

2011 Safety and Security Reporting Manual

Safety and Security Reporting Forms

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

The Safety and Security Setup form (S&S-10) is used to identify the [modes](#) and [type of service](#) (TOS) operated by your transit agency. The Internet Reporting system uses this information to generate the appropriate safety and security forms. 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, a Planning Grants Waiver or a Capital Grants Waiver.

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

Check all boxes that apply.

Vehicles Operated by Mode and Types of Service

| Line | 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"/> |
| 18 Demand response Taxi (DT) | <input type="checkbox"/> | <input type="checkbox"/> |

[Close](#) [Submit](#) [Print](#)

Overview

The Safety and Security Setup form (S&S-10) is used to define 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](#), a Planning Grants Waiver or a Capital Grants Waiver are exempted from reporting in the Safety and Security module and, therefore, need not complete this form.

What Has Changed from Prior Year

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

Approach

The Safety and Security Setup form (S&S-10) is used to define 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 Major Incident Report form (S&S-40) and the Safety 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 (DO or PT) operated by your transit agency at the beginning of each calendar year.

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



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

[Aerial Tramway](#) (TR) Non-Rail – Fixed Guideway



A system of aerial cables with suspended vehicles.

[Automated Guideway](#) (AG) Rail – Fixed Guideway



An electric railway of guided vehicles that is operated with a computer and without vehicle operators.

[Bus](#) (MB) Non-Rail – Fixed Guideway or Non-Fixed Guideway



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

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[Cable Car \(CC\)](#) Rail – Fixed Guideway
A railway propelled by moving cables



located beneath the street. While popular at the turn of the last century, the only surviving system is operated in San Francisco.

[Commuter Rail \(CR\)](#) Rail – Fixed Guideway
Rail service operating on either old freight



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

[Demand Response \(DR\)](#) Non-Rail – Non-Fixed Guideway



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

[Demand Response-Taxi\(DT\)](#) Non-Rail – Non-Fixed Guideway



A special form of the demand response mode operated through taxicab providers. The mode is always purchased transportation type of service.

[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.

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[Monorail](#) (MO) Rail – Fixed Guideway



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

[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.

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

NTD ID: 0000 Agency Name: Transit Agency

Home e-File Annual **Safety & Security** Reports Communications 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: -

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 Mode b Type of Service c New Service Start Month

Make Selection Make Selection Make Selection

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

Delete Mode / Type of Service

a Mode b Type of Service c Out of Service Month

Make Selection Make Selection Make Selection

Save Close

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 form will be listed under the **Security Configuration Category**. Click on the collapse/expand symbol  to view the S&S-30 form.

On October 24th the Agency Discontinues a Motor Bus Directly Operated 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: **November** (first full month that service ceased)

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

S&S-50 forms will no longer be required for the remainder of the year. If an S&S-50 for November had been submitted prior to removing the mode, the report will be deleted from the system.