

# St. Charles Council on Aging, Inc. System Safety Program Plan (SSPP)

Approved

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# St. Charles Council on Aging, Inc. System Safety Program Plan (SSPP)

## STATEMENT OF SAFETY POLICY

The System Safety Program Plan (SSPP) formally defines the technical and managerial Safety Program employed by the St. Charles Council on Aging, Inc. The purpose of the Plan is to reduce injuries, property damage, and delays in service due to breakdowns and accidents to achieve and maintain a high level of safety within the St. Charles Council on Aging, Inc. The SSPP shall apply to all areas of the St. Charles Council on Aging, Inc. Organization to include design, procurement, administration, operation, training, and maintenance as provided in the Louisiana Department of Transportation and Development (LADOTD) "Transit Bus Safety Standard" ("Standard"). This Standard provides the operational safety policies and programs for the St. Charles Council on Aging, Inc., including the specific policy, management, tasks, and implementation identified in the SSPP. Enhanced Safety Elements shall be addressed for implementation when the St. Charles Council on Aging, Inc. passengers, vehicles and routes grow and/or the number or severity of accidents increase. The St. Charles Council on Aging, Inc. shall determine the need and availability of resources to implement any of the Enhanced Elements.

The St. Charles Council on Aging, Inc. shall suspend any operation or portion thereof that poses an immediate danger to the safety of passengers, employees and all others that encounter the system. In addition, every driver and employee of the St. Charles Council on Aging, Inc. will be instructed on and must comply with all applicable standards contained in the SSPP.

# Revisions

DATE	INSERT PAGE/SECTION	REPLACE PAGE/SECTION

# Distribution to Plan Holders

DATE	NAME	TITLE/SECTION

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## **1.0 Introduction**

This System Safety Program Plan (SSPP or Plan) identifies the St. Charles Council on Aging, Inc. safety policy and the responsibilities associated with system safety for all employees, and for all organizations or persons providing support to the St. Charles Council on Aging, Inc. The Safety Program applies to all phases of the St. Charles Council on Aging, Inc. operation and maintenance as provided in the Louisiana Department of Transportation and Development (LADOTD) "Transit Bus Safety Standard ("Standard"). This Standard provides the operational safety policies and programs for the St. Charles Council on Aging, Inc., including the specific policy, management, tasks, and implementation identified in the SSPP.

### **1.1 System Safety Purpose**

*The Purpose of this System Safety Program Plan is to:*

- Conserve life and property.
- Prevent accidents and injuries and reduce the frequency of safety related incidents.
- Control and minimize the effects of accidents and incidents.
- Maintain the safe operation of the bus transit system.
- Provide for the operational safety of patrons, passengers and St. Charles Council on Aging, Inc. employees.
- Provide for the occupational safety and health of St. Charles Council on Aging, Inc. employees.
- Provide for the safety of St. Charles Council on Aging, Inc. property that supports public bus transit.
- Ensure that the safety concerns of the elderly and handicapped and/or disabled are addressed.
- Maintain safety of the public that comes into contact with the transit system.

### **1.2 Goals and Objectives**

The overall goal of the St. Charles Council on Aging, Inc. is to provide safe, reliable, dependable transportation in the most cost-effective manner possible. The following objectives are applied to all aspects of operations to increase safety awareness and reduce accidents:

1. Identify unsafe conditions and practices.
2. Develop methods to control or eliminate accidents/incidents.
3. Determine the simplest, most effective solution to control accidents/incidents.
4. Work with LADOTD to resolve any safety or compliance issues.

## 2.0 System Description

Fixed Routes	<u>0</u>
Vehicles, total	<u>5</u>
Vehicles, operate in the fixed routes	<u>0</u>
Vehicles, operate in demand/response	<u>5</u>
Service, days per week	<u>5</u>
Service, hours per day	<u>7:00 am to 3:30 pm</u>

## 3.0 System Safety Management

### 3.1 Safety Responsibility

The St. Charles Council on Aging, Inc. is responsible for the implementation, maintenance, and compliance with all Federal, State, and Local regulations, ordinances, and laws. The St. Charles Council on Aging, Inc. ensures that all requirements of the SSPP are met.

### 3.2 Safety Responsibility of Other Departments and Organizations

The Police Department responds to accidents involving St. Charles Council on Aging, Inc. vehicles within its jurisdiction. The Police Department ensures that all accidents are investigated, per its policy and procedures.

The Fire Department responds to incidents / accidents that require the Fire Departments' expertise as it relates to fires, threats of terrorism, bomb threats, and other types of emergency situations in accordance with the Fire Department operational procedures.

The St. Charles Council on Aging, Inc. determines transportation vehicle operator's accident preventability.

## 4.0 System Safety Program Methodology and Tasks

### 4.1 Safety Requirements

St. Charles Council on Aging, Inc. is responsible for the maintenance of all St. Charles Council on Aging, Inc. buses, passenger vehicles, support vehicles and equipment as outlined below whether the maintenance is contracted or "in-house".

- a. Vehicles and Equipment.
- b. Each vehicle has current records.
- c. Routine preventive maintenance and maintenance recommended by the manufacturer is performed.
- d. Each vehicle has maintenance and repair files, which record the make, model, license number, date, and mileage for all repairs and service.
- e. Each vehicle is inspected on days of use by the driver ("Daily Driver Pre-Trip Inspection", Appendix A).
- f. All appropriate manufacturers recall instructions are followed.
- g. Biennial safety inspections are completed on time.
- h. Each vehicle must be equipped with a charged fire extinguisher at all times.
- i. Any vehicle deemed to be unsafe must be removed from service immediately.

#### **4.1.2. Vehicle Maintenance**

Safety-related vehicle equipment includes:

- a. Service brakes and parking brake
- b. Tires, wheels, and rims
- c. Steering mechanism
- d. Vehicle suspension
- e. Mirrors and other rear vision devices (e.g., video monitors)
- f. Lighting and reflectors or reflective markings
- g. Wheel chair lifts/ramps

The vehicle maintenance program includes the following categories:

- Daily servicing needs
- Scheduled Maintenance
- Failure Maintenance/Repair

Maintenance personnel are trained and qualified to perform maintenance and repair activities.

Biennial inspections are conducted in accordance with the "Road Equipment Inspection Report", Appendix B.

#### **4.1.3. Operating Requirements**

- a. Unauthorized persons are not allowed to drive a St. Charles Council on Aging, Inc. transit vehicle.
- b. Drivers must have their seat belt fastened and all mobility devices properly secured any time the vehicle is in motion.
- c. Smoking, eating, and drinking are prohibited in the vehicle.
- d. Drivers must assist passengers boarding and departing the vehicle when appropriate (i.e.: wheelchair assistance, elderly, handicapped).
- e. Drivers must use emergency flashers when the vehicle is disabled.
- f. Vehicles should not be fueled while passengers are aboard.
- g. Drivers will not leave a vehicle unattended with the keys in the vehicle when passengers are aboard.
- h. All emergency exit doors and hatches operated with a key must be unlocked during operations.
- i. Wheelchair passengers must be properly secured in the vehicle at all times while the vehicle is in motion.
- j. All accidents, incidents, and problems must be reported immediately to the dispatcher and in writing at the end of the driver's shift using the "Notification/Investigation Report" Form (Appendix C).
- k. Any part of operations deemed to be unsafe will be suspended immediately.

#### **4.1.4 Driver Requirements**

The driver selection criteria shall address specific, safety-related items:

- a. Licensing –
  1. St. Charles Council on Aging, Inc. drivers must possess a Louisiana Class C commercial driver's license (CDL) for vehicles that have a 15 passenger or higher capacity.



2. St. Charles Council on Aging, Inc. drivers must possess a Louisiana Class D chauffeur license for any vehicle designed or utilized for the transportation of passengers for hire or fee. All other drivers must possess a Louisiana Class E license.
- b. Driving record – The driver shall have an acceptable past driving record over a reasonable period of time.
  - c. Physical requirements – The driver shall be physically able to perform the functions associated with the driving assignment.
- Driver Duties
    - a. Drivers are required to notify management immediately of any personal and /or work related driving violations.
    - b. All St. Charles Council on Aging, Inc. drivers must have an initial physical examination prior to hiring. Each exam must be recorded by the physician on a form approved by LADOTD. St. Charles Council on Aging, Inc. will maintain physical exam records for a minimum of four (4) years.
    - c. All CDL drivers be required to have an updated physical every two (2) years.
    - d. Recommend that all drivers have an updated physical every two (2) Years.
    - e. All drivers must be drug free. Drivers WILL NOT drive under the influence of drugs or alcohol. (First violation of this policy will result in IMMEDIATE DISMISSAL).
    - f. Drivers WILL NOT drive if their ability is impaired by fatigue, illness, or other causes that make it unsafe for the driver to drive or continue driving.
    - g. Drivers WILL NOT drive more than 12 hours or be on duty more than 16 hours in any one 24-hour period. (One hour of additional driving is allowed if necessitated by adverse conditions resulting from weather, road traffic or medical emergencies and disasters.) Drivers are not permitted to drive more than 70 hours in any seven consecutive calendar days.
    - h. Drivers must carry their Driver’s License with them at all times when operating a St. Charles Council on Aging, Inc. vehicle.
    - i. Drivers will inspect buses prior to morning departure to ensure safe operating conditions and will complete and submit a “Daily Driver Pre-Trip Inspection” Checklist for each assigned vehicle before leaving the yard.
    - j. Drivers are responsible for submitting a written report on any defects or deficiencies they believe could cause mechanical malfunctions or affect the safe operation of the vehicle.
    - i. Drivers have the responsibility and the authority to park any vehicle that they deem to be operationally unsafe.
    - j. Drivers will ensure that each vehicle has a charged fire extinguisher on board at all times.

#### **4.1.5 Training**

- a. Each driver must successfully complete the required training program given by St. Charles Council on Aging, Inc.
- b. Drivers are thoroughly instructed on the St. Charles Council on Aging, Inc. drug policy.

## **4.2 Hazard Assessment Policy**

#### **4.2.1 Identification of System Considerations**

St. Charles Council on Aging, Inc. drivers, dispatchers, and supervisors are trained in safety prevention.

#### **4.2.2 Accident / Incident Prevention and Corrective Action**

St. Charles Council on Aging, Inc. implements accident/incident prevention and corrective actions to improve safety.

### **4.3 Safety Program Tasks**

The St. Charles Council on Aging, Inc.:

#### **4.3.1 Collects and Maintains Safety Data**

St. Charles Council on Aging, Inc. reviews safety files and data collected.

#### **4.3.2 Conduct Accident / Incident Investigations**

The "Notification/Investigation Report" (Appendix C) is completed. The St. Charles Council on Aging, Inc. may be present at the site to record the accident or incident as needed to support response agencies.

#### **4.3.3 Develop and Perform Safety Training and Incentive Programs**

St. Charles Council on Aging, Inc. provides safety training to all maintenance staff, drivers and dispatchers and actively encourages drivers to be safety conscious.

#### **4.3.4 Conduct Safety Tests and Inspections**

St. Charles Council on Aging, Inc. drivers are responsible for performing pre-trip safety inspections on the vehicles. The drivers must complete a "Pre-Trip Safety Inspection Checklist" for each assigned vehicle prior to beginning of service.

#### **4.3.5 Drug and Alcohol Program**

The St. Charles Council on Aging, Inc. maintains a pro-active substance abuse program.

#### **4.3.6 Maintain Safety Interface and Coordination**

The St. Charles Council on Aging, Inc. coordinates all reviews of safety related documentation.

#### **4.3.7 Applicable Laws and Regulations**

This SSPP and its implementation are governed by the LADOTD Bus Standard and applicable local, state, and federal requirements.

## **5.0 System Safety Program Implementation and Maintenance**

### **5.1 Program Schedule, Review, and Update Process**

The St. Charles Council on Aging, Inc. reviews the SSPP annually, and revises it if necessary. Any SSPP revision is filed with the LADOTD.

### **5.2 Revisions**

Any revision to the SSPP or page(s) thereof is identified by a Revision Number and Effective Date of the revision.

### **5.3 Management Internal Review of System Safety Program**

The St. Charles Council on Aging, Inc. monitors the operations and the maintenance activities to ensure that all requirements and standards described in the SSPP are followed.

The internal safety review or inspection process shall be conducted periodically to maintain safety program performance. Specific areas for review and review checklists shall be determined by the St. Charles Council on Aging, Inc. based on experience, and may address:

- Maintenance/Vehicles

- Facilities/Equipment

- Rules/Procedures

- Training

- Drug & Alcohol Abuse Program

- Accident/Incident Reporting

### **5.4 System Safety Plan Annual Certification**

As set forth in the LADOTD Bus Standard, the St. Charles Council on Aging, Inc. submits to the LADOTD, annually, no later than February 1 for the prior year, a Certification verifying adoption of, and compliance with the St. Charles Council on Aging, Inc. System Safety Program Plan and the required information identified in the Certification Form, Appendix D. Biennially the safety certification will also include confirmation of the completion of the biennial vehicle safety inspections. Biennially, the safety certification will also include confirmation of the completion of the biennial vehicle safety inspections. Reports for Safety and Security may be combined or submitted separately. If separate submissions are planned, appropriate modifications to the Form are required.

## Appendix A

# Pre-Trip Daily Vehicle Inspection

DATE: \_\_\_\_\_ VIN # \_\_\_\_\_

### EXTERIOR INSPECTION

- Headlights
- Turn signals
- Back-up Lights
- Tires, for inflation and tread wear
- Windshield Wipers
- Windows
- Mirrors
- Body Damage
- Cleanliness
- Wheelchair Lift/Ramp Operations (if applicable)

### INTERIOR INSPECTION

- Brakes
- Steering
- Gauges and Indicators
- Transmission Selector
- Cleanliness
- Seatbelt working properly

### ENGINE INSPECTION

Fluid Levels:

- Oil
- Transmission
- Brake
- Steering
- Radiator
- Battery
- Windshield Washer
- Belts and Hoses

Driver Name: \_\_\_\_\_ Agency Name: \_\_\_\_\_

# Appendix B

## DOTD Vehicle Inspection

Date of Inspection \_\_\_\_\_ Agency \_\_\_\_\_

Parish \_\_\_\_\_ VIN# \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Odometer \_\_\_\_\_

Each of the following items should be reviewed by the inspector. Any comments or recommendations should be made below.

	Working Order (Yes or No)			Working Order (Yes or No)
Head Lights		Air Cleaner		
Tail Lights		Oil Filter		
Stop Lights		Wire Harness		
Signal Lights		Brake and Clutch Pedal Clearance		
Windshield Wipers		Steering System		
Doors		Brake Master Cylinder and Lines		
Cab and Body Metal Parts		Exhaust Emission Control System		
Bumpers (Front and Rear)		Transmission and Shift Linkage		
Tires (Front and Rear)		Differential		
Wheel and Rims		Fuel Tank		
Exhaust System		Driveshaft and Universal Joints		
Battery and Cables		Ignition System		
Radiator and Hoses		Chassis Lubrication		
Instrument Panel		Coolant		
Horn		Springs - Shackles - Shocks		
Back up alarm(if applicable)		Suspension		
Seats		Engine Related parts		
Heater and Air Conditioner		Fluid Levels		
Wheel Chair Lift		Floor surface clear of trip hazards		

Vehicle Damage (i.e. dents) if yes, please describe: \_\_\_\_\_

Comments / Recommendations: \_\_\_\_\_

Inspector Signature \_\_\_\_\_

Director will complete this portion and submit to your DOTD Program Manager by December 31<sup>st</sup>.

Date of Last Inspection \_\_\_\_\_ Monthly insurance costs for this vehicle \_\_\_\_\_

Annual Repair Costs \_\_\_\_\_ Average Mile per Gallon Fuel Consumption \_\_\_\_\_

Date of last passenger trip \_\_\_\_\_ Picture attached if inspector documented damage \_\_\_\_\_

Director/Designee Signature \_\_\_\_\_

# Appendix C

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT



# System Safety Program Plan

## ANNUAL SAFETY & SECURITY CERTIFICATION

In accordance with the Louisiana Department of Transportation and development (LADOTD) the Transit Provider certifies to the following:

1. The adoption of a System Safety Program Plan (SSPP) and System Security Program Plan (SSP) pursuant to the LADOTD "Transit Bus Safety Standard.
2. Compliance with adopted safety requirements in the SSPP.
3. Performance of biennial safety inspections on all operational vehicles as required in the LADOTD "Road Equipment Inspection Report".

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***Biennial Submissions Only, Otherwise, N/A***

Name and address of entity which has performed safety inspections:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

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**Number of Reportable Accidents and Security Incidents: \_\_\_\_\_**

**(Attach all pages of the "Notification/Investigation Report" Form)**

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**"The Transit Provider is certified safe for passenger service operations"**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

~~~~~  
***Annual Certification shall be submitted no later than February 1 for the prior calendar year period.***

**FOR OFFICIAL USE ONLY**

