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## TECHNICAL ASSISTANCE RESOURCE SUMMARY

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**Module:** *Safety Planning Information Directed to Emergency Response (SPIDER)*

**Components:** Resource manual

**Audience:** Safety Planning Team, safety responsible employees

**Objectives:**

- To present information on important transportation safety issues.
- To assist the small transit and Paratransit operator in developing a comprehensive passenger, vehicle and facility safety program.

**Group Size:** Varies with property size

**Length:** Varies with status of existing plan.

**Equipment Needed:** Resource manual, overhead projector (optional).

**Suggested Coordinated Activities:**

- Emergency Procedures for Rural Transit Drivers module
- Evacuation of Elderly and Disabled Passengers from Public Transportation Vehicle Emergencies module
- Strategic Plan development
- Risk Management Plan development

**Author:** KETRON Division of the Bionetics Corporation under contract to West Virginia Department of Transportation

**Availability:**

**Purchase:**

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304-558-0428

**Loan:**

California RTAP  
CalACT  
1713 J Street  
Suite 200  
Sacramento, CA 95814-3015  
800-927-7827

**Cost:** No charge, supply limited

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**Author:** John N. Balog  
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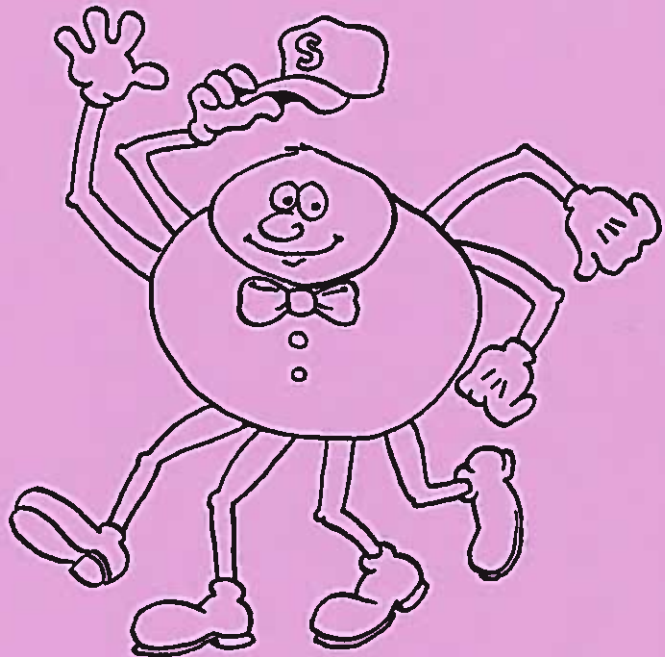
**Availability:**

**Purchase:**  
No longer available

**Loan:**  
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CalACT  
1713 J Street  
Suite 200  
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800-927-7827

# Safety Planning Information Directed to Emergency Response

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Created For  
West Virginia Public Transportation Section  
Charleston, West Virginia

By  
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Vice President  
Transportation Planning and Operations

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WVS-MCB-89-077  
November 29, 1989

Dear Participant:

Welcome to the SPIDER Seminar on Safety for Rural and Small Urban Transportation Service Providers! SPIDER stands for Safety Planning Information Directed to Emergency Response which reflects the topic of the seminar and the materials presented.

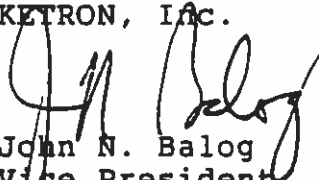
It has been designed specifically for you to satisfy your safety needs. You will be provided technical services and support which will help to enhance your skills as Transit Managers in the area of safety.

This Participant Workbook contains copies of all of the text visuals used by the instructors. You are encouraged to take notes in the Workbook on the available "notes" spaces.

Thank you for your interest in transit/paratransit safety.

Sincerely,

KETRON, Inc.

  
John N. Balog  
Vice President,  
Transportation Planning  
and Operations

JNB:djh

(5536L)

**YOUR S.P.I.D.E.R. SAFETY KIT CONTAINS:**

<u>QUANTITY</u>	<u>ITEM</u>
1	RESOURCE MANUAL
50	PASSENGER CARDS (FOR ACCIDENTS)
50	PASSENGER PROFILE CARDS
1	PASSENGER PROFILE CARD HOLDER
15	VEHICLE PROFILE CARDS
30	"RESCUE" DECALS
10	EMERGENCY RESCUE PLACARDS
5	ANNUAL SAFETY CHECKLISTS
25	ACCIDENT REPORT FORMS
1	SET OF ADDITIONAL SAFETY MATERIALS <ul style="list-style-type: none"><li>o Checklist for Facility Safety</li><li>o Vehicle Defect Sheet</li><li>o Pre-Trip Vehicle Inspection Sheet</li><li>o Incident Report</li><li>o Checklist for Driver Safety</li><li>o Agency Profile Sheet</li><li>o Emergency Notification Card</li><li>o Good Samaritan Card</li><li>o Passenger I.D. Card</li><li>o Lightweight Vehicle Maintenance File</li></ul>
20"	VELCRO FOR FASTENING THE EMERGENCY RESCUE PLACARDS AND PASSENGER PROFILE CARD HOLDER TO THE VEHICLE.

## FOREWORD

This Resource Manual for the Safety Training Seminar was prepared as part of a project to develop a set of safety materials for the West Virginia Public Transportation Section. Other materials developed specifically for the program include a Presentation Guide and a Safety Kit incorporating a variety of forms and resources for safety management.

Each component of the program has been designed to help you implement a complete Passenger, Vehicle and System Safety Program for your transportation service.

## ACKNOWLEDGEMENTS

The successful completion of every project is supported by a number of individuals and organizations who tend to serve without seeking direct attribution for their contributions.

The development of the Safety Resource Manual, Safety Kit, and Presentation Guide was sponsored by the West Virginia Public Transportation Section. Susan O'Connell, Director of the Section, was instrumental in the overall guidance of this effort. The work was completed by KETRON, Inc. while under contract with the West Virginia Public Transportation Section.

The following members of the Public Transportation Section staff were also especially helpful in presenting their insights in developing these materials: Cindy Fish, Mark Scoular, Perry Keller, Toni Boyd, and Sandy Williamson.

In addition to the staff at the West Virginia Public Transportation Section, the following managers from organizations that provide transportation services reviewed and commented on the content of the Resource Manual:

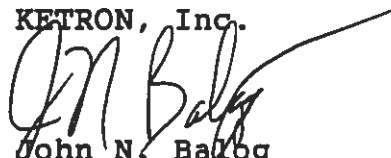
- o Bob Graham, Wyoming County COA, Itmann, WV;
- o Lucille McGee, Appalachian Mental Health Center, Elkins, WV;
- o Gary Kennedy, Center for Human Development, Clarksburg, WV; and
- o Sidney Murphy, Preston County Senior Citizens, Kingwood, WV.

Matthew C. Baird was responsible for day-to-day development of the technical materials within the Safety Resource Manual, the Safety Kit, and the Presentation Guide. Debra Haas, my secretary, was instrumental in word processing the Resource Manual and computer generating the Presentation Guide. She is also responsible for the

style and presentation of the graphics inside of the Presentation Guide. Thomas Kissell of KETRON's Art Department designed and computer illustrated the S.P.I.D.E.R logo for the program.

Thanks to all of you.

KETRON, Inc.



John N. Balog  
Vice President,  
Transportation Planning  
and Operations

JNB:djh



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