



## Procedure SSO-005

# Annual Public Rail Transit Safety Report to the Governor and the Legislature

**Current Version:** 10/1/2021

**Scope:** This procedure provides a process for developing and completing the annual NJDOT Annual Public Rail Transit Safety Report (PSR) to the Governor and the Legislature. The procedure includes a scope and outline for this annual report as well as the review and approval process to be followed. Ultimately, this report is required to be delivered annually to the FTA, Governor of the State of New Jersey, Governor of the State of Pennsylvania, and the boards of directors (or equivalent) of each of the RTA/RFGPTS under the jurisdiction of New Jersey.

**Requirement:** The PSR is required based on 49 CFR Part 674.13(a)(7) – The State must ensure that at least once a year, the SSOA reports the status of the safety of each rail fixed guideway public transportation system to the Governors, the FTA, and the board of directors, or equivalent entity, of the rail fixed guideway public transportation system.

**Scope of PSR:** The scope of this report will include accomplishments of the NJDOT SSO program, interactions, and status of the rail safety program at each of the RTA/RFGPTS under the jurisdiction of New Jersey. Status of the RTA/RFGPTS safety programs will include total number of reportable investigations and numbers of corrective actions being tracked as part of the NJDOT SSO program for the reporting year. This status report will cover activities for the previous calendar year and the final status report will be distributed to the required parties no later than December 31<sup>st</sup> of the following year.

**Outline – PSR:** The following is a general outline for this status report:

- Title page
- Executive Summary
- Introduction
- Accomplishments of the NJDOT SSO Program
- Status of the safety program of each RTA/RFGPTS

**Review Process for Draft PSR:** The draft report will be completed by May 5<sup>th</sup> for the previous calendar year, as a target. Reviews of the draft status report are requested from NJDOT and each of the RTA/RFGPTS. These reviewers should include any additional reviews needed by others at each RTA/RFGPTS and within NJDOT. After the review process, all comments and changes will be made to the draft PSR as needed. NJDOT management will be responsible for taking the updated draft report up the NJDOT chain of command for review and comment. Once the draft PSR is finalized, NJDOT management will coordinate delivery of the final report to the New Jersey Governor's Office. NJDOT SSO program will handle distribution of the report to the Pennsylvania Governor's Office, all Program Standard signees, and boards of directors (or equivalent). The NJDOT SSO program will post the final PSR to their website and coordinate delivery of the final



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PSR to the FTA Associate Administrator of the Office of Safety and Oversight. The delivery of the PSR to each entity must have a transmittal letter as a record per FTA policy.

**Update:**

- March 5, 2018 – Initial release
- July 6, 2020 – minor word choice changes
- June 30, 2021 – PSR draft review and final report distribution updated
- October 1, 2021 – formatting change only