

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

Procedure SSO-005: Annual Program Status Report Development Procedure.

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

Scope: This procedure provides a process for developing and completing the annual program status report. 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 Federal Transit Administration (FTA), Governor of the State of Ohio, and the boards of directors (or equivalent) of each of the Ohio RTAs.

Requirement: This Annual Program Status Report is required based on 49 CFR Part 674.13(a)(7) – The State must ensure that at least once a year, the state safety oversight agency (SSOA) reports the status of the safety of each rail fixed guideway public transportation system to the Governor, the FTA, and the board of directors, or equivalent entity, of the rail fixed guideway public transportation system.

Scope of Annual Program Status Report: The scope of this report will include accomplishments of the ODOT SSO program, interactions and status of the rail safety program at the Greater Cleveland Regional Transit Authority (GCRTA), and interactions and status of the rail safety program for the Cincinnati Streetcar project including the City of Cincinnati, the Southwest Ohio Regional Transit Authority (SORTA), and SORTA’s contractor for the Cincinnati Streetcar (currently Transdev). Status of the Ohio RTA rail safety programs will include total number of reportable investigations and numbers of corrective actions being tracked as part of the ODOT SSO program. 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 June 30th of the following year.

Outline – Annual Program Status Report: The following is a general outline for this status report:

- Title page
- Executive Summary
- Introduction
- Accomplishments of the ODOT SSO Program
- GCRTA
- Cincinnati Streetcar – City of Cincinnati, SORTA, and contractor
- Highlights for the next calendar year

Review Process for Draft Status Report: The draft report will be completed by March 31st for the previous calendar year. Reviews of the draft status report are requested from ODOT, GCRTA, SORTA, and the City of Cincinnati. These reviewers should include any additional reviews needed by others. After the review process, all comments and changes will be made to the draft status report. ODOT will be responsible for taking the updated draft report up the ODOT chain of command for review and comment. Once the draft status report is finalized, ODOT will coordinate delivery of the final report to the Governor’s Office. GCRTA, SORTA, and the City of Cincinnati will coordinate delivery of the final report to their boards of directors (or equivalent). The ODOT Office of Transit will coordinate delivery of the final report to the FTA Associate Administrator of the Office of Safety and Oversight.

Updates:

- April 8, 2016 – initial release
- January 28, 2019 – minor wording change to spell out FTA.