



Appendix C

Version: 10/1/2021

Training Plan



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

Training Plan

Updated: 10/1/2021

Introduction

This Training Plan focuses on the minimum training requirements for NJDOT and contractor staff that are designated personnel for the NJDOT SSO program. 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 (PTSCPT). This regulation requires safety-related training for specific FTA, SSO, and RTA/RFGPTS staff responsible for safety and oversight, including contractors. This program was originally published as an Interim Final Rule (IFR) and the Final Rule was published on July 19, 2018. 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 for 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 based on the federal grant funding provided.

Definitions

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

- **Contractor** means an entity that performs tasks on behalf of FTA, a State Safety Oversight Agency, 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 whose job function requires them to conduct safety audits and examinations 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 SSOA requirements for the rail fixed guideway public transportation system pursuant to 49 CFR parts 659 or 674.
- **Examination** means a process for gathering or analyzing facts or information related to the safety of a public transportation system.
- **Rail fixed guideway public transportation system** means any fixed guideway system as defined in § 674.7 of this chapter.
- **Safety audit** means a review or analysis of safety records and related materials, including, but not limited to, those related to financial accounts.
- **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 the regulations set forth in 49 CFR parts 659 and 674.



Training Requirements for SSO Program and Rail Transit Agency Staff

SSO Program personnel and contractors who have been designated to conduct safety audits and examinations of rail fixed guideway public transportation systems have the following required training courses offered by FTA and TSI. These training courses are required to be completed within three (3) years of becoming designated staff. Rail transit agency employees who have been designated as directly responsible for safety oversight have the same training requirements except for #7 below, marked with an asterisk. The security training class, #8 is required for the TSI Transit Safety and Security Program (TSSP Rail) certificate, but is now optional for the PTSCTP certificate. The applicable regulatory sections for designated personnel of SSO programs and rail transit agencies are shown in the text box below.

1. Effectively Managing Transit Emergencies
2. Transit Rail System Safety
3. Transit Rail Incident Investigation
4. SMS Awareness
5. SMS Safety Assurance
6. SMS Principles for Transit
7. SMS Principles for SSO Programs*
8. Transit System Security (no longer required/optional)

49 CFR Part 672.11 Designated personnel who conduct safety audits and inspections.

- (a) Each SSOA shall designate its personnel and contractors who conduct safety audits and examinations of public transportation systems, including appropriate managers and supervisors of such personnel, that must comply with the applicable training requirements of Appendix to this part.
- (b) Designated personnel shall complete applicable training requirements of this part within three (3) years of their initial designation. Thereafter, refresher training shall be completed every two (2) years. The SSOA shall determine refresher training requirements which must include, at a minimum, one (1) hour of safety oversight training.

49 CFR Part 672.13 Designated personnel of public transportation agencies

- (a) Each recipient that operates a rail fixed guideway public transportation system shall designate its personnel and contractors who are directly responsible for safety oversight and ensure their compliance with the applicable training requirements set forth in Appendix A to this part.
- (b) Each recipient that operates a bus or other public transportation system not subject to the safety oversight of another Federal agency may designate its personnel who are directly responsible for safety oversight to participate in the applicable training requirements as set forth in Appendix A of this part.
- (c) Personnel designated under paragraph (a) of this section shall complete applicable training requirements of this part within three (3) years of their initial designation. Thereafter, refresher training shall be completed every two (2) years. The recipient shall determine refresher training requirements which must include, at a minimum, one (1) hour of safety oversight training.



Refresher Training Requirements

Personnel that were designated under this regulatory requirement have three years from the effective date of the final rule (August 20, 2018 or three years after designation) to complete the initial training requirements. After the completion of initial training, refresher training must be completed every two years. Refresher training for SSO program personnel must include a minimum of one hour of safety oversight training.

In addition to the FTA requirements for SMS, TSSP certificate, and TTP training activities, the NJDOT SSO program has determined that refresher training is also required for NJDOT SSO Program designated staff. This training is required to be one hour of training at least every two years and provide some aspect or overview of any required SSO program activity. A self-paced training document (1 hour) has been developed as a default for addressing this requirement, as needed.

Training Overview of NJDOT SSO Program

- NJDOT and Rail Safety Program, including organization charts
- Overview of NJDOT SSO Program Responsibilities and Activities
- NJDOT SSO Program design, including staff and contractors
- NJDOT RFGPTS, Summary of rail systems
- SSO Program Standard, including procedures and training activity
- Programmatic interactions with RFGPTS – roles and responsibilities, notifications, investigations, audits, communications, meetings, safety and security certification, and configuration management/system modification.
- Safety risk monitoring activities, including safety audits and examinations/inspections, and interactions with the New Jersey RFGPTS for these activities
- FTA Required Activities, such as data and information submission

The following refresher training activities are currently approved by the NJDOT SSO Program (only one training activity is sufficient for refresher training):

- FTA/TSI SMS Awareness training (online)
- FTA Annual SSO Managers Workshop
- Overview of SSO Program Processes and Objectives (SSO-101, as described above)
- NJ SSO Program SMS Refresher Training

Administrative Requirements

The regulation is clear about requirements for recordkeeping of training schedule and completion. In addition, those records must be made available to those who might need to review or audit those records. Tracking of planned and completed training is kept in the FTA matrix/spreadsheet for the SSO program, as a companion document to this Training Plan.



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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. In addition, the SSO program cannot disclose those training records without written permission from the SSO program staff unless the regulation requires it, such as for FTA or the National Transportation Safety Board (NTSB) requests as part of a safety event investigation.

49 CFR Part 672.21 Records.

- (a) *General requirement.* Each recipient shall ensure that its designated personnel are enrolled in the PTSCTP. Each recipient shall ensure that designated personnel update their individual training record as he or she completes the applicable training requirements of this part.
- (b) *SSOA requirement.* Each SSOA shall retain a record of the technical training completed by its designated personnel in accordance with the technical training requirements of Appendix A to this part. Such records shall be retained by the SSOA for at least five (5) years from the date the record is created.

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 along with other annual certifications. 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.



SSO Program Technical Training Plan (from Appendix A to Part 672)

Each SSO program must develop a technical training plan (TTP) for designated personnel and contractor support personnel who perform safety audits and examinations. The SSO program submitted its proposed 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).

Recognizing that each rail fixed guideway public transportation system has unique characteristics, each SSO program must identify the tasks related to inspections, examinations, and audits, and all activities requiring sign-off, 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 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 rail fixed guideway public transportation system(s) for which safety audits and examinations 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. Public Transportation Agency Safety Plan
3. Safety Program Related Control Documents/Minimum Standards for Safety (added by SSO program – related to but separate from the Agency Safety Plan) – these documents overlap with the following competency areas
4. Knowledge of Emergency Response, Operations, and Security Plans and Procedures (added by SSO program separate from the Agency Safety Plan)
5. Knowledge of Agency Territory and revenue service schedules
6. 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 below)
7. Knowledge of Current bulletins, general orders, and other associated directives that ensure safe operations
8. Knowledge of Operations and Maintenance Rule Books
9. Knowledge of Safety Rules
10. Knowledge of Standard Operating Procedures
11. Knowledge of Roadway/Right-of-Way Worker Protection
12. Knowledge of Employee Hours of Service and Fatigue Management Program, including Drug & Alcohol Program
13. Knowledge of Employee Observation and Testing Program (Efficiency Testing)
14. Knowledge of Employee training and certification/competency requirements
15. Knowledge of Vehicle inspection and maintenance programs, schedules and records
16. Knowledge of Track inspection and maintenance programs, schedules, and records
17. Knowledge of Tunnels, bridges, and other structures inspection and maintenance programs, schedules, and records



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18. Knowledge of Traction power (substations, overhead catenary system, and third rail system), load dispatching, inspection and maintenance programs, schedules and records
19. Knowledge of Signal and train control inspection and maintenance programs, schedules and records
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.



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- 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 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.

1. RTA/RFGPTS Organizational Structure

- **Requirement:** 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 Chief Safety Officer and the Accountable Executive.
- **Equivalency:** 2-years of experience at an SSO program; participation in conduct of review and approval of an RTA/RFGPTS ASP.
- **Training:** Review of current RTA/RFGPTS ASP document, specifically organization chart and description of RTA/RFGPTS Safety program related roles and responsibilities.
- **Examination/Demonstration/Validation:** Follow-up discussion/review with SSO program supervisor or training instructor.
- **Refresher:** Biennial, Example for this competency area would be a review of current Safety Program Documentation, **Validation:** Follow-up discussion/review with SSO program supervisor or training instructor and training record.

2. RTA/RFGPTS Agency Safety Plan

- **Requirement:** Maintain a working knowledge of the Agency Safety Plan; Determine if it meets SSO program and federal requirements. Understand the use of the review checklist, both the one provided by FTA and the one that was expanded to account for the entire Safety Program description, including the minimum standards for safety, along with the SMS implementation by the RTA/RFGPTS.
- **Equivalency:** TSI-TSSP and review of an RTA/RFGPTS ASP; TSI-Rail System Safety course and review of an RTA/RFGPTS ASP; 2 years of experience at an SSO



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program and participation in conduct of review and approval of an RTA/RFGPTS ASP, and participation in at least 1 three-year safety audit of ASP and Safety Program implementation at an RTA/RFGPTS.

- **Training:** Review of a current RTA/RFGPTS ASP document, including review of current completed assessment checklist.
- **Examination/Demonstration/Validation:** Follow-up discussion/review with SSO program supervisor or training instructor.
- **Refresher:** Biennial, Example for this competency area would be a review of current RTA/RFGPTS ASP and completed checklist, **Validation:** Follow-up discussion/review with SSO program supervisor or training instructor and training record.

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

- **Requirement:** Maintain a working knowledge of the RTA/RFGPTS Safety Program Related Control Documents/Minimum Standards for Safety; Review the list of safety program related control documents, understand the use of these documents to account for the scope of the RTA/RFGPTS Safety Program; review the current version of each document and where those documents are stored electronically; review the SSO program approval process for these documents.
- **Equivalency:** TSI-TSSP and review of an RTA/RFGPTS ASP; TSI-Rail System Safety course and review of an RTA/RFGPTS ASP; 2 years of experience at an SSO program and participation in conduct of review and approval of an RTA/RFGPTS ASP, and participation in at least 1 three-year safety audit of ASP and Safety Program implementation at an RTA/RFGPTS.
- **Training:** Review of a current set of safety program control documents, including review of current completed approvals and review of versions.
- **Examination/Demonstration/Validation:** Follow-up discussion/review with SSO program supervisor or training instructor.
- **Refresher:** Biennial, Example for this competency area would be a review of current RTA/RFGPTS safety program control documents and consider if the versions tracking is current, **Validation:** Follow-up discussion/review with SSO program supervisor or training instructor and training record.

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

- **Requirement:** Maintain a working knowledge of the RTA/RFGPTS Emergency Response, Operations, and/or Preparedness along with the System Security Plan (SSP). The inclusion of emergency response is required to at least be referenced by the Agency Safety Plan. The SSP is included as an all hazards approach for the portion of the security program that overlaps with the safety program at an RTA/RFGPTS.
- **Equivalency:** TSI-TSSP and review of an RTA/RFGPTS ERP/EMP/EOP and SSP; TSI-Rail System Security course and review of an RTA/RFGPTS SSP; 2 years of experience at an SSO program and participation in conduct of review and approval (as



a safety program related control document) of an RTA/RFGPTS ERP/EMP/EOP and SSP, and participation in at least 1 three-year safety audit of ERP/EMP/EOP and SSP implementation at an RTA/RFGPTS.

- **Training:** Review of the current RTA/RFGPTS ERP/EMP/EOP and SSP documents.
- **Examination/Demonstration/Validation:** Follow-up discussion/review with SSO program supervisor or training instructor.
- **Refresher:** Biennial, Example for this competency area would be a review of current RTA/RFGPTS ERP/EMP/EOP and SSP, **Validation:** Follow-up discussion/review with SSO program supervisor or training instructor and training record.

5. Knowledge of Territory and Revenue Service Schedules

6. Knowledge of Agency Facilities and Infrastructure

- **Requirement:** Maintain working knowledge of RTA/RFGPTS territory (including lines, weekly service schedules, and facilities). Understanding of the Ride Log and Facilities Visit Log and the purpose of these activities and tracking.
- **Equivalency:** Minimum 2 years of experience at this SSO program and line-by-line train ride with Operator, other RTA/RFGPTS personnel (optional), and other SSO program staff.
- **Training:** Review of current RTA/RFGPTS ASP document, specifically description of the rail systems and Rail System Map and Operations. Review of all rail system facilities and general function, including visits to these facilities and infrastructure elements.
- **Examination/Demonstration/Validation:** Follow-up discussion/review with SSO program supervisor or training instructor.
- **Refresher:** Biennial, Example for this competency area would be a review of current RTA/RFGPTS Agency Safety Plan, specifically description of the rail systems, facilities and infrastructure elements, and Rail System Map and Operations, Periodic line-by-line train ride, **Validation:** Follow-up discussion/review with SSO supervisor or training instructor and training record.

7. Knowledge of Current Bulletins, General Orders, and Other Associated Directives that Ensure Safety of Operations

8. Knowledge of Operations and Maintenance Rule Books

9. Knowledge of Safety Rules

10. Knowledge of Standard Operating Procedures

11. Knowledge of Right-of-Way Worker Protection (RWP)

20. Knowledge of Command and Control Approach and Implementation (SOPs)

- **Requirement:** 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 books; Ability to work in right-of-way (ROW) and observe if personnel are complying with RWP rules.



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- **Equivalency:** Minimum 2 years SSO program experience and rulebook reviews with RTA/RFGPTS Training; Engineering or related degree plus minimum of 1 year experience in successful review of the RTA/RFGPTS rulebook; Federal Railroad Administration (FRA) Certified Operating Practices Inspector.
- **Training:** 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, current bulletins and orders, Maintenance of Way and Rail Equipment SOPs, and RWP.
- **Examination/Demonstration/Validation:** Test for training awareness course; Follow-up discussion/review with SSO program supervisor or training instructor for various SOPs and rules.
- **Refresher:** Biennial, Examples for these competency areas are a review of RTA/RFGPTS Rulebook awareness course, Review of inspection and maintenance manuals, Control Center SOPs, Safety Rules, Rule Books, Maintenance of Way and Rail Equipment SOPs, and RWP, **Validation:** Test for training awareness course. Follow-up discussion/review with SSO program supervisor or training instructor for various SOPs and rules and training record.

Note: SOPs for operations and maintenance are included here in general and covered in more detail by Rail division/department/group in Competencies 15-19.

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

- **Requirement:** Working knowledge of RTA/RFGPTS hours of service rules and/or policies and fatigue management program, including the 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; Ability to understand the Drug & Alcohol testing requirements.
- **Equivalency:** Minimum 2 years of SSO program experience plus review of RTA/RFGPTS policies for hours of service and fatigue management, including Drug & Alcohol program; Completion of Hours of Service and Fatigue Training Course offered or sponsored by FTA, National Transportation Safety Board (NTSB), FRA, University or other agency or association, as determined by SSO program; FRA Certified Operating Practices Inspector, Practices review.
- **Training:** Review of hours of service and fatigue management policy, including Drug & Alcohol Program and discussion with rail management.
- **Examination/Demonstration/Validation:** Follow-up discussion/review with SSO program supervisor or training instructor.
- **Refresher:** Biennial, Example for this competency area is a review of hours of service and fatigue management policy, including Drug & Alcohol Program and discussion with rail management, **Validation:** Follow-up discussion/review with SSO program supervisor or training instructor and training record.



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

- **Requirement:** Working knowledge of 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.
- **Equivalency:** Minimum of 2 years of SSO program experience plus observance of completed rules checks on train operators by RTA/RFGPTS supervisor or instructor; Completion of FTA, FRA, University, or Association sponsored training course approved by SSO program; FRA Certified Operating Practices Inspector, Program review.
- **Training:** Review of current RTA/RFGPTS ASP document, specifically Efficiency Testing/Rules Compliance, and RTA/RFGPTS/SSO program awareness training.
- **Examination/Demonstration/Validation:** Follow-up discussion/review with SSO program supervisor or training instructor and RTA/RFGPTS/SSO program awareness training examination.
- **Refresher:** Biennial, Example for this competency area is a review of RTA/RFGPTS ASP, specifically Efficiency Testing/Rules Compliance, and RTA/RFGPTS/SSO program awareness training, **Validation:** Follow-up discussion/review with SSO program supervisor or training instructor and RTA/RFGPTS/SSO program awareness training examination and training record.

14. Knowledge of Employee Training and Certification/Competency Requirements

- **Requirement:** Working knowledge of the RTA/RFGPTS employee training and certification/competency requirements; Ability to review and assess employee training and certification/competency 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.
- **Equivalency:** Minimum of 2 years of experience reviewing RTA/RFGPTS training program and records or participation in 1 three-year audit of this RTA/RFGPTS ASP and Safety Program implementation; FRA Certified Operating Practices Inspector, Requirements review.
- **Training:** Review of current ASP document, specifically Employee Training and Certification/Competency Requirements, including Contractors.
- **Examination/Demonstration/Validation:** Follow-up discussion/review with SSO program supervisor or training instructor.
- **Refresher:** Biennial, Example for this competency area is a review of RTA/RFGPTS ASP, specifically Employee Training and Certification/Competency Requirements, including Contractors, **Validation:** Follow-up discussion/review with SSO program supervisor or training instructor and training record.



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

- **Requirement:** 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.
- **Equivalency:** Related engineering degree or minimum 2 years of rail system expertise in each discipline and SSO program experience (specifically in independent review of investigations and internal audits of ASP topics of Efficiency Testing/Rules Compliance; Inspection and Maintenance Requirements/Practices at this RTA/RFGPTS), participation in at least 1 three-year audit or other opportunity for at least 1 hands on observation of inspection and/or maintenance of each subsystem/discipline at this RTA/RFGPTS; FRA Certified Inspector.
- **Training:** Review of current RTA/RFGPTS ASP and Safety Program Related documents, specifically Rail ASP topics of Efficiency Testing/Rules Compliance; Inspection and Maintenance Requirements/Practices; RTA/RFGPTS/SSO program awareness training for each of these subsystems/disciplines.
- **Examination/Demonstration/Validation:** RTA/RFGPTS/SSO program examination for awareness training.
- **Refresher:** Biennial, Examples for these competency areas are a review of RTA/RFGPTS ASP and Safety Program Related documents, specifically Rail ASP topics of Efficiency Testing/Rules Compliance; Inspection and Maintenance Requirements/Practices; RTA/RFGPTS/SSO program awareness training for each of these subsystems/disciplines, **Validation:** RTA/RFGPTS/SSO program examination for awareness training and training record.

21. Knowledge of Transit Asset Management and Management of Change

- **Requirement:** Working knowledge of an 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 transit asset management and management of change 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.
- **Equivalency:** Minimum of 2 years of experience reviewing RTA/RFGPTS transit asset management and management of change activities and records or participation in 1 three-year audit of RTA/RFGPTS ASP and Safety Program implementation including system modification, safety certification, procurement controls, configuration management, and/or transit asset management.
 - **Training:** Review of current RTA/RFGPTS ASP and safety program documents, specifically focused on system modifications, safety certification, procurement controls, configuration management, transit asset management, and other related material such as the configuration management plan and transit asset management plan.
 - **Examination/Demonstration/Validation:** Follow-up discussion/review with SSO program supervisor or training instructor
 - **Refresher:** Biennial, Example for this competency area is a review of RTA/RFGPTS ASP and safety program documents, specifically focused on system modifications, safety certification, procurement controls, configuration management, transit asset management, and other related materials, **Validation:** Follow-up discussion/review with SSO program supervisor or training instructor and training record.

22. Knowledge of Capital Projects and Status Tracking

- **Requirement:** 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.
- **Equivalency:** Minimum of 2 years of experience reviewing RTA/RFGPTS capital projects, processes, and monitoring meetings. Experience of monitoring at least one significant capital project up to and including concurrence by the SSO program that the project was ready for use/revenue service.
- **Training:** Review of current RTA/RFGPTS ASP and safety program documents, specifically focused on system modifications, safety certification, procurement controls, configuration management, transit asset management, and other related material such as the safety certification plan, rail activation plan, configuration management plan and transit asset management plan.
- **Examination/Demonstration/Validation:** Follow-up discussion/review with SSO program supervisor or training instructor
- **Refresher:** Biennial, Example for this competency area is a review of current RTA/RFGPTS ASP and safety program documents, specifically focused on system modifications, safety certification, procurement controls, configuration management, transit asset management, and other related material such as the safety certification plan, rail activation plan, configuration management plan and transit asset management



plan, **Validation:** Follow-up discussion/review with SSO program supervisor or training instructor and training record.

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 8 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 (SMS and TSSP) and the TTP requirements for each of the New Jersey RFGPTS. **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. See the Training Tracking Matrix for tracking of training schedule and completion by staff member, including the contractor staff.

Listing of SSO Program Staff, Designated Staff indicated by an asterisk

NJDOT Staff

1. Nicole Minutoli
2. Kimbrali Davis
3. Linda Sudler
4. Laura Alexander
5. Todd Kropilak*
6. Edward Zubrzycki, Jr.*
7. Mina Yacoub*
8. Paul Thomas
9. Liana Lamicella

Contractor Staff, Temporary Staffing

1. Wendy Kovitz*
2. Daniel Rust*
3. Joseph Marcello*
4. Michael Clemmons*
5. Edward Koehler*
6. Amber Brovak
7. Agnes Lebovic
8. Abigail Ikner*

Contractor Staff, Treasury Contract

1. Kevin Chandler, Vital Assurance*
2. Josh Gearhardt, Vital Assurance*
3. Brian Kummerer, Vital Assurance*
4. John Fedikovich, Vital Assurance*
5. Don Eldredge, Vital Assurance
6. Stephen Trudell, Vital Assurance



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7. Rob Maraldo, Vital Assurance
8. Ryan McKinley, Vital Assurance
9. Cindy Boyd, Vital Assurance
10. Kristin Bussard, Vital Assurance
11. Jon Floridia, Vital Assurance*
12. Max Patel, Advanced Infrastructure Design (AID)
13. Jim Tucci, K & J
14. John Morro, K & J
15. Pat Lavin, K & J
16. Jim Dougherty, K & J
17. John Angelo, TRC
18. Jim Brown, TRC
19. Karen Livezy, TRC

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



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. 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

4. 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

- 5. Knowledge of Territory and Revenue Service Schedules
- 6. 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

- 7. Knowledge of Current Bulletins, General Orders, and Other Associated Directives that Ensure Safety of Operations
- 8. Knowledge of Operations and Maintenance Rule Books
- 9. Knowledge of Safety Rules
- 10. Knowledge of Standard Operating Procedures
- 11. Knowledge of Right-of-Way Worker Protection (RWP)
- 20. Knowledge of Command and Control Approach and Implementation (SOPs)

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

12. 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

13. 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

14. 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

- 15. Knowledge of Vehicle Inspection and Maintenance Programs, Schedules, and Records
- 16. Knowledge of Track Inspection and Maintenance Programs, Schedules, and Records
- 17. Knowledge of Tunnels, Bridges, and Other Structures Inspection and Maintenance Programs, Schedules, and Records
- 18. Knowledge of Traction Power (Substation, Overhead Catenary System, and Third Rail), Load Dispatching, Inspection, and Maintenance Programs, Schedules, and Records
- 19. 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

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: _____