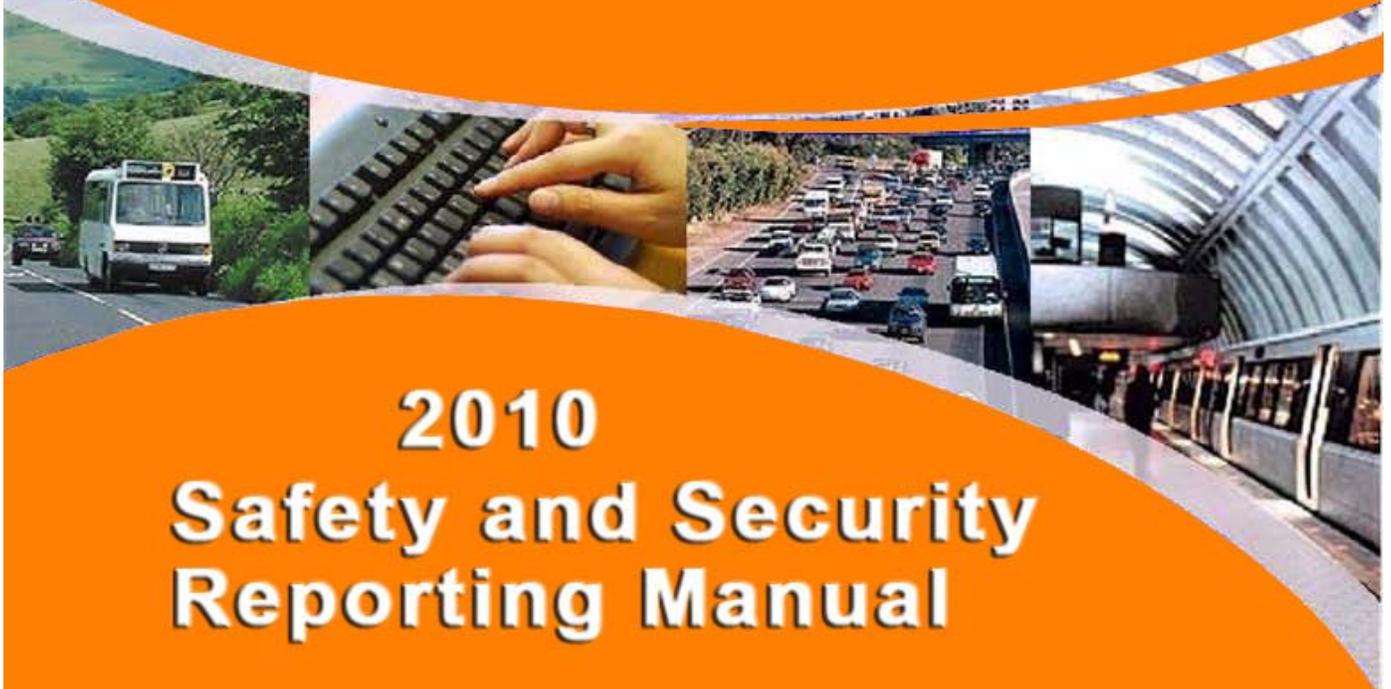




NTD

National Transit Database

Federal Transit Administration



2010

**Safety and Security
Reporting Manual**

2010 Safety and Security Reporting Manual

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What is the National Transit Database?

The NTD was established by Congress to be the Nation's primary source for information and statistics on the transit systems of the United States. Recipients or beneficiaries of grants from the Federal Transit Administration (FTA) under the [Urbanized Area Formula Program](#) (§5307) or the [Other than Urbanized Area \(Rural\) Formula Program](#) (§5311) are required by statute to submit data to the NTD. Over 660 transit providers in urbanized areas currently report to the NTD through the Internet-based reporting system. Each year, NTD performance data are used to apportion over \$5 billion of FTA funds to transit agencies in [urbanized areas](#) (UZAs). Annual NTD reports are submitted to Congress summarizing transit service and safety data.

The legislative requirement for the NTD is found in Title 49 U.S.C. 5335(a):

SECTION 5335 National transit database

(a) NATIONAL TRANSIT DATABASE — To help meet the needs of individual public transportation systems, the United States Government, State and local governments, and the public for information on which to base public transportation service planning, the Secretary of Transportation shall maintain a reporting system, using uniform categories to accumulate public transportation financial and operating information and using a uniform system of accounts. The reporting and uniform systems shall contain appropriate information to help any level of government make a public sector investment decision. The Secretary may request and receive appropriate information from any source.

(b) REPORTING AND UNIFORM SYSTEMS — the Secretary may award a grant under Section 5307 or 5311 only if the applicant and any person that will receive benefits directly from the grant, are subject to the reporting and uniform systems.

The NTD reporting system evolved from the transit industry-initiated Project [FARE](#) (Uniform Financial Accounting and Reporting Elements). Both the private and public sectors have recognized the importance of timely and accurate data in assessing the continued progress of the nation's public transportation systems.

Funding for Transit Agencies Serving Urbanized Areas under 200,000 Population

NTD data are used in the formula allocation of Federal transit funds for the Urbanized Area Formula Program (§5307) and for the Fixed Guideway Modernization Program (§5309, in part). The NTD data are also used in the formula allocations of Federal transit funds. Prior to the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), only NTD data for urbanized areas with populations of 200,000 or more were used. With the passage of SAFETEA-LU, NTD data for urbanized areas with populations fewer than 200,000 are also used in the allocation of Federal transit funding.

SAFETEA-LU provides for one-percent of the funds in the Section 5307 to be allocated according to the [Small Transit Intensive Cities](#) (STIC) formula. Under the formula for STIC, funds are apportioned to UZAs with populations less than 200,000 that meet or exceed the average level of service for all UZAs with populations between 200,000 and 1,000,000. Three of the average level of service measurements in the formula allocation rely on passenger mile data. Because transit agencies in these smaller UZAs also depend on the data reported to the NTD for formula funding, following the 2008 mandatory sampling year for all transit agencies, those transit agencies not required to sample annually will be required to sample every three years. There will no longer be a five-year cycle.

SAFETEA-LU also establishes new [Growing States and High Density States formula factors](#) (§5340) to distribute funds to the §5307 and §5311 programs. One-half of the funds are made available under the Growing States factors and are apportioned by a formula based on state population forecasts for 15 years beyond the most recent Census. Amounts apportioned for each state are then distributed between UZAs and nonurbanized (non-UZAs) areas based on the ratio of UZA / non-UZA population within each State. The High Density States factors distribute the other half of the funds to states with population densities in excess of 370 persons per square mile. These funds are apportioned only to UZAs within those states.

For more information on SAFETEA-LU, contact your regional administrator or go to www.fta.dot.gov.

Reporting Manuals and Modules

To facilitate reporting to the NTD, the [National Transit Database](#) (NTD) Reporting Manual is divided into four reporting modules, each comprised of a series of data modules, as described below:

1. NTD Annual Reporting Manual
 - Basic Information Module
 - Financial Module
 - Asset Module

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- Service Module
 - Resource Module
 - Federal Funding Allocation Statistics Module
 - Declarations
2. NTD Monthly Reporting Manual
 - Monthly Ridership Module
 3. NTD Safety and Security Reporting Manual
 - Safety and Security Module
 - Chief Executive Officer Certification
 4. NTD Rural Reporting Manual (exclusively rural reporters)
 - Rural Module.

Changes in Calendar Year 2010 Reporting

In its ongoing efforts to improve upon the NTD Internet Reporting system and to be responsive to the needs of the transit agencies reporting to NTD and the transit community, FTA continues to refine and clarify reporting requirements and Internet Reporting.

Reporting changes for the 2010 NTD are highlighted below. Specific changes are discussed in detail in the applicable sections of this manual.

Reporting Form Changes

The following exhibit describes changes by reporting module and form.

Exhibit 1 — Calendar Year 2010 Safety and Security Reporting Changes and Highlights

Security Configuration form (S&S-30): *One change, One clarification*

1. Changed Contracted local police to Contracted local law enforcement
2. Clarification and examples of reporting security personnel configurations.

Reportable Incident Report form (S&S-40): *Sixteen clarifications*

1. Clarification for reporting property damage.
2. Clarification on reporting incident descriptions.
3. Clarification on Arrest or Citation for Other Assault, Trespassing, Non-Violent Civil Disturbance, or Fare Evasion reporting.
4. Clarification on reporting options in the incident Location category.
5. Clarification on the intent of Evacuation Due to Life Safety Reasons reporting.
6. Clarification on the options in the Collision with category.
7. Clarification on the options in the Collision type category.
8. Clarification on the Number of Other Motor Vehicles Involved category.
9. Clarification on Non-Transit Collisions
10. Clarification on the term Twilight in the Lighting category.
11. Clarification on the options in the Vehicle action category.
12. Clarification on the options in the Roadway Configuration category and how they correspond to the Event information.
13. Clarification on the options in the Other Motor Vehicle Type category.
14. Clarification on the options in the Other Motor Vehicle Action category.
15. Clarification of reporting the Location in reporting a Fire.
16. Clarification of reporting Fuel Type in reporting a Fire.
17. Clarification of reporting an Evacuation.

Safety and Security Monthly Summary Report form (S&S-50): *Three clarifications*

1. Clarification of Involved Parties.
2. Clarification of Other Safety Occurrences not Otherwise Classified category.
3. Clarification of Number of Arrests for Non-violent Civil Disturbance.

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Who Reports, What, How, When and Where to Report

Who Reports

Transit providers, States, or Metropolitan Planning Organizations (MPOs) that receive Urbanized Area Formula Program (§5307) grants, or that directly benefit from these grants, must report to the NTD or coordinate the submittal of data to the NTD on their behalf. The requirement to report begins in the year after you apply for a §5307 grant, or in the year in which benefits are first received from a §5307 grant, whichever is sooner. The reporting requirement lasts for as long as the §5307 remains open, or through the minimum useful life of any capital assets purchased with §5307 grant funds, whichever is later.

Please note that this means that you may be required to report in the year in which no §5307 grant funds were received. An NTD reporter that is no longer required to report to the NTD should continue to file NTD reports if that reporter intends to apply for a §5307 or a §5311 grant in the future.

Recipients or direct beneficiaries from Other than Urbanized Area Program (§5311) grants are also required to report to the NTD under the streamlined Rural NTD reporting requirements. Please consult the Rural NTD Reporting Manual for more information on these requirements.

A complete understanding of who must submit an NTD report requires an understanding of the following:

- Purchased transportation services
- Consolidated NTD reporters
- Voluntary reporters

Purchased Transportation Services

The NTD operates under a “you buy it, you report it” rule. Thus, [sellers](#) of purchased transportation (PT) services are generally not required to report to the NTD – data for the service are generally reported by the agency purchasing the service (buyer).

The NTD generally does not recognize agreements or memorandums of understanding between two public agencies as “purchased transportation services.” In these cases, the two public agencies should agree which of them will report the service to the NTD and report the service as directly operated (DO).

Please see Contractual Relationship form (B-30) in the Basic Information Module for further discussion on reporting PT services.

Consolidated NTD Reporters

Consolidated NTD reporters are a collection of transit agencies filing one report. One reporter may file a consolidated report on behalf of other reporters if it is easier to collect and control the quality of the data. This often occurs when one transit agency coordinates the development and funding of public transportation services in an area. Transit agencies filing a consolidated report must operate within the same UZA.

Transit agencies that wish to file a consolidated report must submit a request to FTA in writing. Such requests for consolidations are subject to FTA approval and must include the following:

- Names of all transit agencies to be included
- Fiscal year end dates for the transit agencies
- Previous/current [NTD identification numbers](#) (NTD IDs) of the transit agencies, as appropriate
- Fiscal year to be covered for the first consolidated report.

Consolidation requests are subject to review and approval by FTA and are not granted automatically. FTA will notify you, in writing, via the **e-File** tab, if your request is approved.

Voluntary Reporters

FTA encourages all providers of transit service in urbanized areas to report to the NTD, regardless of whether they are [public](#) or [private](#), and regardless of whether or not they receive or benefit from §5307 grants. To be accepted as a [voluntary reporter](#) in the NTD, you must be a provider of transit services in at least one urbanized area (UZA), and be able to comply with all of the NTD reporting requirements and the Uniform System of Accounts (USOA.) All urbanized area NTD reporters are required to comply with all NTD requirements for the Annual, Monthly, and Safety & Security Modules. Please refer to the Monthly Reporting Manual and the Safety & Security Reporting Manual for information on the reporting requirements of those modules.

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What to Report

The NTD safety and security report consists of a series of forms that provide a summary of transit-related safety and security incidents for the calendar year. For [purchased transportation](#) (PT) service, the report must contain data only for those services under contract. Transit agencies with an approved Nine or Fewer Vehicles Waiver are not required to complete Safety and Security forms. The following exhibit presents a summary of NTD safety and security reporting requirements.

Exhibit 2 — Summary of NTD Safety and Security Reporting Requirements

Requirement Who Reports

NTD Safety and Security Report

Safety and Security Setup form (S&S-10)	All reporters
Chief Executive Officer Certification form (S&S-20)	All reporters
Security Configuration form (S&S-30)	All reporters
Reportable Incident Report form (S&S-40) (safety incidents)	All reporters except commuter rail (CR)
Reportable Incident Report form (S&S-40) (security incidents)	All reporters
Safety and Security Monthly Summary Report form (S&S-50) (safety elements)	All reporters except commuter rail (CR)
Safety and Security Monthly Summary Report form (S&S-50) (security elements)	All reporters

For [commuter rail](#) (CR) service, only security information is reported, since safety incidents relating to CR service are already reported to the Federal Railroad Administration.

Transit agencies that serve only UZAs with populations less than 200,000 are now required to complete the Security Configuration form (S&S-30), the security portion of the Reportable Incident Report form (S&S-40) and the Safety and Security Monthly Summary Report form (S&S-50).

Declarations

A Safety and Security [Chief Executive Officer Certification](#) form (S&S-20) is required to be submitted by the [chief executive officer](#) by February 28 of each calendar year for the prior year's data (February 28, 2010 for calendar year 2009, etc.). The CEO certification certifies and attests to the accuracy of the safety and security data submitted to the NTD.

Calendar Year Data

Unlike the NTD Annual and Rural reports, which cover 12-month fiscal year periods, the data in the NTD Safety and Security report covers a 12-month period corresponding to the calendar year.

How to Report

This section describes the following:

- Internet reporting
- Reporting purchased transportation (PT)

Internet Reporting

Required forms, waivers and [declarations](#) are completed using Internet Reporting which is accessible from the NTD website at <http://www.ntdprogram.gov/>. Completing the Safety and Security Setup form (S&S-10) and the Security Configuration form (S&S-30) at the beginning of the calendar year automatically generates the required Safety and Security links and forms for your transit agency.

This manual contains all information necessary to complete the NTD safety and security report using Internet Reporting. See the Internet Reporting section of this manual for specifics. FTA will provide Internet Reporting user names and passwords to transit agencies.

Reporting Purchased Transportation (PT)

Purchased transportation service is service provided to a [public transit agency](#) or governmental unit from a public or private transportation provider based on a written contract. A contractual relationship exists only if all the following criteria are met:

- The seller is obligated in advance of the time the service is furnished to provide the operations for which the operating statistics are being reported for a specific [monetary consideration](#).

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- A written agreement exists that specifies the contractual relationship for the time period and the specific service generating the operating statistics included in the NTD Annual report.
- The written agreement is signed by authorized representatives of both the buyer and the seller, and should detail the services to be provided, and the nature and amount of the monetary consideration.

Granting a transportation provider permission to operate certain services through a franchise or license does not, in itself, constitute PT. Also, management services contracts, in which all or some personnel or services are provided to manage or operate the transit agency, are not PT. Generally, the service is part of the public transit agency's DO service.

[Cooperative agreements](#) between public transit agencies or governmental units should not be reported as PT services.

When to Report

Reporting deadlines are implemented for the following:

- When to submit the NTD Safety and Security Report
- When to submit the Safety and Security Chief Executive Officer Certification form (S&S-20)
- Reporting format
- Reporting frequency
- Failure to report, late reports or incomplete reports

When to Submit the NTD Safety and Security Report

Transit agencies must submit safety and security data within 30 days of a reportable incident using the Reportable Incident Report form (S&S-40), or monthly, when completing the Safety and Security Monthly Summary Report form (S&S-50) by clicking on the **File New S&S-40** link or the **File New S&S-50** link.

The following exhibit presents the timeline for submitting Safety and Security data to the NTD.

Exhibit 3 — NTD Safety and Security Reporting Timeline			
Reportable Incident Reporting			
Reportable incidents should be filed no later than 30 days after the date of the incident.			
Safety and Security Monthly Summary Incident Reporting			
Month	Due Date	Month	Due Date
January	February 26	July	August 31
February	March 31	August	September 30
March	April 30	September	October 29
April	May 31	October	November 30
May	June 30	November	December 31
June	July 30	December	January 31, 2011

When to Submit the Chief Executive Officer Certification

Each transit agency is required to submit a Safety and Security Chief Executive Officer Certification form (S&S-20) each calendar year for its Safety and Security report. The certification is a form, approved by the transit agency's CEO, that certifies and attests to the accuracy of the Safety and Security data submitted for the current calendar year's reports. Safety and security data are not subject to the [independent auditor](#) review; however, the Chief Executive Officer Certification form (S&S-20) is required by February 28, of each calendar year.

Reporting Format

Required forms and declarations are completed using Internet Reporting, which is accessible from the NTD website at <http://www.ntdprogram.gov/>. Completing the Safety and Security Setup form (S&S-10) using Internet Reporting automatically generates the forms necessary for filing your NTD Safety and Security report.

This manual contains all information necessary to complete the NTD Safety and Security report using Internet Reporting. See the Internet Reporting section of this manual. FTA will provide Internet Reporting user names and passwords to transit agencies.

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Reporting Frequency

All transit agency Safety and Security Reportable Incident Report forms (S&S-40) must be submitted within thirty days of the incident. Safety and Security Monthly Summary Report form (S&S-50) must be submitted monthly. **The deadline for submitting Safety and Security data for calendar year 2010 is January 31, 2011. The 2010 Safety and Security database closes on February 28, 2011.** For revision after this date, contact your NTD Safety and Security analyst.

Exhibit 4 — Reporting Thresholds for Safety and Security Incidents

Reportable Incident Report (Safety or Security) form (S&S-40)

Existence of one or more of the following conditions:

- A fatality due to an incident – includes suicides, but does not include deaths by natural causes, or deaths not associated with an incident, and / or
- Injuries requiring immediate medical attention away from the scene for one or more persons (excluding Other Safety Occurrences not Otherwise Classified), and / or
- Property damage equal to or exceeding \$25,000, and/or
- An evacuation due to life safety reasons.

Other system security events:

- Arson
- Sabotage
- Hijacking
- Cyber security event

Other personal events

- Aggravated assault
- Rape
- Suicide
- Attempted suicide
- Vandalism
- Robbery
- Burglary
- Motor vehicle theft
- Larceny / theft
- Homicide

Incidents include:

- A collision
- A mainline derailment (not involving a collision)
- A fire
- A hazardous material spill
- Acts of God
- Security events:

Terrorism related events:

- Bomb threat
- Bombing
- Chemical / biological / radiological / nuclear release

Safety and Security Monthly Summary Report form (Safety and Security) (S&S-50)

Occurrences and / or arrests / citations that do not meet the requirements of Reportable Incidents:

Occurrences of:

- Fires
- Robbery (confrontational theft)
- Larceny (non-confrontational theft)
- Burglary
- Motor vehicle theft
- Other Safety Occurrences not Otherwise Classified (injuries)

Arrest / Citation for:

- Other assaults (no reportable injuries)
- Fare Evasion
- Trespassing
- Vandalism
- Non-violent civil disturbance

Reportable Incident

A [reportable incident](#) must be related to the operation of revenue service and not associated with unrelated tasks. The following types of incidents are not reportable to the NTD:

1. Mechanical
2. Industrial, or
3. Administrative work orders.

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Failure to Report, Late Reports or Incomplete Reports

NTD requires transit agencies to submit complete reports according to the due date schedule. [Failure to report](#) results from not submitting a report, submitting a [late report](#) or submitting an [incomplete report](#) and may result in your transit agency's data not being included in the NTD. Furthermore, FTA may declare your transit agency ineligible to receive any Urbanized Area Formula Program funds during an entire Federal fiscal year. This ineligibility applies to all transit agencies, regardless of the size of the urbanized area (UZA) served.

A report is considered late if it is not submitted by the due date.

A report is incomplete if it does not contain all the required reporting forms and data or is not in conformance with the NTD requirements.

Where to Report

Transit agencies submit NTD reports and the Chief Executive Officer (CEO) certification via Internet Reporting at www.ntdprogram.gov.

FTA assigns an NTD Safety and Security analyst to each transit agency to assist reporters with their Safety and Security report throughout the year. Please feel free to contact your NTD Safety and Security analyst if there are any questions, or if FTA can do anything to assist you in reporting Safety and Security data.

Exhibit 5 — NTD Contact Information	
<p>Mailing Address</p> <p>You can write to the FTA NTD Project Office at the following address:</p> <p>Federal Transit Administration National Transit Database P.O. Box 10967 Rockville, MD 20849</p> <p>Please use the U.S. Postal Service for deliveries to this P.O. Box.</p>	<p>Telephone</p> <p>You can contact your NTD validation analyst and other NTD staff by telephone on weekdays. For telephone information and project assistance, call the NTD Help Desk at:</p> <p>1-866-349-1427</p> <p>The NTD Help Desk is open from 10:00 am to 6:00 pm (Eastern Time). If your NTD validation analyst is unavailable, you may use the voice-mail system and your validation analyst will return your call.</p>
<p>Express Delivery Address</p> <p>Express deliveries can be made to the following address:</p> <p>Federal Transit Administration National Transit Database 1355 Piccard Drive, Suite 425 Rockville, MD 20850</p>	<p>E-mail</p> <p>You can contact your NTD validation analyst by using the telephone number or e-mail address located on the Home tab at:</p> <p>www.ntdprogram.gov > Internet Reporting Login > Announcements</p>
<p>Fax</p> <p>All official correspondence should be scanned and submitted to the NTD via the e-File tab in Internet reporting. If you must fax, the NTD Project Office also maintains a 24-hour FAX service:</p> <p>301-258-5630</p> <p>Upon sending faxes to the NTD, please call your NTD validation analyst to verify that the fax has been received. In addition, keep all fax confirmation slips on file at your agency.</p>	<p>Internet</p> <p>The FTA NTD Project Office manages a website at the following address:</p> <p>www.ntdprogram.gov</p> <p>You may e-mail comments, questions or suggestions to the NTD by clicking on the NTD Feedback link.</p> <p>NTD publications, data and reference documents are available on the FTA NTD website by using the NTD Reference Materials and Access NTD Data links.</p>

Reference Information

This section contains two items necessary to understanding NTD reporting:

- Transit terminology and parameters
- Reference documents

Transit Terminology and Parameters

Reporting data for the NTD requires an understanding of the following transit concepts and terms:

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- Public transportation
- Mode
- Type of service (TOS)
- Transit agency.

Each of these terms is described in further detail in the sections that follow.

Public Transportation

The NTD is established by law as a repository of information on public transportation. The term public transportation is synonymous with the terms transit and mass transportation and is defined by law at 49 U.S.C. 5302(a) (10).

(10) PUBLIC TRANSPORTATION. – The term “public transportation” means transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include schoolbus, charter, or intercity bus transportation or intercity passenger rail transportation provided by the entity described in chapter 243 (or a successor to such entity).

Transit must be open to the public. Transit must also comply with the provisions of the [Americans with Disabilities Act of 1990](#) (ADA). Services that are only open to specific groups of people are excluded. Examples of excluded services include:

- A bus system sponsored by a university that is only open to students, faculty, and staff of the university;
- A vanpool sponsored by an employer that only provides service to employees of the employer;
- An automated guideway in an airport, which only provides services to customers of the airport.

Transit includes special transportation, such as complimentary paratransit required by the ADA. Transit also includes other shared-ride demand response services, including both sponsored and unsponsored trips.

Transit excludes [schoolbus](#) service. At the time of this writing, FTA has invited public comment on a revised definition of schoolbus service in the Federal Register. The NTD will adopt the new definition of schoolbus service, if and when it is finalized.

Transit excludes [charter](#) service. In accordance with FTA’s Charter Rule, any service reported to FTA’s charter registration website must not be treated as public transportation in NTD reports.

Transit excludes [sightseeing](#) service. Sightseeing service is provided primarily for the enjoyment of sights and sounds during the ride, or for enjoyment of the ride itself. Sightseeing service includes services that have narration and services where passengers primarily make round-trips without disembarking the vehicle.

Transit excludes [intercity](#) service. The NTD defines an intercity service as service where a majority of passengers are not making a same-day return trip. Thus, for public transportation, a majority of passengers across the totality of the service (i.e. all runs on all days of the week) must make a same-day return trip. On public transportation, a majority of passengers use the service three or more times a week.

Transit excludes Amtrak (the entity described in chapter 243.) NTD reporters must demonstrate that they are organizationally separate from Amtrak. This exclusion does not apply to cases where Amtrak is the supplier of purchased transportation for commuter rail service.

Modes

A variety of transit modes are operated in the United States. The NTD reporting system groups transit modes into two broad categories - [rail](#) and [non-rail](#) - as follows:

Rail

Alaska railroad (AR)
Automated guideway (AG)
Cable car (CC)
Commuter rail (CR)
Heavy rail (HR)
Inclined plane (IP)
Light rail (LR)
Monorail (MO)

Non-Rail

Aerial tramway (TR)
Bus (MB)
Demand response (DR)
Ferryboat (FB)
Jitney (JT)
Publico (PB)
Trolleybus (TB)
Vanpool (VP)
Other (OR)

Type of Service (TOS)

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Public transportation can be provided in two ways:

1. Directly operated (DO) service – the NTD reporting agency, usually the public transit agency, uses its own employees to operate the transit vehicles and provide the transit service.
2. Purchased transportation (PT) service – the NTD reporting agency, usually the public transit agency, contracts with a public or private provider to operate the transit vehicles, employ the [operators](#), and provide the transit service.

TOS is an important element of NTD reporting. On most reporting forms, transit agencies are required to report data by TOS.

Transit Agency

A transit agency is responsible for the provision of public transportation service. The transit agency can provide the service using its own employees to operate the vehicles (DO service) or contract with a public or private provider to operate the transit vehicles and employ the vehicle operators (PT service). With some exceptions, transit agencies typically are public bodies and generally are the NTD reporting agencies for their DO and PT services.

Reference Documents

The FTA Uniform System of Accounts (USOA) and Final Rule (49 CFR Part 630) are essential to understanding the forms and instructions presented in this manual. You can obtain these documents, as well as the other reference documents listed in the NTD Reference Documents exhibit below, by visiting the NTD Project website at www.ntdprogram.gov or calling the NTD Project Office at (703) 462-5220.

Exhibit 6 — NTD Reference Documents

The Reference document listed below are available from for downloading or viewing from the NTD website:

Current Reporting Manuals

- Annual
- Safety and Security
- Monthly
- Rural

NTD Final Rule (49 CFR Part 630)

Uniform Crime Reporting Handbook

2010 Safety and Security Reporting Manual

Overview

Transit agencies must use the [National Transit Database](#) (NTD) Internet Reporting system to provide their Safety and Security data via reports to the Federal Transit Administration (FTA). NTD Internet Reporting is the online means for transit agencies to enter, review and revise data, and submit reports. It provides for timely and accurate reporting. All tasks and requirements for the NTD can be fulfilled via this system.

This section provides Internet Reporting information for the Safety and Security report.

What Has Changed from Prior Year

There are no changes to Safety and Security Internet reporting for CY 2010.

Internet Reporting System Security

Numerous measures have been taken to ensure that all data entered into the Internet Reporting system is safe and available only to those with proper access. The NTD servers and network are secured behind a firewall. The website operates the secured web protocol, https, and the entire site is password protected. Additionally, multiple server and database protection layers protect the database files.

Detailed Instructions

Accessing Internet Reporting

Internet Reporting is accessed through the **NTD Homepage**.

To access Internet Reporting:

- Connect to the Internet via your Internet service provider (ISP)
- Verify your Internet Browser Settings
- Access the **NTD** website at www.ntdprogram.gov
- Access your transit agency's Safety and Security report via the **Internet Reporting Login** link, which is located at the bottom left of the screen.

Connecting to the Internet

Use your Internet service provider to connect to the Internet. Internet Reporting requires a web browser that is at least a 6.x version (Internet Explorer 6.0).

If you don't have the latest version of the browser, go to Microsoft.com (or any other ISP that you may use, for example: Netscape.com) to download the latest version free of charge.

Verifying Your Internet Browser Settings

Verify that your browser is set to check for newer versions of stored pages with each visit to the page.

In Internet Explorer, this is done by accessing Tools > Internet Options > General > Temporary Internet Files Settings > Every Visit to Page.

In Netscape, this is done via Edit > Preferences > Advanced > Cache > Every Time.

The National Transit Database Website



The **NTD Home Page** offers the following information and data for reporters and others interested in the NTD:

- **Internet Reporting Login** link.
- **Contact the NTD Help Desk** link.
- **What is the NTD?** An overview of the NTD program, milestones in transit history, how to obtain an NTD ID number and an overview of the NTD reporting forms.

Reporting Manuals

- **Annual Reporting:** Access to .html and .pdf versions of the current Annual Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Monthly Reporting:** Access to .html and .pdf versions of the current Monthly Reporting Manual, an overview of the reporting changes and highlights, reporting manual archives, etc.
- **Safety and Security Reporting:** Access to .html and .pdf versions of the current Safety and Security Reporting Manual, Newsletters, Safety and Security FAQs, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Rural Reporting:** Access to the Rural Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.

Data, Publications and Reference Materials

- **NTD Glossary:** HTML version of the NTD Glossary of transit terms.
- **NTD Reference Materials:** NTD reference materials such as the Uniform System of Accounts, FTA Circulars and Federal Register Notices.
- **Access NTD Data:** HTML and downloadable .pdf publications, including the Data Tables, Profiles, National Transit Summaries and Trends, as well as Annual, Monthly and Historical databases and other data products.

NTD Resources

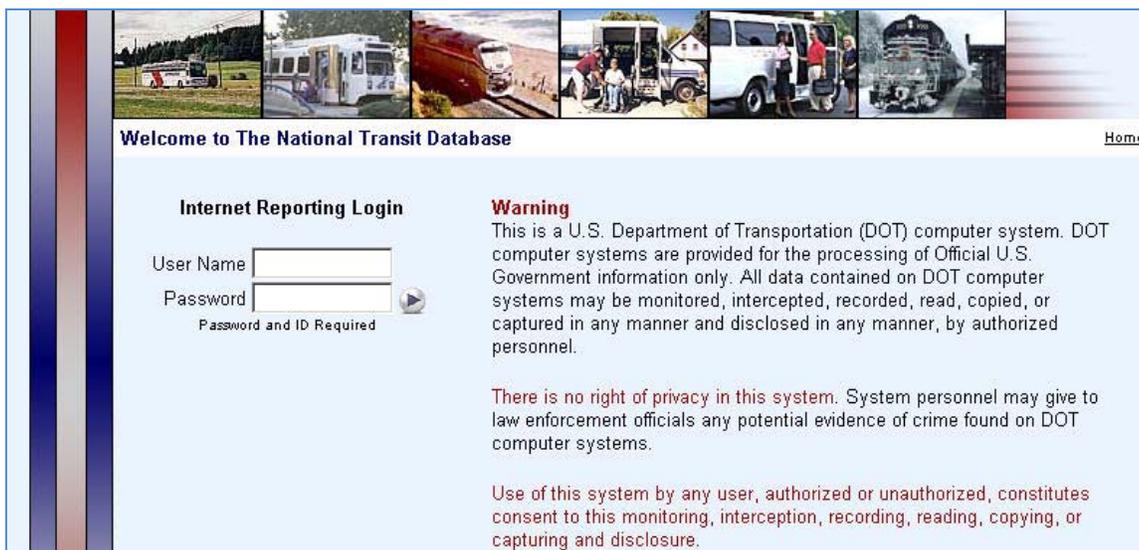
- **FTA / NTD Presentations, Announcements and Updates:** FTA / NTD presentations, new and useful information, interim updates to reporting requirements, etc.
- **NTD Feedback:** The mailing address, telephone number and fax number for the NTD Project site as well as an opportunity to provide comments or suggestions regarding the NTD Program.
- **Seminars and Training:** NTD Reporting Seminars and In-house Training information and registration

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- **Transit Agency Listing by Region and External Links:** Contact information for transit agencies reporting to the National Transit Database (NTD). Links to:
 - Federal Transit Administration (FTA)
 - FTA Safety and Security Office
 - U. S. Department of Transportation (USDOT)
 - National Transit Library
 - American Public Transportation Association (APTA)
 - Bureau of Transportation Statistics
 - Accessibility.

Accessing the NTD Report

Clicking the **Internet Reporting Login** link will open the Internet Reporting **Login** page. You must enter your user name and password to gain access to **NTD Report Home**.



Welcome to The National Transit Database [Home](#)

Internet Reporting Login

User Name

Password Password and ID Required

Warning

This is a U.S. Department of Transportation (DOT) computer system. DOT computer systems are provided for the processing of Official U.S. Government information only. All data contained on DOT computer systems may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel.

There is no right of privacy in this system. System personnel may give to law enforcement officials any potential evidence of crime found on DOT computer systems.

Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure.

Levels of Access

Internet Reporting provides six levels of access to Safety and Security:

1. **CEO access:** Edit, save and submit the CEO Certification and all safety and security forms
2. **NTD contact person:** Edit, save and submit safety and security forms and delete unneeded/unwanted S&S-40 forms
3. **Safety contact:** Edit, save and submit safety and security forms and delete unneeded/unwanted S&S-40 forms
4. **Safety editor** Edit and save safety and security forms, but cannot submit forms
5. **Safety viewer:** View safety and security forms only
6. **Security contact:** View safety and security forms only

User Names and Passwords

The system access level is determined by the user name. The first portion of the user name defines the access level and the last four digits represent the agency's NTD ID. There are six types of user names corresponding to the four access levels available within Safety and Security:

1. CEO — CEOxxxx
2. NTD contact person - NTDxxxx
3. Safety and security contact person — SFTYNTDxxxx
4. Safety and security editor — SFTYEDTxxxx
5. Safety and security viewer — SFTYVWRxxxx
6. Security contact person — SECURITYxxxx.

Each agency is e-mailed this set of user names with a password for each. NTD reporters determine access within their organizations and distribute user names and passwords accordingly.

A user can change his / her password at any time. Refer to Sys Admin: Changing Your Password for additional information on this topic. Users should be aware that passwords expire every ninety days.

If you have forgotten your user name and/or password, contact your Safety & Security Analyst. Note that user names and passwords can only be sent to persons identified as a contact on the **Contacts** form on the **Annual** tab.



The CEO and NTD Contact Person use their individual passwords for all report areas. The CEO and NTD Contact person access all reporting areas (Annual, Monthly and Safety and Security) from the **Home** tab.

Home: Safety and Security Report Home Page and Program Structure

Contact	Your Analyst
Phone	(703) 462-####
Email	AnalystName@ftpsusa.com

Date	Title
July 1, 2008	New Email Contact Information Announcement
May 13, 2008	Required Rules of Behavior Document (necessary for all system users)
March 14, 2007	FTA-NTD Strike Language change

Reporting Structure

After completing the login process using your SFTYNTDXXXX login, you will be taken to the **Homepage**. Click the **Home** tab near the top of any screen to return to the **Homepage** from another area.

The **Homepage** includes the following tabs:

- **Home:** The starting point when entering the NTD report. It displays the transit agency's NTD annual analyst information and any project related announcements.
- **e-File:** The **e-File** screen provides for processing and tracking any special correspondence and auto generated emails.
- **Annual:** Access to the Annual reporting modules and forms.
- **Safety and Security:** This screen provides access to the NTD Safety and Security reporting forms for creating, editing and submitting your report to FTA. Form-by-form instructions and reporting details for the Safety and Security Module are included in the NTD Safety and Security Reporting Manual. The Safety Contact person is responsible for submitting Safety and Security data to the NTD.
- **Reports:** Print and export several different reports (Incident Summary, All Reportable Incidents Detail, etc.). All reports have been developed to allow the agency to print each form or report without altering print settings to fit a form on the page. The reports listed will vary depending on access level.
- **Communications:** A listing of all e-mail communications.
- **Sys Admin:** Change Safety and Security passwords. You may only change the password of the User Name you are logged in under. Should you need assistance contact your Safety and Security analyst.
- **Help:** Online version of the Safety and Security Reporting Manual.

Annual: Providing Access to the Identification (B-10) and Contacts (B-20) forms

Module	Form Name	Mode/Service	Update User	Update Date	Issues
Basic Information	Identification (B-10)		NTD3030	7/23/08	0 2
	Contacts (B-20)		System	7/14/08	0 0

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These forms are completed by the NTD contact person. These forms are only editable when logged in with the CEO and NTD User Names.

Communications Summary: Viewing a History of Correspondence with NTD



The **Communications** tab gives transit agencies a centralized area in which to view correspondence with the Federal Transit Administration's (FTA) National Transit Database (NTD) program. In addition, the correspondence view can be filtered to show only certain processes or communication types.

Sys Admin: Changing Your Password



The **Sys Admin** screen provides the ability to change your NTD password.

All passwords expire every ninety days. You can change your password at any time on the **Sys Admin** screen by specifying your current and new password. To be valid, a password must be at least eight characters long and contain at least one letter and one number. It cannot contain spaces. Passwords are case-sensitive. If you do not update your password within the ninety-day term, you will be forced to update your password when you first access the system once the ninety-day period has expired. That screen is similar to the one available on the **Sys Admin** screen and the same password rules apply.

Safety and Security: Providing Incident Data



Clicking on the **Safety and Security** tab provides access to the Safety and Security forms for editing and submitting your reports to FTA.

Initially, only the **File New S&S-40** link, **File New S&S-50** link, and the **Safety and Security Setup form** (S&S-10) will be shown on the Safety and Security tab. The Security Configuration form(s) (S&S-30) will appear after you complete the S&S-10 form.

To report an incident, click the **File New S&S-40** link to begin the **Report Set Up** wizard which will help you to determine either, if an incident is reportable, or which report you will need to file (Reportable Incident Report form (S&S-40) or Safety and Security Monthly Summary form (S&S-50).

Once a report is completed, four data fields are populated to assist you with tracking and monitoring the status of your reports:

1. **Update user:** Identifies the user entering or modifying the report.
2. **Incident date:** The date of the incident that was reported.
3. **Creation date:** The date the report was first saved.
4. **Update date:** If a report has been revised, this identifies the date of entry or modification.
5. **Submit date:** The date of submission. If a report is submitted again after editing, this date will be updated.

Form-by-form instructions and reporting details for the Safety and Security forms are included in the specific forms sections of this manual.

Reports: Viewing, Printing, and Exporting NTD Safety and Security Reports



Click on the **Reports** tab to display the **Reports** screen. This screen provides access to the Safety and Security reports.

The following reports are available on the **Reports** screen:

- Major Incidents (S&S-40) Summary by Mode / Service report
- Non-Major Incidents (S&S-50) Summary by Mode / Service report
- Security Configuration (S&S-30) Summary report.
- Safety and Security CEO Certification

Major Incidents Summary by Mode / Service report

Click on the **Major Incidents Summary by Mode / Service report** link to view a summary of all the reportable incidents (S&S-40) by mode / service.

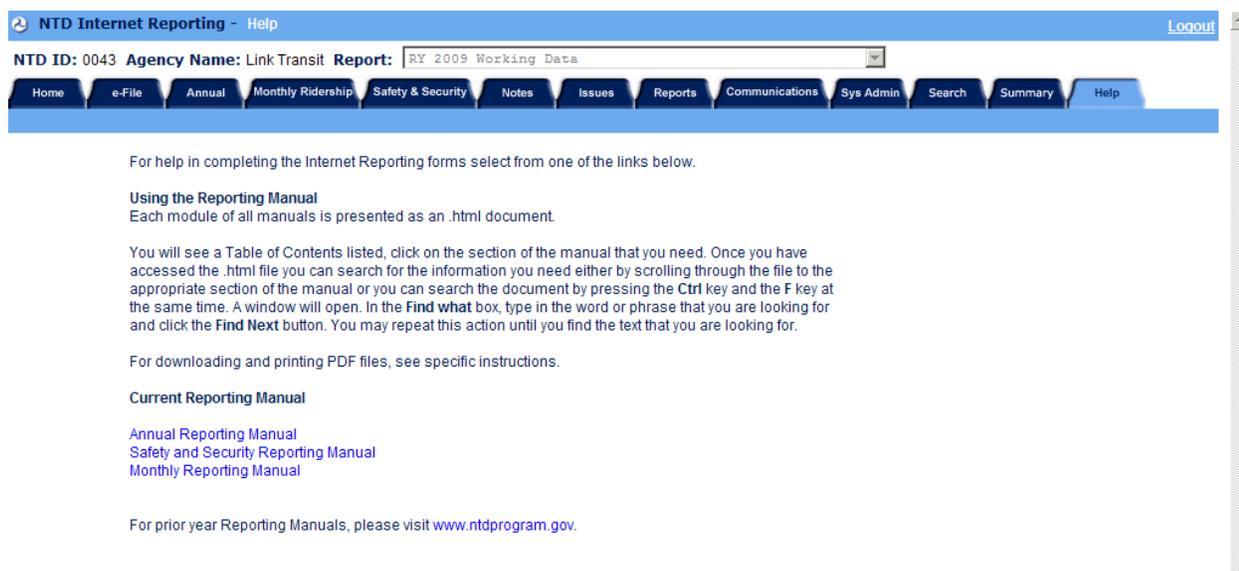
Non-Major Incidents Summary by Mode / Service report

Click on the **Non-Major Incidents Summary by Mode / Service report** link to view a summary of all the Safety and Security Monthly Summary incidents (S&S-50) by mode / type of service.

Security Configuration Summary report

Click on the **Security Configuration Summary Report** (S&S-30) link to view a summary of the security configuration.

Help: Obtaining More Information



Click on the **Help** tab to display the **Help** screen. The **Help** screen provides access to the current Safety and Security Reporting Manual.

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Tips for Using Internet Reporting

Navigating Between Screens

Do not use the browser **Back** and **Forward** buttons to navigate between screens. Instead, use the Internet Reporting system buttons, tabs and links.

Saving a Form

Provided you are logged in with the appropriate user name access level, a **Save** button is provided at the bottom of each Internet Reporting form. When entering information into a form it is strongly recommended that you save the form frequently. This will prevent the loss of data if your Internet connection is unexpectedly lost. Also, Internet Reporting has an automatic time-out feature which will log you off of the system after a period of inactivity. It is strongly recommended that you save your work every 15 minutes. Otherwise, there is a risk that the next action you take on the system will result in the closure of the screen displayed in your browser and the loss of any data that you had not saved.

Deleting a Major Incident Report (S&S-40) Form

To delete a Major Incident report you must first be logged in with the appropriate user name access level to have the **Delete** button available to you. Open the incident report that is going to be deleted and scroll to the bottom of the screen. Following the **Save**, **Submit**, and **Close** buttons, there is a **Delete** button. To delete the incident report, click the **Delete** button. A prompt stating, "Are you sure you want to delete this form?" will appear. If you wish to delete this report, choose **Ok**. If you do not wish to delete this report, choose **Cancel**.

After the **Delete** button has been chosen, you will be returned to the **Safety and Security** summary screen.

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. You must complete this form at the beginning of the calendar year before you can begin reporting safety and security data.

This form is required for all transit agencies except those with an approved Nine or Fewer Vehicles Waiver.

Line	Check all boxes that apply.	
	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 Vanpool (VP)	<input type="checkbox"/>	<input type="checkbox"/>
17 Other (OR)	<input type="checkbox"/>	<input type="checkbox"/>

Overview

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 must be completed at the beginning of each calendar year and can be modified whenever a mode / type of service (TOS) is added or discontinued by the agency.

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

There are no changes to the Safety and Security Setup form (S&S-10) for CY 2010.

Approach

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

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Before completing the S&S-10 Form, check with other departments of your agency to determine which are the correct modes and TOS operated by your agency.

Line 06 of the B-10 Form on the Annual Tab can also be used to verify modes/TOS. Internet Reporting generates one Security Configuration form (S&S-30) for each mode entered on the S&S-10 form 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) with these modes/TOS.

Detailed Instructions

Initially, **Close**, **Submit** and **Print** are the only buttons visible at the bottom of the screen. Once all data have been entered and verified for accuracy, the form is submitted to FTA by clicking the **Submit** button. Note that after the form is submitted, the options of **Close**, **Print** and **Add / Delete Mode / Type of Service** are now available to you. At this point, modes/TOS can be added, discontinued or deleted by clicking on the **Add / Delete Mode / Type of Service** button at the bottom of the screen. Click on the **Close** button to exit the form.

Once submitted, check to make sure that the S&S-30 forms generated by the S&S-10 portray the correct modes and TOS for your agency. Line 06 of the B-10 Form on the Annual Tab can be used to verify modes/TOS.

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

Vehicles Operated by Mode and Type of Service: Check each mode and TOS, Directly Operated (DO) or Purchased Transportation (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.

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, also known as contracted services.

Add / Delete Mode / Type of Service: If your agency adds or discontinues a new mode / type of service (TOS) or if an error has been made in entering mode/type of service, 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 select the month of either the new service start date or the out of service date. Save the form by clicking on the **Save** button.

Home
e-File
Annual
Monthly Ridership
Safety & Security
Notes
Issues
Reports
Communications
Sys Admin
Help

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

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

Monorail / DIRECTLY OPERATED
Demand Response / DIRECTLY OPERATED

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 <input type="button" value="v"/>	Make Selection <input type="button" value="v"/>	Make Selection <input type="button" value="v"/>

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 <input type="button" value="v"/>	Make Selection <input type="button" value="v"/>	Make Selection <input type="button" value="v"/>

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 (retrieves separate Add or Delete buttons)

Click on **Add Mode / Type of Service** button and select light rail (LR) / DO

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

Click on the **Save** button which returns you to the S&S-10 form

The required S&S-30 forms will be listed on the **Safety and Security** tab view.

On November 1st the Agency Discontinues a Service

Click on the **Add / Delete Mode / Type of Service** button (retrieves separate Add or Delete buttons)

Click on the **Delete Mode / Type of Service** button and select: MB / DO

Enter the out of service date: **October** (first full month that service ceased)

Click on the **Save** button which returns you to the S&S-10 form

S&S-40 and S&S-50 forms will no longer be able to be generated for this Mode / Type of Service.

Security Configuration form (S&S-30)

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 except those with an approved Nine or Fewer Reporting Waiver.

The screenshot shows the top navigation bar with buttons for Home, e-File, Annual, Monthly Ridership, Safety & Security (selected), Notes, Issues, Reports, Communications, Sys Admin, and Help. Below the navigation bar, the form header displays: Form Name: Security Configuration (S&S-30), Mode: DR, Service: DO, and a Close Form link. The main content area is divided into sections:

- Line 01:** Number of Primary Security Personnel. Input field 'a'.
- Line 02:** Total Number of Security Personnel (Primary and Secondary). Input field 'b'.
- Line 03: Primary and Secondary Security Configuration.**
 - Primary (Check one):** a. Dedicated transit police force, b. Dedicated (TRANSIT) unit of local police, c. Contracted local law enforcement, d. Transit agency security force, e. Contracted security force, f. Off duty police officers, g. Use of local police (non-contracted).
 - Secondary (Check all that apply):** a. Dedicated transit police force, b. Dedicated (TRANSIT) unit of local police, c. Contracted local law enforcement, d. Transit agency security force, e. Contracted security force, f. Off duty police officers, g. Use of local police (non-contracted).

At the bottom, there are buttons for Save, Close, Submit Report, and Print.

Overview

The Security Configuration form (S&S-30) is used to collect 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, except those with an approved Nine or Fewer Vehicles waiver.

Reporting Requirements and Thresholds

The Security Configuration form (S&S-30) collects information regarding the number and type of police/security personnel used to provide security at a transit agency. One form will be generated for each [mode](#) as reported in the Safety and Security Setup form (S&S-10).

It is not necessary to update this form over the course of the year to reflect changes in staffing. Complete and submit the form once at the beginning of each calendar year.

What Has Changed from Prior Year

1. “Contracted local police” has been changed to “Contracted local law enforcement.”
2. Clarification and examples of reporting security personnel configurations have been added.

Approach

The S&S-30 must be completed annually by all reporters, except those with an approved Nine or Fewer Vehicles waiver, for each mode of service provided by the system.

Detailed Instructions

As the form is being completed, changes should be saved by clicking the **Save** button frequently. When all data has 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** button to exit the form.

Keep in mind that one form is generated and must be completed for each mode. Any reasonable method for allocating personnel across modes is acceptable. One agency may choose to allocate security resources based on modal ridership, where another may choose to allocate based on modal annual trips. Please refer to the examples below or contact your Safety & Security Analyst for more information.

Completing the Security Configuration form (S&S-30)

Number of Primary Security Personnel: Enter the number of [personnel](#) used routinely to patrol grounds and to respond to incidents in or on transit property per mode. For agencies that use local police (non-contracted), no estimate of the number of personnel is required.

Total Number of Security Personnel: Enter the number of full time equivalent security or police personnel dedicated to providing security at the transit agency to the nearest tenth of a person. The [person count](#) covers both the primary configuration and secondary configurations per mode, as described below. Include security guards and police officers hired by the transit agency as well as local police officers specifically dedicated to providing transit security (for example, a transit unit of a local police department).

Only full time equivalent [employees](#) are to be reported at the beginning of the calendar year. A full time equivalent employee typically works 40 hours per week, or 2,080 hours per year.

Prorate the person counts if a [full time employee](#):

- Spends only part of his/her time providing transit security, or
- Provides transit security for more than one mode.

Again, the transit agency may use any reasonable method.

Example 2 — Allocating Security Personnel among Modes

Example: A transit agency operates both bus (MB) and light rail (LR) service. The transit agency contracts 12 security guards to patrol its non-revenue facilities (administrative buildings). There are 400 MB and 100 LR employees working at the administrative buildings. The transit agency contracts an additional 5 guards to respond to incidents on its rail vehicles.

Solution:

- On the S&S-30 (MB) **Contracted security force** is selected as the primary security configuration; for total personnel and for primary configuration enter **9.6** (400 MB employees / 500 total employees X 12 security guards)
- On the S&S-30 (LR) **Contracted security force** is selected as the primary security configuration. For total personnel and for primary configuration enter **7.4** [(100 LR employees / 500 total employees X 12 security guards) + 5 rail guards].

Example 3 — Enumerating Security Personnel

Example: A transit agency uses four full time employees plus one-third of an additional employee's time to provide security on its buses.

Solution: On the S&S-30, in the first box enter **4.3**.

Primary and Secondary Security Configuration: From the list provided select the security configuration types that are used by your agency. For primary, check one box; for secondary, check as many boxes as apply. Primary and [Secondary security](#) forces can be interchangeable due to staffing concerns (e.g., major sporting events). In this case, the Secondary Security force will become primary as the first choice of action.

- Dedicated transit police force:** Your agency operates a (sworn) transit police force.
- Dedicated (transit) unit of local police:** Your agency makes use of a municipal police force or sheriff's department (not paid for directly by your agency) that has a specific transit unit or department.
- Contracted local law enforcement:** Your agency contracts with a local police department or sheriff's department to provide officers or deputies who provide security services at the transit agency.
- Transit agency security force:** Your agency uses in-house non-sworn security guards (i.e., not sworn police officers). In this case, the security guards are employees of the transit agency.
- Contracted security force:** Your agency uses contracted non-sworn security guards (i.e., not sworn police officers).

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- f. **Off-duty police officers:** Your agency hires off-duty police officers who “moonlight” at the transit agency (i.e., it contracts directly with individual off-duty officers as opposed to contracting with a local law enforcement agency).
- g. **Use of local police (non-contracted):** Your agency relies on a local police or sheriff’s department for security. Select this option if your agency does not pay for this coverage through a contractual arrangement. Such a department would be one that primarily performs general policing activities in a municipality or area, but is also used by the transit agency from time to time, as needed.

Primary and Secondary Checklist: Enter the number of personnel used occasionally to respond to more serious events occurring in or on transit property when the Primary Security Personnel force requires assistance. For agencies that use local police (non-contracted), no estimate of the number of personnel is required.

Example 4 — Security Configuration Reporting

Example: Primary and Secondary Security Configurations

A transit agency, that only operates bus (MB) service, uses 12 transit employed security guards to patrol its non-revenue facilities as well as to respond to any incidents that may occur on its buses. In addition, local police are called occasionally to respond to more serious events. The agency, however, considers the security guards to constitute its primary security configuration.

Solution:

- For line 01, Number of Primary Security Personnel, and line 02, Total Number of Security Personnel, **enter 12**
- For line 03, column a, primary configuration, check the **Transit agency security force** box
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

Example: Multiple secondary security configurations

A transit agency, that only operates bus (MB) service, employs a dedicated transit police force of 15 officers, which it considers to be its primary means of providing security. In addition, the agency hires 20 security guards to patrol parking lots and calls the local police department to respond to incidents occasionally.

Solution:

- For line 01, Number of Primary Security Personnel, **enter 15**
- For line 02, Total Number of Security Personnel, **enter 35**
- For line 03, column a, primary configuration, check the **Dedicated transit police** box
- For line 03, column b, secondary configuration, check both the **Contracted security force and the Use of local police (non-contracted)** boxes.

Example: Multiple modes security configurations

A transit agency operates demand response (DR) and motor bus (MB) service. The agency has a dedicated transit police force of 20 officers that patrol or respond only to MB operations and they occasionally use local police for special events. The DR mode relies on the use of local police.

Solution for the DR form:

- For line 01, Number of Primary Security Personnel, **enter 0**
- For line 02, Total Number of Security Personnel, **enter 0**
- For line 03, column a, primary configuration, check the **Use of local police (non-contracted)** box
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

Solution for the MB form:

- For line 01, Number of Primary Security Personnel, **enter 20**
- For line 02, Total Number of Security Personnel, **enter 20**
- For line 03, column a, primary configuration, check the **Dedicated transit police** box
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

Example: Use of Part-time Security Personnel

A transit agency operates light rail (LR) and motor bus (MB) service. The agency has a full time dedicated transit police force of 30 officers for both modes and a contract with the local police using 10 off-duty police officers for 4 hour shifts during peak periods. This would mean that they have 15 full time security personnel for each mode plus 2.5 part time security personnel for each mode (10 part time = 5 full time divided by 2 modes).

Solution for the both the LR form and the MB form:

- For line 01, Number of Primary Security Personnel, **enter 15**
- For line 02, Total Number of Security Personnel, **enter 17.5**

Example 4 — Security Configuration Reporting

- For line 03, column a, primary configuration, check the **Dedicated transit police force** box
- For line 03, column b, secondary configuration, check the **Off-duty police officers** box.

Further Considerations: The S&S-30 form only allows for one primary choice. If a large agency has two categories of security personnel they consider as their primary, the agency should report as their Primary force the security category which has the largest number of employees. The other security personnel would be reported as Secondary.

If an agency contracts for security for which it pays a monthly fee based on services used, to report the full time employee equivalent for this service the agency should use the prior year's information of total hours worked to arrive at the number of security employees for the current year.

If an agency uses a dedicated transit police force for both the MB and DR service it operates, but the DR service never requires security response, it is acceptable to report zero (0) security personnel for the DR mode.

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Reportable Incident Report form (S&S-40)

The Reportable Incident Report form (Major Incident Report - 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 Reportable Incident Report form (S&S-40). One form is completed for each [reportable 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, 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.

Overview

The Reportable Incident Report form (S&S-40) is designed to capture 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 is used to complete the Reportable Incident Report form (S&S-40). The information required on the form is intended to be of a level that can be collected at or near the time the incident occurred.

Reporting Requirements and Thresholds

Agencies must complete one Reportable Incident Report form (S&S-40) for each [reportable incident](#) (safety or security incident) occurring during the reporting period. Commuter rail (CR) operators are only required to report security incidents to NTD; however, they are required to report safety incidents to the Federal Railroad Administration.

Reportable Incident Report forms (S&S-40) are due within thirty days of the reportable incident.

What Has Changed from Prior Year

1. Clarification for reporting property damage.
2. Clarification on reporting incident description,
3. Clarification on Arrest or Citation for Other Assault, Trespassing, Non-Violent Civil Disturbance, or Fare Evasion reporting.
4. Clarification on reporting options in the incident Location category.
5. Clarification on the intent of Evacuation Due to Life Safety Reasons reporting.
6. Clarification on the options in the Collision with category.
7. Clarification on the options in the Collision type category.
8. Clarification on the Number of Other Motor Vehicles Involved category.
9. Clarification on Non-Transit Collisions.
10. Clarification on the term Twilight in the Lighting category.
11. Clarification on the options in the Vehicle action category.
12. Clarification on the options in the Roadway Configuration category and how they correspond to the Event information.
13. Clarification on the options in the Other Motor Vehicle Type category.
14. Clarification on the options in the Other Motor Vehicle Action category.
15. Clarification of reporting the Location in reporting a Fire.
16. Clarification of reporting Fuel Type in reporting a Fire.
17. Clarification of reporting an Evacuation.

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Approach

Both safety and certain types of security occurrences are reported on the Reportable Incident Report form (S&S-40). For an incident to be reportable on this form, it must meet the thresholds listed below.

Reportable Incident

A reportable incident is an event that involves a transit vehicle or occurs on transit-controlled property and meets one or more of the following conditions:

- A fatality (including a suicide or deaths resulting from Other Safety Occurrences not Otherwise Classified), and / or
- Injuries requiring immediate medical attention away from the scene for one or more persons, and / or
- Property damage equal to or exceeding \$25,000, and / or
- An evacuation for life safety reasons, and / or
- A mainline derailment.

Only one form is completed per incident regardless of how many thresholds are met. For example, an incident results in a fatality and property damage is equal to or exceeds \$25,000, only one Reportable Incident Report form (S&S-40) is completed. Property damage amounts must be reported even if the amount does not meet the \$25,000 threshold.

A reportable incident must be related to the operation of revenue service and not associated with unrelated tasks. The following types of incidents are not reportable to the NTD:

- Mechanical,
- Industrial, or
- Administrative work orders

A reportable incident may involve a transit owned vehicle that is not providing revenue service, but, if involved in an incident, may directly affect the provision of revenue service. Examples include:

- A supervisory vehicle being used to drive an operator to a bus to start revenue service is involved in a collision.
- Rail maintenance equipment on a revenue track experiences an incident that impacts the transit agency's schedule.

The following paragraphs highlight the important aspects of each reportable incident threshold.

Fatality

Safety and security incidents resulting in fatalities are reported on the Reportable Incident Report form (S&S-40).

For NTD purposes, a [fatality](#) is a transit-caused death, confirmed within thirty days of a transit incident, due to a [collision](#), derailment, fire, hazardous material spill, Act of God, evacuation, security incident or other incident. Fatality now includes transit-related suicides.

There is one exception to this rule: Deaths resulting from illnesses or other natural causes, or otherwise not associated with an incident, are not reported on either incident form. For example, a person in a rail facility suffering a fatal heart attack would not be reported to NTD.

Example 5 — Fatality Reporting

Example: A passenger fires a weapon on a transit vehicle killing one passenger.

Solution:

Number of Reportable Injuries

0

Number of Reportable Fatalities

1

Property Damage Amount

\$0

Complete a Reportable Incident Report form (S&S-40).

One or More Injuries Requiring Medical Attention

For NTD reporting purposes, an [injury](#) is defined as requiring immediate medical attention away from the scene of the incident. Immediate medical attention includes not only transport to the hospital by ambulance but also transport immediately from the incident scene to a hospital, physician's office, or medical center by any other means of transport.

Immediate medical attention means that medical attention was sought without delay after the incident occurred. An individual seeking medical care several hours after an incident, or in the days following an incident, is not considered to have received immediate medical attention.

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The medical attention received must be at a location other than the location at which the incident occurred. The intent of this distinction is to exclude incidents that only require minor first aid or other assistance received at the scene.

This distinction is not, however, intended to be burdensome for the transit agency. It is not a requirement that an agency follow-up on each person transported by ambulance, for example, to ensure that they actually received medical attention at the hospital. It is acceptable to count each person immediately transported as an injury.

Both safety and security incidents (i.e., an accident or [homicide](#)) resulting in one or more injuries and or fatalities are reported using the Reportable Incident Report form (S&S-40). As with fatalities, injuries resulting from illnesses should not be reported. For example, a passenger on a [demand response](#) (DR) vehicle transported to the hospital following a seizure is not a reportable incident.

Example 6 — One or More Injuries – Is it Reportable?		
Example: Transported by Ambulance		
An ambulance transports two passengers who were injured in a collision from the scene of the accident.		
Solution: Yes		
Number of Reportable Injuries 2	Number of Reportable Fatalities 0	Property Damage Amount \$(total property damage amount)
Complete a Reportable Incident Report form (S&S-40) since one or more passengers required immediate medical attention away from the scene.		
Example: Transported by Alternate Means		
Three passengers are hurt in a collision. Rather than wait for an ambulance to arrive, a security guard drives them to a nearby hospital.		
Solution: Yes		
Number of Reportable Injuries 3	Number of Reportable Fatalities 0	Property Damage Amount \$(total property damage amount)
Complete a Reportable Incident Report form (S&S-40) since one or more passengers required immediate medical attention away from the scene.		
Example: Incidents not Qualifying as an Injury		
Three passengers are hurt in a collision. Each sees a physician the next day and subsequently submits a claim to the transit agency.		
Solution: No		
Number of Reportable Injuries 0	Number of Reportable Fatalities 0	Property Damage Amount \$(total property damage amount)
Unless the property damage reporting threshold is met, do not report the incident because none of the passengers sought immediate medical attention away from the scene.		

Property Damage

Incidents involving [property damage](#) equal to or exceeding \$25,000 require the completion of a Reportable Incident Report form (S&S-40). Property damage includes but is not limited to the following:

- Transit and non-transit vehicle damage
- Stations as well as non-transit facilities
- Rights-of-way (ROW) and items surrounding ROW, such as utility poles.
- Bus stops
- Maintenance facilities and other private property.

The key points regarding estimated property damage are:

- Estimated damage includes not only transit property damage, but also damage to other vehicles and property (other than personal property) involved in the incident that are not owned by the transit agency.
- The amount paid to repair or replace property (or an estimate made for insurance purposes) is reported for property damage. In the case of a total vehicle loss, the blue book value can be used as an estimate. It is also

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acceptable for your agency to establish standard property damage totals for specific incident types, or estimate the value of each event on a case-by-case basis.

- The cost of medical attention (hospital or doctor fees) is not included in the property damage total.
- The cost of clearing wreckage or damage to non-transit agency property is also included in the property damage value.
- The cost of an accident or a criminal investigation is not included in the estimated property damage.
- Damage to personal property, such as the value of laptops, cell phones or other personal property items, is not included in the estimated property damage.

Example 7 — Calculating Property Damage

Example: A bus collides with a passenger car. The passenger car is totaled; the bus incurred body damage. The car has an estimated value of \$15,000 (transit agency uses the car's blue book value or other reasonable estimate of present value). The cost of the bus body damage is estimated at \$12,000.

Solution:

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$27,000.00

Property damage = \$27,000 (\$15,000 + \$12,000).

Detailed Instructions

This section describes in detail how to complete each element of the Reportable Incident Report form (S&S-40).

To generate a new Reportable Incident Report form (S&S-40), click on the **File New S&S-40** link near the top of the Safety and Security screen to access the reporting Wizard. As each screen is completed, click the **Next** button at the bottom of the screen to move to the next applicable screen. Based on the information entered on the first two screens, the reporting Wizard will determine if the incident qualifies as a major reportable incident, a non-major incident or that the incident is not reportable.

If the incident does not meet the reporting thresholds for a reportable incident, your next screen will notify you.

If the incident meets the criteria for a reportable incident, clicking on the **Next** button saves the data entered and the reporting Wizard generates an S&S-40 form in the background that you can view at any time during the reporting process. When you reach the last screen, click the **Save** button and the reporting Wizard will return you to the **Safety & Security** tab.

Once you have completed Setup Screen 1 and 2 and the Basic Information Screen (screen 3), should you need to exit the reporting Wizard and return to complete the report at a later time, the system will save the data you have entered and file the report under **Pending Reports** at the bottom of the **Safety & Security** screen. To complete the report, click on the link for the report and the reporting Wizard will take you to the last screen completed and you can continue on to the end of the report.

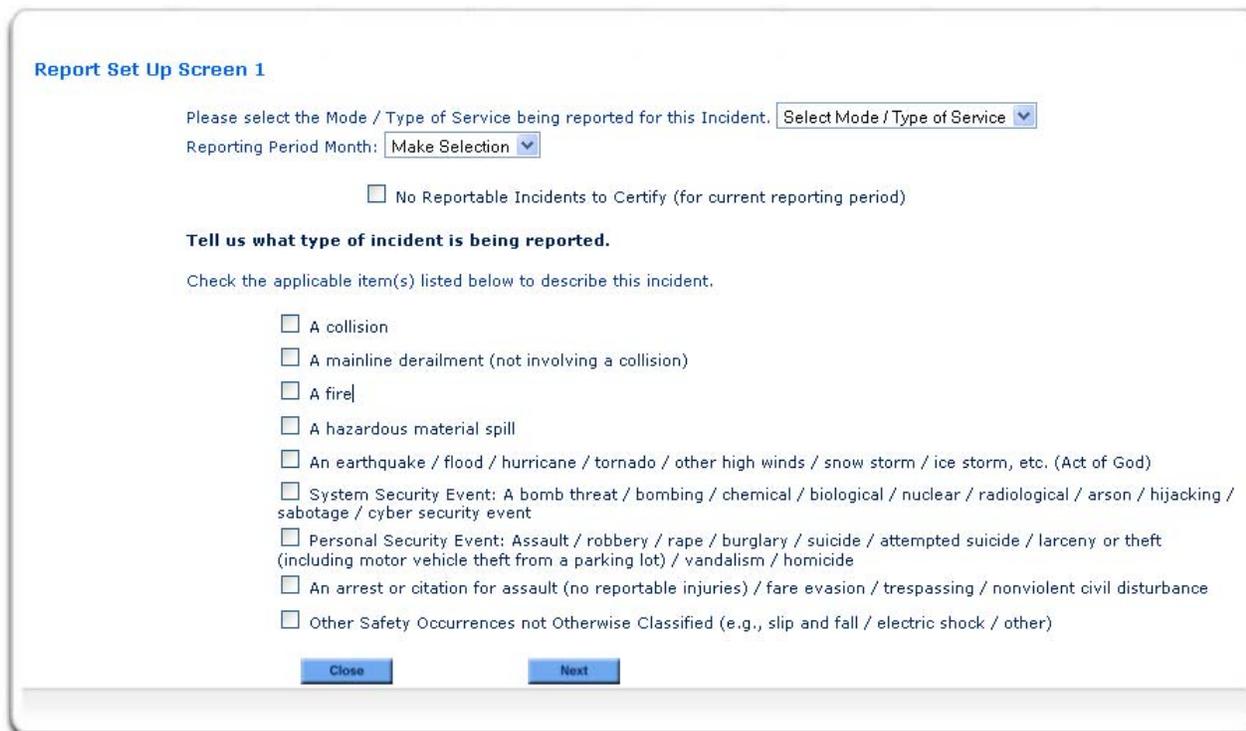
If further data is obtained after you save or submit a report or you discover an error, from the **Safety & Security** tab open the applicable Reportable Incident Report form (S&S-40), make changes as necessary and save the form.

To delete a report, from the **Safety and Security** tab open the report, scroll to the bottom and click the **Delete** button (based on access level).

Reporting an Incident

To generate a new Reportable Incident Report form (S&S-40), click on the **File New S&S-40** link to access the reporting Wizard.

Report Set Up Screen 1



The screenshot shows a web form titled "Report Set Up Screen 1". At the top, it asks the user to "Please select the Mode / Type of Service being reported for this Incident." with a dropdown menu labeled "Select Mode / Type of Service". Below that, it asks for the "Reporting Period Month:" with a dropdown menu labeled "Make Selection". There is a checkbox labeled "No Reportable Incidents to Certify (for current reporting period)". Underneath, it says "Tell us what type of incident is being reported." and "Check the applicable item(s) listed below to describe this incident." followed by a list of incident types with checkboxes: "A collision", "A mainline derailment (not involving a collision)", "A fire", "A hazardous material spill", "An earthquake / flood / hurricane / tornado / other high winds / snow storm / ice storm, etc. (Act of God)", "System Security Event: A bomb threat / bombing / chemical / biological / nuclear / radiological / arson / hijacking / sabotage / cyber security event", "Personal Security Event: Assault / robbery / rape / burglary / suicide / attempted suicide / larceny or theft (including motor vehicle theft from a parking lot) / vandalism / homicide", "An arrest or citation for assault (no reportable injuries) / fare evasion / trespassing / nonviolent civil disturbance", and "Other Safety Occurrences not Otherwise Classified (e.g., slip and fall / electric shock / other)". At the bottom of the form are two buttons: "Close" and "Next".

Report Set Up Screen 1 lists the incident types that you might need to report. After selecting the mode and type of service, select the reporting period (month) for which you are reporting. If you place a check mark in the box **No Reportable Incidents to Report (for current reporting period)**, this will generate a new Safety and Security Monthly Summary Report (Non-Major Incident Report S&S-50) for the month and Mode/TOS selected. If an S&S-50 has previously been created for this month and Mode/TOS, the error message, "A form already exists for this mode/service and month please update the form".

A brief description of each incident type is listed below:

Collision: All [collisions](#) involving at least one transit vehicle, or taking place on transit property, are reported using the Reportable Incident Report form (S&S-40). Collisions are subject to the thresholds for a reportable incident. Do not report a suicide or attempted suicide as a collision. Suicides are to be reported under the security event category described below.

Mainline Derailment: All [derailments](#) occurring on [mainline](#) track are considered a reportable incident. The mainline track is the primary rail over which rail transit vehicles travel between stations. It does not include yard and siding track. This threshold applies only to rail incidents (other than commuter rail (CR)). Yard derailments that meet a reporting threshold should be reported as Other Safety Occurrences Not Otherwise Classified.

Fire: To be reportable on the S&S-40, a fire occurring on or in transit property must meet a reportable incident threshold and the [fire](#) must have required the act of suppression to occur at the time of the incident. Fires not meeting a Reportable Incident threshold are reported on the Safety and Security Monthly Summary Report form (S&S-50).

Hazardous Material Spill: [Hazardous material spills](#) that occur on or in transit property include bunker fuel, diesel, electric battery, ethanol, hybrid diesel, grain additive, liquefied natural gas, methanol, bio-diesel, compressed natural gas, dual fuel, electric propulsion, gasoline, hybrid gasoline, kerosene and liquefied petroleum gas. The hazardous material spill must have caused imminent danger to life, health, or the environment, and had special attention given to clean up of the spill.

Act of God: An [Act of God](#) is a natural and unavoidable catastrophe that interrupts the expected course of events, such as an earthquake, flood, hurricane, tornado, other high winds, lightning, and snow and ice storms.

System Security Event: Bomb Threat, Bombing, Chemical, Biological, Nuclear / Radiological Releases, etc.:

Terrorism-related [Security incidents](#) such as bomb threats, bombings, chemical, biological, and nuclear / radiological releases that occur on or in transit property and meet the reporting thresholds for a reportable incident are reported on the

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S&S-40. Security incidents also include other system security events, such as arson, sabotage, hijacking and cyber security events.

Personal Security Event: Assault, Robbery, Rape, Burglary, Suicide, Attempted Suicide or Larceny / Theft, Vandalism, Homicide: These events have the potential to be reported on the S&S-40 or on the Safety and Security Monthly Summary Incident Report form (S&S-50). Only incidents meeting the major incident thresholds are reported on the Major Incident form (S&S-40). All other occurrences that do not meet a reporting threshold are reported on the Safety and Security Monthly Summary Incident Report form (S&S-50). For NTD reporting purposes, the victim of a rape is always reported as an injury.

Arrests for Other Assault (no injuries), Trespassing, Non-Violent Civil Disturbance, or Citations for Fare Evasion: All arrests for other assaults (no injuries), trespassing, non-violent civil disturbance (riots, strikes, etc.), and vandalism or citations for fare evasion are reported on the Safety and Security Monthly Summary Incident Report form (S&S-50). If you check this box on Set Up Screen 1, the system will automatically generate an S&S-50 form for you to complete.

Other Safety Occurrences not Otherwise Classified Incidents (Injuries from slips and falls, electric shock, etc.): [Other Safety Occurrences not Otherwise Classified](#) may include slip and fall accidents and electric shock incidents. Yard derailments that meet a threshold should also be reported here. Other Safety occurrences not Otherwise Classified resulting in one or more injuries (but not meeting any other reportable incident thresholds) are reported using the Safety and Security Monthly Summary Report form (S&S-50). Other Safety Occurrences not Otherwise Classified that meet any threshold other than the injury threshold are reported using the Reportable Incident form (S&S-40).

Example 8 — Other Incidents

Example: A Demand Response (DR) vehicle is crushed by a falling tree which resulted in the death of 1 transit employee, 2 transit passengers requiring immediate medical attention away from the scene, and \$20,000.00 in estimated property damage.

Solution:

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
2	1	\$20,000

Complete a Reportable Incident Report form (S&S-40), choosing Other Safety Occurrences not Otherwise Classified on Report Set Up Screen 1 because the fatality makes it a reportable incident.

Report Set Up Screen 2

Report Set Up Screen 2

Were there Fatalities or Injuries involved with the incident being reported?

Please check the applicable item(s) listed below for this incident.

One or more fatalities
Enter the number of fatalities:

One or more injuries (immediate medical transport away from scene)
Enter the number of injuries:

No fatalities or injuries to report

Were there Property Damages associated with the incident being reported?

Please check the applicable item listed below for this incident.

Property damages equal to, or greater than, \$25,000.

No property damages to report or total property damage is less than \$25,000.

Enter the dollar amount of estimated property damage: \$

Did this incident involve an Evacuation for Life Safety reasons? Yes No

Were Transit Vehicles involved in this incident? Yes No

Report Set Up Screen 2 collects the number of injuries and/or fatalities, the amount of property damage associated with the event(s), and whether the incident involved an evacuation for life safety reasons. If you checked Collision on Report Set Up Screen 1 (except in Ferry Boat mode), Report Set Up Screen 2 will include the question: "Were transit vehicles involved in the incident?"

For all events, excluding Hazardous Material Spills and Derailments, if you indicate "No" to fatalities, injuries and the question, "Did this Incident Involve an Evacuation for Life Safety reasons?", and you check no property damage to report or total property damage is less than \$25,000, the incident is not reported on an S&S-40. However, the incident may qualify to be reported on the S&S-50. Please see the Safety and Security Monthly Summary Report form (S&S-50) portion of the manual for further explanation of what is reportable on the S&S-50.

Hazardous Material Spills, Mainline Derailments and Evacuations for Life Safety reasons are always reportable regardless of the number of injuries and/or fatalities and/or the amount of property damage.

Fatalities: Enter the total number of [transit passengers](#), [transit facility occupants](#), [transit employees](#), [other workers](#), [trespassers](#), and [others](#) who died as a result of the incident(s) being reported.

Injuries: Enter the total number of transit passengers, transit facility occupants, transit employees, other workers, trespassers, and others who received [injuries](#) requiring immediate medical attention away from the scene as a result of the incident(s) being reported.

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Example 9 —Injury Reporting

Example: A motor vehicle rear-ends a transit bus which results in 2 transit passengers and 1 motor vehicle operator requiring immediate medical attention away from the scene. The estimated property damage is \$2,000.00.

Solution:

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
3	0	\$2,000.00

This incident is reported on the Reportable Incident Report form (S&S-40) because of the number of injuries that resulted from the incident.

Estimated Property Damage: Without property damage values, FTA cannot conduct impact analyses that utilize property damage. Please enter the total estimated dollar amount required to repair or replace all vehicles (including transit revenue, non-revenue and non-transit vehicles) or public or private property / facilities (including track, signals, buildings, and private facilities) damaged as a result of the incident. If no property damage was incurred, enter a zero. [Property damage](#) includes but is not limited to the following:

- Transit and non-transit vehicle damage
- Stations as well as non-transit facilities
- Rights-of-way (ROW) and items surrounding rights-of-way (ROW), such as utility poles
- Bus stops
- Maintenance facilities and other private property.

The key points regarding estimated property damage are:

- Estimated damage includes not only transit property damage but also damage to other vehicles and property (other than personal property) involved in the incident that are not owned by the transit agency.
- The amount paid to repair or replace property (or an estimate made for insurance purposes) is reported for property damage. In the case of a total vehicle loss, the blue book value can be used as an estimate. It is also acceptable for your agency to establish standard property damage totals for specific incident types, or estimate the value of each event on a case-by-case basis.
- The cost of medical attention (hospital or doctor fees) is not included in the property damage total.
- The cost of clearing wreckage or damage to non-transit agency property is also included in the property damage value.
- The cost of an accident or criminal investigation is not included in the estimated property damage.
- Damage to personal property, such as laptops, cell phones, or other personal property items, is not included in the estimated property damage.

Example 10 — Collision Property Damage

Example: A heavy rail (HR) vehicle collides with a passenger car at a grade crossing. The passenger car is totaled; the train will require a new coupler and some bodywork. The car has an estimated value of \$8,000 (transit agency uses the car's blue book value or other reasonable estimate of present value). The cost of the coupler is \$30,000; other bodywork to the train is estimated at \$10,000.

Solution:

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$48,000.00

This incident is reported on the Reportable Incident Report form (S&S-40) because total property damage meets the \$25,000 reporting threshold. Enter **\$48,000** (\$8,000 + \$30,000 + \$10,000) for the total property damage.

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Example 11 — Non-Reportable Collision		
Example: A transit passenger exits a transit bus, crosses the street in front of the bus, and is struck and killed by a passing motor vehicle.		
Solution:		
Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$0
This incident is not reportable because the transit passenger had left the transit system/property.		

An Evacuation Due to Life Safety Reasons: All [evacuations](#) of transit property for life safety reasons are reportable. A life safety event is one that presents an imminent danger to people in or on transit property. Examples of [life safety events](#) include fires, the presence of smoke, hazardous material spills and electrical hazards. Evacuations due to operational issues are not reportable.

The life safety requirement is intended to capture events that pose serious threats to those in the transit environment. For example, a situation that requires transit passengers to leave a vehicle due to a flammable fuel leak or a passenger firing a weapon on a vehicle are both evacuations for life safety reasons.

Removing passengers or an operator from a vehicle after a collision is not, even if for medical attention, reported as an evacuation.

Passengers transferred from one transit vehicle to another due to a service breakdown do not represent an evacuation due to life safety reasons.

Example 12 — Evacuation

Example: A Bus (MB) is evacuated because of a compressed natural gas (CNG) leak on the vehicle. No one is injured.

Solution: Complete a Reportable Incident Report form (S&S-40) because the evacuation was due to a life safety event — the CNG leak.

Were Transit Vehicles Involved: If transit vehicles were involved in the incident, select **Yes**, otherwise select **No**. This question is only asked if the reporter selects Collision on Report Set Up Screen 1. However, this question is not asked for Ferryboat collisions.

Basic Information Screen

Basic Information

Incident Number: New **Mode / Type of Service:** MB / DO

Date of incident: January ▾ Day ▾ Year ▾

Time of incident: Hours ▾ Minutes ▾ AM/PM ▾

Approximate address of incident:

Incident description:

Is there another person to contact for more detailed information regarding this incident? Yes No

First name: Last name:

Contact number: (123)123-1234

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Date and Time of Incident: Report the date and time the incident occurred, in a 00:00 format, using the drop-down menus.

Approximate address of Incident: For Non-Rail modes, excluding ferryboats, enter the street address or nearest intersection. For Rail modes, enter the line and station name, the line and distance from the nearest station, or the rail milepost. For Ferryboats, enter the longitude and latitude.

Incident Description: Describe how the incident occurred. Be descriptive but concise—responses are limited to 2000 characters. If you exceed 2000 characters, you will be alerted and will need to edit the description before continuing.

Other Contact Person Information: FTA may need to contact the individual completing the form or another agency-designated contact concerning details that may not be clear, or to further clarify data. If someone other than the safety or security contact person should be contacted, please complete this section.

Collision Screens

The collision screens for **Rail Collision**, **Non-rail Collision**, or **Ferryboat Collision** vary slightly, depending on mode. There are four basic information screens for reporting a collision within a mode: Collision Event information screen, Transit Vehicle Involved screen, Collision information screen, and Other Motor Vehicle Involved screen (not applicable for Ferry Boat reporting).

Rail Collision

The rail collision screens collect information about the number of rail transit trains and other motor vehicles involved, the location of the collision, what the transit train collided with, the type of collision, and the weather and right-of-way conditions at the time of the collision.

Rail Collision Event Information Screen

Rail Collision Event Information

Incident Number: New **Mode / Type of Service:** LR / DD

Using the lists below, please provide the following Collision Event details.

Number of Rail Transit Trains involved:

Location:

- Revenue facility: transit station
- Non-revenue facility
- Right-of-way: grade crossing
- Right-of-way: not a grade crossing
- Other ▶ Please describe

Collision with:

- Motor vehicle
- Person
- Animal
- Fixed object |
- Rail vehicle
- Other

Number of Other Motor Vehicles involved:

Number of Rail Transit Trains Involved: Enter the number of rail transit trains involved in the collision.

Location: Select the location (i.e., revenue facility, grade crossing) where the collision occurred. If the location is not listed, select "Other" and use the **Describe** box to provide a location description. Grade crossings are not limited to intersections with vehicular traffic. A grade crossing can be a pedestrian-only crossing.

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Collision With: Select whether a motor vehicle, a person, an animal, an object, or another rail vehicle was involved in the collision with the transit train. If the list does not contain a description that fits your needs, select Other.

- Collision with a bicyclist should be reported as a collision with a **Person**
- Collision with a moped, scooter, motorcycle, transit vehicle (other than rail), charter bus, or school bus should be reported as a collision with a **Motor Vehicle**.

Number of Other Motor Vehicles Involved: If you checked **Motor Vehicle** in **Collision With**, enter the number of motor vehicles other than the transit vehicle (i.e., automobiles, motorcycles, buses) that were involved in the collision. For example, a chain reaction incident might involve the transit vehicle and 3 other vehicles. Number of Other Motor Vehicles Involved would then be 3.

Rail Collision Rail Transit Train Involved Screen

Rail Collision Rail Transit Train Involved

Incident Number: **New** Mode / Type of Service: **LR / DO**

Using the lists below, please provide the following Rail Transit Trains Involved details.

Number of Cars in Rail Transit Train:

Number of Cars Derailed:

Train action:

- Going straight
- Making a stop
- Leaving a stop
- Negotiating a curve
- Proceeding through a switch
- Parked
- Other ▶ Please describe

Collision type:

- Head-on
- Rear-ended
- Angle
- Other front impact
- Sideswipe
- Other ▶ Please describe

Train speed: /mph

Vehicle manufacturer:
Other ▶ Please describe

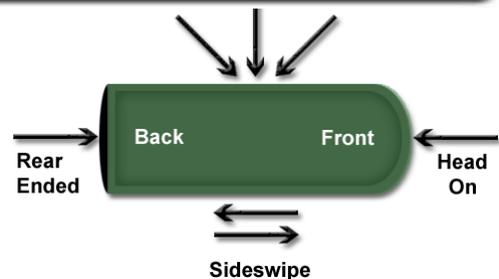
This screen is completed for each rail transit train involved in the collision (as previously indicated on the Rail Collision Event Information screen).

Number of Cars in Rail Transit Train: Enter the total number of cars in the rail transit train.

Number of Cars Derailed: Of the total number of cars in the rail transit train, enter the number of cars that derailed as a result of the collision.

Train Action: Select the physical movement of the train when the collision occurred (i.e., going straight, making a transit stop). If the action is not listed, select Other and use the **Describe** box to provide a description of the action.

Collision Type: Select the appropriate collision type. The area of the vehicle that was impacted during the collision defines collision type. Each choice is from the point of view of the transit vehicle. For example, rear-ended means that another



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vehicle hit the back of the rail transit train, while rear-ending means the rail transit train hit the back of another vehicle. Any point of contact on the side of the train is reported as an Angle.

Train Speed: Enter the estimated speed (in miles per hour) at which the rail transit train was traveling when the collision occurred. If you do not know the exact speed, you may estimate. The posted or design speed within a corridor may be used as the estimated train speed.

Example 13 — Collision Type Reporting

Example: Rear-End Collision - A train is hit in the rear by another train.

Solution: Select **Rear-ended**

Example: Rear-End Collision - A train strikes a motor vehicle from behind.

Solution: Select **Rear-ending**

Vehicle Manufacturer: Use the **Vehicle manufacturer** drop-down to select the manufacturer of the rail transit train. If the manufacturer is not listed, select Other and use the **Describe** box to provide the name of the manufacturer.

The following Rail manufacturers are provided in the **Vehicle Manufacturer** drop-down list:

Rail Manufacturer Codes

ABB	Asea Brown Boveri Ltd.	GEC	General Electric Corporation	PST	Pullman-Standard
ACF	American Car and Foundry Company	GMC	General Motors Corporation	PTC	Perley Thomas Car Company
AEG	AEG Transportation Systems	GTC	Gomaco Trolley Company	RHR	Rohr Corporation
AMI	Amrail Inc.	HIT	Hitachi	SDU	Siemens Mass Transit Division
ASK	AAI/Skoda	HSC	Hawker Siddeley Canada	SFB	Societe Franco-Belge De Material
BBB	Blue Bird Corporation	KAW	Kawasaki Rail Car Inc. (formerly Kawasaki Heavy Industries)	SLC	St. Louis Car Company
BFC	Breda Transportation Inc.	MAF	Maferasa	SOF	Soferval
BOM	Bombardier Corporation	MBB	M.B.B.	SUM	Sumitomo Corporation
BUD	Budd Company	MKI	American Passenger Rail Car Company (formerly Morrison-Knudsen)	TCC	Tokyo Car Company
BVC	Boeing Vertol Company	MPT	Motive Power Industries (formerly Boise Locomotive)	UTD	UTDC Inc.
CVL	Canadian Vickers Ltd.			WAM	Westinghouse-Amrail
DWC	Duewag Corporation				

Rail Collision Information Screen

Rail Collision Information

Incident Number: New **Mode / Type of Service:** LR / DO

Using the lists below, please provide the following Collision Right-of-way details.

Rail Collision Event Details

Weather:

<input type="radio"/> Clear	<input type="radio"/> Cloudy
<input type="radio"/> Foggy / misting	<input type="radio"/> Raining
<input type="radio"/> Snowing / sleeting	<input type="radio"/> Other ▶ Please describe <input type="text"/>

Lighting:

<input type="radio"/> Daylight	<input type="radio"/> Sun in eyes of transit vehicle operator
<input type="radio"/> Twilight	<input type="radio"/> Sun in eyes of other vehicle operator
<input type="radio"/> Night	<input type="radio"/> Other ▶ Please describe <input type="text"/>

Rail Collision Right-of-Way Information

Rail alignment:

- Exclusive right-of-way: tunnel
- Exclusive right-of-way: elevated track
- Exclusive right-of-way: at grade
- Exclusive right-of-way: sidings / rail yard / other non-revenue track
- Shared with other rail vehicles (controlled access to other non-rail vehicles)
- Non-exclusive right-of-way: shared with vehicles or pedestrians
- Other ▶ Please describe

Grade crossing control (if applicable):

<input type="radio"/> Active devices: crossing gates	<input type="radio"/> Active devices: quad gates
<input type="radio"/> Active devices: flashing lights only	<input type="radio"/> Active devices: train approaching sign
<input type="radio"/> Active devices: traffic signal	<input type="radio"/> Passive devices: stop sign
<input type="radio"/> Passive devices: cross bucks	<input type="radio"/> No control device
<input type="radio"/> Other ▶ Please describe <input type="text"/>	

Right-of-way conditions:

<input type="radio"/> Dry	<input type="radio"/> Wet
<input type="radio"/> Snow / slush	<input type="radio"/> Ice
<input type="radio"/> Debris	<input type="radio"/> Other ▶ Please describe <input type="text"/>

Weather: Select the weather conditions at the time of the collision. If the weather condition is not listed, or if the incident occurred indoors, select Other and use the **Describe** box to provide a description of the weather condition, or explain that the incident occurred indoors. A sunny day is reported as Clear. Hot or Cold are not acceptable weather conditions.

Lighting: Select the lighting condition that best describes the lighting (i.e., daylight, night) under which the collision occurred. If the lighting type is not listed, select Other and use the **Describe** box to provide a description of the lighting. For example, if the incident occurred in a tunnel, you would check Other and type in Artificial Lighting. Twilight encompasses both the time of sunrise (dawn) and sunset (dusk).

Example 14 — Weather Condition Reporting

Example: Fog / Safety Incident

A monorail vehicle (MO) leaves the station in foggy conditions.

Solution: Select **Foggy / Misting**

Example: Indoors Safety Incident

A passenger is killed as a result of an incident involving an elevator in a station.

Solution: Select **Other** and state that the incident happened indoors.

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Rail Alignment: Select the rail alignment of the right-of-way (ROW) on which the collision occurred. If the alignment type is not listed, select Other and use the **Describe** box to provide a description of the alignment. Your selection should coincide with the choice made under **Location** on the **Rail Collision Event Information** Screen.

Grade Crossing Control: Select the grade crossing control device that most closely describes the traffic control or other devices present during the grade crossing collision. Make a selection here only if the collision occurred at a grade crossing. If the grade crossing control is not listed, select Other and use the **Describe** box to provide a description. Your selection here must coincide with the choice made under **Location** on the **Rail Collision Event Information** screen. If the collision did not occur at a grade crossing, leave this section blank and do not select No control device.

Right-of-Way Conditions: Select the condition of the ROW surface (i.e., dry, wet) on which the collision occurred. If the condition type is not listed, select Other and use the **Describe** box to provide a description of the condition.

Collision Non-Transit Vehicle Involved Screen

The screenshot shows a web form titled "Rail Collision Event Information". At the top, it displays "Incident Number: New" and "Mode / Type of Service: CR / DO". Below this, a prompt reads: "Using the lists below, please provide the following Collision Event details." The form contains three main sections: "Location:" with radio buttons for "Parking facility" and "Other" (with a "Please describe" text box); "Collision with:" with radio buttons for "Private vehicle(s)", "Private vehicle with a person", "Private vehicle with fixed object", and "Other"; and "Number of Other Motor Vehicles involved:" with a text input field. At the bottom, there are three buttons: "Close", "View Form", and "Next".

This screen will only appear if you are reporting a non-transit collision that occurred on transit owned or occupied property. This screen becomes available only if you checked No to the question "Were Transit Vehicles Involved in this incident?" on Set Up Screen 2.

An incident involving a non-revenue transit vehicle may be reportable here if it meets one of the reportable incident thresholds and affects revenue operations. Examples of such incidents include:

- A supervisory vehicle being used to drive an operator to a bus to start revenue service collides with a private vehicle. This collision affects revenue operations.
- Rail maintenance equipment collides with a fixed object on a revenue track and affects the train schedule. The incident impacts revenue service.

Location: Select the location (i.e., parking facility, other) where the collision occurred. If Other is selected, use the **Describe** box to provide a description of the location.

Collision With: Select the type of collision that is being reported. For example, an employee leaving work in his personal vehicle collides with a person in a parking lot of a transit facility, check Private vehicle with a person.

Number of Other Motor Vehicles Involved: Enter the total number of non-transit or non-revenue transit motor vehicles involved in this collision. For example, if the Collision type is checked as "Private vehicle with a person", the Number of Other Motor Vehicles Involved would be 1. If a vehicle cuts off another vehicle but was not struck, do not include that vehicle.

Rail Collision Other Motor Vehicle Involved Screen

Rail Collision Other Motor Vehicle Involved

Incident Number: New Mode / Type of Service: LR / DO

Using the lists below, please provide the following Other Motor Vehicle Involved details.

Other Motor Vehicle type:

- Automobile
- Light truck or SUV
- Motorcycle
- Tractor trailer
- Commercial rail or Amtrak
- Other ▶ Please describe

Other Motor Vehicle action:

- Going straight
- Making a turn
- Going backwards
- Stopped
- Other ▶ Please describe

Collision type:

- Head-on
- Rear-ended
- Rear-ending
- Other front impact
- Angle
- Sideswipe
- Other ▶ Please describe

Close View Form Next

This screen is completed for each other motor vehicle involved in the collision (as previously indicated on the Rail Collision Event Information screen).

Other Motor Vehicle Type: Select the type of [other motor vehicle](#) (i.e., automobile, motorcycle) that was involved in the collision. If the vehicle type is not listed, select Other and use the **Describe** box to enter the vehicle type. A passenger van is reported as an Automobile. A moped or scooter is considered a motorcycle.

Other Motor Vehicle Action: Select the physical action that the other motor vehicle was involved in when the collision occurred (i.e., going straight, making a turn). If the action is not listed, select Other and use the **Describe** box to provide the action, for example, changing lanes.

Collision Type: Select the appropriate collision type. The area of the vehicle that was impacted during the collision defines collision type. Each choice is from the point of view of the other motor vehicle.

- **Head-on:** A collision where two vehicles are coming from opposite directions and hit each other straight on the front; or in a T-bone or broadside collision, where one vehicle drives head-on into the side of another vehicle (angle).
- **Rear-ending:** A collision where a vehicle hits another vehicle in the rear.
- **Angle:** Any point of contact on the side of the vehicle including the mirror. Used in combination with Head-on for a T-bone or broadside collision.
- **Rear-ended:** A collision where a vehicle is hit in the rear by another vehicle.
- **Other front impact:** Any collision that involves the front of the vehicle that would not be described as head-on. For example, catching the front bumper on an object while making a turn would be reported as Other Front Impact.
- **Sideswipe:** A collision where two vehicles travelling in the same direction or opposite directions contact each other along the side in a scraping-type action.

Non-Rail Collision

The Non-rail transit collision screens collect information about the number of transit vehicles and other motor vehicles involved, the location of the collision, what the transit vehicle collided with, the type of collision, and the weather and roadway conditions at the time of the collision.

Non-Rail Collision Event Information Screen

Non-Rail Collision Event Information

Incident Number: New **Mode / Type of Service:** MB / DO

Using the lists below, please provide the following Collision Event details.

Number of Non-rail Transit Vehicles involved:

Location:

- Revenue facility: transit center
- Non-revenue facility
- Roadway: grade crossing
- Roadway: not grade crossing or intersection
- Roadway: intersection
- Other ▶ Please describe

Collision with:

- Motor vehicle
- Person
- Animal
- Fixed object
- Other ▶ Please describe

Number of Other Motor Vehicles involved:

Number of Non-Rail Transit Vehicles Involved: Enter the number of non-rail transit vehicles involved in the collision.

Location: Select the location (i.e., revenue facility, grade crossing, intersection) where the collision occurred. If the location is not listed, select Other and use the **Describe** box to provide a description of the location.

- A Bus Stop located on a street is either a **Roadway: intersection** or **Roadway: not grade crossing or intersection**.
- A ramp is a considered a **Roadway**.
- Grade crossings are intersections of tracks and streets but are not limited to intersections with vehicular traffic. For instance, they can also be intersections of tracks and pedestrian only crossings.
- An exit from a parking lot that entails a merge with the flow of traffic is not considered an intersection.

Collision With: Select whether a motor vehicle, a person, an animal, or a fixed object was involved in the collision with the transit vehicle. If the list does not contain a description that fits your needs, select Other and use the Describe box to enter a description.

- Collision with a person on a bicycle should be reported as a collision with a **Person**.
- Collision with a moped, motorcycle, charter or school bus or another transit vehicle should be reported as a collision with a **Motor Vehicle**.
- Collision with a loose object such as a ladder that has fallen off the back of a truck should be reported as a collision with **Other** and "ladder" typed in the **Describe** box.

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Example 15 — Reporting Collision With

Example: Collision with a Fire Hydrant

A demand response (DR) vehicle hits a fire hydrant. As a result, the operator and two passengers are injured seriously enough to require immediate transport to a nearby hospital.

Solution: Select **Fixed object**

Example: Collision with a Motorcycle

A trolleybus (TB) strikes a motorcyclist, who dies three days after transport to hospital due to injuries sustained in this incident.

Solution: Select **Motor vehicle**.

Number of Other Motor Vehicles Involved: Enter the number of other motor vehicles (other than the transit vehicle) involved in the collision (i.e., automobiles, motorcycles). If a vehicle cuts off another vehicle but was not struck, do not include that vehicle.

Example 16 — Number of Other Motor Vehicles Involved Reporting

Example: Car 1 cuts-off a bus which causes the bus to collide with Car 2.

Report 1 transit vehicle, 1 other motor vehicle (Car 2) (Car 1 did not make contact).

Example: Car 1 hits a bus and then Car 1 proceeds to hit Car 2.

Report 1 transit vehicle and 2 other motor vehicles (Cars 1 and 2).

Example: Car 1 hits a bus and then the bus proceeds to hit Car 2.

Report 1 transit vehicle and 2 other motor vehicles (Cars 1 and 2).

Non-Rail Collision Transit Vehicle Involved Screen

Non-Rail Collision Transit Vehicle Involved Information

Incident Number: New Mode / Type of Service: MB / DD

Using the lists below, please provide the following Transit Vehicle Involved details.

Transit vehicle type:

<input type="radio"/> Transit: bus - articulated	<input type="radio"/> Transit: bus
<input type="radio"/> Transit: bus - cutaway	<input type="radio"/> Transit: trolleybus
<input type="radio"/> Transit: demand response vehicle	<input type="radio"/> Transit: vanpool vehicle
<input type="radio"/> Transit: jitney or público vehicle	<input type="radio"/> Transit: non-revenue vehicle
<input type="radio"/> Other ▶ Please describe <input type="text"/>	

Vehicle action:

<input type="radio"/> Going straight
<input type="radio"/> Making a stop
<input type="radio"/> Leaving a stop
<input type="radio"/> Negotiating a curve
<input type="radio"/> Making a turn
<input type="radio"/> Other ▶ Please describe <input type="text"/>

Collision type:

<input type="radio"/> Head-on	<input type="radio"/> Rear-ended
<input type="radio"/> Rear-ending	<input type="radio"/> Other front impact
<input type="radio"/> Angle	<input type="radio"/> Sideswipe
<input type="radio"/> Other ▶ Please describe <input type="text"/>	

Vehicle speed: /mph

Vehicle manufacturer:
Other ▶ Please describe

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This screen is completed for each non-rail transit vehicle type involved in the collision (as previously indicated on the Non-Rail Collision Event Information screen).

Transit Vehicle Type: Select the type of transit vehicle involved in the collision. If the vehicle type is not listed, select Other and use the **Describe** box to provide a description of the transit vehicle type.

Vehicle Action: Select the physical movement of the transit vehicle at the time of collision (i.e., going straight, making a stop). If the action is not listed, select Other and use the **Describe** box to provide a description of the action.

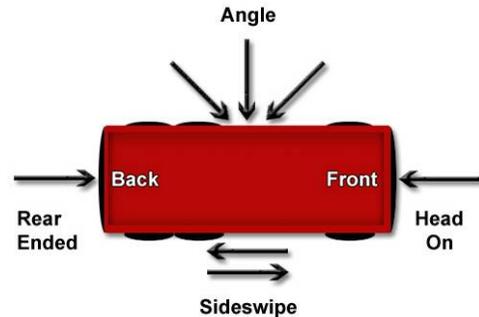
- If the transit vehicle was **Stopped**, select **Other** and type in “stopped”.
- Report **Changing lanes** as either **Going straight** or check **Other** and type in “changing lanes”.
- Report **backing up** in **Other** and type in “backing up”.
- Making a stop or leaving a stop is used when the transit vehicle is coming to or leaving from a regularly scheduled service stop.

Collision Type: Select the appropriate collision type. The area of the vehicle that was impacted during the collision defines collision type. Each choice is from the point of view of the transit vehicle. For example, rear-ended means that another vehicle hit the back of the transit vehicle, while rear-ending means the transit vehicle hit the back of another vehicle.

- **Head-on:** A collision where two vehicles are coming from opposite directions and hit each other straight on the front; or in a T-bone or broadside collision, where one vehicle drives head-on into the side of another vehicle (angle).
- **Rear-ending:** A collision where a vehicle hits another vehicle in the rear.
- **Angle:** Any point of contact on the side of the vehicle including the mirror. Used in combination with Head-on for a T-bone or broadside collision.
- **Rear-ended:** A collision where a vehicle is hit in the rear by another vehicle.
- **Other front impact:** Any collision that involves the front of the vehicle that would not be described as head-on. For example, catching the front bumper on an object while making a turn would be reported as Other Front Impact.
- **Sideswipe:** A collision where two vehicles travelling in the same direction or opposite directions contact each other along the side in a scraping type action.

Vehicle Speed: Enter the speed (in miles per hour) at which the transit vehicle was traveling when the collision occurred. If you do not know the exact speed, you may estimate. Enter zero if the transit vehicle was stopped. The posted speed limit of a roadway can also be used as the reported speed.

Vehicle Manufacturer: Use the Vehicle manufacturer drop-down to select the manufacturer of the vehicle. If the manufacturer is not listed, select Other and use the **Describe** box to provide the name of the manufacturer.



Example 17 — Collision Impact Type Reporting

Example: Rear-End Collision

A trolleybus (TB) is rear-ended.

Solution: Select **Rear-ended**

Example: Head On Collision

A Bus (MB) strikes a utility pole head on (i.e., with the front of the bus).

Solution: Select **Head-on** because the incident involved the front of the bus striking a stationary object

The following Non-Rail manufacturers are provided in the **Vehicle Manufacturer** drop-down list:

Non-Rail Manufacturer Codes

AAI	Allen Ashley Inc.	EDN	EIDorado National (formerly EI Dorado/EBC/National Coach/NCC	NFA	New Flyer of America
ACF	American Car and Foundry Company	EII	Eagle Bus Manufacturing	NOV	NOVA Bus Corporation
ACI	American Coastal Industries	FDC	Federal Coach	OBI	Orion Bus Industries Ltd. (formerly Ontario Bus Industries)
AEG	AEG Transportation Systems	FIL	Flyer Industries Ltd (aka: New Flyer Industries)	OCC	Overland Custom Coach Inc.
All	American Ikarus Inc.	FLT	Fixette Corporation	OTC	Oshkosh Truck Corporation
AMG	AM General Corporation	FLX	Flexible Corporation	PCI	Prevost Car Inc.

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Non-Rail Manufacturer Codes

AMT	AmTran Corporation	FRC	Freightliner Corporation	PLY	Plymouth Division-Chrysler Corporation
ASK	AAI/Skoda	FRD	Ford Motor Corporation	PST	Pullman-Standard
ATC	American Transportation Corporation	FSC	Ferrostaal Corporation	RIC	Rico Industries
BBB	Blue Bird Corporation	GCC	Goshen Coach	SBI	SuperBus Inc.
BFC	Breda Transportation Inc.	GIL	Gillig Corporation	SCC	Sabre Bus and Coach Corporation (formerly Sabre Carriage Comp.)
BIA	Bus Industries of America	GIR	Girardin Corporation	SHI	Shepard Brothers Inc.
BOM	Bombardier Corporation	GLV	Glaval Bus	SPC	Startrans (Supreme Corporation)
BOY	Boyertown Auto Body Works	GMC	General Motors Corporation	SPC	Supreme Corporation
BRA	Braun	GML	General Motors of Canada Ltd.	SPR	Spartan Motors Inc.
CBC	Collins Bus Corporation (formerly Collins Industries Inc./COL)	GOM	Gomaco	SSI	Stewart Stevenson Services Inc.
CBW	Carpenter Industries LLC (formerly Carpenter Manufacturing Inc.)	HSC	Hawker Siddeley Canada IKU - Ikarus USA Inc.	STR	Starcraft
CCC	Cable Car Concepts Inc.	INT	International	SVM	Specialty Vehicle Manufacturing Corporation
CCI	Chance Bus Inc. (formerly Chance Manufacturing Company/CHI)	KKI	Krystal Koach Inc.	TBB	Thomas Built Buses
CEQ	Coach and Equipment Manufacturing Company	MAN	American MAN Corporation	TEI	Trolley Enterprises Inc.
CHA	Chance Manufacturing Company	MBZ	Mercedes Benz	TMC	Transportation Manufacturing Company
CMC	Champion Motor Coach Inc.	MCI	Motor Coach Industries International (DINA)	TOU	Tourstar
CMD	Chevrolet Motor Division - GMC	MDI	Mid Bus Inc.	TRN	Transcoach
CVL	Canadian Vickers Ltd.	MTC	Metrotrans Corporation	TTR	Terra Transit
DIA	Diamond Coach Corporation (formerly Coons Manufacturing Inc./CMI)	NAB	North American Bus Industries Inc. (formerly Ikarus USA Inc./IKU)	TTT	Turtle Top
DMC	Dina/Motor Coach Industries (MCI)	NAT	North American Transit Inc.	VAN	Van Hool N.V.
DTD	Dodge Division - Chrysler Corporation	NAV	Navistar International Corporation (aka: International/INT)	VOL	Volvo
DUC	Dutcher Corporation	NBC	National Mobility Corporation	WCI	Wheeled Coach Industries Inc.
EBC	EIDorado Bus (EBC Inc.)	NCC	National Coach Corporation	WOC	Wide One Corporation
		NEO	Neoplan - USA Corporation	WTI	World Trans Inc. (aka: Mobile-Tech Corporation)
				WYC	Wayne Corporation (formerly Wayne Manufacturing Company/WAY)

Non-Rail Collision Information Screen

Non-Rail Collision Information

Incident Number: New **Mode / Type of Service:** MB / DO

Using the lists below, please provide the following Collision Roadway details.

Non-Rail Collision Event Details

Weather:

<input type="radio"/> Clear	<input type="radio"/> Cloudy
<input type="radio"/> Foggy / misting	<input type="radio"/> Raining
<input type="radio"/> Snowing / sleeting	<input type="radio"/> Other ▶ Please describe
	<input type="text"/>

Lighting:

<input type="radio"/> Daylight	<input type="radio"/> Sun in eyes of transit vehicle operator
<input type="radio"/> Twilight	<input type="radio"/> Sun in eyes of other vehicle operator
<input type="radio"/> Night	<input type="radio"/> Other ▶ Please describe
	<input type="text"/>

Non-Rail Roadway Information

Roadway configuration:

<input type="radio"/> Limited access highway	<input type="radio"/> Divided highway
<input type="radio"/> Street	<input type="radio"/> Bridge
<input type="radio"/> Intersection / grade crossing	<input type="radio"/> Tunnel
<input type="radio"/> Private property	<input type="radio"/> Ramp
<input type="radio"/> Other ▶ Please describe	<input type="text"/>

Intersection (if applicable):

<input type="radio"/> Traffic signal	<input type="radio"/> Police officer / flagman / other person
<input type="radio"/> Stop sign	<input type="radio"/> Yield sign
<input type="radio"/> Crossing gate	<input type="radio"/> No control device / individual / sign
<input type="radio"/> Other ▶ Please describe	<input type="text"/>
<input type="radio"/> Not Applicable	

control **Grade Crossing (if applicable):**

<input type="radio"/> Active devices: crossing gates	<input type="radio"/> Active devices: quad gates
<input type="radio"/> Active devices: flashing lights only	<input type="radio"/> Active devices: train approaching sign
<input type="radio"/> Active devices: traffic signal	<input type="radio"/> Passive devices: stop sign
<input type="radio"/> Passive devices: cross bucks	<input type="radio"/> No control device
<input type="radio"/> Other ▶ Please describe	<input type="text"/>
<input type="radio"/> Not Applicable	

Road conditions:

<input type="radio"/> Dry	<input type="radio"/> Wet
<input type="radio"/> Snow / slush	<input type="radio"/> Ice
<input type="radio"/> Debris	<input type="radio"/> Other ▶ Please describe
	<input type="text"/>

Weather: Select the weather conditions at the time of the collision. If the weather condition is not listed, or if the incident occurred indoors, select Other and use the **Describe** box to provide a description of the weather condition, or explain that the incident occurred indoors. A sunny day is reported as Clear. Hot or Cold are not acceptable weather conditions.

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Lighting: Select the lighting condition that best describes the lighting (i.e., daylight, night) under which the collision occurred. If the lighting type is not listed, select Other and use the **Describe** box to provide a description of the lighting. For example, if the incident occurred in a tunnel you would check Other and type in Artificial Lighting.

Twilight encompasses both just before sunrise (dawn) and just after sunset (dusk).

Roadway Configuration: Select the configuration of the roadway (i.e., bridge, highway) on which the collision occurred. If the configuration type is not listed, select Other and use the **Describe** box to provide a description of the roadway configuration. Your selection should coincide with the choice made previously under **Location** on the **Non-Rail Collision Event Information** screen.

Example 18 — Weather Condition Reporting

Example: Clear Weather / Safety Incident

A paratransit van leaves the roadway in clear weather conditions.

Solution: Select **Clear**

Example: Fog / Safety Incident

A paratransit van leaves the roadway in foggy conditions.

Solution: Select **Foggy / Misting**

Example: Indoors Safety Incident

A passenger is killed as a result of an incident involving an elevator in a station.

Solution: Select **Other** and state that the incident happened indoors.

Example 19 – Non-Rail Collision Information, Roadway Configuration and Non-Rail Collision Event Information Reporting

Example: Under **Non-Rail Collision Event Information** you reported **Location** as **Roadway: grade crossing**.

Solution: Under **Non-Rail Collision Information; Roadway Configuration** select **Intersection / grade crossing**.

Example: Under **Non-Rail Collision Event Information** you reported **Location** as **Roadway: not grade crossing or intersection**.

Solution: Under **Non-Rail Collision Information; Roadway Configuration** do not select **Intersection / grade crossing**

Example: Under **Non-Rail Collision Event Information** you reported **Location** as **Roadway: intersection**.

Solution: Under **Non-Rail Collision Information; Roadway Configuration** select **Intersection / grade crossing**.

Intersection (if applicable): Select the intersection control device that most closely describes the traffic control or other devices present during the collision. Complete only if collision occurred at an intersection. If the intersection control type is not listed, select Other and use the **Describe** box to provide a description. If the incident did not occur at an intersection, select **Not applicable**. If you selected a **Location** of **Roadway: grade crossing** on the **Collision Event Information** screen and selected **Roadway Configuration** as **Intersection / grade crossing** on this screen, be sure to choose the correct signaling device for the intersection.

Grade Crossing Control (if applicable): Select the grade crossing control device that most closely describes the traffic control or other devices present during the collision. If the incident did not happen at a grade crossing, select **Not Applicable**. If the grade crossing control type is not listed, select Other and use the **Describe** box to provide a description. Do not indicate signaling in this section for a street intersection. Only choose signaling in this section if you have chosen **Grade Crossing** as the **Location** on the **Non-Rail Collision Event Information** screen and also indicated **Grade Crossing** on the **Non-Rail Collision Information; Roadway Configuration** section.

Road Conditions: Select the condition of the road surface (i.e., dry, wet) on which the collision occurred. If the condition is not listed, select Other and use the **Describe** box to provide a description of the road conditions.

Collision Non-Transit Vehicle Involved Screen

Non-Rail Collision Event Information

Incident Number: New Mode / Type of Service: MB / DD

Using the lists below, please provide the following Collision Event details.

Location:

Parking facility

Other ▶ Please describe

Collision with:

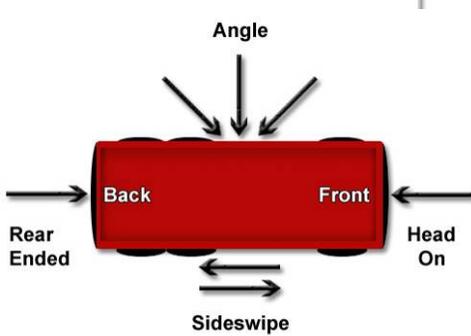
Private vehicle(s)

Private vehicle with a person

Private vehicle with fixed object

Other ▶ Please describe

Number of Other Motor Vehicles involved:



The diagram shows a red vehicle from a top-down perspective. The left side is labeled 'Back' and the right side is labeled 'Front'. Four arrows point towards the vehicle from different directions: 'Angle' from the top, 'Rear Ended' from the left, 'Head On' from the right, and 'Sideswipe' from the bottom. A double-headed arrow labeled 'Sideswipe' is positioned below the vehicle, indicating the direction of the collision.

This screen will only appear if you are reporting a non-transit collision that occurred on or involved transit owned or occupied property. This screen becomes available only if you checked No to the question “Were Transit Vehicles Involved in this incident?” on Set Up Screen 2.

An incident involving a non-revenue transit vehicle may be reportable here if it meets one of the reportable incident thresholds and affects revenue operations. Examples of such incidents include:

- A supervisory vehicle being used to drive an operator to a bus to start revenue service collides with a private vehicle. This collision affects revenue operations.
- Rail maintenance equipment collides with a fixed object on a revenue track and affects the train schedule. The incident impacts revenue service.

Location: Select the location (i.e., parking facility, other) where the collision occurred. If Other is selected, use the **Describe** box to provide a description of the location.

Collision Type: Select the type of collision that is being reported. For example, an employee leaving work in his personal vehicle collides with a person in a parking lot of a transit facility, check Private vehicle with a person.

Number of Other Motor Vehicles Involved: Enter the total number of non-transit or non-revenue transit motor vehicles involved in this collision. For example, if the **Collision type** is checked as Private vehicle with a person, the Number of Other Motor Vehicles Involved would be 1. If a vehicle cut off another vehicle but was not struck, do not include that vehicle.

Non-Rail Collision Other Motor Vehicle Involved Screen

Non-Rail Collision Other Motor Vehicle Involved Information

Incident Number: New **Mode / Type of Service:** MB / DO

Using the lists below, please provide the following Other Motor Vehicle Involved details.

Other Motor Vehicle type:

<input type="radio"/> Automobile	<input type="radio"/> Light truck or SUV
<input type="radio"/> Motorcycle	<input type="radio"/> Tractor trailer
<input type="radio"/> Rail vehicle	<input type="radio"/> Other ▶ Please describe <input type="text"/>

Other Motor Vehicle action:

<input type="radio"/> Going straight	<input type="radio"/> Stopped
<input type="radio"/> Going backwards	<input type="radio"/> Negotiating a curve
<input type="radio"/> Making a turn	<input type="radio"/> Other ▶ Please describe <input type="text"/>

Collision type:

<input type="radio"/> Head-on	<input type="radio"/> Rear-ended
<input type="radio"/> Rear-ending	<input type="radio"/> Other front impact
<input type="radio"/> Angle	<input type="radio"/> Sideswipe
<input type="radio"/> Other ▶ Please describe <input type="text"/>	

This screen is completed for each other motor vehicle involved in the collision (as previously indicated on the Non-Rail Collision Event Information screen).

Other Motor Vehicle Type: Select the type of other motor vehicle (i.e., automobile, motorcycle) that was involved in the collision. If the vehicle type is not listed, select Other and use the **Describe** box to describe the vehicle type.

- A passenger van is reported as **Automobile**
- A moped or scooter is considered a **Motorcycle**

Other Motor Vehicle Action: Select the physical action that the other motor vehicle was involved in when the collision occurred (i.e., going straight, making a turn). If the action is not listed, select Other and use the **Describe** box to provide the action. Report changing lanes as either Going Straight or check Other and type in Changing Lanes in the Describe box.

Collision Type: Select the appropriate collision type. The area of the vehicle that was impacted during the collision defines collision type. Each choice is from the point of view of the other motor vehicle.

- **Head-on:** A collision where two vehicles are coming from opposite directions and hit each other straight on the front; or in a T-bone or broadside collision, where one vehicle drives head-on into the side of another vehicle (angle).
- **Rear-ending:** A collision where a vehicle hits another vehicle in the rear.
- **Angle:** Any point of contact on the side of the vehicle including the mirror. Also used in combination with Head-on for a T-bone or broadside collision.
- **Rear-ended:** A collision where a vehicle is hit in the rear by another vehicle.
- **Other front impact:** A collision that involves the front of the vehicle that would not be described as head-on. For example, catching the front bumper on an object while making a turn would be reported as Other Front Impact.
- **Sideswipe:** A collision where two vehicles travelling in the same direction or opposite directions contact each other along the side in a scraping type action.

Ferryboat Collision

The ferryboat collision screens collect information about the number of water transit vehicles involved, the location of the collision, what the transit vehicle collided with, the type of collision, and the weather and tide conditions at the time of the collision.

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Ferryboat Collision Event Information Screen

Ferryboat Collision Event Information

Incident Number: New **Mode / Type of Service:** FB / PT

Using the lists below, please provide the following Collision Event details.

Number of Transit Ferries involved:

Location:

- Revenue facility: terminal center
- Parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

Collision with:

- Vessel
- Animal
- Other ▶ Please describe
- Person
- Dock / terminal center

Number of Transit Ferries Involved: Enter the number of transit ferries involved in the collision.

Location: Select the location (i.e., revenue facility, non-revenue facility) where the collision occurred. If the location is not listed, select Other and use the **Describe** box to provide a description.

Collision With: Select the vessel (other than the transit ferry), object or person that was involved in the collision. If the list does not contain a description that fits your needs, select Other and use the **Describe** box to provide a description of the item.

Example 20 — Reporting Collision With

Example: Collision with a Dock

A ferryboat (FB) hits a dock. As a result, the operator and two passengers are injured seriously enough as to require immediate transport to a nearby hospital.

Select **Dock / terminal center**.

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use the **Describe** box to provide a description of the lighting.

Twilight encompasses both just before sunrise (dawn) and just after sunset (dusk).

Tide Conditions: Select condition of the tide (i.e., low, non-tidal waters) at the time of the collision. If the conditions are not listed, select Other and use the **Describe** box to provide a description of the tide conditions.

Current Conditions: Select condition of the current (i.e., slow, fast) at the time of the collision. If the conditions are not listed, select Other and use the **Describe** box to provide a description of the current conditions.

Mainline Derailment

The Mainline Derailment screens are only available for rail modes. Note that Mainline Derailment screens are only used if the derailment did not occur as a result of a collision – if the derailment was a consequence of a collision; report the incident as a collision. Detailed information is provided below.

Mainline Derailment Event Information Screen

Mainline Derailment Event Information

Incident Number: **New** Mode / Type of Service: **LR / DO**

Using the lists below, please provide the following Mainline Derailment Event details.

Number of Rail Trains involved:

Location:

- Revenue facility: transit station
- Non-revenue facility
- Right-of-way: grade crossing
- Right-of-way: trackway
- Other: ▶ Please describe

Configuration:

- Switch
- Curve
- Tangent (straight) track

Number of Rail Transit Trains Involved: Enter the number of rail transit trains involved in the mainline derailment.

Location: Select the location (i.e., revenue facility, grade crossing) where the derailment occurred. If the location is not listed, select Other and use the **Describe** box to provide a description of the location.

Configuration: Select the type of track on which the derailment took place (i.e., [switch](#), curve, [tangent track](#)).

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Derailment Rail Transit Train Involved Screen

Derailment Rail Transit Train Involved

Incident Number: New **Mode / Type of Service:** LR / DO

Using the lists below, please provide the following Rail Transit Trains Involved details.

Number of Cars in Train:

Number of Cars Derailed:

Train action:

- Going straight
- Making a stop
- Leaving a stop
- Negotiating a curve
- Proceeding through a switch
- Parked
- Other ▶ Please describe

Train speed: /mph

Vehicle manufacturer:
Other ▶ Please describe

This screen is completed for each rail transit train involved in the derailment (previously indicated on the Mainline Derailment Event Information screen).

Number of Cars in Rail Transit Train: Enter the total number of cars in the rail transit train.

Number of Cars Derailed: Of the total number of cars in the rail transit train, enter the number of cars that derailed.

Train Action: Select the physical movement of the train when the derailment occurred (i.e., going straight, making a transit stop). If the action is not listed, select Other and use the **Describe** box to provide a description of the action.

Train Speed: Enter the estimated speed (in miles per hour) at which the rail transit train was traveling when the derailment occurred. If you do not know the exact speed, you may estimate. The posted or design speed within a corridor may be used as the estimated train speed.

Vehicle Manufacturer: Use the **Vehicle manufacturer** drop-down to select the manufacturer of the rail transit train. If the manufacturer is not listed, select Other and use the **Describe** box to provide the name of the manufacturer.

Derailment Information Screen

Derailment Information

Incident Number: New **Mode / Type of Service:** LR / DO

Using the lists below, please provide the following Derailment Right-of-way details

Derailment Event Details

Weather:

<input type="radio"/> Clear	<input type="radio"/> Cloudy
<input type="radio"/> Foggy / misting	<input type="radio"/> Raining
<input type="radio"/> Snowing / sleeting	<input type="radio"/> Other ▶ Please describe <input type="text"/>

Lighting:

<input type="radio"/> Daylight	<input type="radio"/> Sun in eyes of transit vehicle operator
<input type="radio"/> Twilight	<input type="radio"/> Sun in eyes of other vehicle operator
<input type="radio"/> Night	<input type="radio"/> Other ▶ Please describe <input type="text"/>

Derailment Right-of-Way Information

Rail alignment:

- Exclusive right-of-way: tunnel
- Exclusive right-of-way: elevated track
- Exclusive right-of-way: at grade
- Exclusive right-of-way: sidings / rail yard / other non-revenue track
- Shared with other rail vehicles (controlled access to other non-rail vehicles)
- Non-exclusive right-of-way: shared with vehicles / pedestrians
- Other ▶ Please describe

ROW conditions:

<input type="radio"/> Dry	<input type="radio"/> Wet
<input type="radio"/> Snow / slush	<input type="radio"/> Ice
<input type="radio"/> Debris	<input type="radio"/> Other ▶ Please describe <input type="text"/>

Weather: Select the weather conditions at the time of the derailment. If the weather condition is not listed, or if the incident occurred indoors, select **Other** and use the **Describe** box to provide a description of the weather condition, or explain that the incident occurred indoors. A sunny day is reported as Clear. Hot or Cold are not acceptable weather conditions.

Lighting: Select the lighting condition that best describes the lighting (i.e., daylight, night) under which the derailment occurred. If the lighting type is not listed, select **Other** and use the **Describe** box to provide a description of the lighting. For example, if the incident occurred in a tunnel you would check **Other** and type in Artificial Lighting.

Twilight encompasses both just before sunrise (dawn) and just after sunset (dusk).

Rail Alignment: Select the rail alignment of the right-of-way (ROW) on which the derailment occurred. If the alignment type is not listed, select **Other** and use the **Describe** box to provide a description of the alignment. Your selection should coincide with the choice made under **Location** on the Mainline Derailment Event Information screen.

Right-of-Way Conditions: Select the condition of the ROW surface (i.e., dry, wet) on which the derailment occurred. If the condition type is not listed, select **Other** and use the **Describe** box to provide a description of the condition.

Fire

Fire screens vary slightly depending on the mode being reported.

For a fire event to be reportable on the S&S-40, fire suppression personnel (e.g., in house personnel or fire fighters) or equipment (e.g., fire extinguishers or hoses) must have been involved and a reportable incident threshold must have been met (fatality or injury (transported) or evacuation or property damage equal to or greater than \$25,000).

Arsons are not reported as fires, but as security incidents.

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Rail Fire Event Details Screen

Rail Fire Event Details

Incident Number: New **Mode / Type of Service:** LR / DD

Using the lists below, please provide the following Fire Event details.]

Location:

- In vehicle
- Revenue facility: transit center
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Right-of-way: outside vehicle
- Other ▶ Please describe

Type of Fire:

- Fuel
- Battery
- Other electrical
- Cable
- Smoking (e.g. tobacco) materials
- Other ▶ Please describe

Fuel type(If applicable):

- Not applicable
- Bunker fuel
- Diesel
- Electric battery
- Ethanol
- Hybrid diesel
- Grain additive
- Liquefied natural gas
- Methanol
- Bio-diesel
- Compressed natural gas
- Dual fuel
- Electric propulsion
- Gasoline
- Hybrid gasoline
- Kerosene
- Liquefied petroleum gas
- Other ▶ Please describe

Location: Select the location (i.e., in vehicle, revenue facility) where the fire took place. If the location is not listed, select Other and use the **Describe** box to provide a description of the location. For clarity, the **In Vehicle** option would be chosen for fires that also happen on external locations on the vehicle.

Example 23 — Fire Incident Type Reporting

Example: A fire at a transit-owned bus shelter occurs and results in \$15,000.00 of estimated property damage. There are no injuries.

Solution:

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$15,000

This incident is reported on the Safety and Security Monthly Summary Report (S&S-50) form, as there were no injuries and property damages did not meet or exceed \$25,000.

Type of Fire: Select the type of fire (i.e., fuel, other electrical). If the type of fire is not listed, select Other and use the **Describe** box to provide a description of the fire.

Example 24 — Fire Details

Example: A passenger drops a lit cigarette in a station. The fire causes extensive damage, requires fire suppression equipment, and the passenger requires immediate medical attention away from the scene.

Solution: Select: **Smoking (e.g., tobacco) materials**

Fuel Type (If applicable): Only indicate the **Fuel Type** if the fire was related to fuel. If fuel was not a factor in the fire, choose **Not applicable**. If the type of fuel is not listed, select Other and use the **Describe** box to provide a description of the fuel.

Non-Rail Fire Event Details Screen

Non-Rail Fire Event Details

Incident Number: **New** Mode / Type of Service: **MB / DO**

Using the lists below, please provide the following Fire Event details.

Location:

- In vehicle
- Revenue facility: transit center
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Right-of-way: outside vehicle
- Other ▶ Please describe

Type of Fire:

- Fuel
- Battery
- Other electrical
- Cable
- Smoking (e.g. tobacco) materials
- Other ▶ Please describe

Fuel type(If applicable):

- Not applicable
- Bunker fuel
- Diesel
- Electric battery
- Ethanol
- Hybrid diesel
- Grain additive
- Liquefied natural gas
- Methanol
- Bio-diesel
- Compressed natural gas
- Dual fuel
- Electric propulsion
- Gasoline
- Hybrid gasoline
- Kerosene
- Liquefied petroleum gas
- Other ▶ Please describe

Location: Select the location (i.e., in vehicle, revenue facility) where the fire took place. If the location is not listed, select Other and use the **Describe** box to provide a description of the location. For clarity, the **In Vehicle** option would also be chosen for fires that happen in the tire area or other external locations on the vehicle.

Type of Fire: Select the type of fire (i.e., fuel, other electrical). If the type of fire is not listed, select Other and use the **Describe** box to provide a description of the fire.

Fuel Type (If applicable): Only indicate the **Fuel Type** if the fire was related to fuel. If fuel was not a factor in the fire, choose **Not applicable**. If the type of fuel is not listed, select Other and use the **Describe** box to provide a description of the fuel.

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Ferryboat Fire Event Details Screen

Ferryboat Fire Event Details

Incident Number: **New** Mode / Type of Service: **FB / DO**

Using the lists below, please provide the following Fire Event details.

Location:

- In vehicle
- Revenue facility: terminal center
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe [_____]

Type of Fire:

- Fuel
- Battery
- Other electrical
- Cable
- Smoking (e.g. tobacco) materials
- Other ▶ Please describe [_____]

Fuel type (If applicable):

- Not applicable
- Bunker fuel
- Diesel
- Other ▶ Please describe [_____]
- Bio-diesel
- Electric propulsion
- Gasoline

Location: Select the location (i.e., in vehicle, revenue facility) where the fire took place. If the location is not listed, select Other and use the **Describe** box to provide a description of the location. For clarity, the **In Vehicle** option would also be chosen for fires that happen on external locations on the vehicle.

Type of Fire: Select the type of fire (i.e., fuel, other electrical). If the type of fire is not listed, select Other and use the **Describe** box to provide a description of the fire.

Fuel Type (If applicable): Only indicate the **Fuel Type** if the fire was related to fuel. If fuel was not a factor in the fire, choose **Not applicable**. If the type of fuel is not listed, select Other and use the **Describe** box to provide a description of the fuel.

Hazardous Material Spill

Hazardous Material Spill screens vary slightly depending on the mode being reported.

The definition of hazardous material spill requires that the incident must have caused an imminent danger to life, health, or the environment, and that special attention was given to clean up of the spill for the incident to be considered reportable.

Rail Hazardous Material Spill Event Details Screen

Rail Hazardous Material Spill Event Details

Incident Number: **New** Mode / Type of Service: **LR / DO**

Using the lists below, please provide the following Hazardous Material Spill Event details.

Location:

- In vehicle
- Revenue facility: transit center
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

Material type (if applicable):

- Not applicable
- Bunker fuel
- Diesel
- Electric battery
- Ethanol
- Hybrid diesel
- Grain additive
- Liquefied natural gas
- Methanol
- Bio-diesel
- Compressed natural gas
- Dual fuel
- Electric propulsion
- Gasoline
- Hybrid gasoline
- Kerosene
- Liquefied petroleum gas
- Other ▶ Please describe

Location: Select the location (i.e., in vehicle, revenue facility) where the hazardous material spill took place. If the location is not listed, select Other and use the **Describe** box to provide a description of the location.

Material Type: If the hazardous material spill was related to fuel, select the appropriate type. If the type of material is not listed, select Other and use the **Describe** box to provide a description of the hazardous material.

Non-Rail Hazardous Material Spill Event Details Screen

Non Rail Hazardous Material Spill Event Details

|

Incident Number: New **Mode / Type of Service:** MB / DO

Using the lists below, please provide the following Hazardous Material Spill Event details.

Location:

- In vehicle
- Revenue facility: transit Station
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

Material type (if applicable):

<input type="radio"/> Not applicable	<input type="radio"/> Bio-diesel
<input type="radio"/> Bunker fuel	<input type="radio"/> Compressed natural gas
<input type="radio"/> Diesel	<input type="radio"/> Dual fuel
<input type="radio"/> Electric battery	<input type="radio"/> Electric propulsion
<input type="radio"/> Ethanol	<input type="radio"/> Gasoline
<input type="radio"/> Hybrid diesel	<input type="radio"/> Hybrid gasoline
<input type="radio"/> Grain additive	<input type="radio"/> Kerosene
<input type="radio"/> Liquefied natural gas	<input type="radio"/> Liquefied petroleum gas
<input type="radio"/> Methanol	<input type="radio"/> Other ▶ Please describe <input type="text"/>

Location: Select the location (i.e., in vehicle, revenue facility) where the hazardous material spill took place. If the location is not listed, select Other and use the **Describe** box to provide a description of the location.

Material Type: If the hazardous material spill was related to fuel, select the appropriate type. If the type of material is not listed, select Other and use the **Describe** box to provide a description of the hazardous material.

Ferryboat Hazardous Material Spill Event Details Screen

Ferryboat Hazardous Material Spill Event Details

Incident Number: New **Mode / Type of Service:** FB / DO

Using the lists below, please provide the following Hazardous Material Spill Event details.

Location:

- In vessel
- Revenue facility: terminal center
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

Material type (if applicable):

- Not applicable
- Bunker fuel
- Diesel
- Other ▶ Please describe
- Bio-diesel
- Electric propulsion
- Gasoline

Location: Select the location (i.e., in vehicle, revenue facility) where the hazardous material spill took place. If the location is not listed, select Other and use the **Describe** box to provide a description of the location.

Material Type: If the hazardous material spill was related to fuel, select the appropriate type. If the type of material is not listed, select Other and use the **Describe** box to provide a description of the hazardous material

Act of God

An Act of God is a natural and unavoidable catastrophe that interrupts the expected course of events. The Act of God screen is designed to capture the following incidents: floods, earthquakes, hurricanes, tornados, ice storms, snow storms or other natural catastrophes.

The Act of God screens (2) are the same for all modes operated. Be advised, it is unusual for an Act of God to be reported independently from another incident (i.e., a fire, hazardous material spill).

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Act of God Event Details Screen

Act of God Event Details

Incident Number: New **Mode / Type of Service:** MB / DO

Using the lists below, please provide the following Act of God Event details.

Type:

- Earthquake
- Flood
- Hurricane
- Tornado
- Other high winds
- Lightning
- Snow storm
- Ice storm
- Other ▶ Please describe

Type: Select the Act of God type from the choices listed. If the choice that best describes your occurrence is not listed, choose Other and use the **Describe** box to provide a description of the event.

Act of God Event Details

Incident Number: New **Mode / Type of Service:** MB / DO

Using the lists below, please provide the following Act of God Event details.

Location of Property Damage, Injuries or Fatalities:

- In vehicle / vessel
- Revenue facility: transit station / center or terminal g
- Revenue facility: parking facility
- Revenue facility: other ▶ Please describe
- Non-revenue facility ▶ Please describe
- Right-of-way: grade crossing
- Right-of-way: not grade crossing
- Roadway: grade crossing
- Roadway: intersection
- Roadway: not grade crossing or intersection
- Roadway: transit stop
- Other ▶ Please describe

Location of Property Damage, Injuries or Fatalities: Select all applicable locations of the property damage, injuries or fatalities that occurred as a result of the Act of God. These locations should relate specifically to your transit agency. Do not simply put Louisiana as the location of the hurricane; instead, indicate the transit facility that was damaged during the hurricane.

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Evacuation

An evacuation for life safety reasons means an evacuation occurred because of the presence of imminent danger to people in or on transit property. Examples of life safety events include [fires](#), the presence of smoke, hazardous material spills and electrical hazards. Evacuations due to operational issues are not reportable.

A person removed from a vehicle for medical treatment is not reported as an evacuation. The evacuation of an operator and/or passengers from a vehicle after a collision is not reported as an evacuation as this does not meet the intent of life safety.

The Evacuation screen is the same for all modes operated.

Evacuation Event Details Screen

Evacuation Event Details

Incident Number: **New** Mode / Type of Service: **MB / DO**

Using the lists below, please provide the following Evacuation Event details.

Was this Evacuation for life safety reasons? Yes No

What was Evacuated?

Evacuation location:

- In vehicle / vessel
- Revenue facility: transit station / center or terminal
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

Was this Evacuation for Life Safety Reasons?: This choice should always be Yes. If you answer No to this question, the evacuation should not be reported.

What Was Evacuated? Use this box to provide a brief description of the evacuation incident. For example, you might enter "8 transit passengers were evacuated to side of road."

Evacuation Location: Select the location (i.e., in vehicle/vessel, revenue facility) from which people were evacuated. If the location is not listed, select Other and use the **Describe** box to provide a description of the location.

Example 25 — Evacuation Reporting

Example: A bus operator notices flames coming out of the rear of the bus.

Solution:

Evacuation for life safety reasons?
Yes

What was evacuated?
Bus passengers to side of road

Evacuation location
In vehicle / vessel

This is a reportable incident and is reported on the S&S-40 form.

Security Event

Security events include terrorism-related events such as bombs threats, bombings, chemical / biological / nuclear / radiological releases and other system security events such as arson, hijacking, sabotage and cyber security events, as well as other major personal events such as aggravated assault, rape, suicide, attempted suicide and homicide.

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The Security Incident screen is the same for all modes and types of service.

Security Event Details Screen

There are two Security Event Details screens. If you choose the “A bomb threat / bombing / chemical / biological / nuclear / radiological / arson / hijacking / sabotage / cyber security event” option on Set Up Screen 1, the following security event details screen will be presented:

Security Event Details

Incident Number: New **Mode / Type of Service: MB / DO**

Using the lists below, please provide the following Security Event details.

Was the incident intentional? Yes No

Security incident type: *Terrorism related events*

- Bomb threat
- Bombing
- Chemical / biological / nuclear / radiological

Other: system security events

- Arson
- Sabotage
- Hijacking
- Cyber

Location:

- In vehicle / vessel
- Revenue facility: transit station / center or terminal
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

If you choose the “Assault / robbery / rape / burglary / suicide / attempted suicide / larceny or theft (including motor vehicle theft from a parking lot) / vandalism / homicide” option on Set Up Screen 1, the following security event details screen will be presented:

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Security Event Details

Incident Number: New **Mode / Type of Service:** LR / DO

Using the lists below, please provide the following Security Event details.

Was the incident intentional? Yes No

Security incident type: *Other: personal events*

<input type="radio"/> Assault	<input type="radio"/> Robbery
<input type="radio"/> Rape	<input type="radio"/> Burglary
<input type="radio"/> Suicide	<input type="radio"/> Motor vehicle theft
<input type="radio"/> Attempted suicide	<input type="radio"/> Larceny / theft
<input type="radio"/> Vandalism	<input type="radio"/> Homicide

Location:

In vehicle / vessel

Revenue facility: transit station / center or terminal

Revenue facility: parking facility

Revenue facility: other

Non-revenue facility

Other ▶ Please describe

Was the Incident Intentional?: Select the appropriate choice.

Security Incident Type: Security Incident Type describes what incident has occurred and is being reported. For NTD reporting purposes, the victim of a rape is always reported as an injury.

Location: Select the location (i.e., in vehicle/vessel, revenue facility) where the security incident(s) occurred. If the location is not listed, select Other and use the **Describe** box to provide a description of the location.

Other Incident

The Other Incident screen is designed to capture all Other Safety Occurrences not Otherwise Classified that meet S&S-40 reporting thresholds. As defined earlier in this manual, the injury threshold does not apply to Other Safety Occurrences not Otherwise Classified. In other words, Other Safety Occurrences not Otherwise Classified that result in injuries, but trigger none of the other reporting thresholds, are reported on the Safety and Security Monthly Summary Report form (S&S-50). To be reportable on the S&S-40 form, an Other Safety Occurrences not Otherwise Classified must result in a fatality, an evacuation for life safety reasons, or at least \$25,000 in estimated property damages.

The Other Incident screen is the same for all modes operated.

Other Incident Event Details Screen

Other Incident Event Details

Incident Number: New Mode / Type of Service: MB / DO

Using the lists below, please provide the following Other Incident Event details.

Type: Other ▶ Please describe

Location:

- Boarding / alighting: With Stairs
- Boarding / alighting: with lift or ramp
- Boarding / alighting: Other
- Boarding or alighting with stairs - not associated with lift
- In vehicle / vessel: securement issue
- In vehicle / vessel: not a securement issue
- Revenue facility: elevator related
- Revenue facility: escalator related
- Revenue facility: ramp
- Revenue facility: stairway
- Revenue facility: platform / stop / waiting area
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

Type: Select **Other** as the type of incident and provide a description of the incident. For example, “yard derailment”, “electric shock”, “bridge collapse”, “slip and fall”, etc.

Example 26 — Other Incident Type Reporting

Example: Electrocution

A passenger in a light rail (LR) station enters the right-of-way (ROW), makes contact with the live third rail, and is killed.

Solution: Select **Other** and describe as **Electric Shock**

Example: Other

A bus (MB) crosses a bridge. The bridge collapses and ten transit passengers and one transit employee are killed.

Solution: Select **Other** and describe as **Bridge Collapse**.

Example: Slip and Fall

A transit operator slams on the brakes of a bus (MB) to avoid a collision. One transit passenger falls, hits their head, and dies ten days after the incident due to the injuries sustained.

Solution: Select **Other** and describe as **Slip and Fall**

Location: Select the location where the incident took place. If none of the locations listed apply, select Other and use the **Describe** box to provide a description of the incident location.

Fatality and Injury Detail

These screens capture more detail on the person or persons who were injured or died as a result of the incident being reported. The system will generate a screen for each fatality and/or injury indicated on the Report Set Up Screen 2.

Example 27 — Other Incident Location

Example: In Revenue Facility

A passenger is killed on an escalator.

Solution: Select **Revenue facility: escalator related**

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

Form Name: Major Incident Report (S&S-40) Mode: MB Service: DO [Close Form](#)

Submit Date: Mode / Type of Service: MB / DO

Incident Types: Non-Rail Collision

Number Of Fatalities:

Number Of Injuries:

Estimated property damage: \$

Basic Information

Incident Number: 1 Mode / Type of Service: MB / DO

Date of incident: January 17 2010

Time of incident: 01 16 AM

Approximate address of incident: 1st and Main

Incident description:

Is there another person to contact for more detailed information regarding this incident? Yes No

First name: Last name:

Contact number:

Non-Rail Collision Event Information

Incident Number: 1 Mode / Type of Service: MB / DO

Using the lists below, please provide the following Collision Event details.

Number of Non-rail Transit Vehicles involved:

Location:

- Revenue facility: transit center
- Non-revenue facility
- Roadway: grade crossing
- Roadway: not grade crossing or intersection
- Roadway: intersection
- Other ▶ Please describe

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Collision with:

- Motor vehicle
- Person
- Animal
- Fixed object
- Other ▶ Please describe

Number of Other Motor Vehicles involved:

Add Transit Vehicle

Delete Train Involved

Non-Rail Collision Transit Vehicle Involved Information

Incident Number: 1 Mode / Type of Service: MB / DD

Using the lists below, please provide the following Transit Vehicle Involved details.

Transit vehicle type:

- Transit: bus - articulated
- Transit: bus - cutaway
- Transit: demand response vehicle
- Transit: jitney or público vehicle
- Other ▶ Please describe
- Transit: bus
- Transit: trolleybus
- Transit: vanpool vehicle
- Transit: non-revenue vehicle

Vehicle action:

- Going straight
- Making a stop
- Leaving a stop
- Negotiating a curve
- Making a turn
- Other ▶ Please describe

Collision type:

- Head-on
- Rear-ending
- Angle
- Other ▶ Please describe
- Rear-ended
- Other front impact
- Sideswipe

Vehicle speed: /mph

Vehicle manufacturer:

Other ▶ Please describe

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Add Other Motor Vehicle

Delete Other Motor Vehicle Involved

Non-Rail Collision Other Motor Vehicle Involved Information

Incident Number: 1 Mode / Type of Service: MB / DO

Using the lists below, please provide the following Other Motor Vehicle Involved details.

Other Motor Vehicle type:

Automobile Light truck or SUV
 Motorcycle Tractor trailer
 Rail vehicle Other ▶ Please describe

Other Motor Vehicle action:

Going straight Stopped
 Going backwards Negotiating a curve
 Making a turn Other ▶ Please describe

Collision type:

Head-on Rear-ended
 Rear-ending Other front impact
 Angle Sideswipe
 Other ▶ Please describe

Non-Rail Collision Information

Incident Number: 1 Mode / Type of Service: MB / DO

Using the lists below, please provide the following Collision Roadway details.

Non-Rail Collision Event Details

Weather:

Clear Cloudy
 Foggy / misting Raining
 Snowing / sleeting Other ▶ Please describe

Lighting:

Daylight Sun in eyes of transit vehicle operator
 Twilight Sun in eyes of other vehicle operator
 Night Other ▶ Please describe

Non-Rail Roadway Information

Roadway configuration:

Limited access highway Divided highway
 Street Bridge
 Intersection / grade crossing Tunnel
 Private property Ramp
 Other ▶ Please describe

control

Intersection (if applicable):

Traffic signal Police officer / flagman / other person
 Stop sign Yield sign
 Crossing gate No control device / individual / sign
 Other ▶ Please describe
 Not Applicable

Grade Crossing (if applicable):

Active devices: crossing gates Active devices: quad gates
 Active devices: flashing lights only Active devices: train approaching sign
 Active devices: traffic signal Passive devices: stop sign
 Passive devices: cross bucks No control device
 Other ▶ Please describe
 Not Applicable

Road conditions:

Dry Wet
 Snow / slush Ice
 Debris Other ▶ Please describe

Add Fatality
Add Injury

Delete Injury

Person Information - Injuries

Incident Number: 1 **Mode / Type of Service: MB / DO**

You've indicated that there were Injuries associated with this incident. Injuries Reported are those that involve transport away from the scene for treatment. Please provide the following information for each Injury involved.

Person type:

Person outside vehicles

- Person waiting for / leaving from transit
- Transit employee or contractor
- Other worker (e.g., commercial worker / utilities worker / etc.)
- Pedestrian: bicyclist
- Pedestrian: in crosswalk
- Pedestrian: not in crosswalk
- Pedestrian: person crossing tracks
- Pedestrian: person walking along tracks
- Other ▶ Please describe

Person inside vehicles

- Transit vehicle rider
- Transit vehicle operators and staff
- Occupant of another vehicle

Age range:

- Child (12 and Under)
- Teen (13 - 18)
- Adult (19 - 60)
- Senior Citizen (60 and Up)
- Unknown

Gender:

- Male
- Female

Close **Save** **Submit** **Delete**

Editing the Reportable Incident Report (S&S-40) form

When reviewing the S&S-40 form, if any information has been reported incorrectly or if you forgot to enter a data item, buttons are provided on the left side of reports for you to add a new section (number of transit vehicles involved, number of other motor vehicles involved, injuries and fatalities) to report additional information. Check boxes are provided below the buttons to allow you to delete a Transit or Other Motor Vehicle Involved section or an Injury or Fatality section.

Incident type and the date of an incident cannot be edited. Also, the system does not allow you to delete an evacuation section of a report. To make these types of changes, the entire report must be deleted and a new report generated. See Deleting an S&S-40 form below.

To edit existing data, simply make your changes, scroll to the bottom of the form and click the **Save** button.

To add or delete certain sections of the form (number of transit vehicles involved, number of other motor vehicles involved, person information – injuries or fatalities), locate the blue **Add** buttons or the **Delete** check boxes at the top left of these sections.

Example 28 — Adding, Deleting or Editing an Injury or Fatality on the S&S-40

Example: Changing an injury to a fatality

Major Incident # 24 was submitted indicating 1 injury that was transported from the scene for immediate medical attention; however, during the 30-day timeframe, the injury became a fatality.

Solution: Open Major Incident # 24, locate the Person Information – Injuries section of the form and check the **Delete Injury** box. Next, click the **Add Fatality** button to generate the Person Information – Fatalities screen. After entering the fatality information, click the **Submit** button at the bottom of the form to save and submit the revised form.

Example: Adding an injury or fatality

Major Incident # 2 was submitted without recording injuries that were transported away from the scene for immediate medical attention or reportable fatalities.

Solution: Open Major Incident # 2 click either the **Add Fatality** or **Add Injury** button and generate the appropriate screen. Should you need to report multiple or both (one screen for each injury or fatality) repeat the process. When you have entered data for all injuries and or fatalities click the **Save** button to Save the form or the **Submit** button to submit the revised form.

Submitting an S&S-40 form

Once you have reviewed or edited the report and you are satisfied with the data, scroll to the bottom of the form and click the **Submit** button.

Deleting an S&S-40 form

To delete an S&S-40 form, you must be signed in as the Safety Contact person, NTD Contact person, or the CEO.

From the **Safety and Security** tab, locate the S&S-40 form by incident number and click on the corresponding Reportable Incident Report (S&S-40) link. Once the S&S-40 is open, scroll to the bottom of the form and click the **Delete** button. A prompt confirming that you want to delete the report will appear. Click **OK**. Internet reporting will delete the report and return you to the **Safety and Security** tab.

Once a report has been deleted, it is completely removed from the system. Should you later realize that the report was needed, you will have to create a new Reportable Incident Report form (S&S-40).

Safety and Security Monthly Summary Report form (S&S-50)

The Safety and Security Monthly Summary Report form (Non-Major Summary Report - S&S-50) captures monthly summary information on less severe security-related and other safety incidents than those reported on the Reportable Incident Report form (Major Incident Report - S&S-40). For each mode and type of service operated, one form must be completed each month. The Safety and Security Monthly Summary Report form (S&S-50) summarizes the number of security and other safety incidents that have occurred (such as robberies, larcenies, fare evasions and slips/trips/falls). **The Monthly Summary Form must be completed even if a Major Incident Report has been created for a mode.**

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.

Overview

The Safety and Security Monthly Summary Report form (S&S-50) is designed to collect data on less severe safety and security related incidents occurring in the transit environment than the data collected on the Reportable Incident Report form (S&S-40). This form summarizes the number of safety and security incidents that have occurred in a fixed number of categories that have resulted in arrests / citations and are not reported on the Reportable Incident Report form (S&S-40) as well as injuries where an individual has been transported away from the scene due to a slip, trip, fall, electric shock, etc.

One Safety and Security Monthly Summary Report form (S&S-50) must be completed for each [mode](#) and [type of service](#) (TOS) operated or purchased by the agency regardless of the presence of a Major Incident Report for a month/mode 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.

What Has Changed from Prior Year

1. Clarification of Involved Parties.
2. Clarification of Other Safety Occurrences not Otherwise Classified category.
3. Clarification of Number of Arrests for Non-violent Civil Disturbance.

Approach

The definitions, categories, and instructions used in this form are based on the Federal Bureau of Investigation (FBI) [Uniform Crime Reporting \(UCR\) Program](#). The FBI's Uniform Crime Reporting (UCR) Program, which began in 1929, collects information on the following crimes reported by law enforcement authorities: robbery (confrontational theft), larceny (non-confrontational theft), burglary, motor vehicle theft, and other (non-aggravated) assaults. Arrests / citations are reported for 4 additional crime categories.

This nationwide program encourages uniform reporting of crime data. In 1999, law enforcement agencies active in the Uniform Crime Reporting (UCR) Program represented approximately 260 million United States inhabitants — 95 percent of the total population.

Definitions based on Uniform Crime Reporting (UCR) Program, therefore, have been incorporated into the NTD.

In addition to the UCR, NTD has added other security issues that fall under the category of Safety and Security Monthly Summary incidents, such as fare evasion, trespassing, vandalism, and nonviolent civil disturbances.

Reporting Requirements and Thresholds

The S&S-50 is designed to capture information on safety and security incidents that have not been reported on the Reportable Incident Report form (S&S-40). Separate thresholds apply to Safety and Security Monthly Summary incidents as summarized in the exhibit on the following page.

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Exhibit 7— Reporting Thresholds for Safety and Security Monthly Summary Incidents

Safety and Security Monthly Summary Incident Threshold

The monthly summary of occurrences:

- Robbery (confrontational theft)
- Larceny (non-confrontational theft)
- Burglary
- Motor vehicle theft
- Other Safety Occurrences not Otherwise Classified (injured parties transported)
- Fires

The monthly summary of arrests / citations:

- Other assaults (no reportable injuries)
- Fare evasion
- Trespassing
- Vandalism
- Nonviolent civil disturbance
- Other arrests

Security Incident Threshold

Report all applicable incidents in the requested categories (occurrences or arrests / citations) that have not been reported on the S&S-40.

Detailed Instructions

From the **Safety and Security** tab, click on the **File New S&S-50** link. A blank report form is generated for you to begin reporting. Select the Mode/Type of Service and the Reporting Period (Month) from the **Drop Down** boxes. If you have No Data to report for a particular month, check the box next to No Data to Report (for current reporting period).

Reporting Safety and Security Incidents

There are twelve safety and security event types reported on this form. Those reportable incidents that have not been reported on the S&S-40 are:

Occurrences

- Robbery (confrontational theft)
- Larceny (non-confrontational theft (purse snatching, pick-pocket))
- Burglary
- Motor vehicle theft
- Other Safety Occurrences not Otherwise Classified (injured parties transported for slips/trips/ falls, etc.)
- Fires

Arrests / Citations

- Other assaults (no reportable injuries)
- Fare evasion
- Trespassing
- Vandalism
- Nonviolent civil disturbance (riots/strikes, blockages of transit operations)
- Other arrests (those that do not fit in the above categories such as disorderly conduct).

Homicides and rapes are not reported on the S&S-50. The occurrence of a homicide or rape requires, instead, that an S&S-40 be submitted. In addition, attempts to kill and assaults to kill (i.e., assault to murder and attempted murder) are to be reported as aggravated assaults on the S&S-40.

Occurrences Versus Arrests

For each offense, transit agencies are required to submit the total number of [occurrences](#) or [arrests / citations](#), as indicated for each offense (NTD follows the UCR system for recording occurrences versus arrests for various offenses).

For Robbery, Larceny, Burglary, and Motor Vehicle Theft, the number of occurrences equals the number of crimes that occurred. For Other Safety Occurrence not Otherwise Classified, the number of occurrences equals the number of incidents.

Arrests are those individuals seized / held by law enforcement agencies for involvement in an unlawful act. The number of arrests equals the number of people held legally responsible for a crime. Incidents that are counted based on arrests made

are Other (non-aggravated) Assaults, Trespassing, Vandalism, Nonviolent Civil Disturbances and Other. In the case of [fare evasion](#), the number of citations is submitted.

The number of occurrences or arrests will not always equal the number of Involved Parties. The number of Involved Parties may be greater than the number of occurrences or arrests but will never be less.

Safety and Security Monthly Reporting

The S&S-50 is the same for all modes operated. Detailed information is below and the directions assume you are logged in with the appropriate level of access username to create and submit a report.

Safety and Security Monthly Summary incidents reported are occurrences of robbery (confrontational theft), larceny (non-confrontational theft), burglary, motor vehicle theft, not otherwise classified injuries, and fires, and arrests / citations of other (non-aggravated) assaults, fare evasion, trespassing, vandalism, and nonviolent civil disturbances.

For each category enter the number of "Occurrences/Arrests" for the month. For categories requiring "Involved Parties" enter the number and type of Involved Parties. Involved Parties are the number and type of victim(s) except in the case of Other Safety Occurrences not Otherwise Classified where the Involved Parties are the number of injured who were immediately transported from the scene for medical attention.

The number of occurrences or arrests will not always equal the number of Involved Parties. The number of Involved Parties may be greater than the number of occurrences or arrests. Example: there may be 1 occurrence of a robbery but 3 people were robbed (3 involved parties).

Safety and Security Monthly Summary Report Screen

Safety and Security Monthly Summary Report

Please select the Mode / Type of Service being reported.

Reporting Period (Month)

No Data to Report (for current reporting period)

Using the lists below, please provide the following Summary Security Events details

Number of Occurrences of Robbery (confrontational theft)

Location	Occurrences	Involved Parties		
		Customers	Workers	Others
In transit vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In transit stations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In non-revenue facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
On roadway / right-of-way / parking facility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Occurrences of Larceny (non-confrontational theft)

Location	Occurrences	Involved Parties		
		Customers	Workers	Others
In transit vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In transit stations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In non-revenue facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
On roadway / right-of-way / parking facility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Continued below)

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Number of Other Safety Occurrences not Otherwise Classified (e.g., slip and fall / electric shock / other)

Location	Occurrences	Involved Parties		
		Customers	Workers	Others
In transit vehicles				
Boarding / alighting: With stairs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Boarding / alighting: With lift or ramp	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Boarding / alighting: Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other in vehicle: Securement issue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other in vehicle: Not a securement issue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In revenue facilities				
Ramps	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stairs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Escalators	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Elevators	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In non-revenue facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Occurrences of Fire

In transit vehicles	<input type="text"/>	Total
In revenue facilities	<input type="text"/>	<input type="text"/>
In non-revenue facilities	<input type="text"/>	<input type="text"/>
On right-of-way	<input type="text"/>	<input type="text"/>

Number of Occurrences of Burglary

Of revenue facilities	<input type="text"/>	Total
Of non-revenue facilities	<input type="text"/>	<input type="text"/>

Number of Involved Parties in Incidents Leading to an Arrest for Other (non-aggravated) Assaults

Location	Arrests	Involved Parties		
		Customers	Workers	Others
In transit vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In transit stations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In non-revenue facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
On roadway / right-of-way / parking facility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Citations for Fare Evasion

Total

Number of Arrests for Trespassing

In transit stations (except fare evasion)	<input type="text"/>	Total
In non-revenue facilities	<input type="text"/>	<input type="text"/>
On roadway / right-of-way / parking facility	<input type="text"/>	<input type="text"/>

Number of Arrests for Vandalism

Of vehicles	<input type="text"/>	Total
Of transit stations	<input type="text"/>	<input type="text"/>
Of non-revenue facilities	<input type="text"/>	<input type="text"/>
Of roadway / right-of-way / parking facility	<input type="text"/>	<input type="text"/>

Number of Arrests for Nonviolent Civil Disturbances(riots/strikes/transit blockages)

Total

Number of Other Arrests

Total

Close

Save

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From the **Safety and Security** tab, click on the **File New S&S-50** link. A blank report form is generated for you to begin reporting. Select the Mode/Type of Service and the Reporting Period (Month) from the **Drop Down** boxes. If you have No Data to report for a particular month, check the box next to “No Data to Report (for current reporting period).”

When you have completed a report, click on the **Save** button located at the bottom of the report. This will save your data and present you with the saved report. To submit the report, scroll down to the bottom of the report and click the **Submit Report** button. The report will still be open. **You must scroll to the bottom of the report and click on the Close button to return to the Safety & Security tab screen.** You can Close a report without Submitting it.

A report may be updated at any time after it has been saved and/or submitted. On the Safety & Security tab screen, click on the + sign (expand) next to the section heading **Non-Major Summary Report**, then click on the link to open the report, make the revisions, click the **Save** button, click the **Submit Report** button, and click the **Close** button to return to the Safety and Security tab screen. |

Number of Occurrences of Robbery (confrontational theft): Robbery is defined as the taking or attempting to take anything of value under confrontational circumstances.

Report the total numbers of occurrences by choosing the location of the occurrence and entering the number of occurrences, and then entering the number of victims in the appropriate involved parties categories; customers, workers, and others.

Number of Occurrences of Larceny (non-confrontational theft): Larceny is defined as the unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession of another person.

Larceny (non-confrontational theft) is comprised of a number of offenses:

- Pocket-picking – The theft of articles from another person’s physical possession by stealth where the involved party usually does not become immediately aware of the theft.
- Purse-snatching – The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. Note that if more force was used than actually necessary to wrench the purse from the grasp of the person, then a strong-arm robbery occurred, rather than purse snatching.
- Theft from building – A theft from within a building that is either open to the general public or where the offender has legal access.
- Theft from coin-operated machine or device – A theft from a machine or device that is operated or activated by the use of coins (for example, a ticket vending machine or other vending machine).
- Theft from motor vehicle – The theft of articles from a motor vehicle, whether locked or unlocked.
- Theft of motor vehicle parts or accessories – The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner that would make the item an attachment of the vehicle, or necessary for its operation.
- All other larceny – All thefts that do not fit any of the definitions of the specific subcategories of Larceny / theft listed above, including theft of bicycles.

The total numbers of occurrences of larceny (non-confrontational theft) are reported by choosing the location of the theft and entering the number of occurrences, and then entering the number of victims in the appropriate involved parties categories, customers; workers, and others.

Number of Other Safety Occurrences not Otherwise Classified: Other Safety Occurrences not Otherwise Classified injuries are a direct result of occurrences such as slips and falls, or electric shock. To be considered an injury, the person must have been immediately transported away from the scene for medical attention. Occurrences are reported by location: in transit vehicles, in revenue facilities, in non-revenue facilities, or other; and the number of injuries are reported in the Involved Parties section by person type: customers, workers, or others.

Injuries are reported on the Safety and Security Monthly Summary Report form (S&S-50) no matter the number of injuries per occurrence. The number of occurrences often may not equal the number of injured persons.

Example 29 — Other Safety Occurrences not Otherwise Classified Reporting		
Example: A transit operator slams on the brakes of a transit bus to avoid a collision with another motor vehicle, resulting in 3 transit passengers slipping and falling. The 3 transit passengers required immediate medical attention away from the scene. There was no property damage.		
Solution:		
Number of Involved Parties 3	Number of Reportable Fatalities 0	Property Damage Amount \$0
Report the one Occurrence and the three injuries related to this incident on a Safety and Security Monthly Summary Report (S&S-50) form under Other Safety Occurrences not Otherwise Classified.		

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Example: The floor of a transit facility collapses resulting in one transit passenger requiring immediate medical attention away from the scene.		
Solution:		
Number of Involved Parties 1	Number of Reportable Fatalities 0	Property Damage Amount \$0
Report the one Occurrence and the one Involved Party injury related to this incident on a Safety and Security Monthly Summary Report (S&S-50) form under Other Safety Occurrences not Otherwise Classified.		
Example: A bus (MB) crosses a bridge. The bridge collapses and ten transit passengers and one transit employee are killed.		
Solution:		
Number of Reportable Injuries 0	Number of Reportable Fatalities 11	Property Damage Amount \$(replacement/repair of bus)
Complete the Reportable Incident Report form (S&S-40) since the incident resulted in one or more fatalities.		

Number of Occurrences of Fire: Fires that **require the act of suppression to occur at the time of the incident** and do not meet a Reportable Threshold – 1 or more fatalities, 1 or more injuries, evacuation for life safety reasons, and / or \$25,000.00 in property damage – are reported on the S&S-50 by location; in transit vehicles, in revenue facilities, in non-revenue facilities, or on right-of-way.

Example 30 — Fire Reporting		
Example: A transit bus (MB) begins to smoke and the operator finds that a small electrical fire has begun. Suppression is required and used to end the fire, but there are no passengers on the transit bus and the property damage is only estimated at \$10,000.00.		
Solution:		
Number of Occurrences of Fire 1	Number of Reportable Injuries (Involved Parties) 0	Property Damage Amount \$10,000.00
Because all fires that have required the act of suppression are to be reported, this incident must be reported on the Safety and Security Monthly Summary Report (S&S-50) form under Fire.		

Number of Occurrences of Burglary: Burglary with forced entry is defined as where force of any degree, or a mechanical contrivance of any kind (including a passkey or skeleton key), is used to unlawfully enter a building or other structure. Burglary with unforced entry is one where the unlawful entry is achieved without force through an unlocked door or window.

Report the total number of occurrences of burglaries by choosing the location, either of a revenue or non-revenue facility, and then entering the number of occurrences.

Number of Occurrences of Motor Vehicle Theft: Motor vehicle theft is defined as the theft of a self-propelled vehicle that runs on the surface of land and not on rails. Count each theft of a motor vehicle as a separate occurrence, even if more than one vehicle was stolen during the same incident.

Motor vehicle theft attempts are not reported.

Report the total numbers of occurrences by type of vehicle theft: private vehicles from parking facility or official (revenue and non-revenue) vehicles.

Number of Involved Parties in Incidents Leading to an Arrest for Other (non-aggravated) Assaults: Other (non-aggravated) assaults are defined as unlawful attacks or attempts by one person upon another where no weapon was used or which did not result in serious or aggravated injury to the involved parties. Other (non-aggravated) assaults include simple assault, minor assault, assault and battery, injury by culpable negligence, intimidation, coercion, hazing, and all attempts to commit these offenses.

Report the total number of arrests for other (non-aggravated) assaults by choosing the location of the occurrence and entering the number of arrests, and then entering the number of victims in the appropriate involved parties categories; customers, workers, and others.

Number of Citations for Fare Evasions: Fare evasion is the unlawful use of transit facilities by riding without paying the applicable fare. Report the total number of citations issued.

Example 31— Fare Evasion Reporting

Example: A transit agency's police department reported 15 incidents of fare evasion on the light rail (LR) system; citations were made, but no arrests were made.

Solution: Report **15 incidents of fare evasion.**

Number of Arrests for Trespassing: Trespassing is the unauthorized entry of transit owned land, structure, or other real property not intended for public use.

The total number of arrests for trespassing is reported by location; in transit stations (except fare evasion), in non-revenue facilities, and / or on roadway / right-of-way (ROW) / parking facility.

Number of Arrests for Vandalism: Vandalism is defined as the willful or malicious destruction or defacement of transit property or vehicles. [Vandalism](#) includes a broad range of injury to property, from deliberate, extensive destruction of property at one extreme to mischievous, less extensive damage at the other extreme. In addition, the projection of objects at transit vehicles (e.g., the throwing of rocks and bottles) are also reportable offenses within this category. Incidents of arson are reported on the Reportable Incident Report form (S&S-40).

The total number of arrests for vandalism is reported by the location; vehicles, transit stations, non-revenue facilities, and / or roadway / right-of-way (ROW) / parking facility.

Number of Arrests for [Non-violent Civil Disturbance](#): Nonviolent civil disturbances are incidents such as strikes and blockages that result in the disruption of transit service. An Arrest for Non-violent Civil Disturbance is not an arrest for “Civil Disobedience” (unruly or inebriated patrons or arrests of individuals selling illegal substances). These would be reported under “Other Arrests”.

Report the total number of arrests for nonviolent civil disturbances.

Number of Other Arrests: Report the total number of arrests that do not fall into any of the previous categories (such as disorderly conduct) on the S&S-50.