



# 2011 Safety and Security Reporting Manual



**NTD**  
**National Transit Database**  
**Federal Transit Administration**

# 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.

## 2011 Safety and Security Reporting Manual

### 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).

## 2011 Safety and Security Reporting Manual

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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

## 2011 Safety and Security Reporting Manual

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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.

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### Internet Reporting

#### 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 Safety and Security reporting.

#### What Has Changed from Prior Year

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1. Non-Major Security Occurrences are no longer reported.

#### Internet Reporting System Security

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FTA has taken numerous measures 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

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##### 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](http://www.ntdprogram.gov)
- Access your transit agency's Safety and Security report via the **Internet Reporting Login** link located at the bottom left of the page.

##### 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 Internet Explorer, go to Microsoft.com to download the latest version free of charge.

Browsers such as Firefox, Mozilla and Chrome are not fully compatible with the NTD Internet Reporting system. You should use Internet Explorer for reporting.

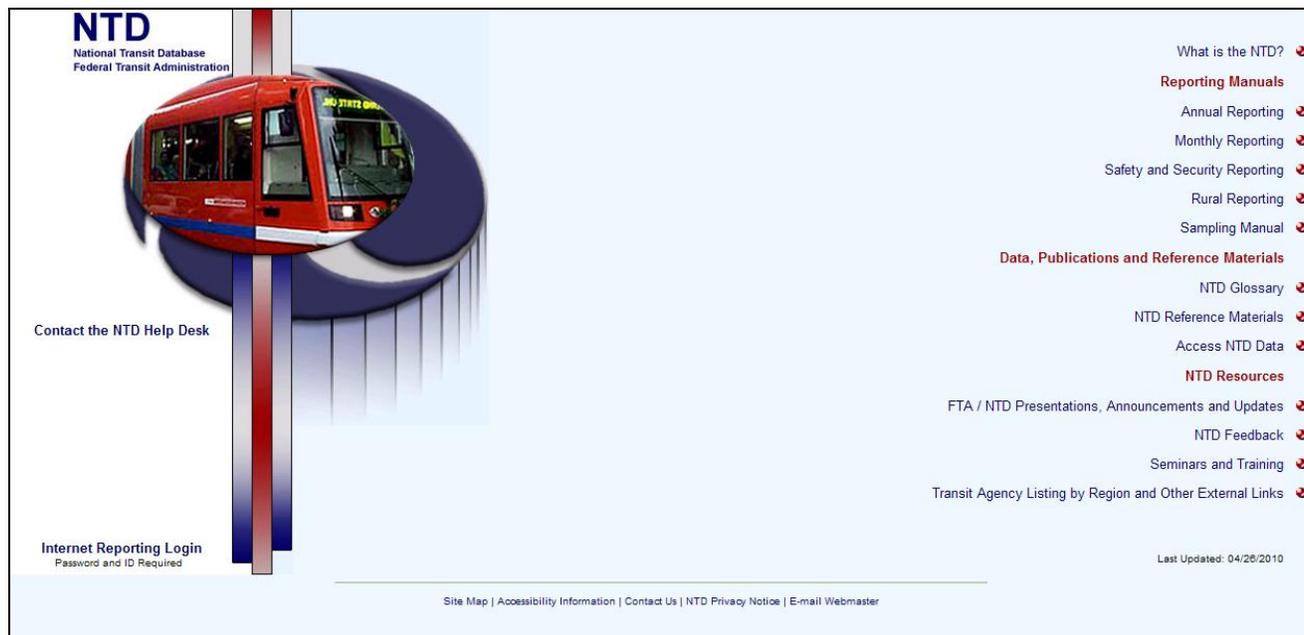
##### Verifying Your Internet Browser Settings

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.

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### 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.
- **Sampling Manual:** A guide for NTD reporters from urbanized areas that need to conduct a statistical sampling to report passenger miles traveled (PMT) data to the NTD.

#### **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, Annual, Monthly and Historical databases as well as Safety & Security Time Series data and other data products.

#### **NTD Resources**

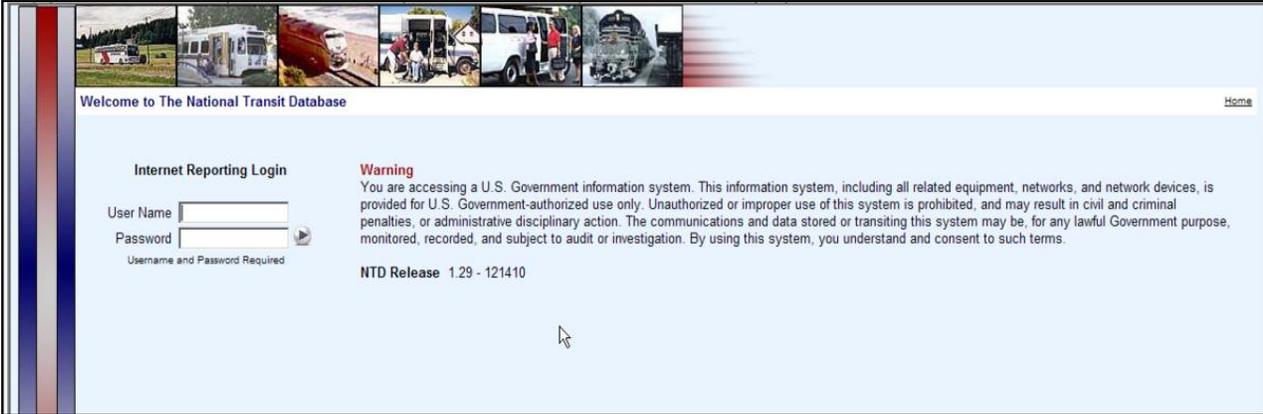
- **FTA / NTD Presentations, Announcements and Updates:** FTA / NTD presentations, new and useful information, interim updates to reporting requirements, etc.
- **NTD Feedback:** The mailing address, telephone number and fax number for the NTD Project site as well as an opportunity to provide comments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

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- **Seminars and Training:** NTD Reporting Seminars and In-house Training information and registration
- **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

Username and Password Required

**Warning**  
You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system is prohibited, and may result in civil and criminal penalties, or administrative disciplinary action. The communications and data stored or transiting this system may be, for any lawful Government purpose, monitored, recorded, and subject to audit or investigation. By using this system, you understand and consent to such terms.

NTD Release 1.29 - 121410

### 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; and delete unneeded/unwanted S&S-40 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 the **Sys Admin** tab: Changing Your Password for additional information on this topic. Users should be aware that passwords expire every ninety days.

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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 user names can access all reporting areas (Annual, Monthly and Safety and Security) from the **Home** tab.

### Home: Safety and Security Report Home Page and Program Structure

The screenshot shows the NTD Internet Reporting Home Page. At the top, there is a navigation menu with tabs for Home, e-File, Annual, Monthly Reporting, Safety & Security, Notices, Issues, Reports, Communications, Sys Admin, Search, Summary, and Help. Below the menu, the page says "Welcome User to NTD Internet Reporting". There is a "Display All Agencies" checkbox which is checked. Below that are radio buttons for "Active Agencies", "Inactive Agencies", "Future Agencies", "Pending Agencies", "Desired Agencies", "All NTD Agencies", and "Real Agencies". A dropdown menu for "Agency:" is set to "0001 - King County Department of Transportation - Metro Transit Division - Active - Working Data - Walter Guzman". In the center, there is a table titled "Announcements" with two columns: "Date" and "Title". The table contains one row with the date "March 22, 2009" and the title "New Email Contact Information Announcement - NTD Help Desk". At the bottom left, there is a link for "NTD Privacy Notice - Internet Reporting". At the bottom right, it says "NTD Release: 1.14 - 11/06/09".

### 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.
- **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 this manual. The Safety Contact person is responsible for submitting Safety and Security data to the NTD.
- **Reports:** Print and/or export several different reports including Major Incident and Non-Major Incident Summary reports). All reports have been developed to allow the agency to print each form or report without altering print settings to fit a form on one page. The reports listed will vary depending on access level.
- **Communications:** A listing of all e-mail communications from NTD.
- **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, the Annual Reporting Manual and the Monthly Reporting Manual.

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

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

Users logged in as SFTYNTDxxxx or SFTYEDTxxxx can view the reports on the Annual Tab, but cannot edit them. The forms on this tab can only be completed or edited by the NTD contact user name or the CEO user name. The B-20 form (Contacts) located on this tab lists the physical addresses, phone numbers and email addresses of all transit agency employees who are responsible for reporting to the NTD program.

The B-10 form (Identification) located on this tab lists the modes/TOS the transit agency operates.

### Safety and Security: Providing Incident Data

Form Name	Incident #	Mode/Service	Report Period	Update User	Incident Date	Creation Date	Update Date	Submit Date	Has Data
-----------	------------	--------------	---------------	-------------	---------------	---------------	-------------	-------------	----------

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

Initially, only the Safety and Security Setup form (S&S-10) will be available. Upon completing the S&S-10, a collapsible Security Configuration category will appear with a Security Configuration form (S&S-30) for each mode and type of service previously entered on the S&S-10 form. After you submit the S&S-30 form(s), Internet Reporting will automatically generate two links near the middle top of the **Safety and Security** tab: **File New S&S-40** and **File New S&S-50**. After you have entered your first **Major Incident Report** (S&S-40), a collapsible category section will appear for Major Incident Reports. After you have entered your first **Non-Major Summary Report** (S&S-50), a collapsible category will appear for Non-Major Summary Reports. All three of the category sections collapse and expand by clicking on the expand/collapse symbol  adjacent to the category name.

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 if an incident is either reportable and/or whether you will need to file an S&S-40 report or an S&S-50 report. If you know the incident you are reporting does not meet Major Incident criteria and you are intending to submit a Non-Major (Monthly) Summary report, you may by-pass the wizard by clicking on the **File New S&S-50** link.

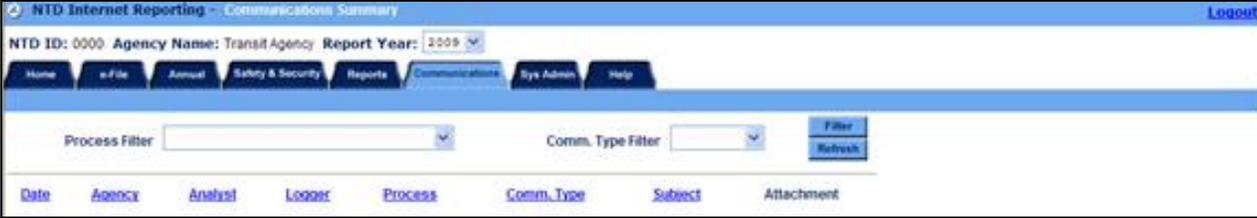
Nine data fields are listed on the **Safety & Security** tab screen to assist you with tracking and monitoring the status of your reports

1. **Incident Number:** Numerical identification number for Major Incidents only.
2. **Mode/Service:** Identifies the Mode and Type of Service you are reporting.
3. **Report Period:** Identifies the month the incident occurred or the month for which you are entering a summary report.
4. **Update User:** Identifies the user entering or modifying the report.
5. **Incident Date:** The date the incident occurred (Major Incidents only).
6. **Creation Date:** The date the report was first saved.
7. **Update Date:** If a report has been revised, this identifies the date of modification.
8. **Submit date:** The date of submission. If a report is submitted again after editing, this date will be updated.
9. **Has Data:** Indicates if the Non-Major (Monthly) Summary report contains any reported occurrences.

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

## 2011 Safety and Security Reporting Manual

### Communications Summary: Viewing a History of Correspondence with NTD



NTD ID: 0000 Agency Name: Transit Agency Report Year: 2009

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

Process Filter: [ ] Comm. Type Filter: [ ] Filter Refresh

Date Agency Analyst Logger Process Comm. Type Subject Attachment

The **Communications** tab is 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



NTD ID: 0000 Agency Name: Transit Agency Report: 01 2009

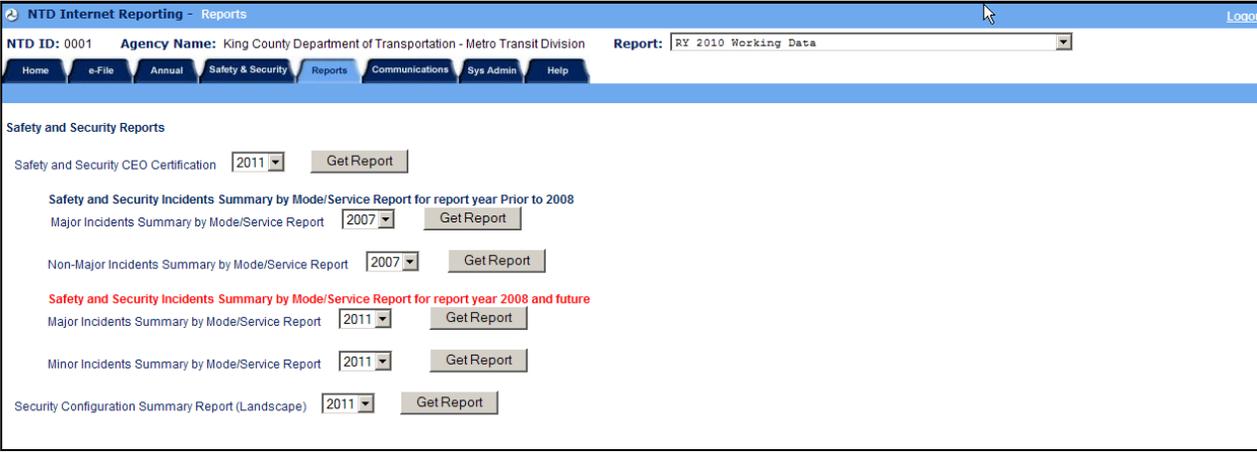
Home e-File Annual Safety & Security Reports Communications Sys Admin Help

Select one of the following Admin Functions:  
[Change Password](#)

Access the **Sys Admin** tab screen 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 password and entering a 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.

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



NTD ID: 0001 Agency Name: King County Department of Transportation - Metro Transit Division Report: RY 2010 Working Data

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

Safety and Security Reports

Safety and Security CEO Certification 2011 Get Report

Safety and Security Incidents Summary by Mode/Service Report for report year Prior to 2008

Major Incidents Summary by Mode/Service Report 2007 Get Report

Non-Major Incidents Summary by Mode/Service Report 2007 Get Report

Safety and Security Incidents Summary by Mode/Service Report for report year 2008 and future

Major Incidents Summary by Mode/Service Report 2011 Get Report

Minor Incidents Summary by Mode/Service Report 2011 Get Report

Security Configuration Summary Report (Landscape) 2011 Get Report

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 when logged in as username SFTYNTD:

- 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.

#### 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 incidents by mode / TOS and year that have been reported by your agency on the S&S-40 forms.

## 2011 Safety and Security Reporting Manual

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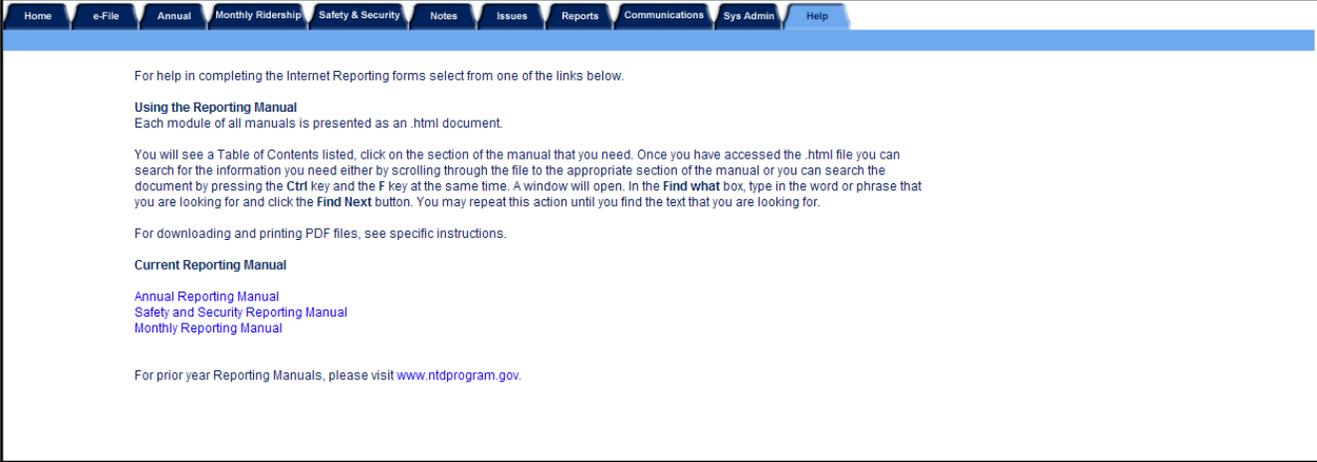
### Non-Major Incidents Summary by Mode / Service report

Click on the **Non-Major Incidents Summary by Mode / Service report** link to view a summary of all the incidents by mode / TOS and year that have been reported on the S&S-50 forms.

### Security Configuration Summary report

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

### Help: Obtaining More Information



For help in completing the Internet Reporting forms select from one of the links below.

**Using the Reporting Manual**  
Each module of all manuals is presented as an .html document.

You will see a Table of Contents listed, click on the section of the manual that you need. Once you have accessed the .html file you can search for the information you need either by scrolling through the file to the appropriate section of the manual or you can search the document by pressing the Ctrl key and the F key at the same time. A window will open. In the **Find what** box, type in the word or phrase that you are looking for and click the **Find Next** button. You may repeat this action until you find the text that you are looking for.

For downloading and printing PDF files, see specific instructions.

**Current Reporting Manual**

- [Annual Reporting Manual](#)
- [Safety and Security Reporting Manual](#)
- [Monthly Reporting Manual](#)

For prior year Reporting Manuals, please visit [www.ntdprogram.gov](http://www.ntdprogram.gov).

Click on the **Help** tab to display the **Help** screen. The **Help** screen provides access to the current Safety and Security Reporting Manual in addition to the Annual Reporting and Monthly Reporting Manuals.

## Tips for Using Internet Reporting

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### 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 (CEO contact: CEOxxxx; NTD contact: NTDxxxx; or Safety and security contact: SFTYNTDxxxx), 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 (CEO contact: CEOxxxx; NTD contact: NTDxxxx; or Safety and Security contact: SFTYNTDxxxx) to have the **Delete** button available to you. Expand the Major Incident Report category by clicking on the expand/collapse symbol  adjacent to the heading name. Locate and open the incident report that you want to delete; 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**, otherwise, select **Cancel**. Once you have deleted a report it is not possible to retrieve it.

After the report has been deleted, you will be returned to the **Safety and Security** Tab screen.

- Non-Major Summary Reports (S&S-50) cannot be deleted.

# 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

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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.

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### 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.

### 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 that respond to security incidents on a transit agency's property or provide security at a transit agency. This form is completed annually at the beginning of the calendar year. The S&S-30 is not available until after the S&S-10 has been completed.

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

Line	a	b
	Number	
01 Number of Primary Security Personnel	<input type="text"/>	
02 Total Number of Security Personnel (Primary and Secondary)	<input type="text"/>	
03 Primary and Secondary Security Configuration	Primary (Check one)	Secondary (Check all that apply)
a. Dedicated transit police force	<input type="checkbox"/>	<input type="checkbox"/>
b. Dedicated (TRANSIT) unit of local police	<input type="checkbox"/>	<input type="checkbox"/>
c. Contracted local law enforcement	<input type="checkbox"/>	<input type="checkbox"/>
d. Transit agency security force	<input type="checkbox"/>	<input type="checkbox"/>
e. Contracted security force	<input type="checkbox"/>	<input type="checkbox"/>
f. Off duty police officers	<input type="checkbox"/>	<input type="checkbox"/>
g. Use of local police (non-contracted)	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Close, Submit Report, Print

### Overview

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The Security Configuration form (S&S-30) is used to collect the number and type of police and/or security personnel that respond to security incidents on a transit agency's property or 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, a Planning Grants Waiver or a Capital Grants Waiver.

### Reporting Requirements and Thresholds

One form will be generated for each [mode](#) operated by the transit agency as reported in the Safety and Security Setup form (S&S-10). The S&S-30 is to be completed annually at the beginning of the calendar year and is not available until after the S&S-10 has been completed.

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

### Approach

The S&S-30 must be completed annually by all reporters for each mode of service provided by the system, except those with an approved Nine or Fewer Vehicles waiver, a Planning Grants Waiver or a Capital Grants Waiver. The S&S-30 form(s) must be completed to activate major incident or monthly summary reporting capabilities.

### Detailed Instructions

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As the form is being completed, changes should be saved by clicking the **Save** button frequently. When all data have been entered into the form and verified for accuracy, the form is submitted to FTA by clicking the **Submit Report** button. Click on the **Close** button to exit the form.

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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)

Agencies report security personnel in terms of full-time equivalents (FTE) according to the staffing levels at the beginning of the year. One FTE means one full-time person, typically working 40 hours per week, or 2,080 hours per year.

**Line 01 - Number of Primary Security Personnel:** Enter the number of full time equivalent security or police personnel used routinely to patrol grounds and to respond to incidents in or on transit property. For agencies that use local police (non-contracted), no estimate of the number of personnel is required; please enter a zero (0) in box 01.

Personnel are to be allocated between modes if a person spends his/her time providing transit security or provides transit security for more than one mode. Personnel can be reported to the nearest tenth of a person.

**Line 02 - Total Number of Security Personnel:** Enter the total (primary plus secondary) number of full time equivalent security or police personnel dedicated to providing security at the transit agency. The person count covers both the primary configuration and secondary configurations per mode, as described below. The total number of security personnel (Line 02) should be equal to or greater than the primary number (Line 01) for each mode. For agencies that use local police (non-contracted), no estimate of the number of personnel is required.

Personnel are to be allocated between modes if a person spends his/her time providing transit security or provides transit security for more than one mode. Personnel can be reported to the nearest tenth of a person.

Prorate the person counts if a person:

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

The transit agency may use any reasonable method to allocate personnel across modes.

**Line 03 - Primary and Secondary Security Configuration:** In the Primary column, check the type of personnel that provide primary security. Primary security personnel are those that routinely patrol or respond to incidents in or on transit property. If you have more than one type of security force that you consider to be primary, you must select only one to serve as the primary. This determination is often made by the size of the security force. Secondary security forces(s) are those that occasionally respond to events occurring in or on transit property or assist the primary force.

### 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). The transit agency contracts an additional 5 guards to respond to incidents on its rail vehicles. There are 400 MB and 100 LR employees working at the administrative buildings.

**Solution:**

For MB mode:

- Number of Primary Security Personnel = 9.6 (400 MB employees / 500 total employees X 12 security guards)
- Total Number of Security Personnel (Primary and Secondary) = 9.6
- Primary Security Configuration = Contracted Security Force
- Secondary Security Configuration = Contracted Security Force.

For LR mode:

- Number of Primary Security Personnel = 7.4 (100 LR employees / 500 total employees x 12 security guards + 5 security guards)
- Total Number of Security Personnel (Primary and Secondary) = 7.4
- Primary Security Configuration = Contracted Security Force
- Secondary Security Configuration = Contracted Security Force.

### 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:** In the Number of Primary Security Personnel box enter **4.3**

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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).

- a. **Dedicated transit police force:** Your agency operates a (sworn) transit police force.
- b. **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.
- c. **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.
- d. **Transit agency security force:** Your agency uses in-house non-sworn security guards (e.g., not sworn police officers). In this case, the security guards are employees of the transit agency.
- e. **Contracted security force:** Your agency uses contracted non-sworn security guards (e.g., not sworn police officers).
- f. **Off-duty police officers:** Your agency hires off-duty police officers who "moonlight" at the transit agency (e.g., 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.

### Example 4 — Security Configuration Reporting

#### Example: Primary and Secondary Security Configurations

A transit agency that operates only 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 operates only 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**
- 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 allows for only one primary choice. If a large agency has two categories of security personnel it considers as its primary, the security category that has the largest number of employees should be used as the Primary force. The other category of security personnel with the smaller number of employees would be reported as Secondary.

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To report the full time employee equivalent for an agency that contracts for security for which it pays a monthly fee based on services provided, 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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### Major Incident Report form (S&S-40)

The Major Incident Report form (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, can be used to complete the S&S-40. One form is completed for each [reportable incident](#) that occurs at an agency. Only one form is completed per incident regardless of how many thresholds are met. 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 required to report only security incidents (including, but not limited to, attempted suicides and suicides) to NTD. Commuter rail (CR) operators report safety incident data to the Federal Railroad Administration.
- Agencies with a Nine or Fewer Vehicles Waiver, a Planning Grants Waiver or a Capital Grants Waiver are not required to submit Safety and Security data.

### Overview

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The Major Incident Report form (S&S-40) is designed to capture detailed information on the most severe safety and security incidents that occur in the transit environment. Detailed data, available from sources such as accident, incident, or police reports can be used to complete the 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 Major Incident Report form (S&S-40) for each [reportable incident](#) (safety or security incident) that occurred during the reporting period. Only one form is completed per incident regardless of how many thresholds are met. Commuter rail (CR) operators are required to report only security incidents (including attempted suicides and suicides) to NTD; however, they are required to report safety incidents to the Federal Railroad Administration.

A Major Incident Report form (S&S-40) is due within thirty days of the occurrence of the reportable incident.

### What Has Changed from Prior Year

#### *Thirteen Clarifications:*

1. Clarification of the definition of Reportable Incident.
2. Clarification of 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.

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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.

### Approach

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

#### Reportable Incident

A reportable incident is an event that is related to or affects revenue service and meets one or more of the following 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.

Only one S&S-40 form is completed per incident regardless of how many thresholds are met. For example, a collision between a transit bus and 2 automobiles results in a fatality and total estimated property damage equal to or exceeding \$25,000; only one S&S-40 should be completed. If an incident is being reported based on injuries or fatalities, resulting estimated property damages must also be reported, even if the amount does not meet the \$25,000 threshold.

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.

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

### Fatality

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

For NTD purposes a [fatality](#) is a death, confirmed within thirty days of a reported transit incident, due to a [collision](#), derailment, fire, hazardous material spill, Act of God, evacuation, security incident or other incident. Fatalities also include 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. For example, a person suffering a fatal heart attack in a rail facility would not be reported to NTD. However, a transit vehicle operator suffering a fatal heart attack while operating a transit vehicle and causing a collision would be reported as a collision.

#### 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 Major Incident Report form (S&S-40).

### One or More Injuries Requiring Immediate Medical Attention Away from the Scene

The NTD defines an [injury](#) as physical harm to persons that requires immediate medical attention away from the scene.

Immediate medical attention includes transport to the hospital by ambulance. It also includes transport immediately from the incident scene to a hospital or physician's office by another type of emergency vehicle, by passenger vehicle or through other means of immediate 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.

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 injuries that require only minor first aid or other assistance 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 to ensure that they actually received medical attention at the hospital.

It is acceptable to count each person immediately transported away from the scene for medical attention as an injury, whether or not the person *appears* to be injured.

Both safety and security incidents resulting in one or more injuries are reported using the Major Incident Report form (S&S-40). The exception is for Other Safety Occurrences Not Otherwise Classified (OSONOC) incidents, which require another threshold to be reportable as a major incident. OSONOC incidents (slips, trips, falls, electric shock, etc.) involving injuries requiring immediate medical attention away from the scene and that do not meet another threshold (fatality, property damage > \$25,000, or evacuation) are only reported on the S&S-50.

Injuries resulting from illnesses should not be reported. For example, a passenger on a [demand response](#) (DR) vehicle transported to the hospital after suffering a seizure on the transit vehicle is not a reportable incident.

### Example 6 — One or More Injuries – Is it Reportable?

#### Example: Transported by Ambulance

An ambulance transports two occupants of another vehicle away from the scene of a transit collision.

#### Solution: Yes

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount \$(total property damage amount)
2	0	

Complete an S&S-40 since one or more people required immediate medical attention away from the scene of the collision.

#### Example: Transported by Alternate Means

Three transit 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	Number of Reportable Fatalities	Property Damage Amount \$(total property damage amount)
3	0	

Complete an S&S-40 since one or more people required immediate medical attention away from the scene of the collision.

#### Example: Incidents not Qualifying as an Injury

Three transit 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	Number of Reportable Fatalities	Property Damage Amount submit a report if the \$25,000 reporting threshold is met
0	0	

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.

### Estimated Property Damage

Incidents involving estimated [property damage](#) equal to or exceeding \$25,000 require the completion of a Major Incident Report form (S&S-40) regardless of injuries. Examples of property to report estimated damage amounts for include but are not limited to the following:

- Transit vehicles
- Non-transit vehicles
- 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.

Key points regarding estimated property damage:

- 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 is not owned by the transit agency.
- The amount paid to repair or replace property or an estimate made for insurance purposes may be 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 should be included in the property damage value.
- The cost of an accident investigation or 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.

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### 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).

### Evacuation for 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, transit passengers leaving a vehicle due to a flammable fuel leak or a passenger firing a weapon on a vehicle are evacuations for life safety reasons. Removing injured passengers or an operator from a vehicle after a collision should not be reported as an evacuation.

### Mainline Derailment

All derailments of trains occurring on mainline track, even if the train is not in revenue service, are considered reportable incidents. The mainline track is the primary rail over which rail transit vehicles travel between stations. It does not include yard and siding track. Yard derailments that meet a reporting threshold should be reported as Other Safety Occurrences Not Otherwise Classified on the S&S-40. (Commuter Rail (CR) modes do not report derailments to NTD).

### Detailed Instructions

This section describes in detail how to complete each element of the Major 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 whether the incident is not reportable. If the incident does not meet the reporting thresholds for a reportable incident, the next screen will notify you.

After completion of Setup Screens 1 and 2 and the Basic Information Screen (screen 3) and upon clicking the **Next** button, the reporting Wizard auto saves the data and generates an S&S-40 form in the background that you can view by clicking the **View Form** button at the bottom of each screen. Should you need to exit the reporting Wizard and return to complete the report at a later time, do not close the report until you have gone on to screen 4. Clicking the **Close** button on Screen 1, Screen 2 or Screen 3 deletes the report. However, closing the report after completion of Screen 3 will cause the system to save the data and file the partial report under **Pending Reports** (located at the bottom of the **Safety & Security** tab screen). To complete the report once it is in **Pending Reports**, click on the link for the report and the reporting Wizard will return to the last screen completed.

Please note that the Wizard will not auto save a report until screen 3 (Basic Information) has been completed and the **Next** button is clicked to move you to screen 4.

### Reporting an Incident

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

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### Report Set Up Screen 1

**Report Set Up Screen 1**

Please select the Mode / Type of Service being reported for this Incident.

Reporting Period Month:

No Reportable Incidents to Certify (for current reporting period)

**Tell us what type of incident is being reported.**

Check the appropriate category listed below to describe this incident.

- A collision
- A mainline derailment (not involving a collision) (not for reporting yard derailments)
- 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 / burglary / vandalism / suspicious package / cyber security event
- Personal Security Event: Assault / robbery / rape / suicide / attempted suicide / larceny or theft (including motor vehicle theft from a parking lot) / homicide
- Other Safety Occurrences not Otherwise Classified (e.g., slip and fall / electric shock / other)

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 S&S-50 Incidents (Non-Major Summary) to Report (for current reporting period)**, this will generate a new S&S-50 report 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” will appear.

Please note that the selections made on Screen 1 cannot be changed. If you inadvertently selected the wrong month, mode/TOS and/or incident type, you will not be able to change any of these selections at a later time. A report with these types of errors will need to be deleted and a new report will have to be entered.

If you click on the **Close** button after completing Screen 1, the report will be deleted and you will be returned to the Safety & Security tab.

Brief descriptions of each incident type are listed below:

**Collision:** [Collisions](#) that meet a reporting threshold and relate to or affect revenue service are reported using the S&S-40 form.

- 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 train [derailments](#) occurring on [mainline](#) track are considered reportable incidents even if the train is not in revenue service. The mainline track is the primary rail over which rail transit vehicles travel between stations and does not include yard and siding track. This threshold does not apply to commuter rail (CR). CR safety incidents are reported directly to the FRA.

- If a mainline derailment is the result of a collision, report the event as a Collision on Set Up Screen 1, not as a mainline derailment.
- Yard derailments that meet a reporting threshold should be reported as Other Safety Occurrences Not Otherwise Classified on the S&S-40.
- Derailments of maintenance equipment on mainline track that meet a reporting threshold should be reported as Other Safety Occurrences Not Otherwise Classified on the S&S-40. Do not report these types of incidents under Mainline Derailment.

**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.

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- Fires not meeting a Reportable Incident threshold but requiring an act of suppression are reported on the S&S-50 form.
- Do not report incidents under this Fire category that involve only smoke or the smell of smoke in which no fire suppression equipment was used. Incidents of this type that require an evacuation are to be reported under the Other Safety Occurrences Not Otherwise Classified incident type.

**Hazardous Material Spill:** [Hazardous material spills](#) that occur on or in transit property involve materials such as 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. To be reportable to NTD, the hazardous material spill must meet a reportable incident threshold and have caused imminent danger to life, health, or the environment, and had special attention given to clean up of the spill.

- Leaks of oil, power steering fluid or brake fluid from a transit vehicle are not considered to be of sufficient quantity to have caused an imminent danger to life, health or the environment.

**Act of God:** An [Act of God](#) is a natural and unavoidable catastrophe that interrupts the expected course of events. Examples of Acts of God include earthquakes, floods, hurricanes, tornados, other high winds, lightning, and snow and ice storms. Acts of God are subject to the thresholds for a reportable incident.

**System Security Event:** Terrorism-related [security incidents](#) such as suspicious packages, bomb threats, bombings, chemical, biological, and nuclear / radiological releases that occur on or in transit property and meet at least one of the reporting thresholds for a reportable incident are reported on the S&S-40. Security incidents also include other system security events, such as arson, burglary, vandalism, sabotage, hijacking and cyber security events that affect the transit system as a whole.

**Personal Security Event:** Personal security events that are reportable on the S&S-40 are those that meet one or more of the reporting thresholds for a Major Incident as a result of an assault, robbery, rape, attempted suicide, suicide, motor vehicle theft, larceny or homicide in or on transit property.

- For NTD reporting purposes, the victim of a rape is always reported as an injury.

**Other Safety Occurrences not Otherwise Classified Incidents:** [Other Safety Occurrences not Otherwise Classified](#) (OSONOC) include slip and fall accidents and electric shock incidents. OSONOC incidents that meet any threshold other than the injury threshold are reported using the S&S-40 form.

- Yard derailments and non-fire smoke and fume events that meet a reporting threshold should be reported under this category.
- OSONOC incidents resulting in one or more injuries but not meeting any other reportable incident threshold are reported using the S&S-50 form.

Example 8 — Other Incidents		
<b>Example:</b> 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.		
<b>Solution:</b>		
Number of Reportable Injuries 2	Number of Reportable Fatalities 1	Property Damage Amount \$20,000
Complete an S&S-40, choosing Other Safety Occurrences not Otherwise Classified on Report Set Up Screen 1 because the fatality and the injuries make it a reportable incident.		
<b>Example:</b> A Bus (MB) fills with smoke and the operator evacuates the passengers away from the vehicle. No one is injured and property damage is only \$1500.		
<b>Solution:</b>		
Number of Reportable Injuries 0	Number of Reportable Fatalities 0	Property Damage Amount \$0
Complete an S&S-40, choosing Other Safety Occurrences not Otherwise Classified on Report Set Up Screen 1, and choose "Evacuation for Life Safety Reasons" on screen 2. The evacuation makes the incident reportable.		

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### Report Set Up Screen 2

Report Set Up Screen 2 collects the number of injuries and/or fatalities, the amount of property damage associated with the event, 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?”

**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

For all events, excluding 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 reportable on an S&S-40. However, the incident may qualify to be reported on an S&S-50 report. Please see the Safety Monthly Summary Report form (S&S-50) portion of this manual for further explanation of what data are collected on the S&S-50.

Mainline Derailments and Evacuations for Life Safety reasons will always generate an S&S-40 report regardless of the number of injuries and/or fatalities and/or the amount of property damage.

If you click on the **Close** button at this point, the report will be deleted and you will be returned to the **Safety & Security** tab.

**Fatalities:** If you are reporting a fatality, check the box adjacent to “One or more fatalities.” Enter the total number of [transit passengers](#), [transit facility occupants](#), [transit employees](#), [other workers](#), [trespassers](#), occupants of other vehicles, pedestrians, or [others](#) who died as a result of the incident being reported.

**Injuries:** If you are reporting an injury, check the box adjacent to “One or more injuries”. Enter the total number of transit passengers, transit facility occupants, transit employees, other workers, trespassers, occupants of other vehicles, pedestrians, or others who received [injuries](#) (individuals receiving immediate medical attention away from the scene regardless of whether they appear to be injured) as a result of the incident being reported.

Check the box next to “No fatalities or injuries to report” if the incident did not involve injuries or fatalities.

**Were there property damages associated with the incident being reported:** Check the box adjacent to the appropriate range of estimated total property damage, either “Property damage equal to, or greater than, \$25,000” or “No property damage to report or total property damage is less than \$25,000”.

Always enter the amount of estimated total property damage in the box provided on this page. If no property damage is incurred, enter a zero (0). The reporting Wizard will not let you continue the report until an estimate of property damage has been entered.

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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 S&S-40 because of the number of injuries that resulted from the collision incident.

**Estimated Property Damage:** Without property damage values, FTA cannot conduct impact analyses that utilize property damage. Therefore it is important that you enter the estimated dollar amount required to repair or replace all vehicles or public or private property / facilities to a state equivalent to that which existed prior to the incident.

Examples of property to report estimated damage amounts for include but are not limited to the following:

- Transit vehicles
- Non-transit vehicles
- 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.

Key points regarding estimated property damage:

- 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 is not owned by the transit agency.
- The amount paid to repair or replace property or an estimate made for insurance purposes may be 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) should not be included in the property damage total.
- The cost of clearing wreckage or damage to non-transit agency property should be included in the property damage value.
- The cost of an accident investigation or criminal investigation should not be included in the estimated property damage.
- Damage to personal property, such as the value of laptops, cell phones, or other personal property items damaged or destroyed in an incident are not to be 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 S&S-40 because total estimated property damage meets the \$25,000 reporting threshold. Enter **\$48,000** (\$8,000 + \$30,000 + \$10,000) for the estimated total property damage.

### 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.

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**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, transit passengers leaving a vehicle due to a flammable fuel leak or a passenger firing a weapon on a vehicle are evacuations for life safety reasons.

- Removing a passenger to be transported for medical treatment should not be reported as an evacuation for life safety reasons, although the incident would be reportable because the injury threshold is met.
- Passenger(s) transferred from one transit vehicle to another due to a service breakdown is not an evacuation due to life safety reasons.
- Removing passenger(s) or an operator from a vehicle after a collision as part of agency policy or procedure should not be reported as an evacuation.

### 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 Major Incident Report form (S&S-40) because the evacuation was due to a life safety event — the CNG leak.

**Were Transit Vehicles Involved?:** 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. If transit vehicles were involved in the Collision select **Yes**, otherwise select **No**.

Answering **Yes** to this question generates a section on the S&S-40 form to report data about the transit vehicle type, the transit vehicle action at the time of the collision, the collision type, the transit vehicle speed, the vehicle manufacturer and the type of fuel that propels the transit vehicle.

If you select **No**, the reporting Wizard will generate a Non-Transit incident type report form. The Non-Transit Incident report would be used, for example, if two non-transit vehicles had a collision in a transit parking lot and a reporting threshold was met.

### Basic Information Screen

The basic information screen (screen 3) collects information on date, time, and approximate address of the incident being reported. The description of the incident is also recorded here. If you click on the Close button at this time, the report will be deleted and you will be returned to the Safety & Security tab.

After completing this screen and clicking the **Next** button, the reporting Wizard will save the partial report and generate an S&S-40 form in the background that you can view at any time by clicking on the **View Form** button.

**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. 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
- 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 (if applicable), 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 / PT**

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
- Non-Rail transit vehicle
- Person
- Animal
- Fixed object
- Rail vehicle
- Other

**Number of Other Motor Vehicles involved:**

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

**Location:** Select the location where the collision occurred.

- 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** and type in a description.

- Collision with a bicyclist or person in a wheelchair 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 that were involved in the collision. For example, a chain reaction incident might involve the transit vehicle and 3 automobiles. Number of Other Motor Vehicles Involved would then be 3.

If you neglect to include the **Number of Other Motor Vehicles** or enter an incorrect number of vehicles, you may edit the number of other motor vehicles involved either before or after the report is completed by clicking on the blue rectangle button labeled **Add Other Motor Vehicle** on the left side of the report or checking the box next to **Delete Other Motor Vehicle involved** under the blue button.

### Rail Collision Rail Transit Train Involved Screen

**Rail Collision Rail Transit Train Involved**

Incident Number: **New**    Mode / Type of Service: **HR / 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  
 Stopped                                       Other ▶ Please describe

**Collision type:**

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

**Train speed:**  /mph

**Vehicle manufacturer:**    
Other ▶ Please describe

**Vehicle Fuel Type:**

**Rail Collision Rail Transit Train Involved Screen:** One of these screens will be generated and must be completed for each rail transit train involved in the collision as previously indicated on the **Rail Collision Event Information** screen. For example, if you typed “2” in the box for Number of Rail Transit Trains Involved, the reporting Wizard will generate two of these screens.

**Number of Cars in Rail Transit Train:** Enter the total number of cars in the 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. If the action is not listed, select **Other** and type in a description.

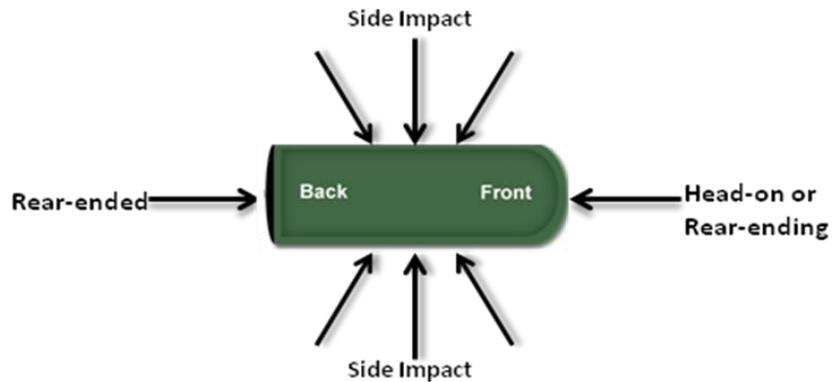
- **Making a Stop** is to be used when a transit vehicle is slowing down but still moving while coming to a regularly scheduled service stop.
- **Leaving a Stop** is to be used when a transit vehicle is resuming movement after making a regularly scheduled service stop

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**Collision Type:** Select the appropriate collision type from the point of view of the transit vehicle. The area of the vehicle that was impacted during the collision defines collision type.

- If the vehicle is impacted more than once during a collision, always report the first impact point as the Collision type.

If the list does not contain a description that fits your needs, select **Other** and type in a description. For example, you would type in "rear impact" if the transit vehicle backed into another vehicle or an object.



- **Head-on:** A collision where two vehicles are coming from opposite directions and impact 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.
- **Rear-ending:** A collision where the front of the transit vehicle impacts another vehicle on the rear end.
- **Side Impact:** Any point of contact on the side of the vehicle including side mirrors. Used in combination with Head-on to describe a T-bone or broadside collision type.
- **Rear-ended:** A collision where the transit vehicle is impacted on its rear end by the front of 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 corner of the front bumper on a pole while turning 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. A collision with a pedestrian cannot be reported as a sideswipe.

### Example 13 — Collision Type Reporting

**Example: Rear-End Collision** - A train is hit in the rear by another train.  
**Solution:** Select **Rear-ended** as the Collision Type for the transit vehicle

**Example: Rear-End Collision** - A train strikes a motor vehicle from behind.  
**Solution:** Select **Rear-ending** as the Collision Type for the transit vehicle

**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. If the train was stopped at the time of the incident, enter zero (0).

**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 type in 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	Mafersa	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				

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**Vehicle Fuel Type:** Report the type of fuel used to power the revenue vehicle in revenue service. Use the Fuel Type drop-down menu to select the type of fuel used for propulsion of the vehicle.

If a vehicle uses more than one type of fuel or a mixture of fuels, report the fuel type as dual fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.

There are special reporting rules for hybrid vehicles — vehicles that use two or more sources of power:

- Internally generated electric power. Report only the primary fuel source, such as gasoline or diesel that is used to propel the vehicle.
- Externally-charged electric batteries. Report the vehicle as a dual fuel if the “hybrid” vehicle uses batteries charged externally.

Select Electric propulsion for the trolleybus (TB) mode. A TB is defined as a vehicle that draws its electrical power from overhead lines.

Use the **Fuel Type** drop-down to select the type of fuel used to propel the rail transit train. If the fuel type is not listed, select **Other** and enter the fuel type.

The following fuel types are provided in the **Fuel Type** drop-down list:

Vehicle Fuel Types		
Bio-diesel	Electric battery	Hybrid gasoline
Bunker fuel (low grade of diesel fuel often used in ferryboat operations)	Electric propulsion	Kerosene
Compressed natural gas (CNG)	Ethanol	Liquefied natural gas (LNG)
Diesel fuel	Gasoline	Liquefied petroleum gas (LPG)
Dual fuel	Grain additive	Methanol
	Hybrid diesel	Other fuel (Describe)

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### 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"/> Dark	<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"/> Not applicable	<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 condition at the time of the collision. If the weather condition is not listed, or if the incident occurred indoors, select **Other** and type in a description of the weather, 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 under which the collision occurred. If the lighting type is not listed, select **Other** and type in a description of the lighting.

- 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).

**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 type in a description of the alignment.

#### 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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- Your selection should coincide with the choice made under **Location** on the **Rail Collision Event Information** Screen.

To clarify rail alignment:

- Shared with other rail vehicles (controlled access to other non-rail vehicles): Semi-exclusive ROW with grade crossings (a road crossing the tracks) for vehicular or pedestrian traffic.
- Non-exclusive right of way: shared with vehicles or pedestrians: Rail transit operates in and shares lanes with vehicular and pedestrian traffic (tracks are embedded in the roadway).

**Grade Crossing Control:** Select the device that most closely describes the traffic control device located at the grade crossing where the collision occurred. Make a selection here only if the collision occurred at a grade crossing. If the grade crossing control is not listed, select **Other** and type in 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, check **Not Applicable**.

**Right-of-Way Conditions:** Select the condition of the ROW surface on which the collision occurred. If the condition type is not listed, select **Other** and type in 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 is a prompt: "Using the lists below, please provide the following Collision Event details." The form has 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".

**Collision Non-Transit Vehicle Involved Screen:** This screen will appear only if you are reporting a non-transit collision (a transit vehicle was not involved) that occurred on transit owned or occupied property. This screen is generated if you checked **No** to the question “**Were Transit Vehicles Involved in this incident?**” on Set Up Screen 2.

**Location:** Select the location at which the collision occurred. If the collision did not occur at a transit parking facility, select **Other** and type in 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 pedestrian in a parking lot of a transit facility causing the pedestrian to be immediately transported for medical treatment; check **Private vehicle with a person**.

**Number of Other Motor Vehicles Involved:** Enter the total number of non-transit motor vehicles involved in the collision. If a vehicle cut off another vehicle but was not struck, do not include that vehicle.

### Example 15— Non-Transit Collision Reporting

**Example: Non-Transit Collision** – A non-transit vehicle (Vehicle 1) is pulling into a parking space in a transit agency controlled parking lot and hits the back of another non-transit vehicle (Vehicle 2). An occupant of one of the vehicles is injured and requires immediate transport to a nearby hospital.

**Solution:** Report a **Non-Transit Collision**

**Set up Screen 1:** Check Collision

**Set up Screen 2:** Check “No” to question “Were transit vehicles involved”

**Location:** Parking facility

**Collision with:** Private Vehicle(s)

**Number of Other Motor Vehicles:** 2

**Collision type for Vehicle 1:** Rear-ending

**Collision type for Vehicle 2:** Rear-ended

### Rail Collision Other Motor Vehicle Involved Screen

**Rail Collision Other Motor Vehicle Involved**

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

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"/> Commercial rail or Amtrak	<input type="radio"/> Other ▶ Please describe <input style="width: 100px;" type="text"/>

**Other Motor Vehicle action:**

<input type="radio"/> Going straight	<input type="radio"/> Making a turn
<input type="radio"/> Going backwards	<input type="radio"/> Stopped
<input type="radio"/> Changing lanes	<input type="radio"/> Other ▶ Please describe <input style="width: 100px;" 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"/> Side impact	<input type="radio"/> Sideswipe
<input type="radio"/> Other ▶ Please describe <input style="width: 100px;" type="text"/>	

**Rail Collision Other Motor Vehicle Involved Screen:** One of these screens will be generated and is to be completed for each Other Motor Vehicle involved in the collision as previously indicated on the **Rail Collision Event Information** screen. For example, if the **Number of Other Motor Vehicles** is reported as 2 on the **Rail Collision Event information** screen, the reporting Wizard will generate two of these screens.

If you neglect to include the **Number of Other Motor Vehicles** or enter an incorrect number on the **Rail Collision Event Information Screen**, you may edit the number of other motor vehicles involved either before or after the report is completed by clicking on the blue button labeled **Add Other Motor Vehicle** on the left hand side of the form or checking the box next to **Delete Other Motor Vehicle involved** under the blue button.

**Other Motor Vehicle Type:** Select the type of [other motor vehicle](#) that was involved in the collision. If the vehicle type is not listed, select **Other** and type in a description.

- A passenger van should be reported as an Automobile.
- A moped or scooter is considered a Motorcycle.

**Other Motor Vehicle Action:** Select the physical action of the other motor vehicle at the time of the collision. If the action is not listed, select **Other** and type in a description.

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**Collision Type:** Select the appropriate collision type from the point of view of the Other Motor Vehicle. The area of the vehicle that was impacted during the collision defines collision type.

- If a vehicle is impacted more than once during a collision, always report the first impact point as the Collision type.

If the list does not contain a description that fits your needs, select **Other** and type in a description. For example, you would type in “rear impact” if a vehicle backed into another vehicle or an object.

- **Head-on:** A collision where two vehicles are coming from opposite directions and impact 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.
- **Rear-ending:** A collision where the front of a vehicle impacts another vehicle on the rear end.
- **Side Impact:** Any point of contact on the side of the vehicle including side mirrors. Used in combination with Head-on to describe a T-bone or broadside collision type.
- **Rear-ended:** A collision where a vehicle is impacted on its rear end by the front of 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 corner of 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 non-rail transit vehicles and other motor vehicles involved (if applicable), 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
- Bus Stop
- Other ▶ Please describe

**Collision with:**

- Motor vehicle
- Transit 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. You would enter the number 2 if two transit vehicles from the same agency were involved in a collision.

**Location:** Select the location where the collision occurred. If the location is not listed, select **Other** and type in a description of the location.

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- Ramps, streets, highways, and freeways are considered **Roadways**.
- Grade crossings are intersections of tracks and streets but are not limited to intersections with vehicular traffic. For instance, a pedestrian only crossing is an intersection.
- An exit from a parking lot or a driveway that entails a merge with the flow of traffic is not considered an **intersection**. Report Location as **Roadway: Not Grade Crossing or Intersection**.

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

- Collision with a person on a bicycle or person in a wheelchair should be reported as a collision with a **Person**.
- Collision with a moped, motorcycle, charter or school bus 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 into the description box.

### Example 16— 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 is transported to a 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. If a vehicle cuts off another vehicle but was not struck, do not include that vehicle.

If you neglect to include the **Number of Other Motor Vehicles** or enter an incorrect number of vehicles, you may edit the number of other motor vehicles involved either before or after the report is completed by clicking on the blue button labeled **Add Other Motor Vehicle** on the left hand side of the form or checking the box next to **Delete Other Motor Vehicle involved** under the blue button.

### Example 17 — Number of Other Motor Vehicles Involved Reporting

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

**Solution:** Report 1 transit vehicle, 1 other motor vehicle (Car 2). Car 1 did not make contact with any vehicle.

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

**Solution:** 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**

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

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### Non-Rail Collision Transit Vehicle Involved Screen

**Non-Rail Collision Transit Vehicle Involved Information**

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

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"/> Changing lanes
<input type="radio"/> Stopped	<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"/> Side impact	<input type="radio"/> Sideswipe
<input type="radio"/> Other ▶ Please describe <input type="text"/>	

**Vehicle speed:**  /mph

**Vehicle manufacturer:**    
 Other ▶ Please describe

**Vehicle Fuel Type:**

**Non-Rail Collision Transit Vehicle Involved Screen:** One of these screens will be generated and is to be completed for each non-rail transit vehicle type involved in the collision as previously indicated on the **Non-Rail Collision Event Information** screen. For example, if you typed 2 in the box for **Number of Non-Rail Transit Vehicles Involved**, the reporting Wizard will generate two of these screens.

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

**Vehicle Action:** Select the physical movement of the transit vehicle at the time of collision. If the action is not listed, select **Other** and type in a description.

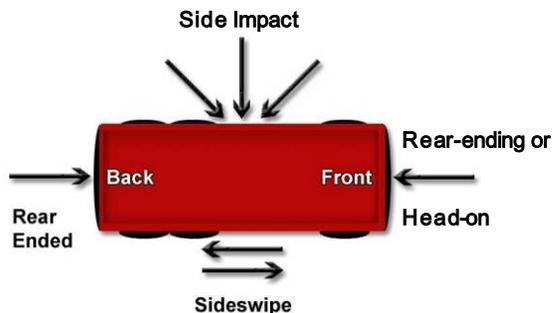
- Report backing up as **Other** and type “backing up” into the description box.
- **Making a stop** or **Leaving a stop** are to be used when the transit vehicle is still moving and coming to or leaving from a regularly scheduled service stop. These choices do not pertain to stops due to intersection control devices.

**Collision Type:** Select the appropriate collision type from the point of view of the transit vehicle. The area of the vehicle that was impacted during the collision defines collision type.

- If the vehicle is impacted more than once during a collision, always report the first impact point as the Collision type.

If the list does not contain a description that fits your needs, select **Other** and type in a description of the collision. For example, you would type in “rear impact” if the transit vehicle backed into another vehicle or an object.

- **Head-on:** A collision where two vehicles are coming from opposite directions and impact each other straight on the front; or in a T-bone or broadside collision, where one



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vehicle drives head-on into the side of another vehicle.

- **Rear-ending:** A collision where the front of the transit vehicle impacts another vehicle on the rear end.
- **Side Impact:** Any point of contact on the side of the vehicle including side mirrors. Used in combination with Head-on to describe a T-bone or broadside collision type.
- **Rear-ended:** A collision where the transit vehicle is impacted on its rear end by the front of 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 corner of 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. A collision with a pedestrian cannot be reported as a sideswipe.

### Example 18 — Collision Impact Type Reporting

#### Example: Rear-End Collision

A trolleybus (TB) is hit in the rear by the front of another vehicle.

**Solution:** Select **Rear-ended**

#### Example: Head On Collision

A Bus (MB) strikes a utility pole head on.

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

**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.
- The posted speed limit of a roadway can also be used as the estimated speed.
- Enter zero only if the transit vehicle was stopped at the time of the collision.

**Vehicle Manufacturer:** Use the **Vehicle manufacturer** drop-down to select the manufacturer of the vehicle. If the manufacturer is not listed, select **Other** and type in the name of the manufacturer.

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

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### 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.
AI	American Ikarus Inc.	FLT	Flxette Corporation	OTC	Oshkosh Truck Corporation
AMG	AM General Corporation	FLX	Flexible Corporation	PCI	Prevost Car Inc.
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 EBC	NBC	National Mobility Corporation	WCI	Wheeled Coach Industries 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)

**Vehicle Fuel Type:** Report the type of fuel used to move the revenue vehicle in revenue service. Use the Fuel Type drop-down menu to select the type of fuel used for propulsion of the vehicle.

If a vehicle uses more than one type of fuel or a mixture of fuels, report the fuel type as dual fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.

There are special reporting rules for hybrid vehicles — vehicles that use two or more sources of power:

- Internally generated electric power. Report only the primary fuel source, such as gasoline or diesel that is used to propel the vehicle.
- Externally-charged electric batteries. Report the vehicle as a dual fuel if the “hybrid” vehicle uses batteries charged externally.

Select Electric propulsion for the trolleybus (TB) mode. A TB is defined as a vehicle that draws its electrical power from overhead lines.

Use the **Fuel Type** drop-down to select the type of fuel used to propel the non-rail transit vehicle. If the fuel type is not listed, select **Other** and type in a description.

The following fuel types are provided in the **Fuel Type** drop-down list:



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**Weather:** Select the weather condition at the time of the collision. If the weather condition is not listed, or if the incident occurred indoors, select **Other** and type in a description of the weather, 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 under which the collision occurred. If the lighting type is not listed, select **Other** and type in 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 on which the collision occurred. If the configuration type is not listed, select **Other** and type in a description.

- Your selection should coincide with the choice made previously under **Location** on the **Non-Rail Collision Event Information** screen.
- Divided highway - A highway divided down the middle by a barrier that separates traffic going in different directions.
- Limited access highway - Any roadway to which access from adjacent properties is limited in some way. Often, on these kinds of road low-speed vehicles and non-motorized uses including pedestrians, bicycles, and horses, are not permitted.
- Driveways are not considered intersections.

**Intersection Control Device (if applicable):** This field will only be available if you have chosen Intersection or Grade Crossing in the Roadway Configuration field. Select the device that most closely describes the traffic control device located at the intersection where the collision occurred. If the intersection control type is not listed, select **Other** and type in a description.

- If the incident did not occur at an intersection, select **Not applicable**.
- When you select a **Location of Roadway: intersection** on the **Collision Event Information** screen, you must select the **Roadway Configuration** as **Intersection or grade crossing** on this screen and be sure to indicate what type of signaling device, if any, is located at the intersection.
- If there is no control device at the intersection, choose **No control device/individual /sign**. Do not select Not Applicable.

### Example 19 — 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 20 - Non-Rail Collision Information, Roadway Configuration and Non-Rail Collision Event Information Coordination Reporting

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

**Solution:** Under **Non-Rail Collision Information, Roadway Configuration** select **Intersection or grade crossing**

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

**Solution:** Under **Non-Rail Collision Information; Roadway Configuration** select anything but **Intersection or grade crossing** (e.g., choose Divided Highway, Street, etc.)

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

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

**Grade Crossing Control (if applicable):** This field will only be available if you have chosen Intersection or Grade Crossing in the Roadway Configuration field. Select the grade crossing control device that most closely describes the traffic control device located at the grade crossing where the collision occurred. If the grade crossing control type is not listed, select **Other** and type in a description.

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- If the incident did not happen at a grade crossing, select **Not Applicable**.
- 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 on which the collision occurred. If the condition is not listed, select **Other** and type in a description.

### Collision Non-Transit Vehicle Involved Screen

**Non-Rail Non-Transit Collision Event**

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

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:**

**Collision Non-transit Vehicle Involved Screen:** This screen will only appear if you are reporting a non-transit collision (a transit vehicle was not involved) that occurred on transit owned or occupied property. This screen is generated if you checked "Collision" on Set Up Screen 2 and checked No to the question "**Were Transit Vehicles Involved in this incident?**" on Set Up Screen 2.

**Location:** Select the location where the collision occurred. If **Other** is selected, type in a description of the location.

**Collision With:** Select the appropriate choice. For example, an employee leaving work in his personal vehicle collides with a pedestrian 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 motor vehicles involved in the collision. If a vehicle cut off another vehicle but was not struck, do not include that vehicle.

### Example 21— Non-Transit Collision Reporting

**Example: Non-Transit Collision** – A non-transit vehicle (Vehicle 1) is pulling into a parking space in a transit agency controlled parking lot and hits the back of another non-transit vehicle (Vehicle 2). An occupant of one of the vehicles is injured and requires immediate transport to a nearby hospital.

**Solution:** Report a **Non-Transit Collision**

**Set up Screen 1:** Check Collision

**Set up Screen 2:** Check "No" to question "Were transit vehicles involved?"

**Location:** Parking facility

**Collision with:** Private Vehicle(s)

**Number of Other Motor Vehicles:** 2

**Collision type for Vehicle 1:** Rear-ending

**Collision type for Vehicle 2:** Rear-ended

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### 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 style="width: 100px;" 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"/> Changing lanes
<input type="radio"/> Other ▶ Please describe <input style="width: 100px;" 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"/> Side impact	<input type="radio"/> Sideswipe
<input type="radio"/> Other ▶ Please describe <input style="width: 100px;" type="text"/>	

**Non-Rail Collision Other Motor Vehicle Involved Screen:** One of these screens will be generated and is to be completed for each Other Motor Vehicle involved in the collision as previously indicated on the **Non-Rail Collision Event Information** screen. For example, if the **Number of Other Motor Vehicles** is reported as 2 on the **Non-Rail Collision Event Information** screen, the reporting Wizard will generate two of these screens.

If you neglect to include the **Number of Other Motor Vehicles** or enter an incorrect number on the **Non-Rail Collision Event Information** screen, you may edit the number of other motor vehicles involved either before or after the report is completed by clicking on the blue button labeled **Add Other Motor Vehicle** on the left side of the form or by checking the box next to **Delete other motor vehicle involved** beneath the blue button.

**Other Motor Vehicle Type:** Select the type of other motor vehicle that was involved in the collision. If the vehicle type is not listed, select **Other** and type in a description of the vehicle.

- A passenger van should be reported as Automobile
- A moped or scooter should be considered a Motorcycle.

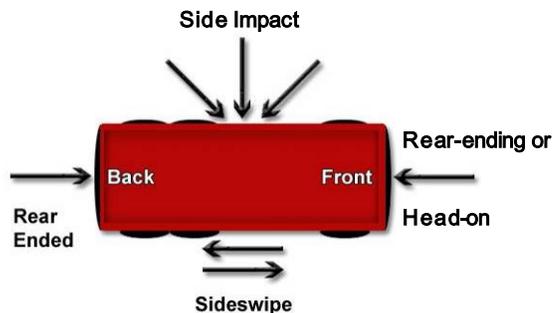
**Other Motor Vehicle Action:** Select the physical action of the other motor vehicle at the time of the collision. If the action is not listed, select **Other** and type in a description.

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

- If the vehicle is impacted more than once during a collision, always report the first impact point as the Collision type.

If the list does not contain a description that fits your needs, select **Other** and type in a description of the collision. For example, you would type in "rear impact" if a vehicle backed into another vehicle or an object.

- **Head-on:** A collision where two vehicles are coming from opposite directions and impact 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.
- **Rear-ending:** A collision where the front of a vehicle impacts another vehicle on the rear end.
- **Side Impact:** Any point of contact on the side of the vehicle including side mirrors. Used in combination with Head-on to describe a T-bone or broadside collision type.
- **Rear-ended:** A collision where a vehicle is impacted in the rear by the front of another vehicle.



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- **Other front impact:** A collision that involves the front of the vehicle that would not be described as head-on. For example, catching the corner of 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.

### 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 where the collision occurred. If the location is not listed, select **Other** and type in 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 type in a description.

### Example 22 — 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 to require immediate transport to a nearby hospital.

**Solution:** Select **Dock / terminal center**





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**Weather:** Select the weather condition at the time of the collision. If the weather condition is not listed, or if the incident occurred indoors, select **Other** and type in a description of the weather, 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 under which the collision occurred. If the lighting type is not listed, select **Other** and type in a description of the lighting.
- Twilight encompasses both just before sunrise (dawn) and just after sunset (dusk).

### Example 24— Weather Condition Reporting

#### Example: Clear Weather / Safety Incident

A ferryboat (FB) leaves the dock in clear weather conditions.

**Solution:** Select **Clear**

#### Example: Indoors Safety Incident

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

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

**Tide Conditions:** Select the condition of the tide at the time of the collision. If the condition is not listed, select **Other** and type in a description of the tide.

**Current Conditions:** Select the strength of the current at the time of the collision. If the list does not contain a description that fits your needs, select **Other** and type in a description of the current.

## Mainline Derailment

The Mainline Derailment screens are only available for rail modes. However, Commuter Rail (CR) modes do not report derailments to NTD. The mainline track is the primary rail over which rail transit vehicles travel between stations. It does not include yard and siding track.

- All derailments of transit trains occurring on mainline track, even if the train is not in revenue service, are considered reportable incidents.
- Mainline Derailment screens are only to be 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 on Set Up Screen 1.
- Yard derailments that meet a reporting threshold should be reported as Other Safety Occurrences Not Otherwise Classified on the S&S-40 and should not be reported as a Mainline Derailment.
- Derailments of maintenance equipment on mainline track that meet a reporting threshold should be reported as Other Safety Occurrences Not Otherwise Classified on the S&S-40.

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

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

**Location:** Select the location of the derailment. If the location is not listed, select **Other** and type in the location.

**Configuration:** Select the type of track on which the derailment took place.

### 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

**Derailment Rail Transit Train Involved:** One of these screens will be generated and is to be completed for each rail transit train involved in the derailment as was 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. If the action is not listed, select **Other** and type in a description of the action.

- **Making a stop** is to be used when a transit vehicle is slowing down to make a regularly scheduled service stop.
- **Leaving a stop** is to be used when a transit vehicle is resuming movement after making a regularly scheduled service stop.

**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 type in the manufacturer.

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### 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 condition at the time of the derailment. If the weather condition is not listed, or if the incident occurred indoors, select **Other** and type in a description of the weather, 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 under which the derailment occurred. If the lighting type is not listed, select **Other** and type in a description of the lighting.

- 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 type in a description of the alignment.

- Your selection should coincide with the choice made under **Location** on the **Event Information Screen**.

To clarify alignment:

- Shared with other rail vehicles (controlled access to other non-rail vehicles): Semi-exclusive ROW with grade crossings (a road crossing the tracks) for vehicular or pedestrian traffic.
- Non-exclusive right of way: shared with vehicles or pedestrians: Rail transit operates in and shares lanes with vehicular and pedestrian traffic (tracks are imbedded in the road way).

**Right-of-Way Conditions:** Select the condition of the ROW surface on which the collision occurred. If the condition type is not listed, select **Other** and type in a description of the condition.

### Fire

Fire screens vary slightly depending on the mode being reported.

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For a fire event to be reportable on the S&S-40, fire suppression 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.

### Rail Fire Event Details Screen

**Rail Fire Event Details**

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

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

**Location:**

- In or on 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
- Other
- Cable
- Smoking (e.g. tobacco) materials
- Brake Component
- 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 where the fire took place. If the location is not listed, select **Other** and type in a description of the location.

- The **In or on Vehicle** option should be chosen for fires that happen on external locations of the vehicle.
- If **In or on Vehicle** is selected, then a **Transit Vehicle Fuel Type** must also be selected on this screen.

### Example 25 — 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.

<b>Solution:</b>		
Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$15,000

This incident is reported on an S&S-50 form as there were no injuries, no evacuation, and property damages did not meet or exceed \$25,000.

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**Type of Fire:** Select the type of fire. If the type of fire is not listed, select **Other** and type in a description.

### Example 26 — 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**

### Transit Vehicle Fuel Type (if applicable):

If the **Location** of the fire is selected as **In or on Vehicle**, you must report the type of fuel used to power the revenue vehicle in revenue service.

If a vehicle uses more than one type of fuel or a mixture of fuels, report the fuel type as dual fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.

There are special reporting rules for hybrid vehicles — vehicles that use two or more sources of power:

- Internally generated electric power. Report only the primary fuel source, such as gasoline or diesel that is used to propel the vehicle.
- Externally-charged electric batteries. Report the vehicle as a dual fuel if the “hybrid” vehicle uses batteries charged externally.

Select Electric propulsion for the trolleybus (TB) mode. A TB is defined as a vehicle that draws its electrical power from overhead lines

### Non-Rail Fire Event Details Screen

#### Non-Rail Fire Event Details

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

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

<b>Location:</b>	<input type="radio"/> In or on vehicle	
	<input type="radio"/> Revenue facility: transit center	
	<input type="radio"/> Revenue facility: parking facility	
	<input type="radio"/> Revenue facility: other	
	<input type="radio"/> Non-revenue facility	
	<input type="radio"/> Right-of-way: outside vehicle	
	<input type="radio"/> Other	▶ Please describe <input type="text"/>

<b>Type of Fire:</b>	<input type="radio"/> Fuel	<input type="radio"/> Cable
	<input type="radio"/> Battery	<input type="radio"/> Smoking (e.g. tobacco) materials
	<input type="radio"/> Other electrical	<input type="radio"/> Brake Components
	<input type="radio"/> Other	▶ Please describe <input type="text"/>

<b>Fuel type(If applicable):</b>	<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"/>

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**Location:** Select the location of the fire. If the location is not listed, select **Other** and type in a description of the location.

- The **In or on Vehicle** option would be chosen for fires that occur in wheel wells or on other external locations of the vehicle.
- If **In or on Vehicle** is selected, then a **Transit Vehicle Fuel Type** must also be selected on this screen.

**Type of Fire:** Select the type of fire. If the type of fire is not listed, select **Other** and type in a description.

**Transit Vehicle Fuel Type (if applicable):** If the Location of the fire is selected as **In or on Vehicle**, you must report the type of fuel used to move the revenue vehicle in revenue service.

If a vehicle uses more than one type of fuel or a mixture of fuels, report the fuel type as dual fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.

There are special reporting rules for hybrid vehicles — vehicles that use two or more sources of power:

- Internally generated electric power. Report only the primary fuel source, such as gasoline or diesel that is used to propel the vehicle.
- Externally-charged electric batteries. Report the vehicle as a dual fuel if the “hybrid” vehicle uses batteries charged externally.

Select Electric propulsion for the trolleybus (TB) mode. A TB is defined as a vehicle that draws its electrical power from overhead lines

### 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 or on 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
- Other
- Cable
- Smoking (e.g. tobacco) materials
- Brake Component
- ▶ Please describe

**Fuel type (If applicable):**

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

**Location:** Select the location of the fire. If the location is not listed, select **Other** and type in a description.

- The **In or on Vehicle** option should be chosen for fires that happen on external locations of the vehicle.
- If **In or on Vehicle** is selected, then a **Transit Vehicle Fuel Type** must also be selected on this screen.

**Type of Fire:** Select the type of fire. If the type of fire is not listed, select **Other** and type in a description.

**Transit Vehicle Fuel Type (If applicable):** If Location of fire is selected as **In or on Vehicle**, you must report the type of fuel used to move the revenue vehicle in revenue service.

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### Hazardous Material Spill

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

A hazardous material spill must meet a reportable threshold to be 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.

- Leaks of oil, power steering fluid, or brake fluid from a transit vehicle are not considered to be of sufficient quantity to cause an imminent danger to life, health, or the environment.

#### 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 of the hazardous material spill. If the location is not listed, select **Other** and type in a description.

**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 type in a description.

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### 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):**

- 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 of the hazardous material spill. If the location is not listed, select **Other** and type in a description.

**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 type in a description.

### 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 of the hazardous material spill. If the location is not listed, select **Other** and type in a description.

**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 type in a description.

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### 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 for reporting floods, earthquakes, hurricanes, tornados, ice storms, snow storms or other natural catastrophes. The event must meet a reportable threshold in order to be reported on an S&S-40.

The Act of God screens (2) are the same for all modes operated.

#### 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 type in a description.

#### 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

## 2011 Safety and Security Reporting Manual

**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. If a choice that describes your occurrence is not listed, choose **Other** and type in a description.

- The location(s) should relate specifically to your transit agency. For example, do not simply list “Louisiana” as the location of a hurricane; instead, indicate the transit facility or other transit property that was damaged during the hurricane.

### Evacuation for Life Safety Reasons

An evacuation for life safety reasons means that the evacuation of a vehicle or facility 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 should not be reported as an evacuation.
- The removal of an operator and/or passengers from a vehicle after a collision should not be 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

**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. You will need to delete this report and start a new one.

**Evacuation Details:** 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.”

**What was Evacuated?:** Select the location from which people were evacuated. If the location is not listed, select **Other** and type in a description.

- Do not report here the location where people were evacuated to; instead report the location that people were evacuated from.

### Example 27 — Evacuation Reporting

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

**Solution:**

Evacuation for life safety reasons? Yes	Evacuation Details: Bus passengers to side of road	What was Evacuated? Vehicle / vessel
--	---	---

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

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### Security Event

Both System Security Events and Personal Security Events must meet a threshold to be reportable (e.g., fatality, individual immediately transported away from the scene for medical attention, \$25,000 in property damage or an evacuation for life safety reasons).

System Security events include terrorism-related events that affect the transit system as a whole, such as bombs threats, suspicious packages, bombings, chemical / biological / nuclear / radiological releases and other system security events such as burglary, vandalism, arson, hijacking, sabotage and cyber security events.

Personal Security Events are those taken against one or more individuals in or on transit property such as robbery, larceny, motor vehicle theft, assault, rape, and homicide. Suicides and attempted suicides are also reported here.

The Security Event Details screens are the same for all modes and types of service.

#### System Security Event Details Screen

If you choose the System 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

Suspicious package     Chemical / biological / nuclear / radiological

*Other: system security events*

Arson     Hijacking

Sabotage     Cyber

Burglary     Vandalism

**Location:**

In vehicle / vessel

Revenue facility: transit station / center or terminal

Revenue facility: parking facility

Revenue facility: other

Non-revenue facility

Right-of-Way

Other ▶ Please describe

**Was the Incident Intentional?** Select the appropriate choice.

**Security Incident Type:** Select the type of security Incident that you are reporting. If more than one related security incident occurred at the same time, select only one type. For example, if a bomb threat was called in and then a bomb went off, you would select bombing.

**Location:** Select the location at which the security incident occurred. If the location is not listed, select **Other** type in a description.

#### Personal Security Event Details Screen

If you choose the Personal Security Event 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:** AG / PT

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"/> Suicide
<input type="radio"/> Motor vehicle theft	<input type="radio"/> Attempted suicide
<input type="radio"/> Larceny / theft	<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
- Right of way
- Other ▶ Please describe

**Was the Incident Intentional?:** Select the appropriate choice.

**Security Incident Type:** Select the type of security Incident that you are reporting. If more than one related security incident occurred at the same time, make only one selection. For example, if a robbery occurred and the person was assaulted during the course of the robbery, report the incident as a robbery.

- For NTD reporting purposes, the victim of a rape is always reported as an injury.

**Location:** Select the location at which the security incident occurred. If the location is not listed, select **Other** and type in a description.

### Other Incident Event

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

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

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### Other Incident Event Details Screen

#### Other Incident Event Details

Incident Number: **New**    Mode / Type of Service: **LR / 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”, “bridge collapse”, “slip and fall (fatality)”, etc.

**Location:** Select the location of the incident. If none of the locations listed apply, select **Other** and type in a description

#### Example 28 — Other Incident Type Reporting

**Example: Yard Derailment**

A heavy rail (HR) train derails in the transit agency yard and sustains \$30,000 in property damage.

**Solution:** Select **Other** and describe as **Yard Derailment**

**Example: Bridge Collapse**

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, sustains a head injury, is immediately transported away from the scene and dies ten days after the incident due to the injury.

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

#### Example 29 — Other Incident Location

**Example: In Revenue Facility**

A passenger is killed on an escalator.

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





## 2011 Safety and Security Reporting Manual

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After completing the final S&S-40 reporting screen, you must **Save** your report. It is a good practice to review the report prior to submitting it to NTD. Use the **View Form** button as described in the previous paragraph to review your report and make any changes before saving it.

After reviewing the report and saving it, you can now **Submit** your report. Scroll to the bottom of the form and click the **Submit** button. This will return you to the **Safety & Security** tab screen.

If you close the S&S-40 report any time after screen 3 (Basic Information screen) the Reporting Wizard has saved your partially completed report under **Pending Reports** located at the bottom of the Safety & Security tab screen. When you access the unfinished report from **Pending Reports**, the Reporting Wizard returns you to the last screen that you completed.

### Editing the Major Incident Report (S&S-40) after Submitting

To edit an S&S-40 report that has been submitted, click on the expand/collapse symbol  adjacent to the **Major Incident Report** heading, locate the report in the list, then click the link to open the report. Make the changes, then **Save** and **Submit** your report.

- Mode/TOS, reporting period month and Incident type cannot be edited.
- The system does not allow you to delete an evacuation section of a report.

To add or delete the number of transit vehicles involved, the number of other motor vehicles involved, or the number of injuries or fatalities, locate the blue rectangle **Add** buttons or the **Delete** check boxes on the left side of the form in the appropriate section.

#### Example 30— 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 **Save** button and then click the **Submit** button.

##### 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 to generate the appropriate screen. Should you need to report multiple fatalities or injuries 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 and then click the **Submit** button.

##### Example: Changing a transit vehicle to an Other Motor Vehicle

Major Incident # 14 was submitted indicating 2 transit Buses (MB) and 1 Other Motor Vehicle; however, the incident involved 1 transit bus and 2 Other Motor Vehicles.

**Solution:** Open Major Incident # 14, locate the Non-Rail Collision Transit Vehicles Involved section of the form and check the **Delete Transit Vehicle Involved** box. Next, locate the Non-Rail Collision Other Motor Vehicle Involved Information section and click the blue rectangle **Add Other Motor Vehicle** button. After entering the other vehicle involved information, click the **Save** button and then the **Submit** button.

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. This will return you to the **Safety & Security** tab screen. The report will now be reviewed for accuracy by an NTD analyst.

### Deleting an S&S-40 form

To delete an S&S-40 form, you must be signed in as the Safety Contact (SFTYNTDxxxx), NTD Contact (NTDxxxx), or the CEO (CEOxxxx).

From the **Safety and Security** tab, click on the expand/collapse symbol  adjacent to the **Major Incident Report** heading, locate the report in the list then click the link to open the report. 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. This action permanently deletes the report from the system and you will no longer be able to retrieve it.

A sample Major Incident Report form (S&S-40) reporting a collision with injuries is provided on the following pages.

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<b>Form Name:</b> Major Incident Report (S&S-40)		<b>Mode:</b> MB	<b>Service:</b> DO	<a href="#">Close Form</a>
<b>Submit Date:</b>		<b>Mode / Type of Service:</b> MB / DO		
<b>Incident Types:</b>	Non-Rail Collision			
<b>Number Of Fatalities:</b>	<input type="text" value="1"/>			
<b>Number Of Injuries:</b>	<input type="text" value="0"/>			
<b>Estimated property damage:</b>	\$ <input type="text" value="14,000"/>			
<b>Basic Information</b>				
<b>Incident Number:</b> 1		<b>Mode / Type of Service:</b> MB / DO		
<b>Date of incident:</b>	<input type="text" value="January"/>	<input type="text" value="1"/>	<input type="text" value="2011"/>	
<b>Time of incident:</b>	<input type="text" value="01"/>	<input type="text" value="00"/>	<input type="text" value="AM"/>	
<b>Approximate address of incident:</b>	<input type="text" value="sample"/>			
<b>Incident description:</b>	<input type="text" value="sample"/>			
<b>Is there another person to contact for more detailed information regarding this incident?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No				
First name: <input type="text"/>		Last name: <input type="text"/>		
Contact number: <input type="text"/>		(123)123-1234		
<b>Non-Rail Collision Event Information</b>				
<b>Incident Number:</b> 1		<b>Mode / Type of Service:</b> MB / DO		
Using the lists below, please provide the following Collision Event details.				
<b>Number of Non-rail Transit Vehicles involved:</b>	<input type="text" value="1"/>			
<b>Location:</b>	<input type="radio"/> Revenue facility: transit center <input type="radio"/> Non-revenue facility <input type="radio"/> Roadway: grade crossing <input type="radio"/> Roadway: not grade crossing or intersection <input checked="" type="radio"/> Roadway: intersection <input type="radio"/> Bus Stop <input type="radio"/> Other ▶ Please describe <input type="text"/>			
<b>Collision with:</b>	<input checked="" type="radio"/> Motor vehicle <input type="radio"/> Transit vehicle <input type="radio"/> Person <input type="radio"/> Animal <input type="radio"/> Fixed object <input type="radio"/> Other ▶ Please describe <input type="text"/>			
<b>Number of Other Motor Vehicles involved:</b>	<input type="text" value="1"/>			
<a href="#">▶ Add Transit Vehicle</a>				
Delete Transit Vehicle Involved <input type="checkbox"/>				
<b>Non-Rail Collision Transit Vehicle Involved Information</b>				
<b>Incident Number:</b> 1		<b>Mode / Type of Service:</b> MB / DO		
Using the lists below, please provide the following Transit Vehicle Involved details.				
<b>Transit vehicle type:</b>	<input type="radio"/> Transit: bus - articulated <input type="radio"/> Transit: bus - cutaway <input type="radio"/> Transit: demand response vehicle <input type="radio"/> Transit: jitney or público vehicle <input type="radio"/> Other ▶ Please describe <input type="text"/>		<input checked="" type="radio"/> Transit: bus <input type="radio"/> Transit: trolleybus <input type="radio"/> Transit: vanpool vehicle <input type="radio"/> Transit: non-revenue vehicle	
<b>Vehicle action:</b>	<input checked="" 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"/> Changing lanes <input type="radio"/> Stopped <input type="radio"/> Other ▶ Please describe <input type="text"/>			
<b>Collision type:</b>	<input checked="" type="radio"/> Head-on <input type="radio"/> Rear-ending <input type="radio"/> Side impact <input type="radio"/> Other ▶ Please describe <input type="text"/>		<input type="radio"/> Rear-ended <input type="radio"/> Other front impact <input type="radio"/> Sideswipe	

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<p>Vehicle speed: <input type="text" value="5"/> /mph</p> <p>Vehicle manufacturer: <input type="text" value="Blue Bird Corporation"/>   <small>Other ▶ Please describe <input type="text"/></small></p> <p>Vehicle Fuel Type: <input type="text" value="Make Selection"/></p>																												
<p><input type="button" value="Add Other Motor Vehicle"/></p> <p>Delete Other Motor Vehicle Involved <input type="checkbox"/></p> <p><b>Non-Rail Collision Other Motor Vehicle Involved Information</b></p> <p>Incident Number: <b>1</b>    Mode / Type of Service: <b>MB / DO</b></p> <p>Using the lists below, please provide the following Other Motor Vehicle Involved details.</p> <p><b>Other Motor Vehicle type:</b></p> <table border="0"> <tr> <td><input checked="" type="radio"/> Automobile</td> <td><input type="radio"/> Light truck or SUV</td> </tr> <tr> <td><input type="radio"/> Motorcycle</td> <td><input type="radio"/> Tractor trailer</td> </tr> <tr> <td><input type="radio"/> Rail vehicle</td> <td><input type="radio"/> Other ▶ Please describe <input type="text"/></td> </tr> </table> <p><b>Other Motor Vehicle action:</b></p> <table border="0"> <tr> <td><input checked="" type="radio"/> Going straight</td> <td><input type="radio"/> Stopped</td> </tr> <tr> <td><input type="radio"/> Going backwards</td> <td><input type="radio"/> Negotiating a curve</td> </tr> <tr> <td><input type="radio"/> Making a turn</td> <td><input type="radio"/> Changing lanes</td> </tr> <tr> <td><input type="radio"/> Other ▶ Please describe <input type="text"/></td> <td></td> </tr> </table> <p><b>Collision type:</b></p> <table border="0"> <tr> <td><input type="radio"/> Head-on</td> <td><input type="radio"/> Rear-ended</td> </tr> <tr> <td><input type="radio"/> Rear-ending</td> <td><input type="radio"/> Other front impact</td> </tr> <tr> <td><input checked="" type="radio"/> Side impact</td> <td><input type="radio"/> Sideswipe</td> </tr> <tr> <td><input type="radio"/> Other ▶ Please describe <input type="text"/></td> <td></td> </tr> </table>	<input checked="" 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"/>	<input checked="" 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"/> Changing lanes	<input type="radio"/> Other ▶ Please describe <input type="text"/>		<input type="radio"/> Head-on	<input type="radio"/> Rear-ended	<input type="radio"/> Rear-ending	<input type="radio"/> Other front impact	<input checked="" type="radio"/> Side impact	<input type="radio"/> Sideswipe	<input type="radio"/> Other ▶ Please describe <input type="text"/>							
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<p><b>Non-Rail Collision Information</b></p> <p>Incident Number: <b>1</b>    Mode / Type of Service: <b>MB / DO</b></p> <p>Using the lists below, please provide the following Collision Roadway details.</p> <p><i>Non-Rail Collision Event Details</i></p> <p><b>Weather:</b></p> <table border="0"> <tr> <td><input checked="" type="radio"/> Clear</td> <td><input type="radio"/> Cloudy</td> </tr> <tr> <td><input type="radio"/> Foggy / misting</td> <td><input type="radio"/> Raining</td> </tr> <tr> <td><input type="radio"/> Snowing / sleeting</td> <td><input type="radio"/> Other ▶ Please describe <input type="text"/></td> </tr> </table> <p><b>Lighting:</b></p> <table border="0"> <tr> <td><input type="radio"/> Daylight</td> <td><input type="radio"/> Sun in eyes of transit vehicle operator</td> </tr> <tr> <td><input type="radio"/> Twilight</td> <td><input type="radio"/> Sun in eyes of other vehicle operator</td> </tr> <tr> <td><input checked="" type="radio"/> Dark</td> <td><input type="radio"/> Other ▶ Please describe <input type="text"/></td> </tr> </table> <p><i>Non-Rail Roadway Information</i></p> <p><b>Roadway configuration:</b></p> <table border="0"> <tr> <td><input type="radio"/> Limited access highway</td> <td><input type="radio"/> Divided highway</td> </tr> <tr> <td><input type="radio"/> Street</td> <td><input type="radio"/> Bridge</td> </tr> <tr> <td><input checked="" type="radio"/> Intersection or grade crossing</td> <td><input type="radio"/> Tunnel</td> </tr> <tr> <td><input type="radio"/> Private property</td> <td><input type="radio"/> Ramp</td> </tr> <tr> <td><input type="radio"/> Other ▶ Please describe <input type="text"/></td> <td></td> </tr> </table>	<input checked="" 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"/>	<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 checked="" type="radio"/> Dark	<input type="radio"/> Other ▶ Please describe <input type="text"/>	<input type="radio"/> Limited access highway	<input type="radio"/> Divided highway	<input type="radio"/> Street	<input type="radio"/> Bridge	<input checked="" type="radio"/> Intersection or grade crossing	<input type="radio"/> Tunnel	<input type="radio"/> Private property	<input type="radio"/> Ramp	<input type="radio"/> Other ▶ Please describe <input type="text"/>							
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<input type="radio"/> Other ▶ Please describe <input type="text"/>																												
<p><b>Intersection Control Device (if applicable):</b></p> <table border="0"> <tr> <td><input checked="" type="radio"/> Traffic signal</td> <td><input type="radio"/> Police officer / flagman / other person</td> </tr> <tr> <td><input type="radio"/> Stop sign</td> <td><input type="radio"/> Yield sign</td> </tr> <tr> <td><input type="radio"/> Crossing gate</td> <td><input type="radio"/> No control device / individual / sign</td> </tr> <tr> <td><input type="radio"/> Other ▶ Please describe <input type="text"/></td> <td></td> </tr> <tr> <td><input type="radio"/> Not Applicable</td> <td></td> </tr> </table> <p><b>Grade Crossing control (if applicable):</b></p> <table border="0"> <tr> <td><input type="radio"/> Active devices: crossing gates</td> <td><input type="radio"/> Active devices: quad gates</td> </tr> <tr> <td><input type="radio"/> Active devices: flashing lights only</td> <td><input type="radio"/> Active devices: train approaching sign</td> </tr> <tr> <td><input type="radio"/> Active devices: traffic signal</td> <td><input type="radio"/> Passive devices: stop sign</td> </tr> <tr> <td><input type="radio"/> Passive devices: cross bucks</td> <td><input type="radio"/> No control device</td> </tr> <tr> <td><input type="radio"/> Other ▶ Please describe <input type="text"/></td> <td></td> </tr> <tr> <td><input checked="" type="radio"/> Not Applicable</td> <td></td> </tr> </table> <p><b>Road conditions:</b></p> <table border="0"> <tr> <td><input checked="" type="radio"/> Dry</td> <td><input type="radio"/> Wet</td> </tr> <tr> <td><input type="radio"/> Snow / slush</td> <td><input type="radio"/> Ice</td> </tr> <tr> <td><input type="radio"/> Debris</td> <td><input type="radio"/> Other ▶ Please describe <input type="text"/></td> </tr> </table>	<input checked="" 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		<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 checked="" type="radio"/> Not Applicable		<input checked="" 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"/>
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<input type="radio"/> Not 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																											
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<input checked="" type="radio"/> Not Applicable																												
<input checked="" 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"/>																											

## 2011 Safety and Security Reporting Manual

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 other vehicle

**Age range:**

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

**Gender:**     Male                       Female

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

The Safety Monthly Summary Report form (S&S-50) captures monthly summary information on fires and other less severe safety incidents that are not reported on the Major Incident Report form (S&S-40). For each mode and type of service operated, one S&S-50 form must be completed every month.

- The S&S-50 must be completed each month whether you have data to report or not and even if an S&S-40 has been created for a mode during that month.

The form is required for all transit agencies, with the following exceptions:

- Commuter rail (CR) operators report safety incident data to the Federal Railroad Administration.
- Agencies with a Nine or Fewer Vehicles Waiver, a Planning Grants Waiver or a Capital Grants Waiver are not required to submit Safety data.

### Overview

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The Safety Monthly Summary Report form (S&S-50) is designed to collect data on less severe safety related incidents occurring in the transit environment than the data collected on the Major Incident Report form (S&S-40). The S&S-50 form summarizes the number of safety incidents and injuries where an individual has been transported away from the scene due to a slip, trip, fall, electric shock, etc., and the number of minor fires that required the act of suppression but do not meet Major Incident thresholds.

One S&S-50 must be completed every month for each [mode](#) and [type of service](#) (TOS) operated or purchased by the agency regardless of the presence of an S&S-40 for a month/mode.

### What Has Changed from Prior Year

Changes:

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

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.

### Approach

The S&S-50 form must be submitted monthly for each mode/TOS an agency operates. The form is required even if there is no data to report for a month. You access the S&S-50 form from the **File New S&S-50** link located at the top of the screen on the **Safety & Security** tab.

### Reporting Requirements and Thresholds

The S&S-50 is designed to capture information on fires and safety incidents that have not been reported on the S&S-40. Separate thresholds apply to Safety Monthly Summary incidents as summarized in the following exhibit.

#### Exhibit 7— Reporting Thresholds for Safety Monthly Summary Incidents

##### Other Safety Occurrences not Otherwise Classified (OSONOC):

- Injuries requiring immediate medical attention away from the scene.

##### Fires:

- Requiring an act of suppression but do not meet a major incident reporting threshold.

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### Detailed Instructions

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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).

### Reporting Safety Incidents

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

#### Occurrences

- Other Safety Occurrences not Otherwise Classified (OSONOC) (injured parties transported – slips/trips/ falls, etc.)
- Fires (requiring an act of suppression).

### Safety 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 a username that has the level of access to create and submit a report.

Incidents reported are occurrences of not otherwise classified injuries and fires.

For each category enter the total number of “Occurrences” for the month. For the OSONOC category requiring “Involved Parties”, enter the number and type of injured who were immediately transported from the scene for medical attention.

- The number of involved parties must be equal to or greater than the number of occurrences.

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## Safety 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 Safety Events details

**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**

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

For each category, enter the total number of “Occurrences” for the month. For the OSOONOC category requiring “Involved Parties,” enter the number and type of injured persons who were immediately transported away from the scene for medical attention. 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 that now includes a **Submit Report** button. To submit the report, scroll to the bottom of the report and click the **Submit Report** button. This will return you to the **Safety & Security** tab screen.

You can **Close** a report after saving it and without submitting it. Closing a report prior to saving will delete the report. Some reporters choose to fill out the S&S-50 report during the month as occurrences happen, using the **Save** option as they enter each occurrence. Once the report is finished for the month, they **Submit** the report for review by NTD analysts.

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 expand/collapse symbol  adjacent to the section heading **Non-Major Summary Report**. Find the report to edit and click on the link to open the report; make the revisions, click the **Save** button, then click the **Submit Report** button which returns you to the **Safety and Security** tab screen.

**Number of Other Safety Occurrences not Otherwise Classified:** Other Safety Occurrences not Otherwise Classified (OSOONOC) injuries are a direct result of occurrences such as slips and falls or electric shock. To be considered an injury and thus reportable, a 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 is reported in the Involved Parties section by person type: customers, workers, or others.

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Injuries are reported on the S&S-50 no matter the number of injuries per occurrence. The number of occurrences often may not equal the number of injured persons (involved parties). However, the number of involved parties must be equal to or greater than the number of occurrences.

Example 31— Other Safety Occurrences not Otherwise Classified Reporting					
<p><b>Example:</b> A transit operator slams on the brakes of a transit bus to avoid a collision with another motor vehicle resulting in 3 transit passengers falling. The 3 transit passengers required immediate medical attention away from the scene. There was no property damage.</p>					
<p><b>Solution:</b></p> <table border="1"> <tr> <td style="text-align: center;">Number of Involved Parties 3</td> <td style="text-align: center;">Number of Reportable Fatalities 0</td> <td style="text-align: center;">Property Damage Amount \$0</td> </tr> </table>	Number of Involved Parties 3	Number of Reportable Fatalities 0	Property Damage Amount \$0		
Number of Involved Parties 3	Number of Reportable Fatalities 0	Property Damage Amount \$0			
<p>Report the one Occurrence and the three injuries related to this incident on the S&amp;S-50 form under Other Safety Occurrences not Otherwise Classified.</p>					
<p><b>Example:</b> The floor of a transit facility collapses resulting in one patron requiring immediate medical attention away from the scene.</p>					
<p><b>Solution:</b></p> <table border="1"> <tr> <td style="text-align: center;">Number of Involved Parties 1</td> <td style="text-align: center;">Number of Reportable Fatalities 0</td> <td style="text-align: center;">Property Damage Amount \$0</td> </tr> </table>	Number of Involved Parties 1	Number of Reportable Fatalities 0	Property Damage Amount \$0		
Number of Involved Parties 1	Number of Reportable Fatalities 0	Property Damage Amount \$0			
<p>Report the one Occurrence and the one injury related to this incident on the S&amp;S-50 form under Other Safety Occurrences not Otherwise Classified.</p>					
<p><b>Example:</b> A bus (MB) crosses a bridge. The bridge collapses and ten transit passengers and one transit employee are killed.</p>					
<p><b>Solution:</b></p> <table border="1"> <tr> <td style="text-align: center;">Number of Reportable Injuries 0</td> <td style="text-align: center;">Number of Reportable Fatalities 11</td> <td style="text-align: center;">Property Damage Amount \$(replacement/repair of bus)</td> </tr> </table>	Number of Reportable Injuries 0	Number of Reportable Fatalities 11	Property Damage Amount \$(replacement/repair of bus)		
Number of Reportable Injuries 0	Number of Reportable Fatalities 11	Property Damage Amount \$(replacement/repair of bus)			
<p>Complete an S&amp;S-40 since the incident resulted in eleven fatalities.</p>					

**Number of Occurrences of Fire:** Fires that require the act of suppression at the time of the incident but do not meet a Reportable Threshold – 1 or more fatalities, 1 or more injuries, and / or \$25,000 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 32— Fire Reporting					
<p><b>Example:</b> A transit bus (MB) has smoke coming from under the hood 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 estimated at \$10,000.00.</p>					
<p><b>Solution:</b></p> <table border="1"> <tr> <td style="text-align: center;">Number of Occurrences of Fire 1</td> <td style="text-align: center;">Number of Reportable Injuries (Involved Parties) 0</td> <td style="text-align: center;">Property Damage Amount \$10,000.00</td> </tr> </table>	Number of Occurrences of Fire 1	Number of Reportable Injuries (Involved Parties) 0	Property Damage Amount \$10,000.00		
Number of Occurrences of Fire 1	Number of Reportable Injuries (Involved Parties) 0	Property Damage Amount \$10,000.00			
<p>Because all fires that have required the act of suppression are to be reported and this fire does not meet a major incident reporting threshold, this incident must be reported on the S&amp;S-50 form under Fire.</p>					

### Questions

If you have any questions regarding Safety and/or Security Reporting, contact your Safety & Security Analyst. If you are unsure of the name of your analyst or their contact information, contact the NTD Helpdesk at: 1-866-349-1427 or by email at: [ntdhelpdesk@savantage.net](mailto:ntdhelpdesk@savantage.net).