



Quick-Start Cyber Readiness Checklist

Why a Checklist Matters

- In an emergency, having a written list of your systems, contacts, and procedures can save hours—or even days—of downtime.
- You don't need to be a cybersecurity expert to get started. The goal is to create something practical your team can use when it matters most.

Your Quick-Start Checklist

- ✓ List your critical systems: Dispatch, AVL/CAD, fare collection, radios, maintenance tracking, and fuel systems.
- ✓ Identify key vendors and how to reach them (including after-hours).
- ✓ Document how each system is backed up and where the backups are stored.
- ✓ Test at least one backup: Can you restore from it? Who knows how?
- ✓ Write down who is responsible for each critical function (e.g., IT, maintenance, scheduling).

Make It Accessible

- ✓ Save the checklist in a shared location (cloud folder or printed copy in the dispatch office).
- ✓ Ensure at least one backup person knows where it is and how to use it.
- ✓ Review the checklist quarterly or after any major change (e.g., staff turnover or system upgrade).

Bonus Tips

- Use this checklist as a foundation for your longer-term cyber plan.
- Involve team leads in building and reviewing the checklist—it creates buy-in.
- Share with your peers! Many small transit agencies face the same challenges.

Resources to Help You Build

- Cyber Basics Toolkit
- Simple Cyber Planning Guide
- Peer Agency Network for small transit systems
- Need help? Contact info@cybrbase.com