

## 2009 Safety and Security Reporting Manual

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

The Safety and Security [Chief Executive Officer](#) Certification form (S&S-20) is used to certify that all information submitted in the Safety and Security report is accurate. This form is completed by the Chief Executive Officer at the end of the calendar year.

This form is required for all transit agencies.

The screenshot shows a web-based form titled "Safety and Security Chief Executive Officer Certification form (S&S-20)". At the top right, there are links for "Add Form Note" and "Close Form". The form contains several input fields: "NTD Report Year" with a placeholder "[report year]", "Agency Name" with "[name of transit agency]", "CEO Name" with "[CEO name]", "Certification Completion Date" with "[submission date]", "NTD ID" with "[NTD ID]", and "CEO Title" with "[CEO Title]". Below these fields, a message states: "The submitted data summarized below have been reviewed and are accurate and truthful." This is followed by a table with the heading "Reportable Incident Data". The table has seven columns labeled "[Mode/TOS]" and one column labeled "Total". There are three rows of data: "Total incidents reported for [report year]", "Total injuries reported for [report year]", and "Total fatalities reported for [report year]". Each cell in the table contains a text input field. To the right of the "Total" column, there are radio buttons for "Yes" and "No". Below the table, there is a text input field with the label "Please explain why No was selected:". At the bottom of the form, there is a certification statement: "I hereby certify the Safety and Security data submitted to the NTD in the name of [transit agency] for calendar year ending [date].". Below this statement are four buttons: "Save", "Close", "Print", and "Submit Report".

### Overview

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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 each calendar year. The certification is approved by the transit agency's [chief executive officer](#) (CEO) that attests to safety and security data submitted in the current calendar year's reports. The Safety and Security CEO Certification is submitted no later than February 28 of each 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.

### What has Changed from Prior Year

There are no changes to the Safety and Security Chief Executive Officer (CEO) Certification form (S&S-20) for CY 2009.

### Approach

The S&S-20 is an annual requirement and is submitted no later than 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 S&S-20 will generate after January 15<sup>th</sup> 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).

### Detailed Instructions

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The 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 reporting will require an explanation.

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### Completing the Safety and Security CEO Certifications form (S&S-20) form

Once the CEO has reviewed the provided information and determined the information's accuracy, click on the **Submit Report** button to submit the S&S-20.