

Request for Authorization to Establish Caltrain Rail Safety Department

TOPS Committee
October 30, 2024



Caltrain Safety Request

Request:

- Create Caltrain safety department, under existing Caltrain Chief Safety Officer
- With 100% dedicated Caltrain staff
 - Convert three existing shared service positions into Caltrain direct service positions and add other staff as necessary to meet Caltrain's safety needs
 - Retain 50/50 shared data analyst position
- Department reports up to the Caltrain Executive Director
- SamTrans Board has approved request

Background

Caltrain Safety Need

- Caltrain primary core value: **Safety First and Always**
- Safety is a core function of the railroad; Caltrain needs a dedicated rail safety department
- Caltrain system safety risks:
 - Diesel to electrified conversion
 - Open system: pedestrians, bicyclists, automobiles at street crossings
 - Multiple passenger and freight operators with both electric and diesel equipment
 - High-speed rail to come
- Best practices / Third party recommended
 - Wathen Group
 - APTA Peer Review

Background: Caltrain Chief Safety Officer Position

- Governance MOU does not address safety function
- Section 2.F of Governance MOU authorizes Caltrain to add additional direct report positions to replace functions currently being performed through shared services, with SamTrans' consent, which may not be unreasonably withheld
- **Chief Safety Officer (CSO):** JPB requested a dedicated CSO
 - February 2023, JPB and SamTrans agreed to establish position of CSO, reporting directly to Caltrain Executive Director (ED)
 - Spring 2023, Caltrain created and filled the Chief Safety Officer (CSO) position with seconded consultant while searching for a permanent Chief

Background: Current Shared Services Arrangement

- Chief Safety Officer (CSO) supported by SamTrans staff who report to the SamTrans Director of Safety and Security, including:
 - 2 employees who dedicate 90 percent of their time to Caltrain (Senior Rail Safety Officer and Rail Safety Officer)
 - 1 vacant position 90 percent to Caltrain (System Safety Officer)
 - 1 employee whose time is split 50/50 between Caltrain and SamTrans (Data/Business Analyst)
- Shared services employees report to the Chief Safety Officer on a dotted-line basis
- Under Governance MOU, SamTrans is responsible for liability that arises from provision of shared services, unless Caltrain directs action that gives rise to liability

Discussion

- Discussions with the SamTrans GM over the last several months regarding
 - Safety organizational approach
 - Need for unambiguous safety function (non-shared service)
 - Ability to recruit
- SamTrans approved the request at its October 9th meeting

Recommended Motion

Authorize Caltrain ED to execute agreement with SamTrans regarding the creation of a Caltrain safety department:

- Under existing Caltrain Chief Safety Officer
- With 100% dedicated Caltrain staff
 - Three existing shared services positions
 - Retain 50/50 shared services data analyst for efficiency
 - Other staff as necessary to meet Caltrain's safety needs
- Department reports up to the Caltrain Executive Director

Questions

FOR MORE INFORMATION

WWW.CALTRAIN.COM

