



**Massachusetts Bay
Transportation Authority**

June 15th Special Directive Update

November 17, 2022

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DRAFT – For Discussion and Policy Purposes Only

FTA SMI Draft On-Site Verification Plan Dates



FEDERAL TRANSIT ADMINISTRATION

- ✓ Confirmed September 19 – 23
- ✓ Confirmed October 17 – 21 (Validate Track Work)
- ✓ Confirmed November 14 – 18
- Pending December 5 – 9



No.22-4: Delayed Track Maintenance

Description of Directive to address 9 findings (see appendix) in 3 areas

- Deficiencies in personal protective equipment (PPE) and right of way (ROW) safety
- Correct defective track conditions
- Address management practices that negatively impact track repair

Summary of CAP

- Prioritizing work to address the (red condition) track conditions
- Investigating ways to accelerate maintenance of existing rail-born infrastructure work equipment and opportunities to rent/lease. Re-evaluating facility to store, maintain, & protect rail-born infrastructure equip.
- Evaluating access procedures to develop a method for safely increasing on-track time during non-revenue hours.

Updates

- Revised SRCP policies/forms submitted to SRCP Committee for approval.
- Special maintenance repair plan schedule updated.
- Working group continues to develop CPM schedule for CAP actions and other integrated elements.



No.22-5: Operating Procedures Related to Train Movements

Description of Directive

Address operating procedures for disabled trains and yard moves – to address unintended and uncontrolled train movements by disabled trains in maintenance facilities and rail yards

Summary of CAP

- Issued a series of safety directives, policies, memos and leader visits. Completed fact findings.
- Develop heavy/light rail special orders, update rulebooks, and develop audit plans; pin hitching procedures.
- Develop heavy/light rail training syllabus, hands-on training, recert. processes, embed into new hire training.
- Pilot program for Blue Flag procedures under development.
- Develop audit plans for heavy and light rail updated procedures.

Updates

- Employees are being trained on new Special-Order for Yard/Carhouse moves Red Line completed ()
- Distributed staff checklist procedure.
- #1 and #2 Red Line Cars have received the modification.
- Immediate action closeout letter was received from the FTA



No. 22-6: OCC Staffing

Description of Directive

Address 7 actions with system. Perform daily reporting of planned and actual shift assignments for all OCC staff (required for 6 weeks - underway).

Summary of CAP

- Rule change to maximum work hours allowed for dispatchers. Reduce schedule to allow for minimum staffing levels on Heavy Rail. Re-Call former dispatchers to cover the breaks for HR dispatchers. Immediate hiring blitz. Hiring direct to permanent; open to Light Rail Dispatchers. Signing bonus, marketing campaign.
- Develop sustainable, auditable processes to ensure new hours of service requirements (Finding #4)
- Develop plan and workforce model to ensure OCC is appropriately staffed (#5)
- Create plan to address recruiting, training, and certification challenges of new employees (#6)
- Build process to ensure all required OCC staff are current with their certifications before they start a shift (#7)

Updates

- **Staffing Level:** 26 total Dispatchers with supplemental manpower
 - Six (6) Dispatchers in Training
- **Workforce Plan:** Submitted on time



No.22-7: Recertification of Employees

Description of Directive

Address 3 required actions about safety incidents patterns and interim safety findings about lapsed safety training certifications of safety-sensitive rail personnel. *As of June 20, all staff that needed recertifying have been recertified.*

Summary of CAP

- Moved recertifications tracker onto SharePoint. Develop/deliver weekly certifications reporting.
- Create special order to define/clarify recertification expectations/consequences/timelines.
- Issue recertification cards & improve certification/recertification tracking system.
- Develop processes to ensure personnel with lapsed certs are NOT performing safety sensitive work.
- Develop plans for creating, reviewing, and updating training materials.

Updates

- Finalized draft procedure for management of Special Orders.
- Training RFP Committee reviewing proposals.

