

# International Transit Studies Program



## PROJECT OVERSIGHT PANEL

**Robert H. Prince, Jr., Chair**  
Vice President  
AECOM Consulting Transportation  
Group, Inc.

**Albert Babinic**  
Executive Director/General Manager  
Clemson Area Transit

**John P. Bartosiewicz**  
Executive Vice President/COO  
McDonald Transit Associates, Inc.

**Emmett J. Crockett, Jr.**  
Manager of Bus and Rail Service  
Planning and Scheduling  
Metropolitan Atlanta Rapid Transit  
Authority

**Michael Scanlon**  
General Manager/CEO  
San Mateo County (CA) Transit  
District

**Frank Tobey**  
Region Vice President  
First Transit, Inc.

**Matthew O. Tucker**  
Executive Director  
North County (CA) Transit District

**Alice T. Wiggins**  
Director, Project Development  
Parsons Brinckerhoff

**Carol Wise**  
Deputy General Manager  
of Bus Operations  
New Jersey Transit

## LIAISONS

**Rita Daguillard**  
Director, Office of Research  
Management  
Federal Transit Administration

**Michael Winter**  
Senior Program Analyst  
Federal Transit Administration

**Fran Hooper**  
Staff Advisor  
American Public Transportation  
Association

**Christopher Zeilinger**  
Director, National Resource Center  
for Human Service Transportation  
Coordination  
Community Transportation  
Association of America

## PROJECT MANAGEMENT

This project is sponsored by the  
Transit Cooperative Research Program  
of the Transportation Research Board  
and is conducted by Harrington-  
Hughes & Associates, Inc.

**Kathryn Harrington-Hughes**  
Project Manager  
Harrington-Hughes & Associates Inc.  
28577 Marys Court, Suite 5  
Easton, MD 21601 USA  
tel: 1-443-385-0300  
fax: 1-443-433-0854  
khh@tcrpstudymissions.com

**Gwen Chisholm-Smith**  
Senior Program Officer  
Transit Cooperative Research Program  
Transportation Research Board  
500 Fifth St. NW, 4th floor  
Washington, DC 20001  
tel: 1-202-334-3246  
gsmith@nas.edu

January 18, 2012

Deadline for nominations: February 24, 2012

Dear General Manager, CEO, or Secretary of Transportation:

I am writing to invite you to nominate an outstanding transit professional to serve as a member of the spring study mission on **Protecting Passengers, Employees, and Property: Building a Safety Culture**. The study mission is being conducted by the Transportation Research Board's Transit Cooperative Research Program.

More than 10 billion trips were provided on US public transportation systems in 2009, and that number is expected to increase steadily as fuel prices remain high, the population continues to grow, and the economy rebounds. Public transportation is one of the safest means of travel, according to the Federal Transit Administration. Yet keeping the system safe and secure—protecting passengers, employees, and property—is a growing challenge for public transport agencies. Their vehicles and infrastructure are wearing out; increasing numbers of their most highly experienced staff members are retiring from the workforce; ever-more-sophisticated electronics and technologies call for frequent training and retraining of staff; and the open access that is fundamental to public transport systems leaves them vulnerable to attacks by vandals, terrorists, and other criminals.

This mission, which will take place May 4-18, 2012, will examine the organizational, operational, and regulatory practices that underpin a pervasive and effective safety culture and yield a high level of safety and security on public transport systems in several cities in Europe (a preliminary list includes Manchester and Liverpool, UK; Zurich and Lausanne, Switzerland; Madrid, Spain; and Copenhagen, Denmark). The mission will be led by Thomas Prendergast, President, New York City Transit.

*Please consider nominating a transit leader—or an up-and-coming leader—for this study team.* The nominee must be in a management-level position at a US transit agency, a state department of transportation, or a nonoperating agency that plays a major role in planning or financing public transportation in the United States. More detailed information about eligibility is attached.

Twelve transit professionals will be selected from among the nominees (with no more than one person from each agency). All travel costs (airfare, ground transportation, hotels, and per diem) are borne by the International Transit Studies Program. *Please note:* This is an intense learning experience, involving long days and a good amount of walking each day as the group travels to meetings with agencies in various locations throughout each city.

The deadline for nominations is Friday, February 24, at 5 pm (eastern time); team members will be notified of their selection by March 9.

This will be the 35th study mission conducted by the Transit Cooperative Research Program. Almost 500 transit managers serving urban and rural communities throughout the United States have participated in the program since 1994.

The International Transit Studies Program is sponsored by TRB's Transit Cooperative Research Program and is funded by the Federal Transit Administration.

The primary purpose of the International Transit Studies Program is to broaden the professional development of US transit managers by providing them with opportunities to gain firsthand knowledge about transit systems in other countries; team members return with insight and information that is useful not only to their own careers, but also to their organizations and the transit industry as a whole. More information about the International Transit Studies Program is available at [www.tcrpstudymissions.com](http://www.tcrpstudymissions.com).

Each team member will be responsible for writing a report on an aspect of the mission theme; the individual reports will then be edited into a single report that will be published by the Transportation Research Board.

**The complete nomination package must be received by 5 pm (eastern time) on Friday, February 24.** Instructions and a cover sheet for the nomination packet are attached.

If you have any questions, please contact me at 443-385-0300 or at [khh@tcrpstudymissions.com](mailto:khh@tcrpstudymissions.com).

Best regards,



Kathryn Harrington-Hughes  
Project Manager

*Attachments:*

Eligibility Information and Nomination Instructions  
Nomination Cover Sheet

## Eligibility Information and Nomination Instructions

# Protecting Passengers, Employees, and Property: Building a Safety Culture

*An International Transit Study Mission*

*Sponsored by the Transportation Research Board's Transit Cooperative Research Program*

Nominations are now being accepted for the spring 2012 TCRP International Transit Study Program mission, which will focus on strategies and best practices for protecting transit passengers, employees, and property. The mission team will meet with transit agencies in several cities (tentatively including Manchester and Liverpool, UK; Zurich and Lausanne, Switzerland; Madrid, Spain; and Copenhagen, Denmark). The mission will be led by Thomas Prendergast, President, New York City Transit, and will be conducted May 4-18, 2012.

### Eligibility Requirements

- Nominees must have demonstrated leadership capability or have strong potential for leadership, and they must be dedicated to continuing their career in public transportation.
- Nominees must be able to participate in the entire mission (May 4-18, 2012).
- Nominees must be willing to write and submit a mission report on an aspect of the mission theme within 60 days of the conclusion of the mission (report topics will be assigned by the team leader).
- Nominees must be serving in a full-time, on-site, management-level position at a US transit agency, state department of transportation, or a nonoperating agency playing a major role in planning or financing public transit. Nominees may be either directly employed by the agency or employed under a contract with a service provider. Private-sector contract employees must, however, include with their nomination materials an endorsement letter from the GM or CEO of the public agency (or, when the nominee is the GM/CEO, from the board chair of the public agency).

*Note—Individuals in the following positions or categories are not eligible:* consultants, academicians, labor union representatives, members of the Transit Cooperative Research Program Oversight and Project Selection (TOPS) Committee, members of the International Transit Studies Program project panel, local board members, elected officials, participants in prior TCRP study missions, and contract employees who are principal officers of the firm and who are actively involved in the solicitation of other business engagements or who provide overall business direction and strategy to the firm.

### Nomination Instructions

1. Ensure that the nominee meets the **eligibility requirements** listed above.
2. Prepare a **letter of nomination** on agency/organization letterhead.
3. Attach a copy of the **nominee's resume**.
4. Attach a **statement of interest from the nominee** (no more than 2 pages).  
*Nominees:* Your statement should set forth your reasons for wanting to participate in this study mission. It should describe how you and your agency expect to benefit from your participation, and how you would share what you learn with your coworkers and others in the transit industry. Include a brief description of your organization, including fleet size, type, and budget.
5. Attach a **letter of endorsement** from the chief executive officer of the nominee's agency (or, if the nominee is the CEO, from the board chair or equivalent). (*Note:* If the letter is signed by anyone other than the chief executive officer, a letter of signing authority must accompany the letter of nomination.) If the letter of nomination is from the CEO, there is no need for a separate letter of endorsement. Private-sector contract employees must include an endorsement letter from the GM/CEO of the public agency (or from the board chair in cases where the nominee is the GM/CEO).
6. Complete the **nomination cover sheet** (attached) and attach proof that the nominee meets the passport requirement (below).
7. **Submit the complete nomination package (single sided) by 5 pm (eastern time) on Friday, February 24, 2012.** Nominations received after the deadline will not be considered. We encourage you to submit your nomination

by email (as PDF files) or fax, but you may also send it by mail or courier. *NOTE: Confirmation of receipt of nomination materials will be emailed to the nominee; call Kathryn Harrington-Hughes at 443-385-0300 by 6 pm (eastern time) on Friday, February 24, if you have not received an email confirmation.*

### **Passport Requirement**

Applicants should submit with their nomination package proof that they have a passport valid through September 2012 or that they have recently applied for a new or renewed passport. Information on how to apply for or renew a passport is available at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html).

### **Selection Process**

Nominations will be reviewed by the TCRP panel with oversight for the International Transit Studies Program. Twelve participants will be selected from among the nominations received (with no more than one person selected from any one agency). The panel considers the following criteria when selecting study team members:

- Current responsibilities of the nominee
- Career objectives of the nominee
- How the nominee expects to benefit from participating in the program
- Potential benefits to the nominee's agency
- Endorsement from chief executive officer of the nominee's agency (or, if the nominee is the CEO, from the board chair or equivalent). If the nominee is a private-sector contract employee, the nomination must include an endorsement letter from the GM/CEO of the public agency (or from the board chair in cases where the nominee is the GM/CEO).
- Team diversity
- Geographical balance of team
- Mix of relevant disciplines on the team
- Program's emphasis on professional development

### **Deadline for Nominations**

The deadline for receipt of nominations is **5 pm (eastern time) on Friday, February 24, 2012.**

### **Program Sponsors**

The International Transit Studies Program is sponsored by the Transit Cooperative Research Program (TCRP) and is funded by the Federal Transit Administration. All travel costs for the mission participants are paid by the International Transit Studies Program. TCRP is administered by the National Academies, acting through its Transportation Research Board, in cooperation with the Transit Development Corporation (the educational and research arm of the American Public Transportation Association) and the Federal Transit Administration. Harrington-Hughes & Associates Inc. plans, manages, and conducts the program under a contract with the National Academies.

### **Questions?**

Contact Kathryn Harrington-Hughes, project manager, at 443-385-0300 ([khh@tcrpstudymissions.com](mailto:khh@tcrpstudymissions.com)).

### **Send Nomination Package to:**

Kathryn Harrington-Hughes  
Project Manager, International Transit Studies Program  
email: [khh@tcrpstudymissions.com](mailto:khh@tcrpstudymissions.com)  
fax: 1-443-433-0854

*If sending by mail/courier:*  
c/o Harrington-Hughes & Associates Inc.  
28577 Marys Court, Suite 5  
Easton, MD 21601

## Nomination Cover Sheet

# Protecting Passengers, Employees, and Property: Building a Safety Culture

May 4-18, 2012

*An International Transit Study Mission Sponsored by the TRB Transit Cooperative Research Program*

*Please print or type (a fillable PDF form is available at [www.tcrpstudiesmissions.com](http://www.tcrpstudiesmissions.com)).*

Nominee: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

Email: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

### Please attach the following items to this form (see separate instructions):

1. Letter of nomination
2. Nominee's resume
3. Statement of interest from the nominee (maximum 2 pages)
4. Letter of endorsement from the chief executive officer of nominee's agency on agency letterhead (this can also serve as the letter of nomination).
5. Copy of the first two pages of the nominee's passport (valid through at least September 2012) or proof that the nominee has applied for a new or renewed passport.

### Personal Information (optional)

Gender:  Male  Female

Ethnicity:

- American Indian or Alaskan Native: origin in any of the original peoples of North America.
- Black: origin in any of the black racial groups.
- Hispanic: Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander: origin in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. Includes China, Japan, Korea, the Philippine Islands, Samoa, and the Indian subcontinent.
- White: origin in any of the peoples of Europe, North Africa, or the Middle East.

### Send Nomination Package to:

Kathryn Harrington-Hughes  
Project Manager, International Transit Studies Program  
email: [khh@tcrpstudiesmissions.com](mailto:khh@tcrpstudiesmissions.com)  
fax: 1-443-433-0854

*If sending by mail/courier:*  
c/o Harrington-Hughes & Associates Inc.  
28577 Marys Court, Suite 5  
Easton, MD 21601

**Nominations must be received by 5 pm (eastern time) on Friday, February 24, 2012. Questions? Call 443-385-0300.**

**We will email you to confirm receipt of your nomination packet; call us before 6 pm (eastern time) on Friday, February 24, if you have not received an email from us.**