Luo, Yi Ling (Elaine) (MDOT); Makarewicz, Tina (MDOT); Mitchell, Blayne (MDOT); Moliterno, David (MDOT); Nobach, Amy (MDOT); Pearson, Rob (MDOT); Peterson, Dean (MDOT); Porath, Jacob (MDOT); Ruestman, Jean (MDOT); Shultz, Valerie (MDOT); Simon, Betsy (MDOT); Simonetti, Alex (MDOT); Smith, Robbie (MDOT); Swain, Cindy (MDOT); Titus, Rebecca (MDOT); Turner, Jeff (MDOT); Valverde, Michael (MDOT); Vandevender, Sherry (MDOT); Wassom, Kevin (MDOT); Weber-Currie, Michelle (MDOT); Wieferich, Michelle (MDOT)

Subject: LBO Reimbursement Estimates Based on Executive Budget

Hello Everyone,

I first want to apologize that the LBO percentages included in the FY 2025 annual application instructions were not the adjusted percentages we had calculated to reflect the reduction of the one-time funding included in the FY 2024 budget. Unfortunately, this error was not realized until budgets had already been submitted by the majority of agencies. We have now received FY2025 budgeted OARs from all transit agencies so we are able to provide adjusted percentages based on these budgets and the Governor's executive budget. The budgets for both the 50% group (urban agencies with service areas over 200,000 population) and the 60% group (those in urban areas under 200,000 population and rural agencies) increased by 9% compared to FY 2024. This is a much larger increase than we had anticipated. This increase paired with the 15% decrease in the LBO appropriation included in the FY 2025 executive budget ($221,750,000) results in a significant decrease in the preliminary reimbursement rates for FY 2025 as indicated below:

- Over 100,000 population urban (50% group in Act 51): Estimated FY 2025 distribution rate is 26.3207% based on budgeted eligible expenses of $600 million.

- Under 100,000 population urban/nonurban (60% group in Act 51): Estimated FY 2025 distribution rate is 30.9021% based on budgeted eligible expenses of $202 million.

I want to make it clear that this is just the beginning of the legislative budget process, so this is likely not the final LBO appropriation amount. Although you should start considering how your budgets might need to be adjusted based on these reimbursement rates, I do not recommend taking official action to change your budgets yet. We will recalculate percentages based on the House and Senate versions of the budget when those are released. I have already shared this impact with the Michigan Infrastructure Office and plan to share it with the Transit Caucus along with information regarding the

amount of funding needed to restore the FY 2024 rates (not calculated yet) and the amount needed to provide the 50% and 60% allowed by Act 51 ($200 million additional). I would encourage you to reach out to your legislators and explain the impact this will have on your operations so they can take that into consideration as they prepare their budget recommendations.

Please feel free to reach out to me if you have any questions about the information provided above. I would also appreciate you letting me or your project manager know how these rates would impact your operations so that we can share that with legislators and the Transit Caucus.

Sincerely,
Jean

Jean Ruestman, Administrator
Michigan Department of Transportation
Office of Passenger Transportation
(517) 582-1611

Interurban Transit Partnership

Date: March 27, 2024

To: ITP Board

From: Linda Medina, Director of Finance

Subject: MICHIGAN PUBLIC ACT 202 (PA 202) ANNUAL REPORT

OVERVIEW

Please find attached the Local Government Retirement System Annual Report Form 5572 as submitted to the Michigan Department of Treasury for Fiscal Year 22/23 for informational purposes.

BACKGROUND

PA 202 requires local governments that have a defined benefit pension plan to report their funding information to the Michigan Department of Treasury. To comply with the requirements, an annual report must be completed by an actuary and the actuarial accrued liability of the pension system must meet or exceed being 60% funded. In addition, the agency must also provide the report to their governing body and post the report on the agency's website.

Annually Watkins Ross submits an accounting report on the Administrative and Union defined benefit pension plans. In FY 22/23 the actuarial accrued liability for the Administrative Plan is 92.7% and the Union Plan is 92.4% compared to FY 21/22 78.2% and 81.8% respectively. The report is posted on our website.

ITP is in compliance with the Michigan Public Act 202 requirements.

Please reach out to me if you have any questions at 774-1149 or lmedina@ridetherapid.org

Michigan Department of Treasury
Form 5572 (7-20)

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Government Name	Interuran Transit Partnership	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting.
Enter Six-Digit Municode	417530	
Unit Type	Authority	
Fiscal Year End Month	September	
Fiscal Year (four-digit year only, e.g. 2019)	2023	
Contact Name (Chief Administrative Officer)	Linda Medina	Questions: For questions, please email LocalRetirementReporting@michigan.gov. Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Director of Finance	
CAO (or designee) Email Address	lmedina@ridetherapid.org	
Contact Telephone Number	616 774-1149	

Pension System Name (not division) 1	Interurban Transit Partnership Pension Plan	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2	Union Pension Plan	
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	Interurban Transit Partnership Pension Plan	Union Pension Plan			
3	**Financial Information**						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	1,784,991	12,270,980			
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	1,925,308	13,277,583			
6	Funded ratio	Calculated	92.7%	92.4%			
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	508,748	262,597			
8	Governmental Fund Revenues	Most Recent Audit Report	73,873,080	73,873,080			
9	All systems combined ADC/Governmental fund revenues	Calculated	1.0%	1.0%			
10	**Membership**						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	1	134			
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	11	170			
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	13	148			
14	**Investment Performance**						
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	10.10%	12.90%			
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	4.80%	7.10%			
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	5.20%	6.50%			
18	**Actuarial Assumptions**						
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	6.00%	6.50%			
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Other	Level Dollar			
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	1	10			
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes	Yes			
23	**Uniform Assumptions**						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,784,991	12,270,980			
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,925,308	13,277,583			
26	Funded ratio using uniform assumptions	Calculated	92.7%	92.4%			
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	508,748	262,597			
28	All systems combined ADC/Governmental fund revenues	Calculated	1.0%	1.0%			
29	**Pension Trigger Summary**						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	**Primary government triggers:** Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. **Non-Primary government triggers:** Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)
Local governments must post the current year report on their website or in a public place.
The local government must electronically submit the form to its governing body.
Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.