EARL Public Transit Safety Plan
Natasha F. Wilkes
Team Members: Jacky Bresnahan, Maura Jones, Monica Roderick, David Wilker, Shannon Nagel, & Gordon Buss

INTRODUCTION
EARL Public Transit, a program of Northeast Iowa Community Action Corporation has put in place a safety management system to maintain yearly to measure the safety plan for our program.

MAJOR STEPS TAKEN
- CTAA Project Acceptance
- Timeline Creation
- Safety Team Coordinated
- Insurance Outreach
- Outreach to other Transit’s on current Safety Plans
- Monthly Team meetings
- Emergency Disaster Business Plan Drafted
- Emergency Calling Tree (Drafted & Dispersed)
- Structure of Safety Plan Layout/Charting of Procedural Plans
- Develop a Safety Plan Procedure
- Update/Gather/Create Policy/Procedure
- Organize Safety Plan
- Finalize Safety Plan
- Present materials for approval
- Continual Improvements and Upkeep of Safety Plan

GOALS AND IMPLEMENTATION

Office Safety
A. Emergency Disaster Business Plan
   1. Maintenance Policy and Procedure
   2. Driver Policy and Procedure
   3. Dispatch Policy and Procedure
   4. Building Security
B. IT Safety Plan/Billing Safety Plan
   1. Off Site Plan
   2. Emergency Supply Kit and Location
C. Ticketing/Wheels for Work
   1. Ticketing Off Site Plan
   2. Wheels for Work Off Site Plan

Driver Safety
A. Onboarding and Departing of Drivers
   1. Seasonal Safety
B. Station Point Safety
   1. Physical Safety (ie: Lighting, Surface, etc.)
   2. Contracts of Safety Points (ie: Inclement Weather Ground Keeping)
C. Driver Safety
   1. ADA Compliance
   2. Securements
   3. Vehicle Safety (ie: Pre-Trip, Post Trip, Servicing of Vehicle, etc.)

Maintenance Safety
A. Asset Management
   1. IA DOT Adherence
   2. Federal Adherence
B. Off Site Preparedness
   1. Memorandum of Understandings in place
   2. Asset Allocation

Conclusion
A. EARL Public Transit Safety Plan is in place to adhere to Federal & State Regulations, and prepare for Natural Disasters.
B. The EARL Public Transit Safety Plan has placed foreseeable emergency occurrences within this plan and will follow inspections yearly.

RESULTS
A functional document that can be readily pulled off the shelf to look information up and view the safety procedures of EARL Public Transit.

WHAT WE LEARNED
Projects are better created through a Team. Without establishing a Safety Team to help identify resources that were needed to project completion, there would not have been a project.

Stick to your outline; there are many ideas that will come from brainstorming to steer you in a different direction. Stay focused on the primary intent of the project.

RECOMMENDATIONS
- Never lose track of your end goal.
- Always ask questions.
- Something is ALWAYS going to come up, meet your personal project deadlines.
- Network (There is always someone who has a piece of knowledge that will help you.)

RESOURCES AND CONTACT INFORMATION
Northeast Iowa Community Action Corporation
Human Resources Director
Transportation Director
Transit Driver Manager
Transit Shop Manager
Transit Dispatch Manager
Dispatcher/Scheduler
Transit Dispatcher & IT Specialist
Transit Dispatch Manager, Natasha F. Wilkes
563-382-4259

Team Members: Jacky Bresnahan, Maura Jones, Monica Roderick, David Wilker, Shannon Nagel, & Gordon Buss