



## Mankato Transit System Safety Plan

Version 2 adopted July 22, 2024  
Annual Update adopted July 14, 2025

Accountable Executive: Associate Director – Transportation Planning Services

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## Document Organization

The Mankato Transit System Agency Safety Plan (ASP) fulfills the requirements of 49 U.S.C. 5329 and 49 Code of Federal Regulations (CFR) Part 673. To ensure that it meets these requirements, the sections following this introduction adhere to the sample structure provided by the Federal Transit Administration (FTA) in the [\*Public Transportation Agency Safety Plan Template for Bus Transit\*](#) (December 31, 2019).

## Plan Development

Mankato Transit System (MTS) completes the Agency Safety Plan (ASP) internally to allow staff the opportunity to internalize the plan and develop actionable steps as part of the Safety Management Policy. This results in a more tailored plan that is accepted and utilized by the staff and drivers. On April 9, 2024, FTA published the first major update to the Public Transportation Agency Safety Plans (PTASP) regulations resulting in a full revision.

## Mankato Transit System Background

The Federal Transit Administration and Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation provides operating assistance to the city of Mankato for public transportation through Urbanized Area Formula Grants Program (49 U.S.C. 5307) and State of Good Repair Grants Program (49 U.S.C. 5337). The Mankato Transit System provides Fixed Route, Demand Response, and Paratransit Services in the Mankato Urbanized Area under the Department of Community Development. All modes are covered in this Agency Safety Plan. Mankato Transit System operations, fleet, and facilities can be found in the annual Transit Reports published by MnDOT.

<https://www.dot.state.mn.us/transit/plans-reports.html>

## Safety Management Systems

Moving Ahead for Progress in the 21st Century (MAP-21) granted the FTA the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. It provided an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach in Safety Management Systems (SMS).

Safety Management Systems is a formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. It includes systematic procedures, practices, and policies for managing hazards and safety risks, and consists of four primary elements:

**Safety Management Policy:** A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its transit workers in regard to safety.

**Safety Risk Management:** A process within an Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.

**Safety Assurance:** A process 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 Promotion:** A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.



## Chapter 1. Transit Agency Information

Table 1. Transit Agency Information

|                                                                                                 |                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transit Agency Name                                                                             | Mankato Transit System                                                                                                                                    |
| Transit Agency Address                                                                          | 501 S Victory Dr, Mankato, MN, 56001                                                                                                                      |
| Name and Title of Accountable Executive                                                         | Shawn Schloesser, Associate Director - Transportation Planning Services                                                                                   |
| Name of Chief Safety Officer or SMS Executive                                                   | Todd Owens, Operations Superintendent                                                                                                                     |
| Deputy Safety Officer                                                                           | Marta Krosch, Transit Operations Technician                                                                                                               |
| Modes of Service Covered by This Plan                                                           | Fixed Route, Demand Response, and Paratransit Bus Services                                                                                                |
| All FTA Funding Types                                                                           | Section 5307 and 5337                                                                                                                                     |
| Modes of Service Provided by the Transit Agency (Directly operated or contracted service)       | Fixed Route, Demand Response, and Paratransit Bus Services                                                                                                |
| Does the transit agency provide transit services on behalf of another transit agency or entity? | No                                                                                                                                                        |
| Description of Arrangement(s)                                                                   | N/A                                                                                                                                                       |
| Name and Address of Transit Agency(ies) or Entity(ies) for Which Service is Provided            | N/A                                                                                                                                                       |
| Additional Contact                                                                              | Minnesota Department of Transportation<br>Office of Transit and Active Transportation<br>395 John Ireland Blvd<br>St. Paul, MN 55155-1800<br>651-296-3000 |
| Additional Contact                                                                              | Mankato/North Mankato Area Planning Organization (MAPO)<br>10 Civic Center Plaza<br>Mankato, MN 56001<br>507-387-8389                                     |

## Chapter 2. Plan Development, Approval, and Updates

**Table 2. Plan Development and Approval  
Annual Review and Update of the Safety Plan**

|                                                            |                                                                          |                                 |
|------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------|
| Name of Entity That Drafted This Plan                      | Mankato Transit System                                                   |                                 |
| Signature by the Accountable Executive                     |                                                                          |                                 |
|                                                            | Shawn Schloesser, Associate Director<br>Transportation Planning Services | Date of Signature<br>07/14/2025 |
| Approval by the Board of Directors or an Equivalent Entity | O/S                                                                      | 07/14/2025                      |
|                                                            | Najwa Massad, Mayor of Mankato                                           | Date of Approval                |
|                                                            | R-2020-0727-121 signed, July 27, 2020                                    |                                 |
|                                                            | R-2024-0722-151 signed July 22, 2024                                     |                                 |
|                                                            |                                                                          |                                 |
| Notification of Plan Approval and Updates                  | Minnesota Department of Transportation                                   | Date of Notification            |
|                                                            | Upload to Black Cat                                                      | 07/15/2025                      |

The Mankato Transit Agency Safety Plan, including the Safety Management Policy Statement, is reviewed on an annual basis to ensure it remains relevant and appropriate to the transit agency's safety objectives and safety performance targets.<sup>1</sup> This review process, conducted in July of each calendar year, is completed by Mankato Transit System leadership. The Accountable Executive signs the Safety Management Policy Statement to indicate approval and will submit it to the city council for review and approval.

Following the annual Safety Plan review and adoption by the city council, Mankato Transit shares the entire updated Safety Plan with MnDOT and the Mankato/North Mankato Area Planning Organization (MAPO).

Updates to the Safety Plan will be recorded in the Version Number and Updates section, including a version history. All documentation shall be retained for a minimum of three years.

<sup>1</sup> 49 Code of Federal Regulations (CFR) Part 673.11(a)(5)

Table 3. Plan Updates

| Version Number | Section/Pages Affected | Reason for Change                                                                                              | Date Issued |
|----------------|------------------------|----------------------------------------------------------------------------------------------------------------|-------------|
| Rev 1          | Vi; 2; 5-7; 15; 19     | Update Plan Development; Relevant Dates; Updated Targets; Documentation Clarification, Front Line Worker Input | 07.14.2025  |
|                |                        |                                                                                                                |             |
|                |                        |                                                                                                                |             |
|                |                        |                                                                                                                |             |
|                |                        |                                                                                                                |             |

Table 4. Safety Performance Target Coordination

| Targets Transmitted                      | Entity Name                                             | Date Targets Transmitted |
|------------------------------------------|---------------------------------------------------------|--------------------------|
| State                                    | Minnesota Department of Transportation (MnDOT)          | 07/15/2025               |
| Metropolitan Planning Organization (MPO) | Mankato/North Mankato Area Planning Organization (MAPO) | 07/18/2025               |

## Chapter 3. Safety Performance Targets

As described in the [National Public Transportation Safety Plan](#), transit providers must establish fourteen Safety Performance Targets by mode. Failing to meet a safety performance target under the safety risk reduction program:

- Large urban agencies, serving populations of 200,000 or more, must allocate their safety set-aside of 0.75% of the Section 5307 funds in the following fiscal year to eligible projects that are reasonably likely to assist the agency in meeting the target.
- Small, urbanized area transit systems have no requirement to meet safety performance targets.
- Safety performance targets rates per 100,000 vehicle revenue miles were adjusted based on Mankato's 2024 vehicle revenue miles for fixed route and non-fixed route. Mankato Transit will update the targets to reflect its operating conditions and environment on a calendar year basis.

### National Transit Database Reportable Thresholds

A reportable event is one that meets any National Transit Database reporting threshold and occurs at a transit revenue facility, maintenance facility; on public transit right-of-way or infrastructure; during a transit related maintenance activity; or involves a transit revenue vehicle. Events may meet multiple reporting thresholds. Report by submitting the National Transit Database (NTD)<sup>2</sup> S&S-40 Major Event Report Form.

The reporting thresholds<sup>3</sup> include the following:

- Fatalities confirmed within 30 days of the event, includes suicides
- Injuries includes any harm to one or more persons who are transported away from the scene through any means for medical attention
- Property damage equal to or exceeding \$25,000, includes cost of clearing wreckage and all other vehicles and property involved
- Collisions that meet a fatality, injury, property damage, or evacuation

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<sup>2</sup> <https://www.transit.dot.gov/ntd/national-transit-reporting-tool>

<sup>3</sup> [https://www.transit.dot.gov/sites/fta.dot.gov/files/2024-02/2024-Safety-and-Security-Policy-Manual\\_1-0.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/2024-02/2024-Safety-and-Security-Policy-Manual_1-0.pdf)

threshold; involving a transit revenue vehicle and the towing away of any vehicles from the scene; including suicides or attempted suicides, assaults, or homicides resulting in an injury or fatality that involve contact with a transit vehicle or collisions that do not involve a transit revenue vehicle but meet a threshold

- Evacuation of a transit facility or vehicle for life-safety reasons
- An assault on a transit worker<sup>4</sup> is 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.
  - Physical: An assault in which the attack involved physical contact with the transit worker. This could include any physical contact with the victim from the attacker's body, a weapon, a projectile or other item (e.g., spitting).
  - Non-Physical: An assault in which the attack involves no physical contact with the transit worker. This could include threats, intimidation, or interference that do not result in any physical contact with the transit worker.

**Table 5. Mankato Transit System Safety Performance Targets**

| Mode of Service | Major Events | Major Event Rate | Collisions | Collision Rate | Pedestrian Collision Rate | Vehicular Collision Rate | Fatalities | Fatality Rate | Transit Worker Fatality Rate | Injuries | Injury Rate | Transit Worker Injury Rate | Assault on Transit Workers | Rate of Assaults on Transit Workers | System Reliability |
|-----------------|--------------|------------------|------------|----------------|---------------------------|--------------------------|------------|---------------|------------------------------|----------|-------------|----------------------------|----------------------------|-------------------------------------|--------------------|
| Fixed Route     | 5            | 1.36             | 5          | 1.36           | 0.27                      | 1.09                     | 0          | 0             | 0                            | 3        | 0.81        | 0.54                       | 1                          | 0.27                                | 10,000             |
| Non-Fixed Route | 2            | 1.12             | 4          | 2.23           | 0.56                      | 1.67                     | 0          | 0             | 0                            | 4        | 2.23        | 1.12                       | 1                          | 0.56                                | 10,000             |

<sup>4</sup> The Infrastructure Investment and Jobs Act amended 49 U.S.C. 5335(c) to require direct recipients to submit data for assaults on transit workers.

Table 6. Fixed Route Annual Safety Performance and Targets

| Fixed Route<br>Performance Category | Performance Year |         |         |      |      | Annual  |        |
|-------------------------------------|------------------|---------|---------|------|------|---------|--------|
|                                     | 2022             | 2023    | 2024    | 2025 | 2026 | Average | Target |
| Major Events                        | 2                | 3       | 4       |      |      | 3       | 5      |
| Major Event Rate                    | 0.604            | 0.935   | 1.085   |      |      | 0.875   | 1.36   |
| Collisions                          | N/A              | N/A     | 3       |      |      | 3       | 5      |
| Collision Rate                      | N/A              | N/A     | 0.814   |      |      | 0.814   | 1.36   |
| Pedestrian Collision Rate           | N/A              | N/A     | 0.000   |      |      | 0.000   | 0.27   |
| Vehicular Collision Rate            | N/A              | N/A     | 0.814   |      |      | 0.814   | 1.09   |
| Fatalities                          | 0                | 0       | 0       |      |      | 0       | 0      |
| Fatality Rate                       | 0.000            | 0.000   | 0.000   |      |      | 0.000   | 0.00   |
| Transit Worker Fatality Rate        | N/A              | N/A     | 0.000   |      |      | 0.000   | 0.00   |
| Injuries                            | 0                | 2       | 2       |      |      | 1.333   | 3      |
| Injury Rate                         | 0.000            | 0.623   | 0.543   |      |      | 0.389   | 0.81   |
| Transit Worker Injury Rate          | N/A              | N/A     | 0.543   |      |      | 0.543   | 0.54   |
| Assaults on Transit Workers         | N/A              | N/A     | 0       |      |      | 0       | 1      |
| Rate of Assaults on Transit Workers | N/A              | N/A     | 0.000   |      |      | 0.000   | 0.27   |
| Major Mechanical System Failures    | 33               | 34      | 39      |      |      | 35      | N/A    |
| Vehicle Revenue Miles               | 330,871          | 320,853 | 368,582 |      |      | 340,102 |        |
| System Reliability                  | 10,026           | 9,437   | 9,451   |      |      | 9,638   | 10,000 |

Table 7. Non-Fixed Route Annual Safety Performance and Targets

| Non-Fixed Route<br>Performance Category | Performance Year |         |         |      |      | Annual  |        |
|-----------------------------------------|------------------|---------|---------|------|------|---------|--------|
|                                         | 2022             | 2023    | 2024    | 2025 | 2026 | Average | Target |
| Major Events                            | 2                | 1       | 2       |      |      | 2       | 2      |
| Major Event Rate                        | 1.016            | 0.482   | 1.116   |      |      | 0.872   | 1.12   |
| Collisions                              | N/A              | N/A     | 0       |      |      | 0       | 4      |
| Collision Rate                          | N/A              | N/A     | 0.000   |      |      | 0.000   | 2.23   |
| Pedestrian Collision Rate               | N/A              | N/A     | 0.000   |      |      | 0.000   | 0.56   |
| Vehicular Collision Rate                | N/A              | N/A     | 0.000   |      |      | 0.000   | 1.67   |
| Fatalities                              | 0                | 0       | 0       |      |      | 0       | 0      |
| Fatality Rate                           | 0.000            | 0.000   | 0.000   |      |      | 0.000   | 0.00   |
| Transit Worker Fatality Rate            | N/A              | N/A     | 0.000   |      |      | 0.000   | 0.00   |
| Injuries                                | 2                | 1       | 1       |      |      | 1.333   | 4      |
| Injury Rate                             | 1.016            | 0.482   | 0.558   |      |      | 0.686   | 2.23   |
| Transit Worker Injury Rate              | N/A              | N/A     | 1.116   |      |      | 1.116   | 1.12   |
| Assaults on Transit Workers             | N/A              | N/A     | 0       |      |      | 0       | 1      |
| Rate of Assaults on Transit Workers     | N/A              | N/A     | 0.000   |      |      | 0.000   | 0.56   |
| Major Mechanical System Failures        | 12               | 34      | 10      |      |      | 19      | N/A    |
| Vehicle Revenue Miles                   | 196,843          | 207,354 | 179,135 |      |      | 194,444 |        |
| System Reliability                      | 16,404           | 6,099   | 17,914  |      |      | 13,472  | 10,000 |

## Safety Performance Target Coordination

Following the annual review process, Mankato Transit shares its entire Safety Plan with MnDOT and the Mankato/North Mankato Area Planning Organization (MAPO). Performance targets are made available to the State and MPO to aid in the planning process.<sup>5</sup> Annual reevaluation of performance measures is conducted during the reviewing and updating of the safety plan to determine refinements, sub-measures developed, and performance targets.

## Chapter 4. Safety Management Policy

### Safety Management Policy Statement

The management of safety is one of our core business functions. Mankato Transit System is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all transit workers are accountable for the delivery of this highest level of safety performance, starting with the Associate Director – Transportation Planning Services. See Appendix A for the Safety Management Policy Statement.

### Safety Management Policy Communication

The Mankato Transit Safety Management Policy is communicated in the following manner:

- Included in the Safety Training binder located in the Driver Information Area
- Printed copy of the entire Mankato Transit Agency Safety Program is located at the Chief Safety Officer's office and digitally via servers
- During onboarding, employee orientation, and quarterly trainings

### Authorities, Accountabilities, and Responsibilities

Table 8. Staff Tasks and Responsibilities

| Role | Responsibilities |
|------|------------------|
|------|------------------|

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<sup>5</sup> 49 Code of Federal Regulations (CFR) Part 673.15(a) and (b)

| <b>Role</b>              | <b>Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accountable Executive    | <ul style="list-style-type: none"> <li>Assumes ultimate responsibility for carrying out the Safety Management System.</li> <li>Controls and directs human and capital resources needed to develop and maintain both the Transit Agency Safety Plan and Transit Asset Management Plan.</li> <li>Designate and supervise the Chief Safety Officer</li> <li>Integrate and coordinate with Public Safety and Emergency Management</li> </ul>                                                                                                                                                                                                     |
| Chief Safety Officer     | <ul style="list-style-type: none"> <li>Directs collection and analysis of safety information</li> <li>Manages hazard identification and safety risk evaluation activities</li> <li>Monitors safety risk mitigations</li> <li>Provides periodic reports on safety performance</li> <li>Advises senior management on safety matters</li> <li>Maintains safety management documentation</li> <li>Plans and organizes safety training</li> </ul>                                                                                                                                                                                                 |
| Deputy Safety Officer    | <ul style="list-style-type: none"> <li>Develops and tracks Safety Performance Targets</li> <li>Administer safety training</li> <li>Assist the Chief Safety Officer</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Management and Key Staff | <ul style="list-style-type: none"> <li>Actively support and promote the Safety Management System</li> <li>Ensure staff compliance with the Safety Management System process and procedures</li> <li>Assist in ensuring that resources are available to achieve the outcomes of the Safety Management System</li> <li>Continually monitor respective areas of Safety Management System responsibility</li> </ul>                                                                                                                                                                                                                              |
| All Roles                | <ul style="list-style-type: none"> <li>Ensure accountability for Safety Management System performance is at the highest level of the organization</li> <li>Implement Safety Management System in a manner that meets transit agency safety performance objectives</li> <li>Establish the structure necessary to ensure that safety information moves up, down, and across the transit agency</li> <li>Effectively communicate Safety Management System roles and responsibilities to all relevant individuals</li> <li>Ensure Safety Management System policies and procedures have been communicated to all department employees</li> </ul> |

In the event organizational changes impact the Safety Management System, the Accountable Executive and Chief Safety Officer coordinate to ensure that SMS documentation is updated as needed.

The Accountable Executive and Chief Safety Officer maintain document control for three years after creation for Safety Management System related items and ensure availability to the FTA or other oversight entity upon request.

## Employee Safety Reporting Program

Transit should be safe for passengers using the system, workers operating the system, and the pedestrians, bicyclists and all other persons who interact with the system.

Mankato Transit is committed to providing a safe work environment and responsible operations on the streets of the Mankato Urbanized Area. To achieve this, it is imperative that transit workers have convenient and available means to report incidents and occurrences which may compromise the safe conduct of Mankato Transit operations. To this end, every transit worker is responsible for the communication of safety concerns, including assaults on transit workers, near-misses, and unsafe acts or conditions that may affect the integrity of transit safety. Communication methods include:

- Contact the 311 Customer Response System electronically through the online customer request form or dial 311 Mankato directly
- Input a Facility or IT Helpdesk Ticket
- Reporting conditions directly to the Leads/Dispatch, who will enter the information into the 311 Customer Response System
- Report conditions directly to any supervisor, manager, or director, verbally or in written form. Use the Employee Handbook to guide actions.

Examples of information typically reported include:

- Safety concerns in the operating environment such as road, facility, or vehicle condition.
- Policies and procedures that are not working as intended such as insufficient time to complete pre-trip or post trip inspections
- Events that senior managers might not otherwise know about such as near misses
- Information about why a safety event occurred (for example, radio communication challenges)

The Chief Safety Officer, will review and address each employee report, ensuring that hazards and their potential consequences are appropriately identified and

mitigated through the SMS process and that reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process. The Chief Safety Officer follows up directly with the transit worker after the safety risk management process and after any safety risk mitigations may have been implemented.

No action will be taken against any transit worker who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.

### City of Mankato Reportable Events

The reportable threshold for the City of Mankato includes all collisions, fatalities, injuries, assaults, property damage, or evacuations. Complete the following reports without delay and communicate with the Supervisor:

1. Transit-Accident/Incident Report (Appendix B)
2. Equipment Accident/Incident Report and if injured, a First Report of Injury.

Supervisors will electronically deliver Supervisor's Report of Accident along with Equipment Accident/Incident Report to the City Clerk for distribution (includes the Safety Committee). If a transit worker is injured, a First Report of Injury form in addition to the Equipment Accident/Incident Report is electronically and securely submitted to Human Resources without delay.

## Chapter 5. Safety Risk Management

### Safety Risk Management Process

The Safety Risk Management Process was created to actively manage transit safety risks and develop processes to systematically apply the available safety tools to address urgent safety needs and concerns. Mankato Transit adopted the 5-step process for identifying, evaluating, and mitigating safety risks and follows the principles of the Safety Management System.

1. Identify Safety Concern - Review transit safety data sources for safety concerns to elevate. Identify any existing safety risk mitigation measures
2. Assess Safety Risk – Conduct safety risk assessment to evaluate severity and likelihood of potential consequences associated with safety concerns.

3. Develop Safety Risk Mitigation – Propose a safety risk mitigation management plan that identifies recommended measures to reduce safety risk, implementation timeline, costs, and performance indicators.
4. Implement Safety Risk Mitigation – Implement safety risk mitigation measures in accordance with the specifics of the approved plan.
5. Monitor Safety Performance – Monitor safety concerns and performance indicators in accordance with the approved safety risk mitigation plan. Plan communication of results to stakeholders.

This program offers the following benefits:

- Proactive Safety Risk Mitigation – Establishing a proactive process for taking measures to improve transit safety, rather than a reactive one.
- Consistent Decision Making – Provides a uniform, tiered decision-making process for addressing safety concerns and prioritizing organizational resources.
- Data-Driven Methodology – Incorporates available safety data and analysis into decision making.
- Complete Documentation – Creates a consistent basis for documenting safety concerns, safety risk mitigation decisions, and monitoring results.

The Safety Risk Management (SRM) process applies to all elements of the system including operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision.

### Hazard Identification

The Chief Safety Officer reviews and discusses new hazards in consultation with operations and maintenance leadership and frontline personnel. Consultation with subject matter experts and federal and state bodies may also be necessary. The Chief Safety Officer coordinates the various data sources to ensure that the process has appropriately considered all human factors, environmental factors, supervision elements, and organizational elements.

Table 9. Hazard Identification Sources

| <b>Hazard Information Source</b>               | <b>Responsibility</b>                                              | <b>Review Frequency</b> |
|------------------------------------------------|--------------------------------------------------------------------|-------------------------|
| Observation of Operations                      | All                                                                | As needed               |
| Pre and Post Trip Inspections                  | Chief Safety Officer, Leads/Dispatch, and 311 Mankato              | Daily                   |
| Employee Safety Reporting                      | Chief Safety Officer, Leads/Dispatch, and 311 Mankato              | As needed               |
| Customer and Public feedback or complaint      | Chief Safety Officer, Leads/Dispatch, and 311 Mankato              | As needed               |
| Transit Team Meetings                          | Accountable Executive & Chief Safety Officer                       | Weekly                  |
| Government Sources (Federal, State, and Local) | Accountable Executive & Chief Safety Officer                       | As needed               |
| Industry Data                                  | Accountable Executive & Chief Safety Officer                       | As needed               |
| Inspections                                    | Chief Safety Officer, Deputy Safety Officer, and Maintenance Techs | As needed               |
| Transit Facility Maintenance Plan Inspections  | Facilities and Transit Departments                                 | As required             |
| Incident or Accident Reports                   | Chief Safety Officer and Maintenance Techs                         | As required             |
| Internal Safety Investigations                 | Chief Safety Officer and Maintenance Techs                         | As needed               |
| Training Assessments                           | Deputy Safety Officer                                              | As needed               |

## Safety Risk Assessment

Safety Risk represents the likelihood that people could be harmed, or equipment could be damaged, by the potential consequences of a hazard and the extent of the harm or damage. Therefore, safety risk is expressed and measured by the predicted probability and severity of a hazard's potential consequences.

Assess safety risk using the Risk Assessment Matrix. This matrix expresses assessed safety risk as a combination of one severity category and one likelihood level, to obtain a hazard rating to guide actions. Likelihood means the probability that hazard consequences might occur, considering the worst foreseeable condition. Severity means the anticipated effects of a potential consequence, should it materialize, considering the worst credible condition.

Table 10. Risk Assessment Matrix

| Likelihood | 5                                                                                                            | Very High |            |                                       |                                                  |                                                   |                                                                |
|------------|--------------------------------------------------------------------------------------------------------------|-----------|------------|---------------------------------------|--------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------|
|            | 4                                                                                                            | High      |            |                                       |                                                  |                                                   |                                                                |
|            | 3                                                                                                            | Moderate  |            |                                       |                                                  |                                                   |                                                                |
|            | 2                                                                                                            | Low       |            |                                       |                                                  |                                                   |                                                                |
|            | 1                                                                                                            | Very Low  |            |                                       |                                                  |                                                   |                                                                |
|            |                                                                                                              |           | Negligible | Could cause minor first aid treatment | May cause minor injury, or minor property damage | May cause severe injury, or major property damage | May cause death or permanent injury or destruction of property |
|            |                                                                                                              |           | A          | B                                     | C                                                | D                                                 | E                                                              |
| Severity   |                                                                                                              |           |            |                                       |                                                  |                                                   |                                                                |
| Green      | Acceptable under existing circumstances.                                                                     |           |            |                                       |                                                  |                                                   |                                                                |
| Yellow     | Acceptable, but monitoring is necessary. Hazard should be mitigated, if possible, within fiscal constraints. |           |            |                                       |                                                  |                                                   |                                                                |
| Red        | Unacceptable under existing circumstances. Hazard must be mitigated.                                         |           |            |                                       |                                                  |                                                   |                                                                |

## Safety Risk Mitigation

Safety risk mitigation enables the active “management” of safety risk in a manner that is aligned with safety performance targets, and consists of initial, ongoing, and revised safety risk mitigations to include missed performance targets.

The Accountable Executive and Chief Safety Officer identify any safety risk mitigations or strategies that may be necessary to protect the public, including pedestrians and bicyclists, and transit workers from unsafe conditions. The Chief Safety Officer ensures that safety risk mitigations and associated safety risk mitigation plans are implemented to reduce the likelihood and severity of potential consequences.

During Transit Team Meetings, transit workers review open hazard items as a standing agenda item. This provides for hazard tracking and recordkeeping of when hazards have been verified as closed. The Safety and Security Risk Assessment Sheet provides documentation and accountability.

- Safety Risk Description and Assessment
- Current Measures to Reduce Safety Risk
- Further Action Required to Reduce Safety Risk
- Staff Responsibility

## Chapter 6. Safety Assurance

Through our Safety Assurance process:

- Consider data and information regarding exposure to infectious disease provided by the Centers for Disease Control and Prevention or Minnesota Department of Health.
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.
- Evaluates compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control our safety risk.
- Investigates safety events to identify causal factors.
- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended.

## Compliance Monitoring

Mankato Transit collects a variety of information and data via safety performance monitoring activities which staff examines for hazards and safety trends.

- Monitor transit worker safety reporting program
- Monitor service delivery activities
- Monitor operational and maintenance data
- Conduct safety surveys
- Conduct safety audits, studies, reviews, and inspections
- Conduct safety investigations
- Evaluate data and information from external agencies or peers

During the annual safety plan review, the Accountable Executive and Chief Safety Officer review data produced via safety performance monitoring activities as an input for updates to the numerical performance targets and objectives in the transit agency's Safety Policy.

## Mitigation Monitoring

The Chief Safety Officer monitors Mankato Transit's operations on a large scale to identify safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations
- Monitoring transit worker safety reporting
- Reviewing results of internal safety audits and inspections
- Analyzing operational and safety data to identify emerging safety concerns

During Lead Driver meetings, operation and maintenance activities are reviewed to identify safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. Lead Drivers also support field monitoring activities to identify changes in a system that may not be planned.

## Investigation of Causal Factors

Mankato Transit maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing safety risk mitigations in place at the time of the event. Mankato Transit is committed to using the data collected and information learned to inform decision making and continuously improve future safety management system hazard mitigation practices. The Chief Safety Officer reviews data related to passenger injuries and

claims, passenger complaints, transit worker injuries, and accidents; hazards and trends.

The Chief Safety Officer also conducts or monitors incident/mishap response and investigations to assess trends. Documents of investigation policies, processes, forms, checklists, activities, and results are maintained. Major accidents, incidents, and hazards may also be documented in formal investigation reports and supporting documents maintained separately.

Significant accident and incident investigation outcomes and lessons learned are communicated to system transit workers; bulletins and retraining or familiarization may also be used. The Chief Safety Officer ensures that appropriate action items are posted in the driver break/preparation area, so they are visible and available to all transit workers.

### Internal Reporting Monitoring

The Chief Safety Officer routinely reviews safety data captured in employee safety reports, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Accountable Executive ensure that the concerns are investigated or analyzed through the SMS process.

The Chief Safety Officer and Accountable Executive also review internal and external reviews, including audits and assessments, with findings concerning safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

### Continuous Improvement

Annually during the Safety Plan Update, the transit annual safety performance is reviewed against the safety performance targets to identify deficiencies. Noted areas are discussed during the Transit Team Meeting to identify potential risk mitigation techniques through operating practice or Capital Improvement Projects.

## Chapter 7. Safety Promotion

Mankato Transit believes safety promotion is critical to the success of the Safety Management System by ensuring that the entire organization fully understands and trusts the Safety Management System policies, procedures, and structure. It involves establishing a culture that recognizes safety as a core value, training transit workers in safety principles, and allowing open communications of safety issues.

## Competencies and Training

Mankato Transit maintains and implements a safety management training program to ensure transit workers are trained and competent to perform their Safety Management System duties, per 49 CFR Part 673.29(a). This training includes pre-employment screening of job-related skills for certain positions, new employee orientation, on-the-job training, and an ongoing process of refresher and familiarization training for current transit workers which include.

### Safety Training for Transit Workers

- De-Escalation Training
- Safety Concern Identification and Reporting
- Refresher Training as necessary

### Management and Supervisor Training

Management-level training is delivered through staff meetings and can include videos covering safety training topics or other safety-focused material. Executive managers also participate in the FTA sponsored Transportation Safety Institute<sup>6</sup> to ensure that they are sufficiently trained to carry out their SMS responsibilities.

Training can include:

- SMS Awareness (Online course)
- Safety Assurance (e-Learning course)
- SMS Principles for Transit
- Effectively Managing Transit Emergencies
- Transit Bus System Safety
- Fundamentals of Bus Collision Investigation

## Safety Communication

The Chief Safety Officer coordinates Mankato Transit's safety communication activities which focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

1. Communicating safety and safety performance information throughout the transit agency

Mankato Transit communicates information on safety and safety performance in emails and during meetings. Mankato Transit also has a permanent agenda item in all Drivers' Meetings dedicated to safety.

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<sup>6</sup> <https://tsi-dot.csod.com>

Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact Mankato Transit's service or safety performance, and updates regarding SMS implementation. Finally, the Chief Safety Officer posts safety bulletins and flyers on the bulletin boards located in the bus operator and maintenance technician break rooms, advertising safety messages and promoting awareness of safety issues.

2. Communicating information on hazards and safety risks relevant to transit workers' roles and responsibilities throughout the transit agency.

As part of new-hire training, Mankato Transit distributes safety policies and procedures, included in the Employee Handbook, to all transit workers. Mankato Transit provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians.

For newly emerging issues or safety events, including the results of cooperation with frontline transit workers at the transit agency, the Chief Safety Officer may issue messages to transit workers to support performing their jobs safely.

3. Informing transit workers of safety actions taken in response to reports submitted.

Mankato Transit provides targeted communications to inform transit workers of safety actions taken in response to reports submitted, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between transit workers and supervisors.

## Additional Information

### Frontline Employee Representation

Annual review and update of the Mankato Transit Safety Plan is conducted in cooperation with the frontline employees and representatives of the American Federation of State, County, and Municipal Employees (AFSCME) Local 2374.

Frontline employees and representatives of AFSCME provide comments and suggested edits to the updated draft before the final document is presented to the city council for adoption.

## Strategies to Minimize Exposure to Infectious Disease

To minimizing exposure to infectious diseases and improve the public health and operating environment for our customers and transit workers, periodic sanitization of the bus interior, a practice implemented during the COVID-19 Pandemic will continue as safety risk mitigation best practice. Funding to provide equipment and supplies appropriate for bus sanitization will be budgeted annually.

Mankato Transit will ensure implementation strategies to minimize exposure to infectious disease consistent with Centers for Disease Control and Prevention and Minnesota Department of Health guidelines are implemented<sup>7</sup>.

## Supporting Documentation

Mankato Transit will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this safety plan; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

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<sup>7</sup> In accordance with changes 49 U.S.C § 5329(d) under the Infrastructure Investment and Jobs Act.

## Definitions

**Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the 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 Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

**Chief Safety Officer** means 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.

**Consequence** means the potential outcome(s) of a hazard.

**Direct Recipient** means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

**Emergency** means, as defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe 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** means an entity that carries out duties similar to 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 Public Transportation Agency Safety Plan.

**Frontline Employee** means an employee who is a transit vehicle driver or operator, dispatcher, maintenance and maintenance support employee, station attendant, customer service employee, security employee, or transit police, or any other transit worker who has direct contact with riders on a regular basis.

**FTA** means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

**Hazard** means 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.

**Injury** means any harm to persons as a result of an event that requires immediate medical attention away from the scene.

**Investigation** means 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** means a formal approach to discuss topics affecting transit workers and the public transportation system.

**Likelihood** means the probability that hazard consequences might occur, considering the worst foreseeable condition.

**National Public Transportation Safety Plan** means the FTA plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.

**Near-miss** means a narrowly avoided safety event.

**Operator of a Public Transportation System** means a provider of public transportation.

**Performance Measure** means 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.

**Potential Consequence** means the effect of the hazard.

**Public Transportation** means as defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation surfaces that are open to the general public or opened to a segment of the general public defined by age, disability, or low income; and does not include:

1. Intercity bus service;
2. Charter bus service;
3. School bus service;
4. Sightseeing service;
5. Courtesy shuttle service for patrons of one or more specific establishments;
- or
6. Intra-terminal or intra-facility shuttle services.

**Public Transportation Agency Safety Plan (Or Agency Safety Plan)** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

**Recipient** means 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.

**Safety Assurance** means 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** means the formal joint labor-management committee on issues related to safety that is required by 49 U.S.C 5329 and this part.

**Safety Event** means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

**Safety Management Policy** means 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)** means the formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.

**Safety Management System (SMS) Executive** means a Chief Safety Officer or an equivalent.

**Safety Performance Target** means a quantifiable level or performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.

**Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

**Safety Risk** means the composite of predicted severity and likelihood of a potential consequence of a hazard.

**Safety Risk Assessment** means 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** means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.

**Safety Risk Mitigation** means a method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.

**Safety Set-Aside** means 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.

**Small Public Transportation Provider** means a recipient or subrecipient of federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across all non-rail fixed route modes or in any one non-fixed route mode and does not operate a rail fixed guideway public transportation system.

**State** means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

**State of good repair** means the condition in which a capital asset is able to operate at a full level of performance.

**State Safety Oversight Agency** means an agency established by a State that meets the requirements and performs the functions specified by [49 U.S.C. 5329\(e\)](#) and [49 U.S.C. 5329\(k\)](#), as well as the regulations set forth in [49 CFR part 674](#).

**Subrecipient** means an entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

**Transit Agency** means 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** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over 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** means any employee, contractor, or volunteer working on behalf of the transit agency.

**Urbanized Area** means as defined under 49 U.S.C. 5302, an area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an "urbanized area" by the Secretary of Commerce.

## Acronyms

|                 |                                                            |
|-----------------|------------------------------------------------------------|
| <b>ASP</b>      | Agency Safety Plan (Also referred to as PTASP)             |
| <b>CFR</b>      | Code of Federal Regulations                                |
| <b>FTA</b>      | Federal Transit Administration                             |
| <b>MAPO</b>     | Mankato/North Mankato Area Planning Organization           |
| <b>MnDOT</b>    | Minnesota Department of Transportation                     |
| <b>MPO</b>      | Metropolitan Planning Organization                         |
| <b>MTS</b>      | Mankato Transit System                                     |
| <b>NTD</b>      | National Transit Database                                  |
| <b>Part 673</b> | 49 CFR Part 673 (Public Transportation Agency Safety Plan) |
| <b>PTASP</b>    | Public Transportation Agency Safety Plan                   |
| <b>SMS</b>      | Safety Management System                                   |
| <b>SRM</b>      | Safety Risk Management                                     |
| <b>U.S.C.</b>   | United States Code                                         |
| <b>VIN</b>      | Vehicle Identification Number                              |
| <b>VRM</b>      | Vehicle Revenue Miles                                      |



### Safety Management Policy Statement

The management of safety is one of our core business functions. Mankato Transit System is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.



All levels of management and all transit workers are accountable for the delivery of this highest level of safety performance, starting with the Associate Director – Transportation Planning Services.

Mankato Transit System commitment is to:

- **Support** the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective transit worker safety reporting and communication, and actively manage safety with the same attention to results as the attention to the results of the other management systems of the organization;
- **Integrate** the management of safety among the primary responsibilities of staff and transit workers;
- **Clearly define** for management and transit workers alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- **Establish and operate** hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, to eliminate or mitigate the safety risks of the potential consequences of hazards resulting from operations or activities to a point which is consistent with our acceptable level of safety performance;
- **Ensure** that no action will be taken against a transit worker who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards;
- **Ensure** that sufficient skilled and trained human resources are available to implement safety management processes;
- **Ensure** that all transit workers are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- **Establish and measure** our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** our safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- **Ensure** externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

July 14, 2025

Shawn Schloesser  
Associate Director  
Transportation Planning Services

Date





## Transit – Accident / Incident Report

**Basic Information**

Accident/Incident Location \_\_\_\_\_  
 City \_\_\_\_\_  
 Event Date \_\_\_\_\_ Time \_\_\_\_\_ ☐ a.m. ☐ p.m.  
 Type of Operation ☐ Fixed ☐ Paratransit ☐ Demand Response  
 Phase of Operation ☐ Garage/Wash ☐ En Route ☐ Revenue Service ☐ Deadhead  
 Property Damage ☐ Yes ☐ No Assault ☐ Non-Physical ☐ Physical  
 Mechanical Malfunction/Failure ☐ Yes ☐ No ☐ Unknown  
 Collision with Other Vehicle ☐ Yes ☐ No Towed from Collision Site ☐ Yes ☐ No

**Bus Information**

Bus Number \_\_\_\_\_ Arboc ☐ 24 ft ☐ 26 ft Gillig ☐ 35 ft ☐ 40 ft  
 VIN Number \_\_\_\_\_ USDOT 01106677

**Operator Information**

Name \_\_\_\_\_  
 Commercial Driver's License ☐ A ☐ B ☐ C Endorsements and Restrictions  
☐ Passenger ☐ School Bus ☐ Tank Vehicle ☐ HazMat ☐ (X) Tanker & HazMat  
☐ Doubles/Triples ☐ (K) Interstate Only ☐ (L) Vehicles w/o air brakes  
 Degree of Injury ☐ None ☐ Minor ☐ Serious ☐ Unknown ☐ Fatal ☐ Ambulance  
 Seat Belt Used ☐ Yes ☐ No Ambulance ☐ Yes ☐ No  
 Medical Certificate Number \_\_\_\_\_  
 Medical Certificate Limitations or Waivers \_\_\_\_\_  
 Date of Last Medical \_\_\_\_\_

**Other Vehicle – Collision**

Manufacture \_\_\_\_\_ Model \_\_\_\_\_  
 License Plate \_\_\_\_\_  
 Damage to Other Vehicle ☐ None ☐ Minor ☐ Substantial ☐ Destroyed  
 Towed from Collision Site ☐ Yes ☐ No Ambulance ☐ Yes ☐ No

**Weather Information at the Accident Site**

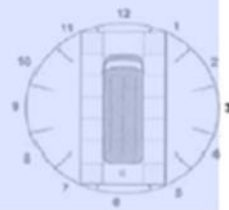
Light Conditions ☐ Dawn ☐ Day ☐ Dusk ☐ Night  
 Sky Conditions ☐ Clear ☐ Cloudy ☐ Rain ☐ Hail ☐ Snow ☐ Sleet  
 Condition of Road Surface ☐ Dry ☐ Holes ☐ Wet ☐ Ice ☐ Slush ☐ Snow



## Transit – Accident / Incident Report

**Passenger(s) Other Personnel**

|                                                                                                                                                                                                                   |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Name _____                                                                                                                                                                                                        | Phone _____ |
| Degree of Injury <input type="checkbox"/> None <input type="checkbox"/> Minor <input type="checkbox"/> Serious <input type="checkbox"/> Unknown <input type="checkbox"/> Fatal <input type="checkbox"/> Ambulance |             |
| Name _____                                                                                                                                                                                                        | Phone _____ |
| Degree of Injury <input type="checkbox"/> None <input type="checkbox"/> Minor <input type="checkbox"/> Serious <input type="checkbox"/> Unknown <input type="checkbox"/> Fatal <input type="checkbox"/> Ambulance |             |
| Name _____                                                                                                                                                                                                        | Phone _____ |
| Degree of Injury <input type="checkbox"/> None <input type="checkbox"/> Minor <input type="checkbox"/> Serious <input type="checkbox"/> Unknown <input type="checkbox"/> Fatal <input type="checkbox"/> Ambulance |             |

**What happened in your own words:**

*I hereby certify that the above information is complete and accurate to the best of my knowledge.*

Signature \_\_\_\_\_ Date of Report \_\_\_\_\_

**Administrative Staff Area:**

|                                                                                                                                                                                                     |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Name of Support Staff _____                                                                                                                                                                         | Date _____ |
| Reasonable Suspicion <input type="checkbox"/> Y <input type="checkbox"/> N Video <input type="checkbox"/> Y <input type="checkbox"/> N Photos <input type="checkbox"/> Y <input type="checkbox"/> N |            |
| Maintenance Inspection <input type="checkbox"/> Y <input type="checkbox"/> N ICR # _____                                                                                                            |            |
| Remedies or Best Practices:                                                                                                                                                                         |            |

Council Resolution