

## Ohio Department of Transportation (ODOT) Rail Transit State Safety Oversight (SSO) Program

**Procedure SSO-001**: Update procedure for the ODOT Rail Transit State Safety Oversight (SSO) Program Standard (SSOPS).

**Current Version**: January 28, 2019 [Note: all older versions of this procedure should be discarded]

**Scope**: This procedure explains the types of and timing for updates of the ODOT Rail Transit SSOPS.

**Design Philosophy for SSOPS**: The ODOT Rail Transit SSOPS describes the ODOT SSO program processes and procedures, interactions, and requirements for the Ohio rail transit agencies (RTAs), and the program's responsibilities to the Federal Transit Administration (FTA) SSO program. Changes to this SSOPS are made within the ODOT SSO program and result from internal or external audits, policy changes, requirement changes from FTA or the state, and/or organizational changes. The SSOPS is to be reviewed in December for update each year. In addition, the SSOPS is to be kept up-to-date on an as-needed basis between annual reviews for update. All participants involved in the ODOT SSO program are welcome to offer changes or additions to the SSOPS. Each comment or recommendation received will be reviewed by the ODOT SSO program in a timely manner.

**SSOPS Body Update – Significant Change**: A significant change to the SSOPS body would include any changes to policy or requirements of the ODOT SSO program or the Ohio RTAs. Updates of actual policy in the body of the SSOPS will require approval and sign-offs from all of the program participants. This type of change will cause a full Version number change in the first digit, e.g., Version 3.1 would change to Version 4.0. A row will be added on the Version Tracking page to explain the update.

Proposed changes to this SSOPS will be circulated for review in draft form to applicable ODOT SSO program management and staff and the Ohio RTAs. Following review and comment, draft changes must be approved by the Office of Transit Administrator and incorporated into the final revision of the SSOPS.

Once the final/updated SSOPS has been approved within ODOT, each of the Ohio RTAs will receive a copy for review and will be required to acknowledge the updated SSOPS by filling in the signature page for the chief executive officer, lead for the safety program, lead for the security program, and any other appropriate parties at the RTA (and sending the signed pages back to the ODOT SSO program). Any corrections or issues at this point in the process will be reviewed and appropriate changes will be made as needed and approved by the ODOT Office of Transit Administrator.

The finalized SSOPS will then be notified to the ODOT SSO program staff and Ohio RTAs and available electronically in Acrobat/pdf format and placed on ODOT's website at <http://www.dot.state.oh.us/Divisions/Planning/Transit/Pages/RailSafety.aspx>. Once the updated SSOPS has been finalized, it is the responsibility of the Ohio RTAs to pass these requirements on to any appropriate staff or contractors.

**SSOPS Body Update – Administrative Change**: An administrative change to the SSOPS body are minor in nature without any substantial policy change or expectations of the ODOT SSO program or the Ohio RTAs. Administrative changes will follow a separate update process that will include review by appropriate staff at the Ohio RTAs and approval by the ODOT SSO Program Manager, and will not require the formal signatures or acknowledgement of the changes by the Ohio RTAs. This type of change will cause the Version number to change in the second digit, e.g., Version 3.0 to Version 3.1. A row will be added on the Version Tracking page to explain the update.

This Administrative Change will be notified to the ODOT SSO program staff and the Ohio RTAs and then available electronically in Acrobat/pdf format and placed on ODOT's website at <http://www.dot.state.oh.us/Divisions/Planning/Transit/Pages/RailSafety.aspx>. Once the updated SSOPS has been finalized, it is the responsibility of the Ohio RTAs to pass these requirements on to any appropriate staff or contractors.

**SSOPS Appendices Update:** The ODOT Rail Transit SSOPS has been designed with the appendices separate from the body of the program standard. Updates to the appendices will follow a separate update process that will include review by appropriate staff at the Ohio RTAs and approval by the ODOT SSO Program Manager, and will not require the formal signatures or acknowledgement of the changes by the Ohio RTAs. When an appendix is updated, the version date will reflect the update and be changed on the version tracking list for the appendices.

Updates to the appendices will be notified to the ODOT SSO program staff and Ohio RTAs and available electronically in Acrobat/pdf format and placed on ODOT's website at <http://www.dot.state.oh.us/Divisions/Planning/Transit/Pages/RailSafety.aspx>.

A list of the appendices and current version date is available at the front of the appendices and online so that all ODOT SSO program participants can assure that they have the current version of each appendix.

**SSOPS Updates Submission to FTA:** Any changes to the ODOT Rail Transit SSOPS since the last annual submission to FTA must be provided to FTA via the next annual submission by March 31<sup>st</sup>. If the SSOPS has not been changed in the previous year, documentation of the annual check will be provided to FTA as part of the annual submission.

**Updates:**

- April 7, 2016 – initial release
- September 12, 2016 – revision to show that the SSOPS must be reviewed for update at least once per year. This was required via an FTA finding.
- January 28, 2019 – minor wording change to spell out FTA.