

Tangipahoa Parish Council
Tangipahoa Parish Gordon A Burgess Governmental Building
206 East Mulberry Street, Amite, LA 70422
Regular Meeting Immediately Following Public Hearing
November 25, 2024

PUBLIC NOTICE Is Hereby Given That The Tangipahoa Parish Council Will Meet In Regular Session on Monday, November 25, 2024 Immediately Following the Public Hearing at 5:30 PM at the Tangipahoa Parish Gordon A Burgess Governmental Building, 206 East Mulberry Street, Amite, Louisiana, contact number (985)748-3211 on the following:

PUBLIC HEARING
No Items for Public Hearing

CALL TO ORDER

CELL PHONES - *Please Mute or Turn Off*

INVOCATION Councilman Sinagra

PLEDGE OF ALLEGIANCE Councilwoman Cieutat (*All Veterans and active military, please render the proper salute*)

ROLL CALL

ADOPTION OF MINUTES of the regular meeting dated November 12, 2024

PUBLIC INPUT - *Anyone Wishing to Address Agenda Items Which Were Not on Public Hearing*

PARISH PRESIDENT'S REPORT

1. FINANCIAL REPORT
2. APPROVAL OF BID for Landfill Alternate Daily Cover
3. APPROVAL OF CHANGE ORDER #2 for Lake Pontchartrain Shoreline Protection Project
4. APPROVAL OF SUBSTANTIAL COMPLETION for Lake Pontchartrain Shoreline Protection Project

REGULAR BUSINESS

5. APPROVAL TO ENTER INTO COOPERATIVE ENDEAVOR AGREEMENT with TPRFP No. 2 for Administrative Support

INTRODUCTION OF ORDINANCE

PUBLIC HEARING on Introduced Ordinance: Monday, December 9, 2024, at 5:30 pm

6. INTRODUCTION of T.P. Ordinance No. 24-54 - An Ordinance amending and enacting Chapter 36-Planning and Development, Article IV-Standards for Subdivision of Property, Section 36-91 Major Subdivision Standards, (A) General Design Standards, (6) Sewerage and Water Systems

ADOPTION OF RESOLUTIONS

7. ADOPTION of T.P. Resolution No. R24-38 - A Resolution approving the updated Louisiana Department of Transportation and Development sponsored Public Transportation Agency Safety Plan for Tangipahoa Parish and establishing safety performance targets for the Parish's Public Transit System
8. ADOPTION of T.P. Resolution No. R24-39 - A Resolution of Tangipahoa Parish Council-President Government authorizing the Parish President as the designated authority to execute any and all documents in regard to projects H.015333 Easley Rd over Sweetwater Creek, H.015404 E. Lewiston Rd over Wilson Branch, H.015407 Old Genessee Rd Bridges, H.015408 N. Brickyard Rd Bridge
9. ADOPTION of T.P. Resolution No. R24-40 - A Resolution approving and supporting the ideals, principles and concepts of Vision Zero for the Parish of Tangipahoa, and adopting the NORPC Safety Action Plan and to otherwise provide with respect thereto
10. PRESENTATION - NORPC's Path to Zero Plan

BEER, WINE, AND LIQUOR PERMITS

11. RGV Care LLC dba Minute Man, 52521 US Hwy 51 S, Independence, LA 70443, Class B Beer (Package Only) / Class A/B Liquor, District 4

LEGAL MATTERS

COUNCILMEN'S PRIVILEGES

12. EXECUTIVE SESSION Pending Litigation EEOC Coroner's Office

ADJOURN

Jill DeSouge
Clerk of Council

Daily Star
Please Publish November 21, 2024

Published on Tangipahoa Parish Government website at www.tangipahoa.org and posted @ T.P. Gordon A. Burgess Governmental Building November 21, 2024

In Accordance with the Americans with Disabilities Act, If You Need Special Assistance, please contact Jill DeSouge at 985-748-2290 prior to 12:00pm (cst) on meeting day describing the Assistance that is necessary.

BID FORM

Tangipahoa Parish Regional LANDFILL

TO: _____

Gentlemen:

1. The undersigned, having familiarized (himself, themselves, and itself) with the existing conditions on the Project Area affecting the cost of the Work and the Contract Documents, hereby propose to supply materials for:

(Tangipahoa Parish Regional Landfill)
LANDFILL ALTERNATE DAILY COVER SYSTEM

All in accordance with the contract Documents for the following prices:

BASE BID				
ITEM NO.	DESCRIPTION	\$ / SQ FT	ESTIM. SQ FT /YR	ANNUAL PRICE
1.	Materials cost per square foot of spray slurry	\$0.0415 x	3,120,000	\$128352.00
2.	Delivery fee			\$ 16340.00
3.	TOTAL PROPOSAL		TOTAL	\$144692.00

TOTAL BASE BID:

One Hundred Forty Four

thousand Six Hundred Ninety - Two DOLLARS $\phi\phi$ CENTS
(Words)

NOTE: TOTAL BASE BID IS FOR BID COMPARISON PURPOSES ONLY. ACTUAL PAYMENT TO SUPPLIER SHALL BE FOR DELIVERED QUANTITIES ACCORDING TO UNIT PRICES SHOWN UNDER DETAILED MATERIALS LIST ON SCHEDULE A ATTACHED.

2. Attached hereto is Schedule A
3. Attached hereto is a Statement of Bidder's Qualifications.
4. The Bidder has received:
 - a. Addenda numbers to inclusive, and has included the effect thereof in his Bid.

b. No addendum (Check if appropriate.)

5. Signatures:

Bidder: LSC Environmental
Products LLC

By: 

Title: Chief Financial Officer

Official Address:


(CORPORATE SEAL)

2183 Pennsylvania Ave

Apalachin NY 13732

Date: October 24, 2024

Subscribed and sworn to before me this 24 day of Oct, 2024 by:



Notary Public

DIXIE WHEATON
Notary Public - State of New York
No. 01WH6377596
Qualified in Broome County
My Commission Expires 7-2-26

BID FORM

SCHEDULE A

DETAILED MATERIALS LIST				
(A) Name of Material	(B) Unit	(C) Unit Price	(D) Quantity per 1000-Gallon Load	(E) Cost per 1000-Gallon Load
Posi-Shell Brown Base Mix	500 lb Bulk Sack	* 382.00 ea	1	\$ 382.00
			Total Cost per 1000-Gallon Load	\$ 382.00
			Total Square Foot Coverage per 1000-Gallon Load	9300 Sq. Ft.
			Total Cost per Sq. Ft. (Insert on Bid Form)	\$.0411

OPTIONAL MATERIALS LIST		
(A) Name of Material	(B) Unit	(C) Unit Price

NOTE: Total Cost per Sq. Ft. is calculated by dividing the Total Cost per 1000-Gallon Load by the Total Square Foot Coverage per 1000-Gallon Load

Enter the Total Cost per Sq. Ft. on the BID FORM and multiply by the Estimated Square Feet per Year. Enter the result in the ANNUAL PRICE on the BID FORM.

CHANGE ORDER NO.: 2

Owner:	Tangipahoa Parish Government	Owner's Project No.:	N/A
Engineer:	HDR Engineering, Inc.	Engineer's Project No.:	10167164
Contractor:	Rigid Constructors, LLC	Contractor's Project No.:	2032
Project:	Lake Pontchartrain Shoreline Protection Project		
Contract			
Execution Date:	July 24, 2023	Effective Date of Change Order:	


The Contract is modified as follows upon execution of this Change Order:

Description:

Quantities for the following Bid Items shall be modified as follows to represent installed material quantities.

Bid Item			Unit Price	Bid Quantity			Total Value		
				Original	Final	Change	Original	Final	Change
Base Bid	A-6	Geotextile Composite	\$ 62.00	5,900	6,051	151	\$365,800.00	\$375,162.00	\$9,362.00
Base Bid	A-7	Armor Stone	\$ 99.25	44,000	37,958	-6042	\$4,367,000.00	\$3,767,331.50	-\$599,668.50
Base Bid	A-10	Encapsulated Lightweight Aggregate	\$ 280.00	8,400	8,143	-257	\$2,352,000.00	\$2,280,040.00	-\$71,960.00
Alternate 1	B-5	Geotextile Composite	\$ 62.00	1,400	1,486	86	\$86,800.00	\$92,132.00	\$5,332.00
Alternate 1	B-9	Encapsulated Lightweight Aggregate	\$ 280.00	1,800	2,142	342	\$504,000.00	\$599,760.00	\$95,760.00
Alternate 2	C-5	Geotextile Composite	\$ 62.00	3,100	3,213	113	\$192,200.00	\$199,206.00	\$7,006.00
Alternate 3	D-5	Geotextile Composite	\$ 62.00	1,600	1,330	-270	\$99,200.00	\$82,460.00	-\$16,740.00
Alternate 3	D-6	Armor Stone	\$ 99.25	6,000	4,188	-1,812	\$595,500.00	\$415,659.00	-\$179,841.00
							Total Change	-\$750,749.50	

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>13,556,016.00</u>	Original Contract Times: Substantial Completion: <u>April 30, 2024</u>
No Change from previously approved Change Orders No. 1: \$ <u>0</u>	Increase from previously approved Change Orders No. 1: Substantial Completion: <u>100 days</u>
Contract Price prior to this Change Order: \$ <u>13,556,016.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>August 8, 2024</u>
Decrease this Change Order: \$ <u>\$750,749.50</u>	No Change this Change Order: Substantial Completion: <u>0</u>
Contract Price incorporating this Change Order: \$ <u>12,805,266.50</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>August 8, 2024</u>

Recommended by Engineer	Authorized by Owner	Accepted by Contractor
By: <u></u>		
Org: <u>HDR Engineering, Inc.</u>	<u>Tangipahoa Parish Government</u>	<u>Rigid Constructors, LLC</u>
Title: <u>Project Manager</u>		
Date: <u>11/14/2024</u>		

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: Tangipahoa Parish Government Owner's Project No.: N/A
Engineer: HDR Engineering, Inc. Engineer's Project No.: 10167164
Contractor: Rigid Constructors, LLC Contractor's Project No.: 2032
Project: Lake Pontchartrain Shoreline Protection Project

This Preliminary Final Certificate of Substantial Completion applies to:

All Work The following specified portions of the Work:

Date of Substantial Completion: October 14, 2024

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work must be as provided in the Contract, except as amended as follows:

Amendments to Owner's Responsibilities: None As follows:

Amendments to Contractor's Responsibilities: None As follows:

The following documents are attached to and made a part of this Certificate:

Punch List

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Recommended by Engineer

Authorized by Owner



Printed Name: Erin Rooney

Org: HDR Engineering, Inc.

Tangipahoa Parish Government

Title: Project Manager

Date: 11/14/2024

PUNCH LIST

Owner:	Tangipahoa Parish Government	Owner's Project No.:	N/A
Engineer:	HDR Engineering, Inc.	Engineer's Project No.:	10167164
Contractor:	Rigid Constructors, LLC	Contractor's Project No.:	2032
Project:	Lake Pontchartrain Shoreline Protection Project		

The punch list of remaining work as of October 14, 2024, is below. Remaining work listed below shall be completed by December 31, 2024.

- Install warning sign and marine signal light on warning sign LDB-8
- Backfill remaining portions of flotation and access channels
- Remove any remaining temporary warning signs and buoys
- Remove any remaining trash, debris, and temporary construction staking (including bamboo poles) throughout project areas
- Submit for approval remaining construction submittals including but not limited to the following:
 - Acceptance aerial photography
 - Final survey including final survey of light loading area

COOPERATIVE ENDEAVOR AGREEMENT

between

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NUMBER TWO

and

PARISH OF TANGIPAHOA

regarding

ADMINISTRATIVE SUPPORT

In accordance with Article VII, Section 14 of the 1974 Constitution of the State of Louisiana, the TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NUMBER TWO (“RFP 2”), herein represented by Brigitte Hyde, its duly appointed President of the Board of Commissioners, and the PARISH OF TANGIPAHOA, herein represented by Parish Council Chairman, David P. Vial, do hereby enter into a Cooperative Endeavor Agreement to serve the public for the purposes herein declared:

WHEREAS, in The Parish of Tangipahoa is a political subdivision of the State of Louisiana (“Parish”); and

WHEREAS, the Tangipahoa Parish Rural Fire Protection District Number Two is a political subdivision of the State of Louisiana, hereby formed pursuant to Louisiana Revised Statute 40:14991, et seq, having a mailing address of 206 East Mulberry Street, Amite City, Louisiana 70422 and acting through its Board of Commissioners and President thereof, Brigitte Hyde President; and

WHEREAS, the Parish and the RFP 2 desire to work together to share administrative resources based upon a fair division of expenses; and

WHEREAS the RFP 2 requires administrative assistant support, and the Parish employs personnel who may aid the Board of Commissioners of the RFP 2 (“Board”) for purposes of facilitating public meetings, record keeping; and

WHEREAS, the Parish can benefit from receipt of funds sufficient to accommodate the expense of certain personnel; and

WHEREAS, Jill DeSouge is employed by the Parish in the capacity of the Clerk of Council for the Parish Council for the Parish of Tangipahoa (“DeSouge”) and in that capacity, DeSouge and the Parish agree to extend her duties to assist the Board of the RFP 2 to render duties as a clerical assistant (“Board Administrative Assistant”); and

WHEREAS the RFP has contracted with an administrator to work for the RFP 2 and the Board of Commissioners (“Administrator”) by act dated on or about November 1, 2023; and

WHEREAS the Parish desires to contract with the RFP 2 to allow for DeSouge to assist the Board in the following described duties which are intended to benefit the Board, which duties include, but are not limited to the items requested by the Board:

1. Prepare for and attend the meetings of the Board,
2. Prepare and post public notice of meeting agendas (including the proposed date, time, place of meeting, and American with Disabilities Act notice),
3. Prepare packets for board members,
4. Notify Board and Administrator of meeting dates,
5. Verify availability of meeting room, set up, and secure afterwards,
6. Gather all correspondence to be discussed at the meeting and place in appropriately labeled folders,
7. Ensure set-up of room,
8. Record attendees and absentees,
9. Record and/or take notes of all discussions,
10. Typing minutes of meeting for board approval,
11. Catalogue and save approved minutes of the meetings of the Board and as directed by the Board, and
12. Such other requests as the Board may make of DeSouge in connection with the clerical needs of the Board

(collectively “Board Assistant Duties”); and

WHEREAS, the parties intend that DeSouge perform only the Board Assistant Duties, which should not include those duties which are contracted for or assigned to the Administrator;

NOW THEREFORE, IT IS HEREBY AGREED by the RFP 2 and the Parish that:

ASSIGNMENT

The Parish does hereby agree to assign the Board Assistant Duties to DeSouge, which

DeSouge shall render on an hourly basis at the direction of the Board as a Board Administrative Assistant.

This assignment supplements does not preclude the duties of DeSouge as an employee of the Parish of Tangipahoa.

COMPENSATION

As consideration for assignment, RFP 2 shall pay to the Parish the sum of \$1,200 per month, as means of helping to offset its personnel and payroll expenses associated with DeSouge's employment for so long as this agreement is in effect.

Additionally, the parties consent to the retroactive date of monthly payments to September 28, 2024, for work performed by DeSouge.

CONTROL

For so long as this agreement remains in effect, the Administrative Assistant shall continue to serve at the pleasure of the Parish as a Parish employee and render the Board Assistant Duties to the Board.

TERMINATION AGREEMENT

The Parish, Desouge, and the RFP 2 may terminate this Agreement at any time within 15 days' written notice to the others.

EFFECTIVE DATE

The effective date of this Agreement shall be September 28, 2024.

AMENDMENT OF AGREEMENT

The parties agree that any amendment hereto shall be in writing and approved by the appropriate authorities.

LIABILITY

The Parish shall continue to have all the responsibilities as employer of DeSouge.

NO JOINT VENTURE

This agreement shall not be construed as a Joint Venture of the parties.

NO FIREFIGHTING DUTIES

Jill DeSouge intervenes herein to acknowledge that no part of her duties include or are related to firefighting or any other duties which would require the RFP 2 to establish a

classified system for her as may be otherwise required by state law and particularly Louisiana Revised Statutes 33:2531, et seq. or the Constitution of the State of Louisiana, and in the event such duties may be included, the same shall be excluded from the list of Administrative Duties included herein.

THUS DONE AND SIGNED, in the presence of the undersigned witnesses, this ____ day of _____, 2024, at _____, Louisiana.

WITNESSES:

TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NUMBER TWO

Printed Name: _____

By: _____
Brigette Hyde President
Board of Commissioners

Printed Name: _____

THUS DONE AND SIGNED, in the presence of the undersigned witnesses, this ____ day of _____, 2024, at _____, Louisiana.

WITNESSES:

PARISH OF TANGIPAHOA

Printed Name: _____

By: _____
David P. Vial, Chairman
Tangipahoa Parish Council

Printed Name: _____

THUS DONE AND SIGNED, in the presence of the undersigned witnesses, this ____ day of _____, 2024, at _____, Louisiana.

WITNESSES:

Printed Name: _____

_ JILL DESOUGE, Intervenor

Printed Name: _____

T.P. Ordinance No. 24-54

AN ORDINANCE AMENDING AND ENACTING CHAPTER 36-PLANNING AND DEVELOPMENT, ARTICLE IV-STANDARDS FOR SUBDIVISION OF PROPERTY, SECTION 36-91 MAJOR SUBDIVISION STANDARDS, (A) GENERAL DESIGN STANDARDS, (6) SEWERAGE AND WATER SYSTEMS

CHAPTER 36 PLANNING AND DEVELOPMENT

ARTICLE IV. STANDARDS FOR SUBDIVISION OF PROPERTY

Sec. 36-91. Major Subdivision Standards

(a) *General design standards.* The design standards in this section shall apply to subdivisions, as defined in this section.

(6) Sewerage and water systems. A community sewerage treatment plant and community water system shall be provided for any proposed subdivision containing more than eight lots, ~~unless:~~

~~a. Each lot created is one acre or greater; and~~

~~b. Has 125 feet of frontage.~~

~~If both above standards apply, then individual sewer systems may be installed.~~

BE IT FURTHER ORDAINED that this ordinance shall become effective immediately upon signature of the Parish President and all previous ordinances in conflict with said ordinance are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said council and was submitted to an official vote of the Tangipahoa Parish Council shall take effect immediately upon the signature of the Tangipahoa Parish President.

On motion by_ and seconded by _, the foregoing ordinance was hereby declared adopted on this 9th day of December, 2024 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

Jill DeSouge
Clerk of Council
Tangipahoa Parish Council

David P. Vial
Chairman
Tangipahoa Parish Council

INTRODUCED: November 25, 2024

PUBLISHED: December 5, 2024 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: December 9, 2024

DELIVERED TO PRESIDENT: _____ day of December 2024 at _____

APPROVED BY PRESIDENT: _____
Robby Miller Date

VETOED BY PRESIDENT: _____
Robby Miller Date

RECEIVED FROM PRESIDENT: _____ day of December 2024 at _____

T. P. RESOLUTION NO. R24-38

A RESOLUTION APPROVING THE UPDATED LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT SPONSORED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN FOR TANGIPAHOA PARISH AND ESTABLISHING SAFETY PERFORMANCE TARGETS FOR THE PARISH'S PUBLIC TRANSIT SYSTEM

WHEREAS, Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery, as the Federal Transit Administration (FTA) has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation in the United States; and

WHEREAS, On July 19, 2018 the FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 CFR Part 673, which took effect July 19, 2019 requiring all FTA Section 5307 recipient transit agencies to, within one calendar year after July 19, 2019, establish a PTASP that meets the requirements of Part 673; and

WHEREAS, The PTASP, and subsequent updates, must be signed by the Parish's Accountable Executive (CAO) and approved by the Parish Council (as Board of Directors); and

WHEREAS, PTASP must document the processes and activities related to Safety Management System (SMS) implementation and include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan, with those targets being shared with the Regional Planning Commission (RPC) the Louisiana Department of Transportation and Development (LADOTD); and

WHEREAS, TPPTS is dedicated to ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Safety Plan (NSP), as the Safety Management System (SMS) helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks; and

WHEREAS, TPPTS is considered a part of the Tangipahoa Parish Government, the main governing body is the Tangipahoa Parish Council; and

NOW THEREFORE, BE IT RESOLVED, that the Tangipahoa Parish Council hereby approves this updated PTASP Safety Plan and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A); and as Safety has always been a primary function at TPPTS, this PTASP lays out a process to fully implement and review an SMS on a yearly and ongoing basis in order to continue compliance with the PTASP final rule.

On motion by _ and seconded by _, the foregoing resolution was hereby declared adopted on this the 25th day of November 2024 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

Jill DeSouge, Clerk of Council
Tangipahoa Parish Council

David P. Vial, Chairman
Tangipahoa Parish Council

Robby Miller, President
Tangipahoa Parish



Tangipahoa Parish Public Transit System

AGENCY SAFETY PLAN



Tangipahoa Parish Council

dba

Tangipahoa Parish Public Transit System

Public Transportation Agency Safety Plan

Version 1- Revised 9/26/2024

Adopted November __, 2024

In compliance with 49 CFR Part 673

Developed in conjunction with the
Louisiana Department of Transportation and Development





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1. EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At the Tangipahoa Parish Public Transportation System (TPPTS) a.k.a. "TangiTransit", all levels of management, administration and operations are responsible for the safety of their clientele and themselves. To improve public transportation safety to the highest practicable level in the State of Louisiana and comply with FTA requirements, the Louisiana Department of Transportation and Development (LADOTD) has developed this Agency Safety Plan (ASP) in collaboration with the Tangipahoa Parish Council, dba TPPTS.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the NSP, the Tangipahoa Parish Council adopts this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329(d)(1)(A).¹ While safety has always been a primary function at TPPTS, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

¹ Federal Register, Vol. 81, No. 24



A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Joe Thomas, Chief Administrative Officer

ACCOUNTABLE EXECUTIVE SIGNATURE

DATE

Since Tangipahoa Parish Public Transportation System (TangiTransit) is considered a part of the Tangipahoa Parish Government, the main governing body is the Tangipahoa Parish Council. Approval of this plan by the Tangipahoa Parish Council occurred on 11/2024 and is documented in R20-10 from the Parish Council Meeting.

B. Certification of Compliance – 673.13(a)(b)

LADOTD certifies on July 17,2020 that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by TPPTS as evidenced by the plan adoption signature and necessary Tangipahoa Parish Council approvals under Section 1.A of this plan.



2. TRANSIT AGENCY INFORMATION – 673.23(D)

The Tangipahoa Parish Council, dba Tangipahoa Parish Public Transportation System (TangiTransit), is the public transportation provider for Tangipahoa Parish, Louisiana. The Tangipahoa Parish Council contracts with the Tangipahoa Voluntary Council on Aging (TVCOA) to manage and operate TPPTS. The TPPTS address is P.O. Box 215, Amite, LA; and the TVCOA main office is located at 106 N Bay St, Amite, LA 70422. The Tangipahoa Parish Council is identified as a “small-urbanized area” due to its population size being below the 200,000 threshold for a large urbanized area.

TPPTS provides Demand-Response, first-come-first-served, curb-to-curb, non-emergency public transportation service, which is available to everyone in Tangipahoa Parish, regardless of age, along with deviated fixed route services in the cities of Hammond, Ponchatoula and Independence. The deviated fixed routes services generally operate from 8:00 am through 4:00 pm, Monday through Friday, except in dangerous weather conditions and standard holidays.

TPPTS is managed by the Chief Administrative Officer and the management team consisting of the Tangipahoa Parish Chief Safety/Internal Affairs Officer, Tangipahoa Parish Grants Manager, Tangipahoa Parish Purchasing Director, Tangipahoa Parish Accounting Director, Tangipahoa Parish Human Resources Director, TVCOA Executive Director, and TVCOA Transit Manager.

No additional transit service is provided by TPPTS on behalf of another transit agency or entity at the time of the development of this plan.



Table 1. Contains Agency Information provided in Figure 1.

Figure 1. Tangipahoa Parish Public Transportation System (TPPTS) Organizational Chart

Table 1: Agency Information

Information Type	Information
Full Transit Agency Name	Tangipahoa Parish Council, dba Tangipahoa Parish Public Transportation System) (TPPTS) a.k.a (TangiTransit)
Transit Agency Address	TPPTS: P. O. Box 215, Amite, LA TPCOA: 106 N Bay St, Amite, LA 70422
Name and Title of Accountable Executive 673.23(d)(1)	Joe Thomas, Chief Administrative Officer
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Chris Chappell, Director of Internal Compliance/ TPPTS Chief Safety Officer
Key Staff	Debi Fleming, TVCOA Director Mary Dowling, TVCOA Transit Manager
Mode(s) of Service Covered by This Plan 673.11(b)	Deviated Fixed Route Bus and Demand Response
List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, 5311
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Deviated Fixed Route Bus and Demand Response
Number of Vehicles Operated	8-Cutaways; 3-Passenger Transit Vans; 2-Minivans

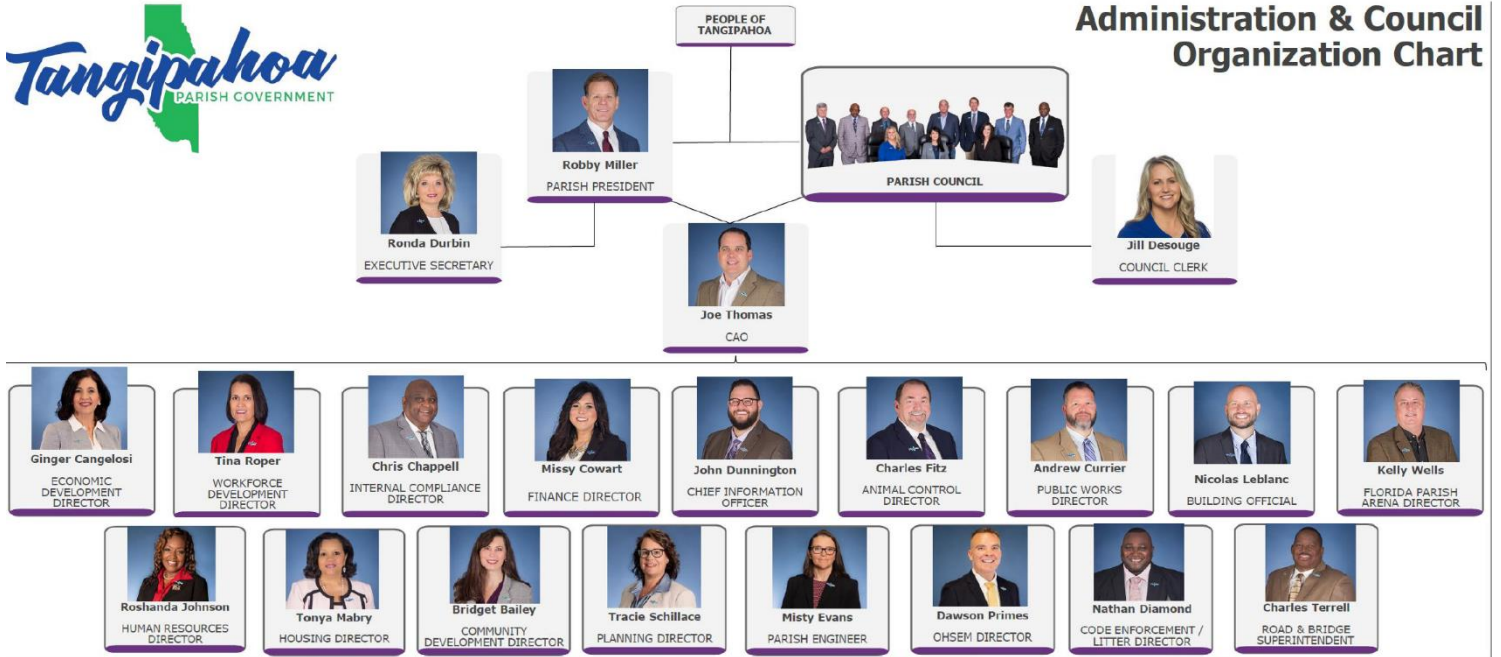


Tangipahoa Parish Public Transit System

AGENCY SAFETY PLAN



Figure 1: TPPTS Organizational Chart





A. Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), TPPTS is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP in accordance with 49 U.S.C. 5329(d)), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has the authority and responsibility to address substandard performance in the TPPTS SMS, per 673.23(d)(1).

Agency leadership and executive management include members of our agency leadership or executive management, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the TPPTS SMS. As such, the CSO can report directly to our transit agency's Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

Front line employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

Over the next year, TPPTS will be reviewing and modifying, if necessary, our current job descriptions to ensure the job descriptions comply with 49 CFR Part 673.



3. SAFETY POLICIES AND PROCEDURES

A. Policy Statement – 673.23(a)

Safety is TPPTS’ first priority. TPPTS is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and always acknowledges that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.

For passengers and employees, we will minimize the safety risks associated with transit service to as low as reasonably practicable and will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. TPPTS also will work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

TPPTS has established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives. We will issue quarterly reports to the entire organization documenting how well we met our safety performance targets and describing the safety risk mitigations we implemented to reduce safety risk.

I. Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data. These employees are typically the first to spot unsafe conditions that arise from unplanned conditions either on the vehicles, in the maintenance shop, or in the field during operations. For this reason, the Employee Safety Reporting Program (ESRP) is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

TPPTS follows established reporting processes for safety reporting and grievance procedures set in place in Sections 605:1 and 608:1, respectively, of Tangipahoa Parish Government’s *Employee Handbook* (Appendix A, Table 8 shows the document name, files name and date of adoption). These policies are currently applicable to internal and external complainants and are supported by a call line where complainants can remain anonymous, as well as the Tangipahoa Parish Title VI Complaint Form provided to employees in the *Transit Title VI Program* document (Appendix A). The internal procedures require that when complaints are submitted, the complaints are first routed to the supervisor who will do an



initial investigation. If the complaint relates to an accident, then the CSO is notified, and the Parish will initiate the Crash Review Committee. Over the next year, TPPTS will review and modify, if necessary, our current reporting procedures to develop the procedures into a full ESRP to ensure that the procedures comply with 49 CFR Part 673.

In general, the TPPTS ESRP will ensure that all employees are encouraged to report safety conditions directly to senior management or their direct supervisor for elevation to senior management as stated in Section 605:1 of the Tangipahoa Parish Government's *Employee Handbook*. The policy will include any contract employees. As stated in the section called "Internal Control Information and Communication" of the *Internal Control Policy* (Appendix A), employees know and are comfortable that reprisals will not occur for reporting negative information or information concerning violation of Parish policy, procedure, or internal control. The ESRP policy will also elaborate on how safety conditions that are reported will be reported back to the initiator(s) – either to the individual or groups of individuals or organization, dependent on the nature of the safety condition.

To bolster the information received from frontline employees, TPPTS will also review our current policy for how our agency receives information and safety related data from employees and customers. If necessary, TPPTS will develop additional means for receiving, investigating, and reporting the results from investigations back to the initiator(s) – either to the person, groups of persons, or distributed agency-wide to ensure that future reporting is encouraged.

II. Communicating the Policy Throughout the Agency – 673.23(c)

TPPTS is committed to ensuring the safety of our clientele, personnel, and operations. Part of that commitment is developing an SMS and agencywide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agencywide safety culture is communicating our SMP throughout our agency.

The SMP and safety objectives are at the forefront of all communications. This communications strategy will include posting the policy in prominent work locations for existing employees and adding the policy statement to the on-boarding material for all new employees. In addition, the policy statement will become part of our agency's regular safety meetings and other safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

B. PTASP Development – 673.11(d)

This PTASP has been developed with the support of the LADOTD, on behalf of the Regional Planning Commission (RPC) for Jefferson, Orleans, St. Bernard, St. Charles, St. John the Baptist, St. Tammany, and Tangipahoa Parishes (the Metropolitan Planning Commission (MPO) for the region) and the Tangipahoa Parish Council, dba Tangipahoa Parish Public Transportation System (TangiTransit), in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. LADOTD



mailed a formal call for participation in a State sponsored PTASP development process to all Louisiana Section 5307 small bus transit agencies on December 17, 2018 and followed that call with a series of phone calls and additional correspondence. TPPTS provided an email to LADOTD opting into participation on January 25, 2019 and has been an active participant in the development of this plan through sharing existing documentation and participating in communication and coordination throughout the development of this plan. The TPPTS and TVCOA documentation used in the development of this plan is presented in Table 8, in Appendix A.

In support of tracking performance on our SA and SP processes, TPPTS conducts periodic safety culture surveys. The survey is intended to help TPPTS assess how well we communicate safety and safety performance information throughout our organization by gauging how safety is perceived and embraced by TPPTS' administrators, supervisors, staff, and contractors. The survey is designed to help us assess how well we are conveying information on hazards and safety risks relevant to employees' roles and responsibilities and informing employees of safety actions taken in response to reports submitted through our ESRP. Results from our most recent survey were analyzed and incorporated into the implementation strategies contained in this ASP.

Once the documents were reviewed, an on-site interview was conducted with TPPTS to gain a better understanding of the agency. This understanding was necessary to ensure that the ASP was developed to fit TPPTS' size, operational characteristics, and capabilities.

The original draft ASP was delivered to TPPTS in March 2024 for review and comment and has been further updated by the Tangipahoa Parish in October 2024. Once review was completed and any adjustments made, the final was delivered to TPPTS for review and adoption.

C. PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329(d)(1)(D), this plan includes provisions for annual updates of the SMS. As part of TPPTS' ongoing commitment to fully implementing SMS and engaging our agency employees in developing a robust safety culture, TPPTS management will review the ASP and all supporting documentation annually. The review will be conducted as a precursor to certifying to FTA that the ASP is fully compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through TPPTS' annual Certifications and Assurances reporting to FTA.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOP], Policies, Manuals, etc.) that are used to fully implement all the processes used to manage safety at TPPTS. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the Tangipahoa Parish Council whether by signature or by reference to resolution.



The annual ASP review will follow the update activities and schedule provided below in Table 2. As processes are changed to fully implement SMS or new processes are developed, TPPTS will track those changes for use in the annual review.

Table 2: ASP Annual Update Timeline

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	→							
Review SMS Documentation <ul style="list-style-type: none"> • Safety Policy; • Risk Management; • Safety Assurance; and • Safety Promotion. 		→						
Review Previous Targets and Set or Continue Targets			→					
Report Targets to National Transit Database (NTD), LADOTD, RPC					→			
Make Any Necessary Adjustments to PTASP						→		
Update Version No., Adopt & Certify Plan Compliance								★

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

Table 3: ASP Record of Changes

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

D. PTASP Maintenance – 673.11(a)(2)(c)

TPPTS will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as TPPTS continues to develop and refine our SMS implementation.



E. PTASP Documentation and Recordkeeping – 673.31

At all times, as supported by the Tangipahoa Parish Government’s *Record Retention Schedule* (Appendix A), which is based on the Louisiana Secretary of State policies for retention, TPPTS will maintain documents that set forth our ASP, including those documents related to the implementation of TPPTS’ SMS and those documents related to the results from SMS processes and activities. TPPTS will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entity, or LADOTD. TPPTS will maintain these documents for a minimum of three years after the documents are created. These additional supporting documents are cataloged in Appendix A and the list will be kept current as part of the annual ASP review and updated.

F. Safety Performance Measures – 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include SPTs based on the safety performance measures established under the NSP. The safety performance measures outlined in the NSP were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the NSP are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the NSP. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4.

Table 4: NSP Safety Performance Measures

Safety Performance Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	



Table 5 presents baseline numbers for each of the performance measures. TPPTS collected the past five (5) years of reported data to develop the rolling averages listed in the table.

Table 5: Baseline 2019 Safety Performance Measures

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Deviated Fixed Route (Bus)	0	0	0	0	0.4	0.0000015	271,704 mi.
Demand Response	0	0	0	0	1	0.0000045	222,336

*rate = total number for the year/total revenue vehicle miles traveled

While safety has always been a major component of the TPPTS operation, the adoption of this ASP will result in changes across all aspects of the organization. The SPTs set in Table 6 and Table 7 reflect an acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We will set our targets at the current NTD reported five-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last five years.

Table 6: Deviated Fixed Route (Bus) Safety Performance Targets

Measure	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0	0
Injuries	0	0
Rate of Injuries*	0	0
Safety Events	2	0.4
Rate of Safety Events*	0.0000073	0.0000015
Mean Distance Between Major Mechanical Failure	271,704 mi.	271,704 mi.

*rate = total number for the year/total revenue vehicle miles traveled



Table 7: Demand Response Safety Performance Targets

Mode	Baseline	Target
Fatalities	0	0
Rate of Fatalities*	0	0
Injuries	0	0
Rate of Injuries*	0	0
Safety Events	1	1
Rate of Safety Events*	0.0000045	0.0000045
Mean Distance Between Major Mechanical Failure	222,336	222,336

*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, TPPTS will reevaluate our SPTs and determine whether the SPTs need to be refined. As more data is collected as part of the SRM process discussed later in this plan, TPPTS may begin developing safety performance indicators to help inform management on safety related investments.

G. Safety Performance Target Coordination – 673.15(a)(b)

TPPTS will make our SPTs available to LADOTD and the RPC to aid in those agencies’ respective regional and long-range planning processes. As stated in the *MPO District Agreement By and Between the RPC* (Appendix A), and Tangipahoa Parish, to the maximum extent practicable, TPPTS will coordinate with LADOTD and the RPC in the selection of State and MPO SPTs as documented in the Interagency Memorandum of Understanding (MOU).

Each year during the FTA Certifications and Assurances reporting process, TPPTS will transmit any updates to our SPTs to both the RPC and LADOTD (unless those agencies specify another time in writing).



4. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As noted previously, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, TPPTS is adopting SMS as the basis for directing and managing safety and risk at our agency. TPPTS has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components - SMP, SRM, SA, and SP. The SMP and SP are the enablers that provide structure and supporting activities that make SRM and SA possible and sustainable. The SRM and SA are the processes and activities for effectively managing safety as presented in Figure 2.

Figure 2: Safety Management Systems





Implementing SMS at TPPTS will be a major focus over the next several years. This ASP is the first step to further developing a systematic approach to managing the agency’s risk in such a way as to comply with 49 CFR Part 673. TPPTS has already taken several steps to implement SMS, such as having an established risk assessment process, implementing a Crash Review Committee, and now developing this initial ASP and designating a CSO. During the first year of implementation, TPPTS will identify SMS roles and responsibilities and key stakeholder groups, identify key staff to support implementation, and ensure the identified staff receive SMS training. TPPTS will also develop a plan for implementing SMS, inform stakeholders about the ASP, and discuss our progress toward implementation with the Parish Council and our agency’s planning partners.

A. Safety Risk Management – 673.25

By adopting this ASP, TPPTS is furthering the development of the SRM process presented in Figure 3. This SRM is established for identifying hazards and analyzing, assessing, and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25. The SRM processes described in this section are designed to implement the TPPTS SMS.

Figure 3: Safety Risk Management Process



The continuation of the current SRM component of the SMS will be carried out over the course of the next year. The SRM components will be further implemented through a program of improvement during which the SRM processes will be reviewed, evaluated, and revised as necessary, to ensure the processes are achieving the intended safety objectives as the processes are fully incorporated into TPPTS’ SOPs.

The SRM is focused on implementing and improving actionable strategies that TPPTS has undertaken to identify, assess and mitigate risk. The creation of a Risk Register provides an accessible resource for documenting the SRM process, tracking the identified risks, and documenting the effectiveness of mitigation strategies in meeting defined safety objectives and performance measures. The draft Risk Register is presented in Figure 4.



Figure 4: Draft Risk Register

Hazard	Type	Likelihood	Consequence	Resolution

Diagram illustrating the Draft Risk Register structure. The table has five columns: Hazard, Type, Likelihood, Consequence, and Resolution. Three callout boxes point to the first three columns:

- What is wrong? (points to Hazard)
- What could happen (points to Likelihood)
- What could mitigate this? (points to Resolution)

As the SRM process progresses through the steps of identifying what may be wrong, what could happen as a result, and what steps TPPTS is taking to resolve the risk and mitigate the hazard, the CSO completes and publishes the various components of the Risk Register. These components include the use of safety hazard identification, safety risk assessment, and safety risk mitigation, as described in the following sections.

I. Safety Hazard Identification – 673.25(b)

TPPTS uses the Tangipahoa Parish Government’s *Internal Control Policy* to identify risks and apply internal control processes for each of the following:

1. Policies
2. Procedures
3. Sequences or combination of procedures
4. Assignments of duties, responsibilities, and authorities
5. Physical arrangements or processes
6. Combinations of the above

Control policies and procedures are established and executed to help ensure that actions necessary to achieve objectives are effectively carried out. These activities include an integrated system of policies, procedures, internal controls, and evaluation tools. In addition to the risk assessment processes identified in the Control Policy, TPPTS’ *Driver Handbook* (Appendix A) further identifies known hazards based on asset and operational risks as well as emergency driving procedures.



Although the current procedures have been effective in achieving our safety objectives, to ensure compliance with 49 CFR Part 673, TPPTS is working to implement the following expanded SRM process.

The TPPTS SRM process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. In the SRM process, a hazard is 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.

Hazard identification focuses on out-of-the-norm conditions that need special attention or immediate action, new procedures, or training to resolve a condition that is unacceptable and return conditions to an acceptable level. TPPTS uses a variety of mechanisms for identifying and documenting hazards, namely:

- Through training and reporting procedures, TPPTS ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified to the employee's supervisors. Continued training helps employees to develop and improve the skills needed to identify hazards.
- Employee hazard training coupled with the ESRP ensures that TPPTS has full use of information from frontline employees for hazard identification.
- Upon receiving the hazard report, supervisors communicate the identified hazard to the CSO for entry into the risk register for risk assessment, classification and possible mitigation.
- In carrying out the risk assessment, the CSO uses standard reporting checklists (e.g. *Pre-and Post-Trip Inspection Checklists* found in the *Driver Handbook* to mitigate mechanical based safety hazards that are identified) and other reports completed on a routine basis by administrative, operations and maintenance. The *Driver Handbook* also contains procedures for flagging and reporting hazards as a part of day-to-day operations.
 - Moving forward, the established risk assessment checklists will be further developed into forms for use in trend and reporting analysis.
- Front Line employees are responsible for performing and documenting regular vehicle maintenance and safety assessments, which will include reporting.
- Management personnel are also responsible for performing and documenting regular safety assessments with the support of the Crash Review Committee and recommending methods to reduce identified hazards.
- TPPTS uses incident reports and records to determine specific areas of training that need to be covered with employees to ensure safety hazard identification is continually improved, and thus ensure that hazards are identified before an event recurrence.



- Incident reports are also analyzed by the risk management team to identify any recurring patterns or themes that would help to identify underlying hazards and root causes of the event that can be mitigated to prevent recurrence.
- If a hazard is such that an employee would be reluctant to report the information due to perceived negative consequences (e.g. disciplinary action), alternative, anonymous reporting mechanisms are available through an anonymous call line.
- To increase the safety knowledge of our agency, the CSO, risk management personnel and subject matter experts are also encouraged to participate in available professional development activities and peer-to-peer exchanges as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification include:
 - ESRP
 - Inspections of personnel job performance, vehicles, facilities, and other data
 - Investigations of safety events
 - Safety trend analysis on data currently collected
 - Training and evaluation records
 - Internal safety audits
 - External sources of hazard information could include:
 - FTA and other federal or state authorities
 - Reports from the public
 - Safety bulletins from manufacturers or industry associations

In addition to identifying the hazard, the hazard identification process also classifies the hazard by type (organizational, technical, or environmental) to assist the CSO in identifying the optimal combination of departmental leadership and subject matter expertise to select in assembling the safety risk assessment team.

The various hazard types can also be categorized by subcategory for each type. For example, organizational hazards can be subcategorized into resourcing, procedural, training, or supervisory hazards. Each of the subcategories implies different types of mitigation strategies and potentially affect overall agency resources through varying costs for implementation. Technical hazards can be subcategorized into operational, maintenance, design, and equipment. Additionally, environmental hazards can be subcategorized into weather and natural, which is always a factor for every operation.

II. Safety Risk Assessment – 673.25(c)

TPPTS currently uses a Crash Review Committee as a management tool to examine accidents and make determinations on causal factors, in order to assign accountability and identify where management



accident prevention controls can be improved. This framework is detailed in the *Crash Review Committee* document (Appendix A) and is also intended to be used to introduce and/or strengthen SOPs and identify training needs and improve the safety culture within Tangipahoa Parish Government and TPPTS.

As part of the new SRM process, TPPTS has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk. The process continues the use of the Risk Register described in the previous section to address the next two components.

To accurately assess a safety risk, TPPTS may need to perform an investigation. TPPTS is currently involved in a collaborative effort with the TVCOA to investigate any accidents or crashes but will need to develop a full investigative procedure to inform the SRM process. The investigation procedure will start with the framework of the Safety Review Committee but will concede rendering judgement until the TVCOA has finished conducting its initial assessment. Once fully developed, the document will become the Investigation SOP. The SOP will include accident investigation procedures as well as risk investigation procedures. These procedures will be used to investigate risks identified from multiple sources including the ESRP.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. The results of the assessment are used to populate the third and fourth components of the Risk Register as presented in Figure 5.

Figure 5: Safety Risk Assessment Steps in Populating the Risk Register

Hazard	Type	Likelihood	Consequence	Resolution

The risk assessment is conducted by the CSO and their risk management team through the Crash Review Committee in coordination with the Parish Risk assessment office and supplemented by subject matter experts from the respective department or section to which the risk applies. The process employs a safety risk matrix, similar to the one presented in Figure 6, that allows the safety team to visualize the



assessed likelihood and severity, and to help decision-makers understand when actions are necessary to reduce or mitigate safety risk.

Figure 6: Safety Risk Assessment Matrix

RISK ASSESSMENT MATRIX				
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Although the current version of the matrix relies heavily on the examples and samples that are listed on the PTASP Technical Assistance Center website, lessons learned from the implementation process during the coming years will be used to customize the matrix that TPPTS will use to address our unique operating realities and leadership guidance.

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation. This is the point in the process when SRMs are developed. If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard’s likelihood and severity have been assessed, the CSO enters the hazard assessment into the Risk Register that is used to document the individual hazard and the type of risk it represents. This information is used to move to the next step, which is hazard mitigation.

III. Safety Risk Mitigation – 673.25(d)

As part of regular joint operations for all-hazards emergency preparedness, TPPTS currently has a risk mitigation processes established, found in Section III of the *Tangipahoa Parish Office of Homeland Security and Emergency Preparedness, Emergency Support Function 1 (ESF 1)* (Appendix A). The ESF 1 identifies the roles of the Emergency Operations Center (EOC) transportation coordinator and the duties



of transportation in the event of a declared emergency, the framework of coordination and risk assessment and mitigation strategies established in these processes provides the basis for a fully developed Safety Risk Mitigation process for day to day operations. TPPTS will review our current documentation and fully develop a non-emergency process to list the specific vulnerability according to the Vulnerability Index and identify Current Risk Reduction Strategies and Additional Mitigation Actions Planned for each.

Upon completion of the risk assessment, the CSO and the safety committee continue populating the Risk Register by identifying mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level (Figure 7). However, mitigations do not typically eliminate the risk entirely.

Figure 7: Risk Register Mitigation Component

Hazard	Type	Likelihood	Consequence	Resolution

To accomplish this objective, the CSO, through the risk management team, works with subject matter experts from the respective department or section to which the risk applies. The risk management team then conducts a brainstorming exercise to elicit feedback from staff and supervisors with the highest level of expertise in the components of the hazard.

Documented risk resolution and hazard mitigation activities from previous Risk Register entries and the resolution’s documented level of success at achieving the desired safety objectives may also be reviewed and considered in the process. If the hazard is external (e.g., roadway construction by an outside agency) information and input from external actors or experts may also be sought to take advantage of all reasonably available resources and avoid any unintended consequences.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member or team for implementation. The assigned personnel and the personnel’s specific responsibilities are entered into the Risk Register. Among the responsibilities of the mitigation team leader is the documentation of the mitigation effort, including whether the mitigation was carried out as designed and whether the intended safety objectives were achieved. This information is recorded in the



appendix to the Risk Register for use in subsequent SA activities and to monitor the effectiveness of the SRM program.

B. Safety Assurance – 673.27 (a)

Safety Assurance means processes within the TPPTS SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) TPPTS meets or exceeds our safety objectives through the collection, measurement, analysis, and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting TPPTS' critical safety objectives and contribute towards SPTs.

I. Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the TPPTS SA program, TPPTS collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. TPPTS currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, TPPTS will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

Monitoring Compliance and Sufficiency of Procedures – 673.27 (b)(1)

TPPTS monitors our system for personnel compliance with operations and maintenance procedures and monitors these procedures for sufficiency in meeting safety objectives. A list of documents describing the safety related operations and maintenance procedures cited in this ASP is provided in Appendix A of this document.

Supervisors monitor employee compliance with TPPTS SOPs through direct observation and review of information from internal reporting systems such as the call line (Section 3.A.I) for both employees and customers.

TPPTS addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through



the SRM process, the SRM team will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The SRM team will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

Monitoring Operations – 673.27(b)(2)

The TPPTS management safety team is required to monitor investigation reports of safety events and SRM resolution reports to monitor the department’s operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation. Monthly meetings with Council on Aging representatives to monitor safety procedures.

II. Safety Event Investigation – 673.27(B)(3)

TPPTS currently conducts investigations into safety events. From an SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that TPPTS can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

TPPTS uses the *Driver Handbook* to identify safety and operational risks based on individual assets and operational characteristics. The procedures outlined in the *Driver Handbook* were based on Industry standards for defensive driving training and situational awareness.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. TPPTS gathers a variety of information for identifying and documenting root causes of accidents and incidents, including but not limited to:

1. Obtain from the Supervisor the following information:
 - a. Accident or Incident Report number
 - b. The location of the incident and what direction they were travelling (inbound or outbound); if in station, indicate the situation.
 - c. Date, time, and conditions of the accident
 - d. Result of the accident, e.g., was there a fatality? Disabling damage to persons or properties? Were persons transported from the scene for medical attention?
 - e. Drug or Alcohol Testing required? (In compliance with 49 CFR § 655.44 post-accident testing, if the safety event meets the definition of accident in 49 CFR § 655.4)
 - f. Justification report if Drug or Alcohol Testing not administered



2. The CSO, working with subject matter experts, evaluates the incident report and other available information to determine the root cause of the accident/event. Follow up with driver or other cognizant parties may be necessary to elicit additional information.
3. The CSO identifies any hazards noted in the incident report and refers those hazards to the SRM process.

Monitoring Internal Safety Reporting Programs – 673.27(b)(4)

As a primary part of the internal safety reporting program, our agency monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

Other Safety Assurance Initiatives

Because leading indicators can be more useful for safety performance monitoring and measurement than lagging indicators, TPPTS is undertaking efforts to implement processes to identify and monitor more leading indicators or conditions that have the potential to become or contribute to negative safety outcomes. This may include trend analysis of environmental conditions through monitoring National Weather Service data; monitoring trends toward or away from meeting the identified SPTs; or other indicators as appropriate.

C. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that TPPTS will implement and how safety related information will be communicated.

I. Safety Competencies and Training – 673.29(a)

TPPT provides comprehensive training to all employees regarding each employee’s job duties and general responsibilities. This training includes safety responsibilities related to the employee’s position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency’s safety processes.

As part of SMS implementation, TPPTS will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (TPPTS is not subject to the requirements under 49 CFR Part 672)



but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).

- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review other training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Develop a set of competencies and trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety-related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all trainings and apply it to agency personnel and contractors.

An initial assessment of the above will be initiated during the first year of implementation of this plan and then on a recurring basis for PTASP review and compliance certification.

II. Safety Communication – 673.29(b)

TPPTS regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to transit employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP (noted in Section 3.A.1) or other means.

TPPTS reports any safety related information to the Tangipahoa Parish Council at their regular meetings and will begin including safety performance information. In addition, TPPTS holds regularly scheduled meetings with drivers to ensure that any safety related information is passed along that would affect the execution of the drivers' duties. TPPTS also posts safety related and other pertinent information in a common room for all employees.

TPPTS will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting transit safety and performance information to all Parish staff associated with the TPPTS as well as contractor staff. To determine what information should be reported, how the information should be reported and to whom, TPPTS will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?



- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up to date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, TPPTS will review our current communications strategies and determine whether others are needed. As part of this effort, TPPTS has conducted, and will continue to conduct, a Safety Culture Survey to understand how safety is perceived in the workplace and what areas TPPTS should be addressing to fully implement a safety culture at our agency.



5. APPENDIX A

Table 8: PTASP Supporting Documents

File Name	Revision Date	Document Name	Document Owner
Governing Board Description.pdf	2023	Governing Board Description-Tangipahoa Parish Council	Tangipahoa Parish Govt.
Hammond & Ponchatoula Bus.pdf	9/16/2023	Hammond and Ponchatoula Bus Stops, Routes, and Schedules	Tangipahoa Parish Transit
MPO District.pdf	11/27/2018	Agree by and between the Regional Planning Commission for Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Tammany, and Tangipahoa Parishes	Regional Planning Commission
Organizational Chart.pdf	9/1/2024	Tangipahoa Parish Government Administration and Council	Tangipahoa Parish Government Administration and Council
Parish Funding Sources.pdf	2024	Agency Funding Sources-Tangipahoa Parish, LA	Tangipahoa Parish Transit
IT Policy.pdf	1/10/2019	Tangipahoa Parish Information Technology Policy	Tangipahoa Parish Government
TAM Asset Inventory 2024.xlsx	2024	TAM Asset Inventory 2024 Revised 9/23/2024	Tangipahoa Parish Transit
TAM Plan Narrative-Tangi Parish 2023.pdf	10/18/2023	Tangipahoa Parish Government Transit Asset Management (TAM) Plan 2018-2024. Revised 10/1/2024	Tangipahoa Parish Government
Tangipahoa Parish Basic Plan .pdf	6/1/2022	All Hazards Emergency Operation Plan: Emergency Support Functions	Tangipahoa Parish Government
Tangipahoa Parish ESF-1 Transportation.pdf	6/13/2019	Tangipahoa Parish Office of Homeland Security and Emergency Preparedness: Emergency Support Function 1 Transportation	Tangipahoa Parish Government
Tangipahoa Parish ESF-5 Management.pdf	6/13/2019	Tangipahoa Parish Office of Homeland Security and Emergency Preparedness: Emergency Support Function 5 Emergency Management	Tangipahoa Parish Government

AGENCY SAFETY PLAN

File Name	Revision Date	Document Name	Document Owner
Tangipahoa Parish ESF-13 Public Safety and Security.pdf	6/13/2019	Tangipahoa Parish Office of Homeland Security and Emergency Preparedness: Emergency Support Function 13 Public Safety and Security	Tangipahoa Parish Government
Internal Control Information and Communications.pdf	3/2024	Cell Phone Policy	TVCOA- Parish Transit
TVCOA Communication.pdf	2023	Internal Control Information and Communications	TVCOA
Complaint Procedure.pdf	2023	TVCOA Communication	TVCOA
TVCOA Customer Rights.pdf	2023	Attachment B - Tangipahoa Parish Government Discrimination Complaint Procedure	Tangipahoa Parish Government
Drug and Alcohol Policy.pdf	2023	Transportation Customer Rights	TVCOA
TVCOA Drug and Alcohol Policy.pdf	2023	Drug and Alcohol-Free Workplace Policy	Tangipahoa Parish Government
Grievance Procedure.pdf	2023	Substance Abuse Management Policy	TVCOA
TVCOA Employee Concern Reporting.pdf	2023	Grievance Procedure Policy	Tangipahoa Parish Government
2022-2024 Title VI Civil Rights Plan.pdf	10/1/2024	Title VI Program 2022-2024	Tangipahoa Parish Govt.
FTA Title VI Program.pdf	10/1/2024	Tangipahoa Parish, La. Transit Title VI Program 2019-2021	Tangipahoa Parish Government
Personnel Manual.pdf	4/20/2023	FTA Title VI Program: Tangipahoa Voluntary Council on Aging	TVCOA
Qualification.pdf	3/25/24	Tangipahoa Parish Government Personnel Manual/Employee Handbook	Tangipahoa Parish Government
Record Retention.pdf	1/10/2023	Record Retention Policy	Tangipahoa Parish Government

AGENCY SAFETY PLAN

File Name	Revision Date	Document Name	Document Owner
Tangipahoa Parish-Hiring	1/10/2023	Tangipahoa Parish Government Record Retention Schedule	Tangipahoa Parish Government
TVCOA Record Retention.pdf	11/15/21	Hiring and Promotion	TVCOA
Grant Policies and Procedures TP 6-2019.docx	1/10/2019	Record Retention	Tangipahoa Parish Govt.
Tangipahoa Parish Internal control policy 1.10.19.pdf	1/12/24	Tangipahoa Parish Government Grant Administration, Financial, Compliance, Monitoring, Operations Policies and Procedures	Tangipahoa Parish Government
MAINTENANCE SCHEDULE REV 2019.pdf	1/12/24	Tangipahoa Parish Government Internal Control Manual	Tangipahoa Parish Government
MAINTENANCE SCHEDULE REV 2019.pdf	11/1/23	REVENUE UNIT BUS MAINTENANCE SCHEDULE. Vehicle Fleet Maintenance Plan	Tangipahoa Parish Govt. & TVCOA
TVCOA Maintenance.pdf	10/1/2022	Tangipahoa Voluntary Council on Aging Tangipahoa Public Transportation Facility Maintenance Program	TVCOA
TVCOA Animal.pdf	12/13/2016	Animals in the Senior Center	TVCOA
TVCOA General Standards.pdf	2/14/23	General Standards of Conduct	TVCOA
Job Descriptions.pdf	2022	Job Description and Salary Administration	TVCOA
Training.pdf	1/10/19	Accounting Procedures Tangipahoa Parish Government	Tangipahoa Parish Government
Job Description.pdf	3/25/24	Tangipahoa Parish Job Descriptions	Tangipahoa Parish Government
TVCOA Training.pdf	2022-23	Training and updates	TVCOA
Crash Review Committee.pdf		Crash Review Committee	TVCOA & Tangipahoa Parish Govt.
Driver Handbook.pdf	2022-23	TVCOA Driver Handbook	TVCOA
Emergency Policy.pdf	2022-23	Emergency Policy	TVCOA

AGENCY SAFETY PLAN

File Name	Revision Date	Document Name	Document Owner
Employee Safety and Health Policy.pdf	3/25/24	Employee Safety and Health Policy	Tangipahoa Parish Government
Personnel Manual.pdf	3/25/24	Tangipahoa Parish Government Personnel Manual	Tangipahoa Parish Government
Procurement Policy Revised FTA.pdf	12/13/21	Procurement Policy and Procedures for Use of Federal Funds in Tangipahoa Parish Administration	Tangipahoa Parish Government
TVCOA Policies and Procedures.pdf	7/2/24	Policies and Procedures 2023	Tangipahoa Parish Government
TVCOA PPE.pdf	2/2023	Bloodborne Pathogens Exposure Plan	TVCOA
TVCOA Safety and Emergency.pdf	2023	Disaster/Emergency and Office Safety Plan (Continuity of Operations Plan-COOP)	TVCOA
2022 Federal Awards and Expenditures.pdf	12/31/2022	Statement of Net Position	Tangipahoa Parish Government
FTA Triennial Review 2023.pdf	8/2023	2023 Triennial Review (in Folder)	Tangipahoa Parish Government
FTA Triennial Review Response.pdf	8/2023	FY 2023 Triennial Review of Tangipahoa Parish	Tangipahoa Parish Transit
FTA 2023 Audit Findings and Response.pdf	10/16/2023	Triennial Review response to FTA- No response required due to no findings .	Tangipahoa Parish Government
2023 Audit Findings and Response.pdf	6/2024	Independent Auditor's Report on Internal Control Over Financial Reporting	FTA/Tangipahoa Parish Government
Governing Board Description.pdf	2023	Independent Auditor's Report on Internal Control Over Financial Reporting	FTA/Tangipahoa Parish Government



A. Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Agency Leadership and Executive Management: means those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer (CSO): means 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 CSO may not serve in other operational or maintenance capacity, unless the CSO 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.

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means 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 PTASP.

Event: means an accident, incident, or occurrence.

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

Hazard: means 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.

Incident: means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.



Investigation: means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

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

Occurrence: means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means 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.

Performance Target: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.



Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's employees regarding safety.

Safety Management System (SMS): means the formal, top-down, data-driven, 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 risks and hazards.

Safety Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means 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.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

Safety Promotion (SP): means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.



Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date that the injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage.
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: means 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 and does not operate a rail fixed guideway public transportation system.

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

State of Good Repair: means the condition in which a capital asset can operate at a full level of performance.

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

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means 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.



Vehicle Revenue Miles (VRM): means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

B. Additional Acronyms Used

ASP: Agency Safety Plan

dba: doing business as

EOC: Emergency Operations Center

ESF: Emergency Support Function

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America's Surface Transportation Act

LADOTD: Louisiana Department of Transportation and Development

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTD: National Transit Database

RPC: Regional Planning Commission for Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist; St. Tammany and Tangipahoa Parishes

SOP: Standard Operating Procedure

TPPTS: Tangipahoa Parish Public Transit System

TVCOA: Tangipahoa Voluntary Council on Aging



6. APPENDIX B

A. Council Minutes or Resolution

(PLEASE ATTACH HERE)



7. APPENDIX C

A. COVID-19 PANDEMIC RESPONSE STRATEGY PLAN

(SEE ATTACHED DOCUMENT FROM NEEL-SCHAFFER)

T.P. Resolution No. R24-39

**A RESOLUTION OF TANGIPAHOA PARISH COUNCIL-PRESIDENT GOVERNMENT
AUTHORIZING THE PARISH PRESIDENT AS THE DESIGNATED AUTHORITY TO
EXECUTE ANY AND ALL DOCUMENTS IN REGARD TO PROJECTS
H.015333 EASLEY RD OVER SWEETWATER CREEK
H.015404 E. LEWISTON RD OVER WILSON BRANCH
H.015407 OLD GENESSEE RD BRIDGES
H.015408 N. BRICKYARD RD BRIDGE**

WHEREAS, the state and federal Projects H.015333, H.015404, H.015407, and H.015408 are to dismantle and dispose of the existing bridges and construct new structures along Easley Rd over Sweetwater Creek, E. Lewiston Rd over Wilson Branch, Old Genessee Rd, and N. Brickyard Rd in Tangipahoa Parish, Louisiana; and

WHEREAS, such agreement requires that the Tangipahoa Parish Government provide a certified copy of a resolution which authorizes submission of such documents and authorizes a signatory party; and

NOW, THEREFORE BE IT RESOLVED, by the Tangipahoa Parish President Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, that Honorable Charles R. Miller, Tangipahoa Parish President, is hereby authorized to execute any and all documents on behalf of the Tangipahoa Parish Government between Department of Transportation and Development (DOTD) and the Tangipahoa Parish Government concerning Projects H.015333, H.015404, H.015407, and H.015408.

On motion by _ and seconded by _, the foregoing Resolution was hereby declared adopted on this the 25th day of November, 2024 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

David P. Vial, Chairman
Tangipahoa Parish Council

Jill DeSouge, Council Clerk
Tangipahoa Parish Council

Robby Miller, President
Tangipahoa Parish

T.P. Resolution No. R24 – 40

A RESOLUTION APPROVING AND SUPPORTING THE IDEALS, PRINCIPLES AND CONCEPTS OF VISION ZERO FOR THE PARISH OF TANGIPAOHA, AND ADOPTING THE NORPC SAFETY ACTION PLAN AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, fatalities and serious injuries from traffic and other transportation related causes result in negative impacts on people and resources; and

WHEREAS, the preservation of human life is a priority, traffic deaths and serious injuries are preventable and a public health issue, and traffic deaths and injuries can be addressed through education, engineering and policy implementation; and

WHEREAS, Vision Zero provides a framework for reducing traffic deaths and serious injuries through a comprehensive approach; and

WHEREAS, the NORPC Safety Action Plan will be a community centered plan with the intention of eliminating traffic related fatalities and severe injuries in the Parish of Tangipahoa; and

WHEREAS, the Safety Action Plan will have a focus on data-driven decision making, a systems-based approach and a prioritization of proven safety strategies; and

WHEREAS, the NORPC Safety Action Plan has the goal of eliminating fatalities and serious injuries on the roadways of the NORPC Safety Action Plan study area by 2045; and

WHEREAS, the NORPC Safety Action Plan has the goal of eliminating all traffic deaths and serious injuries on the roadways of the NORPC Safety Action Plan study area by 2045, to be accomplished through the implementation of an intentional data driven, community based effort to improve transportation safety for all users; and

NOW THEREFORE, BE IT RESOLVED, by the Parish Council of Tangipahoa, Louisiana, in legal session convened, that the NORPC Safety Action Plan, a copy of which is attached hereto, be adopted.

BE IT FURTHER RESOLVED, that the adoption of this Resolution and approval of the NORPC Safety Action Plan, should not be interpreted or construed to create any liability or strict liability upon the Parish, and the goal of the adoption of the Plan is to improve safety on the public rights of way of the Parish of Tangipahoa, not guarantee safety.

On motion by _ and seconded by _, the foregoing resolution was hereby declared adopted on this the 25th day of November 2024 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

Jill DeSouge, Clerk of Council
Tangipahoa Parish Council

David P. Vial, Chairman
Tangipahoa Parish Council

Robby Miller, President
Tangipahoa Parish



PATH TO ZERO

Tangipahoa Parish Council Presentation

November 25, 2024



Agenda



1 Safe Streets and Roads for All Grant

2 Path to Zero Plan Overview

Vision Zero Plan

3 Leadership Commitment

Progress Tracking, Vision Zero Statement, and Resolution Adoption

4 Next Steps

By the Numbers - Tangipahoa



Crash Records from 2017-2021 were analyzed. Results are staggering.

Average Number of Crashes Every Year

4,429

Higher Severe/Fatal crash rate than the State

128

Lives Lost

Number of Severe Injury Collisions

182



Fatal & severe crashes involving alcohol

20%



Safe Streets and Roads for All (SS4A)



**Federal Discretionary Grant to
prevent deaths and serious injuries on our roadways
using a “Vision Zero” approach**

Safety Action Plan

Implementation

Safe Streets and Roads for All (SS4A)



**Federal Discretionary Grant to
prevent deaths and serious injuries on our roadways
using a “Vision Zero” approach**

Safety Action Plan

Implementation

This work was done in close collaboration with each Parish to guide plan efforts.

Path to Zero Safety Action Plan



- Requirement for implementation funding eligibility

KP1

- A public commitment to the **vision statement** by a high-ranking official or governing body is required for implementation fund eligibility
- This may include a **resolution, policy, ordinance, executive order, or other official announcement** from a high-ranking official **AND the official adoption of a plan that includes the commitment by a legislative body**

- Vision Zero Statement

KP0

“St. John the Baptist Parish, St. Tammany Parish, and **Tangipahoa Parish** commit to eliminate serious injuries and deaths from crashes on roadways by 2045 to ensure safety for all users of the transportation system.”

KP2

Slide 6

- KP0** Shouldn't this be titled Vision Zero Statement? Titled as One Plan, One Vision it is a bit confusing if it is the Vision Zero Statement or not.
Karen Parsons, 2024-10-29T20:16:53.394
- KP1** Similarly, shouldn't this be titled Requirement of the Grant or of the Plan?
Karen Parsons, 2024-10-29T20:17:49.366
- KP2** Is this the final Vision Statement each Parish agreed to? Sorry, I do not remember if it was finalized in one of the PMT meetings or if this is just the logical outcome of the overall effort. I ask because it is stated in a way that might cause them a moment of concern and ask if it means zero deaths MUST be achieved or if it is the ideal which they commit to work toward.
Karen Parsons, 2024-10-29T20:56:52.602
- JW2 0** Added in slide comments, I believe this has been reviewed by PMT and steering, but Ellen or Colin can confirm.
Julia Weegman, 2024-10-30T13:24:03.165

Path to Zero Safety Action Plan



• What's in the Plan?

- Process Overview
 - Project Management Team
 - Steering Groups
 - Public Engagement & Equity
- Methodologies & Analyses
 - Crash Analysis
 - High Injury Network
 - Recommendations



Path to Zero – Community Engagement



• In-Person Engagement

- 13 Pop-up events in April

St. John the Baptist	Team Up to Clean Up Event
	Garyville Library
	LaPlace Library
St. Tammany	Edgard Library
	Giddy Up Folsom Market
	Camellia City Farmers Market
	Covington Farmers Market
Tangipahoa	Madisonville Library
	Kentwood Library
	Ponchatoula Rec. Park
	Ponchatoula Strawberry Fest
	Southeastern University
	Hammond Farmers Market



Photo: Hammond Farmers Market



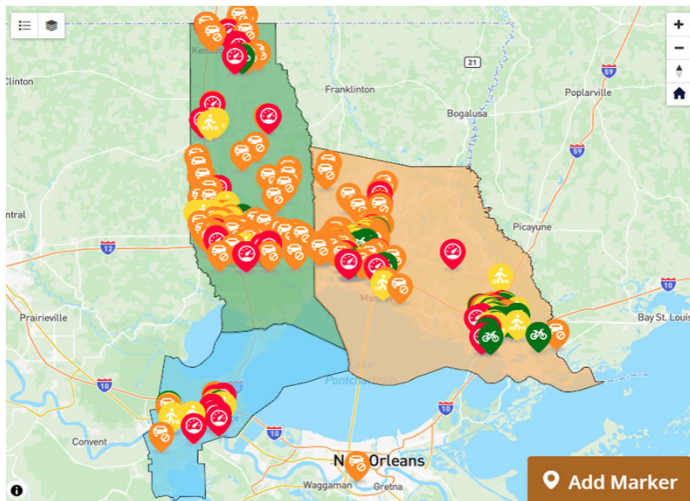
Photo: Kentwood Library

Path to Zero – Community Engagement



Responses

- **Survey - 487**
- **Interactive Map - 330**



74% In favor of a Vision Zero goal

When selecting their top safety concerns:
(multiple selection)

69% Distracted driving

50% Speeding

49% Not enough crosswalks or sidewalks

Recommendations (projects)



Tangipahoa

Parish, City, and State Roads

- 47 Projects
 - 24 Intersections
 - 23 Segments
- Prioritization
 - High - 4
 - Med - 42
 - Low - 1

Table 13: Project List (Tangipahoa)

ACTION PLAN	Map ID	Roadway	Countermeasure	Cost Estimate	Time Frame	Priority	Road Owner
	11	US 190 from S Range Rd to US 51		Feasibility Study	\$360,000	Short	High
1	W University Ave (LA 3234) from I-55 to Morrison Blvd (US 51)		Lighting, Replace TWLTL with Raised Medians and Turn Bays, Flashing Yellow Arrow (FYA), Low-Cost Countermeasures (Striping), Raised Pavement Markings, Roundabout	\$8,080,100	Long	High	State
25	Faller Rd from LA 443 to LA 442		Widen Roadway, Add Rumble Strips, Redo Striping, Add Chevron Signage, Add Lighting at LA 442 and LA 443	\$16,293,000	Long	High	Parish
26	CM Fagan Dr/ Minnesota Park Rd from Jackson Rd to S Range Rd		Reduce Roadway Speed Limit, Corridor Access Management, Protected Crosswalks, Striping	\$5,402,000	Long	High	Parish
9	I-12 from I-12 WB Exit Ramp to US 51 BUS		Rumble Strips (Intersection)	\$4,400	Short	Med.	State
10	W Club Deluxe Rd from Happywoods Rd to US 51		Low-Cost Countermeasures (Signage), Rumble Strips (Intersection)	\$6,750	Short	Med.	City
12	HWY 445 & LA 40 intersection		Lighting, Rumble Strips (Transverse), Wide Edge Lines, Splitter Island, Low-Cost Countermeasures (Signage)	\$47,400	Short	Med.	State
13	S Linden St & US 190 (W Thomas St) intersection		Low-Cost Countermeasures (Signage and Striping)	\$1,100	Short	Med.	City
20	LA 1064 & US 51 intersection		Flashing Yellow Arrow (FYA), Low-Cost Countermeasures (Signage and Striping), Rumble Strips (Intersection)	\$23,000	Short	Med.	State
21	W Pleasant Ridge Rd & Old Covington Hwy intersection		Rumble Strips (Intersection), Low-Cost Countermeasures (Striping and Signage)	\$10,000	Short	Med.	Parish

Slide 10

KPO I suggest you also include that the identified projects were noted as to Parish, City and State ownership to further inform parish selection of projects to be pursued through Implementation funding and various other potential sources of funds.

Can you make the list on the right bigger so they can see the column headings and a few of the projects? I don't think it is necessary to see the entire page since you are just demonstrating and able to explain the results of analysis.

On second thought, we may need to provide the Council with a paper list of the projects in their parish so they can review individual projects and feel like they are getting to see what is included and what is not...and ask questions to better understand the process.

Karen Parsons, 2024-10-29T20:25:29.613

JWO 0 Printed project lists?

Julia Weegman, 2024-10-30T13:34:49.888

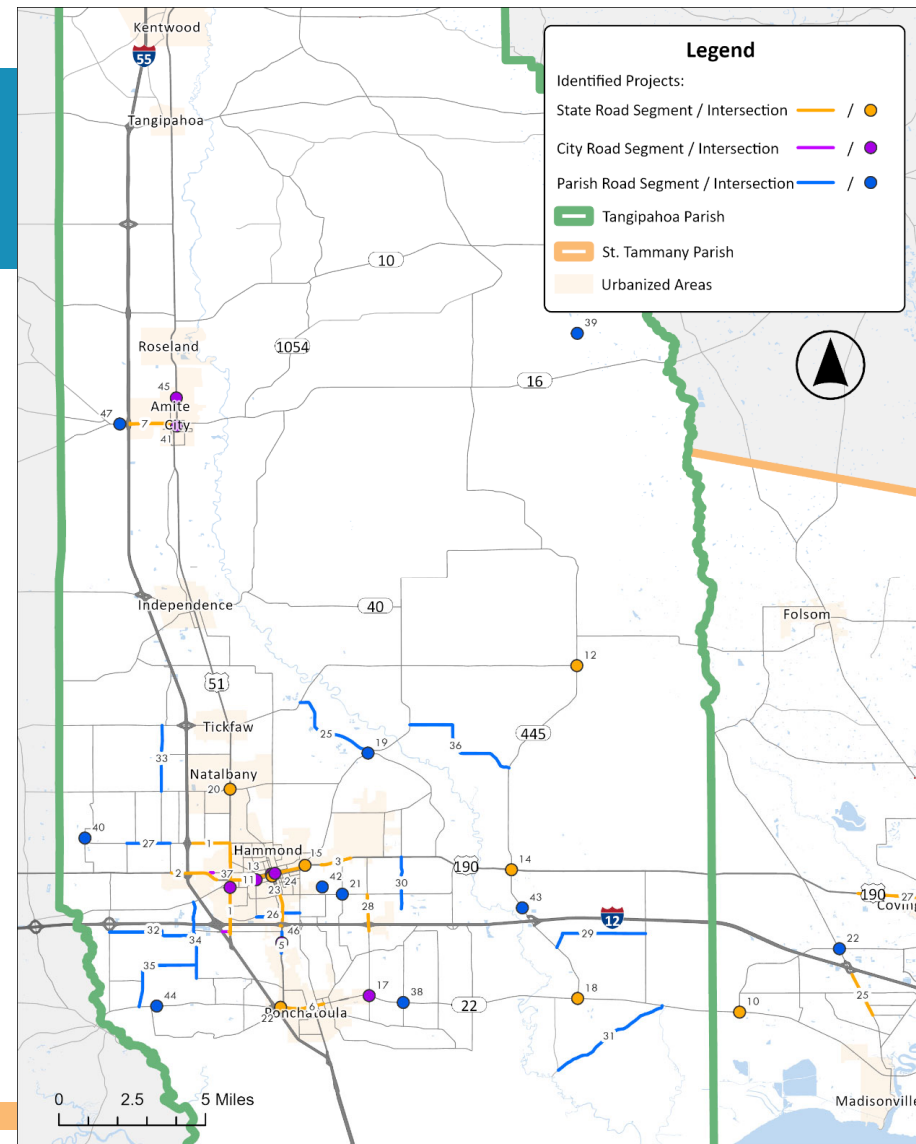
ESO 1 I suggest they give them the full report as part of their meeting packet

Ellen Soll, 2024-10-30T17:58:03.848

Recommendations

Each project has:

- Detailed data
- Identified issues and solutions
- Prioritization score
- Cost estimates
- Potential funding sources



Path to Zero Safety Action Plan

• What's in the Plan?

- Structural Countermeasures & Best Practices:
 - Speed Management
 - Pedestrian & Bicyclists
 - Roadway Departures
 - Intersections
 - Integrative Approaches
- Non-structural Countermeasures & Best Practices
 - Land Use/Regulatory Approaches
 - Educational/Awareness Campaigns
 - Media Narrative Training

Supportive Land Use Policy

Land use and transportation policies are closely linked and can either support or discourage active transportation modes. Land use should aim to protect vulnerable users. Examples of land use policies include:



- Sidewalk requirements and standards
- Bicycle parking
- Maximum block lengths
- Reduction or elimination of parking minimums
- Orientation of entrances to reduce conflict points

Unified Development Codes

To ensure that ordinances support system wide safety, municipalities can update their unified development codes. These provide clear guidance for development, and can include requirements for adequate access from neighborhoods to pedestrian facilities, speed limits, driveway design, roadway signage, and lighting. The latest versions of the FHWA Manual on Uniform Traffic Control Devices, DOTD Engineering Directives and Standards Manual, and other publication standards should inform code specifications.



Overlay Zones

Overlay zones create a special district with unique provisions on top of existing zoning regulations. These can promote specific types of land use development or design such as historic districts and transit-oriented development. Overlay zones can require certain safety measures and best practices for roadway design.



Laws

Targeted laws can be used to combat dangerous behaviors. Examples include No Refusal laws and Hands-Free Cell Phone laws. Implementation of such laws should be coordinated and consistent across the region.



What's in the Plan?

Report Card

- Tracking progress based on:
 - Project goals
 - State (HSIP) tracking requirements
 - Safety Coalition goals

Equity	Share of investments (or projects) in disadvantaged communities
Speed Reduction	Number of traffic calming measures implemented
Data	Published an annual report card (y/n)
	Number of Projects Completed
Alternative Transportation	Miles of bike lanes, trails, and sidewalks created
Collaboration	Number of task force or progress update meetings
Shift in Safety Culture	Number of educational campaigns / events by emphasis area

Figure shows only a portion of metrics included in the full report.

Path to Zero Safety Action Plan



• Where to find the Plan

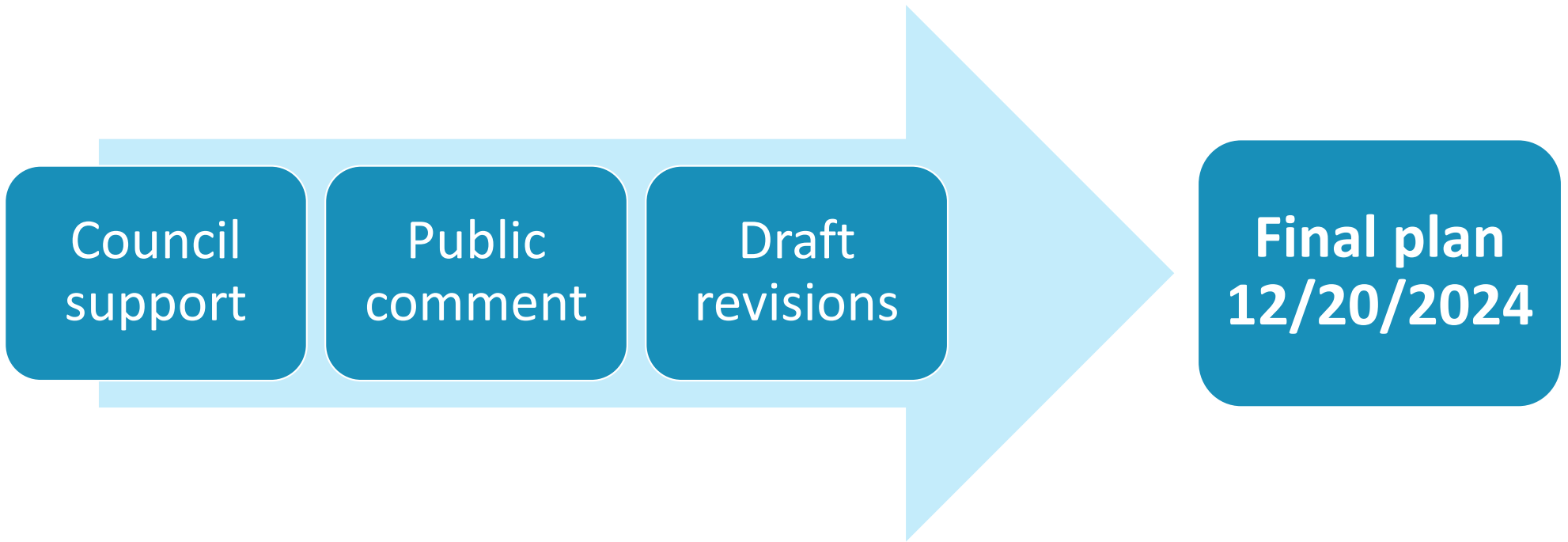
- <https://norpcsafeststreets.mysocialpinpoint.com>

• How to comment on the Plan

- Use the comments feature at the link above until 12/12/2024



Next Steps



Adopt a Resolution of Support



- **Requirement for funding eligibility:**

- A public commitment to the **vision statement** by a high-ranking official or governing body is required for implementation fund eligibility
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Tangipahoa Parish commits to eliminate serious injuries and deaths from crashes on roadways by 2045 to ensure safety for all users of the transportation system.

Contact

Karen Parsons, NORPC
kparsons@norpc.org

KPO

Jonathan Gambino, Volkert
Jonathan.Gambino@volkert.com

Ellen Soll, ATG | DCCM
esoll@dccm.com

VOLKERT

ATG | DCCM



ATG | DCCM

Slide 17

KPO

Depending on the date of the meeting, if Nelson is still out on paternity this name should probably be me OR put us both on this page to cover him while out.

Karen Parsons, 2024-10-29T20:41:48.404

Datete



GERALD STICKER

SHERIFF | EX-OFFICIO TAX COLLECTOR

tete:

11/18/2024

Tangipahoa Parish Council
P.O. Box 215
Amite, LA 70422

Dear Tangipahoa Parish Council Members & Mr. Carlos Notariano

The following has applied for a liquor license through the Tangipahoa Parish Sheriffs Office

Business Name and Physical Location:

RGV CARELLC D/B/A MINUTE MAN

52521 US HWY 51 S

INDEPENDENCE, LA 70443

License Type:

Class A Beer (On Premise)

Class B Beer (Package Only)

Class A/B Liquor

The applicant has completed all paperwork requirements set forth under the Tangipahoa Parish Council Code of Ordinances governing Occupational Licenses in the Parish of Tangipahoa Attached is the applicant's paperwork for your review.

Sincerely,

Marcie Chadwick

Occupational License