

## 2011 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 690 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

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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 non-urbanized (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](http://www.fta.dot.gov).

### Reporting Manuals and Modules

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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 Forms
  3. NTD Safety and Security Reporting Manual
    - Safety and Security Set-up
    - Security Configuration
    - Major Incident Reporting
    - Monthly Non-Major Safety Summary Reporting
    - Chief Executive Officer Certification
  4. NTD Rural Reporting Manual (exclusively rural reporters)
    - Rural Forms

### Changes in Calendar Year 2011 Reporting

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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 2011 NTD Safety and Security Reporting Manual are highlighted below. Specific changes are discussed in detail in the applicable sections of this manual.

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### Reporting Form Changes

The following exhibit describes changes by reporting module and form.

#### Exhibit 1 — Calendar Year 2011 Safety and Security Reporting Changes and Highlights

Safety and Security Setup form (S&S-10): *One change*

1. Demand Response-Taxi (DT) mode has been added as a choice.

CEO Certification form (S&S-20): *One change*

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

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

1. The Security Configuration form(s) *must* be completed for each operated mode to activate Monthly Summary or Major Incident reporting.

Major Incident Report form (S&S-40):

*Thirteen clarifications:*

1. Clarification of the definition of Reportable Incident.
2. Clarification on safety and security reporting for agencies with Waivers.
3. Clarification for Mainline derailments on Report Set Up Screen 1.
4. Clarification on reporting intersection signaling options.
5. Clarification on location options and the roadway configuration category.
6. Clarification on injury and fatality location reporting options.
7. Clarification on deleting transit vehicle option.
8. Clarification on reporting side impacts on all transit collision modal screens.
9. Clarification on reporting side impacts on all Other Motor Vehicle collision screens.
10. Clarification on fire location reporting option.
11. Clarification on fuel type reporting for fire events.
12. Clarification on evacuation location reporting option.
13. Clarification on evacuation detail reporting option.

*Fifteen changes:*

1. Addition of a Stopped option for Non-Rail Transit Vehicle Action reporting.
2. Addition of a Changing Lanes option for Non-Rail Transit Vehicle Collision Type reporting.
3. Addition of Fuel Type option for Transit Vehicle Collision reporting.
4. Addition of a Changing Lanes option for Other Motor Vehicle Collision Type reporting.
5. Addition of "Suspicious package" to the System Security Options on Set Up Screen 1.
6. Burglary and Vandalism options moved from Personal Security Event option on Set Up Screen 1 to System Security Event option.
7. Addition of a Collision with a Transit Vehicle option on the Non-Rail Collision Event Information screen.
8. Addition of a Bus Stop location option on the Non-Rail Collision Event Information screen.
9. Change of lighting option from Night to Dark on the Collision information screens.
10. Change of intuitive signaling options when reporting intersection and/or grade crossing collisions.
11. Addition of a Not Applicable option for Rail Collision Grade Crossing Control options.
12. Addition of a Brake Component option for fire cause.
13. Addition of Suspicious package option for reporting System Security Events.
14. Burglary and Vandalism options moved from Personal Security reporting screen to System Security reporting screen.
15. Addition of Right-of Way location for reporting security events.

Safety Monthly Summary Report form (S&S-50):

*One change:*

1. Non-Major security incident data is no longer collected.

*Three clarifications:*

1. Clarification on safety and security reporting for agencies with Waivers.
2. Clarification on reporting no non-major incidents on the Monthly Summary form.
3. Clarification on reporting only safety non-major incidents on the Monthly Summary form.

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

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### 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
- Extensions, waivers and special requests
- Commuter Rail Operations.

### 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 of the Annual Reporting Manual 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

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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 Annual Reporting Manual for information on the reporting requirements of those modules.

### 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, a Planning Grants Waiver or a Capital Grants 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

##### Who Reports

##### NTD Safety and Security Report

Safety and Security Setup form (S&S-10)	All reporters without Waivers
Chief Executive Officer Certification form (S&S-20)	All reporters without Waivers
Security Configuration form (S&S-30)	All reporters without Waivers
Major Incident Report form (S&S-40) (safety incidents)	All reporters without Waivers, except commuter rail (CR) mode
Major Incident Report form (S&S-40) (security incidents)	All reporters without Waivers
Safety Monthly Summary Report form (S&S-50)	All reporters without Waivers, except commuter rail (CR) mode

The Major Incident Report (S&S-40) is for reporting detailed information on the most severe safety and security incidents occurring in the transit environment. The Safety Monthly Summary Report (S&S-50) is a monthly summary of non-major fires and other non-major safety incidents that are not reported on an S&S-40. Reporters must submit an S&S-50 for each mode/TOS for every month. Even though an agency may have submitted an S&S-40 during a month, the agency must also submit an S&S-50 that month, even if there are no non-major incidents to report.

For [commuter rail](#) (CR) service, agencies only report security information (includes suicides). CR service reports safety incidents to the Federal Railroad Administration (FRA).

##### 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, 2011 for calendar year 2010 data). 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.

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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](#).
- 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

#### 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 Major Incident Report form (S&S-40). Transit agencies must also submit the Safety Monthly Summary Report form (S&S-50) on a monthly basis for each mode/TOS reported. These forms are available by clicking on the **File New S&S-40** or the **File New S&S-50** links located near the middle top of the Safety and Security tab (Please note these links are not available until the S&S-30 Security Configuration forms are completed for each mode/TOS).

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

#### Exhibit 3 — NTD Safety and Security Reporting Timeline

##### Major Incident Reporting (S&S-40)

Reportable incidents should be filed no later than 30 days after the date of the incident.

##### Safety Monthly Summary Incident Reporting (S&S-50)

Month	Due Date	Month	Due Date
January	February 28	July	August 31
February	March 31	August	September 30
March	April 30	September	October 31
April	May 29	October	November 30
May	June 30	November	December 31
June	July 31	December	January 29 of following year

#### 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 an automated 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 [www.ntdprogram.gov](http://www.ntdprogram.gov). Completing the Safety and Security Setup form (S&S-10) using Internet Reporting automatically

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generates the Security Configuration S&S-30 forms for each mode necessary for initiating NTD Safety and Security reporting.

This manual contains all information necessary to complete NTD Safety and Security reports using Internet Reporting. FTA will provide Internet Reporting user names and passwords to transit agencies.

### **Reporting Frequency**

All transit agency Safety and Security Major Incident Report forms (S&S-40) must be submitted within thirty days of the incident. The Safety Monthly Summary Report form (S&S-50) must be submitted monthly. The deadline for submitting Safety and Security data for calendar year 2011 is January 31, 2012. The 2011 Safety and Security database closes on February 29, 2012. To revise reports after this date, contact your NTD Safety and Security analyst.

### Exhibit 4 — Reporting Thresholds for Safety and Security Incidents

#### Major 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
- Injuries requiring immediate medical attention away from the scene for one or more persons (excluding Other Safety Occurrences not Otherwise Classified),
- Property damage equal to or exceeding \$25,000
- An evacuation due to life safety reasons

##### Incidents include:

- A mainline derailment is always reportable no matter whether or not a threshold is met
- A collision (must meet a threshold)
- A fire (must meet a threshold)
- A hazardous material spill (must meet a threshold)
- Acts of God (must meet a threshold)
- System security events (must meet a threshold)
  - Suspicious packages
  - Bomb threat/bombing
  - Chemical / biological / radiological / nuclear release
  - Arson
  - Sabotage
  - Burglary
  - Vandalism
  - Hijacking
  - Cyber security events
- Personal Security Events (must meet a threshold)
  - Homicide
  - Suicide/Attempted suicide
  - Assault (with injury)
  - Robbery
  - Rape
  - Larceny/theft
- Other Safety Occurrences not Otherwise Classified Incidents (OSONOC)
  - Incidents that do not fall into any of the above categories yet meet any threshold other than the injury threshold
  - Yard derailments that meet another reporting threshold are reported as an OSONOC.

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### Reportable Incident

A [reportable incident](#) is an event that is related to or affects revenue service and meets one or more reporting thresholds:

- A fatality (including a suicide or deaths resulting from Other Safety Occurrences not Otherwise Classified)
- Injury requiring immediate medical attention away from the scene for one or more persons (except in the case of Other Safety Occurrences not Otherwise Classified)
- Estimated property damage equal to or exceeding \$25,000
- An evacuation for life safety reasons
- A mainline derailment

Reportable incidents include events that occur at bus stops on streets, in transit centers, and in parking lots of transit centers.

Incidents occurring in the maintenance department of a transit agency or related to maintenance activities are excluded from the reportable incident category, as are incidents involving an on-duty bus operator not engaged in directly performing his/her operator duties.

The following types of incidents are not reportable to the NTD:

- Mechanical, industrial, or administrative work activities that do not affect revenue service.
- A transit agency service vehicle is involved in a collision during installation of bus stop signs (does not affect revenue service).
- A bus operator on break is injured while crossing a street and is transported to a local hospital. The employee was disengaged from his/her direct operator duties (i.e., on break), thus the injury incident is not reportable because the event is not related to and does not affect revenue operations.
- A bus operator is performing a standard pre-trip inspection and falls, injuring herself/himself and requires transport for immediate medical attention. The operator is acting in association with the mechanic shop procedures for safe vehicle operations. Thus the maintenance exclusion applies to pre-trip inspections
- A fatality due to natural causes or “found deceased” on transit property.

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 transit agency's ability to provide revenue service (a schedule would be affected). Examples include:

- A supervisory vehicle driving 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.

Another example of a reportable incident:

- A bus operator is outside the bus and waiting for passengers or assisting passengers onto the bus. Operator falls and is injured, requiring transport. An incident is reportable if a bus operator is injured while engaged in his/her operator duties while providing revenue service.

### 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. Reminder notices are automatically sent from NTD to the Safety and Security Contact email addresses listed on the B-20 approximately seven days prior to the due date for Non-Major Summary (S&S-50) reports.

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.

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### Where to Report

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

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

Exhibit 5 — NTD Contact Information	
<b>Mailing Address</b> You can write to the FTA NTD Project Office at the following address: Federal Transit Administration National Transit Database P.O. Box 10967 Rockville, MD 20849  Please use the U.S. Postal Service for deliveries to this P.O. Box.	<b>Telephone</b> 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: 1-866-349-1427  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.
<b>Express Delivery Address</b> Express deliveries can be made to the following address: Federal Transit Administration National Transit Database 1355 Piccard Drive, Suite 425 Rockville, MD 20850	<b>E-mail</b> You can contact your NTD validation analyst by using the telephone number or e-mail address located on the <b>Home</b> tab at: <a href="http://www.ntdprogram.gov">www.ntdprogram.gov</a> > Home tab > Internet Reporting Login > Announcements
<b>Fax</b> All official correspondence should be scanned and submitted to the NTD via the <b>e-File</b> tab in Internet reporting. If you must fax, the NTD Project Office also maintains a 24-hour FAX service: 301-258-5630  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.	<b>Internet</b> The FTA NTD Project Office manages a website at the following address: <a href="http://www.ntdprogram.gov">www.ntdprogram.gov</a> You may e-mail comments, questions or suggestions to the NTD by clicking on the <a href="#">NTD Feedback</a> link.  NTD publications, data and reference documents are available on the FTA NTD website by using the <a href="#">NTD Reference Materials</a> and <a href="#">Access NTD Data</a> links.

### 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:

- 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).

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(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 school bus, 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 [school bus](#) service. FTA has discussed a revised definition of school bus service in the Federal Register. The NTD will adopt the new definition of school bus 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 (e.g. 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)  
Demand response -Taxi (DT)  
Ferryboat (FB)  
Jitney (JT)  
Publico (PB)  
Trolleybus (TB)  
Vanpool (VP)  
Other (OR)

### **Type of Service (TOS)**

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

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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](http://www.ntdprogram.gov) or calling the NTD Help Desk at 1-866-349-1427.

### Exhibit 6 — NTD Reference Documents

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

#### Current Reporting Manuals

- Annual
- Safety and Security
- Monthly
- Rural
- Sampling Manual

#### NTD Reference Materials

- NTD Final Rule (49 CFR Part 630)
- Uniform Crime Reporting Handbook.