REGIONAL TRANSPORTATION AUTHORITY

Technical Management Committee Meeting

At or after 8:30 a.m., Wednesday, November 18, 2026
1 E. Broadway Blvd., Tucson
4th Floor conference room

Public Access to Meeting Audio/Presentation: https://www.youtube.com/live/Ao75P1SSVi0

Pursuant to A.R.S. 38-431.02, notice is hereby given to the public and to the committee members that the Technical Management (TMC) Committee of the Regional Transportation Authority of Pima County will have a meeting at the above stated time and date. The following is an agenda of matters to be considered, discussed and acted upon. The sequence of the agenda may be changed by the Chair.

In compliance with open meeting laws, PAG-RTA meeting agendas requiring public notice are posted at the official address referenced above and are available for public review during official PAG/RTA business hours, excluding weekends and legal holidays.

Members of the Committee will attend the meeting in person at the address noted above. The meeting room will be open to the public. However, members of the public are invited to attend the meeting via the link above. Members of the public may submit written comments relating to this meeting to info@rtamobility.com within 24 hours of the meeting's posted start time. These comments will be filed with the committee's records.

AGENDA

1. Call to Order

2. Approval of September 9, 2026, TMC Meeting Summary

The meeting recordings serve as the official minutes for the meetings. The meeting summary provides a general description of the matters considered at the previous meeting including any action items that were taken by the committee**.**

Action: Move to approve the September 9, 2026, meeting summary.

3. Consent Agenda Items

All items listed under the Consent Agenda will be enacted by one motion unless the TMC elects to remove an item for discussion and possible action.

Individual Action is noted on each item below.

Staff are available to report on any of these items.

Items a-c: Require Action

a. Transit Intergovernmental Agreements (IGA) for Maintenance of Effort (MOE)
Action 1: Move to recommend the Transit IGA for MOE between the RTA and Pima County to the RTA Board for approval.
Action 2: Move to recommend the Transit IGA for MOE between the RTA and Town of Marana to the RTA Board for approval

b. Public Transportation Agency Safety Plan
Action: Move to recommend the 2027 PTASP to the RTA Board for approval

c. Transit Grant Funding
Action 1: Move to recommend the project's (FTA 5307/5339) potential local grant match to the RTA Board for approval.
Action 2: Move to recommend the project's (FTA 5310) potential local grant match for RTA Paratransit to the RTA Board for approval

4. RTA Uniform Bylaws and TMC Charter

RTA staff will provide an overview of the updated committee governance documents emailed to members on September 30, 2026, which includes establishing the Wildlife Linkages Working Group.

Action 3a: Discussion and possible recommendation to the RTA Board to approve RTA Uniform Bylaws and TMC Charter.

Action 3b: Move to recommend the nominated jurisdiction representatives for the Wildlife Linkages Working Group to the RTA Board for approval.

5. RTA Advanced Right-of-Way Acquisition Program

RTA staff will present a proposal for early right-of-way acquisition and advancement of utility relocation activities to reduce project delivery risks and maintain implementation schedules.

Action: Move to recommend the RTA Right-of-Way Acquisition Program to the RTA Board for approval.

6. RTA Quarterly Analysis

RTA staff will provide an overview of progress on RTA Plan implementation, including project delivery, financial performance, program activities, and project tracking and reporting.

Action: Discussion and possible recommendation to the RTA Board on the RTA Quarterly Analysis

7. Legislative Amendments to Arizona Regional Transportation Authority Statutes

Staff will provide an overview of three potential legislative amendments to Arizona's Regional Transportation Authority statutes. Staff are seeking direction regarding advancement of the proposals for consideration during the 2027 or 2028 Arizona Legislative Session.

Action: Discussion and possible recommendation to the RTA Board regarding engagement with the Arizona legislature during the 2027 or 2028 legislative sessions.

8. Future Agenda Items

Members of the committee may suggest agenda topics to be considered by the Committee for discussion at a future meeting.

Unless items are already listed on the agenda, future agenda items may not be discussed at this meeting.

9. Adjournment

The RTA TMC meeting packet containing material related to the meeting is available at www.RTAmobility.com for public review. In compliance with the Americans with Disabilities Act (ADA), those requiring special assistance, such as large typeface print, sign language or other reasonable accommodations, may request those through the administrative offices at: (520) 792-1093 at least two business days before the meeting.

The RTA operates its programs without regard to race, color and national origin in compliance with Title VI of the Civil Rights Act. We invite you to complete our voluntary self-identification survey (English/Spanish).

If you need translation assistance, please call (520) 792-1093 and ask for Zonia Kelley. Si necesita ayuda con traducción, llame por favor al (520) 792-1093 y comuníquese con Zonia Kelley.

Technical Management Committee Meeting Summary

Summary of Wednesday, September 9, 2026, Meeting

Full Video Recording (YouTube): at: https://www.youtube.com/watch?v=RjaRPpzCbhA

The meeting recording serves as the official minutes of the meeting.

Committee Members Present
Jan Lesher, Pima County
Camine DeBonis, Pima County
Kristina Swallow, City of Tucson
Sam Credio, City of Tucson
Jeff Wilkins, Town of Oro Valley
Shane Dille, Town of Sahuarita
Jeremy Moore, ADOT
Terry Rozema, Town of Marana
Bob Iannarino
John Bernal
Bill Carrol
Melanie Rice
Alejandro Angel

Members Absent
Veronica Moreno, City of South Tucson
Tim Thomure, City of Tucson
Nadine Manuel, Tohono O'odham Nation
Frank Thompson

1. **Call to Order**

   The meeting was called to order at 8:37 a.m., by Jan Lesher, Pima County, serving as Chair.

2. **Approval of TMC Meeting Summaries Review**

   Action: A motion to approve both the May 13, 2026, and May 27, 2026, meeting summaries was made by Terry Rozema, Town of Marana, and seconded by Jeff Wilkins, Town of Oro Valley. The motion passed unanimously.

3. **Consent Agenda Items**

   Video Timestamp: 6:34

   Action: A motion to recommend approval of both the 2026 RTA Title VI Plan and MTM Contract Amendment to the RTA Board with the request of utilizing present tense in written documents was made by Terry Rozema, Town of Marana, and seconded by Kristina Swallow, City of Tucson. The motion passed unanimously.

Alejandro Angel requested clarification of the MTM contract cost increase and offset by including TNC companies. Mr. Ortega informed the members that the original contract did not include a provision for TNCs originally and that including it does result in an overall reduction in costs.

4. **RTA | Jurisdiction Master intergovernmental Agreements (IGA) – City of South Tucson, Town of Oro Valley, Town of Marana, Town of Sahuarita, Pima County, and City of Tucson**

   Video Timestamp: 8:42

   RTA Executive Director Mike Ortega provided the members with a brief review of the Jurisdictional Master Intergovernmental Agreements (IGA) for the City of South Tucson, Town of Oro Valley, Town of Marana, Town of Sahuarita, Pima County, and City of Tucson. This review included a reminder of the prior IGA amendment process and the changes made to streamline the process. Mr. Ortega reminded the members that the master IGA would include project charters and ability to bring forth subordinate amendments as needed. Members were also informed of the draft improvements as recommended by the Technical Management Committee, such as shortened timeframes for amendment escalations.

   Members were provided with the opportunity to ask questions and engage in discussion.

   Action: A motion to approve the Jurisdictional Master Intergovernmental Agreements (IGA) for the City of South Tucson, Town of Oro Valley, Town of Marana, Town of Sahuarita, Pima County, and City of Tucson was made by Terry Rozema, Town of Marana and seconded by Kristina Swallow, City of Tucson. The motion passed unanimously.

5. **RTA | Jurisdiction Master Transit Intergovernmental Agreements (IGA) – City of Tucson and Town of Oro Valley**

   Video Timestamp: 12:42

   RTA Executive Director Mike Ortega provided the members with a brief review of the Jurisdictional Master Transit Intergovernmental Agreements (IGA) for the City of Tucson and Town of Oro Valley.

   Jeff Wilkins inquired about potential future amendments for the Jurisdiction Master Transit IGA. Mr. Ortega informed the members that there may be recommendations to amend the Oro Valley portion of the IGA in the future.

   Members were provided with the opportunity to ask questions and engage in discussion.

   Action: A motion to approve the Jurisdictional Master Transit Intergovernmental Agreements (IGA) for the City of Tucson and Town of Oro Valley was made by Sam Credio,

City of Tucson, and seconded by Terry Rozema, Town of Marana. The motion passed unanimously.

6. Conflict of Interest (COI) and Oath of Office Forms

Video Timestamp: 14:36

RTA Executive Director Mike Ortega reviewed the Conflict of Interest (COI) and Oath of Office forms. Members were reminded of the training conducted by Lisa Anne Smith, PAG RTA Legal Counsel, and the recommendation to review the forms on a yearly basis. Additionally, members were encouraged to fill out the forms either digitally or in person at their earliest convenience.

Members were provided with the opportunity to ask questions and engage in discussion.

This was an information only item.

7. RTA Quarterly Report

Video Timestamp: 15:44

RTA Executive Director Mike Ortega began the discussion with a brief review of the recommended communication and reporting for RTA activities going forward. Members were reminded of the efforts made into creating the quarterly report and were requested to provide feedback at any time for any additional information to be included.

Deputy Executive Director, Business and Finance Greg Byres began the quarterly report with a review of what will be included in the report. This included information on the streamlined IGA process, advances on the delivery team, advances on right of way acquisitions, updates on utility engagement, process mapping activities, and delivery partnerships for First Avenue, Houghton Road, and other jurisdictional projects.

After a brief introduction, Director of Strategic Planning, Programming and Policy Jaime Brown and Budget Manager James Towe provided the members with an in-depth review of the RTA financial overview. Mr. Towe reviewed the projected revenues, which included comparing the FY 2026 excise tax revenues, EBRC pessimistic forecast, and EBRC baseline forecast. In addition, members reviewed the FY 2026 RTA 1 budget, including fund balances and expenditures. Mr. Brown informed the members of upcoming financial activities, such as the University of Arizona Eller EBRC updates, the FY 2028 to Fy 2032 Transportation Improvement Program (TIP) development, and rebalancing of the programming for RTA 1 roadway projects to include RTA 2 projects through formal TIP amendments. In addition, Mr. Ortega emphasized to the members the goal of funding and delivery of RTA 1 projects by the end of year 5.

Bill Carrol inquired if there are annual fluctuations in sales tax dollars and if they are accounted for. Mr. Towe informed the members that the projected sales tax revenue does

fluctuate monthly and is accounted for based on seasonal and monthly variations on the three-year average. Shane Dille requested that the monthly revenue report be shared with the members on a month-to-month basis. Mr. Ortega informed members that the monthly report will be shared with members regularly.

Continuing the report, Mr. Byres informed the members of current project delivery accountability strategies. Members were informed of 22 KPI standards with the goal of tracking projects' financial status and delivery schedule. In addition, members were informed of staff direction, such as regular meetings with jurisdictional project teams and collaboration to mitigate any schedule and budget changes and explore positive opportunities. Members were also shown an example delivery performance analytics tracker, which included color coded statuses.

Following this, members were also provided with updates of current RTA project deliverables. This began with follow-up from June and September inquiries, such as the Sonoran Corridor project, the 2006 plan roadway elements, and transit activities. The TMC also discussed current challenges with UPRR on several RTA projects and asked RTA staff to draft a letter to UPRR to request a meeting and identify a path forward for enhanced coordination and cooperation with scheduling. TMC asked for the letter to include economic impacts and benefits to UPRR. TMC recommended the RTA Board act on this item and visit UPRR. In addition, members reviewed the 30% design milestone for North First Ave. from Grant Road to River Road and were asked to make a recommendation to the board to approve RTA staff as lead partner in the North First Ave project.

Members from Sahuarita, Oro Valley, and City of Tucson provided updates on their respective RTA projects and roadwork activities. Mr. Ortega and Mr. Byres also reviewed the KPI matrixes for the 2006 RTA projects and current RTA projects.

Members were provided with the opportunity to ask questions and engage in discussion.

Action: An action to recommend to the RTA board to draft a letter to UPRR of the economic impacts and benefits of the Harisson Rd. project was made by Terry Rozema, Town of Marana, and seconded by Sam Credio, City of Tucson. The motion passed unanimously.

Action: An action to approve RTA staff as lead partner in the North First Ave. from Grant Road to River Road project delivery was made by Sam Credio, City of Tucson, and seconded by Jeff Wilkins, Town of Oro Valley. The motion passed unanimously.

8. 30% Design Review for North First Ave. from Grant Road to River Road

This item was reviewed and acted upon in Item 7.

9. RTA Process Mapping

Video Timestamp: 1:29:31

Deputy Executive Director, Business and Finance Greg Byres provided the members with a review of the RTA Process Mapping. This included a comprehensive mapping of all projects from design to delivery, as well as a review of its purpose, such as standardized processes, reduced administrative efforts, shortened review and approval cycles, and improved delivery and accountability.

Members were provided with the opportunity to engage in discussion.

This was an information only item.

10. RTA Experience Builder Demonstration

Video Timestamp: 1:35:58

After a brief introduction, GIS Manager Ralph Granados and GIS Coordinator Derek Weatherly provided the members with an in-depth demonstration of the RTA Experience Builder. This included a demonstration of both 2D and 3D rendered project mapping, utility locations, and potential overlap between the two. Members were also informed of its purpose, such as jurisdictional impacts based on boundaries and any parcel impacts. The demonstration included a review of the Thornydale project from Tangerine Road to Cortaro Farms Road.

Members were provided with the opportunity to engage in discussion.

This was an information only item.

11. Future Agenda Items

No future agenda items were proposed

12. Adjournment

The meeting was adjourned at 10:25 a.m.

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REGIONAL TRANSPORTATION AUTHORITY

Technical Management Committee

Wednesday, November 18, 2026

Subject:	Intergovernmental Agreements (IGAs) for Maintenance of Effort (MOE)
Agenda Item #:	3a Consent
Agenda Category:	Action
Associated OWP Work Element/Goal:	Work Element 40, Transportation Planning
Suggested Motion/Action:	**Action 1:** Move to recommend the Transit IGA for MOE between the RTA and Pima County to the RTA Board for approval. **Action 2:** Move to recommend the Transit IGA for MOE between the RTA and Town of Marana to the RTA Board for approval.

SUMMARY

The Intergovernmental Agreements (IGAs) for Maintenance of Effort (MOE) outline the uniform funding framework governing RTA provided transit services and the annual MOE jurisdiction contributions to support transit services and operations included in the 2026 voter-approved RTA Plan. The agreements are for five-year terms with an annual update to Exhibit A which outlines the annual jurisdiction contribution based on the prescribed formula in the RTA statute (baseline plus GDP adjustment). Once approved, the annual MOE amount is updated in Exhibit A and executed by the Executive Director and County Administrator / Town Manager.

The documents were updated to mirror formatting and language (where applicable) in the Master IGA documents for roadway projects and transit operations. Staff will present two documents for review and recommended approval by the RTA Board:

PRIOR BOARD AND/OR COMMITTEE ACTION

Pima County and Town of Marana MOE IGAs were approved by the Board in 2021.

FINANCIAL CONSIDERATIONS

Pima County MOE FY 26-27 (amount to be confirmed) - $8,088,369
Town of Marana MOE FY 26-27 (amount to be confirmed) - $123,884

TECHNICAL, POLICY, LEGAL OR OTHER CONSIDERATIONS

None.

ADDITIONAL BACKUP INFORMATION (ATTACHMENTS)

Pima County IGA MOE Draft
Town of Marana IGA MOE Draft

STAFF CONTACTS

Michael J. Ortega: (520) 792-1093
Preston McLaughlin, (520) 495-1415
Mary Carter, (520) 495-1481

INTERGOVERNMENTAL TRANSPORTATION FUNDING AGREEMENT BETWEEN THE REGIONAL TRANSPORTATION AUTHORITY OF PIMA COUNTY AND THE TOWN OF MARANA FOR REGIONALIZATION OF PUBLIC TRANSIT AND PARATRANSIT TRANSPORTATION SERVICE, AND MAINTENANCE OF EFFORT FUNDING

This Agreement (hereinafter "the Agreement") is entered into by and between the Regional Transportation Authority of Pima County ("Authority" or "RTA"), a special taxing district formed pursuant to Title 48 Chapter 30 of the Arizona Revised Statutes (A.R.S.), and the Town of Marana, a body politic and corporate of the State of Arizona ("Marana") pursuant to A.R.S. § 11-952.

RECITALS

A. A.R.S.§ 48-5301, et seq., authorizes the Authority to act as a regional taxing authority for the purpose of funding multi-modal transportation operations and improvements identified in the Regional Transportation Plan ("the Plan"), approved by the voters at the special election held in Pima County, Arizona, on May 16, 2006.

B. The governing board of the Authority is composed of representatives of each member of the regional council of governments in accordance with A.R.S. § 48-5303.

C. Pursuant to A.R.S. § 48-5304 (12), the governing board of the Authority has the authority to implement the elements of the Plan, including the authority to contract for, absorb, or acquire existing public transportation services it deems necessary.

D. Pursuant to A.R.S. § 48-5304 (13), the governing board of the Authority shall coordinate the implementation of the Plan among the local jurisdictions.

E. A Regional Transportation Fund was established by the Arizona Legislature per A.R.S. § 48-5307 to be the repository for those funds collected for the purpose of funding the transportation projects identified in the Plan.

F. The Authority is authorized by A.R.S. §§ 48-5304 (16) and (18) and 48-5308 to administer and distribute the regional transportation funds to the members of the Authority, to enter into this contract for the full exercise of the powers granted to the Authority, and to sell bonds in furtherance of that purpose to fund those projects or programs identified in the Plan.

G. The Plan calls for the implementation of circulator bus service to serve the Marana area, which commenced on May 4, 2009.

H. The Authority absorbed into its circulator bus service the Marana rural transit

service formerly operated by Pima County in November, 2009.

I. Marana and the Authority wish to cooperate in the provision of regional Transit services including urban area service (Sun Tran) and mandated Americans with Disabilities Act complementary paratransit, circulator bus, rural transit, and paratransit service within Marana.

J. Marana intends to contribute annual Maintenance of Effort ("MOE") funding to the Project, pursuant to A.R.S. § 48-5308 (F), under the terms and conditions contained in this Agreement, and has entered into this Agreement with the Authority for that purpose.

NOW, THEREFORE, Marana and the Authority, pursuant to the above and in consideration of the matters and things set forth herein, do mutually agree as follows:

AGREEMENT

1. **Purpose.** The purpose of this Agreement is to establish a uniform legal, administrative, and funding framework governing Maintenance of Effort (MOE) contributions provided by Town of Marana to support transit services and operations included in the 2026 voter-approved Regional Transportation Plan ("Plan).

2. **Effective Date; Term**. This Agreement shall become effective upon its execution by both parties and shall continue in effect for five (5) years until June 30, 2031, unless sooner terminated or extended pursuant to the provisions contained herein.

3. **Non-Assignment**. Neither party to this Agreement shall assign its rights under this Agreement to any other party without written permission from the other party to this Agreement.

4. **Construction of Agreement**.

   a. Entire agreement. This instrument constitutes the entire agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. Any exhibits to this Agreement are incorporated herein by this reference.

   b. Amendment. This Agreement may be modified, amended, altered or changed only by written agreement signed by both parties; however, Exhibits A, B and Attachment I may be modified or supplemented as described herein by representatives of the parties.

   c. Construction and interpretation. All provisions of this Agreement shall be construed to be consistent with the intention of the parties as expressed in the Recitals hereof.

   d. Captions and Headings. The headings used in this Agreement are for convenience only and are not intended to affect the meaning of any provision of this Agreement.

e. Severability. In the event that any provision of this Agreement or the application thereof is declared invalid or void by statute or judicial decision, such action shall have no effect on other provisions and their application, which can be given effect without the invalid or void provision or application, and to this extent the provisions of the Agreement are severable. In the event that any provision of this Agreement is declared invalid or void, the parties agree to meet promptly upon request of the other party in an attempt to reach an agreement on a substitute provision.

f. This Agreement is subject to cancellation pursuant to the provisions of A.R.S. § 38-511.

5. **Legal Jurisdiction**. Nothing in this Agreement shall be construed as either limiting or extending the legal jurisdiction of Marana or the Authority.

6. **No Joint Venture**. It is not intended by this Agreement to, and nothing contained in this Agreement shall be construed to, create any partnership, joint venture or employment relationship between the parties or create any employer-employee relationship between Marana and any Authority employees, or between the Authority and any Marana employees. Neither party shall be liable for any debts, accounts, obligations, nor other liabilities whatsoever of the other, including (without limitation) the other party's obligation to withhold Social Security and income taxes for itself or any of its employees.

7. **No Third-Party Beneficiaries**. Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement or affect the legal liability of either party to the Agreement by imposing any standard of care different from the standard of care imposed by law.

8. **Compliance with Law**. The parties shall comply with all applicable federal, state and local laws, rules, regulations, standards and executive orders, without limitation to those designated within this Agreement.

a. Anti-Discrimination. The provisions of A.R.S. § 41-1463 and Executive Order Number 99-4 issued by the Governor of the State of Arizona are incorporated by this reference as a part of this Agreement.

b. Americans with Disabilities Act. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

c. Workers' Compensation. An employee of either party shall be deemed to be an "employee" of both public agencies, while performing pursuant to this Agreement, for purposes of A.R.S. § 23-1022 and the Arizona Workers' Compensation laws. The primary employer shall be solely liable for any workers' compensation benefits, which may accrue. Each party shall post a notice pursuant to the provisions of A.R.S. § 23-906 in, substantially, the following form:

i. All employees are hereby further notified that they may be required to work under the jurisdiction or control or within the jurisdictional boundaries of another public agency pursuant to an intergovernmental agreement or contract, and under such circumstances they are deemed by the laws of Arizona to be employees of both public agencies for the purposes of workers' compensation.

9. **Waiver**. Waiver by either party of any breach of any term, covenant or condition herein contained shall not be deemed a waiver of any other term, covenant or condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

10. **Force Majeure**. A party shall not be in default under this Agreement if it does not fulfill any of its obligations under this Agreement because it is prevented or delayed in doing so by reason of uncontrollable forces. The term "uncontrollable forces" shall mean, for the purpose of this Agreement, any cause beyond the control of the party affected, including but not limited to failure of facilities, breakage or accident to machinery or transmission facilities, weather conditions, flood, earthquake, lightning, fire, epidemic, war, riot, civil disturbance, sabotage, strike, lockout, labor dispute, boycott, material or energy shortage, casualty loss, acts of God, or action or non-action by governmental bodies in approving or failing to act upon applications for approvals or permits, which are not due to the negligence or willful action of the parties, order of any government officer or court (excluding orders promulgated by the parties themselves), and declared local, state or national emergency, which, by exercise of due diligence and foresight, such party could not reasonably have been expected to avoid. Either party rendered unable to fulfill any obligations by reason of uncontrollable forces shall exercise due diligence to remove such inability with all reasonable dispatch.

11. **Notification**. All notices or demands upon any party to this Agreement shall be in writing, unless other forms are designated elsewhere, and shall be delivered in person or sent by mail addressed as follows:

The Authority:
Executive Director
Pima Association of Governments / Regional Transportation Authority
1 East Broadway Boulevard, Suite 401
Tucson, AZ 85701

Town of Marana:
Town Manager
11555 West Civic Center Drive
Marana, AZ 85653

12. **Remedies**. Either party may pursue any remedies provided by law for the breach of this Agreement subject to the provisions of Paragraph 13 below. No right or remedy is intended to be exclusive of any other right or remedy and each shall be cumulative and in addition to any other right or remedy existing at law or in equity or by virtue of this Agreement.

13. Dispute Resolution and Escalation. In the event of any dispute, disagreement, or issue arising under this Agreement, the Parties shall first attempt to resolve the matter as set forth in this section. Costs associated with service delays may be identified for Board consideration consistent with the RTA Administrative Code and applicable dispute resolution processes.

a. Staff-Level Review. The parties first attempt to resolve the matter through informal discussions between the respective project managers or designated staff representatives within 15 calendar days of the dispute arising.

b. Escalation to Management. If the matter cannot be resolved at the staff level within 15 calendar days, either Party may escalate the matter to the appropriate department directors or management representatives of the Parties to resolve the matter.

c. Executive-Level Review. If the matter remains unresolved after 15 calendar days, the dispute shall be elevated to the executive leadership of the Parties, including the Executive Director of the Authority and Marana Town Manager for further consideration and resolution within 15 calendar days.

d. RTA Board Consideration. If executive level discussions do not resolve the dispute within 45 days of issue identification, the matter may be presented to the RTA Board at the next reasonably available meeting for consideration, consistent with applicable law, Board policies, and the Authority's statutory responsibilities. Nothing herein shall be construed to limit or expand the authority of the RTA Board or any governing body of Marana.

e. Preservation of Rights. Except as otherwise provided by law, neither Party shall initiate litigation or other formal legal proceedings related to a dispute arising under this Agreement unless and until the escalation process described in this Section has been exhausted. Nothing in this section shall preclude either Party from seeking interim or emergency relief where necessary to prevent irreparable harm or to comply with legal obligations.

14.Termination. This agreement may be terminated as follows:

a. By mutual agreement of the parties.

b. If the Dispute Resolution process set forth in Paragraph 13 fails to resolve the dispute between the parties relating to this Agreement, either party may terminate this Agreement for material breach of the Agreement by giving written notice of default to the other party and providing time to cure. Upon notice of default, the party said to be in default shall have forty-five days to cure the default. If after 45 days the party said to be in default has not cured the default and is not making reasonable progress toward curing the default, the other party may terminate this Agreement. Any such termination shall not relieve either party from liabilities or costs already incurred under this Agreement.

c. If the Dispute Resolution process set forth in Paragraph 13 fails to resolve the dispute between the parties, either party may terminate in accordance with the notice and opportunity to cure provisions of Section 14(b) above. Alternatively, the parties may

amend to revise the Roles and Responsibilities of the parties or otherwise resolve the dispute. Any such termination shall not relieve either party from liabilities or costs already incurred.

15. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one or more counterpart may be removed from such counterpart and attached to a single instrument.

ELEMENT / SUB-ELEMENT PROVISIONS

16. Transit Services Supported by MOE Contributions

The parties acknowledge that the transit services identified in Exhibit A constitute eligible Plan elements supported in part through Pima County Maintenance of Effort contributions pursuant to ARS § 48-5308(F). Transit services may include:

- Local and express fixed route service
- Complementary ADA paratransit service
- Neighborhood circulator
- Rural transit service
- Paratransit service
- Dial-a-ride service
- Other transit services approved through the Plan and RTA Administrative Code

Exhibit B sets forth the current routes covered by this Agreement.

17. Service Levels and Transit Service Modifications. The Authority shall administer the transit services funded under the Plan and operating in Marana either directly or through agreements with operating agencies. The services to be provided by the RTA are defined on Exhibit A and listed on Exhibit B. Modifications to routes, schedules, service levels, fare structures, or service areas shall be coordinated between the Parties and shall comply with all applicable federal, state, and local requirements. Where federally funded transit services are affected, the Parties shall cooperate in conducting any public participation process required by the Federal Transit Administration.

Any modifications to the services provided as set forth on Exhibits A and B must be within the scope and budget identified in the 2026 RTA Plan and must be agreed upon in advance by the Parties and reflected in an amendment or supplement to the relevant exhibit, signed by the representatives of each party. Any such amendment or supplement may be signed by the Executive Director of the Authority and by a duly authorized representative of the County.

18. Maintenance of Effort Funding

Marana agrees to provide annual Maintenance of Effort funding in accordance with ARS § 48-5308 (F) and this Agreement. Exhibit A defines the services for which MOE is required and calculates the required contribution for fiscal year 2027. MOE funding calculations shall be performed annually and shall be attached as a supplement to Exhibit A.

Marana's MOE contribution shall constitute Marana's required local contribution toward the transit services identified in Exhibit A.

19. Total Transit Budget for Services in Marana

a. Total Maximum Amount. Marana's jurisdiction allocation for the Transit Element is defined in the RTA Administrative Code, Appendix A. Authority provided services shall not exceed the maximum amount authorized in the 2026 RTA Plan and the RTA Administrative Code.

b. Establishment of Annual Maintenance of Effort Amount. Marana shall maintain a minimum annual financial contribution to the Authority provided transit service. The baseline amount for each fiscal year will be adjusted by the annual percentage change from the previous calendar year in the GDP price deflator, as defined in A.R.S. § 41-563(E)(2) and contained in an annual supplement to Exhibit A. The parties agree that this supplement is ministerial and authorize their respective representatives to approve and execute the Exhibit A annual supplement. Specifically, the annual supplements to Exhibit A may be executed in writing by the Executive Director of the RTA and Marana's Town Manager or designee, upon which time the supplemental exhibit will become a part of and incorporated into this Agreement.

c. Excess Costs. Marana may request additional services in excess of the amount set forth in Paragraph (a) above, but any such request shall require prior authorization by the RTA Board and shall remain subject to the availability of revenues as well as the Plan's provisions related to Potential Additional Revenue and the RTA Administrative Code.

20. Invoices. Authority shall submit an annual invoice to Marana for all costs incurred in the delivery of services. Invoices shall be signed by a duly authorized representative of the Authority and with sufficient background information. The Authority must retain and certify all vendor receipts, invoices, and any related Project records as needed and ensure that they are available for a minimum of five (5) years after final payment is made unless otherwise specified herein.

21. MOE Payments. Upon receipt of an invoice, Marana shall provide payment to the Authority in accordance with the approved annual MOE amount. Payment shall be made in four approximately equal installments commencing at the end of the first quarter after signing this agreement. Payments shall be made quarterly thereafter upon receipt of invoices.

22. Quarterly Key Performance Indicators (KPIs). Quarterly, the Authority shall prepare and submit to Marana KPI data to support the Quarterly Analysis update to the TMC, CART, and RTA Board. Quarterly Analysis Transit KPIs for standard fixed route transit operations include at a minimum:

i. On-time performance
ii. Vehicle revenue miles
iii. Vehicle revenue hours

iv. Adherence to preventive maintenance schedules
v. Cost per passenger
vi. Number of miles between breakdowns
vii. Number of miles between maintenance
viii. Number of complaints per 1,000 trips

Additional required metrics related to transit service or operations may be specified in the Exhibit A.

23. Transit Facilities, Workforce, and Supporting Resources. The Authority and its jurisdictional partners and their operating contractors shall be responsible for providing and managing the facilities, transit stops, passenger amenities, fleet support assets, operational personnel, maintenance personnel, administrative personnel, financial and accounting staff, management personnel, and other resources necessary to provide the transit services supported by this Agreement.

Nothing in this Agreement shall be construed to make Marana the employer of any transit employee, contractor, operator, maintenance employee, administrative employee, or union-represented employee utilized in providing transit services under this Agreement.

24. Transit Service Modifications. Marana and the Authority will coordinate on any modifications to routes, schedules, or fares. Changes involving federal funding may require a public input process consistent with Federal Transit Administration (FTA) requirements. If public input is needed, the parties agree to work cooperatively on a coordinated public input process. Approved changes shall be documented through an update to Exhibit A.

25. Liability.

a. Indemnification: To the fullest extent permitted by applicable law, the County agrees to indemnify, defend, and hold harmless the RTA and its Board, officers, officials, agents, and employees ("Indemnitees") from and against any and all allegations, claims, demands, suits, actions, proceedings, damages, liabilities, or penalties of any kind (including reasonable attorneys' fees and/or litigation expenses) arising out of the County's activities, including the negligent, reckless or intentional wrongful acts or omissions of its officials, agents, employees, contractors, subcontractors or volunteers, in performance of its obligations under this Agreement or in the use of RTA resources as described herein, regardless of how such claims are worded or styled or the specific cause of action asserted. The County's obligation under this section shall not apply to any damages caused by the negligent, reckless or intentional wrongful acts or omissions of RTA or its employees, agents or officers. This provision shall survive termination of this Agreement.

b. The RTA agrees to indemnify, defend and hold harmless the County and its officers, officials, agents and employees from and against any and all allegations, claims, demands, suits, actions, proceedings, damages, liabilities, or penalties of any kind (including reasonable attorneys' fees and/or litigation expenses) arising out of the RTA's activities, including the negligent, reckless or intentional wrongful acts or omissions of its officials,

agents, employees, contractors, subcontractors or volunteers, in performance of its obligations under this Agreement, regardless of how such claims are worded or styled or the specific cause of action asserted. The RTA's obligation under this section shall not apply to any damages caused by the negligent, reckless or intentional wrongful acts or omissions of the County, its employees, agents or officers. This provision shall survive termination of this Agreement.

c. If a claim or claims by third parties become subject to this indemnity provision, the parties to this Agreement shall expeditiously meet to discuss a common and mutual defense, including possible proportionate liability and payment of possible litigation expenses and damages.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

In Witness Whereof, The Town of Marana has caused this Agreement to be executed by the Mayor and Council, upon resolution of the Mayor and Council attested to by Marana Clerk, and the RTA has caused this Agreement to be executed by its Chair of the Board, upon resolution of Board of Directors.

TOWN OF MARANA:

_____ _____

Jon Post, Mayor Date

ATTEST:

_____ _____

Jill McCleary, Town Clerk Date

The foregoing Agreement between The Town of Marana and the RTA has been approved as to content and is hereby recommended by the undersigned.

_____ _____

Terry Rozema, Town Manager Date

REGIONAL TRANSPORTATION AUTHORITY OF PIMA COUNTY:

_____ _____

Tom Murphy, Board Chair Date

ATTEST:

_____ _____

Michael J. Ortega, P.E. Executive Director

Date

ATTORNEY CERTIFICATION

The foregoing intergovernmental agreement between the Regional Transportation Authority of Pima County and the Town of Marana has been reviewed on the date set forth below pursuant to A.RS. § 11-952 by the undersigned attorneys, each of whom has determined that it is in proper form and within the powers and authority granted under the laws of the State of Arizona to the Party represented by the respective undersigned attorney.

Regional Transportation Authority of Pima County:

_____ _____

Attorney for the Authority Date

Town of Marana:

_____ _____

Town Attorney Date

EXHIBIT A

To the Intergovernmental Agreement between The Regional Transportation Authority of Pima County and The Town of Marana for the Regionalization of Public Transit and Paratransit Transportation Services and Maintenance of Effort Funding

Maintenance of Effort (MOE) Baseline per A.R.S. § 48-5308 (F)	
Total Town of Marana Transit Expenditures FY 2003-04 (Sun Tran, Van Tran, ADA Eligibility, Rural Transit, Paratransit)	$67,400
Less Revenue Adjustments (Fares, Fare Credits, Federal Aid, State Grants, Marana)	$0
Net Town of Marana Cost	$67,400
Pima County Allocation of One Time STP Flex (FY 2003-04 Sun Tran Preventive Maintenance/ Federal)	$7,341
Town of Marana MOE Baseline	_____
	$74,741
GDP Adjustment to FY 2010-11 per A.R.S. § 41-563	
Growth Factor 60.194%	$49,143
TOTAL FY 2026-27 MOE	**$123,884**

EXHIBIT B
to the
Intergovernmental Agreement
between
The Regional Transportation Authority of Pima County
and
The Town of Marana
for the
Regionalization of Public Transit and Paratransit Services and Maintenance of Effort Funding

Sun Shuttle Circulator Services

Sun Shuttle Marana Avra Valley Dial-A- Ride service and sun shuttle routes 412 (Thornydale/Orange Grove) and 413 will operate within Town of Marana limits on Monday through Friday from approximately 5:00 a.m. to 7:00 p.m. and 412 and 413 only on Saturday from approximately 8:30 a.m. to 4:00 p.m. These services are shown on Attachment I.

The RTA will fund the provision of this service with RTA funds augmented by Town MOE and Section 5311 Rural Transportation funding assistance.

Sun Tran Service

Route 62 Ina Road will operate within Town of Marana limits Monday through Friday from approximately 5:30am to midnight and on Saturday through Sunday from approximately 7:00a.m. to 9:30 p.m. The RTA will fund the provision of this service with Town MOE.

Sun Van Services

Mandatory ADA services along Route 62 with comparable service hours will operate within Town of Marana limits. The RTA will fully fund this service. The RTA will fund the provision of this service with RTA funds augmented by Town MOE.

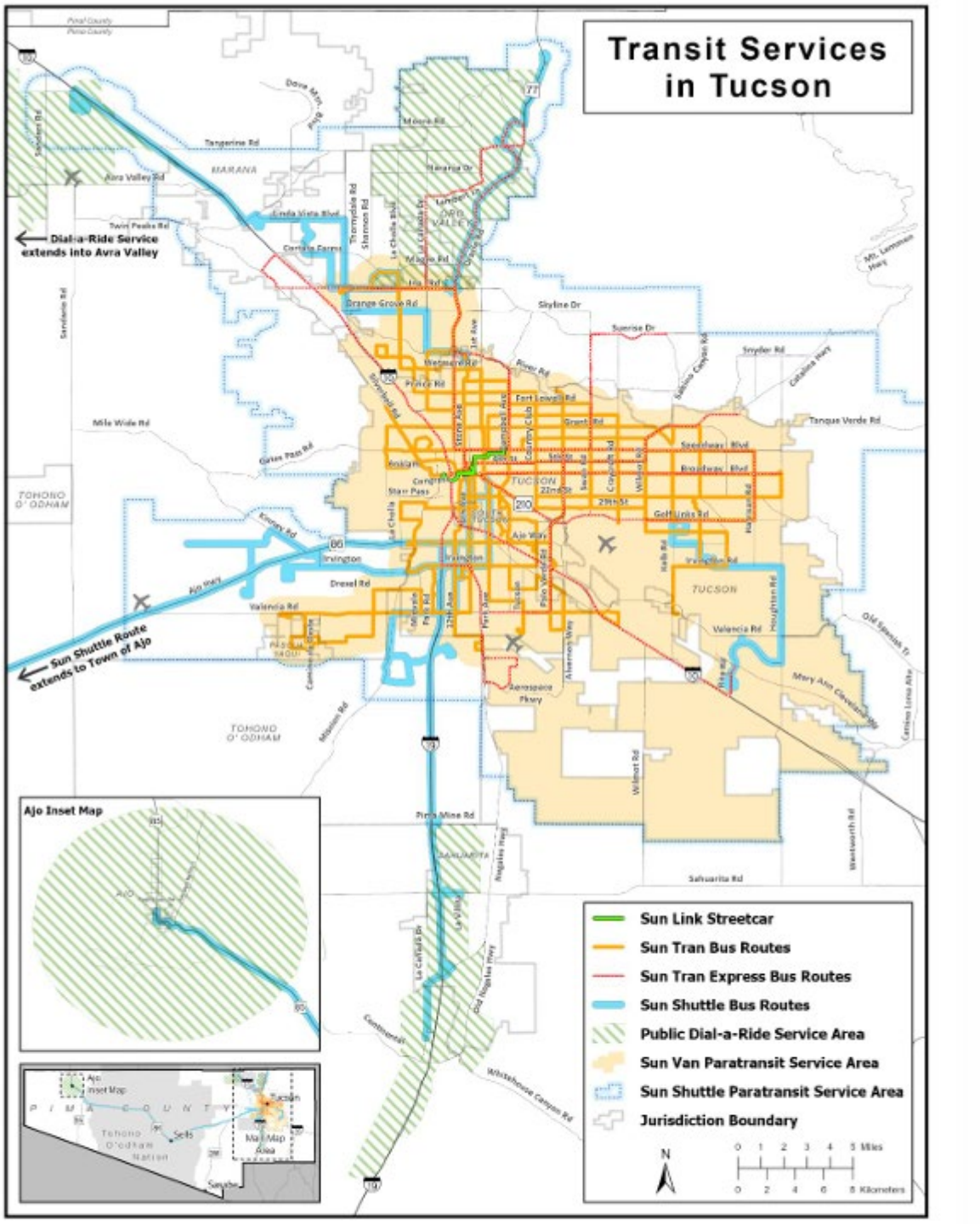
Sun Express Services

Sun Express Routes 204X Northwest-Aero Park, 103X and 124X will operate within Town of Marana limits Monday through Friday excluding holidays. The RTA will fully fund the provision of this service.

RTA Paratransit Service

RTA Paratransit service, branded as Sun Shuttle Dial-a-Ride, will be available to Town of Marana residents within the service area established by the RTA. The boundary for this service area is shown on Attachment I. The RTA will fully fund the provision of this service.

Attachment I



Attachment I For current regional transit maps and schedules, visit www.suntran.com

REGIONAL TRANSPORTATION AUTHORITY

Technical Management Committee
Wednesday, November 18, 2026

Subject:	Public Transportation Agency Safety Plan (PTSAP) for 2027
Agenda Item #:	3b Consent
Agenda Category:	Action
Associated OWP Work Element/Goal:	Work Element 40, Transportation Planning
Suggested Motion/Action:	Move to recommend the 2027 PTASP to the RTA Board for approval.

SUMMARY

The Federal Transit Administration's (FTA) Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673), which took effect in 2020, requires transit agencies to develop, review, approve and certify an Agency Safety Plan (ASP) annually.

The RTA Transit Safety Committee reviewed and recommended approval of the 2027 RTA PTASP on October 28, 2026. Approval by the Transit Safety Committee affirms that the plan complies with all federal requirements and will provide an effective framework for managing transit safety risks. This year's update includes additional FTA requirements and directives regarding assaults on transit workers.

The purpose of the PTASP document is to:

- Establish and document safety policies and procedures in compliance with Federal rules.
- Establish a coordinated and documented process to implement the PTASP during the operations of the system to achieve safety goals.
- Identify and delegate safety functions and responsibilities to units and personnel within the organization and contract service operators.
- Facilitate internal and external safety audits to identify, track and resolve safety program deficiencies.

Staff edits include updates in the following areas:

- Transit Asset Management Plan and PAG/RTA organization chart.

- Refence documents reflect the latest version from the RTA contracted transit operators, MTM Transit.
- Element 6 and Element 10 were updated to clearly identify how MTM Transit reports incidents, accidents, and safety concerns to the RTA.
- Element 13 was updated to include PAG's adopted Travel and Procurement Policies.
- Definitions were added including: Employee Safety Reporting Program, Private Vehicle, Safety Performance Indicator, Statewide Transportation Improvement Program, Transit Asset Management, Transit Safety and Security Program and Vehicle Revenue Miles.
- Maps in Appendix B were updated to the most current version in the Sun Tran booklet.

PRIOR BOARD AND/OR COMMITTEE ACTION

2026 PTASP was approved by the Board on Jan. 29, 2026.

FINANCIAL CONSIDERATIONS

None.

TECHNICAL, POLICY, LEGAL OR OTHER CONSIDERATIONS

None.

ADDITIONAL BACKUP INFORMATION (ATTACHMENTS)

2027 PTASP Draft

STAFF CONTACTS

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Philana A. Jeremiah, PhD. (520) 495-1475
Preston McLaughlin, (520) 495-1415
Mary Carter, (520) 495-1481



2027

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

RTA
REGIONAL TRANSPORTATION AUTHORITY

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Introduction

The Federal Transit Administration (FTA) published a final rule for Public Transportation Agency Safety Plans (PTASP). This final rule included requirements for Agency Safety Plans (ASP), Safety Committees, cooperation with frontline Transit worker representatives in the development of ASPs, safety risk reduction programs, safety performance targets, de-escalation training for certain Transit workers, and addressing infectious diseases through the Safety Management System (SMS) process

This final rule became effective May 13, 2024 and amended the Public Transportation Agency Safety Plans (PTASP) regulation at 49 CFR part 673 with new requirements that implement statutory changes in the Bipartisan Infrastructure Law, enacted as the Infrastructure Investment and Jobs Act (Pub. L. 117–58; November 15, 2021). The Bipartisan Infrastructure Law amends FTA's safety program at 49 U.S.C. 5329 and adds to the PTASP requirements for public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53 (Chapter 53). This final rule also builds on the existing PTASP final rule published in 2018 to enhance the Safety Management System (SMS) process and finalizes revisions to the regulation to coordinate and align with other FTA programs and safety rulemakings.

The PTASP incorporates SMS principles and methods tailored to the size, complexity, and scope of the public transportation system and the environment in which it operates. The PTASP must include information, processes, and procedures outlined in Part 673.

The rule stipulates that a state must draft and certify a PTASP on behalf of any small public transportation provider located in that state. The federal rule also provides small public transportation providers with the option todraft and certify their own plan.

The Arizona Department of Transportation (ADOT) has been designated to develop the PTASP for small urban agencies operating fewer than 100 vehicles in peak revenue service. This PTASP was developed to meet the requirements under 49 CFR Part 673 for all participating agencies.

The original 2020 PTASP has been reformatted by the Regional Transportation Authority (RTA) of Pima County to remove all other Transit agency information in accordance with ADOT's instructions. The RTA is authorized to make revisions and remove references to other agencies that do not apply.

Annual Review and Update: This plan will be reviewed and updated by the Chief Safety Officer by Nov. 30 each year. Members of the PTASP Safety Committee will review and approve the updated plan before Dec. 31. The Accountable Executive will review and approve any changes, sign the revised plan, and provide the plan to the RTA Board for final approval.

PTASP Development Methodology

The Arizona Department of Transportation had been designated as the state agency responsible for development of the initial PTASP. ADOT contacted the state's Tier II bus operators, which is defined as those operating fewer than 100 vehicles in peak revenue service, to determine whether they would participate in a group PTASP or draft a PTASP on their own. The following seven bus Transit agencies responded, indicating their intention to participate in the group plan:

- City of Glendale
- Lake Havasu City
- Town of Oro Valley
- City of Peoria
- **RTA of Pima County**
- City of Scottsdale
- City of Sierra Vista

Additionally, the participating agencies provided ADOT with contact information for their agency's Accountable Executive and Chief Safety Officer/SMS Manager.

Following confirmation from the participating bus Transit agencies, ADOT provided preliminary information to the bus agency points of contact to introduce the plan development team, Dovetail Consulting, and inform the agencies they would be contacted to begin the process of gathering documents containing bus service andperformance information, processes, and procedures to assist with developing the PTASP. The plan development team reviewed documents provided by the agencies to develop the first draft of the plan, which was transmitted to ADOT for review and comment.

After receiving comments from ADOT, the plan development team conducted a series of work sessions with the bus agency points of contact to review and comment on the PTASP and provide additional status on supporting documents. The points of contact confirmed whether agencies had written processes and procedures in place, or if processes and procedures needed to be developed along with future updates to the PTASP to support the implementation of SMS. The PTASP provides a description of requirements and elements that require the development of supporting processes and procedures which is captured in the Appendix E Items Matrix in Appendix E.

To ensure technical adherence and compliance with the federal requirements for a bus PTASP, the plan development team submitted the draft PTASP to the FTA Technical Assistance Center (TAC) for review and comment. Upon receipt of the TAC's review, the plan development team will incorporate enhancements and revisions as required.

The final step in the PTASP development process will be the completion of the approval and signature process by the authorized personnel at each participating bus Transit agency and the local governing authority for each jurisdiction

Safety Management System Policy Statement RTA of Pima County

49 CFR Part 673.23(a) requires Transit agencies to establish their organizational accountabilities and responsibilities and to have a written statement of their Safety Management System policy that includes the agency's safety objectives.

ADOT has created this initial Public Transportation Agency Safety Plan (PTASP) including the Policy Statement for the following bus Transit agencies operating within the State of Arizona:

The original bus Transit agencies that participated in the 2020 PTASP recognized that the management of safety was a core value of the State of Arizona. The management teams from these agencies have embraced the Safety Management System (SMS) and are committed to developing, implementing, maintaining, and constantly improving processes to ensure the safety of their employees, customers, and the general public. All levels of management and frontline employees are committed to safety and understand that safety is the primary responsibility of all employees.

In keeping with these values, each participating agency has committed to:

- Ensuring the Safety Management Policy is signed by the highest executive in the agency to convey that SMS is important to the highest level of the organization.
- Providing resources for managing safety during service delivery.
- Providing a non-punitive employee safety reporting program to allow employees and contractors to report safety issues.
- Conveying to employees and agency stakeholders that receiving safety information is critical to the operation and success of the SMS.
- Defining conditions under which exemptions from disciplinary actions will be applicable, thus encouraging the reporting of safety concerns by employees.
- Identifying unacceptable operational behaviors.
- Ensuring the SMS Policy is communicated, with visible and explicit support from executive management, throughout the Transit agency.
- Ensuring the PTASP is approved by the Transit agency board, local council, or other governing body when the PTASP is update.
- A Written statement of the Safety Management Policy, including the Transit agency's safety objectives:
  Employee safety reporting program, that includes:
    - A process that allows employees to report safety conditions to senior management;
    - Protections for employees who report safety conditions to senior management; and
    - A description of employee behaviors that may result in disciplinary action, and therefore are excluded from protection.

The RTA, submitting and signing this Public Transportation Agency Safety Plan, verify that it was prepared and approved in accordance with the requirements set forth by Federal Transit Administration in 49 U.S. Code 5329, Public Transportation Safety Program and the current implementation rules under 49 CFR Part 673; Public Transportation Agency Safety Plan Rule; and their signatures attest that they are authorized representatives of their respective Transit agencies and that all items and conditions contained in this Public Transportation AgencySafety Plan are understood, accepted and approved.

APPROVED BY:

RTA of Pima County:

Accountable Executive Signature	Date
Chief Safety Officer / SMS Manager Signature	Date
Regional Transportation Authority Board Chair	Date

GENERAL REQUIREMENTS

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Requirement 1 Transit Agency Information

GR.1.0 Requirement

49 CFR Part 673 requires states to draft and certify a Public Transportation Agency Safety Plan (PTASP) on behalf of any small public transportation providers located in that state.

This section of PTASP meets the requirement for the Plan to identify the Accountable Executives and SMS Executives. Each agency's Accountable Executive and SMS Executive is responsible for ensuring each Transit agency's SMS is effectively implemented throughout the organization, that action is taken to address substandard performance in the agency's SMS, and that specific responsibilities are delegated and assuming the ultimate accountability for the Transit agency's safety performance.

Part 673 also requires the Accountable Executive to designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A Transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.

GR 1.1 Transit Agency Information

The Arizona Department of Transportation (ADOT) has been designated to develop a group bus PTASP for the small public transportation providers listed in Table GR 1.1, Arizona Small Public Transportation Providers – Bus PTASP Participants. The information below provides an overview of the RTA that details agency name, address, mode of Transit service provided, Accountable Executives and Chief Safety Officers / SMS Executives, and FTA funding types.

Transit Agency Name: The Regional Transportation Authority (RTA) of Pima County

Transit Agency Address: 1 E. Broadway Blvd., Suite 401, Tucson, AZ 85701

Name and Title of Accountable Executive: Michael J. Ortega, P.E., Executive Director

Name of Chief Safety Officer: Philana A. Jeremiah Ph.D., Transportation Planning Coordinator

Mode of Service Covered by this Plan: Fixed route, General Public Dial-a-Ride (DAR), Paratransit

FTA Funding Types: 5307, 5310, 5311, 5339

Mode of Service Provided by Sun Shuttle Dial-A-Ride: Paratransit

Description of Arrangements: Sun Shuttle provides paratransit services in a specified geographic area, 11 fixed-route services, and three public dial-a-ride

services

Requirement 2
Definitions and Acronyms

GR 2.0 Requirement

49 CFR Part 673.5 provides definitions used within the rule that are discussed in the principles and methods of SMS and in the federal and state rules, regulations, policies, guidance, best practices, and technical assistance administered under the authority of 49 U.S.C. 5329. Consistent with the purpose and structure of the rule, this section provides definitions and acronyms used in the Public Transportation Agency Safety Plan prepared by the Arizona Department of Transportation and its participating bus Transit agencies.

GR 2.1 General Definitions

Any term enclosed in brackets, [ ], in the definition indicates the term has been formally defined elsewhere in the General Definitions section of the PTASP.

Accountable Executive: A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of the RTA; responsibility for carrying out the Transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the Transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the Transit agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Assault on a Transit worker: As defined under 49 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a Transit worker while the Transit worker is performing the duties of the Transit worker.

CDC: the Centers for Disease Control and Prevention of the United States Department of Health and Human Services.

Chief Safety Officer: An adequately trained individual who has responsibility for safety and reports directly to a Transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a Transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Consequence: An effect of a hazard, involving injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Direct Recipient An entity that receives Federal financial assistance directly from the Federal Transit Administration.

Emergency*:* As defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external

cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170).

Employee Safety Reporting Program: As defined in the October 2022 issue of the Transit Safety & Oversight Spotlight newsletter, it looks at how an Employee Safety Reporting Program supports a Transit agency's Safety Management System and the types of data it collects.

Equivalent Entity: An entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

Fatality: A death or suicide confirmed within 30 days of a reported event. Does not include deaths in or on Transit property that are a result of illness or other natural causes.

FTA: The Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Injury: Any harm to persons as a result of an event that requires immediate medical attention away from the scene.

Investigation: The process of determining the causal and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.

Joint Labor-Management Process: A formal approach to discuss topics affecting Transit workers and the public transportation system.

Large Urbanized Area Provider: A recipient or subrecipient of financial assistance under 49 U.S.C. 5307 that serves an urban area with a population of 200,000 or more as determined by the most recent decennial Census.

National Public Transportation Safety Plan: The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Near: A narrowly avoided safety event.

Operator of a public transportation system: A provider of public transportation

Participating Bus Transit Agencies: Any small bus public Transit agency within the State of Arizona that has chosen to participate in the joint bus [PTASP] developed by the Arizona Department of Transportation.

Performance measure: An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Potential Consequence: The effect of a hazard.

Public Transportation: As defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and does not include:

(1) Intercity passenger rail transportation provided by the entity described in 49 U.S.C. chapter 243 (or a successor to such entity)
(2) Intercity bus service
(3) Charter bus service
(4) School bus service
(5) Sightseeing service
(6) Courtesy shuttle service for patrons of one or more specific establishments
(7) Intra-terminal or intra-facility shuttle services

Private Vehicle: here is no standalone term "private vehicle," but the agency uses related terms such as "bus," "completed vehicle," "incomplete vehicle," and "automobile" to describe vehicles that may be private in nature when not used for public Transit service

Public Transportation Agency Safety Plan: The documented comprehensive agency safety plan for a Transit agency that is required by 49 U.S.C. 5329 and this part.

Recipient: A state or local governmental authority, or any other operator of a public transportation system, that receives financial assistance under 49 U.S.C. Chapter 53.

Roadway: Land on which rail Transit tracks and support infrastructure have been constructed to support the movement of rail Transit vehicles, excluding station platform.

Safety Assurance: Processes within a Transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the Transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Committee: The formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and this part.

Safety event: An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Management Policy: A Transit agency's documented commitment to safety, which defines the Transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.

Safety Management System (SMS): The formal, organization-wide approach to managing safety risk and assuring the effectiveness of a Transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.

Safety Management System (SMS) Executive: A Chief Safety Officer or an equivalent.

Safety Performance Indicator: A measurable metric or set of metrics that an agency uses to monitor, evaluate, and report on its safety performance, as required by the Public Transportation Agency Safety Plan (PTASP) regulation at 49 C.F.R. Part 673

Statewide Transportation Improvement Program: A staged, multi-year, statewide intermodal program of transportation projects, consistent with the statewide transportation plan and planning processes as well as metropolitan plans, transportation improvement programs (TIPs), and planning processes. The STIP must be developed in cooperation with the metropolitan planning organizations (MPOs), public Transit providers, and any Regional Transportation Planning Organizations (RTPO) in the state, and must be compatible with the TIPs for the state's metropolitan areas.

Safety performance target: A target quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities to be achieved within a specified time period.

Safety Promotion: A combination of training and communication of safety information to support SMS as applied to the Transit agency's public transportation system.

Safety risk: The composite of predicted severity and likelihood of a potential consequence of a hazard.

Safety risk assessment: The formal activity whereby a Transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.

Safety risk management: A process within a Transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of the potential consequences of a hazard.

Safety risk mitigation: A method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.

Safety set-aside: The allocation of not less than 0.75 percent of assistance received by a large urbanized area provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307.

Small public transportation provider: A recipient or subrecipient of federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across all non-rail fixed route modes or in any one non-fixed route mode and does not operate a rail fixed guideway public transportation system.

State: A State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of good repair: The condition in which a capital asset operates at a full level of performance.

State Safety Oversight Agency*:* 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.

Subrecipient: An entity that receives Federal Transit grant funds indirectly through a state or a direct recipient.

System Reliability: A performance target category established within the National Safety Plan that represents the mean distance between major mechanical failures by mode.

Tier II provider: A recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

Transit agency: An operator of a public transportation system that is a recipient or subrecipient of federal financial assistance under 49 U.S.C. 5307 or a rail Transit agency.

Transit Asset Management Plan: The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing Transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Transit Safety and Security Program: designed to enhance the safety and security of public transportation systems across the United States. It supports Transit agencies in implementing best practices, complying with federal regulations, and continuously improving safety and security performance The program emphasizes both preventive measures and response strategies to protect passengers, employees, and infrastructure.

***Transit* worker:** Any employee, contractor, or volunteer working on behalf of the Transit agency.

Urbanized area: As defined under 49 U.S.C. 5302, an area encompassing a population of 50,000 or more that has been defined and designated in the most recent decennial census as an urban area by the Secretary of Commerce.

Vehicle Revenue Miles: is defined by the Federal Transit Administration (FTA) and the National Transit Database (NTD) as the total miles that all vehicles in a Transit system travel while in revenue service, including certain operational time, but excluding non-revenue uses

GR 2.2 Acronyms

ADOT	Arizona Department of Transportation
AE	Accountable Executive
CDL	Commercial Driver's License
CFR	Code of Federal Regulations
CSO	Chief Safety Officer
EDR	Electronic Data Recorder
ESRP	Employee Safety Reporting Program
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organizations
MTBE	Mean Time Between Events
NSP	National Public Transportation Safety Plan
OSHA	Occupational Health and Safety Administration
PTASP	Public Transportation Agency Safety Plan
PV	Private Vehicle
RTC	Regional Transportation Center
SA	Safety Assurance
SGR	State of Good Repair
SMP	Safety Management Policy
SMS	Safety Management System
SOP	Standard Operating Procedure
SP	Safety Promotion
SPI	Safety Performance Indicator
SPT	Safety Performance Target
SRM	Safety Risk Management
STIP	Statewide Transportation Improvement Program
TAM	Transit Asset Management Plan

TSO	Office of Transit Safety and Oversight (FTA)
TSSP	Transit Safety and Security Program
USCG	United States Coast Guard
VRM	Vehicle Revenue Miles

Requirement 3
Performance Targets

GR.3.0 Requirement

49 CFR Part 673.11

(a) A Transit agency or State must, establish a Public Transportation Agency Safety Plan that meets the requirements of this part and, at a minimum, consists of the following elements:

(1) The Public Transportation Agency Safety Plan, and subsequent updates, must be signed by the Accountable Executive and approved by:

(I) For a large urbanized area provider, the Safety Committee established pursuant to § 673.19, followed by the Transit agency's Board of Directors or an equivalent entity; or

(ii) For all other Transit agencies, the Transit agency's Board of Directors, or an Equivalent Authority equivalent entity .

(2) The Public Transportation Agency Safety Plan must document the processes and activities related to Safety Management System (SMS) implementation, as required under subpart CD of this part.

(3) The Public Transportation Agency Safety Plan must include annual safety performance targets based on the safety performance measures established under the National Public Transportation Safety Plan. Safety performance targets for the safety risk reduction program are only required for large urbanized area providers.

Requires the Bus PTASP to include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

National Public Transportation Safety Plan

The National Public Transportation Safety Plan is established under 49 U.S.C. § 5329 to improve the safety of all public transportation systems that receive federal Transit funds. The Plan also guides the national effort in managing the safety risks and safety hazards on the nation's public transportation systems.

The Transit agency must include safety performance targets that must be specific numerical targets set by Transit agencies themselves and must be based on the safety performance measures established by FTA in the National Public Transportation Safety Plan. FTA has adopted four initial safety performance measures:

- Fatalities - Total number of reportable fatalities and rate per total vehicle revenue miles by mode
- Injuries - Total number of reportable injuries and rate per total vehicle revenue miles by mode
- Safety Events – Total number of reportable events and rate per total vehicle revenue miles by mode
- System Reliability – Mean distance between major mechanical failures by mode

(4) The Public Transportation Agency Safety Plan must address all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan. Compliance with the minimum safety performance standards authorized under 49 U.S.C. 5329(b)(2)(C) is not required until standards have been established through the public notice and comment process.

(5) Each Transit agency must establish a process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

(6) A rail Transit agency must include or incorporate by reference in its Public Transportation Agency Safety Plan an:

(i) An emergency preparedness and response plan or procedures that addresses, at a minimum, the assignment of employee Transit worker responsibilities during an emergency; and coordination with Federal, State, regional, and local officials with roles and responsibilities for emergency preparedness and response in the Transit agency's service area.;

(ii) Any policies and procedures regarding rail Transit workers on the roadway the rail Transit agency has issued; and

(iii) The Transit agency's policies and procedures developed in consultation with the State Safety Oversight Agency to provide access and required data for the State Safety Oversight Agency's risk-based inspection program.

(7) The Public Transportation Agency Safety Plan of each large urbanized area provider must include a safety risk reduction program for Transit operations to improve safety performance by reducing the number and rates of safety events, injuries, and assaults on Transit workers. The safety risk reduction program must, at a minimum:

(i) Address the reduction and mitigation of vehicular and pedestrian safety events involving Transit vehicles that includes safety risk mitigations consistent with § 673.25(d)(3)

(ii) Address the reduction and mitigation of assaults on Transit workers that includes safety risk mitigations consistent with § 673.25(d)(4)

(iii) Include the safety performance targets set by the Safety Committee pursuant to § 673.19(d)(2) for the safety risk reduction program performance measures established in the National Public Transportation Safety Plan. These targets must be set:

(A) Based on a three-year rolling average of the data submitted by the large urbanized area provider to the National Transit Database (NTD)

(B) For all modes of public transportation

(C) Based on the level of detail the large urbanized area provider is required to report to the NTD. The Safety Committee is not required to set a target for a performance measure until the large urbanized area provider has been required to report three years of data to the NTD corresponding to such performance measure.

(iv) Include or incorporate by reference the safety risk mitigations identified and recommended by the Safety Committee as described in § 673.25(d)(5).

(b) A Transit agency may develop one Public Transportation Agency Safety Plan for all modes of service or may develop a Public Transportation Agency Safety Plan for each mode of service not subject to safety regulation by another Federal entity.

A Transit agency must maintain its Public Transportation Agency Safety Plan in accordance with the recordkeeping requirements in subpart DE of this part.

(c) A state must draft and certify a Public Transportation Agency Safety Plan on behalf of any small public transportation provider that is located in that state.

(d) A state is not required to draft a Public Transportation Agency Safety Plan for a small public transportation provider if that Transit agency notifies the State that it will draft its own plan. In each instance, the Transit agency must carry out the plan. If a state drafts and certifies a Public Transportation Agency Safety Plan on behalf of a Transit agency, and the Transit agency later opts to draft and certify its own Public Transportation Agency Safety Plan, then the Transit agency must notify the state. The Transit agency has one year from the date of the notification to draft and certify a Public Transportation Agency Safety Plan that is compliant with this part. The Public Transportation Agency Safety Plan drafted by the state will remain in effect until the Transit agency drafts its own Public Transportation Agency Safety Plan.

Part 673.13 Certification of Compliance

(a) Each direct recipient, or state as authorized in § 673.11(d), must certify that it has established a Public Transportation Agency Safety Plan meeting the requirements of this part by the start of operations. A direct recipient must certify that it and all applicable subrecipients are in compliance with the requirements of this part. A State Safety Oversight Agency must review and approve a Public Transportation Agency Safety Plan developed by a rail fixed guideway public transportation system, as authorized in 49 U.S.C. 5329(e) and its implementing regulations at 49 CFR part 674.

(b) On an annual basis, a direct recipient, or state must certify its compliance with this part. A direct recipient must certify that it and all applicable subrecipients are in compliance with the requirements of this part.

49 CFR Part 673.15 requires a state or Transit agency to make its safety performance targets available to states and metropolitan planning organizations to aid in the planning process. A state or Transit agency must also coordinate with states and metropolitan planning organizations in the selection of state and MPO safety performance targets.

***Coordination with metropolitan planning organizations,* statewide, and non-metropolitan planning processes.**

(a) A state or Transit agency must make its safety performance targets available to states and metropolitan planning organizations to aid in the planning process.

(b) To the maximum extent practicable, a state or Transit agency must coordinate with states and metropolitan planning organizations in the selection of state and MPO safety performance targets.

GR.3.1 Performance Target Process

To comply with this requirement, the participating bus Transit agencies selected the safety performance measures (fatalities, injuries, safety events and system reliability) developed by FTA to provide "state of the industry" high-level measures and help focus individual agencies on the development of specific

performance indicators and measurable targets relevant to their operations. These measures will also inform agencies as they identify actions they each will take to improve their own safety outcomes. Agencies will select performance targets that are appropriate to their operations and environment. Successful performance targets are specific, measurable, attainable, relevant, and time-bound (SMART). As part of the annual review of the PTASP, each Transit agency will reevaluate its safety performance measures and determine how the measures should be refined, sub-measures developed, and performance targets selected.

The goal is to establish targets for annual number of fatalities and annual rate of fatalities **per X vehicle revenue miles** for the Transit bus mode.

The process to develop performance targets is described below:

Method

Collect data from bus Transit service history (number of fatalities, vehicle revenue miles) for a given periodof time.

For example, 2016, 2017 and 2018:

- Total Number of Years: **X** years
- Total Number of Fatalities: **X** fatalities
- Total Number of Vehicle Revenue Miles: **X** miles

Note: Because the performance target is an annual target, the total three-year count will not be used, since it is too high for a particular year. For example, if a bus Transit agency set the 2020 annual target for fatalities to **X**, then that would be about **X** times too high than the typical rate each year.

Analysis

With the collected data, determine the average number of fatalities experienced each year, by count and by rate.

Average Number of Fatalities per Year:

- **X** fatalities / **X** years = **X** fatalities / year

Average Number of Annual Vehicle Revenue Miles:

- **X** miles / **X** years = **X** miles / year

Average Annual Rate of Fatalities per X Vehicle Revenue Miles:

- (**X** fatalities * **X** VRM) / **X** annual VRM = **X** fatality per **X** annual VRM

Set Performance Targets

With baseline information, determine the annual target for **number** and **rate**. There are several strategies for establishing targets, for example, maintaining current safety profile, establishing percentage improvements, or setting aspirational, but achievable, goals:

*Strategy: Maintain current safety profile based on Average Number of Fatalities per Year (**X**):*

A bus Transit agency can set its Target Number of Fatalities per Year to **X** fatalities per year, as a reasonable whole number below its historical average of **X**. Then, based on its Target Number of **X**, the bus Transit agency can calculate the Target Rate to achieve this Target Number:

(**X** fatalities * **X** VRM) / **X** annual VRM = **X** fatalities per **X** annual VRM

A bus Transit agency could also choose to set the Target Rate and then calculate the Target Number based on the rate, although this might lead to a Target Number which is not a whole number. Either choice is acceptable, as long as the two targets are coordinated with each other.

Bus Transit Agency Performance Targets

Performance Targets

RTA of Pima County

Mode of Transit Service	Fatalities (total)	Fatalities (per 100,000 VRM)	Injuries (total)	Injuries (per 100,000 VRM)	Safety Events (total)	Safety Events (per 100,000 VRM)	System Reliability (VRM/ failures)
Fixed Route Paratransit	0	0.00000	0	0.00000	0	0.00000	0.00000

Requirement 4
Plan Review and Modification

GR.4.0 Requirement

49 CFR Part 673.11(a)(5) requires each Transit agency to establish a process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

The Transit agency must establish a process and timeline for conducting an annual review and update of its PTASP. Small public transportation providers are responsible for reviewing and updating their PTASPs, even if the plan is initially drafted by the state.

GR.4.1 Plan Review Update Process

Triggers for Update

To comply with this requirement, the participating bus Transit agencies will update the PTASP at any point when information, processes or activities required under Part 673 undergo significant changes. As Transit agencies collect data through their Safety Risk Management (SRM) and Safety Assurance processes, agencies will evaluate their safety performance targets to determine whether they need to be changed as well.

The following are examples of when a Transit agency should review its safety plan:

- The approach to mitigating safety deficiencies is determined to be ineffective
- Significant changes to service delivery are made
- New processes or procedures that may impact safety are introduced
- Resources available to support SMS are changed or re-prioritized
- Significant changes are made to the organizational structure

Proposed Timeline for PTASP Review

The Bus PTASP must be reviewed annually by management from the RTA and the PTASP Safety Committee. The Plan may be reviewed every calendar year no later than January 1 or at the beginning of each the RTA's fiscal year. The Chief Safety Officer will be responsible for initiating the review of the plan by key staff. The Plan will be updated as necessary to implement the changes following an approved schedule that allows timely submittal of the Annual Review and Update Notice to the Arizona DOT. (**Refer to Appendix C – Annual Review and Update Notice Form)**.

All proposed changes will be documented by the bus Transit agency management and distributed to all affected parties including employees and contract service operators. A copy of the adopted PTASP will also be forwarded to ADOT Multimodal Planning Division – Transit. Document reviews of the PTASP will be documented by the participating bus Transit agencies in the PTASP Revision Log included in this document and will be conducted in accordance with the listed procedure.

Table 4.1 Bus PTASP Schedule for Initial Review of Bus PTASP

Task	Responsible Agency	Duration	Target Date
If Bus PTASP is **not** updated:			
Notifies ADOT that no update is necessary	Participating Bus Transit Agency	--	January 1
If notified no update is necessary, acknowledges receipt of notification.	ADOT	30 Days	January 31
If Bus PTASP is updated:			
If Bus PTASP is updated, completes annual review for previous calendar or fiscal year and submits revised Bus PTASP to ADOT.	Participating Bus Transit Agency	--	January 1
If notified update is necessary, acknowledges receipt of notification and revised plan.	ADOT	30 Days	January 31

Note: This schedule assumes a Plan completion of a plan review every calendar year no later than January 1. Participating agencies have the option of completing plan review at the beginning of each of their fiscal years.

PTASP Approval

The Accountable Executive for the RTA will review and approve any changes, signing the revised PTASP. Additionally, the PTASP Safety Committee will review and approve the updated plan. Once approved by the Safety Committee, the Accountable Executive will forward it to the RTA Board for review and approval.

GR.4.2 Reference Documents

- None.

Requirement 5
Plan Implementation

GR.5.0 Requirement

Agency Safety Plan Implementation Activities

This section of the PTASP provides an overview of the approach followed by the participating bus Transit agencies in managing the specific activities performed to implement the PTASP and provide ongoing safety in bus Transit operations and maintenance activities.

To ensure that operations are conducted in the safest manner possible, all bus Transit system personnel will be assigned safety responsibilities. In addition, within these agencies, each department/function provides distinct roles and carries out specific responsibilities to ensure the protection of passengers, employees, local responders, the community served by the system, and the agency's property. These responsibilities and roles should be summarized in this section of the PTASP.

Plan Implementation Roles and Responsibilities

The responsibilities and tasks of each position in the SMS function should be described. Tasks may include activities required to:

- Establish the organization of safety activities and outline employee responsibilities with respect to those activities
- Promote and maintain safety and training programs as mandated by federal, state and local regulatory agencies
- Set and implement established safety goals, objectives and practices
- Provide the mechanisms for identifying and assessing safety hazards during the operation and maintenance of the system
- Provide the methods to eliminate, minimize, or control the identified hazards and/or other safety concerns
- Define the formal requirements necessary for maintaining insurance coverage
- Define the requirements and procedures for conducting standard safety audits
- Notify and submit plan to ADOT

Safety Function Tasks

The Transit agency should also describe the safety responsibilities and tasks of their departments. For example, the role of operating departments, human resources, planning, customer services, etc., in the creation of a safe bus Transit agency should be described. This description should include a brief overview of the department and a discussion of the department's safety responsibilities. As appropriate, organizational charts showing the relationship of those units with major safety responsibilities to the bus Transit agency and system safety should be provided.

Implementation Methodology

This section should describe the different methodologies to ensure a proactive approach to safety. Examples include data collection and analysis, hazard management and resolution, periodic inspections, compliance checks, and internal audits.

Safety-Related Department Implementation Tasks

A safety task responsibility matrix (or a narrative equivalent) should be provided in the PTASP to show interfaces among the system safety unit and other bus Transit units for identified safety responsibilities and key reports or actions required. An example of an integrated safety task matrix is displayed in Table GR.5.1. This matrix depicts the roles and responsibilities of both the RTA's safety functions and the other bus Transit departments.

GR.5.1 Plan Implementation Process

Table.GR.5.1 PTASP Implementation Task Matrix

Position	IMPLEMENTATION TASK																		
	Obtain Executive Commitment	Identify SMS Implementation Manager	Conduct SMS orientation presentations	Distribute SMS familiarization documents	Develop SMS Implementation Plan	Complete SMS implementation gap analysis	Develop PTASP	Complete SMS Workload Assessment	Complete training needs assessment	Complete record keeping gap analysis	Develop safety management communication	Identify data for safety assurance activities	Initiate resource allocation for staffing needs	Initiate training program to address SMS needs	Develop procedures/forms to document SMS	Initiate Safety Management Communication	Initiate Employee Safety Reporting Program	Initiate safety risk management activities	Develop safety performance monitoring measurement activities
LEADERSHIP																			
Governing Body	X																		
Accountable Executive	X	X	X	X							X	X	X						
SAFETY																			
Chief Safety Officer	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X
OPERATIONS																			
Operations Manager												X			X				X
MAINTENANCE																			
Maintenance Manager												X			X		X	X	X
OTHER DEPARTMENTS																			
Human Resources														X	X				

Requirement 6
Delegated Contractor Duties

GR.6.0 Requirement

If a recipient or subrecipient of Section 5307 funds contracts with another entity to provide Transit service, the recipient or subrecipient is responsible for ensuring that each of the requirements of Part 673 are satisfied through the terms and conditions of its contract, including specific safety roles and responsibilities. Ultimately, each FTA recipient or subrecipient is responsible for ensuring compliance with Part 673 and to certify compliance annually – not a contractor.

6.1 Delegated Contractor Process

RTA of Pima County

The RTA does not directly operate Transit services. Instead, the RTA maintains operations contracts with third-party Transit companies and engages intergovernmental agreements (IGAs) with the Town of Oro Valley.

6.2 Reference Documents

- RTA of Pima County:
  - City of Tucson, Transit Asset Management Plan, 2026-2030

Requirement 7
Emergency Management Program

GR.7.0 Requirement

49 CFR Part 673.11(a)(6) requires Transit agencies to include or incorporate by reference in their Public Transportation Agency Safety Plan an emergency preparedness and response plan or procedures that address, at a minimum, the assignment of employee responsibilities during an emergency; and coordination with federal, state, regional and local officials with roles and responsibilities for emergency preparedness and response in the Transit agency's service area.

GR.7.1 Emergency Management Process

RTA of Pima County

The MTM Transit Employee Safety and Training Manual (2025) outlines the various plans for addressing the following emergencies: fire, gas leaks, bloodborne pathogens, mechanical breakdowns, work -related injuries, bomb threats, crime in progress, unattended child passenger or package, winter driving, various severe weather events, active shooter, media relations, government inquiries, and civil disturbances. This plan details the processes needed to deal with each of these situations in an easily understandable step-by-step format. Additionally, information on the Emergency Action Plan (EAP) and Crisis Response hotline is included in this guide. The Safety Manager at MTM Transit will be the point of contact for any safety related incidents, which will be elevated to the General Manager dependent on the severity of the incident.

GR.7.2 Reference Documents

- RTA of Pima County:
  - MTM Transit Employee Safety and Training Manual (2025)

Requirement 8
Recordkeeping

GR 8.0 Requirement

49 CFR Part 673.31 requires Transit agencies to maintain documents that set forth their Public Transportation Agency Safety Plan, including those related to the implementation of its Safety Management System (SMS) and results from SMS processes and activities.

Transit agencies must maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that the agency uses to carry out its Public Transportation Agency Safety Plan. These documents must be made available upon request by the Federal Transit Administration or other federal entity. Transit agencies must maintain these documents for a minimum of three years after they are created.

In addition to document retention requirements established by the FTA, Transit agencies must comply with document and records retention policies and procedures established by state and local jurisdictions. In the event a state or local document retention policy conflicts with requirements established by FTA, Transit agencies shall comply with FTA requirements.

GR 8.1 Recordkeeping Process

RTA of Pima County

The RTA of Pima County has document retention policies describing the process for maintaining documents related to the implementation of the PTASP and SMS for both contract Transit providers. The policies include guidance on timeframes for retaining and archiving documents, as well as provisions for making documents available to the Federal Transit Administration or other federal entities. Refer to Appendix E for PTASP Implementation Action Items.

The polices contain procedures for complying with state records laws and the City's records management policies. Officials and employees of the City are required to maintain all records under their control, regardless of physical form or characteristic, in accordance with the provisions of the manual.

The manual identifies the City Records Manager with the day-to-day responsibility for administering the Records Management Program and advising the Division Records Coordinators on preparing and maintaining record inventories, following state-approved Records Retention Schedules, and the proper maintenance and disposition of City records.

The manuals also establish roles and responsibilities for Division Directors, or their designee and Records Coordinator for implementing the manual policies and procedures.

Division Directors are responsible for:

- Overseeing any activities necessary for the maintenance, retention, and/or preservation of the

division's records
- Approving the disposal of division records that have met retention requirements
- Designating one or more individuals to serve as the division's Records Coordinator

Division Records Coordinators are responsible for:

- Coordinating the division's records management responsibilities

The document retention schedules align with the requirements established by the Arizona State Library, Archives and Public Records and establish a minimum retention of three years for documents related to SMS implementation and the PTASP.

GR 8.2 Reference Documents

- MTM Transit Document Retention Policies and Procedures

COMPONENT I
SAFETY MANAGEMENT POLICY

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Element 1
Policy Statement

1.0 Requirement

Safety Committees and Cooperation with Frontline Transit Worker Representatives

Under 49 CRF Part 673.17 requires a section on the safety of Frontline Transit workers to be included in this documents.

Cooperation with frontline Transit worker representatives.

(a) Each large urbanized area provider must establish a Safety Committee that meets the requirements of § 673.19.

(b) Each Transit agency that is not a large urbanized area provider must:

(1) Develop its Public Transportation Agency Safety Plan, and subsequent updates, in cooperation with frontline Transit worker representatives; and

(2) Include or incorporate by reference in its Public Transportation Agency Safety Plan a description of how frontline Transit worker representatives cooperate in the development and update of the Public Transportation Agency Safety Plan.

§ 673.19 Safety Committees.

(a) *Establishing the Safety Committee*. Each large urbanized area provider must establish and operate a Safety Committee that is:

(1) Appropriately scaled to the size, scope, and complexity of the Transit agency; and

(2) Convened by a joint labor-management process.

(b) *Safety Committee membership*. The Safety Committee must consist of an equal number of frontline Transit worker representatives and management representatives. To the extent practicable, the Safety Committee must include frontline Transit worker representatives from major Transit service functions, such as operations and maintenance, across the Transit system.

(1) The labor organization that represents the plurality of the Transit agency's frontline Transit workers must select frontline Transit worker representatives for the Safety Committee.

(2) If the Transit agency's frontline Transit workers are not represented by a labor organization, the Transit agency must adopt a mechanism for frontline Transit workers to select frontline Transit worker representatives for the Safety Committee.

(c) *Safety Committee procedures.* Each large urbanized area provider must include or incorporate by reference in its Public Transportation Agency Safety Plan procedures regarding the composition, responsibilities, and operations of the Safety Committee which, at a minimum, must address:

(1) The organizational structure, size, and composition of the Safety Committee and how it will be chaired;

(2) How meeting agendas and notices will be developed and shared, and how meeting minutes will be recorded and maintained;

(3) Any required training for Safety Committee members related to the Transit agency's Public Transportation Agency Safety Plan and the processes, activities, and tools used to support the Transit agency's SMS;

(4) The compensation policy established by the agency for participation in Safety Committee meetings;

(5) How the Safety Committee will access technical experts, including other Transit workers, to serve in an advisory capacity as needed; Transit agency information, resources, and tools; and submissions to the Transit worker safety reporting program to support its deliberations;

(6) How the Safety Committee will reach and record decisions;

(7) How the Safety Committee will coordinate and communicate with the Transit agency's Board of Directors, or equivalent entity, and the Accountable Executive;
(8) How the Safety Committee will manage disputes to ensure it carries out its operations. The Safety Committee may use the dispute resolution or arbitration process from the Transit agency's Collective Bargaining Agreement, or a different process that the Safety Committee develops and agrees upon, but the Accountable Executive may not be designated to resolve any disputes within the Safety Committee; and
(9) How the Safety Committee will carry out its responsibilities identified in paragraph (d) of this section.

(d) *Safety Committee responsibilities.* The Safety Committee must conduct the following activities to oversee the Transit agency's safety performance:
(1) Review and approve the Transit agency's Public Transportation Agency Safety Plan and any updates as required at § 673.11(a)(1)(i);
(2) Set annual safety performance targets for the safety risk reduction program as required at § 673.11(a)(7)(iii); and
(3) Support operation of the Transit agency's SMS by:
(i) Identifying and recommending safety risk mitigations necessary to reduce the likelihood and severity of potential consequences identified through the Transit agency's safety risk assessment, including safety risk mitigations associated with any instance where the Transit agency did not meet an annual safety performance target in the safety risk reduction program;
(ii) Identifying safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended, including safety risk mitigations associated with any instance where the Transit agency did not meet an annual safety performance target in the safety risk reduction program; and
(iii) Identifying safety deficiencies for purposes of continuous improvement as required at § 673.27(d), including any instance where the Transit agency did not meet an annual safety performance target in the safety risk reduction program.

Safety Management Systems § 673.21

General requirements.
Each Transit agency must establish and implement a Safety Management System under this part. A Transit agency Safety Management System must be appropriately scaled to the size, scope and complexity of the Transit agency and include the following elements:
(a) Safety Management Policy as described in § 673.23;
(b) Safety Risk Management as described in § 673.25;
(c) Safety Assurance as described in § 673.27; and
(d) Safety Promotion as described in § 673.29.

Under 49 CFR Part 673.23, Transit agencies must establish organizational accountabilities and responsibilities and have a written statement of safety management policy that includes the agency's safety objectives and be communicated throughout the agency.

Safety Management Policy.
(a) A Transit agency must establish its organizational accountabilities and responsibilities and have a written statement of Safety Management Policy that includes the Transit agency's safety objectives and a description of the Transit agency's Safety Committee or approach to cooperation with frontline Transit worker representatives.
(b) A Transit agency must establish and implement a process that allows Transit workers to report safety concerns, including assaults on Transit workers, near-misses, and unsafe acts and conditions to senior management, includes protections for Transit workers who report and includes a description of Transit

worker behaviors that may result in disciplinary action.

(c) The Safety Management Policy must be communicated throughout the Transit agency's organization.

(d) The Transit agency must establish the necessary authorities, accountabilities, and responsibilities for the management of safety amongst the following individuals or groups within its organization, as they relate to the development and management of the Transit agency's (SMS):

1. *Accountable Executive*. The Transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the Transit agency's SMS is effectively implemented, throughout the Transit agency's public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the Transit agency's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the Transit agency's safety performance cannot be delegated and always rests with the Accountable Executive.
    i. The Accountable Executive of a large urbanized area provider must implement safety risk mitigations for the safety risk reduction program that are included in the Agency Safety Plan under § 673.11(a)(7)(iv).

    ii. The Accountable Executive of a large urbanized area provider receives and must consider all other safety risk mitigations recommended by the Safety Committee, consistent with requirements in §§ 673.19(d) and 673.25(d)(6).

2. *Chief Safety Officer or Safety Management System (SMS) Executive*. The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of Transit agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.

(3) *Safety Committee*. A large urbanized area provider must establish a joint labor-management Safety Committee that meets the requirements of § 673.19.

(4) *Transit Agency leadership and executive management*. A Transit agency must identify those members of its leadership or executive management, other than an Accountable Executive, Chief Safety Officer SMS Executive, who have authorities or responsibilities for day-to-day implementation and operation of an Transit agency's SMS.

(5) *Key staff.* A Transit agency may designate key staff, groups of staff, or committees to support the Accountable Executive, Chief Safety Officer, Safety Committee, or SMS Executive in developing, implementing, and operating the Transit agency's SMS.

Safety Policy for PTASP

The Safety Management Policy Statement is a formal document endorsed by the Accountable Executive, distributed throughout the agency, and describes executive leadership's commitment to support SMS. The policy must establish the necessary authorities, accountabilities, and responsibilities for the management of safety and assign ultimate accountability for safety management to the agency's Accountable Executive.

The Policy Statement should include the following characteristics:

- Must be signed by the Agency Accountable Executive
- Provide a clear statement about the provision of the resources for management of safety
- Serve as the foundation of an agency's Safety Management System
- Clearly state the agency's safety objectives
- Set forth the policy, procedures, and organizational structures necessary to accomplish the objectives and targets
- Define senior leadership and employee authorities, accountabilities, and responsibilities for management of safety throughout the organization
- Ensure senior leadership is actively engaged in the oversight of the agency's safety performance

Accountable Executive Endorsement

The Safety Policy shall be endorsed by the Agency's Accountable Executive to encourage the developmentof an organizational culture to promote safe operations and provide appropriate resources to support the Agency's efforts toward ensuring safe practices, improving safety, and encouraging effective employee safety reporting and communication.

Safety Management Policy Communication

A Transit agency's Safety Management Policy Statement must be communicated throughout the agency, to all its employees, managers, and executives, as well as contractors, and to the Board of Directors or equivalent authority.

Communication of the agency's safety policy will enable greater awareness of safety objectives and performance targets as well as ensure engagement between management and employees

Safety Risk Management

(a) *Safety Risk Management process*. A Transit agency must develop and implement a Safety Risk Management process
for all elements of its public transportation system. The Safety Risk Management process must be comprised of the following activities: hazard identification, safety risk assessment, and safety risk mitigation.

(b)Hazard identification

(1) A Transit agency must establish methods or processes to identify hazards and potential consequences of the hazards.

(2) A Transit agency must consider, as a source for hazard identification:
(i) Data and information provided by an oversight authority and the , including but not limited to FTA, the State, or as applicable, the State Safety Oversight Agency having jurisdiction;

(ii) Data and information regarding exposure to infectious disease provided by the CDC or a State health authority; and

(iii) Safety concerns identified through Safety Assurance activities carried out under § 673.27.

(c) *Safety risk assessment*.

(1) A Transit agency must establish methods or processes to assess the safety risks associated with identified safety hazards.

(2) A safety risk assessment includes an assessment of the likelihood and severity of the potential consequences of identified hazards, taking into account existing safety risk mitigations, to determine if safety risk. mitigation is necessary and to inform prioritization of safety risk mitigations.

(d) *Safety risk mitigation*.

(1) A Transit agency must establish methods or processes to identify safety risk mitigations or strategies necessary as a result of the Transit agency's safety risk assessment to reduce the likelihood and severity of the potential consequences. For large, urbanized area providers, these methods or processes must address the role of the Transit agency's Safety Committee.

(2) A Transit agency must consider as a source for safety risk mitigation.

Guidance provided by an oversight authority, if applicable, and FTA; and

(ii) Guidelines to prevent or control exposure to infectious diseases provided by the CDC or a State health authority.

(3) When identifying safety risk mitigations for the safety risk reduction program related to vehicular and pedestrian safety events involving Transit vehicles, including to address a missed safety performance target set by the Safety Committee under § 673.19(d)(2), each large urbanized area provider and its Safety Committee must consider mitigations to reduce visibility impairments for Transit vehicle operators that contribute to accidents, including retrofits to vehicles in revenue service and specifications for future procurements that reduce visibility impairments.

(4) When identifying safety risk mitigations for the safety risk reduction program related to assaults on Transit workers, including to address a missed safety performance target set by the Safety Committee under § 673.19(d)(2), each large, urbanized area provider and its Safety Committee must consider deployment of assault mitigation infrastructure and technology on Transit vehicles and in Transit facilities. Assault mitigation infrastructure and technology includes barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators.

(5) When a large urbanized area provider's Safety Committee, as part of the Transit agency's safety risk reduction program, identifies and recommends under § 673.19(c)(6) safety risk mitigations, including mitigations relating to vehicular and pedestrian safety events involving Transit vehicles or assaults on Transit workers, based on a safety risk assessment conducted under § 673.25(c), the Transit agency must include or incorporate by reference these safety risk mitigations in its ASP pursuant to § 673.11(a)(7)(iv).

When a large, urbanized area provider's Safety Committee recommends a safety risk mitigation unrelated to the safety risk reduction program, and the Accountable Executive decides not to implement the safety risk mitigation, the Accountable Executive must prepare a written statement explaining their decision, pursuant to recordkeeping requirements at § 673.31. The Accountable Executive must submit and present this explanation to the Transit agency's Safety Committee and Board of Directors or equivalent entity.

Safety Assurance.

(a) *Safety Assurance process*. A Transit agency must develop and implement a safety assurance Safety Assurance process, consistent with this subpart. A rail fixed guideway public transportation system, and a recipient or subrecipient of Federal financial assistance under 49 U.S.C. Chapter 53 that operates more than one hundred vehicles in peak revenue service, must include in its Safety Assurance process each of the requirements in paragraphs (b), (c), and (d) of this section. A small public transportation provider only must include in its Safety Assurance process the requirements in paragraphs (b) and (d) of this section.

(b) *Safety performance monitoring and measurement*. A Transit agency must establish activities to:

(1) Monitor its system for compliance with, and sufficiency of, the Transit agency's procedures for operations and maintenance;

(2) Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. For large urbanized area providers, these activities must address the role of the Transit agency's Safety Committee;

(3) Conduct investigations of safety events to identify causal factors; and

(4) Monitor information reported through any internal safety reporting programs.

(c) *Management of change*.

(1) A Transit agency must establish a process for identifying and assessing changes that may introduce new hazards or impact the Transit agency's safety performance.

(2) If a Transit agency determines that a change may impact its safety performance, then the Transit agency must evaluate the proposed change through its Safety Risk Management process

(d) *Continuous improvement*.

(1) A Transit agency against annual safety performance targets set by the Safety Committee under § 673.19(d)(2) for the safety risk reduction program required in § 673.11(a)(7).

(2) A large urbanized area provider must monitor safety performance against annual safety performance targets set by the Safety Committee under § 673.19(d)(2) for the safety risk reduction program in § 673.11(a)(7).

(3) A large urbanized area provider that does not meet an established annual safety performance target set by the Safety Committee under § 673.19(d)(2) for the safety risk reduction program in § 673.11(a)(7) must:

(i) Assess associated safety risk, using the methods or processes established under § 673.25(c);

(ii) Mitigate associated safety risk based on the results of a safety risk assessment using the methods or processes established under § 673.25(d). The Transit agency must include these mitigations in the plan described at §673.27(d)(4) and in the Agency Safety Plan as described in § 673.25(d)(5); and(iii) Allocate its safety set-aside in the following fiscal year to safety-related projects eligible under 49 U.S.C. 5307 that are reasonably likely to assist the Transit agency in meeting the safety performance target in the future.

(4) A Transit agency must develop and carry out, under the direction of the Accountable Executive, a plan to address any deficiencies identified through the safety performance assessment as described in this section.

Safety Promotion

(a) *Competencies and training*.
(1) A Transit agency must establish and implement a comprehensive safety training program that includes de-escalation training, safety concern identification and reporting training, and refresher training for all Transit workers and Transit workers directly responsible for safety in the Transit agency's public transportation system. The training program must include refresher training, as necessary.

(2) Large, urbanized area providers must include maintenance Transit workers in the safety training program.

(c) *Safety communication*. A Transit agency must communicate safety and safety performance information throughout the Transit agency's organization that, at a minimum, conveys information on hazards and

(d) safety risk relevant to Transit workers' roles and responsibilities and informs Transit workers of safety actions taken in response to reports submitted through a Transit worker safety reporting program. A Transit agency must also communicate the results of cooperation with frontline Transit worker representatives as described at § 673.17(b) or the Safety Committee activities described in § 673.19.

Safety Plan Documentation and Recordkeeping. Safety plan documentation.

At all times, a Transit agency must maintain documents that set forth its Public Transportation Agency Safety Plan, including those related to the implementation of its (SMS), and results from SMS processes and activities. A Transit agency must maintain documents that are included as a whole, or by reference, which describe the programs, policies, and procedures that the Transit agency buses to carry out its Public Transportation Agency Safety Plan. These documents must be made available upon request by the FTA or other Federal entity, or State or a State Safety Oversight Agency having jurisdiction. A Transit agency must maintain documents for a minimum of three years after they are created.

1.1 Safety Policy Process

Triggers for Update

To comply with this requirement, the participating bus Transit agencies will update the Safety Policy at any point when information, processes or activities required under Part 673 undergo significant changes. As bus Transit agencies collect data through the Employee Reporting mechanism, agencies will evaluate their Safety Policies to determine whether they need to be changed.

The following are examples of when a Transit agency should review its Safety Policy:

- Significant changes are made to the organizational structure.
- The approach to mitigating safety deficiencies is determined to be ineffective.
- Significant changes to delivery service are made.
- New processes or procedures that may impact safety are introduced.
- Resources available to support SMS are changed or re-prioritized.
- Significant changes are made to the organizational structure.

Proposed Timeline for Safety Policy Review

The Bus PTASP Safety Policy will be reviewed annually by management and the safety committee from each of the bus Transit agencies represented in the Plan. The Policy may be reviewed every calendar year no later than January 1or at the beginning of each participating bus Transit agency's fiscal year. The Chief Safety Officer will be responsible for initiating the review of the Policy by key staff. The Policy will be updated as necessary to implement the changes following an approved schedule that allows timely submittal of the Annual Reviewand Update Notice to the Arizona DOT.

All proposed changes will be documented by the Transit agency management and distributed to all affected parties including employees and contract service operators. A copy of the adopted PTASP will also be forwarded to ADOT Multimodal Planning Division – Transit. Document reviews of the PTASP will be documented in the PTASP Revision Log included in this document and will be conducted in accordance with the listed procedure.

Safety Policy Approval

The Accountable Executive for the RTA will review and approve any changes, signing the revised Safety Policy. The PTASP Safety Committee will then review and approve the safety policy. Then the Accountable Executive will forward it to the RTA Board for review and approval.

1.2 Reference Documents

- None.

Element 2
Employee Safety Reporting Program

2.0 Requirement

49 CFR Part 673.23(b) requires a Transit agency to establish and implement a process that allows employees to report safety conditions to senior management, provides protections for employees who report safety conditions to senior management, and describes employee behaviors that may result in disciplinary action.

The Employee Safety Reporting requirement ensures that the PTASP describes a process allowing employees who have in-depth knowledge of the Transit system to report unsafe conditions to management without fear of reprisal so safety risks can be mitigated.

The Employee Safety Reporting Program must include a description of the employee protections established for employees that report safety concerns to senior management.

The Employee Safety Reporting Program must include a description of unacceptable employee and operational behaviors that may result in disciplinary action and therefore would not be covered by protections.

Safety Reporting Protections

The Employee Safety Reporting Program must include a description of the employee protections established for employees that report safety concerns to senior management.

Disciplinary Action

The Employee Safety Reporting Program must include a description of unacceptable employee and operational behaviors that may result in disciplinary action and therefore would not be covered by protections.

2.1 Employee Safety Reporting Process

RTA of Pima County

2.2 Reference Documents

- RTA of Pima County:

  MTM Transit Employee Safety and Training Manual

Element 3
Purpose, Goals and Objectives

3.0 Requirement

49 CFR Part 673.23(a) requires a Transit agency to establish organizational accountabilities and responsibilities and have a written statement of safety management policy that includes the agency's safety objectives.

Purpose

PTASP establishes the activities that should be performed by all departments within the bus Transit agency to ensure safe operations and work practices. The PTASP establishes the safety philosophy of the bus Transit agency and provides the means and authority for implementing that philosophy.

Goals

PTASP should identify the goals developed by the bus Transit agency to meet the purpose established for this plan. Goals are broad statements of ideal future conditions for the safety program that are desiredby the bus Transit agency, endorsed by top management, and are supported by specific objectives to aidin their attainment. Goals should be realistic and generally are presented in qualitative terms.

Specifically, the PTASP should include the performance targets based on the safety performance criteria and state of good repair standards established under the National Public Transportation Safety Plan, safety performance criteria for all modes of public transportation, and the definition of the term, state of good repair.

Objectives

Objectives are the working elements of the PTASP and the means by which the identified goals are achieved. Unlike goals, objectives should be easily quantifiable. They should provide a framework for guiding the day-to-day activities that provide for a safe bus Transit operation. The PTASP should identify the titles and departments of people responsible for developing and monitoring these goals and objectives. Quarterly, semi-annual, or annual reporting on the performance of the bus Transit agency in meeting its goals and objectives should also be specified. Reports should be provided with the bus Transit agency's executive leadership. Objectives set by the Transit agencies should reflect overarching safety goals, based upon the agency's unique characteristics and circumstances.

3.1 Purpose, Goals, and Objectives Process

Purpose:

The purpose of the PTASP document is to:

- Establish and document SMS policies and procedures in compliance with federal rules.
- Establish a coordinated and documented process to implement the PTASP during the operations of the system to achieve SMS goals.
- Identify and delegate safety functions and responsibilities to units and personnel within the organization and contract service operators.
- Facilitate internal and external safety audits to identify, track, and resolve safety program deficiencies.

Goals:

The goals of the PTASP are to:

- Identify, eliminate, minimize, and/or control safety hazards and their risks.
- Provide safety in transportation operations.
- Achieving and maintaining safety in the agency's work environment
- Comply with applicable requirements for regulatory agencies!
- Maximize the safety of future operations through the design and procurement process.

Objectives:

The goals of the PTASP are to:

- Establish safety policies, procedures, and requirements that integrate safety into decision-making and operations.
- Assign responsibilities related to safety policies, procedures and requirements.
- Verify adherence to safety policies, procedures and requirements.
- Investigate all accidents, fires, injuries, and incidents as warranted.
- Identify, analyze and resolve all hazards in a timely manner.
- Meet or exceed safety requirements in specifications; facility construction; equipment installation; and system testing, operations and maintenance.

- Meet or exceed safety requirements in vehicle operations and maintenance.
- Evaluate and verify operational readiness of new transportation systems.
- Establish standards, and procedures for safety training, and performance.
- Evaluate routes and scheduling from a safety perspective.

3.2 Reference Documents

- CoT Safety & Security Plan

Element 4
Management Structure

4.0 Requirement

49 CFR Part 673.23 requires Transit agencies to identify members of their leadership or executive management, other than an Accountable Executive, Chief Safety Officer, or SMS Executive, who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Management Structure Overview

Transit agencies must establish authorities, accountabilities, and responsibilities necessary for the development and management of their SMS. The level of detail in this section of the PTASP should reflect the size and complexity of the Transit agency's operations. At a minimum, a Transit agency must identify the authorities, accountabilities, and responsibilities of the Accountable Executive, Chief Safety Officer or SMS Executive, agency leadership, executive management, and key staff who play a substantial role in safety management.

SMS Authorities, Accountabilities and Responsibilities

Accountable Executive - Each Transit agency must identify an Accountable Executive who is ultimately responsible for carrying out and implementing its PTASP. A state that drafts a plan on behalf of another recipient or subrecipient cannot serve in the role of the Accountable Executive. Specifically, the Accountable Executive:

- Must be a single, identifiable person who has ultimate responsibility for carrying out the PTASP and the Transit Asset Management (TAM) Plan
- Must have control or direction over the human and capital resources needed to develop and maintain the Agency Safety Plan and TAM Plan
- Must be accountable for ensuring that the agency's SMS is effectively implemented, and action is taken, as necessary, to address substandard performance in the agency's SMS.
- May be a contractor if these criteria are met.

Chief Safety Officer (CSO) or SMS Executive – Each Transit agency must identify a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of the agency's SMS. The Chief Safety Officer or SMS Executive must meet the requirements specified in § 673.31 and § 673.23(d)(2). For SMS to be successful and effective, this person should have a strong working relationship with the operations and asset management functions at the Transit agency. Small public transportation providers may designate a Chief Safety Officer or SMS Executive who also manages other functions, such as operations, maintenance, and grant administration. For these Transit agencies, the Chief Safety Officer or SMS Executive may be a full-time employee of the Transit system who has.

responsibility for duties other than safety, a part-time employee of the Transit system, or a contracted employee. Specifically, the Chief Safety Officer:

- Must be an adequately trained individual with authority and responsibility for day-to-day implementation and operation of the SMS.
- Must be designated as the CSO/SMS Executive by the Accountable Executive
- Must have a direct line of reporting to the Accountable Executive
- May be a full-time or part-time employee of the Transit system, or a contracted employee.

4.1 Management Structure Process

RTA of Pima County

Because of the contractual arrangement with MTM TRANSIT, the organizational structure is presented below to identify the hierarchy of positions within the organization.

MTM TRANSIT

- COO
  - Senior VP of Ops
    - Senior Director of Safety
      - Regional Director of Safety
    - Regional VP of Ops
      - Regional Director of Ops
        - General Manager
          - Safety Manager

Additional clarification of the roles and responsibilities of the employee positions are explained in Rule 1, General Provisions, Section 4, Responsibilities, of the Personnel Rules and Regulations and describes the responsibilities for Department Heads, Managers and Supervisors as:

- Monitoring and evaluating performance of employees.
- Training
- Safety
- Recommending and carrying out disciplinary actions
- Reviewing timesheets for accuracy
- Informing employees of leaves of absence available to them when warranted situations occur.
- Position control
- Management of budget and employee hours
- Ensuring that all personnel actions are equitable and unbiased and in accordance with the Personnel Rules and Regulations

4.2 Reference Documents

- **RTA of Pima County:**
  - Transit System Map
  - Sun Shuttle Route Maps and Schedules

- Pima Association of Governments, Overall Work Program Org Chart

COMPONENT II
SAFETY RISK MANAGEMENT

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Element 5
Safety Risk Management Process

5.0 Requirement

49 CFR Part 673.25 requires Transit agencies to develop and implement a Safety Risk Management process for all elements of their public transportation systems. The Safety Risk Management process must be comprised of the following activities: Safety Hazard Identification, Safety Risk Assessment, and Safety Risk Mitigation. Safety Risk Management is a process that identifies hazards through analyzing, assessing, and mitigating safety risk. Implementation of this process enables a proactive approach to managing safety and helps Transit agencies determine how to allocate resources to areas of highest safety risk and/or unacceptable safety risk.

Safety Hazard Identification

Safety hazard identification is the method or process to identify hazards and consequences of hazards, which includes data and information provided by an oversight authority and the FTA as sources for hazard identification. Each Transit agency must establish a process for safety hazard identification, which includes specifying sources of information about hazards and their associated consequences. Safety hazard identification activities should reflect the size and scope of the Transit agency's operations.

Safety Risk Assessment

49 CFR Part 673.25 requires Transit agencies to establish methods or processes to identify mitigations or strategies necessary as a result of the agency's safety risk assessment to reduce the likelihood and severity of the consequences.

Safety Risk Mitigation

As part of the risk mitigation process, Transit agencies must have methods or processes to identify necessary mitigations or strategies, reduce risk by reducing either likelihood or severity.

5.1 Safety Hazard Identification, Safety Risk assessment, and Safety Risk Mitigation Process

Hazard management is a mechanism by which hazards are identified, analyzed for potential impact on the operating system, and resolved in a manner acceptable to the management regulatory agencies. The hazard management process consists of three primary components: hazard identification, hazard categorization, and hazard resolution.

Hazard Identification

By means of safety data acquisition and analysis and coordination with Transit agency management, hazards will be identified on an ongoing basis.

Hazard Categorization

Once the key system hazards have been identified, they will be categorized based on the severity and probability of occurrence.

Hazard severity is a subjective measure of hazard, supported by factual data, and will be categorized as follows:

- Catastrophic – Death or system loss
- Critical – Severe injury, severe occupational illness, or major system damage
- Marginal – Minor injury, minor occupational illness, or minor system damage
- Negligible – Less than minor injury, occupational illness, or system damage
- Insignificant – Operating conditions are such that human error, subsystem or component failure or procedural deficiencies will result in no injury, none or minor damage to equipment, no adverse reputational damage

Hazard probability is a subjective measure of likelihood that a specific hazard will occur and will be categorized as follows:

- Frequent – Likely to occur frequently
- Probable – Likely to occur several times
- Occasional – Likely to occur sometime
- Remote – Unlikely but possible to occur
- Improbable – So unlikely that it can be rejected from consideration
- Eliminated – Incapable of occurrence

Hazard Resolution

Once hazards are identified and categorized, subsequent analysis will be undertaken to resolve the issue and minimize risk associated with the identified hazard. A hazard resolution matrix will be developed combining hazard severity and hazard frequency, as shown in the matrix, to identify the level of acceptance for a specific hazard/risk.

Table 5.1 Hazard Resolution Matrix

Bus Transit Agency					
HAZARD RISK INDEX					
Probability	**Severity**				
	1	**2**	**3**	**4**	**5**
	Catastrophic	**Critical**	**Marginal**	**Negligible**	**Insignificant**
(A) Frequent	1A	2A	3A	4A	5A
(B) Probable	1B	2B	3B	4B	5B
(C) Occasional	1C	2C	3C	4C	5C
(D) Remote	1D	2D	3D	4D	5D
(E) Improbable	1E	2E	3E	4E	5E
(F) Eliminated					

HAZARD ACCEPTANCE CRITERIA			
Hazard Risk Index	**Decision Authority**		**Special Conditions**
	1A, 1B, 1C, 2A, 2B, 3A	Unacceptable	*Must be mitigated*
	1D, 2C, 2D, 3B, 3C, 4A	Undesirable	*Requires bus Transit agencymanagement decision:*
	1E, 2E, 3D, 3E, 4B, 4C, 4D, 5A, 5B, 5C	Acceptable with Review	*Requires bus Transit agencymanagement decision:*
	4E, 5D, 5E	Acceptable without Review	Acceptable without further review
Eliminated			

- **Unacceptable Hazards –** Hazards with a Hazard Risk Index of 1A, 1B, 1C, 2A, 2B, 3A are "unacceptable" and must be mitigated in the most expedient manner possible to eliminate or control them prior to the project initiating service, by reducing the severity and/or probability of the hazard to an acceptable level.

- **Undesirable Hazards –** Hazards with a Hazard Risk Index of 1D, 2C, 2D, 3B, 3C, 4A are "undesirable." A management decision is required by the bus Transit agency on the specific method of corrective action to mitigate the risk based on additional considerations such as the availability of acceptable alternative measures (workarounds), availability of resources, on a permanent or temporary basis.

- **Acceptable with Review Hazards –** Hazards with a Hazard Risk Index of 1E, 2E, 3D, 3E, 4B, 4C, 4D, 5A, 5B, 5C are "acceptable with review" by the bus Transit agencies. These agencies may accept the risk associated with retaining the identified hazard in an "as is" condition with no further corrective action. Alternatively, the agencies may prescribe periodic tests and inspections or other preventative measures to ensure, on a continuing basis, that the original severity and probability ratings are not invalidated over time by degradation of conditions in the subject item.

- **Acceptable without Review Hazards –** Hazards with a Risk Index of 4E, 5D, 5E are "acceptable" without review.

The results of the analysis will be shared by the Chief Safety Officer with the Accountable Executive on an ongoing basis to identify appropriate actions. All "unacceptable" hazards must be eliminated and measures taken for the remaining risk acceptance categories to minimize risk. The results of such analysis will be shared with agency staff and law enforcement agencies on a quarterly basis for awarenessand support.

Hazard Management Process

Generate Hazard Tracking Log

A Hazard Tracking Log will be prepared to document identified hazards, categorize them according to severity and probability of occurrence, provide hazard controls or corrective actions, and present the

verification methods to be used to ensure the hazards are closed. The Hazard Tracking Log will be developed and maintained by the Safety Officer.

Participating bus Transit agencies have the responsibility to identify and report hazards observed during revenue service operations, and during maintenance operations. All hazards will be investigated to determine root cause.

RTA of Pima County

MTM Transit Safety Training Resource Manual

The Safety Training Resource Manual produced by MTM Transit, the bus Transit service provider for Sun Shuttle, is used by Sun Shuttle employee trainees to ensure compliance with company policies and reinforce the Employee Handbook.

The manual provides a process that may be used to serve as the basis for the Transit agency-wide Safety Risk Management process of identifying safety hazards, assessing safety risks, and conducting safety risk mitigation.

Defining, measuring, and developing metrics is an important first step to take toward developing and implementing a sustainable transit safety culture.
As a company, we must focus on a model of building a strong safety culture by uniting all ranks of our employees to share a common vision of safe and efficient operations. Our goal of a sustainable transit safety culture is based on the premise that our safety culture should modify human behavior, values, and attitudes about safety. If there is a failure in a plan, policy, procedure, or communication, with our company having a strong safety culture, the safety behavior will align with integrity and engagement to yield a safe response by all. Safety metrics that show our employees how we are performing will help drive an improvement in our overall safety culture.

The safety culture of our organization reflects the perceptions and values that our employees share regarding safety in the workplace. This model has a direct, measurable relationship to organizational performance, efficiency, and outcome. While we have proclaimed a commendable record of safety for our employees and passengers, there is always room for improvement. Reducing the number of incidents through training and coaching our employees to avoid risky behaviors will help us sustain a strong and vibrant transit safety culture. Ensuring our employees become actively engaged in safe behaviors and following the rules will help.

5.2 Reference Documents

- RTA of Pima County
  - MTM Transit Safety Training Resource Manual

Element 6
Event Notification, Investigation and Reporting

6.0 Requirement

This section of PTASP should describe the process used by the bus Transit agency to conduct safety event investigations. This section should address the process used by the bus Transit agency to develop corrective action plans to prevent recurrences.

A formal policy should exist and be fully understood by all organizational elements on exactly how safety events will be classified, and how different classifications of accidents, incidents, or occurrences will be investigated, by whom, and to what level of detail. This policy should include a predetermination regarding such things as thresholds for automatic activation of an investigation, guidelines on whether events should be investigated immediately or after the fact, and who oversees each specific level of investigation. The PTASP should describe these criteria in detail.

This section of the plan should document the preparation of appropriate procedures, formats, and approaches for performing investigations and how they are properly implemented. Verification of full understanding and compliance with such procedures by all organizational elements is also required. The PTASP should describe and reference these procedures.

- Predetermination of appropriate internal notification of safety events and participation in safety event investigations should be understood and available to all involved bus Transit personnel. The PTASP should clearly describe the internal notification procedures and the technology or methods used to support internal notification.
- This section of the PTASP should reference the appropriate procedure or provide an outline of the required elements of bus Transit agency investigation activities and reports.
- The PTASP should describe the process used to develop, track, report and verify implementation of all recommendations and identified needs for corrective actions. The agency should have a process in place to ensure all necessary corrective actions are completed. The corrective action process and the parties responsible for the corrective action process should be clearly described and identified in the PTASP.

6.1 Event Notification, Investigation and Reporting Process

Event Definition

For the purpose of this PTASP, events are considered accidents or incidents that involve a Transit vehicle or take place on the bus Transit agency-controlled property. An “accident” is an event that causes damage to a vehicle, individual, or property while the vehicle is in motion. It may involve a single vehicle or multiple vehicles. An “incident” is defined as an event that causes damage to a vehicle, individual, or property, which is not an accident.

Event Thresholds

Any event involving a bus or taking place on property controlled by a Transit system and resulting in a fatality, injury, or property damage will be investigated by the Transit agency. All events included but not limited to the following will be investigated:

- A fatality, where an individual is confirmed dead within 30 days of a bus Transit system related event, excluding suicides and deaths from illnesses.
- Injuries requiring immediate medical attention away from the scene for two or more individuals.
- Property damage to bus Transit system buses, non-bus Transit system vehicles, other bus system property or facilities, or any other property. The participating bus Transit agencies will have the discretion to investigate events resulting in property damage less than $1,000.
- Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational issues.

Event Notification

In case of all events, Transit agencies should describe the process for operators to notify contact local law enforcement, Transit dispatchers, emergency medical services, and other appropriate personnel as required. Transit agencies should describe the role of on-call managers and supervisors or their designees to provide instructions to Transit agency employees on the accident/incident scene depending on the severity of the event.

Event Investigation

If a bus safety event must be investigated, the following activities may be conducted although this list is not inclusive of all potential event investigation activities:

- Evaluate the scene of the bus safety event to determine what occurred, documenting the final uncontrolled position of employee, patrons, or others; type and severity of injury, position of vehicles and equipment involved, and any other relevant situational data.
- Evaluate the scene of the bus safety event to determine any mechanical, physical, and environmental conditions that may have contributed to the event.
- Inspect the physical evidence, sketch the scene, and take photographs and measurements, as necessary.
- Obtain video footage from vehicle if such equipment and technology is applicable.
- Document evidence relative to vehicle travel/speed, including line-of-sight distances, length of skid marks, and damage to infrastructure and buildings.
- Conduct interviews of persons deemed essential to the incident.

- Remove an employee or contractor from service/duty, if applicable, including making the necessary arrangements for transport to the proper facility for alcohol and drug testing.

- Evaluate the job the employee was performing or assigned to, and if the employee was properly trained and qualified to perform the duty assigned at the time of the event.

- Make a preliminary assessment whether an unsafe action or unsafe condition contributed to the event.

- Determine what personal protective equipment was required for the job, whether it was worn, and if it was in good condition.

- Document general observational information such as weather, time of day, road conditions, and visibility.

Event Reporting

Each investigation will be documented in a final report that includes a description of the investigation activities, identified causal factors, and any identified corrective action plan. Each corrective action plan will identify the action to be taken by the bus Transit system and the schedule for its implementation. All damage, accidents or incidents shall be reported to the RTA or its designee within 1 hour of the event and all repairs must be completed within 30 days of the incident. These reports are sent by MTM Transit via email.

Event Corrective Action Management

Bus Transit agency leadership will be responsible for monitoring and track the implementation of each corrective action plan. Investigation reports, corrective action plans, and related supporting documentation will be maintained by the bus Transit agency to comply with federal and state document retention requirements.

For the RTA, MTM Transits responsible for sending all traffic incidents involving the RTA Transit vehicles. MTM Transit must maintain a log of all traffic incidents in a manner satisfactory to the RTA or its designee and submit a copy of said log to the RTA or its designee within 10 days following the last day of the preceding month..

The MTM Transit vehicle drivers and supervisory personnel shall follow an accident handling procedure which is approved by the RTA. and/or customers aboard RTA Transit vehicles in a manner satisfactory to the RTA. The MTM Transit vehicle drivers and supervisory personnel shall follow an accident handling procedure which is approved by the RTA.

RTA of Pima County

The RTA complies with the requirement to describe the process used by the bus Transit agency to conduct safety event investigations through the MTM Transit Emergency Response Guide.

RTA of Pima County

The RTA complies with the requirement to describe the process used by the bus Transit agency to conduct safety event investigations through the MTM Transit Emergency Response Guide.

6.2 Reference Documents

- RTA of Pima County:
  - 2025 MTM Transit Employee Safety and Training Manual

Element 7
Transit Asset Management

7.0 Requirement

49 CFR Part 625 requires public transportation providers to develop and implement a Transit Asset Management (TAM) plan. The TAM plan must include an asset inventory, condition assessments of inventoried assets, and a prioritized list of investments to improve the state of good repair of their capital assets. Part 625 also establishes state good repair standards and four state of good repair performance measures. Transit providers are required to set performance targets for their capital assets based on the SGR measures and report their targets, as well as information related to the condition of their capital assets, to the National Transit Database.

7.1 Transit Asset Management Plan Process

The TAM plan includes a policy on the state of good repair for capital assets with asset management goals andstate of good repair performance goals.

RTA of Pima County and the Town of Oro Valley utilize internal Excel spreadsheet reports database to maintain inventory and track the condition of assets. Assets are inventoried and tracked on Excel spreadsheets. Monthly data provided by contractors contributes to frequent updates to the database. The RTA's contractors and Town of Oro Valley's maintenance staff utilize software to track and schedule fleet and facility maintenance.

7.2 Reference Documents

- RTA of Pima County:
  - Group Transit Asset Management Plan, 2026

Element 8
Corrective Action Plans

8.0 Requirement

49 CFR Part 673.27 (b) requires Transit agencies to establish activities to:

- Monitor its systems for compliance with, and sufficiency of, the agency's procedures for operations and maintenance
- Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended
- Conduct investigations of safety events to identify causal factors; and (4) Monitor information reported through any internal safety reporting programs

If a Transit agency identifies any deficiencies as part of its safety performance assessment, then the Transit agency must develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies.

49 CFR Part 673.25(d) requires Transit agencies to establish methods or processes to identify mitigations or strategies necessary as a result of the agency's safety risk assessment to reduce the likelihood and severity of the consequences.

673.27(d)(2) If a Transit agency identifies any deficiencies as part of its safety performance assessment, then the Transit agency must develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies.

8.1 Corrective Action Plan Process

As part of the Safety Risk Management process to establish methods and processes to identify mitigations or implement strategies to reduce the likelihood and severity of the consequences, bus Transit agencies may consider developing a corrective action process to minimize, control, correct, or eliminate hazards, and develop a schedule for implementing those actions.

The corrective action process will be developed from a variety of sources to collect information for identifying hazards related to safety concerns. Analyzing collected safety data allows bus Transit agencies to prioritize safety concerns and determine how resources will be allocated to address safety concerns.
Hazard information may be collected through proactive activities, such as an employee safety reporting program or monitoring service operations, and through reactive measures, such as investigations that may or may not have resulted in injuries or damage.

Hazards may also be identified as part of:

- Existing operations and maintenance activities
- Changes to existing public transportation systems and operating environments
- Capital projects, including vehicle procurements and technology and systems upgrades

Additional sources of hazard information may come from:

- Internal Sources:
  - Inspections
  - Safety Trend Analysis
  - Cameras and Data Recorders
  - Training and Evaluation Records
  - Internal Safety Audits
  - Monitoring of Normal and Abnormal Operations
- External Sources:
  - FTA Safety Advisories
  - NTSB Recommendations
  - Customer Service Feedback

Roles and Responsibilities

The corrective action process should identify roles and responsibilities for bus Transit agency executive leadership, management, operations and maintenance staff and administrative staff. Each level within the organization should be provided with a description of tasks to implement the process.

In addition, the Transit agency could ensure that the corrective action process documents how mitigations will be implemented and monitored, including, but not limited to:

- Mitigation(s) to be implemented
- Responsible party (individual and/or department)
- Timeframe for implementation
- Safety performance target(s)

8.2 Reference Documents

- None.

COMPONENT III
SAFETY ASSURANCE

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Safety Performance Measurement and Monitoring

9.0 Requirement

49 CFR Part 673.27 requires Transit agencies to establish activities to:

- Monitor its system for compliance with, and sufficiency of, the agency's procedures for operationsand maintenance
- Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, orwere not implemented as intended
- Conduct investigations of safety events to identify causal factors
- Monitor information reported through any internal safety reporting programs

9.1 Safety Performance Measurement and Monitoring Process

Monitor Operations and Maintenance Compliance

- Refer to Element # 11 – Rules Compliance
- Refer to Element # 10 – Internal Safety Audit

Monitor Safety Risk Mitigations

- Refer to Element #5 – Safety Risk Management Process

Conduct Event Investigations

- Refer to Element #6 – Event Notification, Investigations and Reporting

Monitor Internal Safety Reporting

- Refer to Element #2 – Employee Safety Reporting Program

9.2 Reference Documents

- None.

Element 10
Internal Safety Audit Program

10.0 Requirement

49 CFR Part 673.27(a) requires Transit agencies to develop and implement a safety assurance process, consistent with this subpart. Small public transportation providers must only include in their safety assurance process the requirements in (b) of this section.

As part of a comprehensive safety assurance process, the PTASP should describe the bus Transit agency's approach to developing and implementing an internal safety audit process. The PTASP should document the process and procedures used to plan, schedule, conduct, evaluate, and report on the internal safety audits and to ensure that reports are issued, with recommendations to address any deficiencies or findings.

The objectives of the internal safety audit process are to provide a mechanism for determining the effectiveness of the bus Transit agency's PTASP and to assess their level and quality of implementation. Based on a careful review of these objectives and the activities addressed in the PTASP, the bus Transit agencies should identify and list the organizational units and functions which are subject to the internal audit process within the PTASP. A thorough internal safety audit process should provide the Accountable Executive and Chief Safety Officer with a mechanism for documenting the fact that key elements of the organization are performing the specified functions to support the safety program. These organizational elements should include all key elements with identified system safety responsibilities as specified in the PTASP.

This section of the PTASP should identify the bus Transit agency personnel responsible for performing the internal safety audit procedure and specify requirements to protect against individuals auditing their own work. Required interfaces with the Chief Safety Officer and/or system safety function should also be specified.

A set of internal safety audit checklists should also be developed for each of the PTASP elements.

10.1 Internal Safety Audit Process

The RTA shall implement a process for the performance of ongoing internal safety audits to ensure the implementation of the Bus PTASP and evaluate the effectiveness of the plan. The internal safety audit process shall address the following:

- Audit Schedule/Annual Internal Audit Summary Report
  - A description of the process to develop and submit an internal safety audit schedule which addresses all required elements of the PTASP

- Audit Procedures and Checklists
  - A description of the process to develop checklists and procedures for conducting audits of the PTASP

The Safety Manager is responsible for conducting internal safety audits at the participating bus Transit agencies. Annual internal safety audits will be conducted starting July 1 of each calendar year and ending prior to the end of the same calendar year utilizing an internal audit checklist. The annual audit results will be documented by the Safety Manager in a report containing the following:

- Identification of the findings, including a detailed description of any deficiency
- Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency
- Individual Internal Audit Report
  - A description of the process to prepare a written report documenting recommendationsand any corrective actions identified as a result of each individual audit conducted
- Audit Findings Log
  - A description of the process to prepare an Internal Safety and Security Audit Findings Log to track through to implementation all findings, recommendations, and corrective actions developed as a result of the internal safety and security audit process

In addition, internal safety audits will be conducted by the Safety Manager to ensure compliance with all the objectives and requirements of the PTASP and applicable policies, procedures and federal regulations.

MTM Transit maintains a Public Transportation Agency Safety Plan (PTASP) in accordance with FTA requirements. PTASP includes the processes used to evaluate implementation of the plan and conduct ongoing internal safety audits. Audit activities, documentation requirements, responsible parties, and associated records are maintained as part of the PTASP and Safety Management System (SMS) processes. Our local team, specifically Safety and Training Manager, is responsible for updating and maintaining our safety logs.

MTM conducts internal safety audits as part of its Safety Assurance activities to evaluate the effectiveness of the PTASP and ensure continued compliance with established safety policies and procedures. The approved PTASP submitted during implementation should serve as the primary reference document for these activities.

10.2 Reference Documents

- None.

Element 11
Rules Compliance

11.0 Requirement

49 CFR Part 673.27(a) requires Transit agencies to develop and implement a safety assurance process, consistent with this subpart. A small public transportation provider only must also include in its safety assurance process the requirements to:

- Monitor its system for compliance with, and sufficiency of, the agency's procedures for operationsand maintenance
- Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, orwere not implemented as intended
- Conduct investigations of safety events to identify causal factors
- Monitor information reported through any internal safety reporting programs

As part of a comprehensive safety assurance process, the PTASP should identify all rules and procedures that affect passenger and employee safety, and, as such, are subject to compliance monitoring activities. These rules and procedures may also be reviewed during the internal safety audit process, and/or the bus Transit agency's activity to update the PTASP. This identification should include all safety-critical operating and maintenance rules and procedures.

The PTASP should describe the process used by the bus Transit agency system safety function and supporting committees to review safety-critical operations and maintenance rules and procedures and to make determinations regarding whether they need updating. Procedures for document control and the methods for disseminating updates should also be described. Roles and responsibilities should, at a minimum, be identified by job title.

The benefits of rules and procedures come from their implementation and use, which can only be assured through periodic review and follow-up. Each bus Transit agency shall develop a process of observations to evaluate and verify that rules are followed. Each bus Transit agency should define its Rules Compliance program to verify and evaluate that its rules are followed. This program should be described in the PTASP.

While each bus Transit agency develops its own requirements for assessing compliance with rules, the following elements should be included: Evaluation Process, Organizational Responsibility, Evaluation Cycle/Definition of the Frequency of Compliance Checks, Method of Verification.

In the PTASP, the bus Transit agency should describe its process for maintaining records of compliance observations and corrective actions.

11.1 Rules Compliance Process

The RTA has adopted techniques for ensuring rules compliance by operations and maintenance personnel. Evidence of compliance checks is provided through ride check forms from the various providers. Designated safety representatives for MTM Transit will monitor the safety procedures relevant to each agency and ensure that these rules are being properly followed. Additionally, the Transit safety committee will review and monitor work operations to ensure that there are no inefficiencies in these processes when needed. If there are inefficiencies, representative members of this committee will bring these inefficiencies to the safety committee for improvements. All safety related events and incidents will be investigated by the designated safety representatives from MTM Transit to better understand what occurred and ensure that the same incidents are not repeated. This safety related incident will also be discussed and reviewed by RTA representatives for full transparency.

11.2 Reference Documents

- RTA of Pima County:
  - Driver/Operator Onboard Evaluation Form

Element 12
Maintenance Planning, Inspections and Audits

12.0 Requirement

49 CFR Parts 673.27(b) requires Transit agencies to establish activities to monitor their systems for compliance with, and sufficiency of, the agency's procedures for operations and maintenance.

As part of a comprehensive compliance monitoring program, the PTASP should specify the general categories of facilities and equipment with safety-related characteristics and corresponding inspection and maintenance requirements.

The PTASP should describe the bus Transit agency's approach to implementing a regular cycle of inspections and maintenance for facilities, safety-related equipment, and systems along with a list of exactly which items are to be inspected and maintained. Observations of defective or missing equipment of course should be reported whenever observed.

The PTASP should require that results from facilities, equipment, and systems inspections and maintenance are closely coordinated with the bus Transit agency's safety risk management process. The PTASP should provide a description of how hazards identified during these inspections are integrated into the safety risk management process.

The PTASP also needs to include a description of the type of maintenance audits the bus Transit agency will conduct. The audits conducted should be a comprehensive process and include verification that correct procedures are being followed, and of the quality and timeliness of the work performed.

This section of the PTASP should describe the process used to ensure that all issues identified during maintenance audits/inspections are addressed and/or resolved. It is imperative that proper corrective actions be prescribed, implemented, and tracked as part of this process.

A checklist should be used to document the maintenance audits and to ensure adherence to schedule, application of standards and procedures, and record keeping.

12.1 Facilities, Equipment, and Systems Inspections Process

RTA of Pima County

RTA County complies with the requirement for establishing activities to monitor its systems for compliance with, and sufficiency of, the agency's procedures for operations and maintenance by utilizing Total Transit Fleet Management Plan.

The Fleet Management Plan defines its methods for implementing vehicle and facility preventive maintenance through the following tasks:

- *Fleet Management*

- Ensuring that all vehicles are operationally safe and mechanically sound
- Ensuring all repairs are completed right the first time in order to fully support the operational demands of transportation services
- Search for new ways to reduce maintenance costs through standardization of fleet's vehicle specifications and adherence to company maintenance policies and procedures
- Communicate best practices to further improve the Total Transit maintenance program
- Monitor and analyze maintenance data daily to ensure budgeted goals are achieved
- Apply effective repair methods and industry-standardized maintenance repair times to ensure timely and cost-effective fleet upkeep
- Manage and audit parts inventories on a regular monthly basis
- Enforce compliance of all OSHA, federal, state and local regulations

- *Facilities and Storage Inspection Criteria*

  Facilities are inspected on the following criteria:

  - Ensure workplaces, tables, and benches are kept clean and orderly; all tools and equipment are maintained in good condition and used with the correct shield, guard, or attachment recommended by the manufacturer
  - Ensure washrooms, locker rooms, and fountains are clean and sanitary
  - Exits and aisles leading to exits are visible, clearly marked, and kept clear
  - Safety Data Sheets (SDS) are kept up-to-date and available for employees' review
  - General lighting conditions are maintained and working properly
  - Fencing is in good condition and free from debris
  - Storage of any and all material does not create a hazard
  - All material is stacked, blocked, interlocked, and limited in height to ensure they are stable and secured against sliding or collapse
  - Storage areas are kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or harborage of pests

12.2 Reference Documents

- RTA of Pima County:
  - MTM Transit Preventative Maintenance Plan

Element 13
Procurement

13.0 Requirement

49 CFR Part 673.25(a) requires Transit agencies to develop and implement a Safety Risk Management process for all elements of its public transportation system. The Safety Risk Management process must be comprised of the following activities: safety hazard identification, safety risk assessment, and safety risk mitigation.

13.1 Procurement Process

The RTA of Pima County has developed measures to ensure that safety principles, requirements, and representatives are included in the Transit agency's procurement process. The RTA ensures that the procurement policies have been reviewed and discussed by the representatives who make up the PTASP Safety Committee. The most current safety principles and policies will be incorporated with the procurement policies when making purchases on goods and services. During the proposal review process, the PTASP Safety Committee will evaluate the vendors to ensure they are following the proper safety protocols.

RTA of Pima County adopts the Travel Policies and Procedures established by the Pima Association of Governments, and the developed by the RTA's contract transportation service provider, MTM TRANSIT. The policy states that staff shall comply with the procedures and principles to integrate health and safety management with decisions on procurement of goods and services.

A review of the documentation provided by the RTA indicates that most operators comply with procurement policies and procedures adopted and approved by the local jurisdictions where each provider operates.

13.2 Reference Documents

- RTA of Pima County:
    - **TRAVEL POLICY AND PROCEDURES Approved** *June 25, 2025*

COMPONENT IV
SAFETY PROMOTION

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Element 14
Competencies and Training

14.0 Requirement

49 CFR Part 673.29(a) requires Transit agencies to establish and implement a comprehensive safety training program for all agency employees and contractors directly responsible for safety in the agency's public transportation system. The training program must include refresher training, as necessary.

Employee / Contractor Training Program

Each Transit agency must establish a comprehensive safety training program. A Transit agency may require employees and contractors, including the CSO or SMS Executive and the Transit agency's Board of Directors or equivalent authority, to complete training to be able to fulfill their safety-related roles and responsibilities.

Employee / Contractor Training Records

49 CFR Part 673.31 requires Transit agencies to maintain documents related to the implementation of its Safety Management System (SMS), and results from SMS processes and activities.

The RTA must maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that the agency uses to carry out its Public Transportation Agency Safety Plan. These documents must be made available upon request by the Federal Transit Administrationor other federal entity, or a State Safety Oversight Agency having jurisdiction. A Transit agency must maintain these documents for a minimum of three years after they are created.

Employee / Contractor Training Compliance

To verify compliance requirements and verify the effectiveness of the agency's training program, training documents should be retained including:

- Records of training needs analysis for curriculum development
- Curricula for initial and refresher training
- Training schedules and records of all completed training
- Procedures for revising training materials

Refresher Training Program

A Transit agency also must require refresher training, as necessary, to stay current with the agency's safety practices and procedures. Given the diversity of Transit systems, FTA is deferring to each Transit agency to determine the level of training that is adequate for their employees and contractors.

14.1 Competencies and Training Process

RTA of Pima County

RTA of Pima County training program is developed and provided through its third-party contractor,MTM Transit which uses sections 2 and 5 of the Global Safety Standard 1, Competence and Fitness: Drivers. Section 2 requires the training program include the following elements:

- Induction training
- Core skills training
- Route training
- Training in driving and site rules
- Requirements for refresher and exceptional training

Section 5 of the handbook states that refresher training be provided to all drivers at defined frequencies whenever:

- An existing route is changed significantly, or a new route is added (only for routes that change at very short notice is it acceptable to rely on the driver's ability to assess hazards as they are driving and to respond to changes to reduce risk. See section 2.2.8 above).
- Risks on an existing route change significantly
- A new vehicle type is introduced
- An existing vehicle type is modified such that there will be a difference in the controls or performance of the vehicle 5.2.2
- Exceptional Refresher Training Retraining in the event of an accident must be based on the underlying causes of the accident

The handbook requires the training program and schedule to be formalized and the records of each driver, completion of training records be maintained per the requirements of Section 7 of handbook, Maintaining Records.

The MTM Transit Emergency Response Guide describes the processes and procedures that must be followed by employees when various hazards and safety risk events occur. This includes step-by-step guides, as well as the process on how employees report these incidents to management. Employees are also encouraged to report all safety related incidents to management to help maintain a safe working environment.

14.2 Reference Documents

- RTA of Pima County:
  - MTM Transit Emergency Response Guide, August 2021
  - MTM Transit Training Policies
  - MTM Transit, Global Safety Standard, Competence and Fitness: Driver
  - MTM Transit, Refresher Training
  - MTM Transit, Driver Refresher Training Process and Procedures
  - MTM Transit Employee Training and Orientation Procedures

Element 15
Safety Communication

15.0 Requirement

49 CFR Part 673.29 requires Transit agencies to communicate safety and safety performance information throughout the agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.

Each Transit agency should ensure that all personnel are aware of information relevant to their safety-related roles and responsibilities. At a minimum, a Transit agency must share information about hazards and safety risks, and what actions are taken in response to reports submitted through the employee safety reporting program. Transit agencies also may provide explanations of changes to policies, activities, or procedures. The FTA expects that each Transit agency will establish the means and mechanisms for effective safety communication based on its organization, structure, and size of operations.

15.1 Safety Communication Process

The RTA conducts formal and informal dissemination of safety information to personnel as described below:

RTA of Pima County has developed a Communications Plan as part of its Safety and Security Handbook. The Communications Plan documents the processes used to facilitate the movement of information throughout the agency during normal as well as adverse operating conditions. Normal communications follow a natural flow between agency leadership, management and employee as needed, both upward and downward. Additionally, communications laterally between peers is important, as are external communications with external stakeholders. The purpose of the communications plan is to foster effective communication throughout the organization.

The Safety Training Resource Manual also describes the role of safety meetings as part of the communication process. The manual states that safety meetings are conducted on a regularly scheduled basis and documented. The manual also states that attendance at all safety meetings is mandatory for every employee and provides the process for any employee absence at any safety meetings.

15.2 Reference Documents

- RTA of Pima County:
  - RTA of Pima County Safety Training Manual

Element 16
Compliance with Local, State and Federal Safety Requirements

16.0 Requirement

49 CFR Part 673.29(b) requires a Transit agency to communicate safety and safety performance information throughout the agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.

Local, State and Federal Requirements Applicable to Safety Program Employees/Contractors

Bus Transit agencies should ensure that a description of the safety program for employees and contractors incorporates the applicable local, state, and federal requirements, including safety requirements that employees and contractors must follow when working on, or in close proximity to, Transit agency property and, processes for ensuring the employees and contractors know and follow the requirements.

16.1 Employee/Contractor Compliance with Local, State and Federal Requirements Process

RTA of Pima County

RTA of Pima County complies with the requirement to communicate safety and safety performance information through the Safety and Risk Management Policy The safety and risk management manual describes the policies, procedures and requirements to be followed by management, maintenance and operating personnel in order to provide a safe environment for employees of. and the general public.

The manual identifies the roles and responsibilities of the Director, Operators, Mechanics, and provides training which includes providing instruction on relevant federal and state safety guidelines and regulations.

16.2 Reference Documents

Element 17
Hazardous Materials Program

17.0 Requirement

49 CFR Part 673.29(b) requires Transit agencies to communicate safety and safety performance information throughout the agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.

17.1 Hazardous Materials Program Process

RTA of Pima County

RTA of Pima County requires contractors to provide plans for meeting the requirement for developing a hazardous materials program. The Hazard Communication SOP as part of its Hazardous Materials Program. The SOP was developed by RTA of Pima County's third-party Transit service provider, MTM Transit o prevents occupational injuries and illnesses related to chemical exposure by educating employees about workplace chemical hazards. The Hazard Communication SOP also identifies roles and responsibilities for management and staff for reviewing, implementing and updating the SOP.

RTA of Pima County also utilizes the Hazard Communication Standard established by the Occupational Safety and Health Administration (OSHA) to ensure employees are provided with information and training on the proper handling and use of hazardous materials.

The Hazard Communication SOP identifies the General Manager as the hazard communication coordinator tasked with the responsibility of implementing and maintaining the program. The Shop Supervisor or Lead Supervisor is responsible for preparing and keeping a current inventory list of hazardous materials present in the workplace. Specific information on each hazardous material is maintained on Safety Data Sheets (SDS)

Employees are to attend a health and safety training session set up by the Safety Training Supervisor prior to starting work. This training session will provide information on the following:

- The requirements of the hazard communication regulation, including the employees' rights under the regulation
- The location and availability of the written hazard communication program
- The hazardous chemicals in the workplace
- How employees can obtain SDSs
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area
- Protective practices prescribed to minimize or prevent exposure to these substances
- How to read labels and review SDSs to obtain hazard information
- Emergency and first-aid procedures to follow if employees are exposed to hazardous substances, grease, and similar cleaners in particular
- Physical and health effects of the hazardous substances, particularly when it comes to use of

grease and similar cleaners
- Symptoms of overexposure
- Measures employees need to put into practice to reduce or prevent exposure to these hazardoussubstances by engineering controls, work practices, and use of personal protective equipment

Employees also receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site.

17.2 Reference Documents

- RTA of Pima County:
  - Hazard Communication Standard – Approved May 1, 2016

Element 18
Drug and Alcohol Program

18.0 Requirement

49 CFR Part 673.29(b) requires Transit agencies to communicate safety and safety performance information throughout the agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.

Drug and Alcohol Program

To meet the safety communication requirements, bus Transit agencies shall include a description of the drug and alcohol program and the process used to ensure knowledge of and compliance with program requirements.

18.1 Drug and Alcohol Process

RTA of Pima County

The RTA of Pima County complies with the drug and alcohol requirement by implementing the Drug and Alcohol policy developed by MTM Transit, its third-party bus service contractor. The policy is created to protect customers, the public, and employees and mandates discipline up to and including termination. The policy complies with all applicable state and federal regulations governing workplace anti-drug and alcohol abuse programs in the transportation industry.

The policy identifies roles and responsibilities for implementing the drug and alcohol policy for the following positions:

- Corporate Human Resources/Area Directors of Safety:
  - Review and oversight of all non-negative DOT and company drug and alcohol test results up toand including termination
  - Administering the Employee Assistance Program

- Chief Safety Officer/Vice Presidents –Safety, Safety Compliance and Human Resources:
  - Oversight, periodic review, revision and approval of the Drug and Alcohol Policy
  - Enforcing compliance with all DOT and Company drug and alcohol testing policies and procedures
  - Developing and communicating training materials

- Providing DOT Reasonable Suspicion Training to all management and dispatch employees

- Chief Operating Officers/Region Managers/Area General Managers:
  - Promoting a zero-tolerance safety culture within their area to prevent drug and alcohol-related incidents

- Local Management:
  - Promoting a zero-tolerance safety culture within their Customer Service Center (CSC) to prevent drug and alcohol related incidents
  - Delivering initial and annual training, as well as any relevant retraining to drivers and monitors/assistants, as required
  - Implementing and enforcing local CSC compliance with the Drug and Alcohol Policy including ensuring Drug and Alcohol Tests are completed as required with appropriate disciplinary action taken
  - Successfully completing the company provided DOT Reasonable Suspicion Training
  - Observing employees within the CSC for signs of drug use or alcohol misuse

- Dispatchers:
  - Successfully completing the company provided DOT Reasonable Suspicion Training
  - Observing employees within the CSC for signs of drug use or alcohol misuse

- Employees:
  - Understanding and complying with all elements of the Drug and Alcohol Policy
  - Signing the Signature Page for DOT and Company Drug and Alcohol Testing Procedures

18.2 Reference Documents

APPENDICES

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Appendix A
Transit Agency Leadership, CSO/SMS Executive and Key Staff

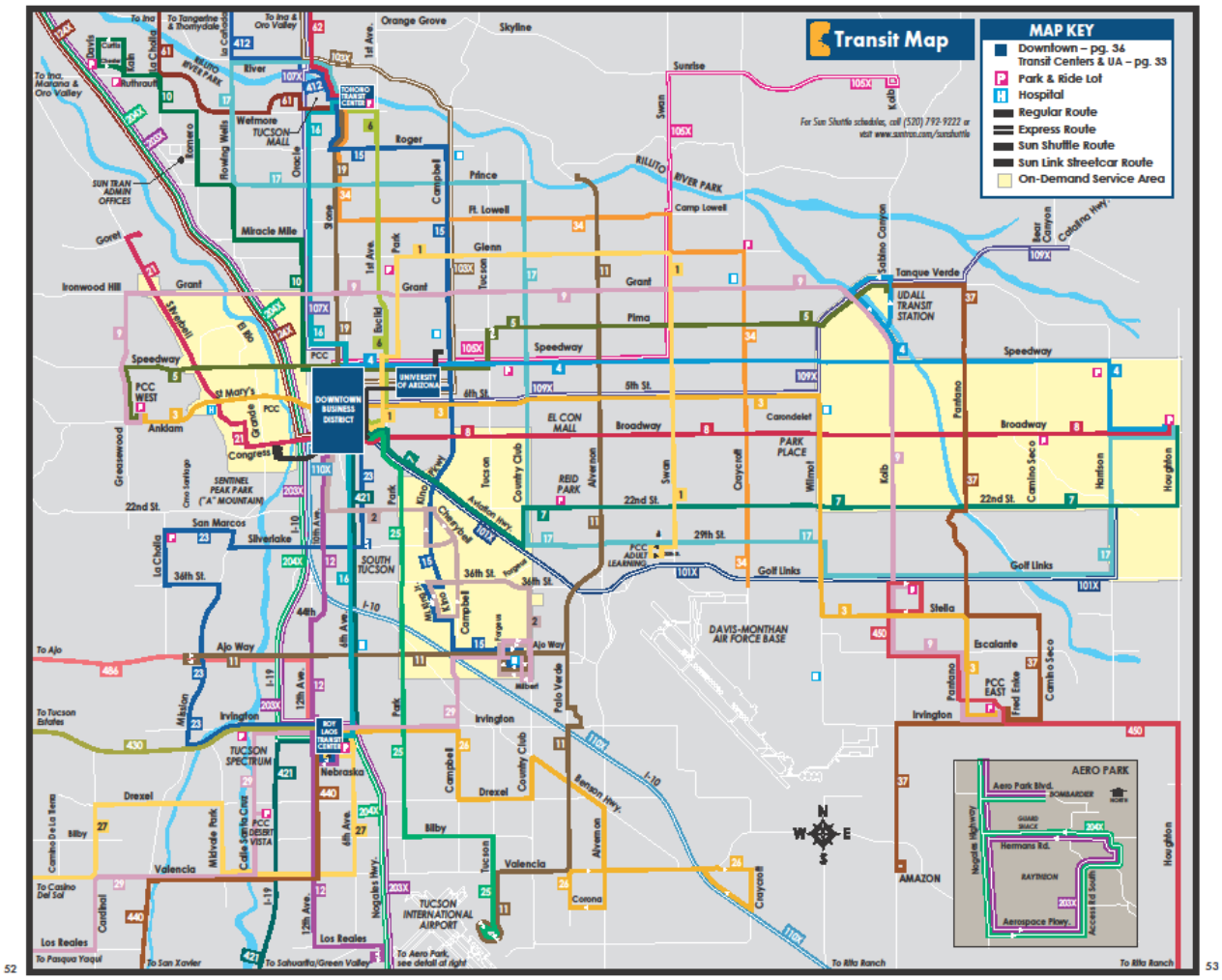
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Table A.1 – Transit Agency Leadership, CSO/SMS Executive, and Key Staff

Transit Agency	Accountable Executive	Chief Safety Officer
RTA of Pima County	Michael J. Ortega, P.E.	Philana A. Jeremiah, PhD

Appendix B
RTA Route Maps and Schedules

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Transit Map
MAP KEY
Downtown – pg. 36
Transit Centers & UA – pg. 33
Park & Ride Lot
Hospital
Regular Route
Express Route
Sun Shuttle Route
Sun Link Streetcar Route
On-Demand Service Area
For Sun Shuttle schedules, call (520) 792-9222 or visit www.suntran.com/sunshuttle
DOWNTOWN BUSINESS DISTRICT
UNIVERSITY OF ARIZONA
TUCSON MALL
TUCSON SPECTRUM
SOUTH TUCSON
DAVIS-MONTHAN AIR FORCE BASE
TUCSON INTERNATIONAL AIRPORT
AERO PARK
AMAZON
RAYTHEON
SUN TRAN ADMIN OFFICES
UDALL TRANSIT STATION
PCC WEST
PCC EAST
PCC ADULT LEARNING
SENTINEL PEAK PARK ("A" MOUNTAIN)
RILLITO RIVER PARK
EL CON MALL
PARK PLACE
REID PARK
COVENTRY CLUB
TOHONO TRANSIT CENTER
SOY LAOS TRANSIT CENTER
To Tucson Estates
To Casino Del Sol
To Pascua Yaqui
To San Xavier
To Sahuarita/Green Valley
To Aero Park, see detail at right
To Rita Ranch
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GREEN VALLEY/SAHUARITA - DIAL-A-RIDE

WHAT IS DIAL-A-RIDE?

Sun Shuttle provides curb-to-curb (shared ride) dial-a-ride service for anyone traveling in the Green Valley-Sahuarita area. The service area is indicated by the blue zone on the map. You can also travel from the yellow to yellow stops within the service area. You will need to call Sun Shuttle to make your reservation.

DIAL-A-RIDE HOURS OF SERVICE

Weekdays – 6 AM - 7 PM
Saturdays – 9 AM - 3 PM

HOW TO USE DIAL-A-RIDE

1. Call (520) 792-9222 and you will be transferred to a reservationist. Download the Sun Shuttle Dial-a-Ride app or visit suntran.com/sunshuttle. Riders will need to register on the Sun Shuttle Dial-a-Ride app first to book or manage trips on the website.

2. When scheduling your trip, provide your name, date of travel, departure location, destination and desired arrival time.

3. Please be ready at your scheduled pick-up location at least 5 minutes early. Wait where the Sun Shuttle driver can see you.

4. When you board, verify the driver knows your desired drop off location.

5. Gather your personal belongings before you exit. If you have a bike stored on the bike rack, tell the driver you need to unload your bike. Sun Shuttle is not responsible for items left on the vehicle.

6. Each passenger is allowed up to four (4) packages.

Please note:

Trip reservations must be made one to seven days before the day of travel.

Reservations and cancellations for Monday service only can be made on Sunday through an automated answering service.

Same day service is available on a limited first-come, first-served basis. Please allow for a pick-up window of up to one hour for same day service. Please make advance reservations for time-sensitive appointments.

FARES

Fares are currently waived. Visit suntran.com/sunshuttle for your current fare.

SERVICE AREAS

One Way Curb-to-Curb service
(Blue map)

One way yellow stop to yellow stop
(Yellow stops located on the blue map)
Fares are currently waived.

All Dial-a-Ride trips require a reservation. Call (520) 792-9222

Para información de servicios de Dial-a Ride en Sahuarita y Green Valley, llame a (520) 792-9222

BOOK YOUR TRIP!

- Download the app
- Visit Suntran.com/sunshuttle
- Call (520) 792-9222

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DIAL-A-RIDE SERVICE AREA



CURB-TO-CURB SERVICE (Blue Zone)

Sun Shuttle provides curb-to-curb transportation service within the blue zone indicated on the map. For details about the service area boundaries, view the map in this brochure, call (520) 792-9222 or visit suntran.com/sunshuttle.

Reservations are required.

Points of Interest

1. Sonora Clubhouse by Del Webb
2. North Santa Cruz Park
3. Rancho Sahuarita Clubhouse
4. Rancho Sahuarita Blvd. at Avenida Milla
5. Rancho Sahuarita Blvd. at Fry's Marketplace
6. Sahuarita Town Hall
7. Los Arboles Mobile Home Community
8. Anamax Park & Recreation Center
9. La Cañada at Camino Antigua
10. Walmart
11. Safeway on Duval Mine Rd.
12. Green Valley Library
13. Best Western Inn
14. Community Performing Arts Center
15. GVR West Social Center
16. Safeway on Continental Rd.
17. Posada Life Community Services
18. Continental Medical Clinic
19. Madera Highlands (Highland Park)
20. Quail Creek Clubhouse
21. United Community Health Center
22. GVR Canoa Ranch Social Center
23. Canoa Ranch Golf Club
24. Amado Market at Nogales Hwy.

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MARANA/AVRA VALLEY • DIAL-A-RIDE

WHAT IS DIAL-A-RIDE?

Sun Shuttle provides curb-to-curb (shared ride) Dial-a-Ride service for anyone traveling in the Marana/Avra Valley area. The service area is indicated by the blue zone on the map. You can also travel from the yellow to yellow stops within the service area. You will need to call Sun Shuttle to make your reservation.

DIAL-A-RIDE HOURS OF SERVICE

Weekdays – 6 AM - 7 PM

HOW TO USE DIAL-A-RIDE

1. Call (520) 792-9222 and you will be transferred to a reservationist. Download the Sun Shuttle Dial-a-Ride app or visit suntran.com/sunshuttle. Riders will need to register on the Sun Shuttle Dial-a-Ride app first to book or manage trips on the website.
2. When scheduling your trip, provide your name, date of travel, departure location, destination and desired arrival time.
3. Please be ready at your scheduled pick-up location at least 5 minutes early. Wait where the Sun Shuttle driver can see you.
4. When you board, verify the driver knows your desired drop off location.
5. Gather your personal belongings before you exit. If you have a bike stored on the bike rack, tell the driver you need to unload your bike. Sun Shuttle is not responsible for items left on the vehicle.
6. Each passenger is allowed up to four (4) packages.

CANCELLATIONS

You may cancel the same way you booked your trip, either by calling Customer Service, using the app or by visiting the website.

Please note:

Trip reservations must be made one to seven days before the day of travel.

Reservations and cancellations for Monday service only can be made on Sunday through an automated answering service.

Same-day service is available on a limited first-come, first-served basis. Please allow for a pick-up window of up to one hour for same day service. Reservations and cancellations made by phone for Monday service can be made on Sunday but through an automated answering service.

FARES

Fares are currently waived. Visit suntran.com/sunshuttle for you current fares.

SERVICE AREAS

One-way, curb-to-curb service.

One-way service within a yellow service stop to another yellow stop within the blue service area.

CURB-TO-CURB SERVICE (Blue Zone)

Sun Shuttle provides curb-to-curb transportation service within the blue zone indicated on the map. For details about the service area boundaries, view the map in this brochure, call (520) 792-9222 or visit suntran.com/sunshuttle. Reservations are required.

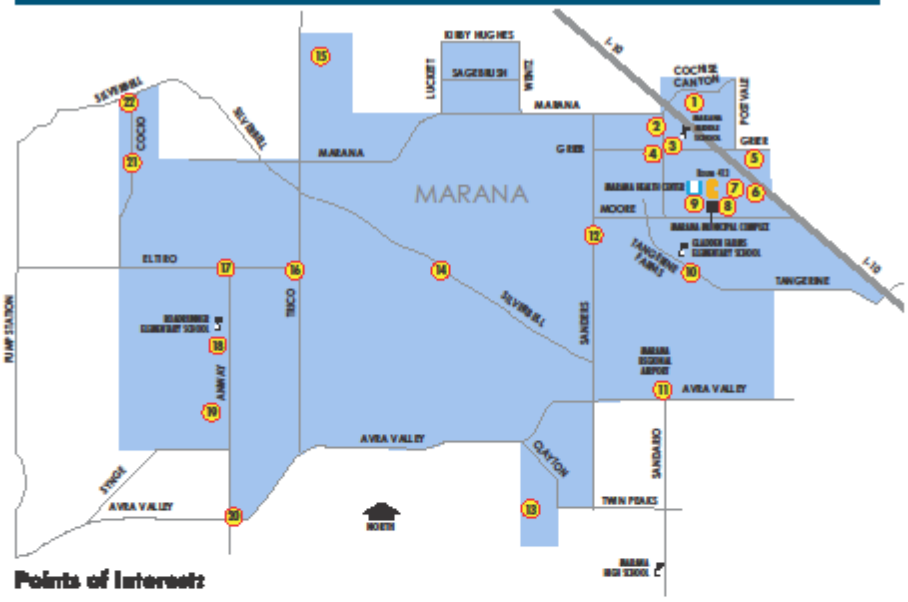
BOOK YOUR TRIP!

- Download the app
- Visit Suntran.com/sunshuttle
- Call (520) 792-9222

Para información de servicio de Dial-a-Ride en Marana/Avra Valley, llame a (520) 792-9222.

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DIAL-A-RIDE SERVICE AREA



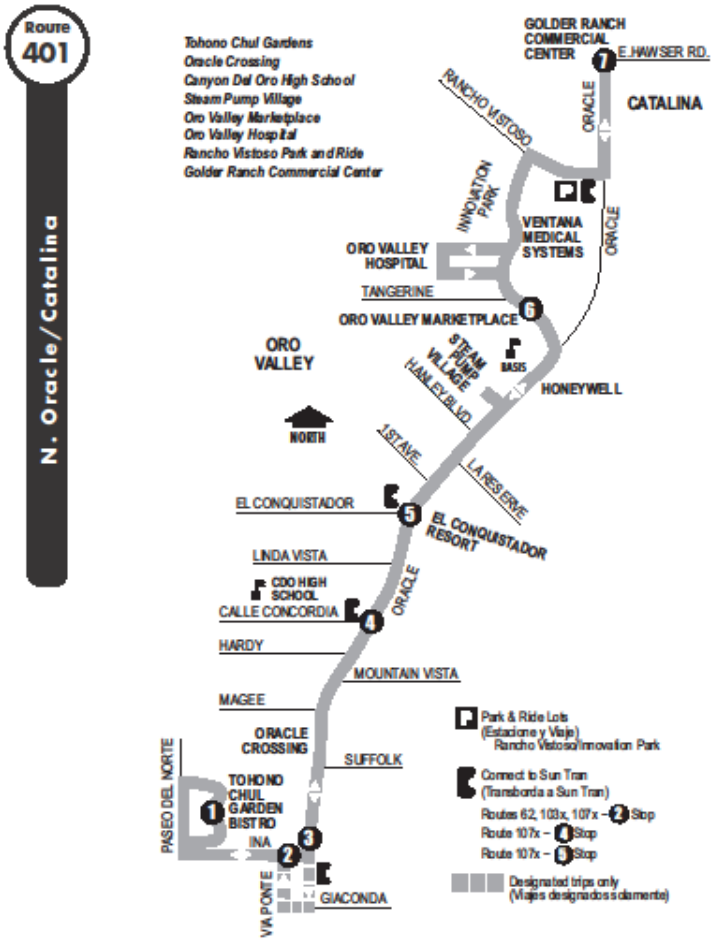
Points of Interest:

1. San Lucas Community Park
2. Main Street Grocery
3. Community Food Bank
4. Memorial de Don Frew Apartments/Family Dollar (Sandario/Grier)
5. Adonis Mobile Home Community
6. Marana Senior Center/Ora Mae Ham Park
7. Marana Post Office/Marana Apartments
8. Marana Municipal Center/Court
9. Marana Health Center
10. Gladden Farms Community Park
11. Marana Regional Airport
12. Santa Cruz River Park Trail - Honea Heights
13. Glover Ranch
14. Silverbell West Neighborhood
15. Marana Pumpkin Patch
16. Dollar General Avra Valley
17. W Tiro Rd and N Anway Rd
18. Roadrunner Elementary Park
19. W Whitewing Way and N Springfield Rd
20. N Anway and W Avra Valley Rd
21. Blanco Estates Central
22. Blanco Estates North

- General Public Service Area
- Transfer to Sun Tran, Sun Express, Sun Shuttle
- School
- Hospital

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Route 401



Route 401 M-F/ Northbound

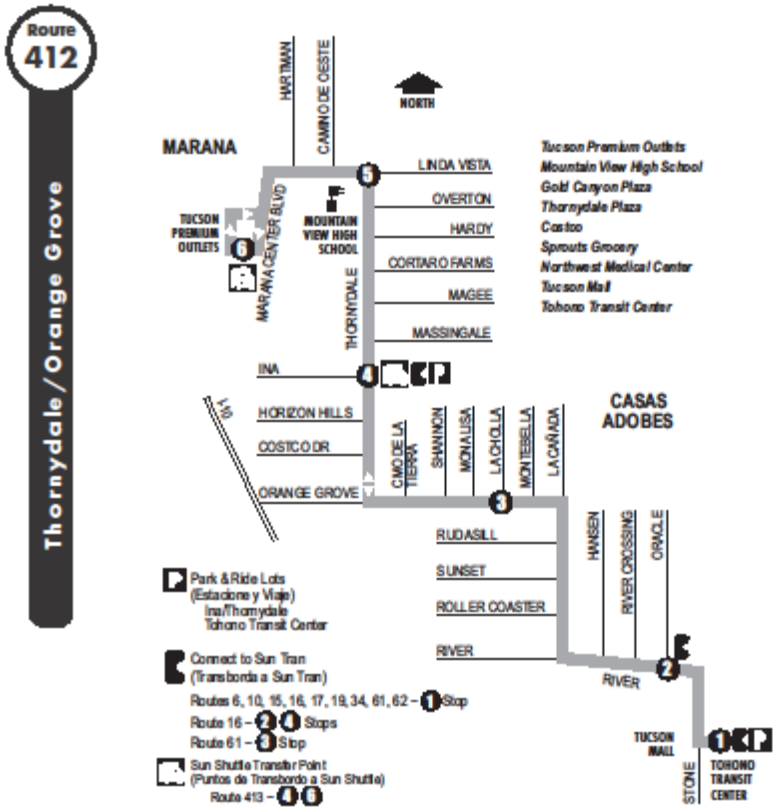
Tohono Chul Gardens	Oracle at Ina (SW)	Oracle at Ina (NE)	Oracle at Calle Concordia	Oracle at El Conquistador	Oro Valley Marketplace	Golder Ranch Commercial Ctr.
—	545	550	555	558	613	626
—	645	650	655	658	713	726
—	745	750	755	758	813	826
845	—	850	856	859	913	926
945	—	950	956	959	1013	1026
1045	—	1050	1056	1059	1113	1126
1145	—	1150	1156	1159	1213	1226
1245	—	1250	1256	1259	113	126
145	—	150	156	159	213	226
245	—	250	256	259	313	326
345	—	350	356	359	413	426
445	—	450	456	459	513	526

Route 401 M-F / Southbound

Golder Ranch Commercial Ctr.	Oro Valley Marketplace	Oracle at El Conquistador	Oracle at Calle Concordia	Oracle at Ina (SW)	Tohono Chul Gardens
640	652	708	712	718	—
740	752	808	812	820	824
840	852	908	912	920	924
940	952	1008	1012	1020	1024
1040	1052	1109	1112	1120	1124
1140	1152	1208	1212	1221	1224
1240	1252	107	110	118	122
140	152	207	210	218	222
240	252	307	310	318	322
340	352	407	410	418	422
440	452	507	510	518	—
540	552	607	610	618	—

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Route 412



Route 412 M-F/ Northbound

Tohono Transit Center	River at Oracle	Orange Grove at La Cholla	Thornydale at Ina	Thornydale at Linda Vista	Tucson Premium Outlets
600	604	612	619	628	634
730	734	742	749	758	804
900	904	912	919	928	934
1030	1034	1042	1049	1058	1104
1200	1204	1212	1219	1228	1234
130	134	142	149	158	204
300	304	312	319	328	334
430	434	442	449	458	504
600	604	612	619	628	634

Route 412 M-F / Southbound

Tucson Premium Outlets	Thornydale at Linda Vista	Thornydale at Ina	Orange Grove at La Cholla	River at Oracle	Tohono Transit Center
650	656	704	713	722	724
820	826	834	843	852	854
950	956	1004	1013	1022	1024
1120	1126	1134	1143	1152	1154
1250	1256	104	113	122	124
220	226	234	243	252	254
350	356	404	413	422	424
520	526	534	543	552	554
650	656	704	713	722	724

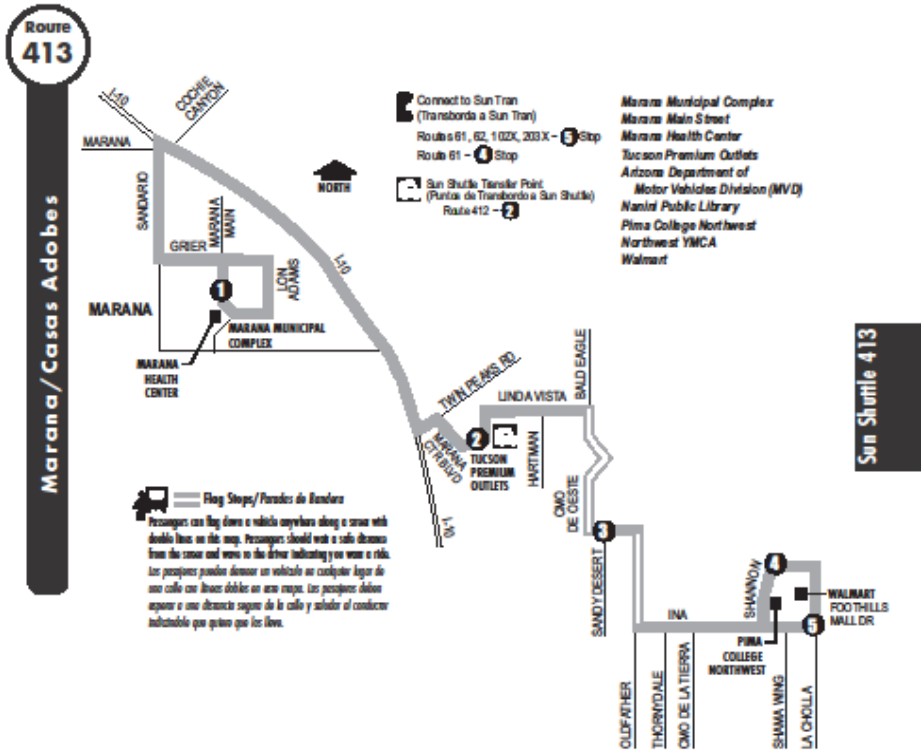
Route 412 SAT/ Northbound

850	854	902	909	918	925
1020	1024	1032	1039	1048	1055
1150	1154	1202	1209	1218	1225
120	124	132	139	148	155

Route 412 SAT / Southbound

940	946	954	1002	1011	1013
1110	1116	1124	1132	1141	1143
1240	1246	1254	102	111	113
210	216	224	232	241	243

Route 413



Route 413 M-F/ Southbound

Marana Municipal Complex	Tucson Premium Outlets	Cortaro Farms at Sandy Desert	Shannon at Pima C. College	Ina at La Cholla
1	2	3	4	5
620	633	642	652	657
750	803	812	822	827
920	933	942	952	957
1050	1103	1112	1122	1127
1215	1229	1237	1249	1254
145	159	207	219	224
315	329	337	349	354
445	459	507	519	524
615	629	637	649	654

Route 413 M-F/ Northbound

Ina at La Cholla	Cortaro Farms at Sandy Desert	Tucson Premium Outlets	Marana Municipal Complex
5	3	2	1
700	712	721	735
830	842	851	905
1000	1012	1021	1035
1130	1142	1151	1205
100	112	121	135
230	242	251	305
400	412	421	435
530	542	551	605

Route 413 SAT/ Southbound

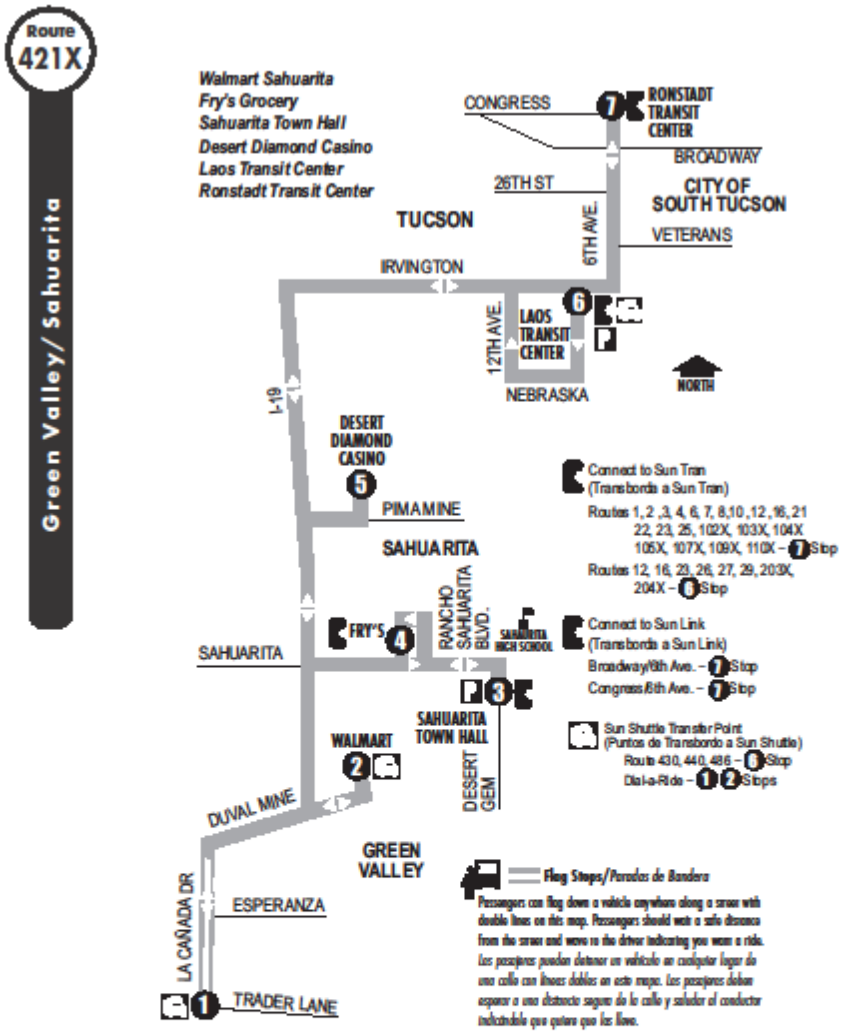
1	2	3	4	5
930	944	952	1003	1008
1100	1114	1122	1133	1138
1230	1244	1252	103	108
200	214	222	233	238
330	344	352	403	408

Route 413 SAT / Northbound

5	3	2	1
1017	1028	1037	1051
1147	1158	1207	1221
117	128	137	151
247	258	307	321
417	428	437	451

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Route 421X



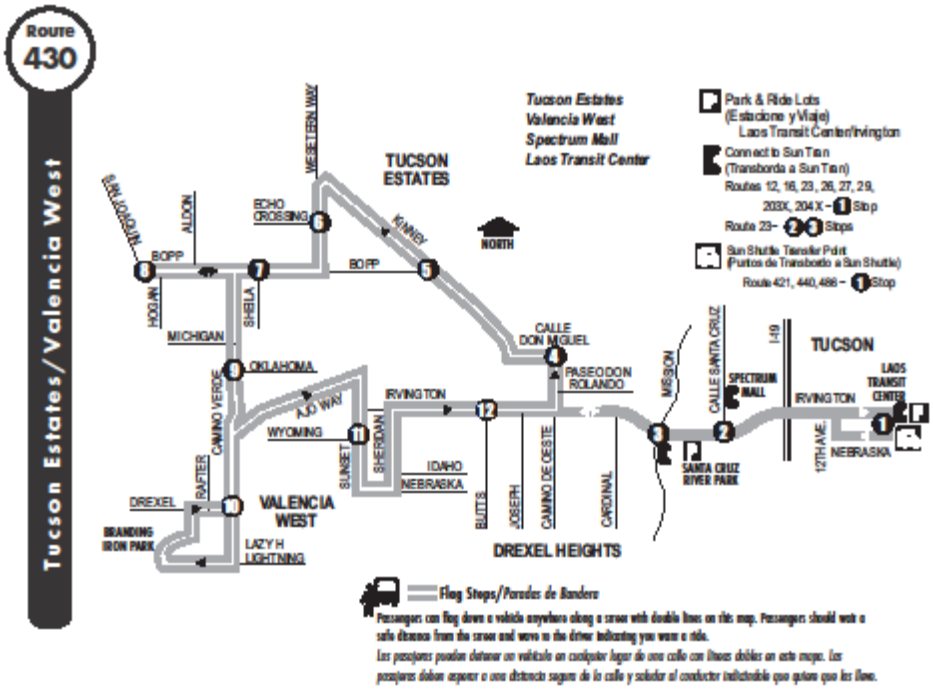
Route 421X M-F / Northbound

La Cañada at Trader Lane	Walmart	Sahuarita Town Hall	Fry's	Desert diamond Casino	Roy Laos TransitCenter	Ronstadt TransitCenter
500	511	521	526	536	553	609
630	641	651	656	706	723	739
800	811	821	826	836	853	909
930	941	951	956	1006	1023	1039
1100	1111	1121	1126	1136	1153	1209
1230	1241	1251	1256	106	123	139
200	211	221	226	236	253	309
330	341	350	355	404	422	438
500	511	520	525	534	552	608
630	641	650	655	704	722	738

Route 421X M-F / Southbound

Ronstadt TransitCenter	Roy Laos TransitCenter	Desert diamond Casino	Sahuarita Town Hall	Fry's	Walmart	La Cañada at Trader Lane
630	645	706	717	721	737	748
800	815	836	847	851	907	918
930	945	1006	1017	1021	1037	1048
1100	1115	1136	1147	1151	1207	1218
1230	1245	106	117	121	137	148
200	215	236	247	251	307	318
330	347	410	419	423	438	447
500	517	540	549	553	608	617
630	647	710	719	723	738	747

Route 430



Route 430 M-F / Westbound

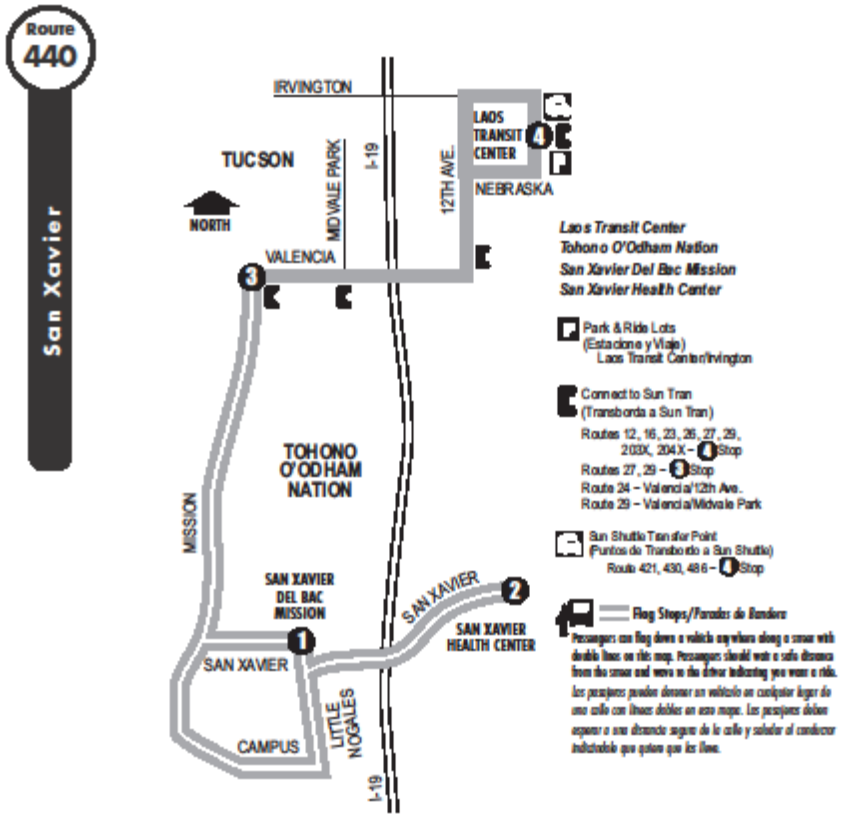
Roy Laos Transit Center	Spectrum Mall at Calle Santa Cruz	Irvington at Mission	Calle Don Miguel at Camino del Oeste	Kinney at Bopp Ranch	Western Way at Echo Crossing	Bopp at Sheila	Bopp at San Joaquin
600	608	611	618	624	628	631	635
730	738	741	748	754	758	801	805
900	908	911	918	924	928	931	935
1030	1038	1041	1048	1054	1058	1101	1105
1200	1208	1211	1218	1224	1228	1231	1235
135	145	150	157	201	204	207	213
310	320	325	332	336	339	342	348
445	455	500	507	511	514	517	523
620	630	635	642	646	649	652	658

Route 430 M-F / Eastbound

Bopp at San Joaquin	Camino Verde at Oklahoma	Camino Verde at Drexel	Sunset at Louisiana	Irvington at Butts	Irvington at Mission	Spectrum Mall at Calle Santa Cruz	Roy Laos Transit Center
640	644	648	656	701	709	713	718
810	814	818	826	831	839	843	848
940	944	948	956	1001	1009	1013	1018
1110	1114	1118	1126	1131	1139	1143	1148
1240	1244	1248	1256	101	109	113	118
220	224	228	236	241	249	253	258
355	359	403	411	416	424	428	433
530	534	538	546	551	559	603	608
705	709	713	721	726	734	738	743

Sun Shuttle 430

Route 440



Route 440 M-F/Northbound

San Xavier Mission	Health Center	Mission at Valencia	Roy Laos Transit Center
515	524	547	602
645	654	717	732
815	824	847	902
945	954	1017	1032
1115	1124	1147	1202
1245	1254	117	132
215	224	247	302
345	354	417	432
515	524	547	602
645	654	717	732

Route 440 M-F/ Southbound

Roy Laos Transit Center	Mission at Valencia	San Xavier Mission
615	632	641
745	802	811
915	932	941
1045	1102	1111
1215	1232	1241
145	202	211
315	332	341
445	502	511
615	632	641
745	802	811

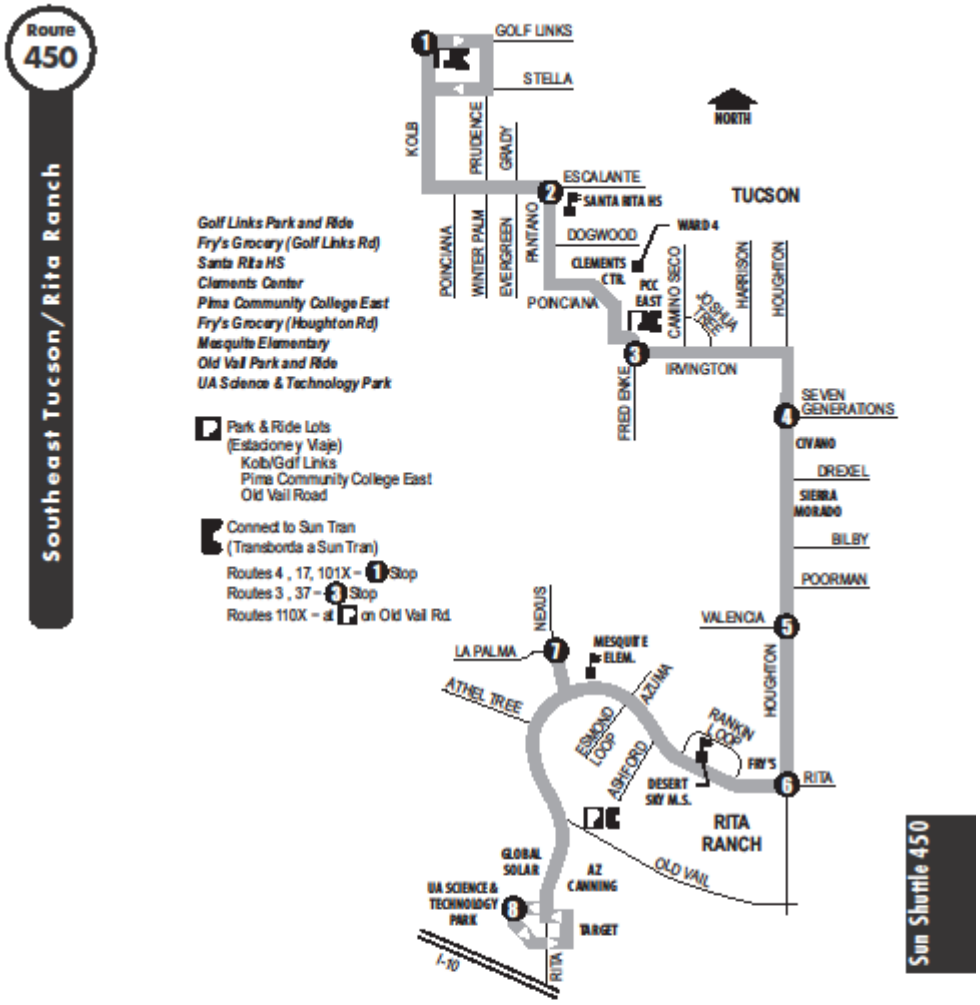
Route 440 SAT/Northbound

940	—	957	1015
1100	—	1117	1135
1215	—	1232	1250
130	—	147	205
245	—	302	320
400	—	417	435
515	—	532	550

Route 440 SAT/ Southbound

910	928	936
1030	1048	1056
1145	1203	1211
100	118	126
215	233	241
330	348	356
445	503	511

Route 450



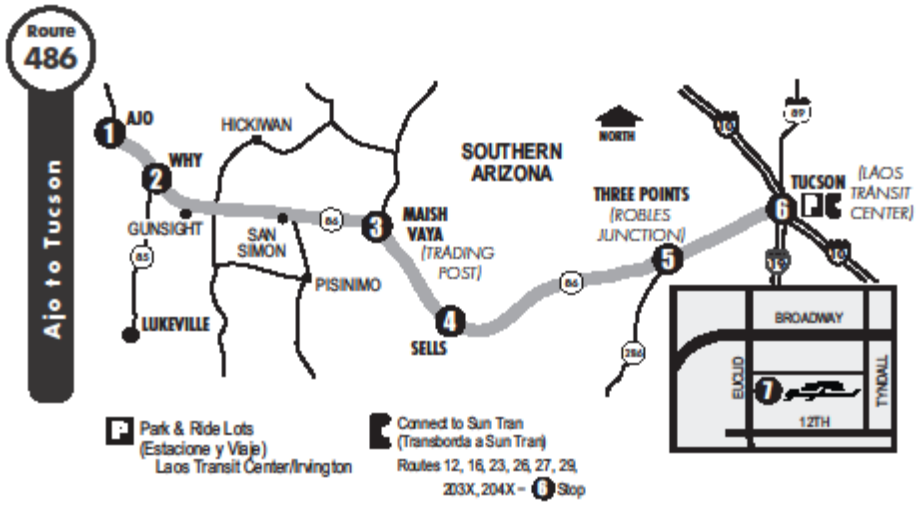
Route 450 M-F / Southbound

Kolb at Golf Links Park & Ride	Escalante at Pantano	Pima Community College East	Seven Generations at Houghton	Valencia at Houghton	Rita at Houghton	Nexus at La Palma	UA Tech Park
1	2	3	4	5	6	7	8
630	637	642	648	653	655	700	706
800	807	812	818	823	825	830	836
930	937	942	948	953	955	1000	1006
1100	1107	1112	1118	1123	1125	1130	1136
1230	1237	1242	1248	1253	1255	100	106
200	207	212	218	223	225	230	236
330	337	342	348	353	355	400	406
500	507	512	518	523	525	530	536
630	637	642	648	653	655	700	706

Route 450 M-F / Northbound

UA Tech Park	Nexus at La Palma	Rita at Houghton	Valencia at Houghton	Seven Generations at Houghton	Pima Community College East	Escalante at Pantano	Kolb at Golf Links Park & Ride
8	7	6	5	4	3	2	1
545	553	558	601	606	612	618	622
715	723	728	731	736	742	748	752
845	853	858	901	906	912	918	922
1015	1023	1028	1031	1036	1042	1048	1052
1145	1153	1158	1201	1206	1212	1218	1222
115	123	128	131	136	142	148	152
245	253	258	301	306	312	318	322
415	423	428	431	436	442	448	452
545	553	558	601	606	612	618	622

Route 486



Route 486 M-F / Eastbound

Ajo	Why	Maish Vaya (Trading Post)	Sells	Three Points (Robles Junction)	Tucson (Laos Transit Center)	Tucson (Greyhound Bus Station)
600	623	703	758	833	903	933
700	715	—	—	—	—	—
1130	1145	—	—	—	—	—
530	545	—	—	—	—	—

Route 486 M-F / Westbound

Tucson (Greyhound Bus Station)	Tucson (Laos Transit Center)	Three Points (Robles Junction)	Sells	Maish Vaya (Trading Post)	Why	Ajo
—	—	—	—	—	730	745
—	—	—	—	—	1200	1215
300	330	400	440	520	555	615
—	—	—	—	—	600	615

ABOUT THIS SERVICE

Sun Shuttle Route 486 provides accessible transportation from Ajo to Tucson and points in between Monday through Friday. The one-way trip is approximately 130 miles, serving Ajo and Why on State Route 85, the Tohono O'odham Nation on State Route 86, Robles Junction (Three Points) and the Laos Transit Center in Tucson. At Laos, passengers can transfer to Sun Tran, Sun Express or other Sun Shuttle routes.

La ruta 486 de Sun Shuttle ofrece transporte accesible desde Ajo a Tucson y puntos intermedios de lunes a viernes. El viaje de ida es de aproximadamente 130 millas y sirve a Ajo y Why en la ruta estatal 85, la nación Tohono O'odham en la ruta estatal 86, Robles Junction (Three Points) y el Laos Transit Center en Tucson. En Laos, los pasajeros pueden hacer transbordo a Sun Tran, Sun Express u otras rutas de Sun Shuttle.

CONTACT US/ CONTACTENOS

Ajo (520) 441-6545 • (800) 242-9483
Customer Service/Servicio al Cliente
Monday - Friday/Lunes-Viernes
5 AM - 5 PM
Saturday/Sabado
5:30 AM - 5 PM

All passengers will need to schedule their trip at least 24 hours in advance. Passengers will then be picked up at the transit bus stop. If you live in Ajo and need a ride to the bus stop, you can call the Ajo Transit Office to schedule a ride on the Dial-a-Ride (DAR) to connect you with the Tucson and Phoenix routes.

Todos los pasajeros deberán programar su viaje con al menos 24 horas de anticipación. Luego, se recogerá a los pasajeros en la parada de autobús de tránsito. Si vive en Ajo y necesita transporte hasta la parada de autobús, puede llamar a la Oficina de Tránsito de Ajo para programar un viaje en Dial-a-Ride (DAR) que lo conecte con las rutas de Tucson y Phoenix.

Appendix C
PTASP Annual Review and Update Notice Form

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PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)
Annual Review and Update Form

Instructions:

Participating bus Transit agencies must review the PTASP and/or PTASP Policy Statement annually by management every calendar year beginning January 1 or at the beginning of each participating bus Transit agency's fiscal year.

The PTASP and/or PTASP Policy Statement will be updated as necessary to implement the changes following an approved schedule that allows timely submittal of the Annual Review and Update Form to ADOT.

If the PTASP and/or PTASP Policy Statement has been reviewed and updated, please complete the information below and submit a completed Annual Review and Update Form, a copy of the PTASP Revision Log, and the updated PTASP to the ADOT Multimodal Planning Division – Transit for its records.

If the PTASP and/or PTASP Policy Statement has been reviewed and no updates are necessary, please complete the Annual Review and Update Form and submit to the ADOT Multimodal Planning Division – Transit for its records.

Has the PTASP Policy Statement been reviewed and updated by the participating bus Transit agency?	☐ YES	☐ NO
Has the PTASP been reviewed and updated by the participating bus Transit agency?	☐ YES	☐ NO

Bus Transit Agency: _____

Document Review Date: _____

Document Revision #: _____

Acknowledgement:

By submitting and signing this PTASP Annual Review and Update Form, the individuals below verify that the participating bus Transit agency has reviewed the PTASP and/or PTASP Policy Statement in accordance with the requirements set forth by Federal Transit Administration in 49 U.S. Code 5329, Public Transportation Safety Program and the current implementation rules under 49 CFR Part 673; Public Transportation Agency Safety Plan Rule; and their signatures attest that they are authorized representatives of their respective Transit agencies and that all items and conditions contained in the PTASP and/or PTASP Policy Statement are understood, accepted and approved.

APPROVED BY:

_____
Accountable Executive Signature Date

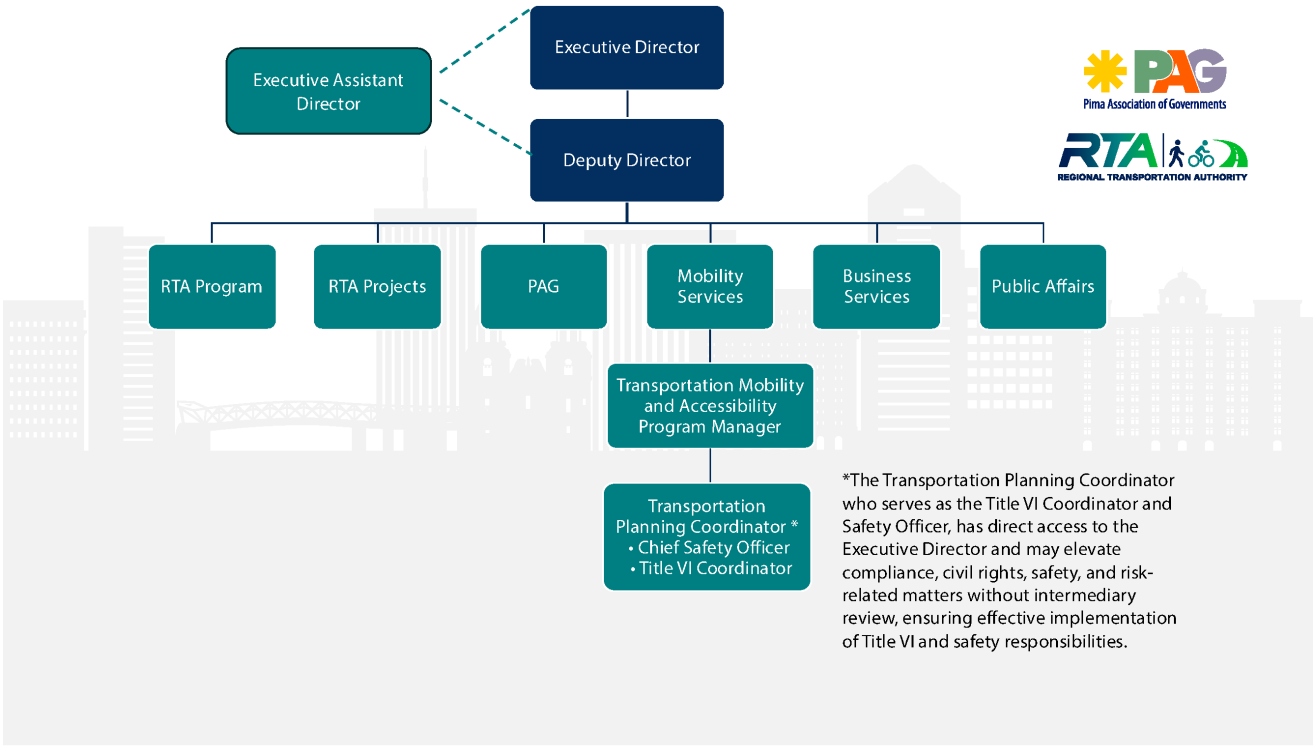
_____
Chief Safety Officer / SMS Manager Signature Date

Appendix D
Agency Organizational Charts

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Pima Association of Governments

Organization Structure



Appendix F
PTASP Decision Form

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ADOT Public Transportation Agency Safety Plan

Opt Out of ADOT PTASP or Confirmation of Participation in ADOT PTASP

Introduction

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency's SMS is effectively implemented throughout the agency's public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the Accountable Executive.

The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.

By completing the information below and marking the appropriate boxes on page 2, I declare that I am the Accountable Executive for the agency listed.

Agency Name	
Accountable Executive Name	
Street Address	
City	
State	
Zip Code	
Phone Number	
E-mail Address for Accountable Executive	

ADOT Public Transportation Agency Safety Plan

Please mark one box

☐ We are eligible to participate in the ADOT Group Public Transportation Agency Safety Plan (PTASP) however we choose to **opt-out** of the ADOT Public Transportation Agency Safety Plan and herby notify ADOT of our decisions.

- We realize that by opting out of the ADOT PTASP we are required by FTA guidelines to **create our own PTASP by July 20, 2020 and submit to ADOT for Certification by June 30, 2020.**

☐ We are eligible to participate in the ADOT Public Transportation Agency Safety Plan (PTASP) and have decided to participate. As a participant of a ADOT PTASP, we agree to the following:

- Identify our Accountable Executive above.
- Identify our Chief Safety Officer or SMS Executive.

Agency Name	
Chief Safety Officer or SMS Executive Name	
Phone Number	
Email address for Chief Safety Officer or SMS Executive	

- Implement the PTASP developed by ADOT.
- Provide information as needed regarding staffing, safety policies/procedures of our organization.
- Accountable Executive will sign the PTASP and approval will be obtained by the agency's Board of Directors or an Equivalent Authority by **July 20, 2020**.
- Establish a process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.
    - We understand ADOT is only responsible for drafting the initial plan, we will be responsible for any future updates to the plan.
- We reserve the option to opt-out of the ADOT PTASP in the future and understand that we will have one year from the date of opting out to develop our own PTASP

_____
Agency Accountable Executive Signature

_____
Date

This form or the information requested in the forms must be provided to ADOT, Multimodal Planning Division, Transit Group by January 24, 2020.

Appendix G
PTASP Revision Log

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PTASP Revision #	Date	Revised Section(s)	Purpose
Version 0	TBD 2020	Initial Issue	To establish the initial Public Transportation Agency SafetyPlan, in accordance with the requirements set forth by Federal Transit Administration in 49 U.S. Code 5329, PublicTransportation Safety Program and 49 CFR Part 673, PublicTransportation Agency Safety Plan Final Rule.
Version 1	December 2022	Multiple sections of plan	To update the 2020 PTASP by removing all information relating to other Transit agencies and including the additional information ADOT had requested in the Action Item table that was included in the 2020 PTASP.
Version 2	December 2023	Multiple sections of plan	Minor updates to Requirement 1, Element 12, and title pages. Route Maps and Schedules have also been updated.
Version 3	December 2024	Multiple sections of plan	The Chief Safety Officer was updated. FTA required updates were made to Requirement 2 and Requirement 3, Element 1, Element 2 and Element 4. Route Maps, Schedules, and organization chart have been updated. “National Express” wording was replaced or combined with “WeDriveU”. All Ajo or Second-Generation information has been removed.
Version 4	December 2025	Multiple sections of plan	The executive director was updated. The reference documents were updated. “National Express” /WeDriveU was replaced with the new vendor MTM TRANSIT.
Version 5	October 2026	Multiple sections of plan	Update of plan date, agency logo, TAM Plan and PAG/RTA Organizational chart. The introduction was updated. Refence documents reflect latest version from MTM transit, Inc. Element 6 and element 10 were updated to clearly identify how MTM Transit reports incidents, accidents and safety concerns with the RTA. Element 13 was updated to include PAG’s adopted Travel and Procurement Policies. The following definitions were added Employee Safety Reporting Program, Private Vehicle, Safety Performance Indicator, Statewide Transportation Improvement Program, Transit Asset Management, Transit Safety and Security Program and Vehicle Revenue Miles. The maps in Appendix B were updated to the most current version in the Sun Tran booklet.

Appendix H
Intergovernmental Agreement
RTA of Pima County and Town of Oro Valley

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RESOLUTION No. 2026-022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE REGIONAL TRANSPORTATION AUTHORITY OF PIMA COUNTY ADOPTING AN INTERGOVERNMENTAL AGREEMENT WITH TOWN OF ORO VALLEY FOR DELIVERY OF RTA TRANSIT ELEMENTS

WHEREAS, the Regional Transportation Authority of Pima County (the "RTA") is an Arizona special taxing district, duly formed and existing, pursuant to A.R.S. §48-5302, et seq., for the purposes of coordinating multi-jurisdictional cooperation in transportation planning, improvements and fund-raising as a municipal corporation through taxation and bonding, with the public's input and voter approval; and

WHEREAS, TOWN OF ORO VALLEY (the "Jurisdiction") is a body politic and corporate of the State of Arizona pursuant to A.R.S. § 11-952; and

WHEREAS, in March 2026, pursuant to A.R.S. §48-5309(A), the RTA adopted, and the voters approved, a twenty-year comprehensive, multi-modal regional transportation plan (the "Plan") and associated funding mechanisms to implement regional transportation improvements throughout Pima County; and

WHEREAS, the Jurisdiction and the RTA desire to cooperate in the implementation and delivery of transit services and operations identified in the Plan within Pima County; and

WHEREAS, the individual transit service operations to be implemented pursuant to this Intergovernmental Agreement are included in, eligible under, or otherwise consistent with the Plan; and

WHEREAS, the RTA and the Lead Agency wish to clarify their respective responsibilities for transit services and operations, and

WHEREAS, pursuant to A.R.S. §48-5304(18), the RTA has the authority to enter into agreements to exercise its powers and carry out its responsibilities; and

WHEREAS, staff from the RTA and the Lead Agency have drafted an Intergovernmental Agreement, attached hereto as Exhibit A and incorporated herein by this reference (the "IGA"); and

WHEREAS, the Board of Directors of the RTA has reviewed the provisions of the IGA and finds that adopting it is in the best interests of the RTA and is in furtherance of the Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the RTA that the IGA with Town of Oro Valley is hereby approved and adopted.

BE IT FURTHER RESOLVED that the Executive Director of the RTA is hereby authorized and directed to take all steps necessary and proper to cooperate with Town of Oro Valley to comply with the terms of the IGA.

PASSED AND ADOPTED by the Board of Directors of the Regional Transportation Authority this 24th day of September 2026.

Tom Murphy

RTA Board Chair

Certification:

Michael J. Ortega, P.E., Executive Director of the RTA, hereby certifies and attests that he has access to the official records of the Board of the RTA, that the foregoing Resolution was duly adopted by the Board of the RTA at a duly noticed public meeting, and that this Resolution has not been altered or amended and remains in full force and effect on the date stated below.

RTA Executive Director

Date: _____

Approved as to Form:

RTA Attorney

EXHIBIT A

Intergovernmental Agreement Between the Regional Transportation Authority and Town of Oro Valley for Implementation of transit services and operations in the Twenty-Year Regional Transportation Plan.

RESOLUTION NO. (R)26-25

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF ORO VALLEY, ARIZONA, AUTHORIZING AND APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE REGIONAL TRANSPORTATION AUTHORITY OF PIMA COUNTY AND THE TOWN OF ORO VALLY FOR REGIONAL TRANSIT SERVICE IMPROVEMENTS; AND DIRECTING THE TOWN MANAGER, TOWN CLERK, TOWN ATTORNEY, OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION

WHEREAS, The Town is authorized by A.R.S. § 9-240(B)(3) to design, maintain, control and manage public roads within the boundaries of the Town; and

WHEREAS, the Town of Oro Valley and the Regional Transportation Authority of Pima County (RTA) may contract for services and enter into agreements with one another for joint or cooperative action pursuant to A.R.S. § 11-952; and

WHEREAS, the Town and the RTA desire to enter into an Intergovernmental Agreement, attached hereto as Exhibit "A", to provide transit services for the greater Oro Valley area while cooperatively working on the design, promotion and regionalization of the Sun Shuttle Dial-a-Ride system.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Oro Valley, Arizona that:

SECTION 1. The Intergovernmental Agreement (IGA) between the Regional Transportation Authority of Pima County and the Town of Oro Valley to provide transit services for the greater Oro Valley area while cooperatively working on the design, promotion and regionalization of the Sun Shuttle Dial-a-Ride system, attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

SECTION 2. The Mayor and other administrative officials of the Town of Oro Valley are hereby authorized to take such steps as necessary to execute and implement the terms of the Agreement.

SECTION 3. the Town Manager, Town Clerk, Town Attorney, or their duly authorized officers and agents are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this resolution.

SECTION 4. All Oro Valley resolutions or motions and parts of resolutions or motions of the Council in conflict with the provision of this Resolution are hereby repealed.

SECTION 5. If any section, subsection, sentence, clause, phrase or portion of this Resolution or the IGA, attached hereto as Exhibit "A" is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by Mayor and Town Council, the Town of Oro Valley, Arizona, this 3rd day of June, 2026.

TOWN OF ORO VALLEY

E-SIGNED by Joseph C. Winfield
on 2026-06-04 16:10:22 GMT

Joseph C. Winfield, Mayor

ATTEST:

E-SIGNED by Michael Standish
on 2026-06-08 15:23:20 GMT

Michael Standish, Town Clerk

Date: _____

APPROVED AS TO FORM:

E-SIGNED by Steven Zraick
on 2026-06-05 18:16:15 GMT

Steven Zraick, Town Attorney

Date: _____

EXHIBIT "A"

INTERGOVERNMENTAL TRANSPORTATION FUNDING AGREEMENT
BETWEEN
THE REGIONAL TRANSPORTATION AUTHORITY OF PIMA COUNTY
AND
THE TOWN OF ORO VALLEY
FOR
REGIONAL TRANSIT SERVICE IMPROVEMENTS:
PROJECT 250 DIAL-A-RIDE TRANSIT SERVICES IMPROVEMENTS

This Agreement (hereinafter "the Agreement") is entered into by and between the Regional Transportation Authority of Pima County ("RTA" or "the Authority"), a special taxing district formed pursuant to Title 48 Chapter 30 of the Arizona Revised Statutes (A.R.S.), and the Town of Oro Valley, a political subdivision of the State of Arizona ("the Lead Agency") pursuant to A.R.S. 11-952.

RECITALS

A. A.R.S. 48-5301, et seq., authorizes the Authority to act as a regional taxing authority for the purpose of funding multi-model transportation operations and improvements identified in the Regional Transportation Plan ("the Plan") approved by the voters at the special election held in Pima County, Arizona on March 10, 2026.

B. The governing board of the Authority is composed of representatives of each member of the regional council of governments in accordance with A.R.S. 48-5303.

C. Pursuant to A.R.S. 48-5304 (12) the governing board of the Authority has sole authority to implement the elements of the Plan.

D. Pursuant to A.R.S. 48-5304 (13), the governing board of the Authority shall coordinate the implementation of the Plan among the local jurisdictions.

E. A Regional Transportation Fund was established by the Arizona Legislature per A.R.S. 48-5307 to be the repository for those funds collected for the purpose of funding the transportation projects identified in the Plan.

F. The Authority is authorized by A.R.S. 48-5304 (16) and 48-5308 to administer and distribute the regional transportation funds to the members of the Authority and to sell bonds in furtherance of that purpose to fund those projects of programs identified in the Plan.

G. It is the policy of the Authority to require that a Lead Agency be identified and an intergovernmental agreement (IGA) be approved and entered into by the Authority and the Lead Agency before requests for funding reimbursement or payment can be processed by the Authority.

H. The Town of Oro Valley has been identified as the Lead Agency for the Project and will be responsible for all aspects of project implementation including, but not limited to: planning, project management, risk management, design, right of way acquisition, service delivery and operation, administration, advertisement, award, execution and administration of the Project.

I. The Lead Agency is authorized by A.R.S. Title 9, and its Mayor and Council, to oversee design, operation and management of RTA-funded transit services within the Lead Agency's jurisdictional boundaries.

J. The Lead Agency may have a legal contract with one or more jurisdictions within Pima County empowering the Lead Agency to perform transit service and improvements outside the Lead Agency's jurisdictional boundaries.

K. The Project is one of the transportation projects included in the Plan or is eligible for funding as part of a categorical program included in the Plan.

L. The Authority intends to fund the Project under the terms and conditions contained in this Agreement and has entered into this Agreement for that purpose.

M. The Authority and the Lead Agency may contract for services and enter into agreements with one another for joint and cooperative action pursuant to A.R.S. 11-951, et seq.

NOW, THEREFORE, the Town of Oro Valley and the Authority, pursuant to the above and in consideration of the matters and things set forth herein, do mutually agree as follows:

AGREEMENT

1. **Purpose**. The purpose of this Agreement is to set forth the responsibilities of the parties for the design, construction, maintenance of the Project, as defined in Exhibit A, and to address the legal and administrative matters among the parties.

2. **Dial-a-Ride (DAR) Transit Service**. The proposed DAR transit service is to operate in a call and ride service mode with connections to the regional transit services. This service is more fully depicted in the attached Exhibit(s), including the following:
   a. Detailed Service scope and schedule.
   b. Service budget and cost breakdown of items eligible for reimbursement by the Authority including any proposed billing of staff time directly attributable to the Project.
   c. Total amount of RTA funding allowed for the Service plus a breakdown of any other regional, local, federal or state funding available.
   d. Designation of Service implementation phases, if applicable, and any additional related agreements.
   e. Estimated service start date and duration of Service.
   f. Projected cost reimbursement timeline.
   g. Any anticipated capital or direct costs.
   h. Identified of the Lead Agency's duly authorized representative for signing and submitting payment requests.

3. **Effective Date; Term.** This Agreement shall become effective upon filing a fully executed original with the office of the Pima County Recorder and shall continue in effect for the duration of the service proposed in Exhibit A. Expenditures for approved RTA projects made prior to the filing of this Agreement may be eligible for reimbursement.

4. **Responsibilities of the Lead Agency.**

   a. The Lead Agency shall be responsible for the design, construction and/or operation of the Project in accordance with this Agreement and all applicable public transit facility design and construction standards, RTA minimum equipment specification, Americans with Disability Act (ADA) policies and standards, and Federal Transit Administration (FTA) policies and standards. Design Standards are federal, state, county or municipal standards for engineering, traffic, safety, accessibility, service operations, or public works

facilities design. Examples of standards include: ADA design guidelines for accessible transit vehicles; facilities and bus stops; ADA rider eligibility policies; FTA vehicle procurement requirements; and FTA guidelines for the design of vehicle maintenance facilities, park-and-ride facilities, and bus stops.

b. The Lead Agency shall adhere to all policies adopted by the RTA for seamless transit service delivery.

c. The Lead Agency shall perform public outreach prior to the initiation of this service or changes to the service once the service has been established. The Lead Agency shall coordinate its public outreach efforts with the Authority and other transit providers to ensure consistent public information is provided and adhere to all federal requirements.

d. If consultants or contractors are employed to perform any portion of the Service, the Lead Agency shall be responsible for the contracts for design, construction, operation, and administration of the Service and shall select the consultants and contractors to be used on the Service. The Lead Agency shall immediately provide to the Authority copies of any and all contract documents and related materials upon request by the Authority. The Lead Agency shall retain the usual rights of the owner of a public contract including the authority to approve changes and make payments.

e. Any changes to the Service which would result in the final project cost deviating, by ten or more percent, from the Authority's budget amount for the Service, must be approved by the Authority in advance of any changes being made, regardless of the fact that the Authority will not be paying for them.

f. The Lead Agency shall be responsible for the assuming all risks associated with the Service except those that are assigned to another agency or jurisdiction that has agreed to that assumption.

g. The Lead Agency shall require its contractors performing any portion of the Service to name the Authority as additionally insured and additional indemnitee in all of the Lead Agency's contracts for the Service. The Lead

Agency shall also require its contractors to name the Authority as an additional beneficiary in any performance.

h. The Lead Agency shall be responsible for then preparing and submitting to the Authority, within the first week of each month or as otherwise specified herein, invoices for payment signed by a dully authorized representative of the Lead Agency and which include sufficient background information documenting payments made to contractors, vendors or any other eligible costs identified in this Agreement or the RTA's Administrative Code. The Lead Agency must retain and certify all vendor receipts, invoices and related Service records as needed and ensure that they are available for review for a minimum of five (5) years after final payment is made unless otherwise specified herein.

i. The Lead Agency shall be responsible for submitting a status report describing its progress and adherence to the Service scope, schedule and budget with each request for payment.

5. Responsibilities of Authority.

a. Upon receipt of authorized payment requests, the Authority shall convey to the Lead Agency RTA funds in the amount specified in Exhibit A on a reimbursement basis unless otherwise specified herein. It is acknowledged that the amount identified in Exhibit A is an estimated cost. Actual reimbursements may be less than or greater than the amount reflected in Exhibit A. All payments and reimbursements shall follow the policies outlined in the RTA's Administrative Code.

b. The reimbursement rate will be at a net cost per hour, the rate paid will be the actual cost incurred, negotiated bi-annually. Other RTA direct costs may be included in Lead Agency billings. Other RTA direct costs are generally of a non-recurring nature and typically do not impact the daily operations of the system. The Authority and Lead Agency will mutually agree upon the eligible other RTA direct costs and said expenditures will be noted on the exhibits attached hereto. Lead Agency will be reimbursed for all other direct RTA costs, subject to receipt of appropriate and sufficient documentation.

c. Reimbursements will generally be based on the Service schedules established by the Lead Agency and contained in the Exhibit A.

d. The RTA staff will review all payment requests to confirm that the request is for reimbursement of costs incurred by the Lead Agency for the Service. If the Authority determines that additional information is needed, the Lead Agency will be notified of the request for additional information within five days of receipt of the invoice by RTA.

e. Upon approval of the request by RTA, the invoice will be processed for payment within ten working days of the invoice submittal.

f. RTA shall provide all necessary cooperation and assistance to its fiscal agent to process all payment requests from the Lead Agency.

6. **Termination**. Either party may terminate this Agreement for material breach of the Agreement by the other party. Prior to any termination under this paragraph, the party allegedly in default shall be given written notice by the other party of the nature of the alleged default. The party said to be in default shall have forty-five days to cure the default. If the default is not cured within that time, the other party may terminate this Agreement. Any such termination shall not relieve either party from liabilities or costs already incurred under this Agreement.

   Termination. This Agreement may be terminated at any time, without cause, by providing written notice of such termination to the other party at least (90) days prior to the termination date.

   Non-appropriation. It is acknowledged that all obligations of the Authority and Town of Oro Valley hereunder to make payments to or incur costs for project items specified in Exhibit A shall be subject to annual appropriation by the respective governing bodies.

7. **Indemnification**

   a. Mutual Indemnity To the fullest extent permitted by law, each party to this Agreement shall indemnify, defend and hold the other party, its governing board or body, officers, departments, employees and agents, harmless from and against any and all suits, actions, legal or administrative proceedings, claims, demands, liens, losses, fines or penalties, damages, liability, interest,

attorney's, consultant's and accountant's fees or costs and expenses or whatsoever kind and nature, resulting from or arising out of any act or omission of the indemnifying party, its agents, employees or anyone acting under its direction or control, in connection with or incident to the performance of this Agreement.

b. Notice. Each party shall notify the other party in writing within thirty (30) days of the receipt of any claim, demand, suit or judgement against the receiving party for which the receiving party intends to invoke the provisions of this Article. Each party shall keep the other party informed on a current basis of its defense of any claims, demands, suits or judgements under this Article.

c. Negligence of indemnified party. The obligations under this Article shall not extend to the negligence of the indemnified party, its agents or employees.

8. **Insurance**

When requested by the other party, each party shall provide proof to the other party of their worker's compensation, automobile, accident, property damage, and liability coverage or program of self-insurance.

Lead Agency shall include the RTA as an additional insured on Lead Agency's liability insurance policy as part of this Agreement.

9. **Books and Records.** Each party shall keep and maintain proper and complete books, records and accounts, which shall be open for inspection and audit by dully authorized representatives of any other party at all reasonable times.

10. **Non-assignment.** Neither party to the Agreement shall assign its rights under this Agreement to any other party without written permission from the other party to this Agreement.

11. **Construction of Agreement.**

a. Entire agreement. This instrument continues the entire agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are

hereby superseded and merged herein. Any exhibits to this Agreement are incorporated herein by this reference.

b. Amendment. This Agreement may be modified, amended, altered or changed only by written agreement signed by both parties.

c. Interpretation. All provisions of this Agreement shall be construed to be consistent with the intention of the parties as expressed in the Recitals hereof.

d. Captions and Headings. The headings used in this Agreement are for convenience only and are not intended to affect the meaning of any provisions of this Agreement.

e. Severability. In the event that any provision of this Agreement or the application thereof is declared invalid or void by statue or judicial decision, such action shall have no effect on other provisions and their application, which can be given effect without the invalid or void provision or application, and to this extent the provisions or the Agreement are severable. In the event that any provision of this agreement is declared invalid or void, the parties agree to meet promptly upon request of the other party in an attempt to reach an agreement on a substitute provision.

12. **Ownership of Improvements.** Ownership and title to all materials, equipment and appurtenances installed pursuant to this Agreement shall automatically vest in the Lead Agency. Should the Service be terminated prior to the end of this Agreement, the Lead Agency shall dispose of the assets reimbursed by the RTA, with all proceeds returned to the RTA.

13. **Legal Jurisdiction.** Nothing in this Agreement shall be construed as either limiting or extending the legal jurisdiction of the Lead Agency or the Authority.

14. **No Joint Venture.** It is not intended by this Agreement to, and nothing contained in this Agreement shall be construed to, create any partnership, joint venture or employment relationship between the parties or create any employer-employee relationship between the Lead Agency and any Authority employees, or between Authority and any Lead Agency employees. Neither party shall be liable for any debts, accounts, obligations, nor other liabilities whatsoever of the other, including

(without limitation) the other party's obligation to withhold Social Security and income taxes for itself or any of its employees.

15. **No Third Party Beneficiaries.** Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement or affects the legal liability of either party to the Agreement by imposing any standard of care different from the standard of care imposed by law.

16. **Compliance with Laws.** The parties shall comply with all applicable federal, state and local laws, rules, regulations, standards and executive orders, without limitation to those designated within this Agreement.

    a. Anti-Discrimination. The provisions of A.R.S. 41-1463 and Executive Order Number 99-4 issued by the Governor of the State of Arizona are incorporated by this reference as a part of this Agreement.

    b. Americans with Disabilities Act. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

    c. Worker's Compensation. An employee of either party shall be deemed to be an "employee" of both public agencies, while performing pursuant to this Agreement, for purposes of A.R.S. 23-1022 and the Arizona Worker's Compensation laws. The primary employer shall be solely liable for any workers' compensation benefits, which may accrue. Each party shall post a notice pursuant to the provisions of A.R.S 23-906 in substantially the following form:

> All employees are hereby further notified that they may be required to work under the jurisdictions or control or within the jurisdictional boundaries of another public agency pursuant to an intergovernmental agreement or contract, and under such circumstances they are deemed by laws of Arizona to be employees of both public agencies for the purposes of worker's compensation.

17. **Waiver.** Waiver by either party of any breach of any term, covenant or condition herein contained shall not be deemed a waiver of any other term, covenant or condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

18. **Force Majeure.** A party shall not be in default under this Agreement if it does not fulfill any of its obligations under this Agreement because it is prevented or delayed in doing so by reason of uncontrollable forces. The term "uncontrollable forces" shall mean, for the purpose of this Agreement, any cause beyond the control of the party affected, including but not limited to failure of facilities, breakage or accident to machinery or transmission facilities, weather conditions, flood, earthquake, lightning, fire, epidemic, war, riot, civil disturbance, sabotage, strike, lockout, labor dispute, boycott, material or energy shortage, casualty loss, acts of God, or action or non-action by governmental bodies in approving of failing to act upon applications for approvals or permits which are not due to the negligence or willful action of the parties, order of any government officer or court (excluding orders promulgated by the parties themselves), and declared local, state, or national emergency, which, by exercise of due diligence and foresight, such party could not reasonably have been expected to avoid. Either party rendered unable to fulfill any obligations by reason of "uncontrollable forces" shall exercise due diligence to remove such inability with all reasonable dispatch.

19. **Notification.** All notices or demands upon any party to this Agreement shall be in writing, unless other forms are designated elsewhere, and shall be delivered in person or sent by mail addressed as follows:

The Authority	Town of Oro Valley
Michael Ortega	Jeff Wilkins
Executive Director	Town Manager
Regional Transportation Authority	11000 N La Canada
1 E. Broadway Blvd., Suite 401	Oro Valley, AZ 85757
Tucson, AZ, 85701	

Steven Zraick Town Attorney 11000 N La Canada Oro Valley, AZ 85757

20. **Remedies.** Either party may pursue any remedies provided by law for the breach of this Agreement. No right or remedy is intended to be exclusive of any other right or remedy and each shall be cumulative and in addition to any other right or remedy exiting at law or in equity or by virtue of this Agreement.

21. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one or more counterparts may be removed from such counterpart and attached to a single instrument.

In Witness Whereof, the Town of Oro Valley has caused this Agreement to be executed by the Mayor and Council, upon resolution of the Mayor and Council attested to by the Town Clerk, and the Authority has caused this Agreement to be executed by its Chair of the Board.

REGIONAL TRANSPORTATION AUTHORITY OF PIMA COUNTY:

Tom Murphy

Tom Murphy, Board Chair Date

TOWN OF ORO VALLEY:

E-SIGNED by Joseph C. Winfield on 2026-06-04 16:10:26 GMT June 04, 2026

Joe Winfield, Mayor Date

11

ATTEST:

E-SIGNED by Michael Standish
on 2026-06-08 15:23:29 GMT — June 08, 2026

Michael Standish, Town Clerk — Date

The foregoing Agreement between the Town of Oro Valley and the Authority has been approved as to content and is hereby recommended by the undersigned.

Michael Ortega, Executive Director RTA — Date

E-SIGNED by Jeff Wilkins
on 2026-06-05 19:28:32 GMT — June 05, 2026

Jeff Wilkins, Town of Oro Valley — Date

ATTORNEY CERTIFICATION

The foregoing Agreement by and between the Regional Transportation Authority of Pima
County and the Town of Oro Valley has been reviewed pursuant to A.R.S. Section 11-952 by the undersigned who have determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to those parties to the Agreement.

Regional Transportation Authority of Pima County:

Lisa Anne Smith, Attorney for the Authority — Date

Town of Oro Valley:

E-SIGNED by Steven Zraick
on 2026-06-05 18:16:19 GMT — June 05, 2026

Steven Zraick, Town Attorney — Date

Exhibit A

Project 250 – Oro Valley Sun Shuttle Dial-a-Ride Transit Service

RTA Ballet Project/Program Number: **Project 250– Oro Valley Sun Shuttle Dial-a-Ride Transit Service**

1. RTA Plan Project Element or Program Category: **Transit Element**

2. RTA 1 TIP Project Number: 42.13

3. Project Name: **Oro Valley – Sun Shuttle Dial-A-Ride**

4. Type of Work (Pre-design, Design, Right-of-way, Construction, Transit Operations, other)
   Pre-Design _____
   Design _____
   Right-of-Way _____
   Construction _____
   Transit Operations ___X____
   Transit Capital _____X____
   Other _____

5. Project Manager for Status Reports (Include Contact Information)
   Michael Alexander, Transit Administrator, Town of Oro Valley, 520-229-4980
   malexander@orovalleyaz.gov

   and/or

   Karl Steinnecker, Transit Supervisor, Town of Oro Valley, 520-229-4987
   ksteinnecker@orovalleyaz.gov

6. Authorized representative for signing and submitting payment requests
   Michael Alexander, Transit Administrator, Town of Oro Valley, 520-229-4980
   malexander@orovalleyaz.gov

   and/or

Roseanne Flores, Administrative Services Manager, Town of Oro Valley, 520-229-4832
rflores@orovalleyaz.gov

7. Map of transit routes effected by IGA – Attachment A

8. Narrative description of scope of Project, what improvements are included and intent of Project (Discuss any problems and how Project addresses same.)

It is the intent of the Regional Transit Plan to enhance transit service throughout the greater Oro Valley area. The service contemplated under this Exhibit is scheduled to operate in a dial-a-ride service mode with connections to other regional transit services.

Characteristics Sun Shuttle – General Public (Blue zone only)

- Service Hours:
  6:00 a.m. – 8:00 p.m. Weekdays
- No Operations on Saturday or Sunday
- No Operations on the following holidays:
  - New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving
  - Christmas
- Origin to Destination in predefined area (see map – Attachment A)

Characteristics Sun Shuttle – ADA trips & Seniors

- Service Hours:
  6:00 a.m. – 8:00 p.m. Weekdays
  9:00 a.m. – 6:00 p.m. Weekends and Holidays
- 7 days a week
- Door to Door in predefined area (see map – Attachment A)

9. Fares

The Oro Valley Sun Shuttle DAR is a prepaid service. The proposed fares for the services will follow the regionally set service fares for the RTA services.

10. Estimated service start date and duration of service:

    This IGA covers the first period from: July 1, 2026 until June 30, 2031. An addendum will be submitted for each period.

11. Projected cost reimbursement rate assuming a 3.0% annual increase. Costs are estimated based on service hours to provide a timeline and estimation to be used by the Authority for cash flow planning.

Cash Flow Projection First Period

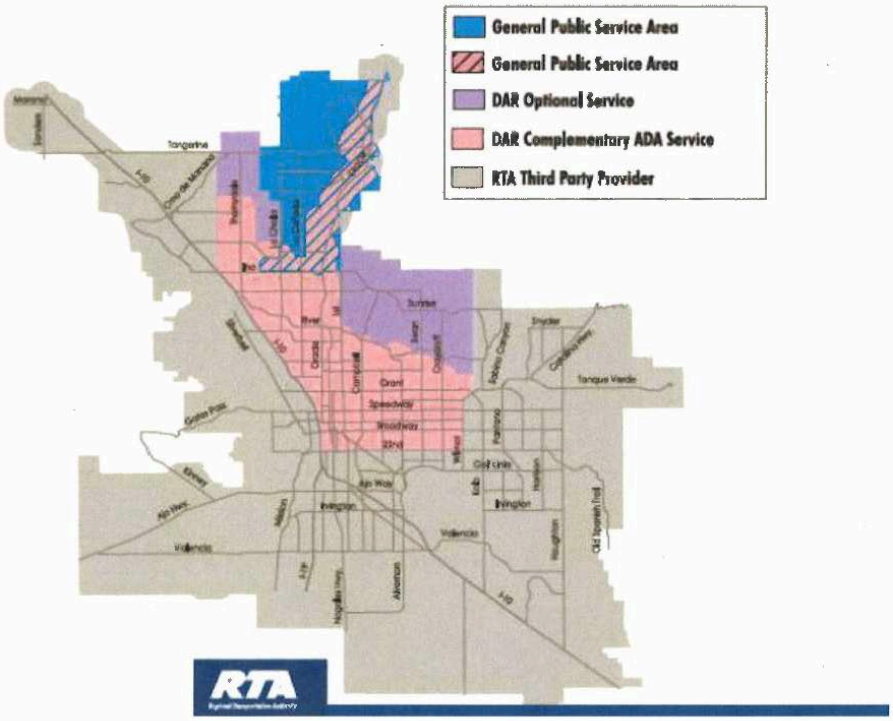
Reimbursement Rate CPH		FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Begins July 1, 2026*		$ 32.00	$ 33.86	$ 35.78	$ 37.75	$ 39.78
Estimated	Hours	40,759	41,370	41,991	42,621	43,260
Estimated	Cost	$ 2,527,042	$ 2,641,896	$ 2,761,971	$ 2,887,502	$ 3,018,739
Estimated	Passengers	74,000	75,150	76,300	77,450	78,650
Estimated	MOE	$ 113,000	$ 116,400	$ 119,900	$ 123,500	$ 127,250
RTA Reimbursement Total		$ 2,414,042	$ 2,525,496	$ 2,642,071	$ 2,764,002	$ 2,891,489

- Attachment B – Sample Billing Invoice

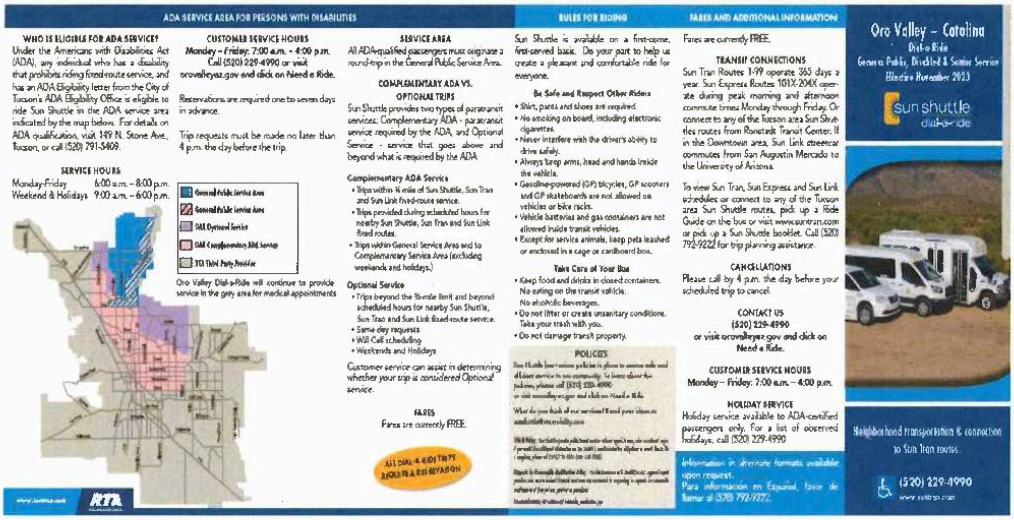
12. Administrative modifications may be made to both the service and rate reimbursement rate during the annual service review process. It is the lead agencies responsibility to provide both effective and efficient transit service to the maximum extent possible. To this end both service modifications and rates are subject to performance and variable outside material costs. Administrative modifications may be requested by the Lead Agency and require Town Manager and RTA Executive Director approval before implementation.

13. Monthly Performance Measure will be submitted with monthly reimbursement requests.

Attachment A - Oro Valley Sun Shuttle Service Area Map



Attachment B – Oro Valley Sun Shuttle Brochure



ADA SERVICE AREA FOR PERSONS WITH DISABILITIES

WHO IS ELIGIBLE FOR ADA SERVICE?
Under the Americans with Disabilities Act (ADA), any individual who has a disability that prohibits riding fixed-route service, and has an ADA Eligibility letter from the City of Tucson's ADA Eligibility Office is eligible to ride Sun Shuttle in the ADA service area indicated by the map below. For details on ADA qualification, visit 149 N. Stone Ave., Tucson, or call (520) 791-5469.

SERVICE HOURS
Monday-Friday 6:00 a.m. – 8:00 p.m.
Weekend & Holidays 9:00 a.m. – 6:00 p.m.

CUSTOMER SERVICE HOURS
Monday – Friday: 7:00 a.m. – 4:00 p.m.
Call (520) 229-4990 or visit orovalleyaz.gov and click on Need a Ride.

Reservations are required one to seven days in advance.

Trip requests must be made no later than 4 p.m. the day before the trip.

Oro Valley Dial-a-Ride will continue to provide service in the grey area for medical appointments

SERVICE AREA
All ADA-qualified passengers must originate a round-trip in the General Public Service Area.

COMPLEMENTARY ADA VS. OPTIONAL TRIPS
Sun Shuttle provides two types of paratransit services: Complementary ADA - paratransit service required by the ADA, and Optional Service - service that goes above and beyond what is required by the ADA

Complementary ADA Service
- Trips within ¼ mile of Sun Shuttle, Sun Tran and Sun Link fixed-route service.
- Trips provided during scheduled hours for nearby Sun Shuttle, Sun Tran and Sun Link fixed routes.
- Trips within General Service Area and to Complementary Service Area (excluding weekends and holidays.)

Optional Service
- Trips beyond the ¾-mile limit and beyond scheduled hours for nearby Sun Shuttle, Sun Tran and Sun Link fixed-route service.
- Same day requests
- Will Call scheduling
- Weekends and Holidays

Customer service can assist in determining whether your trip is considered Optional service.

FARES
Fares are currently FREE.

ALL DIAL-A-RIDE TRIPS REQUIRE A RESERVATION

RULES FOR RIDING

Sun Shuttle is available on a first-come, first-served basis. Do your part to help us create a pleasant and comfortable ride for everyone.

Be Safe and Respect Other Riders
- Shirt, pants and shoes are required
- No smoking on board, including electronic cigarettes.
- Never interfere with the driver's ability to drive safely.
- Always keep arms, head and hands inside the vehicle.
- Gasoline-powered (GP) bicycles, GP scooters and GP skateboards are not allowed on vehicles or bike racks.
- Vehicle batteries and gas containers are not allowed inside transit vehicles.
- Except for service animals, keep pets leashed or enclosed in a cage or cardboard box.

Take Care of Your Bus
- Keep food and drinks in closed containers. No eating on the transit vehicle. No alcoholic beverages.
- Do not litter or create unsanitary conditions. Take your trash with you.
- Do not damage transit property.

POLICIES

FARES AND ADDITIONAL INFORMATION

Fares are currently FREE.

TRANSIT CONNECTIONS
Sun Tran Routes 1-99 operate 365 days a year. Sun Express Routes 101X-204X operate during peak morning and afternoon commute times Monday through Friday. Or connect to any of the Tucson area Sun Shuttles routes from Ronstadt Transit Center. If in the Downtown area, Sun Link streetcar commutes from Sun Augustin Mercado to the University of Arizona.

To view Sun Tran, Sun Express and Sun Link schedules or connect to any of the Tucson area Sun Shuttle routes, pick up a Ride Guide on the bus or visit www.suntran.com or pick up a Sun Shuttle booklet. Call (520) 792-9222 for trip planning assistance.

CANCELLATIONS
Please call by 4 p.m. the day before your scheduled trip to cancel.

CONTACT US
(520) 229-4990
or visit orovalleyaz.gov and click on Need a Ride.

CUSTOMER SERVICE HOURS
Monday – Friday: 7:00 a.m. – 4:00 p.m.

HOLIDAY SERVICE
Holiday service available to ADA-certified passengers only. For a list of observed holidays, call (520) 229-4990

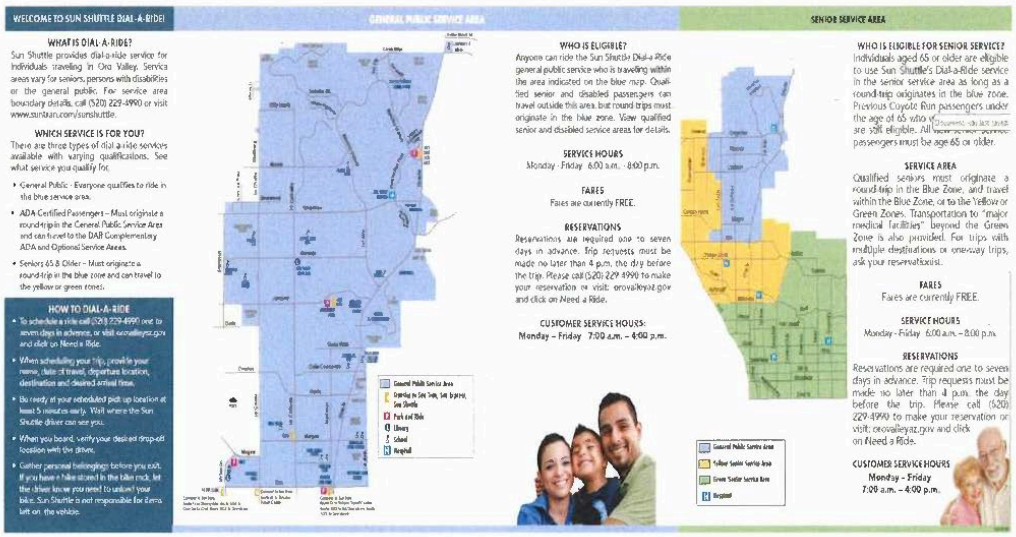
Information in alternate formats available upon request.
Para información en Español, favor de llamar al (520) 792-9222.

Oro Valley – Catalina
Dial-a-Ride
General Public, Disabled & Senior Service
Effective November 2023

sun shuttle dial-a-ride

Neighborhood transportation & connection to Sun Tran routes.

(520) 229-4990
www.suntran.com



WELCOME TO SUN SHUTTLE DIAL-A-RIDE!

WHAT IS DIAL-A-RIDE?
Sun Shuttle provides dial-a-ride service for individuals traveling in Oro Valley. Service areas vary for seniors, persons with disabilities or the general public. For service area boundary details, call (520) 229-4990 or visit www.suntran.com/sunshuttle.

WHICH SERVICE IS FOR YOU?
There are three types of dial-a-ride services available with varying qualifications. See what service you qualify for.
- General Public - Everyone qualifies to ride in the blue service area.
- ADA Certified Passengers – Must originate a round-trip in the General Public Service Area and can travel to the DAR Complementary ADA and Optional Service Areas.
- Seniors 65 & Older – Must originate a round-trip in the blue zone and can travel to the yellow or green zones.

HOW TO DIAL-A-RIDE
- To schedule a ride call (520) 229-4990 one to seven days in advance, or visit orovalleyaz.gov and click on Need a Ride.
- When scheduling your trip, provide your name, date of travel, departure location, destination and desired arrival time.
- Be ready at your scheduled pick up location at least 5 minutes early. Wait where the Sun Shuttle driver can see you.
- When you board, verify your desired drop-off location with the driver.
- Gather personal belongings before you exit. If you have a bike stored in the bike rack, let the driver know you need to unload your bike. Sun Shuttle is not responsible for items left on the vehicle.

GENERAL PUBLIC SERVICE AREA

WHO IS ELIGIBLE?
Anyone can ride the Sun Shuttle Dial-a-Ride general public service who is traveling within the area indicated on the blue map. Qualified senior and disabled passengers can travel outside this area, but round trips must originate in the blue zone. View qualified senior and disabled service areas for details.

SERVICE HOURS
Monday - Friday 6:00 a.m. - 8:00 p.m.

FARES
Fares are currently FREE.

RESERVATIONS
Reservations are required one to seven days in advance. Trip requests must be made no later than 4 p.m. the day before the trip. Please call (520) 229-4990 to make your reservation or visit orovalleyaz.gov and click on Need a Ride.

CUSTOMER SERVICE HOURS:
Monday – Friday 7:00 a.m. – 4:00 p.m.

SENIOR SERVICE AREA

WHO IS ELIGIBLE FOR SENIOR SERVICE?
Individuals aged 65 or older are eligible to use Sun Shuttle's Dial-a-Ride service in the senior service area as long as a round-trip originates in the blue zone. Previous Coyote Run passengers under the age of 65 who are still eligible. All [illegible] passengers must be age 65 or older.

SERVICE AREA
Qualified seniors must originate a round-trip in the Blue Zone, and travel within the Blue Zone, or to the Yellow or Green Zones. Transportation to "major medical facilities" beyond the Green Zone is also provided. For trips with multiple destinations or one-way trips, ask your reservationist.

FARES
Fares are currently FREE.

SERVICE HOURS
Monday - Friday 6:00 a.m. – 8:00 p.m.

RESERVATIONS
Reservations are required one to seven days in advance. Trip requests must be made no later than 4 p.m. the day before the trip. Please call (520) 229-4990 to make your reservation or visit orovalleyaz.gov and click on Need a Ride.

CUSTOMER SERVICE HOURS
Monday – Friday
7:00 a.m. – 4:00 p.m.

Attachment C – Sample Billing Invoice

TOWN OF ORO VALLEY
PUBLIC WORKS DEPARTMENT
TRANSIT SERVICES DIVISION

INVOICE FOR TRANSIT SERVICES

RTA Transit Project #50 - Dial a Ride
TIP# 42.10
Oro Valley Dial-a-Ride

INVOICE DATE: 7/1/2026
DUE DATE: 7/30/2026
INVOICE No: 2027-01

Bill to:
Regional Transportation Authority of Pima County
ATTN: Project Representative
1 E. Broadway Ste 401
Tucson, AZ 85701-1719

Remit to:
Town of Oro Valley - Transit
11000 N La Canada
Oro Valley, AZ 85737
Make checks payable to: Town of Oro Valley - Transit

TERMS: NET 30 DAYS

Month End Date	DESCRIPTION			AMOUNT DUE
	RTA Project 47 Sun Shuttle Dial a Ride Transit Services			
	Sun Shuttle Dial-a-Ride Transit Services			
7/31/2022	Days in Service Month	31		
	I. Service Cost			
	Cost per Hour - DAR Service			
	RTA Service Hours	3,034.00		
	Fully Allocated Cost per Hour	$ 62.00		
	Sub-total Cost per Hour ADA		$ 188,108	
	Service Cost			$ 188,108
	II. Direct Cost			
	Other Direct Costs (non-recurring):			
	Driver Training (Expansion)	$ -		
	Vehicle Repair Invoices	$ -		
	Sub-total Direct non-recurring Costs		$ -	
	Direct Cost			$ -
			Total Cost:	$ 188,108
	III. Credits			
	Other funding sources	-		
	Less Total Credits:	-		$ -
			Total Amount Due from RTA:	$ 188,108

Page 2

RTA Projected Amount FY 2026/27	$	2,414,042
Year to Date Projected RTA Expenditures	$	
Year to Date Actual Billing:	$	
Remaining RTA Balance	$	2,414,042

Project Comments, Status, etc.

Sun Shuttle Dial-a-Ride is the integrations of all dial-a-ride services within Oro Valley. This service became operational in February 2012 and reauthorized in March 2026.

DO NOT MAIL CASH.
Retain a copy for your records and return one copy with your payment.

I certify that the information contained in this pay request is true and accurate. I further certify that RTA funds have been expended in accordance with applicable RTA Policies and Procedures.

3/11/2026

XXXXXXXXX, Transit Services Administrator — Date

For RTA Use Only

	Yes	No
RTA funds are available in the current year budget:		
Project funding has been authorized in the current TIP:		
IGA/Project Agreement has been executed:		
Additional Insured/Beneficiary documentation provided:		
Sufficient documentation provided:		

RTA Approval & Title — Date

FORD E-450 STARCRAFT – 14 PASS – 3W/C POS









REGIONAL TRANSPORTATION AUTHORITY

Technical Management Committee

Wednesday, November 18, 2026

Subject:	Transit Grant Funding: FTA 5307/5339 Grant Funding for Aira Pilot Project & FTA 5310 Grant Funding for Optional Paratransit Service
Agenda Item #:	3c Consent
Agenda Category:	Action Item(s)
Associated OWP Work Element/Goal:	Work Element 40, Transportation Planning
Suggested Motion/Action:	**Action 1**: Move to recommend the project's (FTA 5307/5339) potential local grant match to the RTA Board for approval. **Action 2:** Move to recommend the projects (FTA 5310) potential local grant match for RTA Paratransit to the RTA Board for approval.

SUMMARY

FTA 5307/5399 Grant Funding

The RTA is seeking to apply for FTA 5307/5339 grant funding for a year long pilot program to help visually and hearing-impaired bus and paratransit riders better navigate the transit system using the Aira Explorer and Aira ASL software programs.

Aira Explorer connects blind and low vision riders via a live video stream from their smartphone camera to a professionally trained human Visual Interpreter, who audibly describes surroundings, reads signs, and helps the rider navigate to their bus stop or destination. Aira ASL connects deaf and hard of hearing riders to a live ASL interpreter to through a similar process. Both programs will give riders more independence and real-time support when traveling around the region. This service would be available to all riders in the greater Tucson metro area.

FTA 5310 Grant Funding

The RTA is seeking to apply for FTA 5310 grant funding to help supplement the operational costs for Sun Shuttle's optional paratransit service, which provides trips to disabled riders living or traveling outside Tucson's city limits.

The RTA is requesting $756,510 in grant funding for service operations and $201,760 in administrative costs for fiscal years 2027 and 2028. This grant will provide a 50% federal match rate for any awarded operational funds and an 80% match rate for any awarded administrative funds. These funds will act as an additional revenue source to help the RTA continue providing essential transit services to disabled communities traveling throughout the greater Tucson region

PRIOR BOARD AND/OR COMMITTEE ACTION

None.

FINANCIAL CONSIDERATIONS

FTA 5307/5339 Grant Funding
The total estimated annual subscription for both services is $38,000. This grant will provide an 80% federal match rate. The RTA will need to cover 20%, or $7,600 of the $38,000 Aira pilot project.

FTA 5310 Grant Funding
The RTA will need to cover 50% of any awarded operational funding, and 20% of any awarded administrative funding. If all requested funds are awarded, the RTA will be responsible for $418,607 over both years of the grant period.

Please note that these services will still be provided if federal grant funds are not awarded and the RTA will need to cover 100% of the costs from ballot item #50: Express and Shuttle Fixed/Dial-a-Ride/Paratransit Services.

TECHNICAL, POLICY, LEGAL OR OTHER CONSIDERATIONS

None.

ADDITIONAL BACKUP INFORMATION (ATTACHMENTS)

None.

STAFF CONTACTS

Michael J. Ortega: (520) 792-1093
Philana A. Jeremiah, PhD. (520) 495-1475
Preston McLaughlin, (520) 495-1415
Mary Carter, (520) 495-1481

REGIONAL TRANSPORTATION AUTHORITY

Technical Management Committee

Wednesday, November 18, 2026

Subject:	RTA Uniform Bylaws and TMC Charter
Agenda Item #:	4
Agenda Category:	Action
Associated OWP Work Element/Goal:	Work Element 40, Transportation Planning
Suggested Motion/Action:	3a: Move to recommend the Uniform Bylaws and TMC Charter to the RTA Board for approval. 3b: Move to recommend the nominated jurisdiction representatives for the Wildlife Linkages Working Group to the RTA Board for approval.

SUMMARY

RTA Committee structure and documents have been updated to better align with and support RTA program delivery. The RTA Uniform Bylaws framework is a shared procedural document that applies to all RTA committees. The TMC Charter includes committee specific information and should be read in conjunction with the RTA Bylaws document.

Key updates include a Chair and Vice-Chair rotation consistent with the RTA Board, clear reporting lines to the RTA Board with a dotted reporting line to the RTA Executive Director, and working groups that meet as needed or directed by the parent committee.

PRIOR BOARD AND/OR COMMITTEE ACTION

Direction received from the RTA Board on June 4, 2026, to review and update reporting lines and committee organization.

FINANCIAL CONSIDERATIONS

None.

TECHNICAL, POLICY, LEGAL OR OTHER CONSIDERATIONS

None.

ADDITIONAL BACKUP INFORMATION (ATTACHMENTS)

RTA Committee Overview PowerPoint Presentation
RTA Uniform Bylaws Draft Document
TMC Charter Draft Document

STAFF CONTACTS

Michael J. Ortega: (520) 792-1093
Melanie Lawson: (520) 792-1093

RTA Uniform Bylaws & TMC Charter

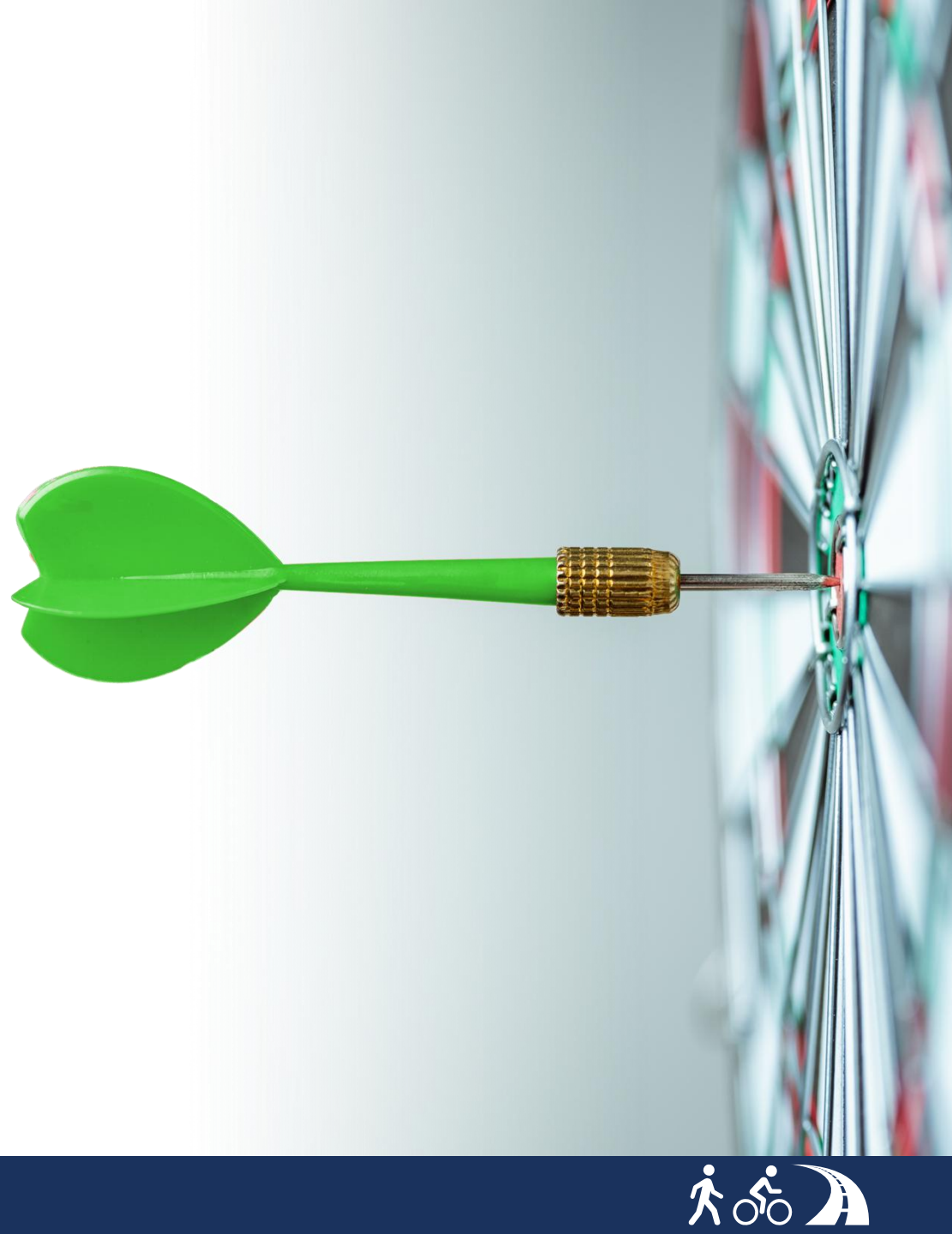
Overview of Updates

Melanie Lawson, Public Affairs Director

REGIONAL TRANSPORTATION AUTHORITY

Goals

- Ensure committees are designed to support RTA program delivery
- Streamlined and efficient structures
- Clear accountability and reporting lines
  - Direct access to RTA Board



Key Updates

- Uniform Bylaws
  - Shared procedural rules in one common document
- Committee Charters
  - Cover what is unique to each committee
- Benefits
  - Consistency across committees
  - Clarify reporting lines / parent committee



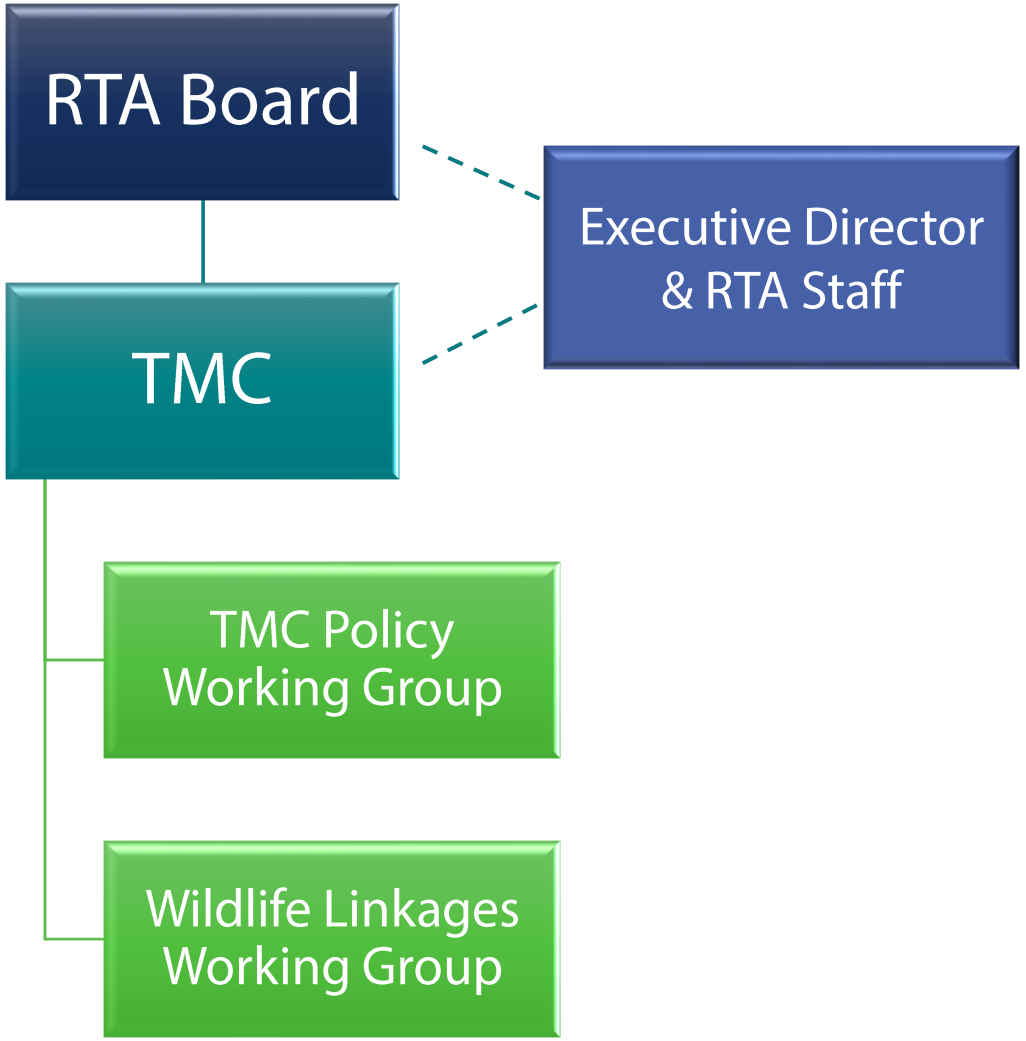
Chair and Vice-Chair

- One year cycle matching RTA Board
  - Chair and Vice-Chair open to all jurisdictions (formerly held by City of Tucson and Pima County only)
  - Eliminates election and follows a prescribed rotation



Subcommittees

- Subcommittees become Working Groups
  - Meet at the direction of the parent committee (or RTA Board)
  - TMC is the parent committee to two working groups:
    - TMC Policy Working Group
    - Wildlife Linkages Working Group
- Executive Director and RTA staff continue to support committees and Board



Questions?

BYLAWS
GOVERNING STANDING COMMITTEES
of the REGIONAL TRANSPORTATION AUTHORITY OF PIMA COUNTY

Article I - Name, Authority, and Establishment

These uniform bylaws govern all standing committees established under the Regional Transportation Authority (RTA) Administrative Code. Each committee is established by the RTA Board and operates under the authority granted in the RTA Administrative Code and subsequent Board resolutions.

The principal place of business for all committees shall be:

Pima Association of Governments / Regional Transportation Authority
1 E. Broadway Blvd. Suite 401
Tucson, AZ 85701

All committees governed by these bylaws report directly to the RTA Board of Directors unless otherwise noted in the Committee's Charter. These bylaws will be reviewed every five years at a minimum.

Article II – Purpose and Scope

RTA Committees advise and report to the RTA Board to ensure delivery of the 20-year, estimated $2.67 billion RTA plan, as approved March 10, 2026.

Each committee's specific purpose, duties, and scope are defined in its Committee Charter. The uniform bylaws govern all shared operational, procedural, and administrative requirements.

Article III - Membership

Composition

Membership structures and composition for each committee, including number of members, jurisdictional representation, and private sector or at-large appointments, are defined in the Committee Charters. Generally, each jurisdiction has a minimum of one member on each committee.

Appointment & Terms

Members will be appointed by the jurisdiction or agency they represent and serve until they no longer represent the appointing entity or are replaced by the appointing entity. Committee and Working Group membership will be approved by the RTA Board. Members whose terms have expired may continue serving until reappointed or replaced.

Appointment processes for private sector or citizen members, term lengths, and reappointment rules are defined in each Committee Charter and the RTA Administrative Code.

Vacancies

A committee member may voluntarily resign if unwilling to continue to serve with the Committee. When such vacancies occur, the Committee member shall notify the Chair, and the Committee shall declare the seat vacant. Replacement procedures follow the rules in the applicable Committee Charter and RTA Administrative Code.

If the vacancy is a jurisdictional-appointed member, the Committee Chair will request the jurisdiction appoint a replacement. The replacement member shall serve the remainder of the unexpired term.

Attendance

Members are expected to attend all meetings or send an alternate if permitted by the Charter. Members missing meetings may be asked to step down as outlined in the Charter(s).

Conflict of Interest

All committee members shall act in the public interest and in the interest of the jurisdiction they represent. All committee members must:

- Annually fill out a Conflict-of-Interest Disclosure form
- Supplement the Conflict-of-Interest Disclosure form as necessary if any new actual, potential, or perceived conflict arises.
- Recuse themselves from voting on matters in which they or their relatives have a substantial interest.
- Ensure disclosures and recusals are recorded in the Legal Action Report / Meeting Minutes.

Committee Charters may include additional conflict-of-interest requirements consistent with RTA policy.

Article IV - Meetings

Regular Meetings

Committees shall meet as frequently as required in their Committee Charter. Additional meetings may be held as needed.

Staff Support

RTA staff will be present at committee meetings to provide administrative and technical support, including support to the Chair and Vice Chair. Staff attending meetings are not committee members and are non-voting, though may provide staff recommendations to the committee and ultimately the RTA Board.

Special Meetings

Special meetings may be called by the RTA Board, the Committee Chair, or upon written request of a majority of the committee's members. Special meetings will be scheduled, noticed, and conducted in accordance with Arizona Open Meeting Law.

Notice & Open Meeting Requirements

All meetings shall comply with the Arizona Open Meeting Law, including:

- Posting notices and agendas at least 24 hours in advance. Sundays and legal holidays do not count toward the 24 hours

- Compliant audio/visual recordings will serve as the official meeting minutes. Legal Action Reports will be generated and posted by staff and approved by the committee at the subsequent meeting.

Quorum

Unless otherwise defined in the Charter, a quorum requires the presence of at least one member from 50% of the jurisdictions. Each jurisdiction shall be counted only once, regardless of how many members from that jurisdiction are present.

For committees or working groups whose voting membership is not based on jurisdictional representation, quorum shall be a majority of current voting members.

Voting

Voting rights described in this Article apply equally to jurisdiction-appointed, private-sector appointed, and other designated voting members. Each member has one vote unless otherwise defined in the Committee Charter.

- Votes are recorded by voice unless another method is requested by a majority.
- The Chair or any member may request a Roll Call Vote.
    - Officer votes and bylaws/charter changes have to be approved by roll-call votes
- Abstentions are permitted and recorded in the case of conflict of interest.

Alternates

Voting members representing a jurisdiction may designate a voting alternate to attend in their absence. Private sector members and CART members may not designate a voting alternate to attend in their absence.

Article V – Officers

Officers

Each committee shall have:

- Chair
- Vice Chair

Officer positions will either be elected or follow a prescribed rotation between RTA jurisdictions as outlined in the Charter.

Elections / Officer Rotations

- Elections or officer rotations will occur at the first meeting of each calendar year.
- Terms begin immediately after election/selection and are for the calendar year.
- Officers may serve consecutive terms.

Duties

Chair

- Presides over meetings
- Presents committee reports to the RTA Board
- May request additional information or expert support as permitted by the Administrative Code

Vice Chair

- Performs duties assigned by the Chair
- Acts as Chair when the Chair is unavailable

In the event the Chair and Vice Chair are unable to preside over the meeting, the Chair may designate another committee member to preside over the meeting or request the RTA Executive Director (or designee) serve as Chair but as a non-voting member.

Article VI – Working Groups

Working Groups

Committees may establish working groups if voted upon by the Committee in accordance with the RTA Administrative Code. Working Groups will meet as needed and report through the parent committee. The purpose and membership of any standing working group will be outlined in the parent committee Charter.

The RTA Executive Director, or designee, may convene administrative or technical working groups as needed to support RTA operations, project development, program implementation, research, and policy analysis. Such groups may include RTA staff, member-jurisdiction representatives, consultants, technical experts, and other stakeholders.

Administrative and technical working groups shall not exercise authority delegated to the RTA Board or its committees, take official action, or issue recommendations on behalf of a public body. Any work product may be presented to the appropriate committee or Board for consideration.

Administrative and technical working groups are intended to function as staff-level collaborative bodies and are not standing committees or subcommittees. They shall not be subject to Arizona Open Meeting Law unless required by applicable law.

A visual hierarchy of the RTA Committee structure is attached to this document.

Article VII – Amendment of Bylaws

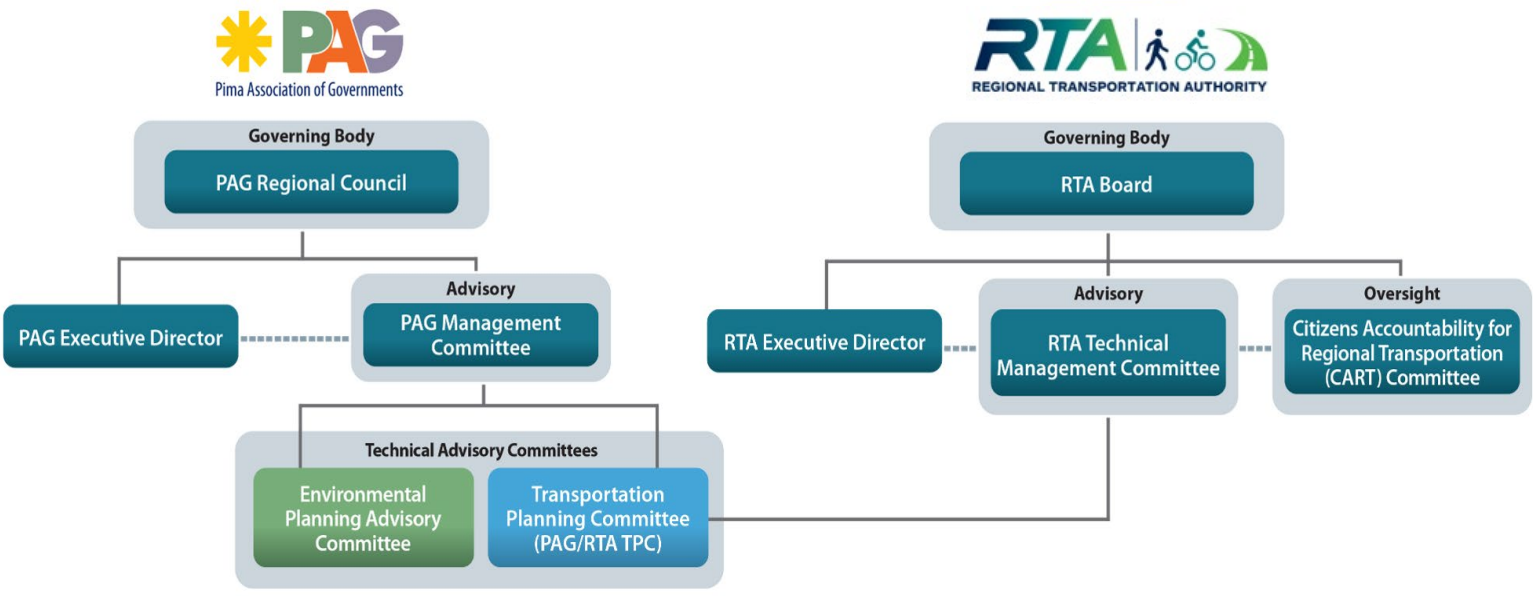
These uniform bylaws may be amended by a majority of RTA Board members present at a publicly noticed meeting.

Committee Charters may be amended by a majority of the committee members present at a publicly noticed meeting.

Document Control

Version	Date	Description of Change	Approved By
1.0	September 30, 2026	Draft version	[Name/Title]

ATTACHMENT: VISUAL HIERARCHY



DRAFT September 2026

TECHNICAL MANAGEMENT COMMITTEE (TMC) CHARTER

This Charter shall be read in conjunction with the Uniform Bylaws Governing Standing Committees of the Regional Transportation Authority. In the event of a conflict, the Uniform Bylaws shall control unless otherwise directed by the RTA Board.

Purpose

The purpose of the Regional Transportation Authority (RTA) TMC is to develop policy recommendations for the RTA Board to consider and to provide technical guidance on engineering, financial, and RTA delivery issues.

Duties

The TMC shall:

- Develop and transmit policy, technical, and managerial recommendations to the RTA Board and support the CART Committee as needed.
- Provide technical guidance on engineering, financial, and RTA program and project delivery issues.
- Monitor and report on project and program implementation, including delivery status, revenue projections, and expenditures.

Membership

Seventeen voting members maximum (including private sector members).

The jurisdiction-appointed members shall include:

- Two members from Pima County – the County Administrator and the Deputy County Administrator (or their designees)
- Three members from the City of Tucson – the City Manager, Assistant City Manager, and the Department of Transportation & Mobility Director (or their designees)
- The Administrator or Manager (or designee) from the following jurisdictions:
    - Town of Marana
    - Town of Oro Valley
    - Town of Sahuarita
    - City of South Tucson
    - Pascua Yaqui Tribe
    - Tohono O'odham Nation
    - Arizona Department of Transportation (Southcentral District Engineer or designee)
- Up to five private sector members

Appointment

Private sector TMC members will be appointed by the RTA Board.

The RTA Executive Director may provide recommendations to the RTA Board for any of the five private sector memberships.

Officer Rotation
Officer positions will rotate among the RTA member jurisdictions. The Chair and Vice-Chair will represent the same jurisdictions as the RTA Board Chair and Vice-Chair and follow the same rotation.

Terms
Private sector members serve four-year terms which expire at the end of the calendar year.

Jurisdiction-appointed members serve at the discretion of their jurisdiction.

Meetings
The Committee shall meet quarterly and may hold meetings more frequently as deemed necessary.

TMC Policy Working Group

Purpose
The TMC may direct the Policy Working Group to analyze and make recommendations on revisions to the RTA Policies, Objectives and Procedures (POPs) or on other policy matters and evaluate the recommendations. The Policy Working Group shall make its recommendations to the TMC.

Membership
- One TMC member representative (or designee) from each jurisdiction
- Two TMC private sector members (appointed by the TMC Chair)

Meetings
The working group will convene as directed by the TMC.

Wildlife Linkages Working Group

Purpose
The Wildlife Linkages Working Group can identify, prioritize, and recommend funding for wildlife crossing projects that reduce collisions between wildlife and vehicles and maintain ecological connectivity using resources allocated in the Environmental Element of the RTA Plan.

Projects advanced by the Working Group shall be transportation-related critical wildlife linkages consisting of features such as bridges, culverts and directional fencing to reduce wildlife-motorist collisions on highly traveled roadways that cross through natural habitat areas. Additional requirements and descriptions are outlined in the RTA Administrative Code. Projects will also require coordination with, and support from, the jurisdiction where the project is located before being brought to TMC for approval.

The TMC may also direct jurisdictions wishing to use Environmental Element funding or working along wildlife crossing areas to seek the Working Group's recommendations regarding the viability or effectiveness of wildlife-crossing components within RTA Plan projects.

Membership

Thirteen voting members maximum

- One representative from each RTA member jurisdiction including ADOT
- One representative from Arizona Game and Fish
- Three representatives or designees from local non-governmental organization(s) (NGOs) with a mission pertaining to wildlife conservation or wildlife issues.
    - The following NGOs have historically participated in the wildlife working group:
        - Tucson Bird Alliance
        - Sky Island Alliance
        - Coalition for Sonoran Desert Protection

Terms

Jurisdiction-appointed members and organization representatives serve at the discretion of their jurisdiction/organization.

Meetings

The working group will convene as directed by the TMC.

Document Control

Version	Date	Description of Change	Approved By
1.0	[Insert date]	Initial version	[Name/Title]

REGIONAL TRANSPORTATION AUTHORITY

Technical Management Committee Meeting
Wednesday, November 18, 2026

Subject:	RTA Advanced Right-of-Way Acquisition Program
Agenda Item #:	5
Agenda Category:	Action
Associated OWP Work Element/Goal:	Work Element 40, Transportation Planning
Suggested Motion/Action:	Move to recommend the RTA Right-of-Way Acquisition Program to the RTA Board for approval.

SUMMARY

RTA staff requests authorization from the RTA Board for the RTA's proposed Program to identify and acquire necessary right-of-way (ROW) for voter-approved RTA projects by the end of 2031, where possible. ROW acquisition and utility relocation are the two most significant barriers to timely project delivery. Earlier acquisitions can protect critical corridors, create time for voluntary negotiations and relocation, and allow utility work to advance before roadway construction. The five-year objective applies across the Program, including later-period projects.

Proposed Acquisition Program Approach

Traditionally, ROW acquisition activities are initiated during the later stages of project design, often between 60% and 90% design. This approach can place complex property acquisitions, negotiations, and relocations on the critical path to construction, increasing the potential for project delays.

The Program will advance acquisition to the earliest possible opportunity, prioritized in three general categories: Advanced Acquisition, Design Acquisition, Accelerated Acquisition.

- Advanced Acquisition: Where ROW requirements are readily identifiable and can be reasonably established without detailed project design, acquisition will commence immediately.
- Design-Phase Acquisition: Where additional engineering is necessary to determine final acquisition limits, or where projects have already started without

ROW acquired, the Program will target identification of ROW needs at approximately 30% design and initiate acquisition shortly after.
- Accelerated Acquisition: Projects that have progressed beyond 30% design will be immediately evaluated to determine when ROW needs can be finalized and acquisition accelerated.

The Program will employ a combination of RTA-led, jurisdiction-led, or joint delivery as determined for each project. In cases where final ROW needs remain uncertain, phased assessments and purchases and compensated, time-limited purchase options with development restrictions over defined buffer areas will be leveraged. These tools will set enforceable terms, pricing methodology, release provisions, and protections for owners; purchase only the amount justified by design and risk.

RTA staff will be seeking approval to acquire at the most appropriate level of activity (corridor, project, parcel) documenting legal authority, funding and environmental eligibility, appraisal and relocation requirements, acquisition and holding costs, available cash flow, and ownership arrangements. Charter level approvals, delegated transaction limits, and settlement and escalation thresholds will be established. The status of ROW acquisition efforts will be provided at the parcel level in the quarterly analysis to the Board.

Interim Property Management and Utilization. The disposition of acquired property will be evaluated on a case-by-case basis. Each acquisition will include an interim-use and property management plan identifying the owner, management responsibility, carrying costs, insurance, and a reliable path to construction-ready possession. Options include immediate transfer to the governing jurisdiction, leaseback to the original owner, third-party leasing, temporary use agreements, professional property management, and site stabilization. Potential revenue will be evaluated conservatively; properties will be reviewed periodically for continued need, release, or disposal. Any revenue derived from these early acquired properties will be first allocated to the project budget from where the funding was used to purchase the property or the RTA Plan element from which the funding was used. These tools will be developed as the program progresses.

Anticipated Benefits. The strategy will improve construction readiness by acquiring ROW in advance allowing for more time for negotiations, relocation, and title resolution, thereby reducing the need for expedited negotiations that may lead to immediate condemnation and potentially less than favorable final determination. In addition, this approach helps reduce exposure to property-value escalation; and improve regional scheduling and cost forecasts. Selective acquisition, options, and productive interim use may also reduce unnecessary purchases and net holding costs.

Principal Risks and Mitigation. The principal risks are unnecessary or insufficient acquisition, stranded property if project scope changes, substantial early cash

requirements, long-term maintenance and liability, and early displacement impacts. Mitigation strategies include feasibility review, minimum/maximum acquisition envelopes, option rights over uncertain areas, jurisdictional collaboration, holding-cost analysis, enforceable interim-use agreements, periodic portfolio reviews and utility relocation collaboration. Federal-aid eligibility and environmental sequencing will be verified before any binding action.

PRIOR BOARD AND/OR COMMITTEE ACTION

The RTA Board has previously authorized the Executive Director to proceed with limited ROW acquisition for selected projects. This proposal expands this authorization to allow for advanced ROW acquisition program for the entire RTA Program.

FINANCIAL CONSIDERATIONS

Detailed cost information will be developed and included in future progress reports. Implementation is based on a five-year acquisition and cash-flow plan that balances ROW commitments with design, utilities, and construction funding for all projects within this timeframe. Parcel decisions will account for acquisition, relocation, legal, environmental, management, insurance, and eventual site preparation costs. Lease revenues may offset costs but will not be assumed. These parcel acquisition expenses will be taken from the individual project budgets and are estimated to be approximately $200 million.

TECHNICAL, POLICY, LEGAL OR OTHER CONSIDERATIONS

Legal review confirmed the RTA's authority to acquire necessary ROW for RTA plan projects.

The RTA has the authority to acquire property and use eminent domain (condemnation) if necessary.

ADDITIONAL BACKUP INFORMATION (ATTACHMENTS)

Advanced Right-of-Way Acquisition Program Presentation

STAFF CONTACTS

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Johanna Hernandez, (520) 792-1093
Carlos De La Torre, (520) 792-1093
Rick Ellis, (520) 792-1093

RTA Right-of-Way Acquisition Program

TMC Meeting

November 18, 2026

REGIONAL TRANSPORTATION AUTHORITY

PROGRAM INTENT

PROPOSED PROGRAM DIRECTION

Target acquisition of all identified, necessary ROW during the first five years of the program.

1 ACQUIRE EARLY

Prioritize high-risk parcels and initiate acquisition before ROW becomes a construction-critical delay.

2 ADVANCE SITE READINESS

Use early property access to coordinate utility and relocation needs ahead of roadway construction.

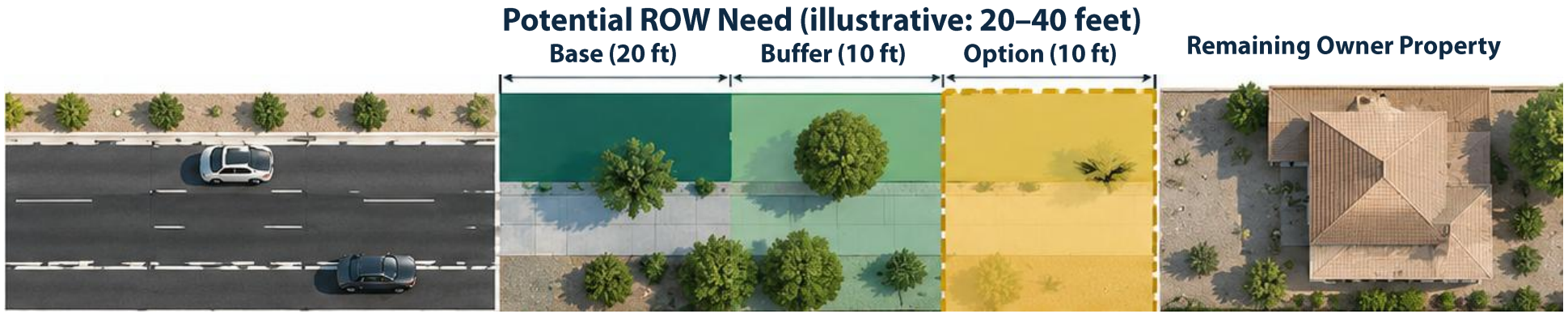
3 CONTROL EXPOSURE

Limit excess acquisitions through phased purchases, options, leasebacks, and active interim property management.

IMPLEMENTATION SAFEGUARDS

Acquisition feasibility analysis, funding eligibility, partner-jurisdiction collaboration, relocation impacts, and long-term holding cost AND Risk mitigation—including flexible acquisition and interim use options.

ADVANCED RIGHT-OF-WAY ACQUISITION APPROACH



1 Acquire Base ROW Now

- Purchase the amount of property reasonably certain to be needed.
- Based on the status of the project (Advanced, Design-Phase, or Accelerated)
- Compensate at fair market value.

Provides immediate certainty and allows early project progress.

2 Consider Buffer ROW Now (if justified)

- May acquire additional property when there is higher confidence in need.
- Helps reduce future reacquisition and impacts.

Reduces risk of future disruption and cost escalation.

3 Secure Option (if necessary)

- RTA retains the right to purchase additional ROW at a predetermined price within a defined area.
- Property owner agrees to development restrictions (e.g., no new development or use that would interfere with future ROW).

Preserves flexibility while avoiding premature purchase of excess land.

4 Exercise Option (if needed)

- If final design requires additional ROW, RTA exercises the option for the needed area.
- Acquired at the predetermined price (plus any applicable damages), consistent with federal and state requirements.

Provides cost certainty and avoids renegotiation.

5 Release Unused Portion

- If the option area is not needed, RTA releases the restrictions at the end of the option term (or earlier when design is finalized).
- Property owner retains full use and development rights.

Ensures property owners are not permanently encumbered.

INTERIM MANAGEMENT OF ACQUIRED ROW

Case-by-case disposition • Productive interim use • Reliable construction-ready possession

1 Transfer to Jurisdiction

Immediate conveyance where agreed; jurisdiction accepts ownership, maintenance, and liability.

2 Leaseback to Owner

Allow continued compatible use; establish insurance, termination, and surrender terms.

3 Third-Party Leasing

Generate potential revenue from compatible uses; protect access and possession.

4 Temporary Use Agreements

Permit parking, storage, or staging under time-limited, revocable terms.

5 Property Management

Contract for inspections, maintenance, and tenant oversight.

6 Site Stabilization

Demolish or stabilize where appropriate; consider public use or low-maintenance land treatment.

POLICY OUTCOMES

Reducing Risk • Controlling Costs • Accelerating Project Delivery

1 Accelerated Project Readiness

Advance utility coordination and relocation before roadway construction.

Early access can support utility agreements, conflict resolution, and relocation work when design and funding permit.

2 Financial Efficiency

Reduce exposure to property escalation and manage holding costs.

Use selective purchases, owner leasebacks, purchase options, and active property management.

3 Reduced Delivery Risk

Address complex acquisitions and property constraints earlier.

Allow more time for negotiations, relocation, title resolution, and alternatives to condemnation.

4 Community & Jurisdictional Benefits

Maintain productive property use and improve coordination.

Support continued business operations, interim uses, and clear jurisdictional responsibilities.

RIGHT-OF-WAY ACQUISITION | PROCESS & CONTROLS

01 SCREEN → REVIEW → INITIATE

1 RISK-BASED SITE ANALYSIS

Screen projects and parcels; prioritize schedule, development pressure, cost, utilities, drainage and relocation. Confirm scope, alternatives and funding.

2 ACQUISITION READINESS

Review engineering-supported footprint, redesign alternatives, partial/full takes, easements and jurisdictional concurrence.

3 INITIATE

Obtain corridor-, project- or parcel-level authorization. Start title, appraisal, environmental review, owner outreach, relocation planning and negotiations.

02 ACQUISITION & DECISION PATH

Formal offer → **Negotiate** → **Relocation** → **Settlement** → **Execute** → **Close**

AGREEMENT REACHED?

YES → Complete closing and record documents

NO → Refer unresolved parcel to jurisdiction for condemnation

Condemnation path: RTA file action → seek possession order → post bond/security → final judgment and recording.

TRACKING MATRIX | REPORT BY PROJECT AND PARCEL

Project	Parcel	Owner	Interest	Title	Appraisal	Offer	Negotiation	Relocation

PRINCIPLES & GOAL

Parallel due diligence • Owner communication • URA compliance • Jurisdiction coordination • Close parcels individually

Questions/Discussion

Quarterly Report

November/December 2026



RTA TMC and CART Meeting

November 18, 2026

Presentation by RTA and partner jurisdictions

REGIONAL TRANSPORTATION AUTHORITY

RTA Program Overview



Program Overview; Executive Director Delivery Updates

- New Team Member
- Potential HURF Sweeps
- Utility engagement



RTA Financial Performance



Financial Overview

FY 2027 RTA revenue projections and actuals

- TPT revenue projection (nominal) of $127.2M
- September excise tax collections of $10.7M

- HURF 12R revenue projection of $29M
- HURF 2.6 revenue projection of $6M

	FY 2027					
	Projected vs Actuals (+/-)		Projected (Nominal)	Actuals		
	6%	July	10,248,771	10,900,962	July	
	2%	August	10,419,916	10,592,148	August	
	2%	September	10,348,907	10,573,619	September	
		October	10,325,646		October	
		November	10,289,272		November	
		December	10,373,133		December	
		January	12,100,619		January	
		February	10,202,779		February	
		March	10,193,593		March	
		April	11,356,143		April	
		May	10,622,800		May	
		June	10,718,421		June	
Average	3.4%	Total	127,200,000			
		Pessimistic Forecast†	$ 127,200,000	$ 128,250,000	Revised Forecast††	

†EBRC 2025 pessimistic revenue forecast in nominal dollars. Monthly forecast variations established with a 3-year average (PAG internal calculation).

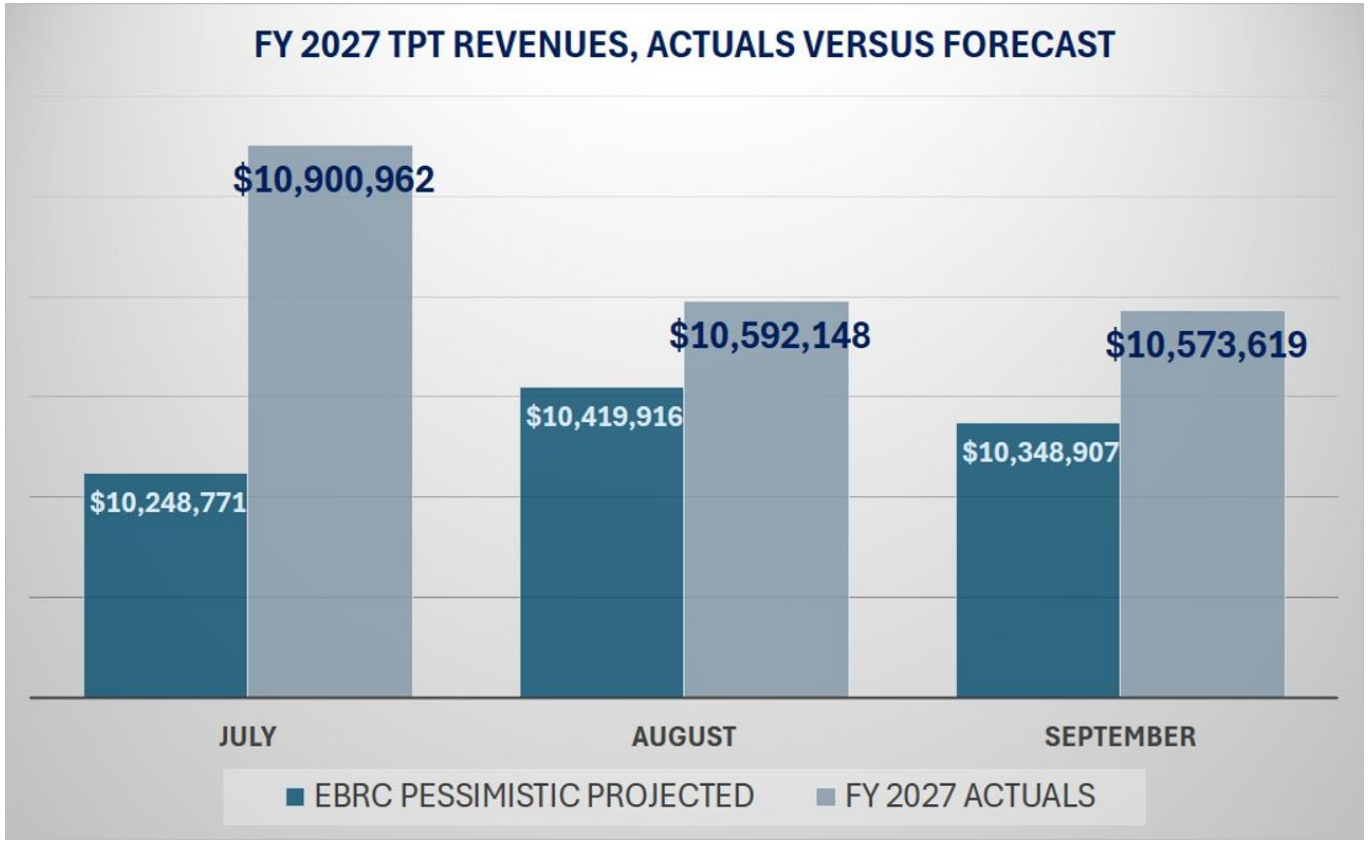
††Projection is based on actuals to date. Includes revenues to date plus projected revenue for October–June.

Pessimistic constant dollar forecast of $125,318,000 is included in the FY 2027 RTA Budget.

Financial Overview (cont.)

FY 2027 RTA 2 TPT revenues and projections

- FY 2027 excise tax revenues (July-September) $ 32,066,000
- FY 2027 EBRC Pessimistic Forecast (nominal) $ 127,200,000



EBRC: Economic and Business Research Center

Monthly forecast variations established with a 3–year average (PAG internal calculation). Annual forecast shown in nominal dollars. Pessimistic constant dollar forecast of $125,318,000 is included in FY 2027 RTA budget.

Financial Overview (cont.)

TPT fund balance / HURF fund balances and revenue*

RTA 1 TPT fund balance*	$379M
RTA 1 HURF 12R ending fund balance**	$113M
RTA 1 HURF 2.6 ending fund balance**	$47.7M
RTA 2 TPT fund balance***	$52.7M
RTA 2 HURF 12R revenue***	$17M
RTA 2 HURF 2.6 revenue***	$3.8M



*Unaudited. Final balance of RTA 1 plan. Not necessarily representative of current balance.
**Ending March 30, 2026
***April–September revenue

Financial Overview (cont.)

FY 2027 RTA 1 activity

RTA 1 encumbered fund balance	$379,000,000
Interest/investment gain	$968,000
FY 2027 expended for elements I–IV*	$2,058,000
RTA 1 current program encumbered fund balance	$377,910,000
HURF 12R current program encumbered fund balance**	$113,000,000
HURF 2.6 current program encumbered fund balance**	$47,658,000

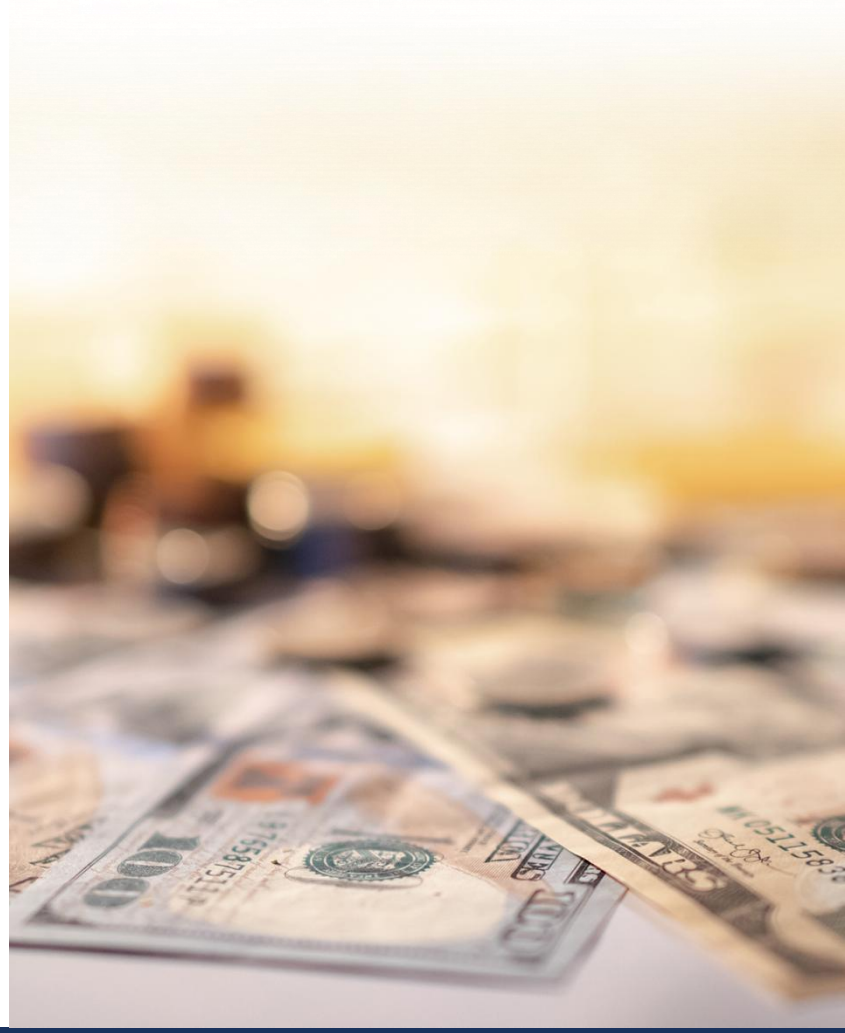


*July–August 2027
**Expenditures July–October 2027. Pending HURF 12R and HURF 2.6 expenditures excluded. Combination of programmed and unprogrammed.

Financial Overview (cont.)

Upcoming activities

- Coordinating with the UA Eller EBRC on an updated revenue forecast, including review of draft work products.
- Exploring possible research project on transportation construction costs and inflation.
- Activities associated with developing the FY 2028 – FY 2032 TIP are ongoing, aiming for approval in late Spring 2027.



Questions



RTA Element Performance



Executive Summary – RTA 1 Projects

2006 RTA - Project Status Summary	
Green - 18	
• Silverbell, Phase 2 • Sunset • Grant UPRR • Downtown Links • Grant 3&4 • Irvington Interchange • Valencia, Kolb to Houghton • Houghton Segment 7 • Palo Verde sidewalks	• S. Houghton MUP • La Villita / El Toro MUP • San Xavier Rd. MUP • Second Street UA Bike Improvements • Church Street Bike Improvements • 18th/Eighth/S. Campbell Bike Blvds • Sahuara and Copper/Flower Bike Blvds • Naranja MUP • Blacklidge Bike Blvd
Yellow - 4	
• Tangerine 2A • 22nd Street Bridge	• Valencia Rd., Bus pullout at Ignacio Baumea • SR 86 Wildlife crossing
Red – 4	
• Barraza-Aviation • Valencia, I-19 to Alvernon	• 22nd St., Camino Seco to Houghton • Harrison Road (bridge over Pantano)

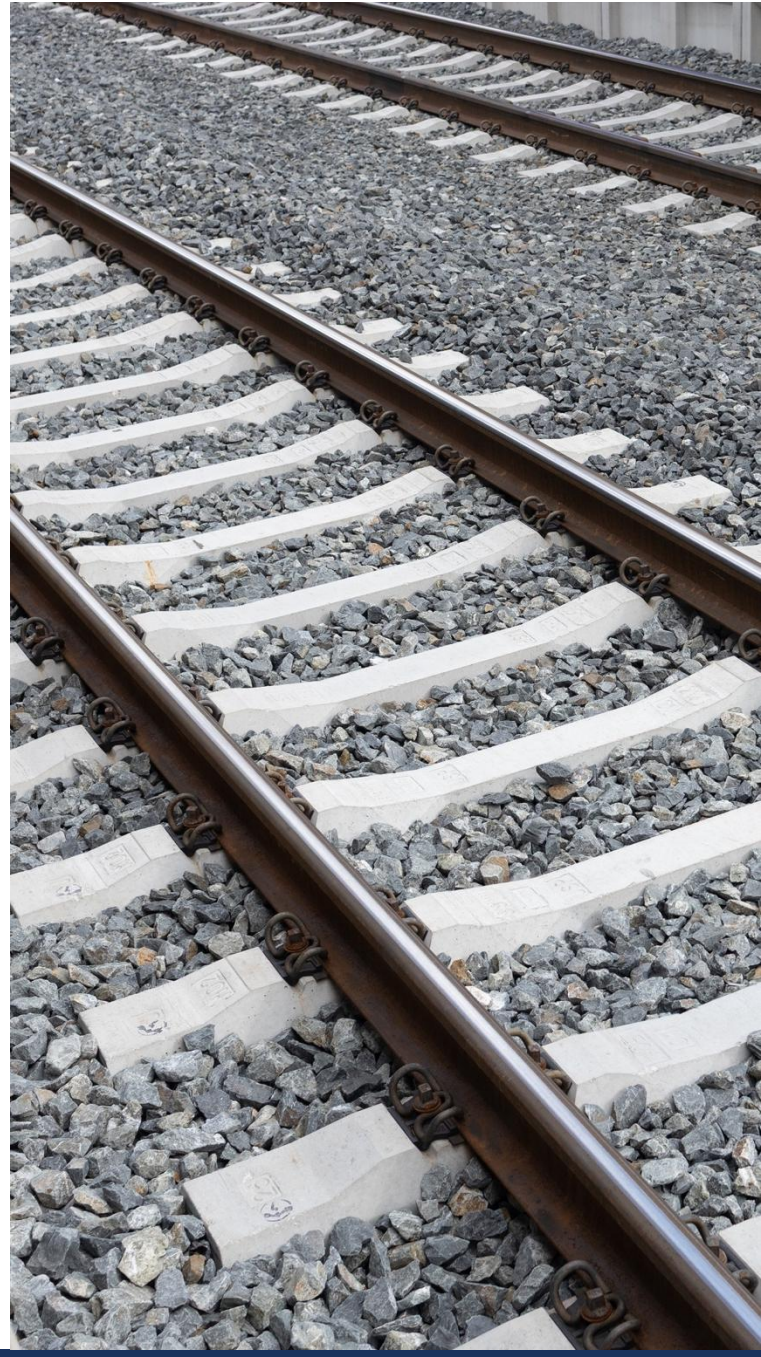
Follow-up From September

22nd Street - Kino Parkway to Tucson Blvd. (Bridge over Union Pacific Railroad, UPRR) and Tangerine Road - I-10 to Marana Tech Park Drive

- Concerns regarding challenges with Union Pacific Railroad (UPRR)

<u>Update</u>

- Letter from RTA Board to UPRR was sent following September Board meeting.
- A placeholder meeting date with UPRR officials has been targeted for November 24, 2026.



Follow-up From September (cont.)

#30 22nd Street, Camino Seco to Houghton

- Concerns regarding schedule and cost exceeding available budget

Update

- DTM has been working closely with Tucson Electric Power (TEP) to address schedule concerns.
  - Latest schedule indicates utility clearance and bid advertisement in Fall 2027, with construction anticipated to begin in early 2028.

✓ **Recommendation: RTA and DTM will work jointly to review costs and identify additional funding sources.**



Follow-up From September (cont.)

#31 Harrison Road, Bridge over Pantano Wash

- Concerns regarding schedule and cost exceeding available budget

Update

- DTM is pursuing opportunity to combine RTA 2006 plan project with 2026 plan project #16, Harrison Road; Golf Links to Irvington, 4-lane widening

✓ **Recommendation: RTA and DTM will develop project charter to enable combining this project with RTA 2 #16 Harrison Road, Golf Links to Irvington Road, and advancing to First Period.**



November Performance Analysis

<u>2006 Plan, Roadway Element</u>

#20 Barraza-Aviation (Design and R/W)

- Start date is beyond Period 4. Right-of-way acquisition activities have been incorporated into I-10 widening from Alvernon to Valencia.

#23 Valencia, I-19 to Alvernon

- Start date is beyond Period 4. Design nearing 100% milestone.

✓ **<u>Activities for both projects are underway, no recommended action.</u>**



November Performance Analysis

2006 Plan, Environmental and Economic Vitality Element, Sub-element Wildlife Linkages

SR 86 Wildlife Crossing

- Minimal activity following discussion of maintenance concerns and community input.



Executive Summary – RTA 2 projects

2026 RTA - Project Status Summary	
Green - 21	
• Silverbell, Camino del Cerro to Ina • First Ave, Grant to River (both segments) • First Ave, Orange Grove to Ina • 22nd Street, I-10 to Kino • Houghton, Broadway to Tanque Verde • Tangerine 2B • Grant Road 5/6 • Moore Road Interchange • Shannon Road • Thornydale • La Villita Road	• Drexel, Midvale to Calle Santa Cruz • Drexel, Mission to Midvale • Valencia, Camino de Oeste to Camino de la Tierra • Cortaro Interchange • Tangerine at Musette Drive (Safety, ADA) • City of Tucson Pavement Rehab • Oro Valley Pavement Rehab • Transit Elements HCT (Stone Ave. BRT) Safety/Security
Yellow - 1	
• Sonoran Corridor	
Red – 0	

Project Initiation

2026 Plan

Status	Projects
Roadway Charters (Initiated)	10
Roadway Charters (In Progress)	5
Roadway Charters (Approved)	1
Safety, ADA, & Active Transp. (Initiated)	1
Pavement Charters (Initiated)	1
Pavement Charters (In Progress)	1
Environmental	0
Transit (In Progress) - High-Capacity Transit - Safety and Security of System	2
Total Charters Under Development	21



Follow-up From September

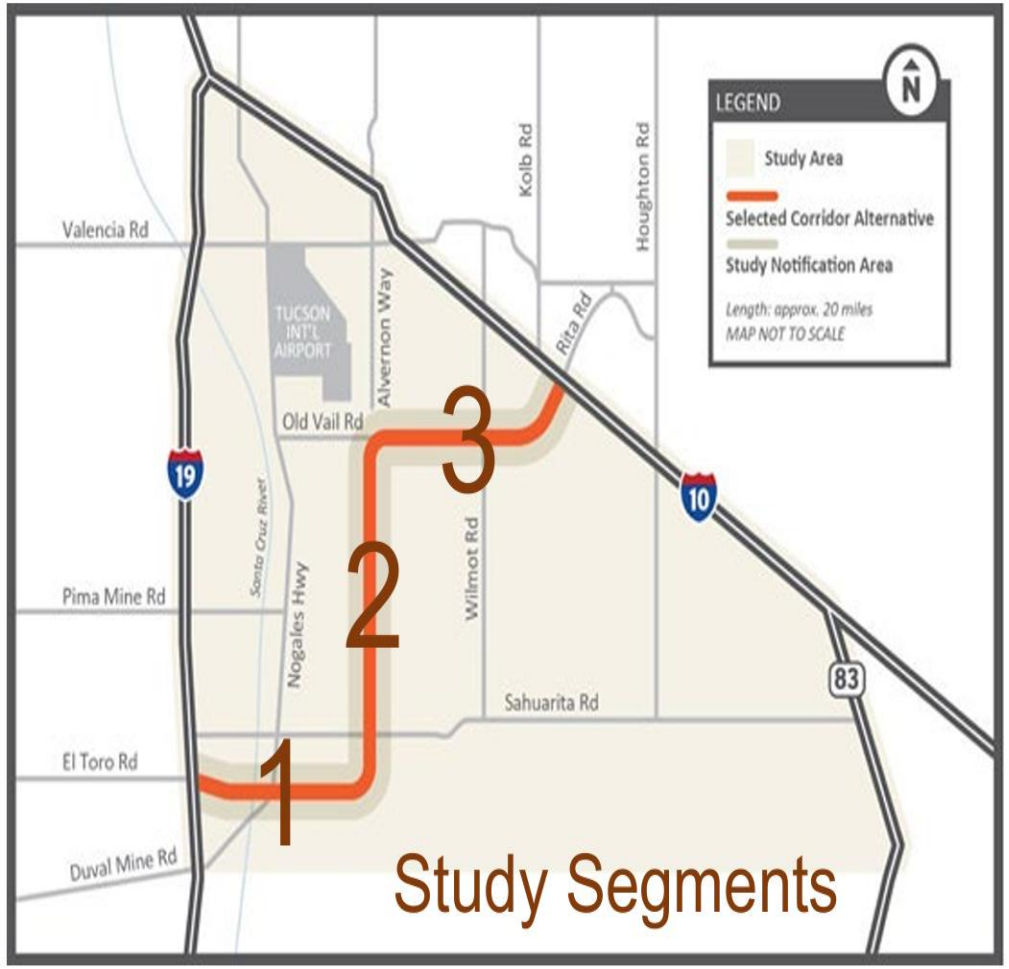
Sonoran Corridor

- Concerns regarding connection to I-19 and appropriate facility to align with traffic needs

<u>Update</u>

Currently working with ADOT and key parter jurisdictions (Tucson, Pima County, Tohono O'odham Nation and Sahuarita) on following:

1. Refine Purpose and Need based on updated data and input from partners and stakeholders.
2. Develop new alternatives based on revised facility (arterial/parkway versus freeway) and relocated connection to I-19 in vicinity of Pima Mine Road.



Questions



RTA Supported Public Transit



SUN TRAN TRANSIT SERVICES	
CoT - Sun Tran	QRTLY
Ridership	3,819,260
On-Time Performance (OTP)	86.87%
Passengers per Revenue Hour	25.18
Passengers per Revenue Mile	2.12
Revenue Miles	1,800,169
Revenue Hours	
Systemwide	151,702
RTA	0
CoT - Sun Van/On Demand	QRTLY
Sun Van	
Ridership	139,562
Systemwide Trips	135,091
RTA Trips	21,182
On-Time Performance (OTP)	84.99%
Missed Trips/Trip Denials	0
Complaints per 1000 trips	0.46
Sun On Demand	
Ridership	7,121
On-Time Performance (OTP)	74.57%
Complaints per 1000 trips	0.28
CoT - Sun Link	QRTLY
Ridership	229,928
Passengers per Revenue Mile	6.39
Passengers per Revenue Hour	48.34
Revenue Miles	35,994
Revenue Hours	4,756

RTA SUN SHUTTLE SERVICES					
RTA-Sun Shuttle	MTD 1	MTD 2	MTD 3	QRTLY	FY26 Q1
Ridership	17664	16524	17323	51,511	48,592
On-Time Performance (OTP)	94.72%	92.83%	92.01%	93.19%	92.30%
RTA- Paratransit/ Dial-a-Ride	MTD 1	MTD 2	MTD 3	QRTLY	FY26 Q1
Ridership	11935	10437	10048	32,420	27,891
On-Time Performance (OTP)	95.23%	95.50%	92.23%	94.32%	85.21%
Missed Trips/Trip Denials	7	8	9	24	363
Complaints per 1000 trips	0.46	0.49	0.31	0.42	0.96

ORO VALLEY - SUN SHUTTLE SERVICES					
Oro Valley- Paratransit/ Dial-a-Rid	MTD 1	MTD 2	MTD 3	QRTLY	FY26 Q1
Ridership	5776	7099	7587	20,462	17,411
On-Time Performance (OTP)	99.53%	93.27%	93.20%	95.33%	N/A
Missed Trips/Trip Denials	0	0	0	0	N/A
Complaints per 1000 trips	0.8657	0.4226	0.3954	0.56	N/A

Safety & Security of Regional Transit System *Ballot #51*		
Metric	QRTLY	YTD
Number of Total Transit Related Security Incidents	5,504	5,504
Number of Assaults on a Transit Worker	9	9
Number of Security Incidents at Transit Centers	694	694
Number of Security Incidents at 10 Highest-Incident Locations	1,510	1,432
Number of Total Transit Related Warnings, Deflections, Referrals, Citations, and Arrests	2,600	2,600
Number of Referrals by Transit Ambassadors to Shelter, Detox, and Coordinated Entry (Housing Assessment)	0	0
Number of People Assisted by Transit Ambassadors on Transit and at Bus Stops	0	0
Percentage of Riders that Feel Good about On Board Safety	89%	89%
Percentage of Riders that Feel Good about Bus Stop Safety	79%	79%

RTA Supported Public Transit



SUN TRAN TRANSIT SERVICES			
CoT - Sun Tran	QRTLY	YTD	% to Budget
Mode Total	**$19,636,926**		
General Administration	**$3,600,765**		
Vehicle Maintenance	**$3,631,362**		
Vehicle Operations	**$11,477,856**		
Facilities Maintenance	**$926,943**		
CoT - Sun Van/On Demand	QRTLY	YTD	% to Budget
Mode Total	**$6,605,362**		
General Administration	**$491,110**		
Vehicle Maintenance	**$648,513**		
Vehicle Operations	**$5,383,095**		
Facilities Maintenance	**$82,644**		
CoT - Sun Link	QRTLY	YTD	% to Budget
Mode Total	**$1,492,725**		
General Administration	**$328,078**		
Vehicle Maintenance	**$513,568**		
Vehicle Operations	**$541,246**		
Facilities Maintenance	**$109,833**		

RTA SUN SHUTTLE SERVICES			
RTA-Sun Shuttle-Fixed Route	QRTLY	YTD	% to Budget
Administration	$405,533.20	$405,533.20	24.68%
Service Ops	$480,201.74	$480,201.74	28.32%
Fuel - Wex Fuel	$141,845.09	$141,845.09	35.60%
RTA- Paratransit/ Dial-a-Ride	QRTLY	YTD	% to Budget
Administration	$405,533.20	$405,533.20	24.68%
Service Ops	$1,289,627.58	$1,289,627.58	26.06%

ORO VALLEY - SUN SHUTTLE SERVICES			
Oro Valley- Paratransit/ Dial-a-Rid	QRTLY	YTD	% to Budget
Service Ops	$653,269.00	$653,269.00	27.06%

RTA Supported Public Transit (cont.)

Key Highlights

- ✓ Oro Valley Public Dial-A-Ride & Paratransit ridership is on the rise.
- ✓ High/increasing fuel prices continue to pose a significant challenge.
- ✓ Ridership approval of new Sun Shuttle Service provider (MTM) still on the rise.
- ✓ Service for Sun On Demand Zone 3 begins service. It serves Tucson's East Side.
- ✓ New Route 124X introduced as a new express service connecting Oro Valley/Marana with Downtown Tucson. It replaces the separate 102X and 104X express services through a route consolidation.



Questions



Thank You



Quarterly Analysis - RTA 1; Project Tracking Flag Report

Nov-26	FINANCIAL							DELIVERY															
	M1 30% Cost	M2 Prior Rights Cost	M3 ROW Cost	M4 Final DES Cost	M5 Subst. Comp. Cost	M6 Closeout Cost	M7 Total Budget	M8 Charter Exec.	M9 Cons. Solicit. Adv.	M10 NTP for Design	M11 30% Design	M12 Indemnify Utilities	M13 Utility Clearance	M14 Real Property	M15 ROW Clearance	M16 Permit/clr Submit	M17 Permit/clr Approv.	M18 100% Design	M19 Ad Date	M20 NTP for CON	M21 Substantial Comp.	M22 Final Proj. Close	NOTES
Grant Rd: Sparkman Blvd to Swan Rd (Phases 3&4)					1	1	1													1	1	1	
Tangerine Rd: I-10 to La Canada Dr (Phase 2A)					1		1													1	1	1	(M21): Railroad issue escalated to RTA Board, In process of Scheduling meeting with UPRR representatives
Palo Verde Road Sidewalks		1	1	1	1	1	1					1	1	1	1	1	1	1	1	1	1	1	
Harrison Rd: Irvington Rd to Golf Links Rd	1	1	1	1	1	1	1			1	1	1	1	1	1	1	1	1		1	1	1	(M7 and M20): City pursuing efforts to combine project with RTA 2 #16
Silverbell Rd: Grant Rd to El Camino del Cerro				1	1	1												1	1	1	1	1	
Grant Rd: RR Underpass Reconstruction					1	1	1													1	1	1	
Sunset, I-10 to River Road																							
Downtown Links: Broadway to I-10					1															1	1	1	
Barraza-Aviation (I-10: Alvernon Way to Valencia Rd)	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	(M14): Initial offer date is beyond Period 4. Right of way acquisition activities have been incorporated into I-10 widening from Alvernon to Valencia.
22nd St: Kino Pkwy to Tucson Blvd					1	1														1	1	1	(M21): Railroad issue escalated to RTA Board, In process of Scheduling meeting with UPRR representatives
I-19: Irvington TI					1	1	1													1	1	1	
Valencia Rd: I-19 to Alvernon				1	1	1	1											1	1	1	1	1	(M20): Start date is beyond Period 4. Design nearing 100% milestone
Valencia Rd: Kolb Rd to Houghton Rd					1	1	1													1	2	1	
22nd St: Camino Seco to Houghton Rd			2	2	1	1	1					1	1	1	2			2	1	1	1	1	(M7 and M20): Start date is beyond Period 4. Cost exceeds available budget
Houghton Rd: 22nd St to Irvington Rd				1	1	1							1		1		1	1	1	1	1	1	
UA 2nd Street Bike and Pedestrian Improvements					1	1	1													1	1	1	
Bike Lane Package III (Church Street bike improvements)				1	1	1	1											1	2	2	2	2	
18th St, 8th Ave, S. Campbell/Pinal Bicycle BLVD				1	1	1	1											1	1	1	1	1	
Sahuara Bike Blvd & Copper/Flower Bike Blvd.				1	1	1	1											1	2	1	1	1	
Blacklidge Bicycle Boulevard				1	1	1	1											1	1	1	1	1	
Naranja Dr Multi-Use Path: La Cañada Dr to First Ave					1	1	1													1	1	1	
South Houghton Road Multi Use Path		1	1	1	1	1	1					1	1	1	1	1	1	1	1	1	1	1	
SR 86: Kitt Peak Linkage Wildlife Crossing Retrofit Phase 2																							(General): Minimal activity following discussion of maintenance concerns and community input
La Villita Rd and El Toro Rd Multi-Use Paths					1	1	1													1	1	1	
San Xavier Rd: Little Nogales to I-19				1	1	1	1											1	1	1	1	1	
Bus pullout at Valencia Road and Ignacio Baumea		1	1				1																

LEGEND

Green field: no flagged changes in this quarter

Yellow field: flagged changes are recommended to approve with minimal discussion

Red field: flagged changes that require committee resolution

2 — Digits in cells represent the number of times a milestone has been altered

REGIONAL TRANSPORTATION AUTHORITY

Technical Management Committee

Wednesday, November 18, 2026

Subject:	Legislative Amendments
Agenda Item #:	7
Agenda Category:	Action
Associated OWP Work Element/Goal:	Work Element 40, Transportation Planning
Suggested Motion/Action:	Discussion and possible recommendation to the RTA Board regarding engagement with the Arizona legislature during the 2027 or 2028 legislative sessions.

SUMMARY

Staff are proposing to review and potentially pursue two legislative amendments to Arizona's Regional Transportation Authority Statues.

1. Increase population number in 48-5302 to account for anticipated growth

48-5302. Regional transportation authority; establishment

A. A regional transportation authority is established in a county with a population of more than four hundred thousand but less than one million two hundred thousand persons. The board of supervisors of a county with a population of four hundred thousand or fewer persons may establish a regional transportation authority in the county.

   a. Staff propose to amend the above language to increase the upper population threshold to a range between 1.5 million and 1.7 million residents. The lower population threshold of 400,000 would remain unchanged.

2. Align RTA tax collection start dates with other transportation excise taxes

48-5314. Election on regional transportation plan and excise tax

I. Notwithstanding section 42-6106, subsection E, if a regional transportation authority transaction privilege tax is approved at an election held as prescribed by this section, the levy

and collection of the tax shall begin on April 1 immediately following approval of the tax and may be in effect for a period of not more than twenty years.

   a. Staff propose to amend the above language to remove the provision requiring tax levy and collection to begin exclusively on April 1 following voter approval and align implementation dates with those already available under A.R.S § 42-6106 (the next January 1 or July 1 following voter approval).

3. Research population threshold for cities wishing to use CMAR agreement on projects using FTA funds.
   a. Staff will continue to research this requirement and share information with jurisdiction partners and how it could affect RTA project delivery.

PRIOR BOARD AND/OR COMMITTEE ACTION

None.

FINANCIAL CONSIDERATIONS

None.

TECHNICAL, POLICY, LEGAL OR OTHER CONSIDERATIONS

Both items can potentially be submitted as technical amendments in the 2027 or 2028 Legislative Session.

ADDITIONAL BACKUP INFORMATION (ATTACHMENTS)

None

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