



Appendix D

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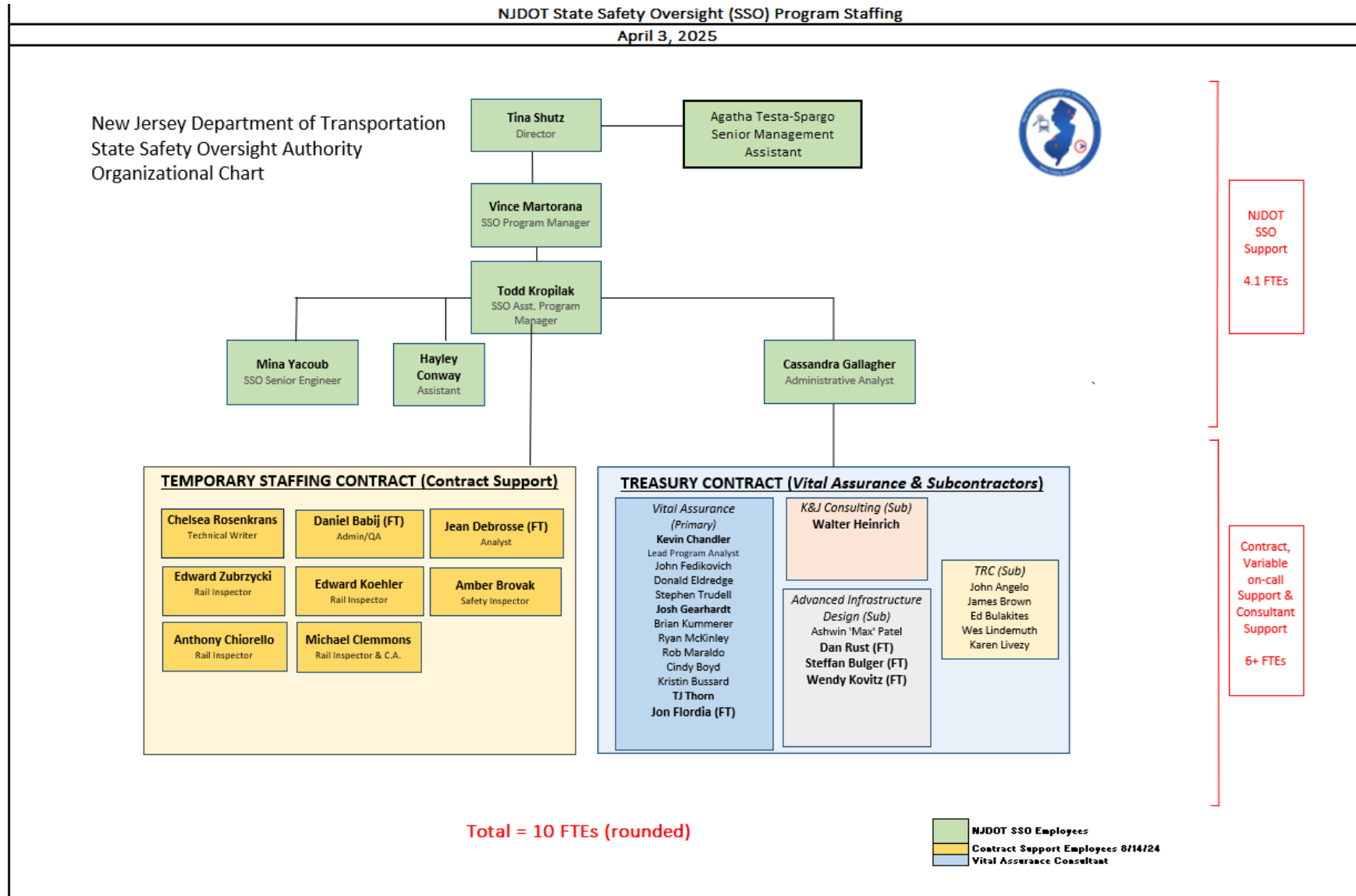
NJDOT SSO Program Description and General Procedures

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NJDOT – Description

Figure D-1. NJDOT SSO Program Organization Chart





**New Jersey Department of Transportation
State Safety Oversight (SSO) Program Standard
Appendix D**

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NJDOT SSO Program Team Contact Information

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NJDOT SSO Program General Procedures

The General Procedures included as part of this appendix have been developed in addition to related processes and procedures described in the Program Standard and appendices. These procedures are intended to formalize existing activities and procedures in order to address expectations from FTA and the enhanced NJDOT SSO program based on the SSO rule (49 CFR Part 674). The following procedures are described here and then available in separate downloadable files.

- **SSO-001. Program Standard Update Procedure** – this procedure explains timing and philosophy of updates for the program standard. Updates of actual policy in the body of the Program Standard will require approval and sign-offs from all of the program participants. However, an administrative or minor change to the body of the Program Standard will be notified and no approvals will be necessary. In addition, appendices of the Program Standard will be updated at will, and only a simple review and concurrence process is required. The timing of these updates will be based on program need, changes to FTA regulations, and changes required based on external audits of the NJDOT SSO program. Each December, a check for any needed updates of the Program Standard will be made, as required by FTA. This procedure also includes a review of the safety program related control documents for each RTA/RFGPTS.
- **SSO-002. Conflict of Interest (COI) Review Procedure** – this procedure explains the identification of potential NJDOT SSO program conflicts of interest (COI), review of these potential COIs, and the determination and documentation of decision-making based on the review of the potential COIs. This procedure also includes a template form to capture the potential COI and any decisions and notes from the review of that potential COI. Completed template forms will become formal records to be tracked as part of the NJDOT SSO program.
- **SSO-003. Event Notification Procedure** – this procedure provides instructions to the RTA/RFGPTS, over which New Jersey has jurisdiction, for reportable events that must be notified to the NJDOT SSO program.
- **SSO-004. Enforcement Escalation Procedure** – this procedure explains the process that the NJDOT SSO program will use to track potential unmitigated safety (or security) risk at the RTA/RFGPTS, over which New Jersey has jurisdiction, and interactions with the RTA/RFGPTS to assure that these potential unmitigated safety (or security) risks are appropriately addressed. The focus for this procedure is on how the NJDOT SSO program will escalate this type of situation if there are disagreements or a lack of responsiveness from the RTA/RFGPTS. This escalation of enforcement might provide a remedy through the New Jersey Attorney General's office should an RTA/RFGPTS be unresponsive to resolution issues required by the NJDOT SSO program.
- **SSO-005. Annual Public Safety Report Development Procedure** – this procedure provides a process for developing and completing the annual NJDOT Public Safety Report (PSR). The procedure includes a scope and outline for this annual report as well as the review and approval process to be followed. Ultimately, this report is required to be delivered annually to the FTA, Governor of the State of New Jersey, Governor of the State of Pennsylvania, and the boards of directors (or equivalent) of each RTA/RFGPTS over which New Jersey has jurisdiction.



- **SSO-006. Data De-identification Procedure** – this procedure explains the process and requirements for the RTA/RFGPTS event investigations, internal audits, and corrective action plans (CAPs) data and information to be de-identified, coded, and delivered to the FTA on an annual or as-needed/periodic basis. The focus of this procedure is assuring that the data and information provided to the FTA is both responsive to FTA’s requirements while at the same time not providing any sensitive or personally specific information that is not necessary to meet the FTA’s requirements.
- **SSO-007. Annual Hazard Data Reporting Procedure** – This procedure provides scope for collecting Hazard data from the RTA/RFGPTS, over which New Jersey has jurisdiction, as required by FTA. Hazard data are to be collected monthly from the RTA/RFGPTS. Data include state only reportable events (defined in Procedure SSO-003), hazard log data, and daily incident logs (red signal violations, broken rail/kinks, railcar braking failures, near misses with automobiles/pedestrians, and door faults/doors opening wrong side). Additional hazard related data will continue to be collected from the RTA/RFGPTS to support risk monitoring. Hazard data submission will follow requirements in Procedure SSO-006.
- **SSO-008. RTA/RFGPTS Safety Oversight and Risk Monitoring Procedure** – This procedure explains the process and requirements for the activities that make up the NJDOT SSO program safety risk monitoring of the RTA/RFGPTS, over which New Jersey has jurisdiction. Safety Risk Monitoring is a process used to address safety oversight and monitoring of an RTA/RFGPTS Safety Management System (SMS) Safety Assurance (and some aspects of Safety Risk Management) activities.
- **SSO-009. Investigation for Allegations of RTA/RFGPTS Noncompliance with Agency Safety Plan (ASP) Procedure (including public input)** – This procedure addresses receipt of allegations of RTA/RFGPTS noncompliance with their ASP from others such as the public, patrons, employees, Safety Department, SSO Program FTA, or others. The NJDOT SSO program also uses this procedure for addition of investigations beyond those required by FTA for accidents as state reportable events.
- **SSO-010. Investigation Reporting Process** – This procedure describes the NJDOT SSO Program process for safety event investigations at the RTA/RFGPTS, over which New Jersey has jurisdiction. At this time, the NJDOT SSO program requires notification and investigation for criteria from both SSO Rules and a few additional significant hazardous conditions as defined in Procedure SSO-003 and Section 6 of the program standard. Safety event investigations are covered in Section 7 of the program standard.
- **SSO-011. Minimum Training Requirements** – This procedure details Minimum Training Requirements based on Job Category.
- **SSO-012. Distribution Lists** – This procedure details email/mail distribution lists.
- **SSO-013. Record Retention** – This procedure details record retention.
- **SSO-014. Inspection Activities, Scheduling and Coordination with Transit Agencies** – This procedure outlines the scheduling portion of the RBI Program, specifically covering the inspection activities performed, scheduling requirements, and coordination with transit agencies.
- **SSO-015. Inspection, Report Development & Distribution**– This procedure outlines the inspection and reporting portion of the RBI Program, specifically covering inspection



requirements (training, preparation, research, completing activities, immediate safety concerns, etc.), report development and distribution.

- **SSO-016. Tracking & Resolution of Inspection Findings** – This procedure outlines the tracking and resolution portion of the RBI program, specifically focused on inspection findings, including transit agency requirements.
 - **SSO-017. Data Sharing & Collection** – This procedure outlines the data collection portion of the RBI Program, specifically covering data formatting, frequency of transmission, and approved collection methods.
 - **SSO-018. Data Management System** – This procedure outlines the data management system portion of the RBI Program, specifically covering the various systems used by the NJDOT, as well as maintenance and assurance requirements.
 - **SSO-019. Inspection Prioritization** – This procedure outlines the prioritization portion of the RBI Program, specifically covering how the NJDOT assesses safety concerns, prioritizes inspections, and ongoing monitoring.
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Update:

- June 30, 2021 – Updated org chart, SSO program contact information and removed reference to 49 CFR 659
- October 1, 2021 – minor edits for word choice, no significant changes to procedure
- April 5, 2022 – updated NJDOT SSOA Organizational Chart
- January 27, 2025 – Added Risk-Based Inspection Procedures
- April 3, 2025 – updated NJDOT Organizational Chart and Office of Fixed Guideway contact information.