

## 2011 Safety and Security Reporting Manual

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

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

This form is required for all transit agencies except those with an approved 9 or Fewer Vehicle Waiver, a Planning Grants Waiver or a Capital Grants Waiver.

Form Name: Safety and Security CEO Certification Form(S&S-20) [Close Form](#)

NTD Report Year: 2010  
Agency Name: Parking & Transit Department NTD ID: 7044  
CEO Name: Donna Hultine CEO Title: Director  
Certification Completion Date:  
The submitted data summarized below have been reviewed and are accurate and truthful.

**S&S-40 Data (major)**

Reportable Incident Data	MB/PT	Total	Yes	No
Total incidents reported for 2010	0	0	<input type="radio"/>	<input type="radio"/>
Total injuries reported for 2010	0	0	<input type="radio"/>	<input type="radio"/>
Total fatalities reported for 2010	0	0	<input type="radio"/>	<input type="radio"/>

**S&S-50 Data (non-major)**

Total non-major OSONOC incidents	0	0	<input type="radio"/>	<input type="radio"/>
Total non-major OSONOC injuries	0	0	<input type="radio"/>	<input type="radio"/>
Total non-major fires	0	0	<input type="radio"/>	<input type="radio"/>

Please explain why NO was selected:

I hereby certify the Safety and Security data submitted to the NTD in the name of Parking & Transit Department for calendar year ending 12/31/2010

### Overview

Each transit agency is required to submit a Safety and Security Chief Executive Officer (CEO) Certification form (S&S-20) annually at the end of each calendar year. The certification is approved by the transit agency's [chief executive officer](#) (CEO) that attests to safety and security data submitted in the current calendar year's reports. The Safety and Security CEO Certification is submitted no later than February 28 of the following calendar year.

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

- The Non-Major Summary by mode / service report
- The Major Incident Summary by mode / service report.

The reports are accessed via the **Reports** tab.

### What has changed from Prior Year

1. The CEO Certification form now includes incidents and injuries from S&S-50 Non-Major Summary Reports.

### Approach

The S&S-20 is an annual requirement and is submitted no later than February 28 of the following calendar year certifying the safety and security data submitted to the NTD. The certification certifies and attests to the accuracy of the current calendar year's safety and security data.

The S&S-20 will generate after January 15<sup>th</sup> of each calendar year. This is to avoid inadvertent early submission of the form prior to the current reporting calendar year end.

### Detailed Instructions

The CEO should review the total incidents, total injuries and total fatalities that are auto tallied on the S&S-20 form. Using the radio buttons at the end of each line of data on the **Reportable Incident Data** table, the CEO should indicate **Yes** or **No** in

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response to the statement: The submitted data summarized below have been reviewed and are accurate and truthful. If **No** is selected, Internet reporting will require an explanation.

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

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