

Safety and Security Chief Executive Officer Certification form (S&S-20)

Form Name: Safety and Security Chief Executive Officer Certification form (S&S-20)							Add Form Note	Close Form
NTD Report Year	[report year]							
Agency Name	[name of transit agency]				NTD ID	[NTD ID]		
CEO Name	[CEO name]			CEO Title	[CEO Title]			
Certification Completion Date	[submission date]							
The submitted data summarized below have been reviewed and are accurate and truthful.								
Reportable Incident Data	[Mode/TOS]	[Mode/TOS]	[Mode/TOS]	[Mode/TOS]	[Mode/TOS]	[Mode/TOS]	Total	
Total incidents reported for [report year]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
Total injuries reported for [report year]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
Total fatalities reported for [report year]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
Please explain why No was selected: <input type="text"/>								
I hereby certify the Safety and Security data submitted to the NTD in the name of [transit agency] for calendar year ending [date].								
<input type="button" value="Save"/>		<input type="button" value="Close"/>		<input type="button" value="Print"/>		<input type="button" value="Submit Report"/>		

Overview

Each transit agency is required to submit a Safety and Security Chief Executive Officer (CEO) Certification form (S&S-20) annually at the end of the current calendar year. The certification is approved by the transit agency's [chief executive officer](#) (CEO) that certifies and attests to safety and security data submitted in the current calendar year's reports. The Safety & Security CEO Certification should be submitted by February 28, certifying the safety and security data for current calendar year.

Two reports have been provided to assist in the preparation of the Safety and Security Chief Executive Officer (CEO) Certification:

1. The Safety and Security Monthly Summary Report by mode / type of service
2. The Reportable Incident Summary by mode / type of service.

The CEO accesses the reports via the **Reports** tab in the NTD Internet Report System.

Approach

The Safety and Security Chief Executive Officer Certification form (S&S-20) is an annual requirement and is submitted by February 28, of each calendar year certifying the safety and security data submitted to the NTD. The certification certifies and attests to the accuracy of the current calendar year's safety and security data.

The Safety and Security Chief Executive Officer Certification form (S&S-20) will generate after January 15th of each calendar year at which time the **Submit** button will also be available to the CEO. This is to avoid inadvertent early submission of the Safety and Security Chief Executive Officer Certification form (S&S-20).

The chief executive officer (CEO) should review the total incidents, total injuries and total fatalities reported to the NTD for the current calendar year. Using the radio buttons at the end of each line of data on the **Reportable Incident Data** table; the CEO should indicate **Yes** or **No** in response to the statement: The submitted data summarized below have been reviewed and are accurate and truthful. If **No** is selected, Internet will require an explanation

Once the chief executive officer (CEO) has reviewed the provided information and determined the information's accuracy, click on the **Submit Report** button to submit the Chief Executive Officer (CEO) Certification form (S&S-20).

