



Mountain Mobility System Safety Plan 2021 Annual SSP Review Report

The Mountain Mobility System Safety Plan (SSP) outlines the following with regard to revisions:

The SSP will be updated as changes occur. An annual review is required to ensure all information is current. The annual review and updates will be reviewed by the Community Transportation Advisory Board, adopted by the Buncombe County Board of Commissioners, and certified by NCDOT PTD. The SSP should reflect the changing needs of Mountain Mobility programs. As a public transportation system evolves and operates, it must consistently monitor the programs and update the SSP accordingly.

To ensure that this occurs, the management operations staff will be responsible for preparing an annual report that assesses the adequacy and effectiveness of all phases of the SSP. Members of a SSP Review Committee, as well as system managers, are jointly responsible for maintaining and updating the SSP. The annual report will be submitted to Buncombe County for review and revisions, if needed, and the final annual report will be submitted to the Community Transportation Advisory Board for review and the Buncombe County Board of Commissioners for approval. A copy of the approved annual report will be submitted to NCDOT PTD Safety & Training Unit.

Report topics will include:

1. Results of incident investigations and analysis
2. Identification of possible hazardous conditions
3. Results of inspections
4. Established plans for handling future incidents
5. Analysis of departmental involvement in the administration of the SSP
6. Recommendations for SSP revisions

Below is a summary of these efforts conducted from August 2020 through May 2021.

1. Results of Incident Investigations and Analysis

This effort is ongoing and conducted regularly through the documentation of incidents which are reported to Buncombe County, NCDOT, and NTD. Trends are analyzed and actions are taken to prevent future incidents through retraining, hazard elimination, etc. as outlined by the SSP.

2. Identification of Possible Hazardous Conditions

This effort is ongoing and conducted regularly through the documentation of incidents, completion of OSHA inspections, conducting of Safety Committee Meetings and other efforts as outlined in the SSP. All of these items are reported to Buncombe County. Trends are analyzed and actions taken to eliminate possible hazardous conditions.



3. Results of Inspections

All safety related inspections are maintained on record and provided to Buncombe County during requested reporting time periods.

4. Established Plans for Handling Future Incidents

Where analysis reveals a causal trend, policy and/or procedure will be put into place and/or practice to handle future incidents, including hazardous conditions. Any policies and procedures which are enacted are communicated to Buncombe County and, as appropriate, included in the next annual update of the SSP (See item 6).

5. Analysis of Departmental Involvement in the Administration of the SSP

All staff of Mountain Mobility Operations take an active role in execution of the SSP. The Safety/Training Manager, Fleet Manager, Operations Manager, and General Manager are involved in the administration of the SSP. Dispatchers, operators, schedulers, and operations' administrative staff also assist in administration, as described by the SSP. The SSP must be supported and implemented at all levels and involvement is as anticipated and required.

6. Recommendations for SSP revisions

An annual review was scheduled to occur August through October 2021. This review was superseded by a System Safety Plan Compliance Review conducted by the NCDOT Integrated Mobility Division (IMD). This NCDOT IMD SSP Compliance Review occurred on April 19, 2021 and was closed May 25, 2021.

The NCDOT IMD found the Mountain Mobility System Safety Plan (SSP) compliant with NCDOT IMD requirements and requested a single revision to SSP language regarding key control

On May 25, 2021 NCDOT IMD requested Buncombe County modify its Substance Abuse Policy for Mountain Mobility to align with a new NCDOT IMD template released April 14, 2021. The new Drug and Alcohol Testing Policy (which will amend the Substance Abuse Policy for Mountain Mobility) will be presented to the Board of Commissioners at its September 21, 2021 meeting. This policy will be included in the appendices of the SSP. Buncombe County Planning and Development staff will remove the previous policy and replace it with the September 21, 2021 amended policy, and confirm the operating contractor adopts an equally acceptable policy.

In light of the NCDOT audit, Mountain Mobility management, operations, and administrative staff did not perform a separate review of the SSP. Revisions proposed during the audit include the following:

Section 5 Vehicle Maintenance: Updated *Vehicle Maintenance and Daily Vehicle Inspections* instructions to include vehicle maintenance key control paragraph.

New Drug and Alcohol Testing Policy: Replacement of existing Substance Abuse Policy with the NCDOT provided Drug and Alcohol Testing Policy, which has been included in Appendix E.

