



SORTA/Metro
Planning and Ops Committee
November 11, 2025
9:00 am-10:00 am Eastern Time

SORTA PLANNING AND OPERATIONS COMMITTEE MEETING
TUESDAY, NOVEMBER 11TH, 2025 - 9:00 A.M.
SORTA/METRO AT HUNTINGTON CENTER,
SORTA BOARD ROOM (6th FLOOR)
525 VINE STREET,
CINCINNATI, OHIO 45202

General Items:

Call to Order

Pledge of Allegiance

- 1 Approval of Planning and Operations Committee Minutes: October 21st, 2025

Briefing Items:

- 2 Good News! (Executive Team)
- 3 Ridership and Service Quality Report as of October 31st, 2025 (Khaled Shammout/Bill Spraul)
- 4 Red Bike Presentation (Andy Aiello)
- 5 MetroRapid Update (Khaled Shammout/Sharyn Lacombe)
- 6 Government Square Update (Executive Team)

Action Items:

- 7 Proposed Motion: Approval of Agency Safety Plan (Mike Weil)
 - 7.1 Action Item:
 - 7.2 Safety Plan:
 - 7.3 Presentation:
- 8 Proposed Resolution: Property Purchase for Walnut Hills Transit Center (Khaled Shammout/Scott Enns)
 - 8.1 Action Item:

Action Items Matrix (Tim Walker)

- 9 Proposed Resolution: Contract Award for 101-2025 Driver Barriers for MetroNow Vehicles (Jeff Mundstock)
 - 9.1 Action Item:
 - 9.2 MetroNow! Barriers:

10 Proposed Resolution: Contract Award for 123-2025 Labor & Employment
Legal Services (James Hubbard)

10.1 Action Item:

10.2 Engagement Letter:

Other Items:

New Business

The next regular meeting of the Planning & Operations Committee has
been scheduled for

Tuesday, December 9th, 2025, at 9:00 a.m.

PLANNING AND OPERATIONS COMMITTEE
TUESDAY, OCTOBER 21st, 2025 – 9:00 A.M.
SORTA/METRO AT HUNTINGTON CENTER
6th FLOOR SORTA BOARD ROOM
525 VINE STREET
CINCINNATI, OHIO 45202

COMMITTEE MEMEBERS APPOINTED: *Pete Metz (Chair), Tony Brice Jr, Dan Driehaus, Briana Moss, KZ Smith and Greg Simpson*

COMMITTEE/BOARD MEMBERS PRESENT: Chelsea Clark, Dan Driehaus, Trent Emenecker, Blake Ethridge, Pete Metz, Briana Moss, Sara Sheets, Rickell Smith and KZ Smith

COMMITTEE MEMBERS ABSENT: Tianay Amat, Jay Bedi, Tony Brice, Kala Gibson, Neil Kelly, Greg Simpson and Sonja Taylor

STAFF MEMBERS PRESENT: Andy Aiello, Norman Bouwie, John Edmondson, Nathan Groh, Brandy Jones, Natalie Krusling, Sharyn Lacombe, Bradley Mason, Emi Randall, John Ravasio, Jason Roe, Tony Russo, Khaled Shammout, Bill Spraul and Tim Walker

OTHERS PRESENT: David Vissman (3CDC), Kourtney Nett (Clark Schaefer) and Kim Schaefer (Vory's)

1. **Call to Order**

Mr. Metz called the meeting to order.

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited.

3. **Approval of Minutes of September 18th, 2025**

Mr. Metz made a motion and Mr. Ethridge seconded the motion to approve the minutes of the September 18th, 2025, meeting. KZ Smith abstained.

By voice vote the committee approved the minutes.

4. **Government Square Update**

Mr. Aiello presented a government square update.

The Committee accepted the report as presented.

5. **Proposed Resolution: Government Square**

Mr. Ethridge requested approval for a resolution directing SORTA staff to engage with various community partners on discussions about government square.

The Committee discussed the resolution, proposed minor modifications and recommended the resolution, as modified, to the full Board for approval.

6. **Good News!**

The Executive Team presented the Good News report. Ms. Hairston shared the August Silver Award recipients and Metro Career Fair slides, Mr. Ravasio presented the Metro at State of the Region, Townhall Meetings, Cincinnati 300: Top Business Leaders and Brandy Jones slide as she will be recognized with a Community Impact Award, Mr. Spraul shared the MetroNow! Expansion and Metro & Red Bike Partner slides, Ms. Jones shared the Service Improvement Public Meeting, Local 12 ARC on the Go: Metro Style and Adopt-A-Spot Program Helps Beautify Bus Stops slides.

The Committee accepted the report as presented.

7. **Ridership and Service Quality Report**

Mr. Shammout and Mr. Spraul presented the September 2025 ridership and service quality report. Total ridership for the month of September was 1,252,015 or 8.1% unfavorable to budget.

Access Total ridership for the month of September was 15,860 or 4.3% unfavorable to budget.

MetroNow Total ridership for the month of September was 11,840 or 6.7% favorable to budget.

Productivity, On-Time Performance, Customer Service Reports and Fixed-Route Miles Between Mechanical Service Interruptions were shared.

The Committee accepted the report as presented.

8. **MetroRapid Update**

Mr. Shammout and Ms. Lacombe presented the MetroRapid report. Ms. LaCombe shared MetroRapid Open House Events, Downtown Station Comments – Summary, Clifton Station Comments – Summary, Jefferson Station Comments - Summary, Uptown & Hospital Station Comments, Hamilton Avenue Station Comments, Reading Road and Other Station Comments, General Comments, October City/Community Council Presentations and November City/Community Council Presentations.

The Committee accepted the report as presented.

9. **CPS Briefing**

Mr. Ravasio presented the CPS briefing.

The Committee accepted the report as presented.

10. **Proposed Resolution: Contract Award for 11-2023 3CDC Government Square Cleaning**

Mr. Aiello requested approval for Contract No. 11-2023 3CDC Government Square Cleaning.

The Committee agreed to recommend the resolution to the full Board for approval. KZ Smith abstained.

11. **Proposed Resolution: Contract Award for 044-2025 Advertising Agency of Record**

Mr. Ravasio requested approval for Contract No. 044-2025 Advertising Agency of Record.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

12. **Proposed Resolution: Contract Award for 45-2025 Electric Vehicle Charging Stations**

Mr. Ravasio requested approval for Contract No. 45-2025 Electric Vehicle Charging Stations.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

13. **Proposed Resolution: Contract Award for 76-2025 Bus Stop Pole and Signs**

Mr. Ravasio requested approval for Contract No. 76-2025 Bus Stop Pole and Signs.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

14. **Proposed Resolution: Contract Award for 118-2025 Paratransit Vehicles**

Mr. Ravasio requested approval for Contract No. 118-2025 Paratransit Vehicles.

The Committee agreed to recommend the resolution to the full Board for approval on the consent agenda.

15. **Other Items**

N/A

16. **New Business**

The next regular meeting of the Planning and Operations Committee has been scheduled for **Tuesday, November 18th, 2025, at 9:00 A.M.**

17. **Adjournment**

The meeting adjourned at 11:22 A.M.



Planning & Operations: Good News

November 11, 2025

September Silver Wheel Award Recipients



Leadership
Employee of the Month
Paul Johnson



Administrative & Support
Employee of the Month
Erica Beinke

September Silver Wheel Award Recipients



Queensgate
Operator of the Month
Jeffrey Oliver



Queensgate Maintenance
Employee of the Month
Dejuane Rahe

September Silver Wheel Award Recipients



Bond Hill
Operator of the Month
Domonique Berry



Bond Hill Maintenance Employee
of the Month
Nathaniel Kolb



Access
Employee of the Month
David Lay

Breast Cancer Awareness

Metro team members raised an amazing \$7,106 to help fund critical breast cancer research.

Thank you to everyone who joined us for the Making Strides Against Breast Cancer Walk on Oct. 18.



Business Courier's Power 25



Congratulations to **CEO Andy Aiello** on being recognized by the Cincinnati Business Courier as a “*Power 25: Growth Champions.*”

This Power 25 recognizes people and organizations in the region working to grow the Greater Cincinnati region.

Andy will be recognized during a special event on Dec. 2.

Business Courier's CLIMB Award Winner



Congratulations to **Board Member Rickell Howard Smith** on being recognized by the Cincinnati Business Courier as a “*Diversity Champion.*”

The CLIMB (Cincinnati Lifts Inclusion and Minority Business) awards recognize individuals and organizations that are elevating our region through programs and resources aimed at building a more diverse, equitable and inclusive community.

Rickell was recognized on November 6th at the 8th annual CLIMB Awards!

MetroNow! Now Serving: Blue Ash/Montgomery Rd.

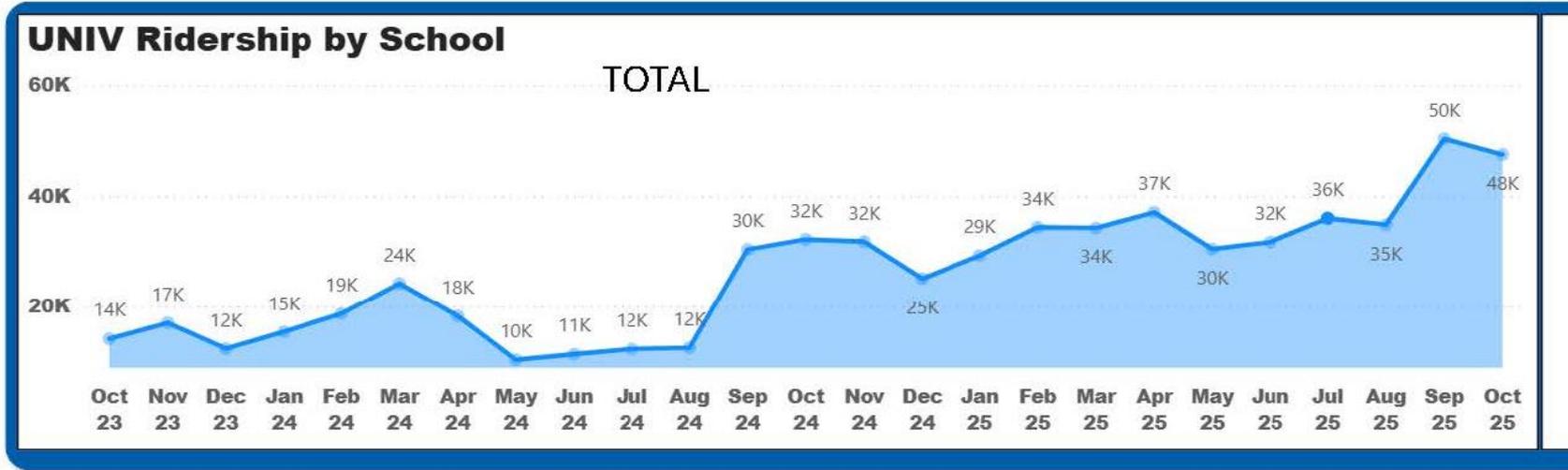


Thank you to everyone who joined us for the kickoff of the new MetroNow! service in Blue Ash/Montgomery.

Special thanks to Board Chair Blake Ethridge, Hamilton County Commission President Denise Driehaus, and Blue Ash Mayor Jill Cole for their remarks and support.

The service is already showing strong growth!

University Ridership Climbs to New Heights



Cincinnati's college students are learning the value of transit. Metro is experiencing record ridership from area colleges, reflecting the strength of our university partnerships and the confidence students are placing in Metro. Combined UC, Cincinnati State, and Xavier students took more than 50,000 trips in September and nearly that many in October. Thanks to our Ridership Development and Community Outreach teams for helping enhance our region's academic and economic vitality.

He's On Board

Staying with the theme of community outreach, Senior Director of Strategic Planning, Development & Innovation **Steve Anderson** was recently named to the board of the Camp Washington Urban Revitalization Corporation (CWURC.)

This organization serves as the community development catalyst for the Camp Washington neighborhood. CWURC's mission is to enhance economic opportunities, promote social engagement, and create a safe, blight-free physical environment, all of which align with Metro's strategic priorities.



Your Way to Shop (FREE)



You do the shopping, we'll do the driving. All Metro fixed-route and Access service will be free to ride on Black Friday, Nov. 28. It's a great way to discover how easy it is to get around on Metro this holiday season.

Santa on the Square & Holly Jolly Metro Rides



We're gearing up to spread holiday cheer one ride at a time. From Saturday, Dec. 13 to Sunday, Dec. 28, two specially decorated buses will travel across Metro's fixed-route service area spreading holiday joy to riders. If you board this festive bus, your ride is free.

Santa's sleigh will also make a visit to Government Square on Dec. 17 to give holiday surprises to all the good boys and girls.

Stuff the Bus for Kids In Need



Metro is teaming up with 101.1 The Wiz, 100.3 Old Skool, La Mega 1010.5, and 1230 The Buzz to completely fill a 40 ft. bus with toys for a Stuff the Bus Holiday Drive!

A bus will be at select Walmart locations Nov. 29, Dec. 6, and Dec. 13 from Noon-3 p.m.

All toy donations will be delivered to the Cincinnati Recreation Commission's Madisonville Rec. Center on Dec. 20 to help brighten the holidays for families in need.

Cincinnati Transit Experience

Take a stroll or maybe a “roll” down memory lane. Members of Metro’s Marketing and Planning teams, as well as members of the Cincinnati Historical Transit Association, will share photos of how Cincinnati moved from streetcars to inclines that climbed our hillsides and from subway tunnels to the current expanding Metro network.

This event will be held at the **Esquire Theatre on Saturday, Nov. 15.**



The poster features the Metro logo (a stylized flower) and the text "metro presents" in a sans-serif font. Below this, the event title "CINCINNATI'S TRANSIT EXPERIENCE" is written in large, bold, blue and orange letters. The date and time "Saturday, November 15 | 11:00 a.m.-1:30 p.m." and the location "Esquire Theatre" are listed in orange. The theme "LOOKING BACK AS WE MOVE FORWARD" is written in blue, accompanied by a small flower icon. At the bottom, four Polaroid-style photographs are arranged horizontally: a black and white photo of a streetcar on a hillside, a photo of a subway tunnel, a photo of a modern bus, and a photo of a bus stop with a red "ONLY BUS" lane.

metro presents

CINCINNATI'S TRANSIT EXPERIENCE

Saturday, November 15 | 11:00 a.m.-1:30 p.m. | Esquire Theatre

LOOKING BACK AS WE MOVE FORWARD



Giving Campaigns Wrap-Up

Metro just concluded its annual giving campaigns benefitting United Way and Community Shares and once again, fun events and our employees' generosity helped us collect more than \$15,000.

Thanks to **Merby Curtis** and the Comms team for helping to make this year's campaign a success, and thanks to everyone who contributed their time and treasure to these worthy organizations that help improve quality of life in our region.



...And That's the News!

We are celebrating our veterans this month with employee celebrations and free rides for Vets & active-duty military personnel on Nov. 11.

Thank you for your service!



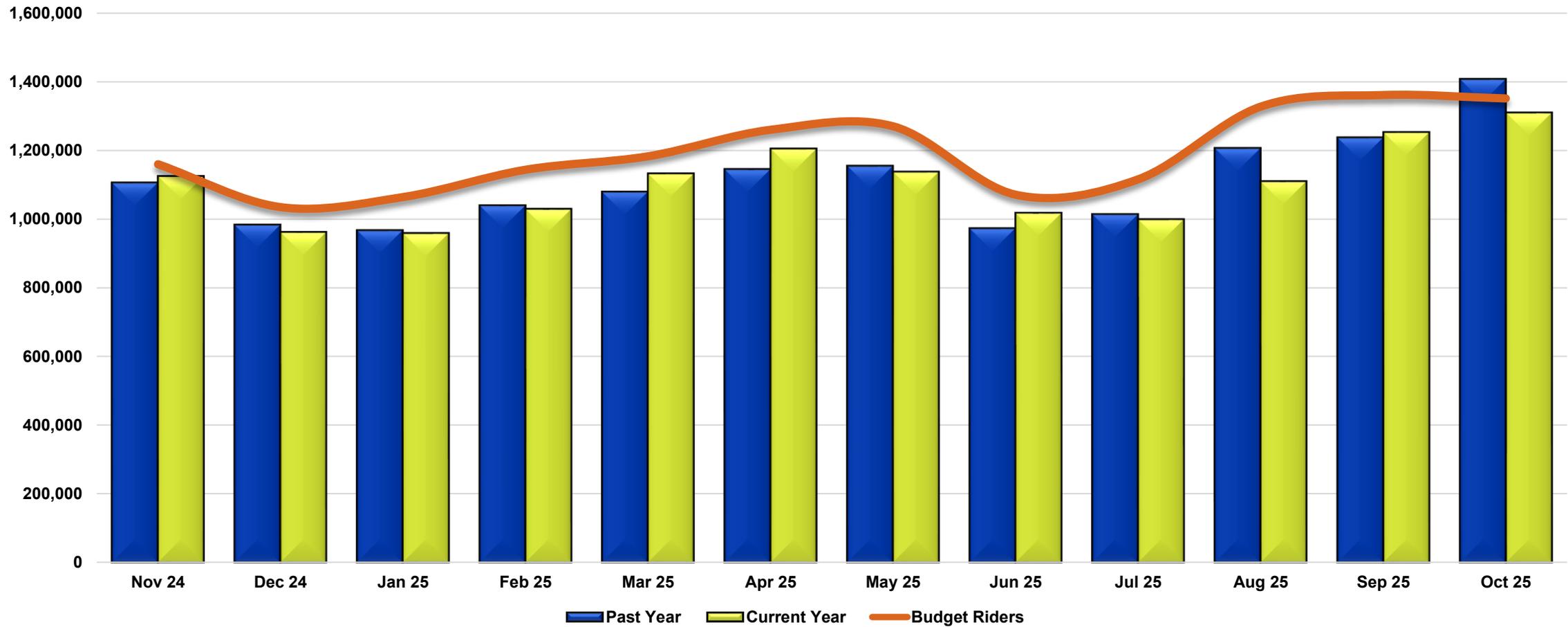
@Cincinnati Metro



October 2025 Ridership and Service Quality Report

November 11, 2025 | SPDI

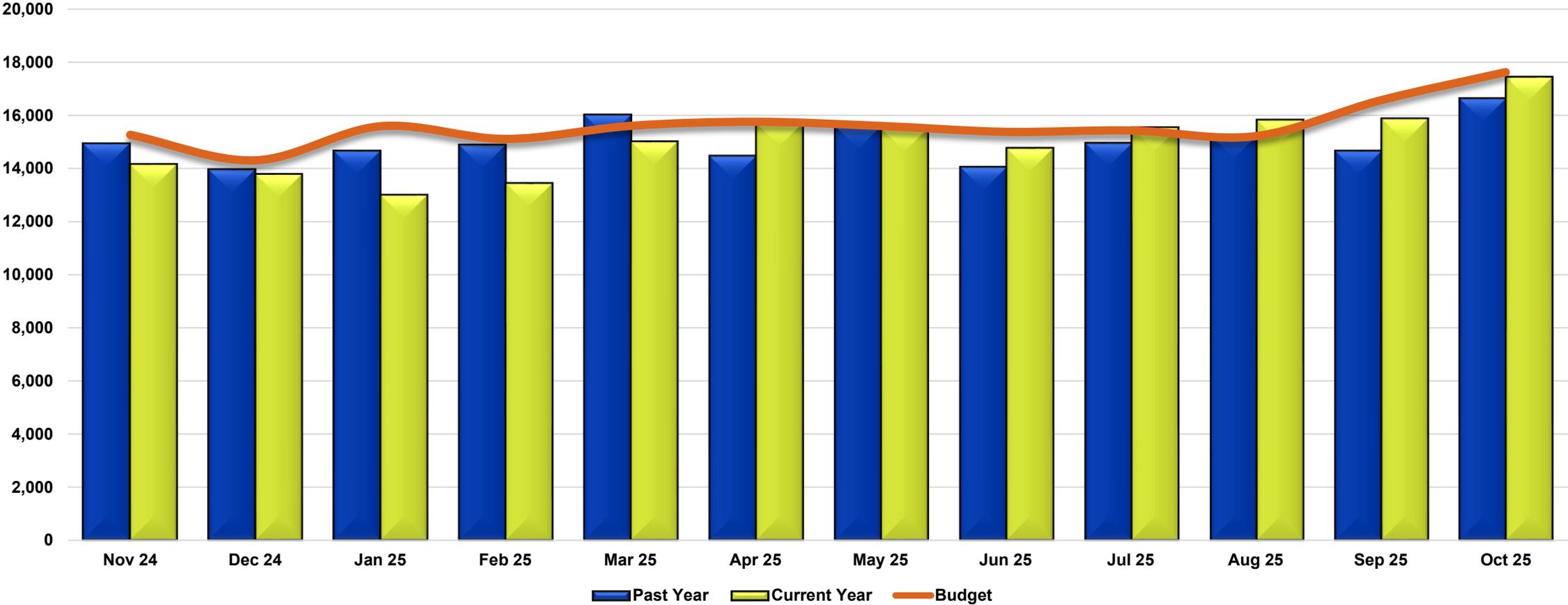
Total Fixed Route Ridership YoY & Budget by Month



Service	Oct 25 Ridership	Oct 25 Budget	% Budget Variance	Oct 24 Ridership	Oct 25 vs. 24 % Variance
Fixed-Route	1,309,113	1,351,716	-3.2%	1,407,727	-7.0%
Total (YTD)	11,149,111	12,150,625	-8.2%	11,228,878	-0.7%

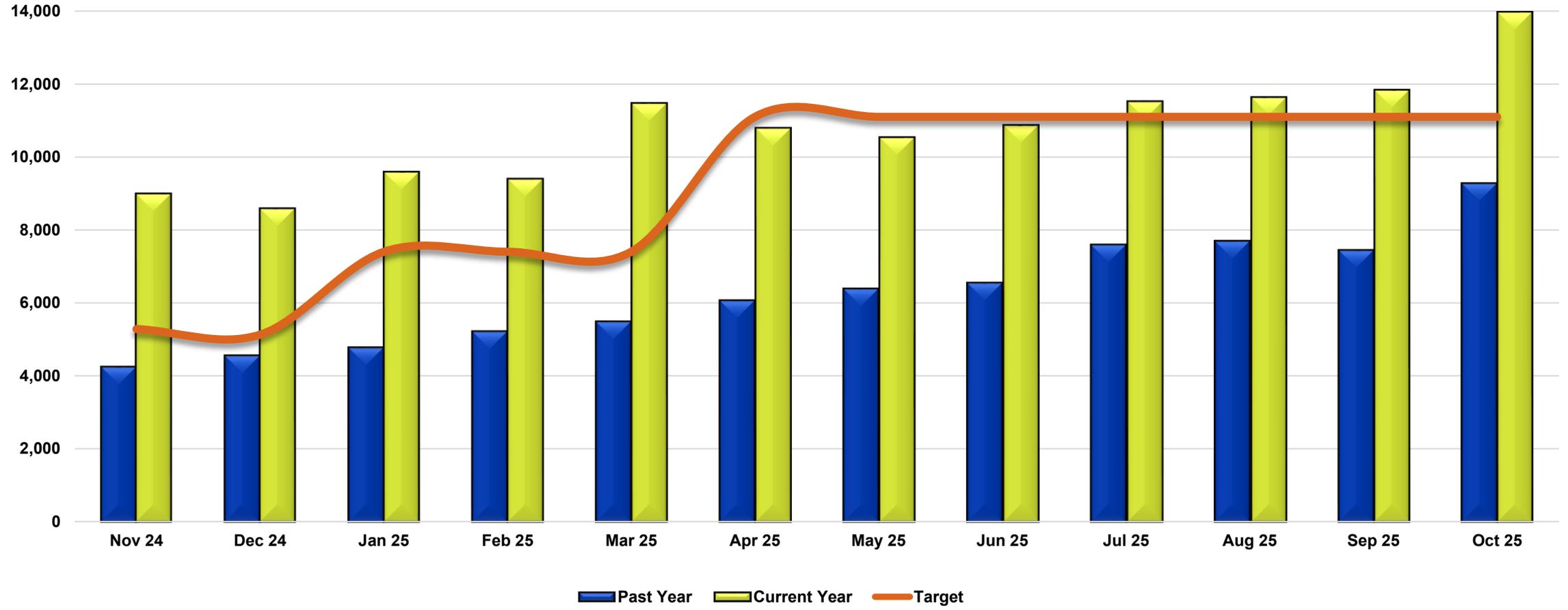
*2024 included BLINK ridership

Total Access Ridership



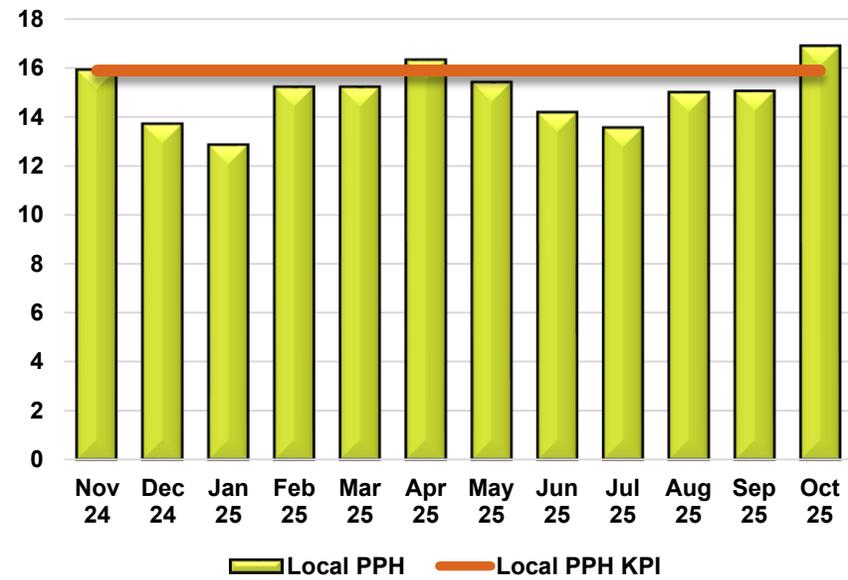
Access	Oct 25 Ridership	Oct 25 Budget	% Budget Variance	Oct 24 Ridership	Oct 25 vs. 24 % Variance
Total	17,425	17,628	-1.2%	16,637	4.7%
Total (YTD)	151,975	157,897	-3.8%	151,167	0.5%

Total MetroNow Ridership

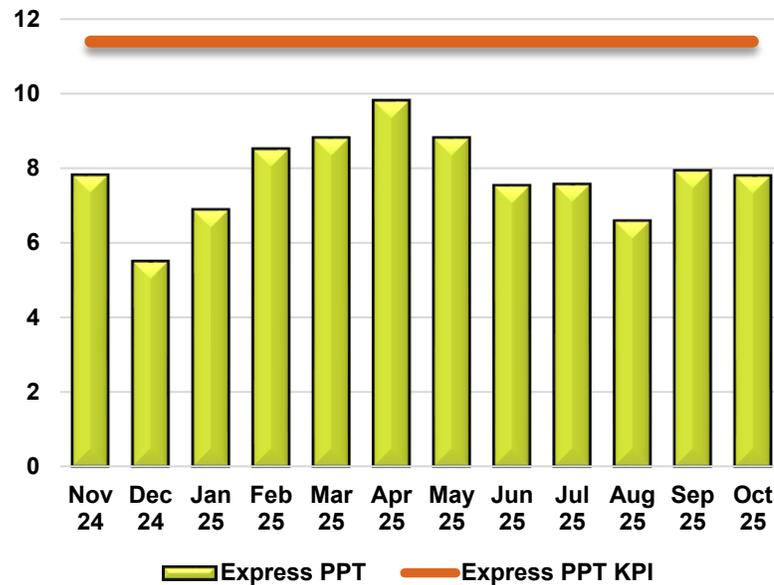


MetroNow	Oct 25 Ridership	Oct 25 Budget	% Budget Variance	Oct 24 Ridership	Oct 25 vs. 24 % Variance
Total	13,980	11,100	25.9%	9,270	50.8%
Total (YTD)	111,690	99,900	11.8%	66,402	68.2%

Local Service Productivity



Express Service Productivity

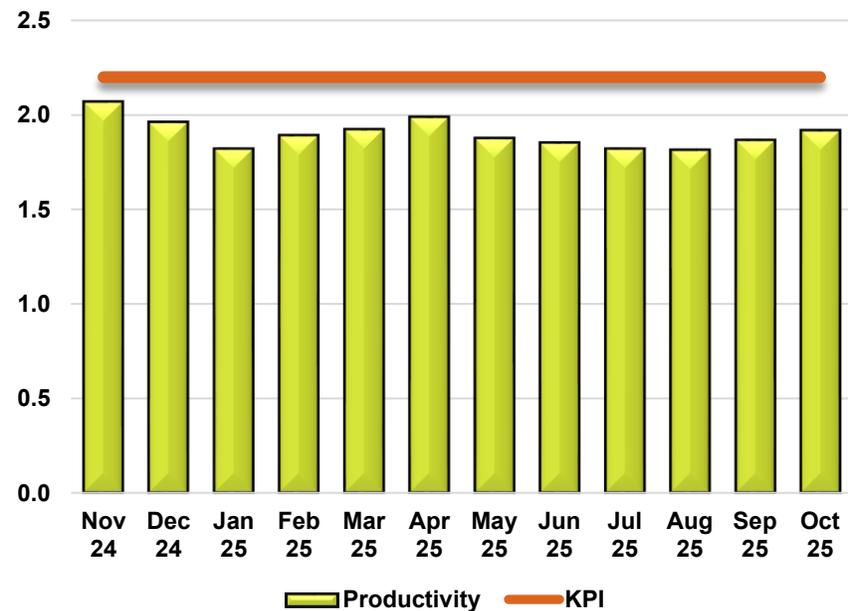


Productivity by Service Type

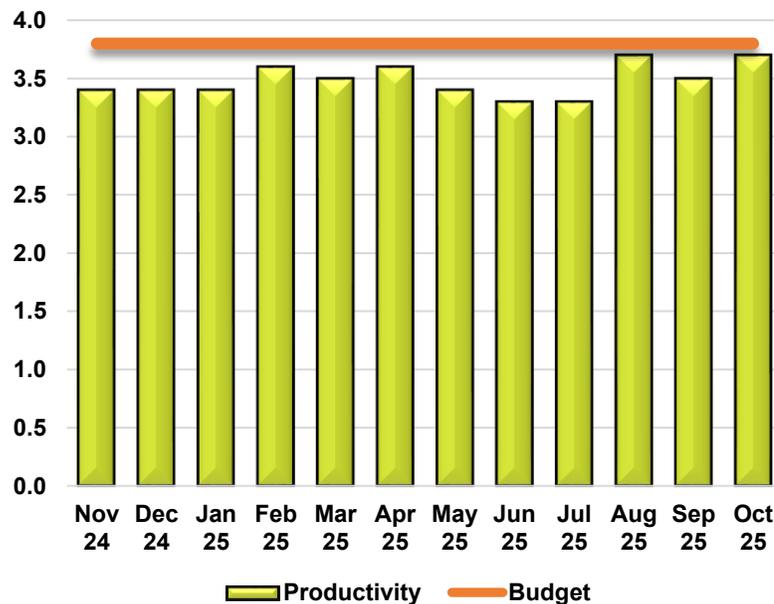
Service Type	Oct 25 Actual	Oct 25 Budget	Variance
Local Pass/Hour	16.9	15.9	1.0
Express Pass/Trip	7.8	11.4	-3.6
Access Pass/Hour	1.92	2.2	-0.3
MetroNow Pass/Hour	3.7 *	3.8	-0.1

*Mature zones reported

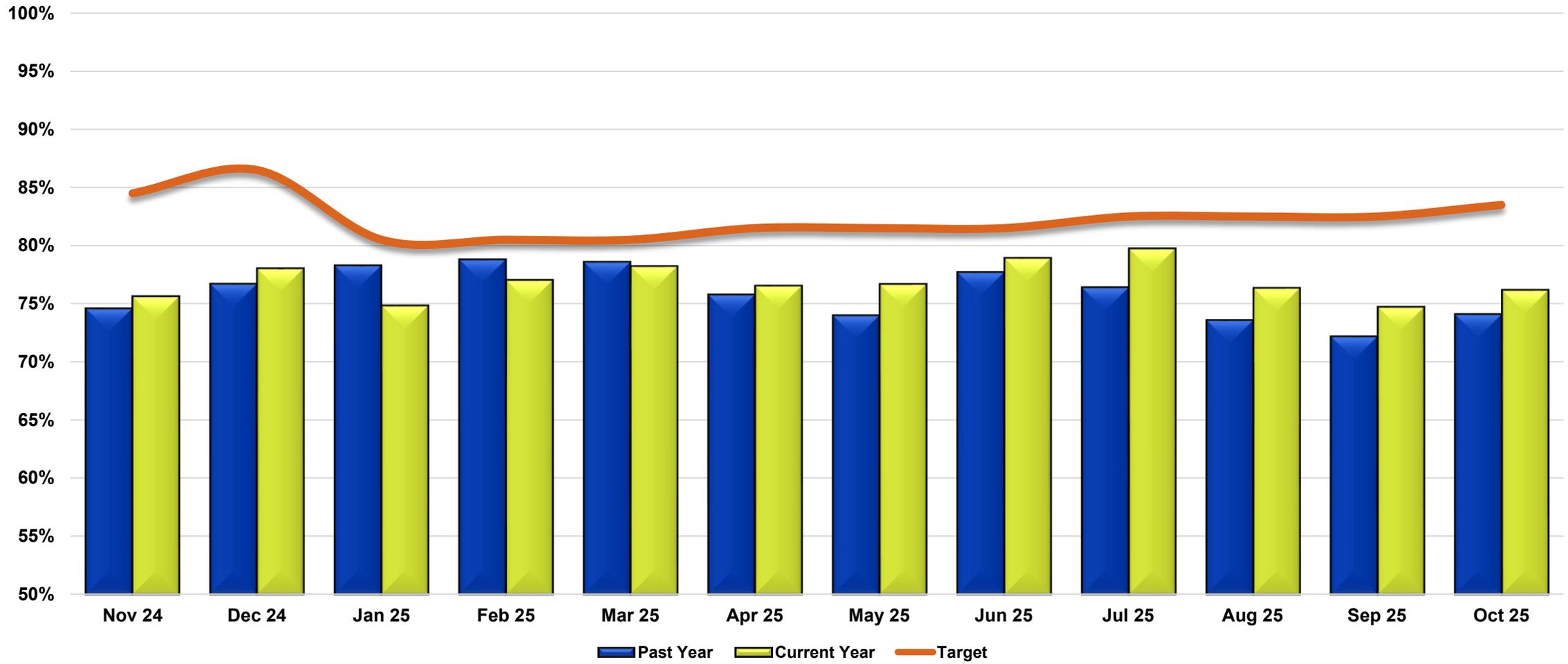
Access Service Productivity



MetroNow Service Productivity



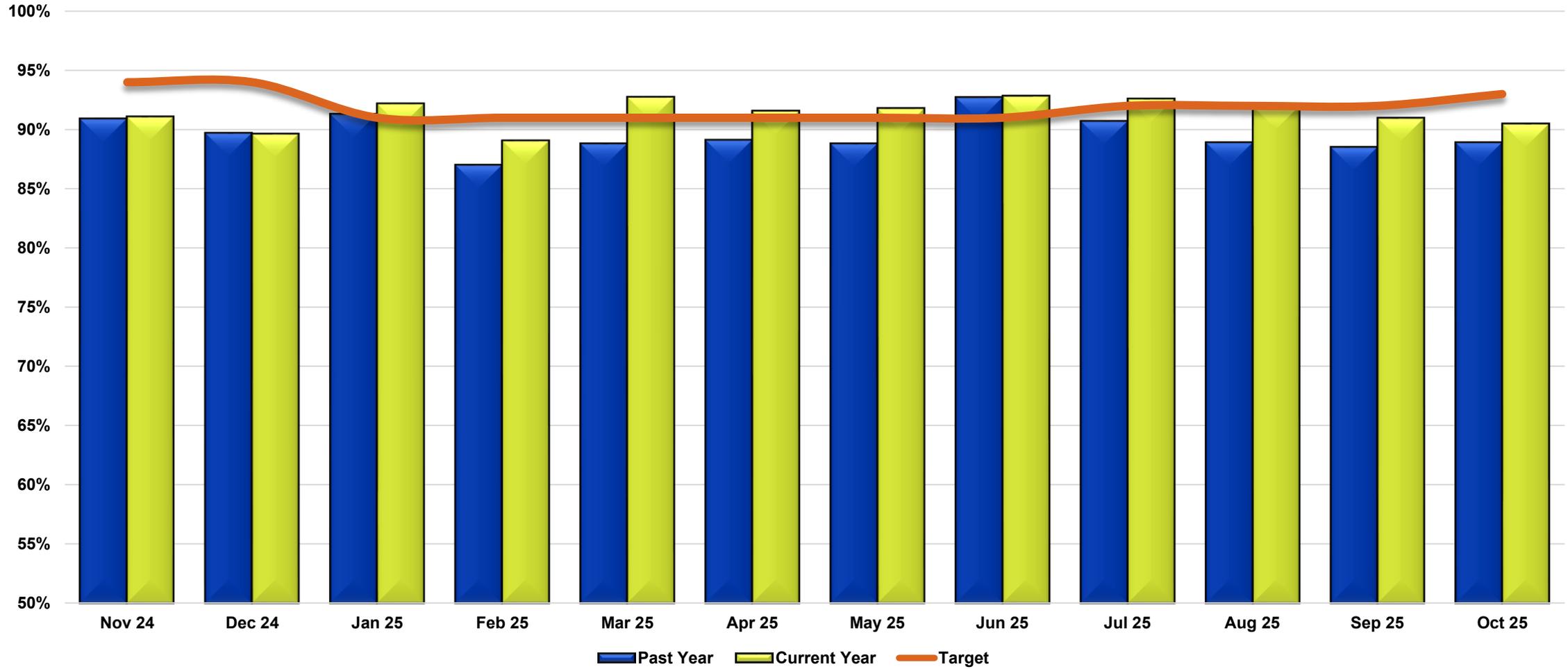
Fixed-Route On-Time Performance



Fixed-Route Service	Oct 25 Actual	Oct 25 KPI Target	Target Variance
On-Time Performance	76.1%	83.5%	-7.4%

**percentage points*

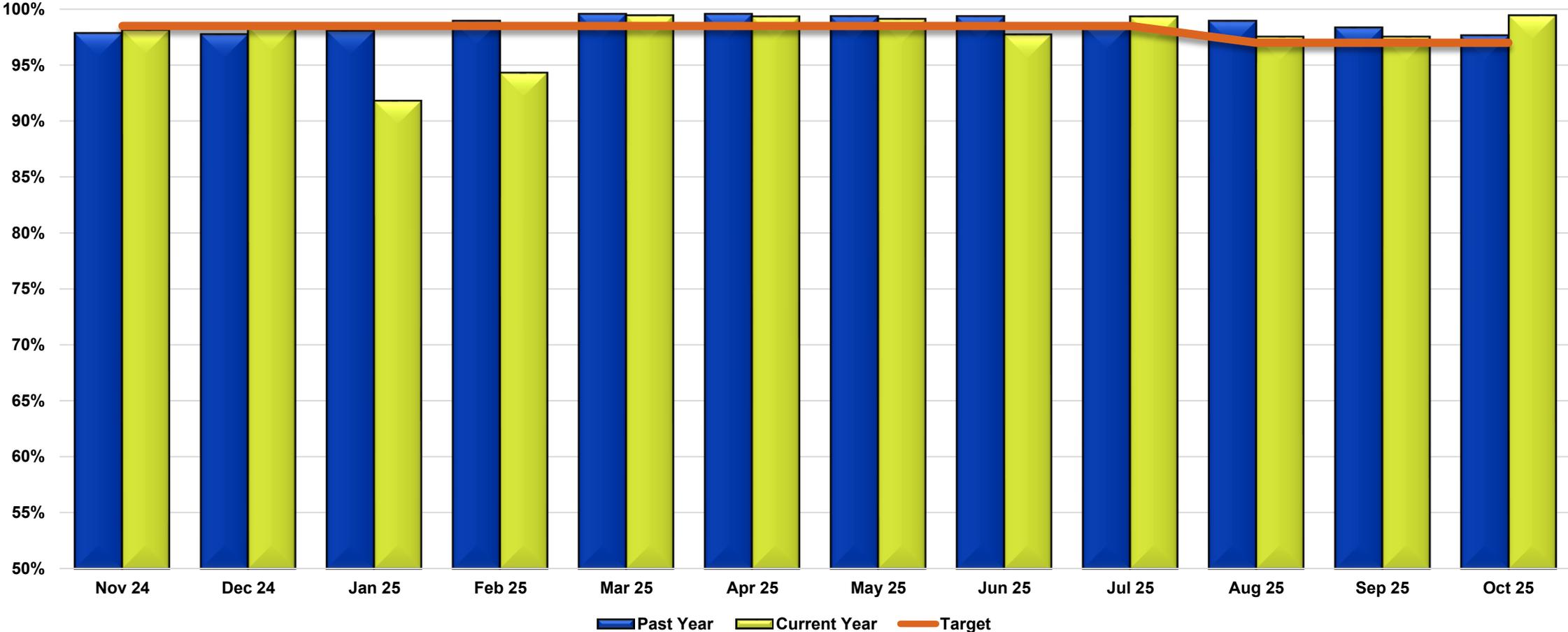
Access On-Time Performance



Access Service	Oct 25 Actual	Oct 25 KPI Target	Target Variance
On-Time Performance	90.5%	93.0%	-2.6%

**percentage points*

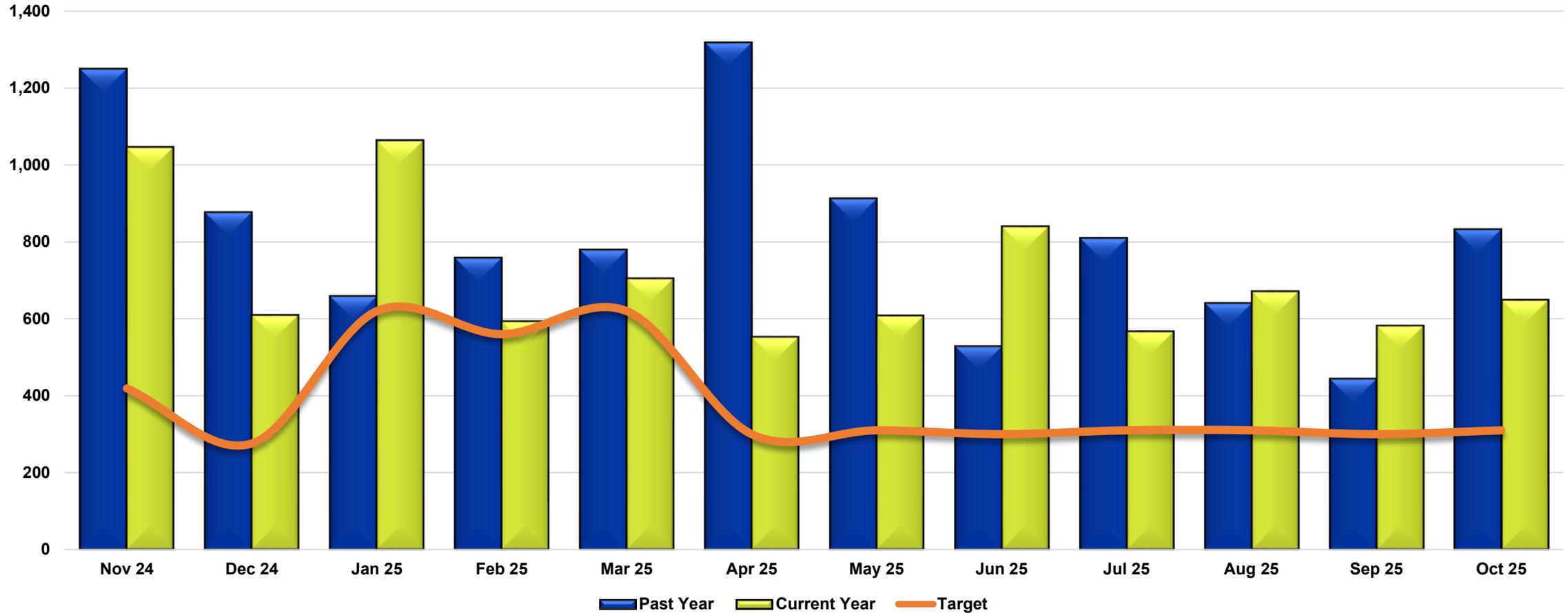
MetroNow On-Time Performance



MetroNow Service	Oct 25 Actual	Oct 25 KPI Target	Target Variance
On-Time Performance	99.4%	97.0%	2.4%

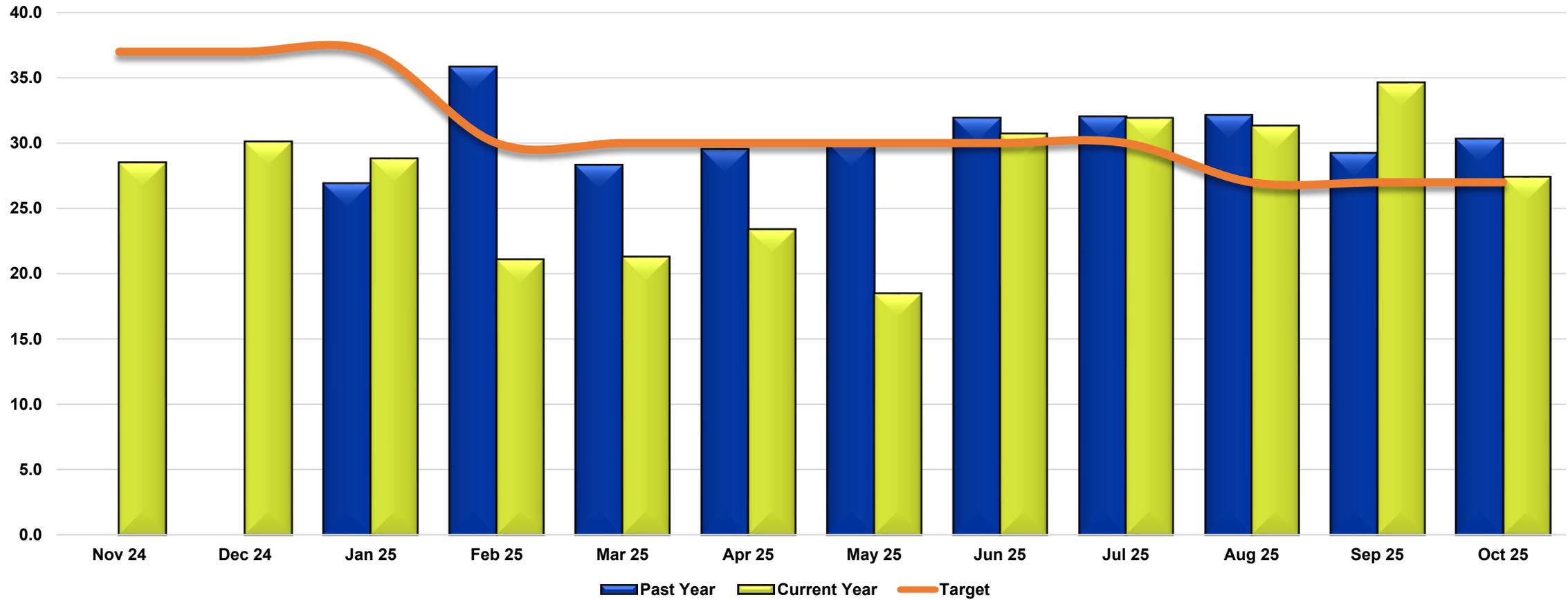
*percentage points

Fixed-Route Missed Trips



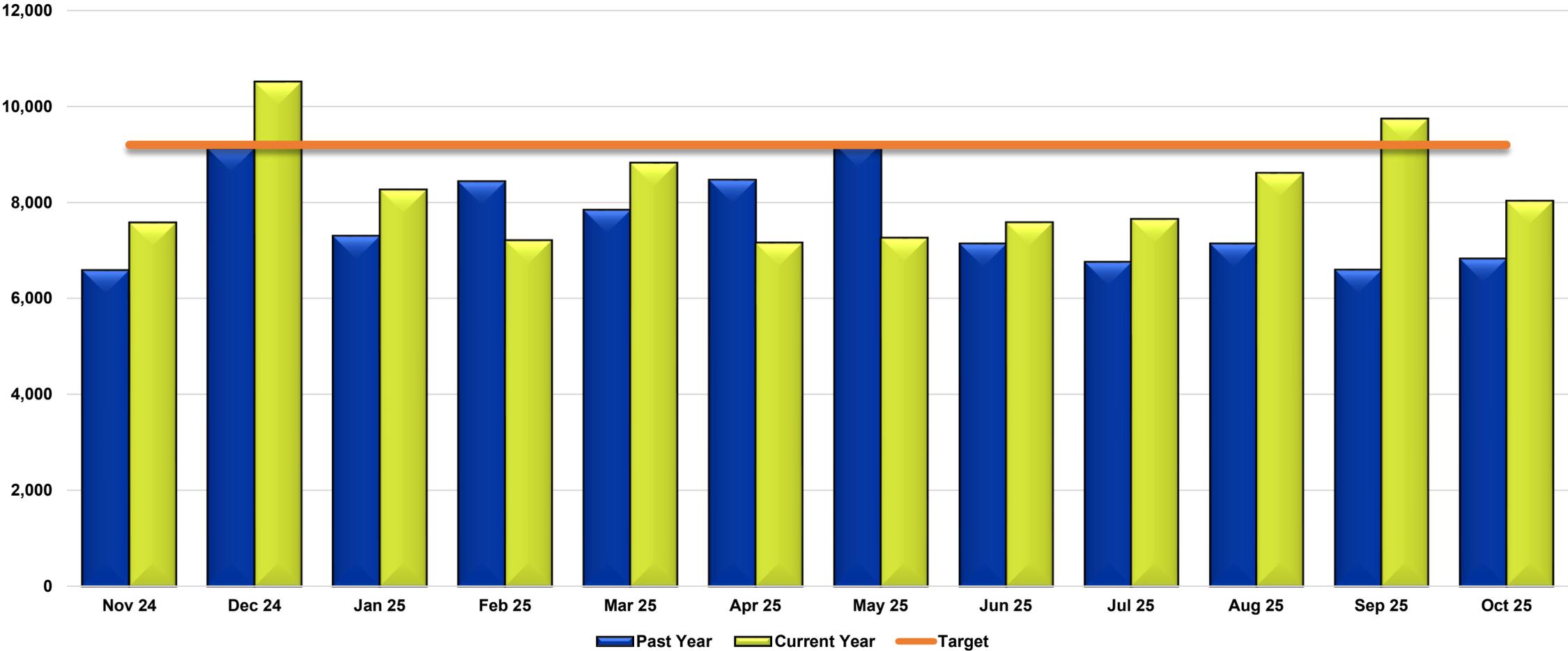
Fixed-Route Service	Oct 25 Actual Missed Trips	Oct 25 Trips Scheduled	% of Trips Operated	Monthly Target	End of Year Target
Missed Trips	649	77,827	99.2%	310	310

Customer Service Reports per 100k Rides



Fixed-Route Service	Oct 25 Reports Per 100k Rides Made	Oct 25 Reports Per 100k Rides Target	Oct 25 Target Per 100k Rides Variance	Oct 24 Reports Per 100k Rides Made	Oct 24 vs 25 Reports Per 100k Rides Variance
Customer Service Reports	27.4	27.0	0.4	30.3	-2.9

Fixed-Route Miles between Mechanical Service Interruptions



Fixed-Route Service	Oct 25 MSI Actual	Oct 25 MSI Target	Oct 25 Target Variance	Oct 24 MSI Actual	Oct 25 vs. 24 MSI Variance
Miles Between Mechanical Service Interruptions (MSI)	8,028	9,200	-1,172	6,817	1,211

Red Bike Update – EOY 2025

November 7, 2025



Metro Expansion Plan



- **Northside First/Last Mile Pilot Deployed**
 - Added 3 stations and relocated large station to the Northside Transit Center
- **Wasson Deployment on track to be completed before EOY**
 - 2 stations in Avondale, 1 at Xavier, 2 in Hyde Park

Other Highlights

- **Pass Sales Restrictions**
 - 8PM – 6 AM Friday and Saturday nights
 - City of Cincinnati / CPD requested
 - Still in place; since July 4th
 - Working on technology to provide solutions in 2026
- **North American Bikeshare & Scootershare Conference (NABSA) to be held in Cincinnati October 6th – 8th 2026**
 - 350+ attendees from Canada, Mexico, the US, and beyond
 - Bikeshare industry gathering
 - Opportunity to highlight our collaboration and our community
 - Workshops, speakers, tours

Ridership Stats

Comparison of YTD 2023 to YTD 2025. The last full year of ride data was 2023.

	2023	2025
Two-Hour Pass	26,360	22,388
Annual	25,093	20,055
Monthly	33,585	14,036
Go Pass Annual	890	202
Go Pass Monthly	44,552	64,515
Total	130,480	121,196

Financials

as of November 7th, 2025

Revenue	
Contributed Support	155,405.37
Miscellaneous Revenue	163.50
Program Income	236,162.50
Sales	19,079.81
Sales of Product Income	1,000.00
Sponsorship Income	346,261.82
Total Revenue	\$ 758,073.00

Expenditures	
Bank Fees	19,516.63
Bcycle Software fee	36,062.80
Dues & Subscriptions	6,197.31
Equipment and Tools	111,940.76
Insurance	60,879.31
Internet & Phone	15,865.84
Licenses & Permits	612.90
Marketing	19,154.04
Meals & Entertainment	273.28
Miscellaneous Expense	801.70
Office Expense	8,796.19
Personnel Expenses	333,216.92
Professional Fees	14,203.93
Project Expense	122.25
Rent	16,655.81
Repair & Maintenance	5,460.32
Staff Training & Professional Development	0.00
Travel and Meetings	4,016.81
Uniforms	1,000.15
Utilities	606.05
Utilities - Station	1,775.07
Van Fuel	9,081.14
Total Expenditures	\$ 666,239.21
Net Operating Revenue	\$ 91,833.79



Planning & Ops Committee MetroRAPID Update November 2025



October City/Community Council Presentations

Date	Community Council	Attendance
Thursday, October 2	Bond Hill Community Council	35
Tuesday, October 7	Mount Healthy City Council	14
Tuesday, October 14	Downtown Residents Council	92
Monday, October 20	Northside Community Council	52
Tuesday, October 28	College Hill Forum	28

Summary of Concerns and Desires

- Future availability of existing service
- Federal funding availability
- Parking in neighborhood business districts
- Security measures at the stations
- Improvements to lighting along routes
- Retention of current traffic calming measures
- Pedestrian crossing at Children's Hospital in College Hill (unsignalized intersection)



November City/Community Council Presentations

Date	Community Council	Attendance
Monday, November 3	North College Hill City Council	30
Tuesday, November 4	CUF Neighborhood Association Board of Trustees	6
Tuesday, November 11	North Avondale Community Council	upcoming
Thursday, November 13	Roselawn Community Council	upcoming
Monday, November 17	Mt Auburn Community Council	upcoming
Tuesday, November 18	CUF Neighborhood Association	upcoming
Monday, November 24	Paddock Hills Assembly	upcoming



Attachments:
Schedule

BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
MOTION

APPROVAL OF AGENCY SAFETY PLAN

I move that the SORTA Board approve the Agency Safety Plan.



BOARD OF TRUSTEES ACTION ITEM

DATE: November 18, 2025

FROM: Mike Weil, Chief Safety Officer

PROJECT NO.:

REQUEST: Agency Safety Plan

BACKGROUND

Annual approval of the Agency Safety Plan.

BUSINESS PURPOSE

To comply with Subpart B of 49 CFR Part 673, Section (a) (1), which requires The Public Transportation Agency Safety Plan and subsequent updates, be signed by the Accountable Executive, and approved by the agency's Board of Directors and Joint Safety Committee, or an Equivalent Authority.

Signature by the Accountable Executive, approval by the Board of Trustees and Joint Safety Committee constitute certification of compliance of the Public Transportation Agency Safety Plan to 673.13

PROJECT FINANCING

There are no financial considerations.

PROJECT PROCUREMENT

None

PROJECT DIVERSITY

There are no D/M/WBE considerations.

RECOMMENDED BOARD ACTION

Approval of Agency Safety Plan, procedure number SYS-PMG0020-R6, authorizing the CEO/General Manager, COO, and Chief Safety Office to implement such plan.



Southwest Ohio Regional Transit Authority

Agency Safety Plan

2026

525 Vine Street, Suite 500, Cincinnati Ohio 45202



Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 6	Page Number: Page 2 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/8/2025

Approvals for 2025

Approval by the Joint Safety Committee

This plan was approved by the **Safety Committee** for the Southwest Ohio Regional Transit Authority on **10/8/2025** and reflected in the official approved Safety Committee Minutes. A copy of the Minutes is available in the safety office.

Approval by the Board of Trustees

This plan was approved by the **Board of Trustees** for the Southwest Ohio Regional Transit Authority on **11/18/2025** and reflected in the official, approved board minutes. A copy of the Board Action Item is contained in the Appendices.

Signature by the Accountable Executive

CEO, Name _____ Date _____

SORTA

Southwest Ohio Regional
Transit Authority

Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 6	Page Number: Page 3 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/8/2025

Change Record

Revision Number	Date	Responsible Person	Description of Change
0	12/17/19	TJ Thorn	New document
1	12/28/20	TJ Thorn	Annual review, updated physical address of headquarters, updated header from "Issue date" to "Original issue date", updated Section 1.1 Background including board makeup, updated Table 3-1 SPT (reliability & safety), revised references to hazard log to incorporate "risk register", replaced Hazard Management Plan reference with Safety Risk Management Plan reference, corrected various typos
2	12/16/21	Mike Weil	Section 3.1 Safety Performance Targets updated, "Original Issue Date" to "Issue Date" for sake of annual review. Section 4.3 Employee Safety Reporting System updated to include safety@go-metro.com
3	11/9/22	Mike Weil	Updated to reflect changes in the Bipartisan Infrastructure Law / Infrastructure and Investment Jobs Act (IIJA), 49 CFR 673 – Final Rule. ASE training modules and receive .40 cents per hour additional pay for each ASE certification achieved.
4	10/9/23	Mike Weil	Annual review and updated issue date. 1.1 Updated fleet size, 1.7 added Metro-Now, 3.1 NTD Safety Performance Targets.



Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 6	Page Number: Page 4 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/8/2025

5	10/14/24	Mike Weil	1.1 Updated fleet size; Metro, Access & Metro Now. Table 3.1 NTD Safety Performance Targets and updated verbiage “Paratransit” to “Demand Response” to include Metro Now. 4.4.6 Updated to include FTA General Directive 24–1: Required Actions Regarding Assaults on Transit Workers.
6	9/17/25	Mike Weil	1.1 Updated fleet size, all modes. 3.1 NTD Safety Performance Targets updated.

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Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 6	Page Number: Page 5 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/8/2025

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1 Transit Agency Information

1.1 Background

SORTA, which operates Metro Fixed Route Bus service, Access Paratransit and Metro-Now service is governed by a 16-member volunteer citizens’ board of trustees. Seven trustees are appointed by Hamilton County and six by the City of Cincinnati and include representation from Metro bus riders, the business community, and organized labor. Three non-voting members represent Butler, Clermont, and Warren counties where SORTA operates commuter services. SORTA’s primary funding source is derived from the Hamilton County sales tax levy approved by voters in May 2020.

Metro is Southwest Ohio's fixed-route bus service, which serves Hamilton County residents in addition to providing commuter routes from Clermont, Butler, and Warren counties into Cincinnati. Metro is a non-profit, tax-funded public service of the Southwest Ohio Regional Transit Authority (SORTA), providing about 14 million rides per year in the Greater Cincinnati area. Metro operates approximately 307 buses out of two operating divisions, Queensgate on the west side of Cincinnati and Bond Hill to the east.

Access is a shared-ride public transportation service, providing origin-to-destination transportation in small buses for people whose disabilities prevent them from riding Metro buses. Access operates approximately 60 Access vehicles and 29 Metro Now vehicles out of our garage, bordering Norwood and the City of Cincinnati. Access and Metro operate 7 days per week.



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1.2 Applicability

As a recipient of funds under 49 U.S.C. 5307 the Southwest Ohio Regional Transit Authority (SORTA) is required to develop a Public Transit Agency Safety Plan or ASP. This document will serve as the ASP for SORTA.

1.3 Policy

SORTA has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing safety and will follow the principles and methods of SMS in the delivery of service to our community.

1.4 Transition from SSPP to ASP

The Southwest Ohio Regional Transit Authority previously utilized a System Safety Program Plan (SSPP), which documented the overall safety program for Metro fixed route bus service. That SSPP was previously approved by the Board of Trustees and was constituted by 21 elements which outlined and described the policies, processes and procedures associated with the safety program.

On July 19, 2018, FTA published the Public Transportation Agency Safety Plan (ASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The effective date of this rule is July 19, 2019. As a result, Transit operators must certify they have a safety plan in place meeting the requirements of the rule by July 20, 2020. The plan must be updated and certified by the transit agency annually.

As approval and certification of this Plan SORTA will transition from the System Safety Program Plan model and system safety to the Agency Safety Plan, which incorporates safety management systems.

1.5 Safety Management System (SMS) Implementation

To implement Safety Management System, the Authority has taken a four-phase approach based upon a continuous improvement cycle of Plan, Do, Check, Act. Within these four phases,



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there are 29 identified tasks. To aid in implementation and annual reviews, SORTA has created an Excel Workbook for the Gap Analysis Tool for Implementing SMS (G.A.T.I.S.). The gap analysis tool contains questions based upon the needs and requirements of each of the SMS components, answering these questions aided in discovering any needed procedures, processes, and documentation. Identified needs then became tasks within the SMS Implementation Plan tab. The Safety & Security Department is responsible for leading implementation with assistance from the Safety Security Review Committee (SSRC) which also serves as the SMS implementation team.

1.6 Accountable Executive, Board of Trustees and Safety Committee approvals

In accordance with 49 U.S.C. 5329(d)(1)(A) the Accountable Executive, SORTA Board of Trustees and the SORTA Safety Committee must approve this plan. This will be accomplished via signature of the Accountable Executive, which will be affixed to this Plan, by formal Board of Trustees Motion and majority vote of the Safety Committee. A copy of that Motion and Safety Committee minutes will be included in the Appendices of this document. Additionally, the ASP will be submitted for approval to the Accountable Executive, Board of Trustees and Safety Committee annually.

1.7 Modes Covered by this Plan

This ASP covers Metro Fixed Route Bus, Access Paratransit service and Metro Now.

2 Safety Plan Development, Update and Certification

This Plan was developed by the Safety Department of SORTA in accordance with 49 U.S.C. 5329(d)(1)(A) (including the bipartisan infrastructure bill, and FTA directive 24-1) and will be certified as compliant on an annual basis. Annually, the Chief Safety Officer (or Designee) will lead a review of the ASP in conjunction with affected departments and update the ASP as necessary. Route extensions, significant changes to the operational practices, or other events may be cause for a review at any time. The ASP and any updates must be reviewed and approved by the SORTA Board of Trustees.



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2.1 ASP Review Schedule

The ASP will be reviewed annually and submitted to the SORTA Board of Trustees and SORTA Safety Committee for review and approval prior to December 31.

2.2 ASP Control and Update Procedure

The Chief Safety Officer is responsible for control and updating the ASP. Input for annual reviews will be solicited from all Metro departments by the end of the calendar year (December 31) and prior to submission to the Board of Trustees and SORTA Safety Committee.

2.3 ASP Review and Approval by SORTA Board of Trustees

In accordance with 49 U.S.C. 5329 (d)(1)(A) the SORTA Board of Trustees and SORTA Safety Committee is required to review and approve the ASP as well as any updates to the ASP.

2.4 ASP Change Management

Any changes to the ASP will be documented in the Change Record. This Change Record will contain a summary that identifies and explains the changes for submittal to the Board of Trustees annually.

2.5 Compliance

This Plan is certified compliant to the requirements of 49 CFR Part 673 by the Southwest Ohio Regional Transit Authority by signature and date of the Accountable Executive and by approval by the Board of Trustees and SORTA Safety Committee.

3 Safety Performance Targets

3.1 Development

Safety Performance Targets aid SORTA in monitoring performance. Safety performance measures also focus on improving safety performance through the reduction of safety events, including vehicular and pedestrian accidents, fatalities, injuries, and assaults on transit workers as outlined in the bipartisan infrastructure law.



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Safety Performance targets (Table 3-1) are set using a 3-year rolling average based on data submitted to the National Transit Database (NTD) and in accordance with the National Public Transportation Safety Plan (PTASP).

Table 3-1

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	*Assaults (Rate) Due 2026
Fixed Route	.66	.005	32	.278	33	.230	*N/A
Demand Response	0	0.00	8	.365	9	.460	*N/A

In April of 2023, NTD gave direction to start defining/collecting **Assault Rate data. We will not have a “3-year rolling average” of data to report until April of 2026.*

Failure to meet performance targets will result in a “Safety Set Aside”. This set aside will amount to 0.75 percent of those assistance funds for safety related projects eligible under 5307, including projects likely to assist in meeting performance targets, such as modifications to rolling stock and de-escalation training. These funds will be applied to the next fiscal year.

Note: Rates are calculated as occurring per 100,000 revenue miles.

3.2 Coordination with the Metropolitan Planning Organization (MPO) and non-metropolitan planning organizations

Annually the Southwest Ohio Regional Transit Authority will create Safety Performance and State of Good Repair Measures and Targets for Metro Bus Fixed Route service and Access paratransit service based upon the principle of continuous improvement. To aid in the planning process for both the State of Ohio and the local Metropolitan Planning Organization, these measures and targets will be available upon request and can be transmitted to the MPO via electronic communication to the Ohio Kentucky Indiana (OKI) Regional Council of Governments and Ohio Department of Transportation (ODOT) Office.



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4 Safety Management Policy

Safety Management Policy establishes necessary organizational structures, roles, and responsibilities. It also ensures safety is on the same priority level as other organizational functions. Furthermore, it provides direction for effective safety risk management, assurance, and promotion. Lastly, it helps ensure sufficient resources are provided

4.1 Safety Management Policy Statement

The overarching safety goal of the Southwest Ohio Transit Authority (SORTA) is to provide the safest possible environment for our employees, passengers, and the public with which we interact. To accomplish this, we will dedicate the resources needed to ensure the safest possible service to our community. All levels of management and all employees (and contractors) are accountable for delivering the highest level of safety performance, starting with the Board of Trustees, Executives, Directors, Managers, Supervisors, employees, and contractors.

SORTA is committed to supporting the reporting of identified safety hazards and risks in day-to-day duties by employees to senior management without fear of reprisal so that the dangers and risks can be mitigated or eliminated. To that end, SORTA encourages all employees to participate in the Safety Reporting System (SRS) without fear of retaliation. Except for illegal activities or intentional disregard for regulations, policies, or procedures, no employee will ever be disciplined for reporting safety hazards or events.

4.2 Safety Management Policy Communication

This Safety Management Policy Statement is communicated to the Board of Trustees and SORTA Safety Committee via the annual review and approval process. It is also communicated to employees using Metro SharePoint, as well as on our website at www.go-metro.com. An employee may also request a printed copy through the Metro Safety Department. A signed copy of the Safety Management Policy Statement is contained in the Appendices.

4.3 Employee Safety Reporting System

SORTA has established a Safety Reporting System for the public and employees to report identified hazards or safety concerns. Employees are encouraged to report safety concerns and



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may do so through the following means, including but not limited to: Employee Safety Committee, immediate Manager/Supervisor, Senior Management, Operator Condition Report, Employee Safety Concern form, and via electronic communication directly to the Metro Safety Department safety@go-metro.com. The Public may report concerns to the customer service department, who will notify Metro Safety and log the concerns in their hazard log spreadsheet. To close the feedback loop, SORTA will provide an update to employees regarding the results of any investigations and (or) action taken arising out of their report

4.4 Authorities, Accountabilities, and Responsibilities

4.4.1 Accountable Executive

The Chief Executive Officer/General Manager serves as the Accountable Executive for the Southwest Ohio Regional Transit Authority and is ultimately responsible for the Safety Program. The Accountable Executive is responsible for ensuring there are adequate resources to develop and maintain both the Agency Safety Plan and Transit Asset Management Plan and approving the ASP annually.

4.4.2 Chief Safety Officer

The Chief Safety Officer reports directly to the Accountable Executive (currently through a dotted line reporting structure) and is responsible for the following: Developing and maintaining SMS documentation; Directing hazard identification and safety risk assessment; Monitoring safety risk mitigation activities; providing periodic reports on safety performance; Briefing the Accountable Executive, Board of Directors and SORTA Safety Committee on SMS implementation progress; and planning safety management training. The Chief Safety Officer will be adequately trained, continuing safety training, and training in de-escalation. Adequate training is defined as having completed or in the process of completing the Public Transportation Safety Certification Training Program (PTSCTP) for Bus and be a graduate of an accredited University or College.

4.4.3 Agency Leadership and Executive Management

In addition to the CEO/GM, who serves as the Accountable Executive, and the Senior Director of Safety and Security, who serves as the Chief Safety Officer, the SORTA Executive Management



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Team have authority and responsibility for day-to-day implementation of the Safety Management System for the Authority.

4.4.4 Key Staff

The Safety and Security Department, along with the Safety Security Review Committee (SSRC), are designated as key staff to support the Accountable Executive and Chief Safety Officer in developing, implementing, and operating the Authority's SMS. Additionally, the SSRC will serve as SMS Ambassadors to promote the SMS program through communication and training.

4.4.5 Safety Security Review Committee

The Safety and Security Review Committee (SSRC) is a multi-disciplinary working group that serves as a high-level committee to address all safety and security issues as well as review and approval of configuration management items. Committee membership includes representation from the following functional areas: safety, security, engineering, planning, operations, and maintenance. The committee chair is the Chief Safety Officer, and the co-chair is the Manager of Security. For more detailed information about the SSRC, please refer to the SORTA Safety Security Review Committee procedure.

4.4.6 Safety Committee

The safety committee consists of an equal number of management employees appointed by the CSO and frontline employees selected by the union. The committee is tasked with identifying and recommending risk-based mitigations to reduce the likelihood and severity of consequences identified through the safety risk assessment, including General Directive 24-1: Required Actions Regarding Assaults on Transit Workers. The committee will also identify strategies that may be ineffective, inappropriate, or not implemented as intended for the purpose of continuous improvement.

5 Safety Risk Management (SRM)

SRM is an essential process within SORTA's SMS for identifying hazards and analyzing, assessing, and mitigating safety risks including strategies to minimize the exposure of the public, personnel, and property to communicable diseases. SORTA complies with all guidelines



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from the CDC and state health authorities to minimize exposure. 49 CFR Part 673 requires SORTA to develop and implement an SRM process for all system modes. Part 673 also requires the following three elements to establish and implement a process for managing safety risk: Hazard identification, Risk assessment, and Risk mitigation. Descriptions of those elements are in the following subsections.

5.1 Safety Hazard Identification

Sources of Effective Hazard Identification include training on proper identification, reporting, and promotion of the safety reporting program to employees and the public. Potential sources for hazard identification and their consequences include the following: Safety Reporting System (employee program and public reporting), Safety Event (accidents, incidents occurrences), equipment condition assessments, internal audits, safety committees, Government Sources (FTA, NTSB), Industry Partners (APTA) operational observations, review of historical data, scenario development and review, Job Hazard Analysis (JHA)/Job Safety Analysis (JSA), Accident/Incident Investigations Data review and ad hoc hazard reporting.

SORTA has established a Risk Register reflecting the consolidation of information in the SRM process. The Risk Register will contain all hazards identified through the methods applied by SORTA. In addition to the Risk Register, SORTA will maintain an ongoing Operating Hazard Analysis (OHA). The purpose of the OHA is to identify hazards associated with operation-related, safety-critical elements, which will be mitigated to their lowest acceptable levels and continually monitored to ensure no new hazard. For more information, see the Safety Risk Management Plan (OSS-SOP-2002)

5.2 Safety Risk Assessment

To assess risk, SORTA has adopted an assessment process based on Military Standard 882-E. The process codifies the hazard severity, probability of occurrence, and the cost of eliminating or controlling the hazard and rates each element using established hazard rating tables. The process then determines which hazards are unacceptable or undesirable based on their severity and probability of occurrence. The hazard severity, probability, and cost combination for unacceptable and undesirable risk are ranked on a Hazard Priority Rating Table. Subsequently,



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Management can prioritize and allocate the resources available to eliminate or correct the unacceptable and undesirable hazards. For information about the safety risk assessment process, see the Safety Risk Management Plan.

5.3 Safety Risk Mitigation

To reduce the likelihood and severity of consequences related to hazards, SORTA will employ the following risk mitigation strategies as appropriate: hazard elimination, reduction of risk through alteration, incorporation of engineered features or devices, provision of warning devices or the incorporation of signage, procedures, training, and personal protective equipment. This includes measures to reduce visibility impairments contributing to accidents, including pedestrian accidents, and barriers to reduce operator assaults. Safety risk mitigation may include more than one measure to achieve the most acceptable result. Management will monitor any employed risk mitigation monitor for its effectiveness. Additionally, management will regularly review performance measures and event reports to determine recurrence and (or) trends.

6 Safety Assurance

Safety Assurance, in SMS, gives SORTA the ability to know if and how well our mitigations are working by providing critical information for data-driven informed decision making, by the collection and analysis of safety performance data, and the provision of timely safety performance information. Finally, it provides safety performance verification and validates the effectiveness of our safety risk mitigation activities

6.1 Safety Performance Monitoring and Measurement

Safety performance monitoring and measurement involve continuous monitoring of our activities to understand safety performance. Safety Performance is accomplished through monitoring and evaluating adherence to operational and maintenance procedures, risk mitigations, and safety event investigation to identify causal factors and monitoring internal safety reporting programs.



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6.1.1 Roles and Responsibilities

The Safety and Security Department is responsible for monitoring the safety performance of operations and maintenance. Safety data is collected and analyzed to determine if safety performance meets established safety goals. This data includes injuries to passengers, Safety and Security Department personnel, public; potentially hazardous equipment failures; unacceptable hazardous conditions, and rules and procedure violations. The Safety and Security Department established a closed-loop reporting system for identifying and monitoring safety-related items. The Chief Safety Officer or their designee will verify safety activities and review and audit the results to close out each incident.

6.1.2 Data Acquisition process

The Safety and Security Department is responsible for information regarding accidents, incidents, hazardous conditions, and operations which are obtained from several different reporting mechanisms. These include but are not limited to: Email and (or) ENP text messages from the RCC, accident/incident reports, daily operations reports, and employee occupational injury reports. Employees are also encouraged to bring any safety-related issues to the attention of managers and supervisors.

6.1.3 Data Analysis

Data is tracked to identify trends, including:

1. Incident and accident reports
2. Workplace inspection reports
3. Any assault reports and/or statistics that management assembles
4. Reports that workers submit to management via any safety reporting program or system
5. Summaries of data that management reports to the FTA via the National Transit Database
6. Anything else that the Safety Committee finds to be necessary to understand and address the hazards that exist within the transit system

These trends are further analyzed and/or investigated to determine causal factors. The Safety and Security Department and the Safety Committee will identify hazards which are submitted. The committee will review and take corrective action recommendations or a request for corrective action development.



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6.1.4 Reports

The Safety and Security Department will provide performance trend and analysis reports to the Safety Security Review Committee for review and discussion. All other departments receive safety trend, and analysis reports relative to their areas of interest. The safety trend and analysis reports are also the basis for the annual safety performance report to the Accountable Executive, Board of Trustees and SORTA Safety Committee. The annual report includes collision data, passenger and employee injury data, injury data affecting the public, program audit findings and trends, and corrective action plans. The annual report also describes the strategies for achieving the stated safety and security objectives

6.1.5 Procedures Monitoring and Measuring

Procedures for monitoring and measuring are initiated through the capture of safety event data, which includes collisions, injuries (employee and passengers) and near-miss occurrences for both operations and maintenance. Examples of procedures for monitoring and measuring include, but are not limited to the mandatory turn procedure, mobility device securement and distracted driving. This type of data is then captured, analyzed, and reported to affected departments.

6.1.6 Safety Risk Mitigation Monitoring and Measurement

To determine if safety risk mitigations are effective, appropriate, and implemented as intended, the following activities will take place: 1) monitoring of safety performance target trends 2) feedback from the employee safety program 3) feedback from the public and 4) Observations

6.1.7 Safety Event Investigations

Safety Events are investigated in the context in which they occur. Collision events are investigated by the Risk Management Department Claims Adjusters to administer protection of liability. The Safety Department evaluates the collision based upon preventability and root cause of the event. In similar manner employee injuries, whether in service or while maintaining facilities or equipment, is investigated by the Workers Compensation Claims Adjuster to determine compensability. The Safety Department investigates the event, in coordination with the department supervisor, to determine root cause to prevent reoccurrence



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6.1.8 Internal Programs Monitoring and Measurement

The monitoring and measurement of internal safety reporting programs is accomplished through the review and analysis of accident/incident reports, ENP notices, employee injury reports and employee safety reporting. Any new hazard identified through this activity will be addressed by the Safety Risk Management Process.

6.2 Management of Change

Change management is an activity through which SORTA ensures that any changes or proposed changes don't introduce new hazards, and if changes have introduced new hazards, measures to mitigate their potential consequences are instituted.

The process for identifying and assessing changes is contained in the SORTA Configuration Management Plan (SYS-SOP-0029). The purpose of configuration management plan is to ensure that changes to safety-critical systems and subsystems are reviewed prior to implementation. This ensures there are a set of practices and procedures of identifying all components and their relationship in a dynamic and continually evolving system for the purpose of maintaining integrity, traceability, and control over change throughout the cradle-to-grave lifecycle of the component. These practices will ensure that appropriate personnel have been provided with accurate reference documentation for maintaining components and any modifications to components are properly and systematically documented. A change in configuration refers to a modification that may result in a change to physical and/or operational features of any asset. For additional information see the Configuration Management Plan, SYS-SOP-0029.

6.3 Continuous Improvement

Continuous improvement is accomplished through monitoring and evaluation of SMS performance to ensure we meet our safety performance targets. Annually, the Metro Safety Department will conduct a safety performance analysis and report the results of that analysis to the Chief Executive Officer. Included in that report there will be any identified deficiencies and a safety improvement plan, which will developed in collaboration with the affected department stakeholders and will include safety objectives, safety performance indicators (SPIs) and safety



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performance targets (SPTs). Safety improvement plan activities will be carried out under the direction of the Chief Executive Officer and monitored through the safety assurance process and communicated through periodic status updates.

7 Safety Promotion

Safety Promotion improves safety performance by increasing awareness through communication and training. It also displays continuous management commitment to communication. In fact, one of management's most important responsibilities of management is to encourage and motivate others to want to communicate openly, authentically, and without concern of reprisal. Training also documents executive management responsibilities to allocate resources to training and maintain the relationship between safety training and safety risk management and safety assurance.

7.1 Training and Certification Program

Bus Operators, Mechanics and Service Workers all receive initial training in bus operations and then move on to occupational skills-related as well as safety-related training. Bus Operators are trained on all types of buses driven and Mechanics receive bus-specific training. All employees receive, either through initial orientation or through refresher training, instruction on safety data sheets, severe weather, and response to emergencies such as fires, bomb threats and evacuations.

7.2 Bus Operators

The Southwest Ohio Regional Transit Authority utilizes the Department of Transportation Safety Institute's program for bus operator training. Training is conducted by the Metro Operating Training Department where Bus Operators receive up to 10 weeks of initial training depending upon their division's assignment. Training culminates in a final trial trip, which starts the 95-day probationary period. After the probationary period they become regular bus operators.

7.3 Maintenance

Maintenance personnel receive occupational safety training on various topics including, but not limited to, hazard communication, powered industrial trucks, and the control of hazardous



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energy (lockout /tagout). All mechanics are encouraged to complete up to (6) ASE training modules and receive additional pay for each ASE certification achieved per CBA. They also receive OSHA-required training including but not limited to the control of hazardous energy, hazardous communications, fall protection, and bloodborne pathogens.

7.4 Refresher Training

All employees receive some form of ongoing refresher training. Bus Operators may receive up to 16 hours of refresher training including but not limited to: customer service, emergency egress, bloodborne pathogen awareness, defensive driving, and fare box operation and mobility device securement. Maintenance personnel receive refresher training in equipment and OSHA-required subjects on an annual basis. Special training may occur on an as-needed basis such as coach operation around the Cincinnati Streetcar, updates to policies such as mobility devices, service animals, etc.

7.5 Contractor Training

All bus-related projects require the completion of a safety orientation prior to beginning work. Other requirements may apply as outlined in the SORTA Contractor Safety Program (SYS-PGM-0008) and (or) SORTA Procurement guidelines.

7.6 Safety Communication

Communication of safety and safety performance information is accomplished via safety-dedicated bulletin boards called "Safety Communication Boards" located in common areas at each of the divisions as well as computer monitors located throughout all facilities. On those safety communication boards, we have general and security bulletins, and those bulletins are posted monthly. We have a topic of the month and with the topic of the month, it's based on the incidents, inspections and audits that have been done at those work locations. Provided information includes, but is not limited to, general safety bulletins, seasonal hazards, ongoing traffic issues, the results of incidents, audits and inspections at specific locations and other topics pertinent to employees' roles and responsibilities. Other communication actions include but are not limited to employee meetings such as tool talks; plug ticket messages, awareness activities such as Safety Improvement Plan (SIP) meetings where employees receive



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supplemental information related to ongoing hazards. Safety actions taken in response to reports submitted through an employee safety reporting program are also communicated via the safety communication boards. Safety messages are also regularly included in company newsletters distributed both digitally and in print.

8 Recordkeeping

Per 49 CFR Part 673.31 SORTA must maintain the documents utilized to create the Agency Safety Plan, including those related to the implementation of the Safety Management System (SMS), and results from SMS processes and activities. SORTA must also maintain documents (e.g. procedures, plans) that are included in whole, or by reference, that describe the programs, policies, and procedures that are used to carry out the Agency Safety Plan. These documents will be made available upon request by the Federal Transit Administration or other Federal entities, or the Ohio Department of Transportation State Safety Oversight. All these documents require a minimum retention of three years after creation.

9 References

49 CFR 673 – Final Rule
 Safety Security Review Committee procedure
 Configuration Management Change Procedure
 Safety Risk Management Plan
 Internal Audit Plan
 Corrective Action Plan (CAP) Development, Tracking and Closeout Procedure Review and Approval Plan

10 Appendices

10.1 Definitions of Special Terms Used in the Safety Plan

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 public transportation vehicles; a runaway train; an evacuation



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for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

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

Chief Safety Officer 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 Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Consequence means a potential outcome of a safety hazard

Equivalent Authority means an entity that carries out duties like that of a Board of Directors, for a recipient or sub recipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or sub recipient's Public Transportation Agency Safety Plan.

Event means any Accident, Incident, or Occurrence.

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.



Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 6	Page Number: Page 24 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/8/2025

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.

National Public Transportation Safety Plan 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).

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 period required by the Federal Transit Administration (FTA).

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

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



Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 6	Page Number: Page 25 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/8/2025

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

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

Risk mitigation means a method to eliminate or reduce the effects of hazards.

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

Safety Deficiency means a condition that is a source of hazards and/or allows perpetuation of the hazards in time.

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

Safety Management System (SMS) means the formal, top-down, 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 Chief Safety Officer or an equivalent.

Safety performance target means a Performance Target related to safety management activities.

Safety Promotion 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 assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.



Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
Revision Number: 6	Page Number: Page 26 of 27
Prepared by: Mike Weil	Approved by: CEO/BT/JSC
Issued by: Mike Weil	Issue date: 10/8/2025

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury means any injury which:

- (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury.
- (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses).
- (3) Causes severe hemorrhages, nerves, muscle, or tendon damage.
- (4) Involves any internal organ; or
- (5) 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 sub recipient 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, 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 Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage



Agency Safety Plan

Metro Policy Number: SYS-PGM-0022	Description: Safety Program
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Issued by: Mike Weil	Issue date: 10/8/2025

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.

10.2 List of Acronyms Used in the Safety Plan

ASP – Agency Safety Plan

ENP – Emergency Notification Protocol

SSRC – Safety Security Review Committee

SORTA – Southwest Ohio Regional Transit Authority

MPO – Metropolitan Planning Organization

OKI – Ohio Kentucky Indiana council of governments

10.3 Board Action Item

Attached

10.4 Safety Management Policy Statement (signed)

Attached



Safety Plan Presentation

November 2025

PTASP & JSC explained

- 2026 will be our 6th year since the **Public Transportation Agency Safety Plan (PTASP)** was developed to reflect changes in the FTA's Bipartisan Infrastructure Law directive.
- This directive led to the redesign of our safety and security committees to form a **Joint Safety Committee (JSC)** which consists of an equal number of management and frontline employees.

PTASP Review and Approval

Our Agency Safety Plan is reviewed and updated annually, *submitted for approval to the Joint Safety Committee first*, then the Board of Trustees and then signed by the accountable executive each year prior to December 31st.



BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2025-xx

APPROVAL OF WALNUT HILLS TRANSIT CENTER PROPERTY AQUISITION

WHEREAS:

1. Metro operates and maintains bus service to and within the Walnut Hills neighborhood.
2. Metro seeks to build a new regional transit center at 2614 Gilbert Avenue, the northeast corner of Gilbert Avenue and William Howard Taft.
3. SORTA needs to acquire the following four Hamilton County parcels totaling 0.977 acres, (067-0003-0063-00, 067-0003-0071-00, 067-0003-0072-00 and 067-0003-0075-00.
4. The expenditure will be financed from the FY2025 capital budget.

THEREFORE, BE IT RESOLVED:

5. The board authorizes the CEO/General Manager/Secretary-Treasurer or the Chief Financial Officer to execute the purchase of the following four Hamilton County parcels totaling 0.977 acres, (067-0003-0063-00, 067-0003-0071-00, 067-0003-0072-00 and 067-0003-0075-00 on behalf of Metro from Triple R. Associates, LTD. Fort Lauderdale, Florida, for the total amount of \$1,050,000.00.



BOARD OF TRUSTEES ACTION ITEM

DATE: November 11, 2025
FROM: K. Scott Enns, Director of Capital Projects, TOD & Real Estate Development
 Khaled Shammout, Deputy Innovation & Vision Officer
PROJECT NO.: Walnut Hills Transit Center Property Acquisition
REQUEST: Property Acquisition

BACKGROUND

Metro operates and maintains bus service to and within the Walnut Hills neighborhood. Metro seeks to build a new regional transit center at 2614 Gilbert Avenue, the northeast corner of Gilbert Avenue and William Howard Taft. This development will provide high quality amenities that add transformative value and benefit to both the Metro customer and the local Walnut Hills community.

BUSINESS PURPOSE

SORTA needs to acquire the following four Hamilton County parcels totaling 0.977 acres, (067-0003-0063-00, 067-0003-0071-00, 067-0003-0072-00 and 067-0003-0075-00; (see attached: Exhibit A) for the public use of the construction and efficient operation of a regional transit facility (aka. Walnut Hills Transit Center).

PROJECT FINANCING

The final negotiated purchase price is \$1,050,000.00. The purchase will be financed from the FY2025 capital budget.

PROJECT PROCUREMENT

This acquisition is a sole source award via legal counsel and is exempt from the competitive process. As such, no vendor outreach was conducted.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Chief Financial Officer to execute the purchase of the following four Hamilton County parcels totaling 0.977 acres, (067-0003-0063-00, 067-0003-0071-00, 067-0003-0072-00 and 067-0003-0075-00; (see attached: Exhibit A) on behalf of Metro from Triple R Associates, LTD, Fort Lauderdale, Florida, for the total amount of \$1,050,000.00.

EXHIBIT "A"

Legal Description

Parcel I:

Tract I:

The following described real estate situate in the City of Cincinnati, County of Hamilton, State of Ohio, and known as Lot Number Four (4), George W. Williams, per Executors, Subdivision, more particularly described as follows: All that certain lot of land fronting fifty-five (55) feet on the north side of Locust Street, beginning on the east at a point one hundred twenty-five (125) feet west of Beech Street and extending back with sides at right angles to the front, one hundred (100) feet to the north line of Lot Ninety-Nine (99) as laid down and numbered on the Plat of Lane Seminary Subdivision, duly recorded in said County Records, the premises hereby conveyed being part of said Lot Number Ninety-Nine (99), and is bounded on the west by the lot heretofore conveyed to John Kyle, known as Number 920 Locust Street (presently known as William Howard Taft Road) Walnut Hills, Cincinnati, Ohio.

For Informational Purposes Only:
PPN: 067-0003-0071-00

Tract II:

The following described real estate situate in the County of Hamilton, State of Ohio, City of Cincinnati, and bounded and described as follows: The west Twenty-five (25) feet by Twenty-five (25) feet of Lot Number One Hundred (100) lying One Hundred and Thirty one hundredths (100.30) feet north of Locust Street and One hundred and twenty-five (125) feet west of Kemper Lane, of the Lane Seminary Ground Subdivision, a plat of which is recorded in Plat Book 2, Page 271 of the Hamilton County, Ohio Recorder's Office.

For Informational Purposes Only:
PPN:

Tract III:

Situate in the City of Cincinnati, Hamilton County, Ohio, and being a parcel of twenty-five (25) feet by thirty (30) feet being a part of Lot Number One Hundred (100) of Lane Seminary Subdivision, plat of which is recorded in Plat Book 2, Page 271 of the Hamilton County, Ohio Recorder's Office, adjoining that certain lot of land fronting fifty-five (55) feet on the North side of Locust Street and extending northerly one hundred (100) feet on the north, and further being immediately west of the twenty-five (25) feet by twenty-five (25) feet parcel described in Parcel Two (2) above.

For Informational Purposes Only:
PPN: 067-0003-0075-00

Parcel II:

Situate in Section 8, Town 3, Fractional Range 2, Millcreek Township, City of Cincinnati, Hamilton County, Ohio and being all of Lots 5 and 6 of G.W. Williams Subdivision as recorded in Plat Book 5, Page 233, Hamilton County Recorder's Office, and being more particularly described as follows: Beginning at the intersection of the Northerly line of William Howard Taft Road with the Westerly line of Kemper Lane; thence from said point of beginning, with the Northerly line of William Howard Taft Road, North 89° 25' 30" West, 125.00 feet to a point; thence North 0° 07' 30" West, 100.68 feet to a point; thence South 89° 16' East, 125.00 feet to a point in the Westerly line of Kemper Lane; thence with said Westerly line of Kemper Lane, South 0° 07' 30" East, 100.33 feet to the intersection of the Westerly line of Kemper Lane with the Northerly line of William Howard Taft Road and the point of beginning. Containing 12,562 square feet of land, more or less.

For Informational Purposes Only:
PPN: 067-003-0072 (0073, 0074 Cons)

EXHIBIT "A"
Legal Description

Parcel III:

Situate in City of Cincinnati, Hamilton County, Ohio at the northeast corner of Gilbert Avenue and William Howard Taft Road being all of Lot 3 and part of Lots 1 and 2 of G. W. Williams Subdivision as recorded in Plat Book 5, Page 223 of Hamilton County, Ohio Records, described as follows: Beginning in the north line of William Howard Taft Road at the southeast corner of said Lot 3; thence North $89^{\circ} 25' 30''$ West along the north line of William Howard Taft Road a distance of 217.57 feet; thence westwardly, on a curved line deflecting to the north with a radius of 20 feet, a distance of 39.08 feet (chord of said curve bears North $33^{\circ} 27'$ West a distance of 33.15 feet and enclosing an angle of $124^{\circ} 01' 30''$), to the east line of Gilbert Avenue, as now improved; thence North $22^{\circ} 31' 30''$ East along the said east line of Gilbert Avenue, enclosing an angle with the above mentioned chord of $124^{\circ} 01' 03''$ a distance of 79.69 feet; thence South $89^{\circ} 16'$ East enclosing an angle of $111^{\circ} 47' 30''$ a distance of 205.10 feet; thence South $0^{\circ} 07' 30''$ East, enclosing an angle of $90^{\circ} 51' 30''$, a distance of 100.83 feet to the place of beginning, forming an interior angle of $89^{\circ} 18'$

For Informational Purposes Only:
PPN: 067-0003-0068-00



Project	Method	Vendor	Award	Term	Funding
101-2025-RFP-L Driver Barriers for MetroNow Vehicles	Request for Proposals (RFP)	Queen City Engineering & Design	\$113,100	1 year Dec 2025 – Nov 2026	Budgeted Local Capital
123-2025* Labor & Employment Legal Services	Sole Source / Professional Services	Dinsmore & Shohl Attorneys	\$200,000	1 year Jan 2026 – Dec 2026	Budgeted Local Operating

*denotes non-competitive or non-negotiable award

**Metro MAX Spend Summary
(Maximizing Access for XBE's)**

Total Awards for Month	\$313,100
Total MAX Spend for Month	\$--
Addressable Awards	\$--
Effective MAX Participation Rate	--
2025 Total Spend	\$32,321,752
2025 MAX Spend	\$4,006,995 (12.4%)
2025 Total Addressable Spend	\$24,664,534
2025 Effective MAX Part. Rate	16.2%



BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2025-xx

APPROVAL OF CONTRACT NO 101-2025 DRIVER BARRIERS FOR METRONOW VEHICLES

WHEREAS:

1. The public transit industry has seen an increase in driver assaults in recent years.
2. Since 2020, Metro has worked with its bus manufacturer to ensure all new buses arrive with a driver protective barrier installed for operator safety and has worked with another vendor to install barriers on buses in our fleet without barriers.
3. The Southwest Ohio Regional Transit Authority (SORTA) has 29 MetroNow! Vehicles that are not currently equipped with protective driver barriers and for the improved safety of SORTA's MetroNow! Operators, it has been determined that driver protective barriers must be installed in all vehicles.
4. SORTA staff recommends approval to execute Contract No. 101-2025, on behalf of Metro and Queen City Engineering and Design Services, PLLC., at a total cost of \$113,100.
5. The expenditure will be financed using local capital funds.

THEREFORE, BE IT RESOLVED:

6. The board authorizes the CEO/General Manager/Secretary-Treasurer or the Chief Financial Officer to execute Contract No. 101-2025, on behalf of Metro and Queen City Engineering and Design Services, PLLC., at a total cost of \$113,100.



BOARD OF TRUSTEES ACTION ITEM

DATE: November 11, 2025
FROM: Tim Walker, Chief Financial Officer
 Jeff Mundstock, Director of Maintenance Technical Services
PROJECT NO.: 101-2025 Driver Barriers for MetroNow Vehicles
REQUEST: Contract Award

BACKGROUND

The public transit industry has seen an increase in driver assaults in recent years. Since 2020, Metro has worked with its bus manufacturer to ensure all new buses arrive with a driver protective barrier installed for operator safety and has worked with another vendor to install barriers on buses in our fleet without barriers.

BUSINESS PURPOSE

The Southwest Ohio Regional Transit Authority (SORTA) has 29 MetroNow! vehicles that are not currently equipped with protective driver barriers. For the improved safety of SORTA's MetroNow! Operators, it has been determined that driver protective barriers must be installed in all vehicles.

PROJECT FINANCING

The approved budget for this project is \$139,490 and will be financed using local capital funds. The project was included in the approved FY2025 Capital Plan.

PROJECT PROCUREMENT

Procurement staff determined that a Request for Proposals (“RFP”) was the most appropriate procurement method. Under this method, submissions are reviewed to determine the proposal which will add the most value to Metro (aka Best Value Award).

Staff identified and targeted five (5) vendors known to be capable of fulfilling the requirements of the contract in addition to those notified via Metro’s e-procurement platform.

19 vendors downloaded solicitation materials with two (2) submitting proposals.

The Evaluation Committee reviewed all proposals, scoring such areas as project approach, firm and staff qualifications, and price. The results of the review are below.

Vendor	Project Approach (Subjective) Points Based 425 Points (42.5%)	Firm and Staffing Qualifications (Subjective) Points Based 300 Points (30%)	Price (Objective) Reward Low Cost 275 Points (27.5%)	Total Score (Max Score 1000)
Queen City Engineering & Design	407	270.3	275	952.33
ALAMEX INC	291	152.3	239.6	682.93



Options	ALAMEX INC	Queen City Engineering & Design
Standard	\$103,182.00	\$89,900.00
Anti-Reflective	No Quote	\$113,100

SORTA staff evaluated the proposals and determined Queen City Engineering and Design Services; PLLC submitted a proposal most advantageous to SORTA and is recommended for award.

The contract will be a firm fixed price contract with a 1-year period of performance, expiring in November 2026.

SMALL BUSINESS ENGAGEMENT

A review of the requirements of the project determined that a small business participation goal would not be set as no subcontracting opportunities were identified.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Chief Financial Officer to execute Contract No. 101-2025, on behalf of Metro with Queen City Engineering and Design Services, PLLC, with a not to exceed value of \$113,100.00.

ProMaster Concept Design Overview





BOARD OF TRUSTEES
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 2025-xx

APPROVAL OF CONTRACT NO 123-2025 LABOR & EMPLOYMENT LEGAL SERVICES

WHEREAS:

1. Metro requires professional legal services to protect the agency, mitigate risk, and manage litigation activities.
2. Metro's in-house counsel for labor and employment matters requires outside counsel to handle litigation, settlements, and other legal matters.
3. Metro has had a long-standing relationship with Dinsmore and Shohl attorneys.
4. SORTA staff recommends approval to execute Contract No. 123-2025, on behalf of Metro and Dinsmore & Shohl Attorneys, with a not to exceed value of \$200,000.
5. The expenditure will be financed using local budgeted funds.

THEREFORE, BE IT RESOLVED:

6. The board authorizes the CEO/General Manager/Secretary-Treasurer or the Chief Financial Officer to execute Contract No. 123-2025, on behalf of Metro and Dinsmore & Shohl Attorneys, with a not to exceed value of \$200,000.



BOARD OF TRUSTEES ACTION ITEM

DATE: November 11, 2025
FROM: Tim Walker, Chief Financial Officer
 James Hubbard, Director of Labor Relations
PROJECT NO.: 123-2025 Labor & Employment Legal Services
REQUEST: Contract Award

BACKGROUND

Metro requires professional legal services to protect the agency, mitigate risk, and manage litigation activities.

BUSINESS PURPOSE

Metro's in-house counsel for labor and employment matters requires outside counsel to handle litigation, settlements, and other legal matters. Metro has had a long-standing relationship with the incumbent vendor, Dinsmore & Shohl Attorneys.

PROJECT FINANCING

The approved 2026 budget for general counsel legal expenses is \$200,000. The total project cost is flat to budget at \$200,000.

Labor and employment legal services are budgeted on an annual basis.

PROJECT PROCUREMENT

Ohio Revised Code provides that contracts related to professional legal services are exempt from the competitive process. As such, no competition occurred for this award.

The contract will be a hybrid fixed-fee, indefinite delivery – indefinite quantity contract with a term of 1 year, terminating on December 31, 2026.

SMALL BUSINESS ENGAGEMENT

The award is a sole source award pursuant to Ohio Revised Code. No vendor diversity analysis or activity occurred.

RECOMMENDED BOARD ACTION

Staff recommends the Board of Trustees approve a resolution authorizing the CEO/General Manager/Secretary-Treasurer or the Chief Financial Officer to execute Contract No. 123-2025, on behalf of Metro with Dinsmore & Shohl Attorneys, with a not to exceed value of \$200,000.



Legal Counsel.

DINSMORE & SHOHL LLP
255 E. Fifth St., Suite 1900
Cincinnati, OH 45202
www.dinsmore.com

Allison L. Goico
(513) 977-8613 (direct) · (513) 977-8141 (fax)
allison.goico@dinsmore.com

Admitted in Ohio and Illinois

September 19, 2025

Via e-mail: JHubbard@go-metro.com

Mr. James Hubbard
Director of Labor Relations
Southwest Ohio Regional Transit Authority/Metro
525 Vine Street, Suite 500
Cincinnati, Ohio 45202

Dear James:

Thank you for selecting Dinsmore & Shohl LLP (the "Firm") to represent the Southwest Ohio Regional Transit Authority a/k/a Metro. This letter will confirm our discussion regarding your engagement of the Firm and will describe the basis upon which we will provide legal services to you. Attached to this letter are the Dinsmore & Shohl LLP Statement of Engagement Terms (the "Terms and Conditions") that are a part of this letter. By signing below, you agree to those terms and conditions.

You have engaged us to provide labor and employment advice, arbitration representation, and employment litigation defense.

Our legal services will be billed to you at a blended attorney hourly rate of \$400.00 for the period January 1, 2026 through December 31, 2026. It is anticipated that Allison Goico will perform the legal services with assistance from various other attorneys under her supervision. Any estimate we furnish of the amount of fees and costs likely to be incurred in this matter will be based on our professional judgment, taking into account a variety of factors that affect the cost, such as the scope and complexity of the matter. Those factors can change over the course of the matter resulting in the estimate not representing the amount actually charged. Any estimate is not a maximum or fixed fee quotation. The payment of our fee is not contingent on outcome or success.

To enable us to represent you effectively, you agree to cooperate fully with us in all matters relating to your case, and to fully and accurately disclose to us all facts and documents that may be relevant to the matter or that we may otherwise request. You also will make yourself reasonably available to attend meetings, discovery proceedings and conferences, hearings and other proceedings.

Mr. James Hubbard
September 19, 2025
Page 2

Please review this letter and the Terms and Conditions carefully. If it meets with your approval, please sign it and return it with the required retainer, if any, so that we may begin work. If you do not agree with one or more of the provisions of this letter or the Terms and Conditions, please contact me so that we can try to address your concerns.

Again, let me thank you for retaining us in connection with this matter. I look forward to working with you.

Sincerely,

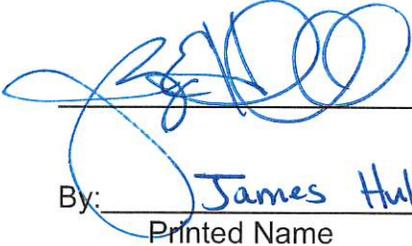


Allison L. Goico

ALG/bg

AGREED AND ACCEPTED

SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY


By: _____
Printed Name

10/6/2025
Date _____

1. Engagement of Our Services

The law firm of Dinsmore & Shohl LLP (the "Firm") has undertaken to represent you and to act on your behalf. Any expressions on our part concerning the outcome of your legal matters are expressions of our best professional judgment and are not guarantees. Also, our opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed.

2. The Scope of Our Representation

Our clients in this matter are the persons or entities identified ("client" or "clients") in our engagement letter ("engagement letter") to which this Statement of Engagement Terms is attached. Unless specifically identified in the engagement letter, our representation of the client does not include representation of (i) parent companies or other owners of the client, (ii) subsidiaries or other affiliates of the client, (iii) partners of the client, (iv) family members of the client, or (v) beneficial owners of the client. The clients are hiring the Firm to represent them in connection with issues or claims arising out of the matters identified in the engagement letter, and only those matters unless specifically agreed in a writing signed by the Firm. We will provide services of a strictly legal nature related to the matters described in the engagement letter. You will provide us with the factual information and materials we require to perform such services, and you will make such business or technical decisions and determinations as are appropriate. You will not rely on us for business, investment or accounting decisions, unless otherwise specified in the engagement letter.

3. Relationships With Other Clients

In representing you, it is important that you receive advice from lawyers who are free from conflicts of interest. We represent a diverse group of clients on a variety of legal matters. Accordingly, it is possible that we represent current clients or may be asked in the future to represent new clients in the same general field of interest or business. We have conducted an internal review and have not identified any conflict of interest implicated by our common representation of you and any other existing client of the Firm. We have specifically considered any persons and business you have identified as being adverse in this matter, if any, and found no conflict. However, conflicts of interest are at times difficult to identify and can sometimes arise as a result of client activities or other developments of which we may be unaware. We will make reasonable efforts to identify and resolve those conflict situations and to establish appropriate mechanisms to safeguard your interests. In an appropriate situation, we may provide you with full information regarding a potential conflict of interest and ask you to waive the potential conflict.

4. Who Will Provide the Legal Services

The principal attorney contacts for this matter are identified in the engagement letter. Subject to the decision of these principal attorneys, your work or parts of it may be performed from time to time by other lawyers and legal assistants in the Firm. Such delegation may be for the purpose of involving lawyers or legal assistants with special expertise in a given area or for the purpose of providing services on the most efficient and timely basis..

5. Responsibilities of the Parties

The Firm will provide those legal services reasonably required to represent the clients and will take reasonable steps to keep clients informed of progress and developments, and to respond promptly

to inquiries and communications. The clients agree to cooperate with the Firm, to keep the Firm informed of any information and developments which may come to clients' attention, and to abide by these terms. The clients agree to appear at all legal proceedings when the Firm deems it necessary, and generally to cooperate fully with the Firm in all matters related to the preparation and presentation of the clients' claims. If the clients believe that any portion of the fees payable to the Firm may be covered by a policy of insurance, it is the responsibility of clients to bring such policy to the attention of the Firm for review.

6. Legal Fees

Time spent on a project is recorded on a daily basis. Such time may include research, investigation, telephone calls, travel, conferences, court appearances, preparation, drafting, correspondence and organizing evidence and materials.

7. Costs and Litigation Expenses

Charges, in addition to time charges, will be made for certain items. Examples include charges for travel, postage related to mass mailings or related to certified or registered mail, overnight delivery, deposition or transcript fees, witness fees, filing fees, court costs, messenger service, and secretarial overtime. To aid in the preparation and presentation of the clients' case, it may be necessary to hire expert witnesses, consultants and/or investigators. The Firm will select any expert witnesses, consultants or investigators to be hired, after consultation with clients. The Firm requires that you pay all third-party vendors for goods and services directly for any charges in excess of \$1,500.

8. Payment Terms

Statements for fees and disbursements will be sent monthly. Payment is due upon receipt. If any balance remains unpaid for more than thirty (30) days, and no arrangements have been made in writing to pay the balance, we reserve the right to postpone or defer providing additional services or to discontinue our representation if your matter and/or case has not reached its conclusion. We may have performed certain legal services and incurred charges before you sign the engagement letter. If so, we will bill for these services and charges in our first statement. We reserve the right to charge a service fee of one percent (1%) per month with respect to any fees and expenses not paid within thirty (30) days.

9. Confidentiality and Related Matters

As a matter of professional responsibility, we are required to preserve the confidences and secrets of our clients. This professional obligation and the legal privilege for attorney-client communications exist to encourage candid and complete communication between a client and his or her lawyer. We can perform at our best only if we are aware of all information that may be relevant to our representation of you. Consequently, we trust that our attorney-client relationship with you will be based on mutual confidence and unrestrained communication. Additionally, you should be aware that, in instances in which we represent a corporation or other entity, our client relationship is with the entity and not with its individual executives, shareholders, members, directors, managers, partners, trustees or persons or business organizations that have a relationship to you. Of course, we sometimes also represent individuals and persons related to an entity client in matters that we believe do not conflict with the interests of the entity, but any such representation will be the subject of a specific, separate engagement letter.

10. Use of E-mail to Transmit Documents

The Firm may use unencrypted e-mail to transmit client documents, believing that e-mail offers a reasonably secure, efficient means of transmitting information. Please advise us if you have highly sensitive information you do not want transmitted in such a manner.

11. Use of Your Name

Subject to any limitations you communicate to us in writing, you agree that we may describe, using solely public information, cases and other matters in which we have acted as your counsel, in informational material, including the Firm's web sites. We will not use your name in any such description without your advance consent.

12. Termination

Either clients or the Firm may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional conduct. In the event of termination of our engagement, we will, at your request, return whatever papers and property you have provided to us. Additionally, we will deliver to you all of the other material in our files relating to our representation of you, to which you are entitled under the applicable rules of professional conduct, provided that we reserve the right to make and retain a copy, at your expense, of all material delivered to you.

Circumstances and types of conduct which may require us to withdraw from representing a client or which will clearly be a basis for our withdrawal include, for example, breach of these terms, client's refusal to cooperate with the Firm or to follow the Firm's advice on a material matter, or any other fact or circumstance that would render the Firm's continuing representation unlawful or unethical. We try to identify in advance and discuss with our clients any situation which may lead to withdrawal, and if withdrawal ever becomes necessary, we will immediately give you written notice of our withdrawal. If permission for withdrawal is required by a court, we will promptly apply for such permission and you agree to engage a successor counsel to represent you.

Unless previously terminated, our representation of you will terminate upon our completion of any services that you have retained us to perform. Following such termination, any otherwise non-public information you have supplied to us which is retained by us will be kept confidential in accordance with applicable rules of professional conduct. If you later retain us to perform further or additional services, our attorney-client relationship will be revived subject to these terms of engagement, as they may be supplemented at that time. You agree that unless you engage us after completion of a matter to provide additional advice on issues arising with respect to that matter, the Firm has no continuing obligation to advise you in connection with future legal developments pertaining to the matter.

Notwithstanding the Firm's withdrawal or the clients' notice of discharge, and without regard to the reasons for the withdrawal or discharge, clients, jointly and severally, will remain obligated to pay the Firm for all costs incurred prior to the termination and, in the event that there is any net recovery obtained by clients after conclusion of the Firm's services, clients remain obligated to pay the Firm for all services rendered prior to the date of withdrawal or discharge.

13. Retention of Files

For various reasons, including the minimization of unnecessary storage expense, the firm generally retains client files for six years after termination of the engagement. After six years, we may destroy or otherwise dispose of any such document or other material without additional notice to you.