Appendix C

Version: 01/28/2025

Training Plan

New Jersey Department of Transportation (NJDOT)
State Safety Oversight (SSO) Program

Training Plan
Updated: 01/28/2025

Introduction

This Training Plan focuses on the minimum training requirements for NJDOT and contractor staff that are designated personnel for the NJDOT SSO program, as well as RTA/RFGPTS designated staff training and reporting requirements. The training requirements are based on a regulation from the Federal Transit Administration (FTA) in 49 CFR Part 672 – Public Transportation Safety Certification Training Program (PTSCTP). This regulation requires safety-related training for specific FTA, SSO, and RTA/RFGPTS staff responsible for safety and oversight, including contractors.

An update to the Final Rule was published on August 14, 2024, effective November 1, 2024. This regulation includes requirements to complete defined training from FTA and the Transportation Safety Institute (TSI). In addition, this regulation requires the development of an SSO Program Technical Training Plan (TTP) specific to each rail system that a state provides safety oversight. FTA also provides additional training and sets expectations of the SSO program staff to complete that additional training. The final rule also clarifies voluntary PTSCTP participation and sets administrative requirements for communication processes between FTA and RTA/RFGPTS. This final rule also adds new definitions and revises existing definitions to coordinate and align with other FTA programs and safety rulemakings.

Definitions

The following are definitions from the regulation that are important to understand the application of the training requirements.

- *Contractor* means an entity that performs tasks on behalf of the Federal Transit Administration (FTA), a State Safety Oversight Agency (SSOA), or public transportation agency through contract or other agreement.
- *Designated personnel* means:
  (1) Employees and contractors identified by a recipient whose job function is directly responsible for safety oversight of the public transportation system of the public transportation agency; or
  (2) Employees and contractors of a State Safety Oversight Agency (SSOA) whose job function requires them to conduct reviews, inspections, examinations, and other safety oversight activities of the rail fixed guideway public transportation systems subject to the jurisdiction of the agency.
- *Directly responsible for safety oversight* means public transportation agency personnel whose primary job function includes the development, implementation, and review of the

agency's safety plan and/or the State Safety Oversight Agency (SSOA) requirements for the rail fixed guideway public transportation system pursuant to 49 CFR part 674.

- *Examination* means a process for gathering or analyzing facts or information related to the safety of a public transportation system.

- *Initial training* means the group of specific courses an individual must complete within three (3) years of enrollment in the Public Transportation Safety Certification Training Program to receive their first program certificate.

- *Public transportation agency* means an entity that provides public transportation service as defined in 49 U.S.C. 5302 and that has one or more modes of service not subject to the safety oversight requirements of another Federal agency.

- *Public Transportation Safety Certification Training Program curriculum* means the initial training designated personnel or voluntary participants must complete to receive the Public Transportation Safety Certification Training Program certificate of completion.

- *Rail fixed guideway public transportation system* means any fixed guideway system, or any such system in engineering or construction, that uses rail, is operated for public transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of the Federal Railroad Administration. These systems include but are not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideway.

- *Rail transit agency* means any entity that provides services on a rail fixed guideway public transportation system.

- *Recertification* means the process of renewing an individual's Public Transportation Safety Certification Training Program certification for two years.

- *Recertification training* means the training courses or activities designated personnel must complete within two (2) years of completing the Public Transportation Safety Certification Program curriculum to maintain certification and every two (2) years thereafter.

- *Recipient* means a State or local governmental authority or any other operator of a public transportation system receiving financial assistance under 49 U.S.C. chapter 53.

- *Safety review* means a review or analysis of safety records and related materials.

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

- *Voluntary participant* means an individual participating in the Public Transportation Safety Certification Training Program that is not subject to the requirements of this part, including:

  (1) Employees and contractors of an applicable recipient that have not been designated under § 672.11(a) or § 672.13(a), and

  (2) Individuals who are not employees or contractors of an applicable recipient.

Training Requirements for SSO Program and RTA/RFGPTS Staff

FTA issued Final Rule 49 CFR Part 672, **Public Transportation Safety Certification Training Program (PTSCTP)**, to provide minimum training requirements for **SSO** personnel and contractors who conduct safety audits/reviews, inspections, examinations and other oversight activities of transit systems and for **Rail Transit Agency (RTA)** personnel and contractors who are directly responsible for safety oversight.

PTSCTP Individual Training Plan (ITP) Enrollment

SSO program and RTA/RFGPTS shall ensure that each designated individual is **enrolled** in the PTSCTP within **thirty (30) days of the individual's designation** and ensure the designated participants comply with the applicable training requirements and the PTSCTP curriculum.

Enrollment Process:
Designated SSO program & RTA/RFGPTS staff enroll in the PTSCTP by accessing the FTA's electronic PTSCTP Enrollment Form. The RTA/RFGPTS must submit evidence of enrollment to the SSO program within thirty (30) days of enrollment.

PTSCTP Training Requirements for SSO Program and RTA/RFGPTS

- **SSO Program** personnel and contractors who have been identified as designated staff to conduct safety audits/reviews, inspections, examinations, and other oversight activities of transit systems are required to complete the FTA Transportation Safety Institute (TSI) training courses outlined in **Table 1** below. These training courses are required to be completed within three (3) years of becoming designated staff.

  Note: The regulation clarifies that individuals not mandated to participate in the PTSCTP may do so voluntarily, including employees and contractors not designated under § 672.11(a) or 672.13(a).

- **RTA/RFGPTS** employees and contractors who have been designated as **directly responsible for safety oversight** must complete the same training requirements outlined in **Table 1,** excluding #7 below. The NJDOT SSO program defines "directly responsible for safety oversight" as those responsible for **leading Investigations, ASP development, and safety auditors**.

Table 1 – PTSCTP Training Requirements

PTSCTP	
1	SMS Awareness
2	SMS Safety Assurance
3	SMS Principles for Transit
4	Transit Rail System Safety
5	Transit Rail Incident Investigation
6	Effectively Managing Transit Emergencies
7	SMS Principles for SSO Personnel*

* Not required for RTA/RFGPTS personnel.

Additional Recommended Certificate/Training Courses for SSO program and RTA/RFGPTS personnel are covered in the next section.

PTSCTP Recertification Training Requirements for SSO Program and RTA/RFGPTS

After the completion of initial training, recertification training must be completed **every two (2) years**. Recertification training requirements for SSO Program and RTA/RFGPTS are as follows:

- **SSO Program** (personnel and contractors) recertification training shall consist of two elements:
  - **Element 1:** Recertification training defined by FTA, and
  - **Element 2:** Recertification training defined by the **SSO Program**, which must include, at a minimum, one (1) hour of safety oversight training.

    The following recertification training activities are currently approved for Element 2 (only one training activity is sufficient for refresher training):
    - FTA/TSI "SMS Awareness" training course (online)
    - FTA Joint State Safety Oversight & Rail Transit Agency Annual Workshop
    - NJ SSO Program SMS Refresher Training: Overview of SSO Program Processes and Objectives (as described in SSO-101)

- **RTA/RFGPTS** (employees and contractors) recertification training shall consist of two elements:
  - **Element 1:** Specific Recertification training defined by FTA, and
  - **Element 2:** Recertification training defined by the **Rail Transit Agency**, which must include, at a minimum, one (1) hour of safety oversight training. The approved recertification training must be formalized in the ASP.

SSO program and the RTA/RFGPTS will submit the required recertification documentation to the FTA, following the FTA's reporting requirements.

SSO Program & RTA/RFGPTS Recommended Additional Training Courses

- **Transit Safety & Security Program (TSSP) Certificate**
  Personnel that successfully complete the **Transit Safety & Security Program Certificate** required courses within a consecutive three (3) year timeframe are eligible to apply. The Certificate of Completion indicates that the individual has a broad-based knowledge of the safety and security principles applicable to transit system safety, operations and management. Certificate holders are provided with the necessary information to develop and implement system safety, security, and emergency management program plans. The certificate is awarded by the FTA upon successful completion of the following courses:

Transit Safety & Security Program Certificate
Transit Rail System Safety
Transit Rail Incident Investigation
Effectively Managing Transit Emergencies
Transit System Security

- FTA/TSI "Rail Nomenclature"
- FTA/TSI "Transit Safety and Security Audit Course"
- FTA/TSI "Advanced Rail Incident Investigation"
- FTA/TSI "Transit Industrial Safety Management"
- University of Wisconsin (SSO only)
    - Intro to Traction Power & OCS
    - Fundamentals of Train Control and Signaling
    - Traction Power and OCS
    - Intro to Railroad Engineering and Operations

Administrative Requirements

The regulation is clear about requirements for SSO program and RTA/RFGPTS recordkeeping. In addition, records must be made available to those who might need to review or audit those records.

- **SSO Program Requirements**

    Tracking of planned and completed training is maintained in the NJDOT's Electronic Database for the SSO program, as a companion document to this Training Plan. The SSO Program updates the FTA matrix/spreadsheet as necessary.

    The regulation indicates that the SSO program must retain the required training records/certificates; however, the SSO program staff are directly responsible for collecting those records and providing them to the SSO program. The SSO program cannot share training records without written permission from its staff, unless required by regulations, such as for FTA or NTSB safety investigations.

    SSO Program Technical Training Plan

    Each SSO program must develop a Technical Training Plan (TTP) for designated personnel and contractors. The SSO program submitted its initial TTP to FTA for review and evaluation as part of the SSO program certification in accordance with 49 U.S.C. 5329(e)(7). This review and approval process included the consultation required between FTA and SSO programs regarding the staffing and qualification of the SSO program's employees and other designated personnel in accordance with 49 U.S.C. 5329(e)(3)(D).

    Each SSO program shall identify the tasks related to reviews, inspections, examinations, and other safety oversight activities requiring SSOA approval, which must be performed by the SSO program to carry out its safety oversight requirements. In addition, it is required

to identify the skills and knowledge necessary to perform each oversight task at that system. At a minimum, the TTP must describe the process for receiving technical training in the following competency areas appropriate to the specific RFGPTS for which safety audits/reviews and inspections are conducted. Note that these competency areas and safety program related control documents are directly related to all Safety Risk Monitoring activities planned and completed by the SSO program.

1. Agency organizational structure
2. Agency Safety Plan
3. Knowledge of Agency Territory and revenue service schedules
4. Knowledge of Current bulletins, general orders, and other associated directives that ensure safe operations
5. Knowledge of Operations and Maintenance Rule Books
6. Knowledge of Safety Rules
7. Knowledge of Standard Operating Procedures
8. Knowledge of Roadway/Right-of-Way Worker Protection
9. Knowledge of Employee Hours of Service and Fatigue Management Program, including Drug & Alcohol Program
10. Knowledge of Employee Observation and Testing Program (Efficiency Testing)
11. Knowledge of Employee training and certification/competency requirements
12. Knowledge of Vehicle inspection and maintenance programs, schedules and records
13. Knowledge of Track inspection and maintenance programs, schedules, and records
14. Knowledge of Tunnels, bridges, and other structures inspection and maintenance programs, schedules, and records
15. Knowledge of Traction power (substations, overhead catenary system, and third rail system), load dispatching, inspection and maintenance programs, schedules and records
16. Knowledge of Signal and train control inspection and maintenance programs, schedules and records

17. Knowledge of Emergency Response, Operations, and Security Plans and Procedures **(added by SSO program separate from the ASP)**
18. Safety Program Related Control Documents/Minimum Standards for Safety **(added by SSO program – related to but separate from the ASP)** – these documents overlap with the following competency areas
19. Knowledge of Agency Facilities and Infrastructure **(added by SSO program – this competency topic is in general and related to other maintenance of way competency areas)**
20. Knowledge of Command and Control Approach and Implementation, including SOPs **(added by SSO program)**
21. Knowledge of Transit Asset Management and Management of Change, including the processes for System Modifications, Safety Certification, Procurement controls, Configuration Management, Transit Asset Management, and related documents **(added by SSO program)**

22. Knowledge of Capital Projects status tracking and SSO program approach to providing safety oversight **(added by SSO program)**

Requirements for the TTP Activities

The SSO program must determine the length of time for the technical training based on the skill level of the designated personnel relative to the applicable rail transit agency(s). FTA has provided a template as requested to assist the SSO program with preparing and monitoring its TTP and will provide technical assistance as requested. Each SSO program TTP that is submitted to FTA for review must:

- Require **designated personnel** to successfully:
  - Complete training that covers the skills and knowledge needed to effectively perform the tasks.
  - Pass a written and/or oral examination covering the skills and knowledge required for the designated personnel to effectively perform his or her tasks.
  - Demonstrate hands-on capability to perform his or her tasks to the satisfaction of the appropriate SSO program supervisor or designated instructor.
- Establish equivalencies or written and oral examinations to allow designated personnel to demonstrate that they possess the skill and qualification required to perform their tasks.
- Require biennial refresher training to maintain technical skills and abilities which includes classroom and hands-on training, as well as testing. Observation and evaluation of actual performance of duties may be used to meet the hands-on portion of this requirement, provided that such testing is documented. [this is accomplished by the SSO program staff as part of planning for and on-site Safety Risk Monitoring activities]
- Require that training records be maintained to demonstrate the current qualification status of designated personnel assigned to carry out the oversight program. Records may be maintained either electronically or in writing and must be provided to FTA upon request.
- Records must include the following information concerning each designated personnel:
  - Name
  - The title and date each training course was completed and the proficiency test score(s) where applicable
  - The content of each training course successfully completed
  - A description of the designated personnel's hands-on performance applying the skills and knowledge required to perform the tasks that the employee will be responsible for performing and the factual basis supporting the determination.
  - The tasks the designated personnel are deemed qualified to perform
  - Provide the date that the designated personnel's status as qualified to perform the tasks expires, and the date in which biennial refresher training is due.
- Ensure the qualification of contractors performing oversight activities. SSO programs may use demonstrations, previous training and education, and written and oral examinations to determine if contractors possess the skill and qualification required to perform their tasks.

- Periodically assess the effectiveness of the technical training. One method of validation and assessment could be through the use of efficiency tests or periodic review of employee performance. [this is accomplished by the SSO program staff as part of planning for and on-site Safety Risk Monitoring activities]

Summary of SSO Program Staff Technical Training

All of the 22 competency (16 required FTA and 6 SSO program requirements) areas have a program documentation and SOP portion that will be trained through review of that documentation and discussion with SSO program staff and will be approved by SSO program senior staff. Some portions of this program documentation and SOP training are to be completed in the field (on a train, at facilities, and/or on the right-of-way). Note that a topic within each of these competency areas is expected to be trained over a two-year cycle.

The NJDOT's TTP Matrix/Spreadsheet outlines the technical training requirements, including equivalencies, training, examinations, demonstrations, validation processes, and associated refresher training.

General Qualifications for SSO Program Staff

The following description of general staff qualifications is provided here as the context for the NJDOT SSO program staff qualifications and presented from general to specific -- Knowledge of and experience with:

- **Transit** – this category includes transit agencies, modes, and a broad understanding of how transit agencies are organized, managed, and operated as well as general knowledge of transit industry issues and current events. This category also includes FTA/Federal Highway Administration (FHWA), state, and metropolitan planning organization (MPO) roles in transit planning and grant funding.
- **Rail Transit Systems** – this category includes rail transit infrastructure, equipment, support facilities, variety of implementation, operations/command and control, maintenance (older and newer rail transit systems), and advanced technologies – automatic train control (ATC) and communication-based train control (CBTC). This category also includes an understanding of the differences with rail transit versus commuter rail/railroading requirements.
- **RTA/RFGPTS All-hazards Programs** – this category is focused on the programmatic design for the safety and security programs in the rail transit environment including the system safety program plan (SSPP), system security plan (SSP), and emergency operations plan (EOP). This category also includes a transit-specific safety management system (SMS) and analysis tools such as hazard analysis and hazard management used for safety risk monitoring, assessment, and management.
- **SSO Program** – this category includes the national/FTA-level and state-level SSO programmatic requirements as well as the various state-level oversight implementations and processes, including FTA guidance and state-level program standards. This also includes required interactions between FTA (Safety and Oversight, Engineering/Projects, and Regional Offices), SSO programs, and RTAs. In addition,

this category includes the evolving SSO program requirements and evolving expectations.

- **Implementation of the RTA/RFGPTS Safety Program** – this category includes a detailed understanding of the safety program at each RTA/RFGPTS, minimum standards for safety, interactions with safety, security, engineering, rail operations, command and control, rail maintenance, and management for oversight monitoring of risk assessment and management.

- **Detailed RTA/RFGPTS Safety Risk Environment** – this category is from a safety oversight perspective and includes event investigations, audits, mitigations/corrective action plans (CAPs), prioritization of resources, database of CAPs and risk-based, data-driven analyses. This category also includes assuring, from the safety oversight perspective, that known or observed risk and potential risk are appropriately controlled/mitigated and that those controls/mitigations are actually working at the RTA/RFGPTS. In addition, this category includes an understanding of the general safety culture and state of good repair at each RTA/RFGPTS.

Current SSO Program Staff
Based on the size and complexity of the four rail transit systems in the state of New Jersey, the NJDOT SSO program has been fully funded to a level of **10 full time equivalent (FTEs)** employees (plus travel and expenses), including contractor staff.

FTA's safety certification training requirements have been fully addressed within the NJDOT SSO program. In order for NJDOT SSO program staff to be fully qualified for all aspects of the program, they must complete the FTA required safety certification training (PTSCTP) and the TTP requirements for each of the New Jersey RFGPTS they are assigned to**. At this time, the experienced NJDOT and contractor staff are deemed fully qualified NJDOT SSO program staff members based on that experience.** However, completion of the safety-related training in this plan is required for all designated staff as soon as time and resources allow.

Listing of SSO Program Staff, <u>Designated Staff</u> indicated by an asterisk

NJDOT Staff	Contractor Staff, Treasury Contract
1. **Hayley Conway***	1. **Jon Floridia**, Vital Assurance*
2. **Cassandra Gallagher***	2. **Kevin Chandler**, Vital Assurance*
3. **Todd Kropilak***	3. **Josh Gearhardt**, Vital Assurance*
4. **Vince Martorana***	4. Brian Kummerer, Vital Assurance
5. **Mina Yacoub***	5. John Fedikovich, Vital Assurance
Contractor Staff, Temporary Staffing	6. Ryan McKinley, Vital Assurance
1. **Michael Clemmons***	7. TJ Thorn, Vital Assurance
2. **Edward Koehler***	8. Cindy Boyd, Vital Assurance
3. Amber Brovak	9. Kristin Bussard, Vital Assurance
4. **Edward Zubrzycki, Jr.***	10. **Walter Heinrich**, K & J*
5. **Jean DeBrosse***	11. **Steffan Bulger**, Advanced Infrastructure Design (AID)*
6. **Daniel Babij* (POC)**	
7. Chelsea Rosencrans	12. **Wendy Kovitz**, AID*
8. **Anthony Chiorello***	13. **Daniel Rust**, AID*

The NJDOT SSO program has identified a single point of contact (POC) responsible for communication with the FTA regarding the PTSCTP and TTP as indicated above.

The **POC's responsibilities include the following**:
- Maintaining SSO Program training records (PTSCTP & TTP),
- Assist with Scheduling of TTP training,
- Assist in the development of TTP training courses,
- Serve as the liaison between the SSO Program and FTA to inform FTA of changes in designated personnel participating in the PTSCTP, and required reporting
- Enroll new SSO Program participants,
- Submit proof of recertification for designated SSO Program personnel,
- Address any other program documentation or communications needs, and
- Complete Semiannual reporting.

- **RTA/RFGPTS Requirements and Semiannual Reporting**

Under the regulation, each Rail Transit Agency will designate a single **Point of contact (POC)** responsible for communication with the FTA regarding the PTSCTP. The RTA/RFGPTS will communicate, via the electronic method defined by the FTA, the POC's Name, Title, Phone Number, and Email Address.

The **POC's responsibilities include the following**:
- Serve as the liaison between the RTA/RFGPTS and FTA to inform FTA of changes in designated personnel participating in the PTSCTP,
- Enroll new participants,
- Submit proof of recertification for the recipient's designated personnel,
- Address any other program documentation or communications needs, and
- Complete **Semiannual reporting**.

<u>Semiannual Reporting:</u>
Between January 1st and January 31st and between July 1st and July 31st each calendar, the Rail Transit Agency single POC will submit PTSCTP documentation to the FTA that identifies:

o All employees and contractors of the RTA/RFGPTS who are designated as PTSCTP participants; and

o The course or courses the RTA/RFGPTS has identified as required recertification training for their designated personnel. The agency identified recertification training must include, at a minimum, one (1) hour of safety oversight training. The documentation must include the complete name and length of each course, as well as the name of the course training provider.

Availability of Records

Under the regulation, RTA/RFGPTS may not release information related to designated personnel required by this part without the written consent from the designated personnel, except as required by law or expressly authorized or required by the regulation.

Upon request by RTA/RFGPTS designated staff, the RTA must promptly provide copies of any records pertaining to their PTSCTP training and shall not be contingent upon payment to the RTA/RFGPTS.

In addiiton, the RTA/RFGPTS must provide access to all records and facilities where these records are stored to the Secretary of Transportation, FTA, National Transportation Safety Board (NTSB), or the NJDOT SSO program.

49 CFR Part 672.21 Records.
- (a) General requirement. Each recipient subject to the requirements of this part shall ensure that its designated personnel:
  (1) Are enrolled in the PTSCTP;
  (2) Complete the initial training specified in the PTSCTP curriculum within three (3) years of their enrollment as a designated participant; and
  (3) Complete required recertification every two (2) years upon completion of the PTSCTP curriculum.
- (b) Point of contact identification. Each recipient, subject to the requirements of this part, shall identify a single point of contact (POC) for communication with FTA regarding PTSCTP information. The recipient shall provide FTA, via electronic method defined by FTA, at a minimum, the POC's name, title, phone number, and email address.
- (c) Point of contact responsibilities. Each POC will serve as a liaison between the recipient and FTA to inform FTA of changes in designated personnel participating in the PTSCTP, enroll new participants, submit proof of recertification for the recipient's designated personnel, and address any other program documentation or communications needs.
- (d) *Semiannual reporting.* Semiannually, between January 1st and January 31st and between July 1st and July 31st of each calendar year, the identified POC must submit documentation to FTA, via electronic method defined by FTA, that identifies:
  (1) All employees and contractors of the recipient who are designated as PTSCTP participants; and The course or courses the recipient has identified as required recertification training for their designated personnel. The agency identified recertification training must include, at a minimum, one (1) hour of safety oversight training. The documentation must include the complete name and length of each course, as well as the name of the course training provider.
  (2) The course or courses the recipient has identified as required recertification training for their designated personnel. The agency identified recertification training must include, at a minimum, one (1) hour of safety oversight training. The documentation must include the complete name and length of each course, as well as the name of the course training provider.

49 CFR Part 672.23 Availability of records.
- (a) Except as required by law, or expressly authorized or required by this part, a recipient may not release information pertaining to designated personnel that is required by this part without the written consent of the designated personnel.
- (b) Designated personnel are entitled, upon written request to the recipient, to obtain copies of any records pertaining to his or her training required by this part. The recipient shall promptly provide the records requested by designated personnel and access shall not be contingent upon recipient's receipt of payment for the production of such records.
- (c) A recipient shall permit access to all facilities utilized and records compiled in accordance with the requirements of this part to the Secretary of Transportation, the Federal Transit Administration, or any State agency with jurisdiction over public transportation safety oversight of the recipient.
- (d) When requested by the National Transportation Safety Board as part of an accident investigation, a recipient shall disclose information related to the training of designated personnel.

Compliance and Certification Requirements

Annual Certification of Compliance to this regulation is required by the SSO program and Rail Transit Agencies in accordance with FTA's procedures for annual grant certification and assurances. See requirement in the text box.

---

49 CFR Part 672.31 Requirement to certify compliance.
   (a) A recipient of FTA financial assistance described in section 672.3(b) shall annually certify compliance with this part in accordance with FTA's procedures for annual grant certification and assurances.
   (b) A certification must be authorized by the recipient's governing board or other authorizing official, and must be signed by a party specifically authorized to do so.

Update
- June 30, 2021 – updated FTE funding and staffing.
- October 1, 2021 – minor edits for word choice, no significant changes to procedure; replaced rail property with RFGPTS
- January 28, 2025 – Draft updated to comply with update to Final Rule, effective November 1, 2024. Other edits include updated designated SSO personnel and reference to NJDOT SSO program Technical Training Plan spreadsheet.

Training Record Forms

NJDOT SSO Program
Staff Training Records

1. RTA/RFGPTS Organizational Structure

General Description of Training:
Maintain a working knowledge of the RTA/RFGPTS organizational structure; Ability to determine if the organizational structure supports safety communication and the reporting and management of safety priorities and concerns; Ability to determine if a direct reporting relationship exists between the Chief Safety Officer and Accountable Executive.

Review of current RTA/RFGPTS Agency Safety Plan and/or safety program related document, specifically organization chart and description of RTA/RFGPTS Safety Program roles and responsibilities.

Hands-on Performance: N/A

Tasks Qualified: (1) Support for annual update review of Agency Safety Plan and safety program related control documents; (2) Support for update of the program standard

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

2. RTA/RFGPTS Agency Safety Plan

General Description of Training:
Maintain a working knowledge of the ASP; Determine if it meets SSO program and federal requirements.

Review of a current RTA/RFGPTS Agency Safety Plan document, including review of current completed assessment checklist.

Hands-on Performance: N/A

Tasks Qualified: (1) Support for or lead annual update review of Agency Safety Plan; (2) Support for update of the program standard

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

3. Knowledge of Territory and Revenue Service Schedules

General Description of Training:
Maintain working knowledge of RTA/RFGPTS territory (including lines, weekly service schedules, and facilities).

Review of current RTA/RFGPTS Agency Safety Plan document, specifically rail system description, map, and facilities.

Hands-on Performance:

Ride the rail system. Record completed rides in the Ride Log.

Complete visits to all of the rail-related facilities. Record completed visits in the Facility Visit Log.

Tasks Qualified: (1) Support for annual update review of the Agency Safety Plan and Minimum Standards for Safety; (2) Support for update of the program standard; (3) Support for development of triennial audit; (4) Support for investigation, audits and CAPs reviews.

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

4. **Knowledge of Current Bulletins, General Orders, and Other Associated Directives that Ensure Safety of Operations**
5. **Knowledge of Operations and Maintenance Rule Books**
6. **Knowledge of Safety Rules**
7. **Knowledge of Standard Operating Procedures**
8. **Knowledge of Right-of-Way Worker Protection (RWP)**

General Description of Training:
Working knowledge of RTA/RFGPTS bulletins, general orders and other directives; Understand how these documents relate to current rules; Ability to review bulletins, general orders and other directives and identify potential safety concerns; Ability to assess quality of rule books; Ability to observe practices and determine if practices are compliant with rule book; Ability to work in right-of-way (ROW) and observe if personnel are complying with RWP rules.

RTA/RFGPTS Rulebook awareness course for SSO program staff that includes perspective of all RTA/RFGPTS staff and current RWP. Review of inspection and maintenance manuals, Control Center SOPs, Safety Rules, rule books, and RWP.

Hands-on Performance: N/A

Tasks Qualified: (1) Support or lead for accident investigation review; (2) Support or lead for internal audit review; (3) Support for development of triennial audits

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

9. Knowledge of Employee Hours of Service and Fatigue Management Program

General Description of Training:
Working knowledge of RTA/RFGPTS hours of service rules and/or policies and fatigue management program, including Drug & Alcohol Program; Ability to review worker schedules to determine compliance with rules or policies; Ability to analyze worker schedules during an incident or accident investigation.

Review of hours of service and fatigue management policy, including Drug & Alcohol Program, and discussion with rail management.

Hands-on Performance: N/A

Tasks Qualified: (1) Support for accident investigation review; (2) Support for internal audit review; (3) Support for development of triennial audits

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

10. Knowledge of Employee Observation and Testing Program [Efficiency Testing]

General Description of Training:
Working knowledge of the RTA/RFGPTS employee observation and training program; Ability to observe review and testing practices to determine if procedures are adequate to ensure safe and efficient operations; Ability to review employee efficiency testing records to determine compliance with procedures.

Review Agency Safety Plan or safety program related control document regarding efficiency testing.

Hands-on Performance: N/A

Tasks Qualified: (1) Support for accident investigation review; (2) Support for internal audit review; (3) Support for development of triennial audits

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

11. Knowledge of Employee Training and Certification/Competency Requirements

General Description of Training:
Working knowledge of the RTA/RFGPTS employee training and certification requirements; Ability to review and assess employee training and certification program to ensure it meets the requirements of the RTA/RFGPTS (and SSO Program); Ability to assess employee training records to ensure training and certification program is being properly administered and documented.

Review of current Agency Safety Plan or Safety Program document.

Hands-on Performance: N/A

Tasks Qualified: (1) Support for accident investigation review; (2) Support for internal audit review; (3) Support for development of triennial audits

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

12. Knowledge of Vehicle Inspection and Maintenance Programs, Schedules, and Records
13. Knowledge of Track Inspection and Maintenance Programs, Schedules, and Records
14. Knowledge of Tunnels, Bridges, and Other Structures Inspection and Maintenance Programs, Schedules, and Records
15. Knowledge of Traction Power (Substation, Overhead Catenary System, and Third Rail), Load Dispatching, Inspection, and Maintenance Programs, Schedules, and Records
16. Knowledge of Signal and Train Control Inspection and Maintenance Programs, Schedules, and Records

General Description of Training:
Working knowledge of RTA/RFGPTS vehicle; track; tunnel, bridge, and other structures; traction power and load dispatching; signal and train control inspection and maintenance programs, schedules, and records; and command and control roles and responsibilities; Ability to observe practices and determine if procedures are being adequately followed (from a personnel and rail system safety perspective); Ability to review inspection and maintenance records and assess if procedures are adequate to support intended activities; Ability to participate in supervised inspections to identify potential safety concerns.

Review of current RTA/RFGPTS ASP and safety program related documents; RTA/RFGPTS/SSO Program awareness training for each of these subsystems/disciplines.

Hands-on Performance: As part of the Awareness Training. Hands-on experience is generally achieved outside of this training activity and covered as part of Risk Monitoring.

Tasks Qualified: (1) Support for accident investigation review; (2) Support for internal audit review; (3) Support for development of triennial audits

RTA/RFGPTS: _____

Designated Staff: _____

RTA/RFGPTS Subsystems/Disciplines Awareness Training:
_____

Documentation Reviewed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

17. Knowledge of Emergency Response, Operations, and Security Plans and Procedures

General Description of Training:
Maintain a working knowledge of the RTA/RFGPTS Emergency Response, Operations, and/or Preparedness along with the System Security Plan (SSP).

Hands-on Performance: N/A

Tasks Qualified: (1) Support for or lead annual update review of minimum standards for safety; (2) Support for update of the program standard

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

18. RTA/RFGPTS Safety Program Related Control Documents/Minimum Standards for Safety

General Description of Training:
Maintain a working knowledge of the RTA/RFGPTS Safety Program Related Control Documents/Minimum Standards for Safety

Hands-on Performance: N/A

Tasks Qualified: (1) Support for or lead annual update review of Agency Safety Plan; (2) Support for update of the program standard

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

19. Knowledge of Agency Facilities and Infrastructure

General Description of Training:
Maintain working knowledge of RTA/RFGPTS territory (including lines, weekly service schedules, and facilities).

Review of current RTA/RFGPTS Agency Safety Plan document, specifically rail system description, map, and facilities.

Hands-on Performance:

Ride the rail system. Record completed rides in the Ride Log.

Complete visits to all of the rail-related facilities. Record completed visits in the Facility Visit Log.

Tasks Qualified: (1) Support for annual update review of the Agency Safety Plan and Minimum Standards for Safety; (2) Support for update of the program standard; (3) Support for development of triennial audit; (4) Support for investigation, audits and CAPs reviews.

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

20. Knowledge of Command and Control Approach and Implementation, including SOPs (added by SSO program)

General Description of Training:
Working knowledge of RTA/RFGPTS bulletins, general orders and other directives; Understand how these documents relate to current rules; Ability to review bulletins, general orders and other directives and identify potential safety concerns; Ability to assess quality of rule books; Ability to observe practices and determine if practices are compliant with rule book; Ability to work in right-of-way (ROW) and observe if personnel are complying with RWP rules.

RTA/RFGPTS Rulebook awareness course for SSO program staff that includes perspective of all RTA/RFGPTS staff and current RWP. Review of inspection and maintenance manuals, Control Center SOPs, Safety Rules, rule books, and RWP.

Hands-on Performance: N/A

Tasks Qualified: (1) Support or lead for accident investigation review; (2) Support or lead for internal audit review; (3) Support for development of triennial audits

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

21. Knowledge of Transit Asset Management and Management of Change

General Description of Training:
Working knowledge of RTA/RFGPTS transit asset management plan and requirements and Management of Change (includes system modifications, safety certification, procurement controls, and configuration management) requirements; Ability to review and assess asset and configuration management to ensure it meets the requirements of the RTA/RFGPTS (and SSO Program); Ability to assess that these activities are being properly administered and documented.

Review of current RTA/RFGPTS Agency Safety Plan and safety program related documents, specifically the configuration management plan, safety certification plan, and asset management plan.

Hands-on Performance: N/A

Tasks Qualified: (1) Support for accident investigation review; (2) Support for internal audit review; (3) Support for development of triennial audits

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

22. Knowledge of Capital Projects and Status Tracking

General Description of Training:
Working knowledge of RTA/RFGPTS capital projects along with status tracking of those projects. Working knowledge of the SSO program requirements for significant capital projects and processes used to monitor and participate in capital projects of interest to the SSO program. This scope includes review of or participation in capital project related meetings and when additional participation or monitoring of the capital project by the SSO program is needed/required.

Hands-on Performance: N/A

Tasks Qualified: (1) Support for accident investigation review; (2) Support for internal audit review; (3) Support for development of triennial audits

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____

NJDOT SSO Program
Staff Training Records

Overview of the NJDOT SSO Program

General Description of Training:
Working knowledge of the NJDOT SSO program, its history, and interactions with the New Jersey RFGPTS. Complete self-paced presentation material that gives an introduction for the NJDOT SSO program. Note that this Training Record is for the Public Transportation Safety Certification Training Program (PTSCTP) Refresher Training.

Review of current NJDOT SSO Program Standard.

Hands-on Performance: N/A

Tasks Qualified: (1) Support for accident investigation review; (2) Support for internal audit review; (3) Support for development of triennial audits

RTA/RFGPTS: _____

Designated Staff: _____

Documentation Covered: _____

Date Completed: _____

Expiration Date (2 years after completion): _____

SSO Program Witness/Supervisor: _____