

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

Overview

All agencies except those with a Small Systems Waiver, Natural Disaster Waiver, Planning Grants Waiver, or Capital Grants Waiver are required to submit S&S-50 reports. Commuter rail (CR) and Alaska Railroad (AR) modes do not submit S&S-50 reports but rather report safety data to the Federal Railroad Administration (FRA).

The S&S-50 is the form that you use to report monthly summary information on fires and other less severe safety incidents that are not reportable on the *Major Incident Report form (S&S-40)*. On the S&S-50 you report only the number of occurrences of incidents per month and the number of persons immediately transported away from the scene for medical attention due to those occurrences. You do not provide details of the incidents.

- You must submit an S&S-50 each month for all your modes whether you have data to report or not and even if an S&S-40 has been submitted for a mode during that month. Please see Exhibit 13 below for S&S-50 report due dates.
- The S&S-50 form is the same for all modes.
- A reportable incident is an event that is related to or affects revenue service.
- The S&S-50 has two incident type categories:
 - **Other Safety Occurrences not Otherwise Classified (OSONOC)**
 - *Incidents that are not collisions, fires, derailments, acts of nature, hazmat spills or security events and that result in a person being immediately transported from the scene for medical treatment.*
 - *OSONOC incidents that meet the fatality, evacuation for life safety reasons, or property damage threshold are not reported here. Report an OSONOC incident meeting any of these criteria as a major incident on the S&S-40 form.*
 - *Some examples of reportable incidents include injury (immediate transport from the scene for medical attention) due to:*
 - *electric shock*
 - *a bus driver braking hard to avoid a collision*
 - *mobility device securement (tie down)*
 - *an incident that occurs on transit vehicle lift equipment*
 - *falling either up or down the steps of a bus or a facility*
 - *falling into the side of a non-moving transit vehicle*
 - *yard derailments and derailment of maintenance equipment (as long as another reporting threshold was not met)*
 - *Do not report incidents that occur in the maintenance department of a transit agency or are related to maintenance activities (except for derailments of maintenance equipment).*
 - *On-duty bus operators must be directly performing their operator duties and not engaged in another activity in order for an occurrence of injury to be reportable.*
 - **Fires**

- Report occurrences of fires that require an act of suppression but do not meet a major incident reporting threshold. If a threshold was met (immediate transport for medical attention, fatality, evacuation, property damage), the fire incident is to be reported on an S&S-40.

Exhibit 13 – S&S-50 Reporting Timeline			
Month	Due Date	Month	Due Date
January	February 29	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 31 of following year

What Has Changed from Prior Year

Clarifications:

1. Clarification on incident applicability.
2. Clarification on form navigation.
3. Clarification on number of occurrences reportable for incidents involving multiple issues.
4. Clarification on securement-related incidents.

Form Text Edits (no impact on reporting requirements):

1. Changed “Involved Parties” to “Injured Parties”

Step-by-step Instructions

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

1. From the Safety & Security Tab page, click on the [File New S&S-50](#) link.
 - The system generates an S&S-50 report form.
2. From the first drop-down menu, select the **Mode/Type of Service** for which you are entering a report.
 - *Commuter Rail (CR) and Alaska Railroad (AR) modes do not submit S&S-50 reports. CR and AR report safety data to the Federal Railroad Administration (FRA).*
3. From the second drop-down menu, titled **Reporting Period (Month)** select the month the incidents occurred.
4. If you have no data to report for a month, check the box next to **No Data to Report** (for current reporting period) and scroll to the bottom of the report to **Save** and **Submit**.

5. In the *Number of Other Safety Occurrences not Otherwise Classified* section report the total number of **Occurrences** of safety incidents in which a passenger, transit agency employee (worker), or other was immediately transported from the scene for medical attention.

- *List occurrences by the location in which they occurred:*
 - *In transit vehicles*
 - *A securement issue is related to the tying down of mobility devices on transit vehicles for safety purposes.*
 - *If a person in a mobility device falls out of the mobility device and sustains an injury, but the fall had nothing to do with the securement of the mobility device, do not report this as a securement issue. Just as regular passengers do not have to be secured in seats, passengers on mobility devices do not have to be secured on the device.*
 - *Do not report illnesses, medical conditions or injuries resulting from illness or a medical condition that occur on transit vehicles.*
 - *FTA considers one incident that involves two different types of issues at the same time as two separate and distinct occurrences, such as when a securement issue and a non-securement issue occur due to one event.*
 - *For example, a bus operator brakes hard causing two passengers in regular bus seats to fall and sustain injuries and a mobility device to break loose from its tie downs injuring the occupant, To report this one incident that falls into two different categories, enter one (1) Occurrence in the **Other in vehicle: Securement issue** category with one (1) Customer injury; then enter one (1) Occurrence in the **Other in vehicle: Not a Securement issue** category with two (2) Customer injuries.*
 - *In revenue facilities*
 - *A revenue facility is a location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles and includes bus stops.*
 - *Do not report illnesses, medical conditions or injuries resulting from illness or a medical condition that occur at transit facilities/stations/platforms.*
 - *In non-revenue facilities*

- *Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit parking garages and lots, and transit administration and maintenance buildings.*
 - *Do not report maintenance employee related injuries. These employees are acting in association with mechanic shop procedures for safe vehicle operations and FTA excludes maintenance activities from the consideration that the activity affects revenue service/operations.*
 - *Do not report illnesses, medical conditions or injuries resulting from illness or a medical condition.*
 - *Other – for incidents that do not fit into any of the above location categories.*
6. For each Occurrence reported in step 5, enter the number of injured **Customers, Workers, or Others**.
- *The number of occurrences often may not equal the number of injured persons. However, the number of injured must be equal to or greater than the number of occurrences.*
 - *For example, one incident of boarding and alighting with a lift may result in a worker and a customer sustaining injuries that require immediate transport away from the scene for medical attention. You would report one (1) occurrence with two (2) injuries.*
7. In the **Number of Occurrences of Fire**, record the number of fires that required suppression but did not meet a major incident threshold.
- *List the number of occurrences of fires by location:*
 - *In transit vehicles – also includes outer parts of a transit vehicle, such as a wheel well.*
 - *In revenue facilities – locations or areas within a location that are used by transit to enable individuals to board or alight transit vehicles. This category includes bus stops.*
 - *In non-revenue facilities – e.g., transit parking garages and lots; transit administration and maintenance buildings.*
 - *On right-of-way.*
8. Click the **Save** button.
- *The system saves your report and presents the completed report for you to review, Submit or Close.*
9. Click the **Submit Report** button if you are finished with the report, or click the **Close** button to close this report and return to it later to add data.

- If you entered a report but did not submit it by the due date, the system generates and sends a late notice email to the Safety Contact listed on the B-20 Form. To avoid receiving these late notices, be sure that all S&S-50 reports are submitted by the due date.

Safety and Security Monthly Summary Report Screen

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

Number of Occurrences of Fire

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

Total

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

1. In the *Safety & Security Tab* screen, click on the expand [+] sign next to the heading **Non-Major Summary Report**.
2. The system presents all the S&S-50 reports entered by your agency thus far in the calendar year.
3. Click on a blue [Non-Major Summary Report \(S&S-50\)](#) link to open the desired monthly report.
 - *You cannot delete an S&S-50 report. If you enter a report for a future month, check the box for **No Data to Report** and then save the report as a placeholder and come back and edit it at a later date.*
 - *You cannot edit the **Mode/TOS** or the **Reporting Period (Month)**.*
4. If you previously checked the box for **No Data to Report** and you need to add data to the report, uncheck the box. Enter your new data.
5. If you previously reported occurrences and injuries and need to change a number, click on the number you want to edit or remove and use either your backspace or your delete key to remove the number. Enter your new data.
6. Click on the **Save** button and then on the **Submit Report** button. The system returns you to *the Safety & Security Tab* screen.

Example 27 — Other Safety Occurrences Not Otherwise Classified Reporting

Example 27a: 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.

Solution:

<i>Number of Injured Parties</i>	<i>Number of Reportable Fatalities</i>	<i>Property Damage Amount</i>
3	0	\$0

Report the one Occurrence and the three injuries related to this incident on the S&S-50 form under Other Safety Occurrences not Otherwise Classified.

Example 27b: The floor of a transit facility collapses resulting in one patron requiring immediate medical attention away from the scene.

Solution:

<i>Number of Injured Parties</i>	<i>Number of Reportable Fatalities</i>	<i>Property Damage Amount</i>
1	0	\$0

Report the one Occurrence and the one injury related to this incident on the S&S-50 form under Other Safety Occurrences not Otherwise Classified.

Example 27c: A bus (MB) crosses a bridge. The bridge collapses and ten transit passengers and one transit employee are killed.

Solution:

<i>Number of Reportable Injuries</i>	<i>Number of Reportable Fatalities</i>	<i>Property Damage Amount</i>
0	11	\$(replacement/repair of bus)

Complete an S&S-40 since the incident resulted in eleven fatalities.

Example 28— Fire Reporting

Example: 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.

Solution:

<i>Number of Occurrences of Fire</i>	<i>Number of Reportable Injuries (Injured Parties)</i>	<i>Property Damage Amount</i>
1	0	\$10,000.00

Because this fire required an act of suppression but does not meet a major incident reporting threshold, this incident must be reported on the S&S-50 form under Fire.

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.