



SAFETY COMMITTEE MEETING MINUTES

Date: Wednesday, June 10, 2026

Time: 10:30 AM – 11:30 AM

ATTENDEES
Beverly Wong, Senior Operations Analyst
Bobby Davis, Bus Operator, ATU
Carlena Natouf, Customer Relations Supervisor
David Herrera, ATU
Doug Michener, Transportation Field Supervisor
James Peterson, Bus Operator, ATU
Jamos Yeager, Operations Control Center Manager
Jennifer Rothenberg, Supervising Administrative Assistant
Joshua Morgan, Bus Servicer, Shop Steward
Karl Bade, Safety & Training Supervisor
Krystalyn O’Leary, Bus Operations Program Manager
Mario Jacquez, Director of Transportation
Marcita Enis, Safety & Training Supervisor
Paul McClelland, Director of Fleet & Facilities, SMS Executive
Raymond Santiago, Principal Planner
Sabrina Zuno, Dispatcher
Shane Weinstein, ATU
Shawna Byrd, Bus Operator, ATU

1. Roll Call
 - Teams and Conference Room Committee Members’ Introductions: Name and Title
2. Approve minutes from May 13, 2026, Safety Committee Meeting
3. New Business
 - None
4. Old Business
 - Review final draft “Assaults on Transit Workers” signage and proposed placement location.
5. Safety Risk Assessment Committee (SRAC) Update
 - The SRAC met to review submitted Safety Notice Forms (SNFs) and is seeking resolutions to SNFs submittals.
6. New Safety Notices:
 - SNF# 272-275
7. Open Safety Notices:
 - SNF# 242, 255

8. Non-Agenda Items

9. Next Meeting Date: July 08, 2026

10. Adjourn

1. Roll Call

- Welcome & Introductions – Paul McClelland
 - Paul McClelland, Director of Fleet & Facilities – Bus Division, opened the meeting by extending a formal welcome and inviting each participant to introduce themselves.
- Committee Members' Introductions
 - Every participant in the conference room and on Teams introduced themselves along with their respective titles.

2. Approval of Minutes

- Minutes from May 13, 2026, Safety Committee Meeting. Minutes were approved with no objections.

3. New Business

- None

4. Old Business

- Reviewed final draft “Assaults on Transit Workers” signage and proposed locations.
 - Updated signage developed in English and Spanish. Proposed placement includes driver area, farebox, wheelchair window (MCI), and behind operator.
 - Noted discrepancy in listed fines; clarified assault vs. battery penalties.
 - The committee requested verification of California Penal Code references, applicable fine amounts, accuracy of legal language and the Customer Service phone number displayed on signage.
 - **Action:** Management will review and verify legal references, penalty amounts, signage content, and report back at next meeting.

5. Safety Risk Assessment Committee (SRAC) Update

- The SRAC met to review submitted Safety Notice Forms (SNFs) and is seeking resolutions to SNFs submittals.

6. New Safety Notices: SNF# 272-275

GGT SNF#	Description	SC Decision
SNF# 272	Tight left turn detour at Lincoln & Third, San Rafael. New detour turning left from Lincoln onto Third is tight when cars are parked in red zones. Reporter suggestion to move the detour. Planning & Operations coordinated with the City and project stakeholders to develop an alternate route. Detour revised and implemented – issued Operating Bulletin 46-2006 on May 18, 2026. Planning and Operations will continue to monitor and make detour adjustments separately.	Close
SNF# 273	Bus 2402 in full EV mode. SB 101 on-ramp, 2nd St., San Rafael. Bus 2402 was in full EV mode (less than full power) on the freeway ramp with an impending merge. The issue was already addressed in previous Safety Committee Meetings. Buses were reprogrammed for critical areas where full (combined I.C.E. and E-bike motor) power is safer. Fleet & Facilities investigated the reported issue and conducted a test drive. The issue may be associated with the EV geofence settings used at R7. Marin Transit has been asked to temporarily disable the geofence zones until they can identify and resolve the issue.	Keep Open
SNF# 274	Overgrown plants. D2 Employee Lot exit to Golden Gate Place.	Keep Open

	Overgrown plants are obstructing line of sight when exiting D2 Employee Lot. Reporter suggestion to cut down or remove plants. Supervisor to take photos. Fleet & Facilities to reach out to SMART and trim back the overgrown plants.	
SNF# 275	Large garbage cans on MCIs. The garbage cans on MCIs are too large to be placed safely next to the driver's seat. Concern noted on potential loose garbage close to operator pedals. Reporter suggestion to return to smaller garbage cans in place prior to pandemic front row sanitation dispensers. Fleet & Facilities will evaluate alternative garbage can solutions and placement options.	Keep Open

7. Open Safety Notices: SNF# 242, 255

SNF# 242	Potentially Fatal Overdose. Stock Narcan at San Rafael Transit Center. A recent security incident occurred that has prompted a suggestion to stock Narcan at the San Rafael Transit Center. Narcan training has been completed for an initial group of volunteer supervisors and staff. Additional training sessions will be scheduled for remaining volunteers. Risk Management advised that the suggestion to amend security contractor responsibilities to include Narcan administration is not feasible. Narcan will be placed at Customer Service, Dispatch and Maintenance areas following completion of all training sessions.	Keep Open
SNF# 255	Visibility. D4-San Francisco. Building on left side of crosswalk at Perry & 3 rd (exiting D4 lot), obstructs view of pedestrians using crosswalk. Reporter suggestion to install large convex safety mirror on right side of building across from crosswalk. Reviewed the mirror placement options and determined it may not effectively address the identified concern; discussed several other potential options (DAS crossing personnel, cameras/monitors, signage, and audible alerts). Action: Director of Transportation to obtain input from Safety & Training through on-site review of the area.	Keep Open

8. Non-Agenda Items:

- Smoking Area Relocation
 - The designated smoking area will be relocated from the front patio near Dispatch and the Concentra office to the rear parking lot adjacent to the Training/Data center building. A shelter and ashtray will be installed at the new location.
- Construction & Traffic Impacts
 - The Tamalpais closure continues to affect traffic patterns and rerouting.
 - 20-month construction project may contribute to increased congestion in the area. Signage has been installed to discourage unauthorized vehicle access through Platform D. Maintenance suggested adding "No Left Turn" signage at the opposite corner to further discourage traffic entering from Third Street. Operations will continue to monitor traffic patterns.
- Marin Airporter Safety Concerns (R7)
 - ATU representatives reported concerns regarding driving behaviors by Marin Airporter vehicles at the San Rafael Transit Center (R7).
 - Reported concerns included vehicle speed, yielding practices, traffic flow conflicts, and potential impacts on pedestrian and transit operator safety.
 - Committee members discussed the reported concerns and the need for further review. Management indicated it would engage with Marin Transit leadership regarding the concerns.
 - **Action Items:** Submit a formal safety notice, coordinate with Marin Transit leadership regarding the reported concerns, and review opportunities for increased supervision and enforcement, as appropriate.
- Scheduling Concerns
 - Operators reported ongoing scheduling concerns, such as delays, reduced recovery and break time, and operational impacts related to traffic congestion and train delays.

- Management reported that discussions with Marin Transit regarding scheduling concerns are ongoing.
- **Overcrowding & Standees (MCI Buses)**
 - Concerns were raised regarding overcrowding conditions and potential safety risks for standing passengers in narrow aisle areas.
 - The placement of standing-line markings remains offset from modifications implemented during the pandemic.

9. Next Meeting Date: July 08, 2026

10. Adjourn