

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

The Safety and Security Setup form (S&S-10) is used to identify the [mode](#) and [type of service](#) (TOS) operated by the transit agency. The 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.

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

NTD ID: 0000 Agency Name: Transit Agency

Home e-File Annual Safety & Security Reports Communications User Admin Help

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

Check all boxes that apply.

Line	Vehicles Operated by Mode and Types of Service	
	a	b
	Directly Operated	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 Varpool (VP)	<input type="checkbox"/>	<input type="checkbox"/>
17 Other (OR)	<input type="checkbox"/>	<input type="checkbox"/>

### 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. 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

When adding or deleting a mode and TOS, the "New Service Start Date" and "Out of Service Date" must be chosen, by month, from the available drop down boxes.

### Approach

The Safety and Security Setup form (S&S-10) is used to identify the modes and TOS operated by the transit agency.

Internet Reporting generates one Security Configuration form (S&S-30) per mode operated by the transit agency and populates the drop-down boxes on both the Reportable Incident Report form (S&S-40) and the Safety and Security Monthly Summary Report form (S&S-50).

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### 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 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 / 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 / TOS is added during the course of the reporting year, check the mode and TOS, enter the date service began and click on the **Generate Forms** button. This action will also update the **checklist**.

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

**Vehicles Operated by Mode and Type of Service:** Check each mode and TOS (DO or PT) operated by your transit agency at the beginning of each calendar year.

A [mode](#) is a system for carrying transit passengers described by specific right-of-way, technology and operational features.



The NTD recognizes the following modes of public transit service (the Online NTD Glossary contains the detailed NTD modal definitions):

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.

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



Fixed-route bus service is the most-prevalent mode in the country. MB service is powered by a motor and fuel contained within a vehicle. Deviated fixed-route service is also reported as MB.

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### **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**



Rail service operating on either old freight railways, or on tracks that are shared with freight railways, Amtrak, or both. The service is characterized by relatively long distances between stops, for service primarily connecting a central city with outlying suburbs and cities. The service may be either diesel or electric-powered and usually has grade-crossings with roadways.

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



Shared-ride demand response service is scheduled in response to calls from passengers. Many transit systems operate demand response (DR) service to meet the requirements of ADA.

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



A mode that carries passengers over water.

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



An electric railway that operates local service in exclusive right-of-way. The service is characterized by long trains of six to eight cars or more and by relatively short distances between stops for local service within a city and the immediate suburbs. The Nation's traditional subway systems 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.

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



A unique form of bus service using owner-operated vehicles on fixed routes.

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



An electric railway that operates local service in mixed traffic with road vehicles, or has grade crossings with roadways. The service is characterized by short trains of one to four cars and by relatively short distances between stops for local service within a city and the immediate suburbs.

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



An electric railway that straddles a single guideway and uses human operators.

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



Públicos are jitney services operated in Puerto Rico.

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



Fixed-route service using rubber tire buses powered by electric current from overhead wires using trolley poles. Service using rubber tire replica trolleys or historic trolleys, powered by an on-board motor are not included in this mode.

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



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

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



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

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.

Type of service (TOS) refers to how public transportation services are provided by the transit agency: directly operated (DO) or purchased transportation (PT) services.

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

NTD ID: 0000 Agency Name: Transit Agency

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

The mode(s) and service(s) operated by your agency: -

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	b	c
Mode	Type of Service	New Service Start Month
Make Selection	Make Selection	Make Selection

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

**Delete Mode / Type of Service**

a	b	c
Mode	Type of Service	Out of Service Month
Make Selection	Make Selection	Make Selection

Save Close

**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

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you wish to perform. Select the mode and type of service from the **Drop-Down** boxes for the correct line and select the month of 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:

DO — MB

PT — 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) / DO

Enter the new service start date: **August**

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: MB / DO

Enter the out of service date: **October**

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.