

The National Transit Database (NTD) Safety and Security Report includes four forms:

1. Safety and Security Setup form (S&S-10)
2. Safety and Security Configuration form (S&S-30)
3. Major Incident Reporting form (S&S-40)
4. Non-Major Summary Report form (S&S-50).

Agencies with a Nine or Fewer Vehicles Waiver are not required to complete any forms in the Safety and Security Report.

### Safety and Security Setup form (S&S-10)

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The Safety and Security Setup form (S&S-10) is used to identify the modes and types of service (TOS) operated by the transit agency. Internet Reporting system uses this information to generate the appropriate safety and security forms for the agency. This form is completed at the beginning of the calendar year.

This form is required for all transit agencies.

### Security Configuration form (S&S-30)

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The Security Configuration form (S&S-30) collects information on the number and type of police and / or security personnel used to provide security at a transit agency. This form is completed annually at the beginning of the calendar year.

This form is required for all transit agencies.

### Major Incident Reporting form (S&S-40)

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The Major Incident Reporting form (S&S-40) captures detailed information on the most severe safety and [security incidents](#) occurring in the transit environment. Detailed data, available from sources such as accident, incident, or police reports, are used to complete the Major Incident Reporting form (S&S-40). One form is completed for each [major incident](#) that occurs at an agency. Forms must be submitted no later than thirty days from the date of the incident. The information reported is intended to be of a level that can be collected at or near the time of the incident occurrence.

This form is required for all transit agencies.

### Non-Major Summary Report form (S&S-50)

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The Non-Major Summary Report form (S&S-50) captures information on less severe safety and security-related incidents than those reported on the Major Incident Reporting form (S&S-40). For each mode of service operated, one form is completed each month. The Non-Major Summary Report form (S&S-50) summarizes the number of safety incidents that have occurred (such as collisions, fires, and derailments) and the number of security incidents that have occurred in a fixed number of categories.

The form is required for all transit agencies, with the following exceptions:

- Commuter rail (CR) operators are only required to report security incidents to NTD. Commuter rail (CR) operators report safety incident data to the Federal Railroad Administration.
- Agencies with a Nine or Fewer Vehicles Waiver are not required to submit Safety and Security data.

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NTD Internet Reporting - Safety and Security Setup form (S&S - 10)
Logout

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. RY 2006 Working Data

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Form Name: Safety and Security Setup form (S&S-10) Close Form

Check all boxes that apply.

**Vehicles Operated by Mode and Type of Service**

Line	a Directly Operated	b Purchased Transportation
01 Aerial Tramway (TR)	<input type="checkbox"/>	<input type="checkbox"/>
02 Alaska Railroad (AR)	<input type="checkbox"/>	<input type="checkbox"/>
03 Automated Guideway (AG)	<input type="checkbox"/>	<input type="checkbox"/>
04 Bus (MB)	<input type="checkbox"/>	<input type="checkbox"/>
05 Cable Car (CC)	<input type="checkbox"/>	<input type="checkbox"/>
06 Demand Response (DR)	<input type="checkbox"/>	<input type="checkbox"/>
07 Commuter Rail (CR)	<input type="checkbox"/>	<input type="checkbox"/>
08 Ferryboat (FB)	<input type="checkbox"/>	<input type="checkbox"/>
09 Heavy Rail (HR)	<input type="checkbox"/>	<input type="checkbox"/>
10 Inclined Plane (IP)	<input type="checkbox"/>	<input type="checkbox"/>
11 Jitney (JT)	<input type="checkbox"/>	<input type="checkbox"/>
12 Light Rail (LR)	<input type="checkbox"/>	<input type="checkbox"/>
13 Monorail (MO)	<input type="checkbox"/>	<input type="checkbox"/>
14 Publico (PB)	<input type="checkbox"/>	<input type="checkbox"/>
15 Trolleybus (TB)	<input type="checkbox"/>	<input type="checkbox"/>
16 Vanpool (VP)	<input type="checkbox"/>	<input type="checkbox"/>
17 Other (OR)	<input type="checkbox"/>	<input type="checkbox"/>

Describe Other\*

Save Close Submit Report Print Add / Delete Mode / Type of Service

### Safety and Security Setup form (S&S-10)

#### Overview

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The Safety and Security Setup form (S&S-10) is used to identify the modes and types of service (TOS) operated by the transit agency. Internet Reporting uses this information to generate the appropriate safety and security forms for each agency. This form is completed at the beginning of each calendar year, and whenever a mode / type of service (TOS) is added or discontinued by the agency.

This form is required for all transit agencies.

#### Reporting Requirements and Thresholds

The Safety and Security Setup form (S&S-10) must be completed before any other safety or security forms can be generated or completed. Agencies with a Nine or Fewer Vehicles waiver are exempted from reporting in the Safety and Security module and, therefore, need not complete this form.

#### What Has Changed from Prior Year

The Safety and Security Setup form (S&S-10) has been added.

The number of vehicles operated by [mode](#) and [types of service](#) (TOS) is no longer captured on the setup form.

The NTD Safety contact person now is responsible for completing and submitting this form.

The ability to add / delete a mode / type of service during the year if there is a startup or discontinuation of a mode or type of service (TOS).

#### Approach

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The Safety and Security Setup form (S&S-10) is used to identify the modes and types of service (TOS) operated by the transit agency. The data reported on this form is used by Internet Reporting to generate the appropriate Major and Non-Major Incident Reporting forms for the transit agency for the calendar year.

Internet Reporting prepares one form per mode operated by the transit agency. Internet Reporting also populates **Drop-Down** menus with the modes and types of service (TOS) operated by the agency.

#### Detailed Instructions

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When the form is accessed in January of each calendar year, it will be pre-populated with data transferred from the last NTD report submitted by the transit agency. Please review for accuracy; the modes and types of service (TOS) may have changed since your agency last submitted an NTD report.

Once submitted, unless a data error or an omission is identified, or an entirely new mode / type of service (TOS) is added or discontinued during the course of the calendar year, this form cannot be modified

Initially, the **Save**, **Close**, **Submit** and **Print** buttons will appear. As the form is being completed, changes should be saved by clicking the **Save** button.

Once all data have been entered and verified for accuracy, the form is submitted to FTA by clicking on the **Submit Report** button. Note that once the form has been submitted, only the options of **Close**, **Print** and **Add / Delete Mode / Type of Service** buttons are available. This allows the agency to amend the form at a later date by modifying the data and clicking on the **Generate Forms** button. If, for example, a new mode / type of service (TOS) is added during the course of the reporting year, check the mode and type of service (TOS), enter the date service began and click on the **Generate Forms** button. This action will also update the checklist.

#### Mode

Transit agencies operate one or more modes of transit service. A [mode](#) is a system for carrying transit passengers described by specific right-of-way, technology and operational features.



The Glossary at the end of this module contains the detailed NTD modal definitions.

The NTD recognizes the following modes of public transit service:

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**Aerial Tramway** (TR) Non-Rail – Fixed Guideway



A system of aerial cables with suspended vehicles.

**Automated Guideway** (AG) Rail – Fixed Guideway



An electric railway of guided vehicles that is operated with a computer and without vehicle operators. The transit systems in Detroit, Jacksonville, and Miami operate this mode.

**Bus** (MB) Non-Rail – Fixed Guideway or Non-Fixed Guideway



The most prevalent mode in the country, and is powered by a motor and fuel contained within the vehicle.

**Cable Car** (CC) Rail – Fixed Guideway



A railway propelled by moving cables located beneath the street. While popular at the turn of the last century, the only surviving system is operated in San Francisco.

**Commuter Rail** (CR) Rail – Fixed Guideway



Typically operated over old freight railroad lines and is diesel or electric propelled. Usually, the service operates between a central city and adjacent suburbs.

**Demand Response** (DR) Non-Rail – Non-Fixed Guideway



Scheduled in response to calls from passengers. Passengers with similar origins and destinations are often scheduled to ride the same vehicle. Many transit systems operate demand response (DR) service to meet the Federal ADA requirements, and expenses and passenger trips are reportable for DR.

**Ferryboat** (FB) Non-Rail – Fixed Guideway



A mode that carries passengers over a body of water using diesel or steam powered vessels.

**Heavy Rail** (HR) Rail – Fixed Guideway



An electric railway with exclusive or separate right-of-way (ROW) from other vehicles or foot traffic. It has high passenger carrying capacity and high platform loading. Most of the nation's subway services are classified as heavy rail.

**Inclined Plane** (IP) Rail – Fixed Guideway



A railway operating on steep slopes and grades with vehicles powered by moving cables. The transit systems in Chattanooga, Cambria County, and Pittsburgh operate this mode.

**Jitney (JT) Non-Rail – Non-Fixed Guideway**



Operated on fixed routes using passenger cars or vans as demand warrants without fixed schedules or fixed stops. The Laguna Beach transit system operates this mode.

**Publico (PB) Non-Rail – Non-Fixed Guideway**



Operated over fixed routes, but not on fixed schedules. The service is privately owned and operated, but is regulated by local or state governments. The service in San Juan, Puerto Rico is the only publico service reported in the NTD.

**Alaska Railroad (AR) Rail – Fixed Guideway**



A special railroad that Congress recognized for certain FTA funding that operates in Alaska.

**Light Rail (LR) Rail – Fixed Guideway**



An electric railway that operates in mixed traffic with automobiles or has grade crossings with automobiles. Typically, light rail (LR) trains are short and consist of one to two cars.

**Trolleybus (TB) Non-Rail – Fixed Guideway**



A bus service operated using an electric bus that is powered by a motor drawing current from overhead wires using trolley poles. Trolleybus (TB) service is operated by the transit systems in Boston, Dayton (OH), Philadelphia, San Francisco, and Seattle.

**Monorail (MO) Rail – Fixed Guideway**



An electric railway that is suspended from or straddles a guideway formed by single beam, rail or tube. The service in Seattle is the only public transportation monorail (MO) reported in the NTD.

**Vanpool (VP) Non-Rail – Non-Fixed Guideway**



A commuting service operating under pre-arranged schedules for previously formed groups of riders in vans.

Other – If none of the choices fits your agency, select the category: Other. Internet Reporting will display a box for you to describe the other mode.

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NTD Internet Reporting - Safety and Security Set-Up form (S&S-10) Add / Delete Mode / Type of Service form Logout

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. RY 2006 Revision 6/24/06

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Safety and Security Set-Up form (S&S-10) Add / Delete Mode / Type of Service Close Form

To Add a Mode / Type of Service to the S&S-10, click on the Add Mode / Type of Service Button (Click and add as many modes as necessary.)

**Add Mode / Type of Service**

a Mode b Type of Service c New Service Start Date

Make Selection Make Selection / /

To Delete a Mode / Type of Service from the S&S-10, click on the Delete Mode / Type of Service Button (Click and delete as many modes as necessary.)

**Delete Mode / Type of Service**

a Mode b Type of Service c Out of Service Date

Make Selection Make Selection / /

Save Close Submit Report Print

### Add / Delete Mode / Type of Service

If your agency adds or discontinues a new mode / type of service (TOS) ([directly operated](#) (DO) or [purchased transportation](#) (PT)), click on the **Add / Delete Mode / Type of Service** button at the bottom of the form. A new screen will appear. Click on either the **Add** or **Delete Mode / Type of Service** button depending on which function you wish to perform. Select the mode and type of service from the **Drop-Down** boxes for the correct line and enter either the new service start date or the out of service date. Save the form and click on the **Submit Report** button.

#### Example 1 — Completing the Safety and Security Setup form (S&S-10)

##### In January

City Transit directly operates bus (MB) service and purchases demand response (DR) service. City Transit enters the Safety and Security Module for the first time at the beginning of the year by clicking on the **Safety and Security** tab to complete the Safety and Security Setup form (S&S-10) and reports:

- Directly operated (DO) — bus (MB)
- Purchased transportation (PT) — demand response (DR).

##### In August the Agency Adds a New Service

City Transit begins directly operating light rail (LR) service. City Transit again clicks on the **Safety and Security** tab and revises its existing Safety and Security Setup form (S&S-10):

- Click on the **Add / Delete Mode / Type of Service** button and select light rail (LR) / directly operated (DO)
- Enter the new service start date: **08 / 01 / 2006**
- First click on the **Save** button and then **Close** buttons to return to the S&S-10 form
- The required S&S-30 and all S&S-50 forms required for the remainder of the year will be listed on the **Safety and Security** tab view.

##### In November the Agency Discontinues a Service

- Click on the **Delete Mode / Type of Service** button and select: bus (MB) / directly operated (DO)
- Enter the new service start date: **11 / 01 / 2006**
- First click on the **Save** button and then **Close** buttons to return to the S&S-10 form
- All S&S-50 forms required for the remainder of the year will be deleted from the **Safety and Security** tab view.

Line by Line Instructions

**Completing the Safety and Security Setup form (S&S-10)**

From the **Safety and Security** screen, click on the **Safety and Security Setup form (S&S-10)** link. Complete the Safety and Security Setup form (S&S-10) following the instructions in this section.

**Getting Help**

**Form Level Help:** Click on the **Help** tab at the top of the screen for form level help.

#	Column	Item	Action	Instruction
By Mode	a	Directly Operated (DO)	<b>Pre-filled</b> — review for accuracy, edit as necessary.	Review for accuracy the <a href="#">modes</a> / type of service (TOS) <a href="#">directly operated</a> by the transit system. Make any necessary changes to the form.
	b	Purchased Transportation (PT)	<b>Pre-filled</b> — review for accuracy, edit as necessary.	Review for accuracy the modes / type of service (TOS) <a href="#">purchased transportation</a> by the transit system. Make any necessary changes to the form.

**Add / Delete Mode / Type of Service form**

At the bottom of the Safety and Security Setup form (S&S-10) click on the **Add / Delete Mode / Type of Service** button, which will take you to the **Add / Delete Mode / Type of Service** screen.

**Add Mode / Type of Service**

#	Column	Item	Action	Instruction
		Add Mode / Type of Service		Click on the <b>Add Mode / Type of Service</b> button to enter new service.
a		Mode	<b>Drop-Down</b> menu.	Select the mode that your agency has begun operating from the <b>Drop-Down</b> menu.
b		Type of Service	<b>Drop-Down</b> menu.	Select the type of service (TOS) that your agency has begun operating from the <b>Drop-Down</b> menu.
c		New Service Start Date		Enter the date that the new mode / type of service (TOS) began.

**Delete Mode / Type of Service**

#	Column	Item	Action	Instruction
		Delete Mode / Type of Service		Click on the <b>Delete Mode / Type of Service</b> button to remove existing service.
a		Mode	<b>Drop-Down</b> menu.	Select the mode that your agency has stopped operating from the <b>Drop-Down</b> menu.
b		Type of Service	<b>Drop-Down</b> menu.	Select the type of service (TOS) that your agency has stopped operating from the <b>Drop-Down</b> menu.
c		Out of Service Date		Enter the date that the mode / type of service (TOS) stopped operating.

**Saving the Safety and Security Setup form (S&S-10)**

Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

**Submitting the Safety and Security Setup form (S&S-10)**

When all data have been entered into the form and verified for accuracy, the form can be submitted to FTA by clicking the **Submit Report** button. Click on the **Close Form** link to return to the **Safety and Security** tab.