

Major Incident Report form (S&S-40)

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Overview

All transit agencies, except those with an approved Small Systems Waiver, Natural Disaster Waiver, Planning Grants Waiver or Capital Grants Waiver, are required to submit safety and security data to NTD. However, Commuter rail (CR) modes and Alaska Railroad (AR) report safety data to the Federal Railroad Administration (FRA) and security incidents to NTD (including, but not limited to, attempted suicides and suicides).

The Major Incident Report (S&S-40) is the form you use to report detailed information on the most severe safety and security incidents that occur in your transit environment. The definition of a reportable incident is provided below. You will complete one S&S-40 form for each reportable incident that occurs at your agency, regardless of how many thresholds an incident meets. Thresholds are defined below. You are required to submit S&S-40 forms no later than thirty days from the date of a reportable accident or incident.

What Has Changed from Prior Year

Clarifications:

1. Clarification on incident applicability.
2. Clarification on sub-form navigation.
3. Clarification on securement-related incidents.

Changes:

1. Added System Security Incident Type: Other.
2. Added "Transit vehicle: taxi" to the 'Transit Vehicle Type' options on the Non-rail Collision Transit Vehicle Involved Information screen.

Form Text Edits (no impact on reporting requirements or process):

1. Changed "Number of Other Motor Vehicles Involved" to "Number of Motor Vehicles Involved" on Collision Event Information screens.
2. Added "Transit Vehicle" in front of "'Fuel Type (if applicable)" on Fire Event Details screen.
3. Added "Transit" in front of "Collision type" on Ferryboat Collision Transit Vehicle Involved Information screen.
4. Added "Transit" in front of "Vehicle action" on Non-Rail Collision Transit Vehicle Involved Information screen.
5. Added "Transit Vehicle" in front of "Collision type" on Non-Rail Collision Transit Vehicle Involved Information screen.
6. Added "Transit" in front of "Vehicle speed" on Non-Rail Collision Transit Vehicle Involved Information screen.
7. Added "Other Motor Vehicle" in front of "Collision type" on Collision Other Motor Vehicle Involved screens.
8. Added "Train" in front of "Collision type" on Rail Collision Rail Transit Train Involved screen.
9. Changed "Bus stop" to "Bus or Service Stop" on Non-Rail Collision Event Information screen.
10. Changed "Making a stop" to "Making a transit stop" on Non-Rail Collision Transit Vehicle Involved Information screen.
11. Changed "Leaving a stop" to "Leaving a transit stop" on Non-Rail Collision Transit Vehicle Involved Information screen.

12. Changed form name from “Person Information – Injuries” to “Person Information – Injury” on the Person Information – Injury screen.

Definition of a 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:

- **Fatality**
 - *Includes suicides*
 - *Does not include deaths resulting from illnesses or other natural causes*
- **Immediate transport away from the scene for medical attention** (1 or more persons)
 - *Except in the case of Other Safety Occurrences not Otherwise Classified (OSONOC) (detailed information on this exception is provided in the Other Incidents section of this manual)*
 - *Each person immediately transported away from the scene for medical attention, whether or not they appear to be injured, should be reported as an injury.*
 - *Illnesses requiring transport for medical attention are not reportable*
- **Estimated property damage equal to or exceeding \$25,000**
 - *Includes ALL property involved*
- **An evacuation for life safety reasons**
 - *A life safety event is one that presents an imminent danger to ALL people in or on transit property.*

Note: All derailments of rail revenue vehicles occurring on mainline track are reportable regardless of whether or not a threshold was met.

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 your 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.

A reportable incident may involve a vehicle operated by your transit agency that is not providing revenue service. If the incident directly affects your agency’s ability to provide revenue service (i.e., a schedule would be affected) and a threshold is met, the incident is reportable.

Remember: Complete only one S&S-40 form per incident regardless of the number of thresholds an incident meets.

- *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; You would fill out only one S&S-40 to report this accident.*

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

Fatality

Always report safety and security incidents that result in fatalities on the S&S-40 form. For NTD purposes, a **fatality** is a death due to a **collision**, derailment, fire, hazardous material spill, Act of God, evacuation, security incident or other incident. Fatalities also include suicides. If you receive confirmation within 30 days of an incident that an injured person died due to the reportable incident, you would report this as a fatality, not as an injury.

The one exception to the reporting of fatalities is that you do not report deaths resulting from illnesses or other natural causes, or deaths not otherwise associated with an incident.

- *For example, if a person suffers a fatal heart attack in a rail facility, you would not report the incident to NTD. However, if a transit vehicle operator suffers a fatal heart attack while operating a transit vehicle and causes a collision, you would report this incident as a collision.*

Example 6 — Fatality Reporting		
Example: A passenger fires a weapon on a transit vehicle, killing one passenger.		
Solution: <i>Number of Reportable Injuries</i> 0	<i>Number of Reportable Fatalities</i> 1	<i>Property Damage Amount</i> \$0
Complete a Major Incident Report form (S&S-40).		

Immediate Transport Away from the Scene for Medical Attention (one or more persons)

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 minor first aid or other medical assistance received at the scene. Medical attention can be provided at a physician’s office, clinic, or hospital, and transport can be by any means, whether that is a passenger vehicle, an ambulance, or other emergency vehicle. You are not required to follow-up on each person transported to ensure that they actually received medical attention.

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

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

Do not report illnesses that require transport away from the scene for medical attention.

- *For example, do not report an incident of a passenger suffering a seizure or a heart attack on a transit vehicle or in a transit facility.*

Exception to immediate transport for medical attention threshold on S&S-40

Not all incidents that result in immediate transport for medical attention are reported on the S&S-40 form. The one exception is for the category Other Safety Occurrences Not Otherwise Classified (OSONOC). OSONOC incidents are those incidents that are not collisions, not fires, not security events, not hazmat spills, not acts of nature, and not mainline derailments. OSONOC incidents include slips, trips, falls, smoke incidents and electric

shock and must meet the fatality, evacuation for life safety reasons, or property damage threshold in order to be reported on the S&S-40 form. OSONOC events that cause a person to be immediately transported from the scene for medical attention but do not trigger any other reporting thresholds are reported on the S&S-50 form (Non-Major Summary Report Form).

Example 7 — One or More Injuries – Is it Reportable?		
Example 7a: Transported by Ambulance		
An ambulance transports two occupants of another vehicle away from the scene of a transit collision.		
Solution: Yes		
<i>Number of Reportable Injuries</i> 2	<i>Number of Reportable Fatalities</i> 0	<i>Property Damage Amount</i> \$(total property damage amount)
Complete an S&S-40 since one or more people required immediate medical attention away from the scene of the collision.		
Example 7b: 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: Reportable.		
<i>Number of Reportable Injuries</i> 3	<i>Number of Reportable Fatalities</i> 0	<i>Property Damage Amount</i> \$(total property damage amount)
Complete an S&S-40 since one or more people required immediate medical attention away from the scene of the collision.		
Example 7c: 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: Not Reportable.		
<i>Number of Reportable Injuries</i> 0	<i>Number of Reportable Fatalities</i> 0	<i>Property Damage Amount</i> submit a report if the \$25,000 reporting threshold is met
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 resulting in estimated [property damage](#) equal to or exceeding \$25,000, regardless of injuries or other thresholds, must be reported on the S&S-40. Estimated damage includes not only damage to transit property, but also the cost of clearing wreckage, and the damage to all the other vehicles and property involved in or affected by the incident.

FTA only requires agencies to report property damage estimates. To meet the estimated property damage reporting requirement and relieve some of this estimating and reporting burden, your agency may want to establish standard property damage totals for specific incident types, estimate the value of each event on a case-by-case basis, use the amount paid to repair or replace property, or use estimates made for insurance purposes. In the case of a total vehicle loss, you may want to use the blue book value as an estimate.

Examples of property to include in your estimate of damage:

- Transit vehicles
- Non-transit vehicles

- Transit stations as well as non-transit facilities
- Rights-of-way (ROW) and items surrounding the ROW, such as utility poles
- Bus stop shelters
- Private property (e.g., buildings, fences, traffic signals, walls)
- Bicycles and personal mobility devices

Do not include in your estimate of damage:

- The cost of medical attention (hospital or doctor fees)
- The cost of an accident investigation or criminal investigation
- Damage to personal property, such as the value of laptops, cell phones or other personal items

Example 8 — Calculating Property Damage		
<p>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.</p>		
<p>Solution:</p> <p><i>Number of Reportable Injuries</i></p> <p>0</p>	<p><i>Number of Reportable Fatalities</i></p> <p>0</p>	<p><i>Property Damage Amount</i></p> <p>\$27,000.00</p>
<p>Property damage = \$27,000 (\$15,000 + \$12,000)</p>		

Evacuation for Life Safety Reasons

Report all evacuations of transit property for life safety reasons on the S&S-40. The life safety requirement is intended to capture events that pose serious threats to those in the transit environment. A life safety event is one that presents an imminent danger to all passengers and employees on a transit vehicle or all customers and employees in the affected part of a transit facility.

Examples of life safety events include:

- Fires
- The presence of smoke or noxious fumes
- Hazardous material spills
- Vehicle fuel leaks
- The firing of a weapon on a vehicle
- Electrical hazards

Evacuations due to operational issues are not reportable.

Do not report the removal of an injured person from a vehicle as an evacuation.

Reporting a Major Incident

Overview

No matter the type of major incident you are reporting, the first three (3) screens you encounter will always be the same. These screens are:

- **Set up screen 1**
 - Select the mode in which the incident occurred, the month it occurred, and the type of incident you are reporting.
 - *If two or more transit modes within your agency are involved in one incident, report the incident in only one mode.*
 - *If the incident involves rail and non-rail, report the incident in the rail mode.*
 - *If the incident involves two rail modes, or two non-rail modes, select the mode to report based on predominant use.*
 - *Predominant use is most often measured by the volume of passengers served by a mode. For example: if an incident that occurred in a multi-modal station served by HR and LR, report the incident under LR based on the higher volumes of LR boarding passengers.*
- **Set up screen 2**
 - Indicate if there were any fatalities or people immediately transported from the scene for medical attention, the amount of property damage, if there was an evacuation for life safety reasons, and whether or not any of your agency's transit vehicles, either DO or PT, were involved.
- **Basic information**
 - Report the date, time and approximate address (longitude and latitude for ferryboats) of the incident, and type in a brief description of the pertinent details of the incident.

Step-by-step Instructions for Completing an S&S-40 Form

1. Click on the **Safety & Security** Tab.
2. Click on the blue [File New S&S-40](#) link near the top of the *Safety & Security* screen.
3. Complete *Report Set Up Screen 1*.
 - a. From the first drop-down menu, select the **Mode /Type of Service** for the incident you are reporting.
 - b. From the second drop-down menu, select the **month** in which the incident occurred.
 - *Please note that the “No Reportable Incidents to certify (for current reporting period)” check box refers to the S&S-50 form. You can use Set Up Screen 1 to file a monthly S&S-50 report if you do not have minor incidents to report for the month.*
 - c. Check the box for the incident type.

- Definitions of the incident types are provided in this manual, immediately after the graphic of Set Up Screen 1 below.

Note: The selections you make on this screen cannot be edited after you go on to the next screen. If you inadvertently select the wrong month, mode/TOS, or incident type, you will need to delete the report and create a new one.

4. Click the **Next** button to proceed to Set Up Screen 2.

- If you click the **Close** button at the bottom of Set Up Screen 1, your progress is not saved.

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)

Incident Types

- **Collision:** A vehicle accident related to or affecting revenue service that meets a reporting threshold.
 - Collisions can be with another transit vehicle, a non-transit motorized vehicle, a rail vehicle, a person, an object, an animal, a vessel, or a dock.
 - Do not report a suicide or attempted suicide as a collision. Suicides/attempted suicides are to be reported under the incident type of Personal Security Event (described below).
- **Mainline Derailment:** A derailment of a train in revenue or non-revenue service on [mainline](#) track.
 - Mainline track is the primary rail over which rail transit vehicles travel between stations and does not include yard and siding track.
 - Report all derailments of rail revenue vehicles occurring on mainline track on an S&S-40, regardless of whether or not a threshold was met, even if the train was not in revenue service.

Please note:

- *The Commuter rail (CR) mode and the Alaska Railroad (AR) do not report derailments to NTD.*
- *If a mainline derailment is the result of a collision, do not report the incident as a derailment, but rather as a Collision.*
- *Do not report yard derailments under this incident type. Report yard derailments that meet a reporting threshold other than immediate transport for medical attention under the category Other Safety Occurrences Not Otherwise Classified on the S&S-40. Yard derailments resulting in a transport for immediate medical attention away from the scene that do not meet any other thresholds are reported on the S&S-50.*
- *Do not report derailments of maintenance equipment on mainline track under this incident type. Report maintenance equipment derailments that meet a reporting threshold, other than immediate transport for medical attention, under the category Other Safety Occurrences Not Otherwise Classified on the S&S-40. If a derailment of maintenance equipment results in only a transport for medical attention, report that occurrence on the S&S-50.*
- **Fire:** A conflagration in or on transit property that meets a reportable incident threshold and was suppressed in some manner.
 - *Do not report arson as a fire incident. Arsons are reported as security incidents.*
 - *If a fire is suppressed but the incident does not meet a reporting threshold, report that occurrence of fire on an S&S-50 form, not on an S&S-40.*
 - *Do not report incidents that involve only smoke or the smell of smoke in which no fire suppression occurred under this incident type. Report noxious fumes and smoke incidents where an evacuation took place as an Other Safety Occurrences Not Otherwise Classified on the S&S-40.*
- **Hazardous Material Spill:** Large spills of hazardous material on transit property that caused imminent danger to life, health, or the environment; required specialized clean up; and met a reporting threshold.
 - *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:** A natural and unavoidable catastrophe that interrupts the expected course of events. The event must meet a reportable threshold in order to be reported on an S&S-40.
 - *Acts of God events include earthquakes, floods, hurricanes, tsunamis, tornados, other high winds, lightning, and snow and ice storms.*
- **System Security Event:** A security event that occurs on transit property, affects a transit system as a whole, and meets a reporting threshold.
 - *Includes arson, burglary, vandalism, sabotage, hijacking, suspicious packages and objects, cyber security events, bomb threats, bombings, and chemical, biological and nuclear / radiological releases.*
- **Personal Security Event:** A security event that occurs to individuals on transit property and meets a reporting threshold.
 - *Includes assault, robbery, rape, attempted suicide, suicide, theft, motor vehicle theft, larceny, and homicide.*

- **Other Safety Occurrences not Otherwise Classified (OSONOC):** This “Other” incident type encompasses those incidents that are not collisions, not fires, not security events, not hazmat spills, not acts of nature, and not mainline derailments. OSONOC incidents include slips, trips, falls, and electric shock. Please note that to be reported on an S&S-40, these types of incidents must trigger a reporting threshold other than immediate transport for medical attention.
 - *Under this category report yard derailments and non-fire smoke and noxious odor events that meet a reporting threshold (i.e., evacuation, fatality, property damage) other than immediate transport for medical attention.*
 - *Do not report under this category OSONOC incidents that result in only immediate transport from the scene for medical attention. You report those types of incidents on an S&S-50 form.*

Example 9 — Other Incidents (OSONOC)

Example 9a: A Demand Response (DR) vehicle is crushed by a falling tree, resulting in the death of 1 transit employee, transport of 2 transit passengers requiring immediate medical attention away from the scene, and \$20,000.00 in estimated property damage.

Solution:		
<i>Number of Reportable Injuries</i>	<i>Number of Reportable Fatalities</i>	<i>Property Damage Amount</i>
2	1	\$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.

Example 9b: 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.

Solution:		
<i>Number of Reportable Injuries</i>	<i>Number of Reportable Fatalities</i>	<i>Property Damage Amount</i>
0	0	\$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.

Report Set Up Screen 2

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

Completing Report Set Up Screen 2

1. If the incident you are reporting resulted in fatalities or one or more persons immediately transported from the scene for medical attention, check the appropriate box(es) and enter the number of fatalities and/or injuries. Check the box next to **No fatalities or injuries to report** if there were none.
 - *Remember: An injury indicates a person was immediately transported from the scene for medical attention, whether or not the person appeared to be injured.*
 - *Do not report illnesses requiring transport for medical attention.*
2. Check the appropriate box to report whether you estimate the property damage to be more or less than \$25,000 and enter the estimated amount (Enter whole dollar amounts only, do not report cents).
 - *If the incident resulted in no property damage, enter 0 (zero).*
 - *Estimated damage must include not only damage to your agency's transit property, but also the cost of clearing wreckage, and the damage to all the other vehicles and property involved in or affected by the incident.*
3. If an Evacuation for Life Safety Reasons occurred because of the incident, check **Yes** to that question, otherwise check **No**.
 - *Remember: A life safety event is one that presents an imminent danger to all passengers on your agency's transit vehicle or all customers and employees in a certain part of your agency's transit facility.*
 - *Do not report the removal of an injured person from a vehicle as an evacuation.*

4. If you are reporting a Collision, please check **Yes** or **No** to indicate whether a transit vehicle either directly operated by your transit agency or contracted by your agency to provide service was involved in the incident (does not apply to ferryboat mode).
- *Transit vehicles include taxi cabs providing demand response service for your agency (DT/PT), rail vehicles, buses, demand response vehicles, trolley buses, vanpool vehicles, or any other type of vehicle either directly operated by your agency or operated for your agency by a contractor.*
 - *When you check **Yes** to this question, the system generates a section later in the report for you to indicate your agency's transit vehicle type, the vehicle action at the time of the collision, the collision type, the transit vehicle speed, the vehicle manufacture and the type of fuel that propels the transit vehicle.*
 - *If you check **No** to this question, the system will generate a **Non-Transit** incident type report form that does not allow you to report data about your agency's transit vehicle.*

Note: Certain selections you make on this screen cannot be edited after you go on to the next screen. If you inadvertently select the incorrect answer for whether an evacuation occurred or a transit vehicle was involved, you will need to delete the report and create a new one. (You may edit the amount of injuries, fatalities, and property damage at any time.)

5. Click the **Next** button to proceed to the third screen, Basic Information.
- *If you click the **Close** button at the bottom of Set Up Screen 2, your progress is not saved.*
 - *At this point, based on the information you provided, the system determines if the incident qualifies as a major incident, a non-major incident, or whether the incident is not reportable*
 - *If the incident does not meet a reporting threshold for a major incident, one of two things will happen:*
 - *A window pops up with the message "Not Reportable Incident on the S&S-40, may be reportable on the S&S-50", OR*
 - *The system takes you to a blank S&S-50 Summary Report form.*
 - *Do not complete this blank S&S-50 form and try to save it if you already created a report for the month and mode/TOS you are reporting. The system gives you the error message "Sorry, you cannot create the form since the data already exists for this mode/service and month."*

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:		
<i>Number of Reportable Injuries</i>	<i>Number of Reportable Fatalities</i>	<i>Property Damage Amount</i>
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: Not Reportable.		
<i>Number of Reportable Injuries</i>	<i>Number of Reportable Fatalities</i>	<i>Property Damage Amount</i>
0	0	\$0
This incident is not reportable because the transit passenger had left the transit system/property.		

Basic Information Screen

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

Completing the Basic Information Screen

1. Use the first drop-down menu to enter the **Date** the incident occurred.
2. Use the second drop-down menu to enter the **Time** the incident occurred.
3. Enter the **Approximate Address** of the 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.
4. Type in a brief **Description** of the pertinent details of the incident.
 - Responses are limited to 2000 characters. If you exceed 2000 characters, the system alerts you to edit the description before continuing.
5. Indicate whether there is another person to contact about details in the report (other than the person listed as the Safety Contact on the B-20 form).

- If you select **Yes**, please enter the first and last name and phone number of this individual.

6. Click the **Next** button to continue this report.

- *If you click the **Close** button before or after you enter data into this screen, the system deletes your partially completed report and returns you to the Safety & Security Tab.*
- *If you click the **View Form** button before you enter data into this screen, the NTD Program closes and presents you with a white screen. At this point you have to close your browser and open it again to log back in to the NTD Program.*
- *If you click the **View Form** button after entering data on this screen, the system presents in report format the data you entered up to this point.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button. .*

The next screens you encounter depend on the Incident Type and Mode you selected on *Set Up Screen 1*. Directions to complete screens for each incident type are provided in the next section of this Manual. The incident types and their locations in this manual are listed on page 41 under *Contents*.

Collisions

If you checked the box to report a Collision on *Set Up Screen 1*, the system generates reporting screens based on Mode. The screens vary slightly depending on whether you are reporting a Rail collision, a Non-rail collision or a Ferryboat collision. In the following pages, we provide step-by-step directions on how to complete each of the following four basic information screens for each mode:

- Collision Event Information screen
- Transit Vehicle Involved screen
- Collision Information screen
- Other Motor Vehicle Involved screen (not applicable for ferryboat reporting).

The directions for reporting collisions are presented in segments by mode:

1. Rail (including rail mode non-transit vehicle)
2. Non-rail (including non-rail mode non-transit vehicle)
3. Ferryboat

Rail Collisions

Within the rail collision screens you report information about Collisions that occurred in LR, HR, YR, CC, IP, SR, and MG modes. Please note that the Commuter Rail (CR) mode and Alaska Railroad (AR) do not report safety incidents to NTD, only security incidents. You will be asked to report the number of your agency's rail vehicles and other motor vehicles involved (if applicable), the location of the collision, what your agency's transit vehicle collided with, the collision impact points on the vehicles involved (collision type), and the weather and right-of-way/roadway conditions at the time of the collision.

Note: If a rail vehicle is not in revenue service running on a test line and it has a collision that meets a reporting threshold, this incident is reportable to NTD. The rail vehicle is operating on revenue track, thus this incident is related to revenue service and reportable to NTD.

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:

Completing the Rail Collision Event Information Screen

1. In the first box, enter the number of your agency's rail vehicles that were involved in this collision (**Number of Rail Transit Trains Involved**).

- *If your agency's rail vehicle collided with another agency's rail vehicle, DO NOT include the other agency's transit vehicle here. This section is for reporting your agency's vehicle(s) only.*

Note: If you discover later in the report that you entered an incorrect number of rail vehicles here, you can edit the number of trains involved after you complete and save the report.

2. Select the **Location** of the collision.

- *A grade crossing is the intersection of a road/highway/street/pedestrian path and rail lines or railroad tracks, or the intersection of two rail lines.*
- *Grade crossings are not limited to intersections with vehicular traffic. A grade crossing can be a pedestrian-only crossing.*

3. Indicate what else was involved in this collision with your agency's transit rail vehicle (**Collision with**).

- *Report a collision with a bicyclist or person in a wheelchair or mobility device as a collision with a **Person***

- Report a collision with an automobile, moped, scooter, motorcycle, charter bus, school bus, or another agency's transit vehicle as a collision with a **Motor Vehicle**.
 - Report a collision with another of your transit agency's non-rail vehicles as a collision with a **Non-rail transit vehicle**.
 - Report a collision with another rail vehicle, either yours or another agency's, as a collision with a **Rail vehicle**.
 - If the list does not contain a description that fits your needs, select **Other** and type in a description
4. In the last box on the screen, type in the **Number of Motor Vehicles Involved** in this collision. (Do not include your agency's transit rail vehicle.)
- If you are reporting a collision with a motorcycle, a moped or a scooter, enter the number of those vehicles here.
 - You would enter a 3 here if you are reporting a chain reaction collision involving your agency's rail vehicle and 3 automobiles.
 - If you are reporting a collision with another agency's non-rail transit vehicle, enter the number of those transit vehicles here.
 - If you are reporting a collision with one of your transit agency's non-rail transit vehicles, enter the number of those transit vehicles here.
 - If you are reporting a collision with another agency's rail vehicle, enter the number of those rail vehicles here.
- Note: If you discover later in the report that you forget to enter the number of other vehicles or entered an incorrect number, you can edit the number of motor vehicles involved after you complete and save the report*
5. Click the **Next** button to continue the report.
- If you click the **Close** button on this Rail Collision Event Information screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
 - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point that you left when you clicked on the **View Form** button.

Rail Collision Rail Transit Train Involved Screen

For each of your agency's rail vehicles that you reported were involved in this collision, the system generates a *Rail Collision Rail Transit Train Involved* screen.

- The system generates the same number of these screens as the number that you reported for rail transit vehicles on the previous screen. For example, if you reported that 2 of your rail vehicles were involved in the incident, you will complete 2 of these screens – one for each rail vehicle.

Rail Collision Rail Transit Train Involved

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

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:

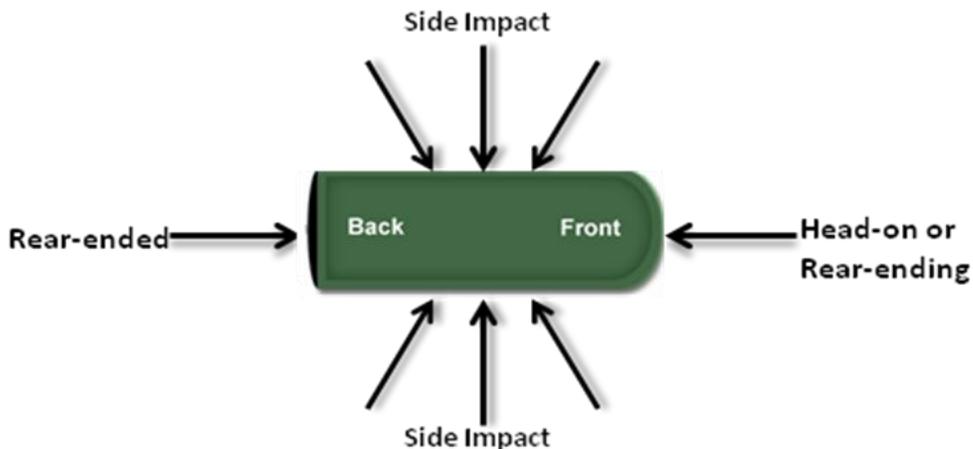
Vehicle Fuel Type:

Completing the Rail Collision Rail Transit Train Involved Screen

1. In the first box, enter the total number of **Cars in the Rail Transit Train** for the train involved in the collision.
2. In the second box, enter the total **Number of Cars Derailed** due to this collision.
3. Click the choice that best describes the physical movement (**Train action**) of your agency's rail vehicle at the time the collision occurred.
 - Select **Making a transit stop** if your agency's vehicle was moving and pulling into a regularly scheduled service stop.
 - Select **Leaving a transit stop** if your agency's vehicle was moving and pulling out of a regularly scheduled service stop.

4. Make a selection that describes the area of your agency's rail vehicle that was impacted during the collision (**Train Collision type**).

- *Base your selection from the point of view of your agency's rail vehicle (as if you were sitting in the vehicle).*
- *If the vehicle was impacted more than once during the collision, always report the first impact point on the vehicle.*
- **Head-on:** *Your agency's rail vehicle was impacted on its front end, such as in 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.*
 - *Do not report Head-on when your agency's rail vehicle rear-ends another vehicle.*
- **Rear-ending:** *Your agency's rail vehicle was impacted on its front end when it rear-ended another vehicle.*
- **Rear-ended:** *Your agency's rail vehicle was impacted on its rear end by the front of another vehicle.*
- **Side Impact:** *Your agency's rail vehicle was impacted anywhere on one of its sides, including being T-boned or broadsided, or sustaining impact to a side mirror.*
- **Other front impact:** *Your agency's rail vehicle was impacted anywhere on its front end that would not be described as head-on. For example, if the front corner of the vehicle came into contact with something, or only a part of the front end was impacted, you would report this as "Other front impact".*
- **Sideswipe:** *Your agency's rail vehicle was not impacted in one place on a side, but was scraped along a length of one of its sides.*
 - *Do not report collisions with pedestrians as a sideswipe.*
- **Other:**
 - *If the rear end of your agency's rail vehicle was damaged when it backed into another vehicle or an object, report this as a "rear impact" here.*



5. Enter the **Train speed** at which your agency's rail vehicle was traveling when the collision occurred.
 - Enter 0 (zero) if the rail vehicle was stopped at the time of the incident.
 - If you do not know the exact speed, you may estimate the speed or use the posted or design speed within a corridor as the estimated train speed.
6. Use the **Vehicle manufacturer** drop-down menu to select the manufacturer of your agency's rail vehicle.
 - If the manufacturer is not listed, select *Other* and type in the name of the manufacturer.
7. Make a selection from the **Vehicle Fuel Type** drop-down menu to report the type of fuel that powers your agency's rail vehicle in revenue service.
 - If a vehicle uses more than one type of fuel or a mixture of fuels from sources external to the vehicle, report the fuel type as dual fuel.
 - For hybrid 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.
 - For trolleybus (TB) mode, select *Electric propulsion*.
 - A TB is a vehicle that draws its electrical power from overhead lines.
 - If the fuel type is not listed, select **Other** and type in the name of the fuel.
8. Click the **Next** button to continue the report.
 - If you click the **Close** button on this Rail Collision Rail Transit Train Involved screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
 - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

Example 12 — Train Collision Type Reporting

Example 12a: Rear-End Collision

A train is hit in the rear by another train.

Solution: Select *Rear-ended* as the Train Collision Type for the transit vehicle.

Example 12b: Rear-End Collision

A train strikes a motor vehicle from behind.

Solution: Select *Rear-ending* as the Train Collision Type for the transit vehicle

The following manufacturer choices are provided in the **Vehicle Manufacturer** drop-down list:

Exhibit 7 – 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		

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

Exhibit 8 – 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)

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 style="width: 150px;" 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 style="width: 150px;" 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 style="width: 150px;" 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 style="width: 150px;" type="text"/>

Completing the Rail Collision Information Screen

1. Click on the choice that best describes the **Weather** at the time of the collision.
 - Report a sunny day as **Clear**.
 - If a suitable weather condition is not listed, check **Other** and type in a description of the weather.
 - Hot and Cold are not weather conditions.
 - If the incident occurred indoors, check **Other** and add this explanation into the description box.
2. Select the **Lighting** choice that best describes the lighting when the collision occurred.
 - If the incident occurred in a tunnel or a facility, check **Other** and type in Artificial Lighting.
 - Twilight encompasses the subdued light just after sunset and just before sunrise - dusk and dawn.
 - If a suitable lighting type choice is not listed, select **Other** and type in a description of the lighting.

3. Click on the **Rail alignment** choice that describes the right-of-way (ROW) on which the collision occurred.
 - *Exclusive right-of-way: ROW from which all other motor vehicle and pedestrian traffic (mixed and cross) is excluded and there are no grade crossings.*
 - *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).*
 - *If the alignment type you need is not listed, select **Other** and type in a description of the alignment.*
4. If the accident occurred at a grade crossing, indicate the **Grade crossing control** device that controls the traffic at the crossing where the collision occurred.
 - *Your selection here should coincide with the Location you reported on the Rail Collision Event Information screen, e.g., if you selected the Location as Right-of-way: grade crossing you must select a grade crossing control device in this section.*
 - *Make a selection here only if the collision occurred at a grade crossing (intersection of a road/highway/street/pedestrian crossing and railroad tracks). If the collision did not occur at a grade crossing, check **Not Applicable***
 - *If the grade crossing did not have a control device, select **No control device**. If the incident was at a grade crossing, do not check **Not applicable** as this means the collision did not occur at a grade crossing.*
 - *Quad gates are a set of four (4) barricade gates used at grade crossings, most often on four-lane undivided highways or crossings with multiple tracks separated by a distance greater than the length of a motor vehicle.*
5. Select the **Right-of-way condition** for the right-of-way on which the collision occurred.
 - *If a suitable condition type is not listed, select Other and type in a description of the condition.*
6. Your option buttons at the end of this *Rail Collision Information* screen depend on the characteristics of the collision you are reporting. Options may include:
 - **Close** - *If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - **View Form** - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*
 - **Next** – *Moves you to the next screen to continue your report.*
 - **Save** – *Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.*
 - *After you save the report you can edit the number of rail vehicles involved.*

- If you need to change the number of rail vehicles involved, there is a blue button labeled **Add Transit Train** in the top left hand corner of the first Rail Collision Rail Transit Train Involved section and a check box labeled **Delete Transit Vehicle Involved** in each Rail Collision Rail Transit Train Involved section.
- After you save the report you can also edit the number of Motor Vehicles Involved,
 - If you need to change the number of Motor Vehicles Involved, there is a blue button labeled **Add Other Motor Vehicle** in the top left hand corner of the first Rail Collision Other Motor Vehicle Involved section and a check box labeled **Delete Other Motor Vehicle Involved** in each Rail Collision Other Motor Vehicle Involved section.
 - If you did not include a number for motor vehicles involved and need to add a vehicle(s), there is a blue button labeled **Add Other Motor Vehicle** in the top left hand corner of the Rail Collision Information section.
- **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

Rail Collision Event Information Screen (Non-Transit Vehicle Involved)

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, a instruction reads: "Using the lists below, please provide the following Collision Event details." The form contains 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".

FTA collects data on non-transit related collisions that occur on transit property which meet a reporting threshold. A special *Rail Collision Event Information* screen for non-transit collisions is generated if you checked *No* to the question “*Were Transit Vehicles Involved in this Incident?*” on *Set Up Screen 2*. This incident type is for reporting a non-transit collision (no transit vehicles were involved) on transit property that meets a reporting threshold.

- Some examples of incident types that you would report here are:
 - Collisions in transit parking lots or parking garages between personal motor vehicles or a personal motor vehicle and a pedestrian
 - Collisions of personal motor vehicles into bus stop shelters or facilities.

Completing the Rail Collision Event Information Screen (Non-Transit Vehicle Involved)

1. Check whether the **Location** of the non-transit collision was a Parking Facility or Other location. If you check Other, type in a description of the location.
2. Select whether the collision involved only vehicles, or whether it involved a vehicle with a person or a fixed object (**Collision with**). If these choices do not correctly describe the vehicles involved, check Other and type in a description.
3. In the **Number of Motor Vehicles Involved** box, enter all the vehicles involved in this collision.
 - *For example, if an automobile collided with a person, the number of motor vehicles involved is 1. If the collision was between two automobiles in a transit parking lot, the number of motor vehicles involved would be 2.*
 - *If you discover later in the report that you did not include the number of motor vehicles involved or you entered the incorrect number of vehicles, you can edit this category after you complete and save the report.*
4. Click the **Next** button to continue the report.
 - *If you click the **Close** button on this Collision Non-Transit Vehicle Involved screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*

Example 13 — 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 Motor Vehicles Involved: 2

Other Motor Vehicle Collision type for Vehicle 1: Rear-ending

Other Motor Vehicle Collision type for Vehicle 2: Rear-ended

Rail Collision Other Motor Vehicle Involved Screen

Whenever you indicate that another motor vehicle was involved in the collision you are reporting, the system generates this *Rail Collision Other Motor Vehicle Involved* screen for you to report information on the other motor vehicle.

- *The system generates the same number of these screens as the number you reported for other motor vehicles on the previous screen. If you reported 2 other vehicles, you will complete 2 of these screens, one for each vehicle.*

Note: If you discover later in the report that you did not include the number of motor vehicles involved or you entered the incorrect number of vehicles, you can edit this category after you complete and save the report.

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:

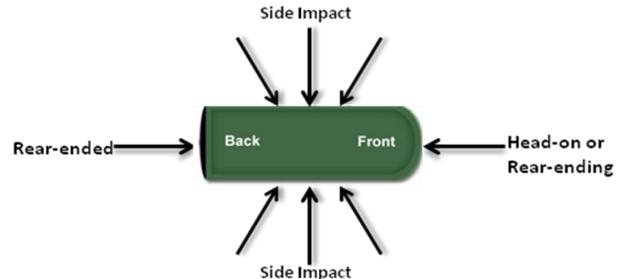
<input type="radio"/> Head-on	<input type="radio"/> Rear-ended
<input type="radio"/> Rear-ending	<input type="radio"/> Other front impact
<input type="radio"/> Side impact	<input type="radio"/> Sideswipe
<input type="radio"/> Other ▶ Please describe <input style="width: 100px;" type="text"/>	

Completing the Rail Collision Other Motor Vehicle Involved Screen

1. Select the **Other Motor Vehicle type** from the list provided, or check Other and enter a description if the list does not include a suitable choice.
 - *Report a passenger van as an **Automobile***
 - *Report a moped or scooter as a **Motorcycle***
 - *Report another agency's transit vehicle as **Other** and in the description box include the transit agency name*
2. In the **Other Motor Vehicle action** category, make a choice to describe the movement of the other vehicle at the time the collision occurred.
 - ***Stopped** indicates that a vehicle has come to a standstill on a roadway. Do not indicate a "parked" vehicle as stopped, but rather check Other and type "parked" into the description box.*

- If the vehicle ran a stop sign, indicate whether the vehicle was **Going straight** or **Making a turn** as it went through the intersection. Do not check "Other" and type in "ran a stop sign".
- If the list does not include a suitable choice, check Other and type in a description.

3. Select an **Other Motor Vehicle Collision type** that best describes where on the other vehicle it was impacted during the collision.



- Base your selection from the point of view of the vehicle you are reporting (as if you were sitting in the vehicle).
- If the vehicle was impacted more than once during a collision, always report the first impact point on the vehicle.
- **Head-on:** The vehicle was impacted on its front end, such as in 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.
 - Do not report Head-on when the other vehicle rear-ends your agency's rail vehicle or another vehicle.
- **Rear-ending:** The vehicle was impacted on its front end when it rear-ended your agency's rail vehicle or another vehicle.
- **Rear-ended:** The vehicle was impacted on its rear end by the front of your agency's rail vehicle or another vehicle.
- **Side Impact:** The vehicle was impacted anywhere on one of its sides, including being T-boned or broadsided or sustaining impact to a side mirror.
- **Other front impact:** The vehicle was impacted anywhere on its front end that would not be described as head-on, such as the corner of the front bumper coming into contact with something, or only a part of the front end was impacted.
- **Sideswipe:** The vehicle was not impacted in one place on a side, but was scraped along a length of one of its sides.
 - Do not report collisions with pedestrians as a sideswipe.
- **Other:**
 - If the rear end of the vehicle was damaged when it backed into another vehicle or an object, report it as a "rear impact" here.

4. Click the **Next** button to continue the report.

- If you click the **Close** button on this Rail Collision Other Motor Vehicle Involved screen, the system returns you to the Safety & Security Tab screen and saves your partial report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
- If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.

- Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

Non-Rail Collisions

Within the non-rail collision screens you report information about Collisions that occurred in CB, MB, DR, DT, JT, PB, RB, TB, VP, TR and OR modes. In these non-rail collision screens you report the number of your agency's non-rail transit vehicles and other motor vehicles involved (if applicable), the location of the collision, what your agency's transit vehicle collided with, the collision impact points (collision type) on the vehicles involved, 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:

Completing the Non-Rail Collision Event Information Screen

1. In the first box, type in the number of your agency's transit vehicles that were involved in the collision (**Number of Non-rail Transit Vehicles Involved**).
 - If your agency's transit vehicle collided with another agency's transit vehicle, **DO NOT** include the other agency's transit vehicle here. This section is for reporting your agency's vehicle(s) only.
 - If you discover later in the report that you entered an incorrect number of your agency's transit vehicles, you can edit the number of transit vehicles after you complete and save the report.

2. Select the **Location** of the collision.

- *Ramps, streets, highways, and freeways are considered Roadways.*
- *A grade crossing is the intersection of a road/highway/street/pedestrian path and rail lines or railroad tracks, or the intersection of two rail lines.*
- *Grade crossings are not limited to intersections with vehicular traffic. A grade crossing can be a pedestrian-only crossing.*
- *A ramp that entails a merge with the flow of traffic is not an intersection. You would report a collision at this type of a location as **Roadway: Not Grade Crossing or Intersection.***
- *An exit from a parking lot or a driveway that entails a merge with the flow of traffic is not an intersection. You would report a collision at this type of a location as **Roadway: Not Grade Crossing or Intersection.***

3. Indicate what else was involved in this collision with your agency's transit vehicle (**Collision with**).

- *Report a collision with a moped, scooter, motorcycle, charter bus, or school bus as a collision with a **Motor Vehicle.***
- *Report a collision with another agency's non-rail transit vehicle as a collision with a **Motor Vehicle.***
- *Report a collision with another of your transit agency's non-rail vehicles as a collision with a **Transit vehicle.***
- *Report a collision with another agency's rail vehicle as a collision with a **Transit vehicle.***
- *Report a collision with a bicyclist or person in a wheelchair or mobility device as a collision with a **Person.***
- *Report a collision with a loose object, such as a ladder that has fallen off the back of a truck, as a collision with **Other** and type "ladder" into the description box.*
- *If the list does not contain a description that fits your needs, select **Other** and type in a description.*

4. Type in the **Number of Motor Vehicles Involved** in this collision. (Do not include your agency's transit vehicle.)

- *If you are reporting a collision with an automobile, motorcycle, a moped or a scooter, enter the number of those vehicles here.*
- *If you are reporting a collision with another agency's rail or non-rail transit vehicle, enter the number of those vehicles here.*
- *You would enter a 3 here if you are reporting a chain reaction collision involving your agency's transit vehicle and 3 automobiles.*

Note: If you discover later in the report that you forget to enter the number of motor vehicles or you entered an incorrect number of vehicles, you can edit the number of motor vehicles involved after you complete and save the report.

5. Click the **Next** button to continue the report.

- If you click the **Close** button on this Non-Rail Collision Event Information screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
- If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

Example 14— Reporting “Collision With”

Example 14a: 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 14b: 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**.

Example 15 — Number of Motor Vehicles Involved Reporting

Example 15a: Car 1 cuts-off a bus which causes the bus to collide with Car 2

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

Example 15b: Car 1 hits a bus and then Car 1 proceeds to hit Car 2

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

Example 15c: Car 1 hits a bus and then the bus proceeds to hit Car 2

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

Non-Rail Collision Transit Vehicle Involved Information 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:

- Going straight
- Making a stop
- Leaving a stop
- Negotiating a curve
- Making a turn
- Changing lanes
- Stopped
- Other ▶ Please describe

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:

For each of your agency's vehicles that you reported were involved in this collision, the system generates a *Non-Rail Collision Transit Vehicle Involved Information* screen.

- *The system generates the same number of these screens as the number that you reported for non-rail transit vehicles on the previous screen. If you reported 2 of your transit vehicles were involved in the incident, you will complete 2 of these screens -- one for each transit vehicle.*

Completing the Non-Rail Collision Transit Vehicle Involved Information Screen

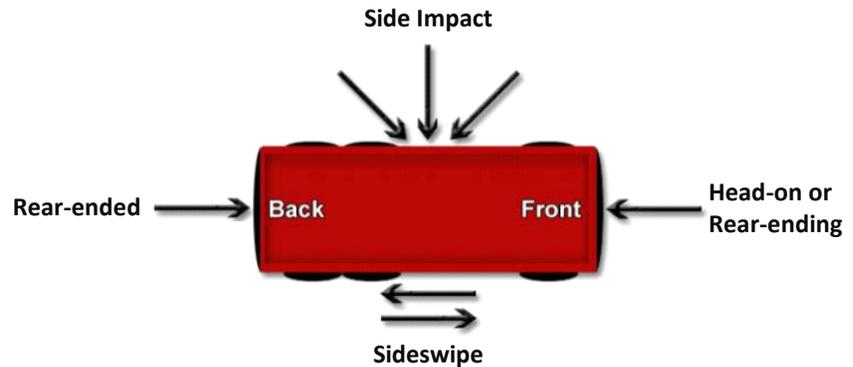
1. Indicate the type of your agency's transit vehicle that was involved in the collision you are reporting (**Transit vehicle type**).
2. Click the choice that best describes the physical movement (**Transit vehicle action**) of your agency's transit vehicle at the time the collision occurred.
 - *Select **Making a transit stop** if your agency's vehicle was moving and pulling into a regularly scheduled service stop.*

- Select **Leaving a transit stop** if your agency's vehicle was moving and pulling out of a regularly scheduled service stop.
- If your agency's vehicle ran a stop sign, indicate whether the vehicle was **Going straight** or **Making a turn** as it went through the intersection. Do not check "Other" and type in "ran a stop sign".

3. Make a selection that describes the area of your agency's transit vehicle that was impacted during the collision (**Transit Collision type**).

- Base your selection from the point of view of your agency's vehicle (as if you were sitting in the vehicle).
- If the vehicle was impacted more than once during the collision, always report the first impact point on the vehicle.

- **Head-on:** Your agency's transit vehicle was impacted on its front end, such as in 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.



- Do not report Head-on when your agency's vehicle rear-ends another vehicle.

- **Rear-ending:** Your agency's transit vehicle was impacted on its front end when it rear-ended another vehicle.
- **Rear-ended:** Your agency's transit vehicle was impacted on its rear end by the front of another vehicle.
- **Side Impact:** Your agency's transit vehicle was impacted anywhere on one of its sides, including being T-boned or broadsided or sustaining impact to a side mirror.
- **Other front impact:** Your agency's transit vehicle was impacted anywhere on its front end that would not be described as head-on, such as if the front corner of the vehicle came into contact with something, or only a part of the front end was impacted.
- **Sideswipe:** Your agency's transit vehicle was not impacted in one place on a side, but was scraped along a length of one of its sides.
 - Do not report collisions with pedestrians as a sideswipe.
- **Other:**
 - If the rear end of your agency's transit vehicle was damaged when it backed into another vehicle or an object, report this as a "rear impact" here.

4. Enter the **Transit Vehicle speed** at which your agency's transit vehicle was traveling when the collision occurred.
 - *Enter 0 (zero) if the vehicle was stopped at the time of the incident.*
 - *If you do not know the exact speed, you may estimate the speed or use the posted or design speed within a corridor as the estimated vehicle speed.*
5. Use the **Vehicle manufacturer** drop-down menu to select the manufacturer of your agency's transit vehicle.
 - *If the manufacturer is not listed, select Other and type in the name of the manufacturer.*
6. Make a selection from the **Vehicle Fuel Type** drop-down menu to report the type of fuel that powers your agency's transit vehicle in revenue service.
 - *If a vehicle uses more than one type of fuel or a mixture of fuels from sources external to the vehicle, report the fuel type as dual fuel.*
 - *For hybrid 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.*
 - *For trolleybus (TB) mode, select Electric propulsion.*
 - *A TB is a vehicle that draws its electrical power from overhead lines.*
 - *If the fuel type is not listed, select **Other** and type in the name of the fuel.*
7. Click the **Next** button to continue the report.
 - *If you click the **Close** button on this Non-Rail Collision Transit Vehicle Involved screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*

Example 16 — Collision Impact Type Reporting

Example 16a: Rear-End Collision

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

Solution: Select **Rear-ended**

Example 16b: 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.

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

Exhibit 9 – 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)

Exhibit 10 – Non-Rail Manufacturer Codes			
AAI	Allen Ashley Inc.	EDN	EIDorado National (formerly EI Dorado/EBC/National Coach/NCC
ACF	American Car and Foundry Company	EII	Eagle Bus Manufacturing
ACI	American Coastal Industries	FDC	Federal Coach
AEG	AEG Transportation Systems	FIL	Flyer Industries Ltd (aka: New Flyer Industries)
All	American Ikarus Inc.	FLT	Flxette Corporation
AMG	AM General Corporation	FLX	Flexible Corporation
AMT	AmTran Corporation	FRC	Freightliner Corporation
ASK	AAI/Skoda	FRD	Ford Motor Corporation
ATC	American Transportation Corporation	FSC	Ferrostaal Corporation
BBB	Blue Bird Corporation	GCC	Goshen Coach
BFC	Breda Transportation Inc.	GIL	Gillig Corporation
BIA	Bus Industries of America	GIR	Girardin Corporation
BOM	Bombardier Corporation	GLV	Glaval Bus
BOY	Boyertown Auto Body Works	GMC	General Motors Corporation
BRA	Braun	GML	General Motors of Canada Ltd.
CBC	Collins Bus Corporation (formerly Collins Industries Inc./COL)	GOM	Gomaco
CBW	Carpenter Industries LLC (formerly Carpenter Manufacturing Inc.)	HSC	Hawker Siddeley Canada IKU - Ikarus USA Inc.
CCC	Cable Car Concepts Inc.	INT	International
CCI	Chance Bus Inc. (formerly Chance Manufacturing Company/CHI)	KKI	Krystal Koach Inc.
CEQ	Coach and Equipment Manufacturing Company	MAN	American MAN Corporation
CHA	Chance Manufacturing Company	MBZ	Mercedes Benz
CMC	Champion Motor Coach Inc.	MCI	Motor Coach Industries International (DINA)
CMD	Chevrolet Motor Division - GMC	MDI	Mid Bus Inc.
CVL	Canadian Vickers Ltd.	MTC	Metrotrans Corporation
DIA	Diamond Coach Corporation (formerly Coons Manufacturing Inc./CMI)	NAB	North American Bus Industries Inc. (formerly Ikarus USA Inc./IKU)
DMC	Dina/Motor Coach Industries (MCI)	NAT	North American Transit Inc.
DTD	Dodge Division - Chrysler Corporation	NAV	Navistar International Corporation (aka: International/INT)
DUC	Dutcher Corporation EBC	NBC	National Mobility Corporation
		NCC	National Coach Corporation
		NEO	Neoplan - USA Corporation
		NFA	New Flyer of America
		NOV	NOVA Bus Corporation
		OBI	Orion Bus Industries Ltd. (formerly Ontario Bus Industries)
		OCC	Overland Custom Coach Inc.
		OTC	Oshkosh Truck Corporation
		PCI	Prevost Car Inc.
		PLY	Plymouth Division-Chrysler Corporation
		PST	Pullman-Standard
		RIC	Rico Industries
		SBI	SuperBus Inc.
		SCC	Sabre Bus and Coach Corporation (formerly Sabre Carriage Comp.)
		SHI	Shepard Brothers Inc.
		SPC	Startrans (Supreme Corporation)
		SPC	Supreme Corporation
		SPR	Spartan Motors Inc.
		SSI	Stewart Stevenson Services Inc.
		STR	Starcraft
		SVM	Specialty Vehicle Manufacturing Corporation
		TBB	Thomas Built Buses
		TEI	Trolley Enterprises Inc.
		TMC	Transportation Manufacturing Company
		TOU	Tourstar
		TRN	Transcoach
		TTR	Terra Transit
		TTT	Turtle Top
		VAN	Van Hool N.V.
		VOL	Volvo
		WCI	Wheeled Coach Industries Inc.
		WOC	Wide One Corporation
		WTI	World Trans Inc. (aka: Mobile-Tech Corporation)
		WYC	Wayne Corporation (formerly Wayne Manufacturing Company/WAY)

- *If the incident occurred in a tunnel or a facility, check **Other** and type in Artificial Lighting.*
- *Twilight encompasses the subdued light just after sunset and just before sunrise - dusk and dawn.*
- *If a suitable lighting type choice is not listed, select **Other** and type in a description of the lighting.*

3a. Click on the **Roadway configuration** choice that best describes the type of roadway on which the collision occurred.

- *Your selection should coincide with the choice you made under Location on the Non-Rail Collision Event Information screen. For example, if you selected **Intersection** for the **Location**, you must check **Intersection or grade crossing** here.*
- *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 this kind of road, low-speed vehicles and non-motorized uses including pedestrians, bicycles, and horses, are not permitted.*
- *Ramps, driveways and parking lot exits that require a merge into traffic are not considered intersections.*

3b. If you select **Intersection or grade crossing** for the roadway configuration, the system drops down two additional categories that you must complete:

- **Intersection Control Device (if applicable):** Indicate the type of device that controls traffic at the intersection where the collision occurred.
 - *If the collision did not occur at an intersection but at a grade crossing, select **Not applicable**.*
 - *If the intersection does not have a control device, select **No control device/individual/sign**.*
- **Grade Crossing control (if applicable):** Indicate the type of device that controls the traffic at the grade crossing where the collision occurred.
 - *If the collision did not occur at a grade crossing but at an intersection, select **Not applicable**.*
 - *If the grade crossing does not have a control device, select **No control device**.*

4. Select the **Roadway condition** of the roadway on which the collision occurred.

- *If a suitable condition type is not listed, select **Other** and type in a description of the condition.*

5. Your option buttons at the end of this *Non-Rail Collision Information* screen depend on the characteristics of the collision you are reporting. Options may include:

- **Close** - *If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
- **View Form** - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*
- **Next** – *moves you to the next screen to continue the report.*

- **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
 - After you save the report you can edit the number of transit vehicles involved.
 - If you need to change the number of transit vehicles involved, there is a blue button labeled **Add Transit Vehicle** in the top left hand corner of the first Non-Rail Collision Transit Vehicle Involved Information section and a check box labeled **Delete Transit Vehicle Involved** in each Non-Rail Collision Transit Vehicle Involved Information section.
 - After you save the report you can also edit the number of Motor Vehicles Involved,
 - If you need to change the number of Motor Vehicles Involved, there is a blue button labeled **Add Other Motor Vehicle** in the top left hand corner of the first Non-Rail Collision Other Motor Vehicle Involved Information section and a check box labeled **Delete Other Motor Vehicle Involved** in each Non-Rail Collision Other Motor Vehicle Involved Information section.
 - If you did not include a number for motor vehicles involved and you need to add a vehicle(s), there is a blue button labeled **Add Other Motor Vehicle** in the top left hand corner of the Non-Rail Collision Information section..
 - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

Example 17 - Non-Rail Collision Information: Coordination of Location and Roadway Configuration

Example 17a: 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 17b: 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 17c: 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**.

Example 18 — Weather Condition Reporting

Example 18a: Clear Weather / Safety Incident
 A paratransit van leaves the roadway in clear weather conditions.
Solution: Select **Clear**.

Example 18b: Fog / Safety Incident
 A paratransit van leaves the roadway in foggy conditions.
Solution: Select **Foggy / Misting**.

Example 18c: 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.

Non-Rail Non-Transit Collision Event 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:

FTA collects data on non-transit related collisions that occur on transit property that meet a reporting threshold. This *Non-Rail Non-Transit Collision Event* screen is generated if you checked *No* to the question “*Were Transit Vehicles Involved in this Incident?*” on *Set Up Screen 2*. This incident type is for reporting a non-transit collision (no transit vehicles were involved) on transit property that meets a reporting threshold.

- *Some examples of incident types that you would report here are:*
 - *Collisions in transit parking lots or parking garages between personal motor vehicles or a personal motor vehicle and a pedestrian*
 - *Collisions of personal motor vehicles into bus stop shelters or facilities.*

Completing the Non-Rail Non-Transit Collision Event Screen

1. Check whether the **Location** of the non-transit collision was a Parking Facility or Other location. If you check **Other**, type in a description of the location.
2. Select whether the collision involved only vehicles, or whether it involved a vehicle with a person or a fixed object (**Collision with**). If these choices do not correctly describe the vehicles involved, check **Other** and type in a description.
3. In the **Number of Motor Vehicles Involved** box, enter all the vehicles involved in this collision.
 - *For example, if an automobile collided with a person, the number of motor vehicles involved is 1. If the collision was between 2 automobiles in a transit parking lot, the number of motor vehicles involved would be 2.*
 - *If you enter the incorrect number of vehicles here, you have an opportunity to edit this category after you complete and save the report. In the top left hand corner of the Non-Rail Collision Other Motor Vehicle Involved Information section there will be a blue button labeled **Add Other Motor Vehicle** and a check box labeled **Delete Other Motor Vehicle Involved**.*

4. Click the **Next** button to continue the report.

- If you click the **Close** button on this Collision Non-Transit Vehicle Involved screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
- If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

Example 19 — 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 Motor Vehicles: 2

Other Motor Vehicle Collision type for Vehicle 1: Rear-ending

Other Motor Vehicle Collision type for Vehicle 2: Rear-ended

Non-Rail Collision Other Motor Vehicle Involved Information 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"/>	

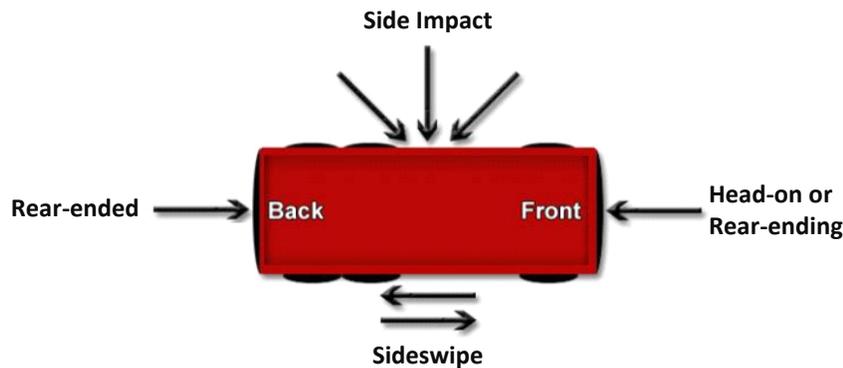
Whenever you indicate that another motor vehicle was involved in the collision you are reporting, the system generates this *Non-Rail Collision Other Motor Vehicle Involved Information* screen for you to report information on the other vehicle.

- *The system generates the same number of these screens as the number you reported for other motor vehicles on the previous screen. If you reported 2 other vehicles, you will complete 2 of these screens, one for each vehicle.*
- *If you forgot to include the number of motor vehicles involved or you entered the incorrect number, you can edit this category after you complete and save the report.*

Completing the Non-Rail Collision Other Motor Vehicle Involved Information Screen

1. Select the **Other Motor Vehicle type** from the list provided, or check **Other** and enter a description if the list does not include a suitable choice.
 - *Report a passenger van as an **Automobile**.*
 - *Report a moped or scooter as a **Motorcycle**.*
 - *Report another agency's transit vehicle as **Other** and in the description box include the transit agency name.*
2. In the **Other Motor Vehicle action** category, make a choice to describe the movement of the other vehicle at the time the collision occurred.
 - **Stopped** *indicates that a vehicle has come to a standstill on a roadway. Do not indicate a "parked" vehicle as stopped, but rather check **Other** and type "parked" into the description box.*
 - *If the vehicle ran a stop sign, indicate whether the vehicle was **Going straight** or **Making a turn** as it went through the intersection. Do not check "Other" and type in "ran a stop sign".*
 - *If the list does not include a suitable choice, check **Other** and type in a description.*
3. Select an **Other Motor Vehicle Collision type** that best describes where on the other vehicle it was impacted during the collision.
 - *Base your selection from the point of view of the vehicle you are reporting (as if you were sitting in the vehicle).*
 - *If the vehicle was impacted more than once during a collision, always report the first impact point on the vehicle.*
 - **Head-on:** *The vehicle was impacted on its front end, such as in 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.*
 - *Do not report Head-on when the vehicle rear-ends another vehicle.*
 - **Rear-ending:** *The vehicle was impacted on its front end when it rear-ended another vehicle.*
 - **Rear-ended:** *The vehicle was impacted on its rear end by the front of another vehicle.*
 - **Side Impact:** *The vehicle was impacted anywhere on one of its sides, including being T-boned or broadsided or sustaining impact to a side mirror.*

- **Other front impact:** *The vehicle was impacted anywhere on its front end that would not be described as head-on, such as a collision where the corner of the front bumper coming into contact with something or only a part of the front end was impacted.*
- **Sideswipe:** *The vehicle was not impacted in one place on a side, but was scraped along a length of one of its sides.*
 - *Do not report collisions with pedestrians as a sideswipe.*
- **Other:**
 - *If the rear end of the vehicle was damaged when it backed into another vehicle or an object, report it as a “rear impact” here.*



4. Click the **Next** button to continue the report.

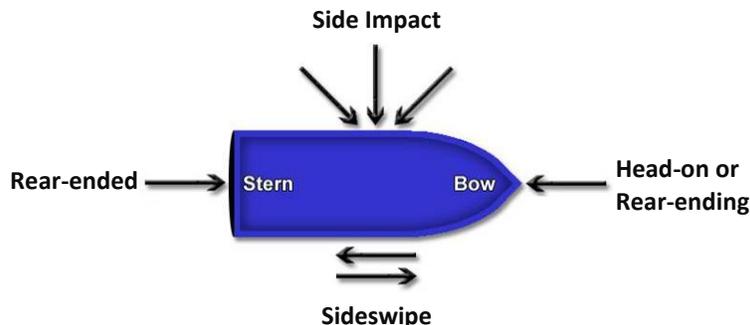
- *If you click the **Close** button on this Non-Rail Collision Other Motor Vehicle Involved Information screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
- *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*

Ferryboat Collisions

Within the ferryboat collision screens you report the number of your agency's water transit vehicles involved, the location of the collision, what your agency's water transit vehicle collided with, the collision impact point (collision type) on the transit water vehicle, and the weather and tide conditions at the time of the collision.

Completing the Ferryboat Collision Transit Vehicle Involved Information Screen

1. Select the type of your agency’s transit vehicle that was involved in the collision you are reporting (**Transit vehicle type**).
2. Click the choice that best describes the physical movement (**Transit vehicle action**) of your agency’s transit vehicle at the time the collision occurred.
3. Make a selection that describes the area of your agency’s transit vehicle that was impacted during the collision (**Transit Collision type**).
 - *Base your selection from the point of view of your agency’s vehicle (as if you were sitting in the vehicle).*
 - *If the vehicle was impacted more than once during the collision, always report the first impact point on the vehicle.*
 - **Head-on:** *Your agency’s transit vehicle was impacted on its front end, such as in 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.*
 - *Do not report Head-on when your agency’s vehicle rear-ends another vehicle.*
 - **Rear-ending:** *Your agency’s transit vehicle was impacted on its front end when it rear-ended another vehicle.*
 - **Rear-ended:** *Your agency’s transit vehicle was impacted on its rear end by the front of another vehicle.*
 - **Side Impact:** *Your agency’s transit vehicle was impacted anywhere on one of its sides, including being T-boned or broadsided.*
 - **Other front impact:** *Your agency’s transit vehicle was impacted anywhere on its front end that would not be described as head-on, such as if the front corner of the vehicle came into contact with something, or only a part of the front end was impacted.*
 - **Sideswipe:** *Your agency’s transit vehicle was not impacted in one place on a side, but was scraped along a length of one of its sides.*
 - **Other:**
 - *If the rear end of your agency’s transit vehicle was damaged when it backed into another vehicle or an object, report this as a “rear impact” here.*



4. Enter the **Transit Vehicle speed** at which your agency's transit vehicle was traveling when the collision occurred.
 - Enter 0 (zero) if the vehicle was stopped at the time of the incident.
 - You may estimate the speed if you do not know the exact speed.
5. Use the **Vehicle manufacturer** drop-down menu to select the manufacturer of your agency's transit vehicle.
 - If the manufacturer is not listed, select *Other* and type in the name of the manufacturer
6. Click the **Next** button to continue the report.
 - If you click the **Close** button on this Ferryboat Collision Transit Vehicle Involved screen, the system returns you to the Safety & Security Tab screen and saves your partial report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
 - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

Example 21 – Collision Type Reporting

Example: Head On Collision

A ferryboat (FB) strikes a dock with the front of the boat.

Solution: Select **Head-on** because the incident involved the front of the ferryboat striking the dock.

The following water craft manufacturers are provided in the **Vehicle Manufacturer** drop-down list:

Exhibit 11 – Ferryboat Manufacturer Codes

ALM – Allen Marine	LSC – Livingston Shipbuilding Corporation	NBB – Nicholas Brothers Boatbuilders
EQS - Equitable Shipyard	MMR – Millers Marine Railway	RDC – Robert E. Director and Company
FPS – Freeport Shipyard	MTM – Marinette Marine	TDS – Todd Shipyards
GLF – Gulfcraft		NA – Not Specified

Ferryboat Collision Information Screen

Ferryboat Collision Information

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

Using the lists below, please provide the following Collision Waterway details

Ferryboat 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"/> Windy
<input type="radio"/> Other ▶ Please describe	<input style="width: 100px;" type="text"/>

Lighting:

<input type="radio"/> Daylight	<input type="radio"/> Sun in eyes of transit vessel operator
<input type="radio"/> Twilight	<input type="radio"/> Sun in eyes of other vessel operator
<input type="radio"/> Dark	<input type="radio"/> Other ▶ Please describe
	<input style="width: 100px;" type="text"/>

Ferryboat Waterway Information

Tide conditions:

- Low tide
- Slack tide
- High tide
- Non-tidal waters
- Other ▶ Please describe

Current conditions:

- Slow current
- Medium current
- Fast current
- Flat water (no current)
- Other ▶ Please describe

Completing the Ferryboat Collision Information Screen

1. Click on the choice that best describes the **Weather** at the time of the collision.
 - Report a sunny day as **Clear**.
 - If a suitable weather condition is not listed, check **Other** and type in a description of the weather.
 - Hot and Cold are not weather conditions.
2. Select the **Lighting** choice that best describes the lighting when the collision occurred.
 - Twilight encompasses the subdued light just after sunset and just before sunrise - dusk and dawn.
 - If a suitable lighting type choice is not listed, select **Other** and type in a description of the lighting.
3. Select the condition of the tide at the time of the collision (**Tide conditions**).
 - If the condition is not listed, select **Other** and type in a description of the tide.
4. Select the strength of the current at the time of the collision (**Current conditions**).
 - If the condition is not listed, select **Other** and type in a description.
5. Your option buttons at the end of this *Ferryboat Collision Information* screen depend on the characteristics of the collision you are reporting. Options may include:

- **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
- **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
- **Next** – moves you to the next screen to continue the report.
- **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
 - After you save the report you can edit the number of transit ferryboats involved.
 - If you need to change the number of ferryboats involved, there is a blue button labeled **Add Transit Ferryboat** in the top left hand corner of the first Ferryboat Collision Transit Vehicle Involved Information section and a check box labeled **Delete Ferry Involved** in each Ferryboat Collision Transit Vehicle Involved Information section.
 - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

Mainline Derailments

If you checked the box to report a Derailment on *Set Up Screen 1*, the system generates three (3) reporting screens specific to derailments.

- *Mainline Derailment Event Information* – captures the number of trains derailed, the location of the derailment, and the type of track on which the derailment occurred.
- *Derailment Rail Transit Train Involved* – captures the total number of cars in the train, the number of those cars that derailed the action and estimated speed of the train at the time of the derailment, and the vehicle manufacturer.
- *Derailment Information* – The weather, lighting and ROW conditions at the time of the derailment and the rail alignment of the track on which the derailment occurred.

All derailments of trains in revenue or non-revenue service on [mainline](#) track should be reported, whether or not a threshold was met. Step-by-step detailed instructions for completing the three derailment screens are presented after this overview.

- Mainline track is the primary rail over which rail transit vehicles travel between stations and does not include yard and siding track.
- If a mainline derailment is the result of a collision, do not report the incident as a derailment, but rather as a Collision.
- Do not report yard derailments under this incident type. Report yard derailments that meet a reporting threshold other than immediate transport for medical attention under the category Other Safety Occurrences Not Otherwise Classified on the S&S-40. If a yard derailment results in only a transport for immediate medical attention away from the scene, report that occurrence on the S&S-50.

- Do not report derailments of maintenance equipment on mainline track under this incident type. Report maintenance equipment derailments that meet a reporting threshold other than immediate transport for medical attention under the category Other Safety Occurrences Not Otherwise Classified on the S&S-40. If a derailment of maintenance equipment results in only a transport for medical attention, report that occurrence on the S&S-50.

Note: The Commuter rail (CR) mode and the Alaska Railroad (AR) do not report derailments to NTD.

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

Completing the Mainline Derailment Event Information Screen

- In the first box, enter the number of your agency's rail vehicles that derailed (**Number of Rail Trains**).

Note: If you discover later in the report that you entered an incorrect number of rail vehicles here, you can edit the number of trains after you complete and save the report.

- Select the **Location** of the mainline derailment.
 - A grade crossing is the intersection of a road/highway/street/pedestrian path and rail lines or railroad tracks, or the intersection of two rail lines.*
 - Grade crossings are not limited to intersections with vehicular traffic. A grade crossing can be a pedestrian-only crossing.*
 - Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles.*
 - 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.*
 - If the list does not contain a location that fits your needs, select Other and type in a description.*

3. Under **Configuration**, Select the type of track on which the derailment took place.
4. Click the **Next** button to continue the report.
 - If you click the **Close** button on this Mainline Derailment Event Information screen, the system returns you to the Safety & Security Tab screen and saves your partial report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
 - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

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

For each of your agency's rail vehicles that you reported were involved in this derailment, the system generates a *Derailment Rail Transit Train Involved* screen.

- The system generates the same number of these screens as the number that you reported for rail transit vehicles on the previous screen. If you reported 2 of your rail vehicles were involved in the derailment, you will complete 2 of these screens -- one for each rail vehicle.

Completing the Derailment Rail Transit Train Involved Screen

1. Into the first box enter the total **Number of Cars in Train** for the train that derailed.
2. Into the second box enter the **Number of Cars Derailed**.

3. Click the choice that best describes the physical movement (**Train action**) of your agency's rail vehicle at the time of the derailment.
 - Select **Making a transit stop** if your agency's vehicle was moving and pulling into a regularly scheduled service stop.
 - Select **Leaving a transit stop** if your agency's vehicle was moving and pulling out of a regularly scheduled service stop.
 - If the list does not contain an action that fits your needs, select **Other** and type in a description.
4. Enter the **Train speed** at which your agency's rail vehicle was traveling when it derailed.
 - If you do not know the exact speed, you may estimate the speed or use the posted or design speed within a corridor as the estimated train speed.
5. Use the **Vehicle manufacturer** drop-down menu to select the manufacturer of your agency's rail vehicle.
 - If the manufacturer is not listed, select **Other** and type in the name of the manufacturer.
6. Click the **Next** button to continue the report.
 - If you click the **Close** button on this Derailment Rail Transit Train Involved screen, the system returns you to the Safety & Security Tab screen and saves your partial report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
 - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

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 style="width: 100px;" 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 style="width: 100px;" 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 style="width: 100px;" type="text"/>

Completing the Derailment Information Screen

1. Click on the choice that best describes the **Weather** at the time of the derailment.
 - Report a sunny day as **Clear**.
 - If a suitable weather condition is not listed, check **Other** and type in a description of the weather.
 - Do not type in **Hot** or **Cold**, as these are not weather conditions.
 - If the incident occurred indoors, check **Other** and add this explanation into the description box.
2. Select the **Lighting** choice that best describes the lighting at the time of the derailment.
 - If the incident occurred in a tunnel or a facility, check **Other** and type in **Artificial Lighting**.
 - **Twilight** encompasses the subdued light just after sunset and just before sunrise - dusk and dawn.
 - If a suitable lighting type choice is not listed, select **Other** and type in a description of the lighting.
3. Click on the **Rail alignment** choice that describes the right-of-way (ROW) on which the derailment occurred.
 - **Exclusive right-of-way:** ROW from which all other motor vehicle and pedestrian traffic, mixed and cross, is excluded and there are no grade crossings.
 - **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).*
 - *If the alignment type you need is not listed, select Other and type in a description of the alignment.*
4. Select the **Right-of-way condition** of the right-of-way on which the derailment occurred.
- *If a suitable condition type is not listed, select Other and type in a description of the condition.*
5. Your option buttons at the end of this screen depend on the characteristics of the derailment you are reporting. Options may include:
- **Close** - *If you click the **Close** button on this Derailment Information screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - **View Form** - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*
 - **Next** – *moves you to the next screen to continue your report.*
 - **Save** – *Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.*
 - *After you save the report you can edit the number of rail vehicles involved. In the top left hand corner of the first Rail Collision Rail Transit Train Involved section there will be a blue button labeled **Add Transit Train** and in each Rail Collision Rail Transit Train Involved section there will be a check box labeled **Delete Transit Vehicle Involved**.*
 - ***Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).*

Fires

If you checked the box to report a Fire on *Set Up Screen 1*, the system generates a *Fire Event Details* reporting screen that varies slightly based on whether you are reporting for Rail, Non-rail or Ferryboat. In the following pages, we provide step-by-step directions on how to complete the *Fire Event Details* screen for each mode.

For a fire event to be reportable on the S&S-40, the fire had to be suppressed in some manner and a reportable incident threshold had to be met (fatality, immediate transport for medical attention, evacuation, or property damage equal to or greater than \$25,000).

- Do not report arson as a fire incident. Arsons are reported as security incidents.
- If a fire is suppressed but the incident does not meet a reporting threshold, report that occurrence of fire on an S&S-50 form, not on an S&S-40.
- Do not report an incident that involves only the presence of smoke, but no fire suppression, as a fire. If a smoke incident involved an evacuation for life safety reasons, report it as an Other Safety Occurrences Not Otherwise Classified on the S&S-40.

Rail Fires

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

Completing the Rail Fire Event Details Screen

1. Click on the choice that best describes the **Location** of the fire.
 - *In or on vehicle: Includes outer parts of a transit vehicle, such as a wheel well.*
 - *Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles.*
 - *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).*
 - *If the specific location type you need is not listed, select Other and type in a description*
2. Select the **Type of Fire**.
 - *If the choices presented do not adequately describe the type of fire you are reporting, select Other and type in a description.*

3. If the fire was a transit vehicle fire, select the **Transit Vehicle Fuel Type** that powers the vehicle in revenue service. If the fire was not a vehicle fire, select **Not applicable** here.
 - *Propane is liquefied petroleum gas (LPG).*
 - *If a vehicle uses more than one type of fuel or a mixture of fuels, report the transit vehicle fuel type as dual fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.*
 - *For hybrid 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.*
4. Your option buttons at the end of this screen depend on the selections you made in *Set Up Screen 2*. Options may include:
 - **Close** - *If you click the **Close** button on this Rail Fire Event Details screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - **View Form** - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*
 - **Next** – *moves you to the next screen to continue your report.*
 - **Save** – *Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.*
 - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).
 - *After you save the report you have an opportunity to add an injury or a fatality if you forgot to include these on Set up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.*

Example 22 — 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**

Example 23 — 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.

Solution:		
<i>Number of Reportable Injuries</i>	<i>Number of Reportable Fatalities</i>	<i>Property Damage Amount</i>
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.		

The following fuel types are provided in the **Transit Vehicle Fuel Type** list:

Exhibit 12 – 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)

Non-Rail Fires

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.

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 Components
- Other ▶ 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

Completing the Non-Rail Fire Event Details Screen

1. Click on the choice that best describes the **Location** of the fire.
 - *In or on vehicle: Includes outer parts of a transit vehicle, such as a wheel well.*
 - *Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles.*
 - *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.*
 - *If the specific location type you need is not listed, select **Other** and type in a description*
2. Select the **Type of Fire**.
 - *If the choices presented do not adequately describe the type of fire you are reporting, select **Other** and type in a description.*

3. If the fire was a transit vehicle fire, select the **Transit Vehicle Fuel Type** that powers the vehicle in revenue service. If the fire was not a vehicle fire, select **Not applicable** here.
 - *Propane is liquefied petroleum gas (LPG).*
 - *If a vehicle uses more than one type of fuel or a mixture of fuels, report the transit vehicle fuel type as dual fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.*
 - *For hybrid 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.*
4. Your option buttons at the end of this *Non-Rail Fire Event Details* screen depend on the selections you made in Set Up Screen 2. Options may include:
 - **Close** - *If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - **View Form** - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*
 - **Next** – *moves you to the next screen to continue your report.*
 - **Save** – *Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.*
 - *After you save the report you can add injuries or fatalities if you forgot to include these on Set up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.*
 - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

Ferryboat Fires

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
- Other ▶ Please describe

Fuel type(If applicable):

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

Completing the Ferryboat Fire Event Details Screen

1. Click on the choice that best describes the **Location** of the fire.
 - *In or on vehicle: Includes outer parts of a transit vehicle, such as a wheel well.*
 - *Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles.*
 - *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.*
 - *If the specific location type you need is not listed, select Other and type in a description*
2. Select the **Type of Fire**.
 - *If the choices presented do not adequately describe the type of fire you are reporting, select **Other** and type in a description.*
3. If the fire was a transit vehicle fire, select the **Transit Vehicle Fuel Type** that powers the vehicle in revenue service. If the fire was not a vehicle fire, select **Not applicable** here.
 - *If a vehicle uses more than one type of fuel or a mixture of fuels, report the transit vehicle fuel type as dual fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.*

- For hybrid 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.
4. Your option buttons at the end of this screen depend on the selections you made in *Set Up Screen 2*. Options may include:
- **Close** - If you click the **Close** button on this Ferryboat Fire Event Details screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
 - **View Form** - If you click the View Form button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
 - **Next** – moves you to the next screen to continue your report.
 - **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
 - After you save the report you can add injuries or fatalities if you forgot to include these on Set Up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.
 - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

Hazardous Material Spills

If you checked the box to report a hazardous material spill on *Set Up Screen 1*, the system generates a *Hazardous Material Spill Event Details* reporting screen that varies slightly based on whether you are reporting for Rail, Non-rail or Ferryboat. In the following pages, we provide step-by-step directions on how to complete the *Hazardous Material Spill Event Details* screen for each mode.

A hazmat incident must meet a reportable incident threshold (fatality, immediate transport for medical attention, evacuation, or property damage equal to or greater than \$25,000) in order to be reported on the S&S-40 form. Also, the incident must have caused an imminent danger to life, health, or the environment, and required specialized clean up.

- 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 Spills

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

Completing the Rail Hazardous Material Spill Event Details Screen

1. Click on the choice that best describes the **Location** of the hazmat spill.
 - *Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles.*
 - *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).*
 - *If the specific location type you need is not listed, select **Other** and type in a description.*
2. Select the **Material type** that best describes the material spilled. If it was fuel that was spilled, select the type of fuel from the list.
 - *If the material that spilled was not fuel, check **Other** and type in a description.*
3. Your option buttons at the end of this *Rail Hazardous Material Spill Event Details* screen depend on the selections you made in *Set Up Screen 2*. Options may include:
 - **Close** - *If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*

- **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
- **Next** – moves you to the next screen to continue your report.
- **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
 - After you save the report you can add injuries or fatalities if you forgot to include these on Set up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.
 - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

Non-Rail Hazardous Material Spills

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):

<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 style="width: 100px;" type="text"/>

Completing the Non-Rail Hazardous Material Spill Event Details Screen

1. Click on the choice that best describes the **Location** of the hazmat spill.
 - **Revenue facility:** A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles.
 - **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.
 - If the specific location type you need is not listed, select **Other** and type in a description.

2. Select the **Material** type that best describes the material spilled. If it was fuel that was spilled, select the type of fuel from the list.
 - *If the material that spilled was not fuel, check **Other** and type in a description.*
3. Your option buttons at the end of this *Non-Rail Hazardous Material Spill Event Details* screen depend on the selections you made in *Set Up Screen 2*. Options may include:
 - **Close** - *If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - **View Form** - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*
 - **Next** – *moves you to the next screen to continue your report.*
 - **Save** – *Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.*
 - *After you save the report you can add injuries or fatalities if you forgot to include these on Set up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.*
 - ***Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).*

Ferryboat Hazardous Material Spills

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

Completing the Ferryboat Hazardous Material Spill Event Details Screen

1. Click on the choice that best describes the **Location** of the hazmat spill.
 - *Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles.*
 - *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.*
 - *If the specific location type you need is not listed, select **Other** and type in a description.*
2. Select the **Material type** that best describes the material spilled. If it was fuel that was spilled, select the type of fuel from the list.
 - *If the material that spilled was not fuel, check **Other** and type in a description.*
3. Your option buttons at the end of this *Ferryboat Hazardous Material Spill Event Details* screen depend on the selections you made in *Set Up Screen 2*. Options may include:
 - **Close** - *If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - **View Form** - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*
 - **Next** – *moves you to the next screen to continue your report.*
 - **Save** – *Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.*
 - *After you save the report you can add injuries or fatalities if you forgot to include these on Set up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.*
 - ***Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).*

Acts of God

If you checked the box to report an earthquake, flood, hurricane, tornado, high winds, snow storm, ice storm or other natural event on *Set Up Screen 1*, the system generates two (2) *Act of God Event Details* reporting screens that do not vary based on Mode. The first screen is for indicating the type of event you are reporting and the second screen asks for details about the location of transit property damage and where any related injuries and fatalities occurred. In the following pages, we provide step-by-step directions on how to complete the Act of God Event Details screens.

- The incident must meet a reportable incident threshold (fatality, immediate transport for medical attention, evacuation, or property damage equal to or greater than \$25,000) in order to be reported on the S&S-40 form.

- If two or more transit modes within your agency are affected by an event, report the incident in only one mode.
 - *If the incident involves rail and non-rail, report the incident in the rail mode.*
 - *If the incident involves two rail modes, or two non-rail modes, select the mode to report based on predominant use.*
 - *Predominant use is most often measured by the volume of passengers served by a mode. Example: For an incident that occurred in a multi-modal station served by HR and LR, report the incident under LR based on the higher volumes of LR boarding passengers.*

Act of God Event Details Screen 1

Completing Act of God Event Details Screen 1

1. Make a selection to indicate the **Type** of event you are reporting.
 - *If the event you are reporting is not listed, select Other and type in a description.*
2. Click the **Next** button to continue the report.
 - *If you click the **Close** button on the first Act of God Event Details screen, the system returns you to the Safety & Security Tab screen and saves your partial report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*

Act of God Event Details Screen 2

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

Completing Act of God Event Details Screen 2

1. Indicate all **Locations** of transit property damage and where any transit related injuries and fatalities occurred.
 - You may make as many location choices as are applicable to the event you are reporting.
 - The location(s) should relate specifically to your transit agency. For example, do not simply list “Louisiana”; instead indicate the transit facility or other transit property that was damaged or where transit specific injuries or fatalities occurred.

2. Your option buttons at the end of the second *Act of God Event Details* screen depend on whether or not you are reporting transit related injuries and/or fatalities.
 - If you are not reporting injuries and/or fatalities your options are:
 - **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
 - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
 - **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.

- *After you save the report you can add injuries or fatalities if you forgot to include these on Set up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.*
- ***Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).*
- If you are reporting transit related injuries and/or fatalities caused by this event, your options at the bottom of the screen are:
 - **Close** - *If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - **View Form** - *If you click the View Form button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue your report. The system returns you to the point in the report where you clicked on the **View Form** button.*
 - **Next** – *moves you to the Person Information screen to report the injury and/or fatality person type.*

Evacuations for Life Safety Reasons

You will never report an Evacuation for Life Safety Reasons as a stand-alone incident. The screen for reporting evacuations is generated only when you select Yes to the question at the bottom of Set Up Screen 2 that asks “Did this incident involve an Evacuation for Life Safety Reasons?”. The evacuation screen does not vary by mode.

The life safety requirement is intended to capture events that pose serious threats to those in the transit environment. A life safety event is one that presents an imminent danger to all passengers and employees on a transit vehicle or all customers and employees in the affected part of a transit facility.

- Evacuations due to operational issues are not reportable.
- Do not report the removal of an injured or ill person from a vehicle as an evacuation.

Evacuation Event Details Screen

Evacuation Event Details

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

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

Was this Evacuation for life safety reasons? Yes No

Evacuation Details

What was evacuated :

- Vehicle / vessel
- Revenue facility: transit station / center or terminal
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

Completing the Evacuation Event Details Screen

1. Answer the first question, “**Was this Evacuation for life safety reasons?**” by checking Yes.
 - You will never check No to this question. If the evacuation was not for life safety reasons, you should not report the evacuation.
 - If you erred in reporting an evacuation with an incident, you will have to delete the report and create a new one, being sure to check No to the evacuation question on Set Up Screen 2.
2. In the description box labeled **Evacuation Details**, type in a brief description that provides information on who was evacuated and to where they were evacuated.
 - For example, if a transit vehicle was evacuated due to a fire threat, you might type into this box, “All transit passengers were evacuated to the side of the road.”
3. Under the **What was evacuated** section, select the location from which people were evacuated.
 - *Revenue facility:* A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles.
 - *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.
 - If the specific location type you need is not listed, select **Other** and type in a description.
4. Click the **Next** button to continue the report.
 - If you click the **Close** button on this Evacuation Event Details screen, the system returns you to the Safety & Security Tab screen and saves your partial report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
 - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.

- Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

Example 23 — Evacuation Reporting		
Example: A bus operator notices flames coming out of the rear of the bus.		
Solution: <i>Evacuation for life safety reasons?</i> Yes	<i>Evacuation Details:</i> Bus passengers to side of road	<i>What was Evacuated?</i> Vehicle / vessel
This is a reportable incident due to the evacuation and is reported on the S&S-40 form.		

Security Events

Security events are divided into two types: System and Personal. Each one has its own check box on *Set Up Screen 1*. Step-by-step directions and detailed information for completing the screen for a *System Security Event* and the screen for reporting a *Personal Security Event* are provided, in that order, after the following overview.

- A security event must meet a reportable incident threshold (fatality, immediate transport for medical attention, evacuation, or property damage equal to or greater than \$25,000) to be reported on the S&S-40 form.
- The security event details screens do not vary by mode.
- System Security Event: A security event that occurs on transit property and affects a transit system as a whole.
 - *Includes arson, burglary, vandalism, sabotage, hijacking, suspicious packages and objects, cyber security events, bomb threats, bombings, and chemical, biological and nuclear / radiological releases.*
- Personal Security Event: A security event that occurs to individuals on transit property.
 - *Includes assault, robbery, rape, attempted suicide, suicide, theft, motor vehicle theft, larceny, and homicide.*

System Security Events

System Security Event Details Screen

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

Completing the System Security Event Details Screen

1. Check Yes or No to the question: **Was this Incident Intentional?**
2. Select the type of incident **Security incident type** you are reporting.
 - For a CBR event you would check the **Chemical / biological / nuclear / radiological** incident type. These terms also are often referred to as WMD (weapons of mass destruction).
 - A Cyber security incident is an event that targets communications systems associated with transit agencies. Events include but are not limited to:
 - Denial or disruption of computer or telecommunications services, especially train control systems.
 - Unauthorized monitoring of computer or telecommunications systems.
 - Unauthorized disclosure of proprietary or classified information stored within or communicated through computer or telecommunications system.
 - Unauthorized modification or destruction of computer programming codes, computer network databases, stored information or computer capabilities.
 - Manipulation of computer or telecommunications services resulting from fraud, financial loss, or other criminal violations.

- *If the choices presented do not reflect the nature of the system security incident you are reporting, check **Other** and type in a description.*
3. Make a selection to indicate the **Location** where the security incident occurred.
- *Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles.*
 - *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.*
 - *If the choices presented do not reflect the location of the incident you are reporting, check **Other** and type in a description.*
4. Your option buttons at the end of this screen depend on the selections you made in *Set Up Screen 2*. Options may include:
- **Close** - *If you click the **Close** button on this System Security Event Details screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - **View Form** - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*
 - **Next** – *moves you to the next screen to continue your report.*
 - **Save** – *Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.*
 - *After you save the report you can add injuries or fatalities if you forgot to include these on Set up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.*
 - ***Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).*

Personal Security Events

Personal Security Event Details Screen

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"/> Rape <input type="radio"/> Motor vehicle theft <input type="radio"/> Larceny / theft	<input type="radio"/> Robbery <input type="radio"/> Suicide <input type="radio"/> Attempted suicide <input type="radio"/> Homicide
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Location:

<input type="radio"/> In vehicle / vessel <input type="radio"/> Revenue facility: transit station / center or terminal <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 <input type="radio"/> Other ▶ Please describe <input style="width: 100px;" type="text"/>	
--	--

Completing the Personal Security Event Details Screen

1. Check Yes or No to the question: **Was this Incident Intentional?**
 - If you are reporting a suicide or an attempted suicide caused by a collision, the answer to this question will always be **Yes**. The question is being asked about the event, not whether the vehicle operator intentionally struck the person.
2. Select the **Security incident type** for the incident you are reporting.
 - If the choices presented do not reflect the nature of the security incident you are reporting, check **Other** and type in a description. For example, an incident of random gunshots shattering a bus window that causes a passenger to be transported for medical treatment due to injury from the flying glass would be classified as **Other** rather than Assault.
3. Make a selection to indicate the **Location** where the security incident occurred.
 - **Revenue facility:** A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles.
 - **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.
 - If the choices presented do not reflect the location of the incident you are reporting, check **Other** and type in a description.
4. Your option buttons at the end of this *Personal Security Event* screen depend on the selections you made in *Set Up Screen 2*. Options may include:

- **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
- **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
- **Next** – moves you to the next screen to continue your report.
- **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
 - After you save the report you can add injuries or fatalities if you forgot to include these on Set up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.
 - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT)..

Other Incidents (OSONOC)

If you checked the last box on *Set Up Screen 1*, Other Safety Occurrences not Otherwise Classified, the system generates an *Other Incident Event Details* reporting screen. This screen does not vary based on mode.

- Other Safety Occurrences not Otherwise Classified (OSONOC) incidents include slips, trips, falls, smoke incidents, and electric shock and must meet the fatality, evacuation for life safety reasons, or property damage threshold in order to be reported on the S&S-40 form.
- OSONOC events that cause one or more persons to be immediately transported from the scene for medical attention, but do not trigger any other reporting thresholds, are reported on the S&S-50 form (Non-Major Summary Report Form).
- Do not report fatalities caused by medical conditions.
- Do not report maintenance employee fatalities. These employees are acting in association with mechanic shop procedures for safe vehicle operations and FTA excludes maintenance activities from reportable activities affecting revenue service/operations.

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

Completing the Other Incident Event Details Screen

1. For the incident **Type**, check **Other** and enter a brief description of the incident you are reporting.
2. Make a selection to indicate the **Location** where the incident occurred.
 - *A securement issue is related to the tying down of mobility devices on transit vehicles for safety purposes.
 - *If a fatality occurs because a passenger in a mobility device falls out of the mobility device, 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.**
 - *Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles.*
 - *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.*
 - *If the choices presented do not reflect the location of the incident you are reporting, check **Other** and type in a description.*
3. Your option buttons at the end of this *Other Incident Event Details* screen depend on whether or not you are reporting transit related injuries and/or fatalities.
 - If you are not reporting injuries and/or fatalities your options are:

- **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
- **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the report where you clicked on the **View Form** button.
- **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
 - After you save the report you can add injuries or fatalities if you forgot to include these on Set up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.
 - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).
- If you are reporting transit related injuries and/or fatalities caused by this event, your options at the bottom of the Other Incident Event Details screen are:
 - **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
 - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
 - **Next** – moves you to the Person Information screen to report the injury and/or fatality person type.

Example 24 — Other Incident Type Reporting

Example 24a: 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 24b: Yard Derailment

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

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

Example 24c: 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**.

Completing the Person Information - Fatalities Screen

1. Check the **Person type** as either a **Person outside vehicles** or a **Person inside vehicles**.
 - *The system does not allow you to make more than one choice from this list.*
 - *Select **Occupant of another vehicle** selection for motorcycle drivers and motorcycle passengers.*
 - *If the choices listed under outside vehicles do not fit the person type you need, select **Other** and type in a description.*
2. Select the **Age Range** of the deceased person.
 - *Four age ranges have been provided:*
 - *Child (12 and under), Teen (13 - 18), Adult (19 - 59), and Senior Citizen (60 and up)*
 - *If the age of the deceased has not been provided to you, select **Unknown**.*
3. Select the **Gender** of the deceased individual.
4. Your options at the bottom of the *Person Information-Fatalities* screen depend on whether or not you indicated more than one fatality on *Set Up Screen 2* and whether or not you indicated there were injuries associated with the incident.
 - If you reported only one (1) fatality and no injuries, your options are:
 - **Close** - *If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - **View Form** - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*
 - **Save** – *Saves your report and presents the completed report for you to either edit, Close, Submit, or Delete.*
 - *After you save the report you can add fatalities and/or injuries if you did not report the correct number of these on Set up Screen 2. At the top left hand corner of the first Person Information – Fatalities section is a blue rectangle button labeled **Add Fatality**. At the very bottom of the report there is a blue rectangle button labeled **Add Injury**.*
 - *After you save the report you also can delete fatalities if you discover you over-reported them on Set Up Screen 2. At the top left hand corner of each Person Information – Fatalities section is a checkbox labeled **Delete Fatality**.*
 - ***Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).*
 - If you reported more than one fatality or indicated there were also injuries, your options are:
 - **Close** - *If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*

- **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
 - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
- **Next** – moves you to the next Person Information – Fatality or Person Information – Injury screen.

Person Information – Injury Screen

Person Information - Injuries

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

Completing the Person Information – Injury Screen

1. Check the **Person type** as either a **Person outside vehicles** or a **Person inside vehicles**.
 - The system does not allow you to make more than one choice from this list.
 - Select **Occupant of another vehicle** for motorcycle drivers and motorcycle passengers.
 - If the choices listed under outside vehicles do not fit the person type you need, select **Other** and type in a description.
2. Select the **Age Range** of the person transported for medical attention.
 - Four age ranges have been provided:

- *Child (12 and under), Teen (13 - 18), Adult (19 - 59), and Senior Citizen (60 and up)*

- *If the age of the person has not been provided to you, select **Unknown**.*

3. Select the **Gender** of the person transported for medical attention.

4. Your options at the bottom of the *Person Information – Injury* screen depend on whether or not you indicated more than one injury on Set Up Screen 2.

- If you reported only one (1) injury, your options are:
 - **Close** - *If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - **View Form** - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*
 - **Save** – *Saves your report and presents the completed report for you to either edit, Close, Submit, or Delete.*
 - *After you save the report you can add injuries and/or fatalities if you did not report the correct number on Set up Screen 2. At the top left hand corner of the Person Information – Injury section are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.*
 - *After you save the report you can delete injuries and/or fatalities if you discover you over-reported them on Set Up Screen 2. At the top left hand corner of each Person Information – Injury section is a checkbox labeled **Delete Injury** and at the top left hand corner of each Person Information – Fatalities section is a checkbox labeled **Delete Fatality**.*
 - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).
- If you reported more than one injury, your options are:
 - **Close** - *If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.*
 - **View Form** - *If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.*
 - *Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.*
 - **Next** – *moves you to the next Person Information – Injury screen.*

Editing an S&S-40 Report

This section will give you step-by-step instructions for editing an S&S-40 report before or after it has been saved and/or submitted.

Please note: The NTD reporting system does not allow you to delete an evacuation section from a report or edit the following data points in a report:

- Mode/TOS
- Month
- Incident type

You can edit a new report while you are entering the data, before you save and/or submit the report.

1. To edit a report while you are entering data, click on the **View Form** button located at the bottom of each screen. The system presents the data you entered in a report format for you to review and edit.
2. Change the data points and then click on the **Back to Wizard** button. The system saves the changes and returns you to the point in the report where you clicked on the **View Form** button.
 - However, you cannot add or delete the number of transit vehicles involved, the number of motor vehicles involved, or the number of injuries or fatalities until you save the report.
3. When you finish entering all the data into your report, click the **Save** button. The system generates a completed report for you to edit, Close, Submit, or Delete.
 - At this time, the following blue rectangle edit buttons are available to you in the corresponding sections of an S&S-40 form:
 - Add Fatality
 - Add Injury
 - Add Other Motor Vehicle
 - Add Transit Train
 - Add Transit Vehicle
 - Add Transit Ferryboat
 - The following edit check boxes are available to you in the corresponding sections of an S&S-40 form at this time:
 - Delete Fatality
 - Delete Injury
 - Delete Other Motor Vehicle Involved
 - Delete Transit Vehicle Involved
 - Delete Ferry Involved

3. When you are finished with your editing, **Save** the report again and then **Submit** it.

You can also edit a report after it has been saved and/or submitted.

1. To edit an S&S-40 report that has been saved and/or submitted, click on the expand symbol next to the **Major Incident Report** category heading.
2. All your agency's S&S-40 reports are now visible. Click on the appropriate blue [Major Incident Report \(S&S-40\)](#) link to open the report you want to edit.
3. Make any necessary changes.
 - The following blue rectangle edit buttons are located in the corresponding sections of an S&S-40 form:
 - Add Fatality
 - Add Injury
 - Add Other Motor Vehicle
 - Add Transit Train
 - Add Transit Vehicle
 - Add Transit Ferryboat
 - The following edit check boxes are located in the corresponding sections of an S&S-40 form:
 - Delete Fatality
 - Delete Injury
 - Delete Other Motor Vehicle Involved
 - Delete Transit Vehicle Involved
 - Delete Ferry Involved
4. When you are finished with your editing, **Save** and then **Submit** the report.
5. The system generates a Pop Up box with the question "To the best of my knowledge the data included in this report is accurate."
 - Click **Okay** to continue with submitting the report. The system returns you to the *Safety and Security Tab* screen.
 - Click **Cancel** and the report remains open on your screen for you to edit, save, submit, close, or delete.

Example 26 — Adding, Deleting or Editing an Injury or Fatality on the S&S-40**Example 26a: 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 – Injury* section of the form and check the **Delete Injury** box. Next, click the blue rectangle **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 26b: 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** blue rectangle 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 26c: 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.

Deleting an S&S-40 Report

Once a report is deleted it cannot be retrieved. Be sure that you want to delete the report and that you are deleting the correct report.

Deleting an Unfinished Report

1. Click on the *Safety & Security* tab.
2. Navigate to the *Pending Forms* section at the bottom of the *Safety & Security Tab* to view unfinished reports.
3. Click on the blue [Delete](#) link on the right hand side of the screen.

Note: All users with rights to create a report can also delete a report from *Pending Forms*.

Deleting a Saved or Submitted Report

A report that is saved but not submitted, or a report that has been submitted, can be deleted by opening the report and clicking on the blue rectangle **Delete** button located at the bottom of the form.

- The system generates **Delete** buttons only for users logged in as the Safety Contact (SFTYNTDxxxx), the NTD Contact (NTDxxxx), or the CEO (CEOxxxx).
- If you are logged in as the SFTYEDT (Safety Editor), you will not see this **Delete** button.

1. Click on the *Safety & Security* tab.

2. Click on the expand  symbol next to the **Major Incident Report** category heading on the left hand side of the screen.
3. All your agency's S&S-40 reports are now visible. Click on the blue [Major Incident Report \(S&S-40\)](#) link to open the report you want to delete.
4. Scroll to the bottom of the page and click on the blue **Delete** button.
5. The system generates a Pop Up box with the question, "Are you sure you want to delete this form?"
 - Click **Okay** to continue with deleting the report. The system deletes the report and returns you to the *Safety and Security Tab* screen.
 - Click **Cancel** and the report remains open on your screen for you to edit, save, submit, close, or delete.