2013 Reporting Year

NTD

National Transit Database

Safety & Security Reporting Manual

Office of Budget and Policy

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Federal Transit Administration
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What is the National Transit Database?

The National Transit Database (NTD) was established by Congress to be the Nation's primary source for information and statistics on the transit systems of the United States. Recipients or beneficiaries of grants from the Federal Transit Administration (FTA) under the Urbanized Area Formula Program (§5307) or the Other than Urbanized Area (Rural) Formula Program (§5311) are required by statute to submit data to the NTD. Over 750 transit providers in urbanized areas currently report to the NTD through the Internet-based reporting system. Each year, NTD performance data are used to apportion over $5 billion of FTA funds to transit agencies in urbanized areas (UZAs). Annual NTD reports summarizing transit service and safety data are submitted to Congress.

The legislative requirement for the NTD is found in Title 49 U.S.C. 5335(a):

> SECTION 5335 National transit database
>
> (a) NATIONAL TRANSIT DATABASE — To help meet the needs of individual public transportation systems, the United States Government, State and local governments, and the public for information on which to base public transportation service planning, the Secretary of Transportation shall maintain a reporting system, using uniform categories to accumulate public transportation financial and operating information and using a uniform system of accounts. The reporting and uniform systems shall contain appropriate information to help any level of government make a public sector investment decision. The Secretary may request and receive appropriate information from any source.
>
> (b) REPORTING AND UNIFORM SYSTEMS — the Secretary may award a grant under Section 5307 or 5311 only if the applicant and any person that will receive benefits directly from the grant, are subject to the reporting and uniform systems.

The NTD reporting system evolved from the transit industry-initiated Project FARE (Uniform Financial Accounting and Reporting Elements). Both the private and public sectors have recognized the importance of timely and accurate data in assessing the continued progress of the nation's public transportation systems.

Funding for Transit Agencies Serving Urbanized Areas under 200,000 Population

NTD data are used in the formula allocation of Federal transit funds for the Urbanized Area Formula Program (§5307) and for the Fixed Guideway Modernization Program (§5309, in part). The NTD data are also used in the formula allocations of Federal transit funds. Prior to the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), only NTD data for urbanized areas with populations of 200,000 or more were used. With the passage of SAFETEA-LU, NTD data for urbanized areas with populations fewer than 200,000 are also used in the allocation of Federal transit funding.

SAFETEA-LU provides for one-percent of the funds in the Section 5307 to be allocated according to the Small Transit Intensive Cities (STIC) formula. Under the formula for STIC, funds are apportioned to UZAs with populations less than 200,000 that meet or exceed the average level of service for all UZAs with populations between 200,000 and 1,000,000. Three of the average level of service measurements in the formula allocation rely on passenger mile data. Because transit agencies in these smaller UZAs also depend on the data reported to the NTD for formula funding, following the 2008 mandatory sampling year for all transit agencies, those transit

agencies not required to sample annually will be required to sample every three years. There will no longer be a five-year cycle.

SAFETEA–LU also establishes new Growing States and High Density States formula factors (§5340) to distribute funds to the §5307 and §5311 programs. One-half of the funds are made available under the Growing States factors and are apportioned by a formula based on state population forecasts for 15 years beyond the most recent Census. Amounts apportioned for each state are then distributed between UZAs and nonurbanized (non-UZAs) areas based on the ratio of UZA / non-UZA population within each State. The High Density States factors distribute the other half of the funds to states with population densities in excess of 370 persons per square mile. These funds are apportioned only to UZAs within those states.

For more information on SAFETEA-LU, contact your regional administrator or go to www.fta.dot.gov.

Reporting Modules

To facilitate reporting to the National Transit Database, the NTD Program consists of four reporting modules, each comprised of a series of data modules, as described below:

1. NTD Annual Reporting
    - Basic Information Module
    - Financial Module
    - Asset Module
    - Service Module
    - Resource Module
    - Federal Funding Allocation Statistics Module
    - Declarations
2. NTD Monthly Reporting
    - Monthly Ridership Forms
3. NTD Safety and Security Reporting
    - Safety and Security Set-up (S&S-10)
    - Security Configuration (S&S-30)
    - Major Incident Reporting (S&S-40)
    - Safety Monthly Summary Reporting (S&S-50)
    - Chief Executive Officer Certification (S&S-20)
4. NTD Rural Reporting (exclusively rural reporters)
    - Rural Forms

Exhibit 1 — NTD Contact Information	
Mailing Address You can write to the FTA NTD Project Office at the following address: Federal Transit Administration National Transit Database Program 943 Glenwood Station Ln Suite 102 Charlottesville, VA 22901	**Telephone** You can contact your NTD validation analyst and other NTD staff by telephone on weekdays. For telephone information and project assistance, call the NTD Help Desk at: 1-888-252-0936 The NTD Help Desk is open from 8:00 am to 7:00 pm (Eastern Time). If your NTD validation analyst is unavailable, you may use the voice-mail system and your validation analyst will return your call.
Please note that all official correspondence should be scanned and submitted to the NTD via the **e-File** tab in Internet Reporting.	**E-mail** You can contact your NTD validation analyst by using the telephone number or e-mail address located on the **Home** tab at: www.ntdprogram.gov > Internet Reporting Login > Announcements You can email the NTD Help Desk at any time at NTDhelp@dot.gov
	Internet The FTA NTD Project Office manages a website at the following address: www.ntdprogram.gov You may e-mail comments, questions or suggestions to the NTD by clicking on the NTD Feedback link. NTD publications, data and reference documents are available on the FTA NTD website by using the NTD Reference Materials and Access NTD Data links.

Reference Information

Transit Terminology and Parameters

Reporting data to the NTD requires an understanding of the following transit concepts and terms:

- Transit Agency
- Public transportation
- Mode
- Type of service (TOS)

Each of these terms is described in further detail in the sections that follow.

Transit Agency

A transit agency is responsible for the provision of public transportation service. The transit agency can provide the service using its own employees to operate the vehicles (directly operated service) or contract with a public or private provider to operate the transit vehicles and employ the vehicle operators (purchased transportation service). With some exceptions, transit agencies typically are public bodies and generally are the NTD reporting agencies for their DO and PT services.

Public Transportation

The NTD is established by law as a repository of information on public transportation. The term "public transportation" is synonymous with the terms "transit" and "mass transportation" and is defined by law at 49 U.S.C. 5302(a) (10).

> (10) PUBLIC TRANSPORTATION. – The term "public transportation" means transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by the entity described in chapter 243 (or a successor to such entity).

Transit definitional requirements for NTD reporting:

- Transit must be open to the public and comply with the provisions of the Americans with Disabilities Act of 1990 (ADA). Services that are only open to specific groups of people are excluded. Examples of excluded services include:
  - A bus system sponsored by a university that is only open to students, faculty, and staff of the university;
  - A vanpool sponsored by an employer that only provides service to employees of the employer;
  - An automated guideway in an airport, which only provides services to customers of the airport.
- Transit includes special transportation, such as complimentary paratransit required by the ADA. Transit also includes other shared-ride demand response services, including both sponsored and unsponsored trips.
- Transit excludes charter service. In accordance with FTA's Charter Rule, any service reported to FTA's charter registration website must not be treated as public transportation in NTD reports.
- Transit excludes sightseeing service. Sightseeing service is provided primarily for the enjoyment of sights and sounds during the ride, or for enjoyment of the ride itself. Sightseeing service includes services that have narration and services where passengers primarily make round-trips without disembarking the vehicle.
- Transit excludes intercity service. The NTD defines an intercity service as service where a majority of passengers are not making a same-day return trip. Thus, for public transportation, a majority of passengers across the totality of the service (e.g. all runs on all days of the week) must make a same-day return trip. On public transportation, a majority of passengers use the service three or more times a week.
- Transit excludes Amtrak (the entity described in 49 U.S.C. Chapter 243). NTD reporters must demonstrate that they are organizationally separate from Amtrak. This exclusion does not apply to cases where Amtrak is the supplier of purchased transportation for commuter rail service.

Mode

A mode is a system for carrying transit passengers described by specific right-of-way, technology and operational features. A variety of transit modes are operated in the United States. The NTD reporting system groups transit modes into two broad categories - rail and non-rail - as follows:

Rail	Non-Rail
Alaska railroad (AR) Cable car (CC) Commuter rail (CR) Heavy rail (HR) Hybrid Rail (YR) Inclined plane (IP) Light rail (LR) Monorail /Automated guideway (MG) Street Car Rail (SR)	Aerial tramway (TR) Commuter Bus (CB) Bus (MB) Bus Rapid Transit (RB) Demand response (DR) Demand response -Taxi (DT) Ferryboat (FB) Jitney (JT) Publico (PB) Trolleybus (TB) Vanpool (VP) Other (OR)

Aerial Tramway (TR) Non-Rail – Fixed Guideway

A system of aerial cables with suspended vehicles.

Alaska Railroad (AR) Rail – Fixed Guideway

A special railroad that Congress recognized for certain FTA funding that operates in Alaska.

Bus (MB) Non-Rail – Fixed Guideway or Non-Fixed Guideway

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

Bus Rapid Transit (RB) Non-Rail – Fixed Guideway or Non-Fixed Guideway

Fixed-route bus systems that combine passenger stations, traffic signal priority or pre-emption, low-floor vehicles or level-platform boarding, and separate branding of the service. This is often a lower-cost alternative to light rail.

Cable Car (CC) Rail – Fixed Guideway

A railway propelled by moving cables located beneath the street. While popular at the turn of the last century, the only surviving system is operated in San Francisco.

Commuter Bus (CB) Non-Rail – Fixed Guideway or Non-Fixed Guideway

Fixed-route bus systems that are primarily connecting outlying areas with a central city. Service typically uses over-the-road buses with service predominantly in one direction during peak periods, limited stops, and routes of extended length.

Commuter Rail (CR) Rail – Fixed Guideway

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

Demand Response (DR) Non-Rail – Non-Fixed Guideway

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

Demand Response - Taxi (DT) Non-Rail – Non-Fixed Guideway

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

Ferryboat (FB) Non-Rail – Fixed Guideway

A mode that carries passengers over water.

Heavy Rail (HR) Rail – Fixed Guideway

An electric railway that operates local service in exclusive right-of-way. The service is characterized by long trains of six to eight cars or more and by relatively short distances between stops for local service within a city and the immediate suburbs. The Nation's traditional subway systems are classified as heavy rail.

Hybrid Rail (YR) Rail – Fixed Guideway

Rail systems primarily operating routes on the National system of railroads, but not operating with the characteristics of commuter rail. This service typically operates light rail-type vehicles as diesel multiple-unit trains (DMU's).

Inclined Plane (IP) Rail – Fixed Guideway

A railway operating on steep slopes and grades with vehicles powered by moving cables.

Jitney (JT) Non-Rail – Non-Fixed Guideway

A unique form of bus service using owner-operated vehicles on fixed routes.

Light Rail (LR) Rail – Fixed Guideway

An electric railway that operates local service in mixed traffic with road vehicles, or has grade crossings with roadways. The service is characterized by short trains of one to four cars and by relatively short distances between stops for local service within a city and the immediate suburbs.

Monorail/Automated Guideway (MG) Rail – Fixed Guideway

An electric railway that straddles a single guideway. It may have vehicle operators or may use computers to guide the vehicles.

Publico (PB) Non-Rail – Non-Fixed Guideway

Públicos are jitney services operated in Puerto Rico.

Streetcar Rail (SR) Non-Rail – Fixed Guideway or Non-Fixed Guideway

Rail systems operating routes predominantly on streets in mixed-traffic. This service typically operates with single-car trains powered by overhead catenaries and with frequent stops.

Vanpool (VP) Non-Rail – Non-Fixed Guideway

A commuting service operating under pre-arranged schedules for previously formed groups of riders in vans.

Trolleybus (TB) Non-Rail – Fixed Guideway

Fixed-route service using rubber tire buses powered by electric current from overhead wires using trolley poles. Service using rubber tire replica trolleys or historic trolleys, powered by an on-board motor are not included in this mode.

Other (OR)

If none of the choices fits your agency, select the category: Other. Internet Reporting will display a box for you to describe the other mode.

Type of Service (TOS)

Public transportation can be provided in two ways:

1. Directly operated (DO) service – the NTD reporting agency, usually the public transit agency, uses its own employees to operate the transit vehicles and provide the transit service.
2. Purchased transportation (PT) service – the NTD reporting agency, usually the public transit agency, contracts with a public or private provider to operate the transit vehicles, employ the operators, and provide the transit service.

TOS is an important element of NTD reporting. On most reporting forms, transit agencies are required to report data by TOS.

Reference Documents

Final Rule (49 CFR Part 630) is essential to understanding the forms and instructions presented in this manual. You can obtain this document, as well as the other reference documents listed in the NTD Reference Documents exhibit below, by visiting the NTD Project website at www.ntdprogram.gov or calling the NTD Help Desk at 1-888-252-0936.

Exhibit 2 — NTD Reference Documents

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

Current Reporting Manuals

- Annual
- Safety and Security
- Monthly
- Rural
- Small Systems Waiver Manual

NTD Reference Materials

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

Changes in Calendar Year 2013 Reporting

In its ongoing efforts to improve upon the NTD Internet Reporting system and to be responsive to the needs of the transit agencies reporting to NTD and the transit community, FTA continues to refine and clarify reporting requirements and the Internet Reporting system.

Reporting changes for the 2013 NTD Safety and Security Reporting Manual are highlighted below. Specific changes are discussed in detail in the applicable sections of this manual.

Reporting Form Changes

The following exhibit describes changes by reporting module and form.

Exhibit 3 — Calendar Year 2013 Safety and Security Reporting Changes and Highlights

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

No changes.

CEO Certification form (S&S-20):

1. No changes.

Security Configuration form (S&S-30):

1. No changes.

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

1. Clarification on Safety & Security Date Reporting and the Small Systems Waiver (W-30).
2. “Transport away from the scene” now includes those transported by private vehicle.

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

1. "Transport away from the scene" now includes those transported by private vehicle.

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

Who Reports

Transit providers, States, or Metropolitan Planning Organizations (MPOs) that receive Urbanized Area Formula Program (§5307) grants, or that directly benefit from these grants, must report to the NTD or coordinate the submittal of data to the NTD on their behalf. The requirement to report begins in the year after you apply for a §5307 grant, or in the year in which benefits are first received from a §5307 grant, whichever is sooner. The reporting requirement lasts for as long as the §5307 remains open, or through the minimum useful life of any capital assets purchased with §5307 grant funds, whichever is later.

Please note that this means that you may be required to report in a year in which no §5307 grant funds were received. An NTD reporter that is no longer required to report to the NTD should continue to file NTD reports if that reporter intends to apply for a §5307 or a §5311 grant in the future.

Recipients or direct beneficiaries from Other than Urbanized Area Program (§5311) grants are also required to report to the NTD under the streamlined Rural NTD reporting requirements. Please consult the Rural NTD Reporting Manual for more information on these requirements.

A complete understanding of who must submit an NTD report requires an understanding of the following:

- Purchased transportation services
- Consolidated NTD reporters
- Voluntary reporters
- Extensions, waivers and special requests
- Commuter Rail (CR) Operations

Purchased Transportation Services

Purchased transportation (PT) service is service provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract. A contractual relationship exists only if all the following criteria are met:

- The seller is obligated, in advance of the time the service is furnished, to provide the operations for which the operating statistics are being reported for a specific monetary consideration.
- A written agreement exists that specifies the contractual relationship for the time period and the specific service generating the operating statistics included in the NTD Annual report.
- The written agreement is signed by authorized representatives of both the buyer and the seller, and details the services to be provided, and the nature and amount of the monetary consideration.

Granting a transportation provider permission to operate certain services through a franchise or license does not, in itself, constitute PT. Also, management services contracts, in which all or some personnel or services are

provided to manage or operate the transit agency, are not considered PT. Generally, the service is part of the public transit agency's DO service.

Cooperative agreements between public transit agencies or governmental units should not be reported as PT services.

The NTD operates under a "you buy it, you report it" rule. Thus, sellers of purchased transportation services do not report directly to the NTD – the agency purchasing the service (buyer) generally reports data for the service.

For the most part, the NTD does not recognize agreements or memorandums of understanding between two public agencies as "purchased transportation services." In these cases, the two public agencies should establish which one will report the service (as a directly operated service) to the NTD.

Please see Contractual Relationship form (B-30) in the Basic Information Module of the Annual Reporting Manual for further discussion on reporting PT services.

Consolidated NTD Reporters

Consolidated NTD reporters are a collection of transit agencies filing one report. One reporter may file a consolidated report on behalf of other reporters if it is easier to collect and control the quality of the data. This often occurs when one transit agency coordinates the development and funding of public transportation services in an area. Transit agencies filing a consolidated report must operate within the same UZA.

Transit agencies that wish to file a consolidated report must submit a request to FTA in writing. Such requests for consolidations are subject to FTA approval and must include the following:

- Names of all transit agencies to be included
- Fiscal year end dates for the transit agencies
- Previous/current NTD identification numbers (NTD IDs) of the transit agencies, as appropriate
- Fiscal year to be covered for the first consolidated report.

Consolidation requests are subject to review and approval by FTA and are not granted automatically. FTA will notify you, in writing via the **e-File** tab, if your request is approved.

Voluntary Reporters

FTA encourages all providers of transit service in urbanized areas to report to the NTD, regardless of whether they are public or private, and whether or not they receive or benefit from §5307 grants. To be accepted as a voluntary reporter in the NTD you must be a provider of transit services in at least one urbanized area (UZA), and be able to comply with all of the NTD reporting requirements and the Uniform System of Accounts (USOA.) All urbanized area NTD reporters are required to comply with all NTD requirements for the Annual, Monthly, and Safety & Security Modules. Please refer to the Monthly Reporting Manual and the Annual Reporting Manual for information on the reporting requirements of those modules.

Waivers

Transit agencies can request seven different types of waivers for relief from certain reporting requirements. Three of these waivers affect whether or not your agency must report Safety and Security data. Those waivers are:

1. **Small Systems Waiver – 30 or Fewer Vehicles**

   A transit provider that operates 30 or fewer vehicles in annual maximum service (VOMS) across all modes for both directly operated (DO) and purchased transportation (PT) services and operates all service on non-fixed guideway may submit a report with significantly reduced reporting requirements. The reporting requirements for this waiver can be found in the separate Small Systems Waiver Reporting Manual.

2. **Grants Waivers for Planning and Capital**

   An organization that receives or benefits from Section 5307 funds, but does not have any transit operations, may request a waiver from certain NTD reporting requirements. Typically, this organization is using the Section 5307 funds for planning or capital investment. Transit operations must request this waiver each year.

3. **Natural Disaster Waiver**

   A transit provider that is severely impacted by a natural disaster may request a waiver from reporting to the NTD for the current year. A request for a natural disaster waiver must demonstrate that the natural disaster was so severe as to prevent the actual collection and reporting of data, or that the actual collection and reporting of data would constitute an unreasonable burden on the transit agency in light of the natural disaster. Disaster waivers are only granted for one year.

For more information on waivers, please refer to the Annual Reporting Manual.

Levels of Access

The system provides six levels of access to the NTD Program. Transit agencies designate the individuals within their organizations who are responsible for entering data into the NTD program. These access levels are assigned on the B-20 (**Contacts**) form located on the **Annua**l tab.

1. **CEO:** Edit, save, and submit the CEO Certification and all Safety and Security forms, and delete incorrect/unneeded/unwanted S&S-40 forms. Can access all reporting areas (Annual, Monthly, and Safety and Security).
2. **NTD contact:** Edit, save, and submit Safety and Security forms and delete incorrect/unneeded/unwanted S&S-40 forms. Can access all reporting areas (Annual, Monthly, and Safety and Security).
3. **Safety contact:** Edit, save, and submit Safety and Security forms and delete S&S-40 forms.
4. **Safety editor:** Edit and save Safety and Security forms; cannot submit forms or delete S&S-40 forms.
5. **Safety viewer:** View Safety and Security forms.
6. **Security contact:** View Safety and Security forms.

User Names and Passwords

The system access level is determined by the user name. The first portion of the user name defines the access level and the last four digits represent the agency's NTD ID number:

1. CEO — CEOxxxx
2. NTD contact — NTDxxxx
3. Safety contact— SFTYNTDxxxx

4. Safety editor — SFTYEDTxxxx
5. Safety viewer — SFTYVWRxxxx
6. Security contact— SECURITYxxxx

FTA e-mails each agency this set of user names with a password for each.

A user can change his / her password at any time. For additional information on this topic, refer to the **Sys Admin** tab section within this manual titled: *Changing Your Password*. Please be aware that passwords expire every sixty days. In addition, the system now has an inactivity lock-out feature if you do not log in under your user name for sixty days.

- If you forget your password, or are locked out due to inactivity, contact your Safety & Security Analyst or the NTD Help desk.
- Note: The system can e-mail passwords only to the addresses listed on the **Contacts** form (B-20). For this reason, it is important to keep your Contacts updated whenever there is a change in personnel.

What to Report

The NTD Safety and Security module consists of a series of forms for reporting transit-related Safety and Security data and incidents that meet certain thresholds. For purchased transportation (PT) service, the report must contain data only for those services under contract.

Transit agencies with an approved Small Systems Waiver, Natural Disaster Waiver, Planning Grants Waiver, or Capital Grants Waiver are not required to complete Safety and Security forms. The following exhibit presents a summary of NTD Safety and Security reporting requirements.

Exhibit 4 — Summary of NTD Safety and Security Reporting Requirements

NTD Safety and Security Report	Who Reports
Safety and Security Setup form (S&S-10)	All reporters without Waivers
Chief Executive Officer Certification form (S&S-20)	All reporters without Waivers
Security Configuration form (S&S-30)	All reporters without Waivers
Major Incident Report form (S&S-40) (safety incidents)	All reporters without Waivers, except CR and AR modes
Major Incident Report form (S&S-40) (security incidents)	All reporters without Waivers
Non-Major Safety Monthly Summary Report form (S&S-50)	All reporters without Waivers, except CR and AR modes

The Major Incident Report (S&S-40) form is used to report detailed information on the most severe Safety and Security incidents occurring in your transit agency's environment. You must submit one form for each major incident that meets a reporting threshold. These thresholds are discussed below.

The Non-Major Summary Report (S&S-50) form is used to summarize the number of non-major fires and other non-major safety incidents that meet a threshold and are *not* reported on an S&S-40. You must submit an S&S-50 for each mode/TOS for every month even if your agency does not have any reportable incidents and even if you submitted an S&S-40 during a month.

Commuter rail (CR) service and Alaska Railroad (AR) report only security incidents (includes suicides and attempted suicides) to NTD and do not submit an S&S-50 report each month. CR and AR report safety incidents to the Federal Railroad Administration (FRA).

Reportable Incidents

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

- **Fatality**
  - *Includes suicides*
  - *Deaths resulting from illnesses or other natural causes are not reportable*.
- **Immediate transport away from the scene for medical attention** (1 or more persons)
  - *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, including damage to private vehicles, if applicable.*
- **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 mainline derailment events (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 a transit agency or related to maintenance activities are excluded from the reportable incident category, as are incidents involving an on-duty bus operator not engaged in directly performing his/her operator duties.

Example 1 – Is it Reportable?: Incidents Not Reportable to the NTD
Example 1a: An incident occurs during mechanical, industrial, or administrative work activities that do not affect revenue service. **Solution:** Not reportable. *Why not? This incident does not affect revenue service.*
Example 1b: A transit agency service vehicle is involved in a collision during installation of bus stop signs. **Solution:** Not reportable. *Why not? This incident does not affect revenue service.*

Example 1 – Is it Reportable?: Incidents Not Reportable to the NTD
Example 1c: A bus operator on break is injured while crossing a street and is transported to a local hospital. **Solution:** Not reportable. *Why not? The employee was disengaged from his/her direct operator duties (i.e., on break), thus the incident is not related to and does not affect revenue operations.*
Example 1d: A bus operator is performing a standard pre-trip inspection and falls, injuring herself/himself and requires transport for immediate medical attention. **Solution:** Not reportable. *Why not? The operator is acting in association with the mechanic shop procedures for safe vehicle operations. Thus, the maintenance exclusion applies to pre-trip inspections*
Example 1e: A transit vehicle rider suffers a heart attack while on the vehicle. An ambulance is called and transports the passenger away from the scene. **Solution:** Not reportable. *Why not? Although the passenger is transported for medical attention, this "injury" is not related to an incident (e.g. a collision, fire, or security event). Persons transported for medical attention or fatalities that are the result of illness or natural causes are not reportable to the NTD.*
Example 1f: There has been a fatality due to natural causes or an individual "found deceased" on transit property. **Solution:** Not reportable. *Why not? This fatality is not related to an incident. Deaths resulting from illnesses or natural causes are not reportable.*

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. The examples below demonstrate reportable incidents that may cause confusion:

Example 2 – Is it Reportable?: Incidents Reportable to the NTD
Example 2a: A supervisory vehicle driving an operator to a bus to start revenue service is involved in a collision and a threshold is met. **Solution**: Reportable. *Why? Although the vehicle is not providing revenue service, the incident directly affects the agency's ability to provide service (i.e., the bus schedule is affected).*
Example 2b: Rail maintenance equipment on a revenue track is involved in an incident that impacts the transit agency's schedule and a threshold is met. **Solution:** Reportable. *Why? Although the vehicle is not providing revenue service, the incident directly affects the agency's ability to provide service.*

Example 2c: A bus operator is outside the bus and waiting for passengers or assisting passengers onto the bus. The operator falls and is injured, requiring transport for medical attention.

Solution: Reportable.

Why? The bus operator is injured while engaged in his/her operator duties while providing revenue service.

Multi-agency facilities

Around the country there are transit facilities that are shared by multiple transit agencies. For example in Washington, DC Union Station serves Amtrak, the Washington Metropolitan Area Transit Authority (DC Metro), Virginia Railway Express (VRE), and Ride-On Montgomery County Transit (MARC). Capturing safety and security incidents in such a facility can be a challenge. An incident occurring in a multi -agency is reportable, if the incident meets a reporting threshold and occurs in a transit agency's designated area of the facility.

Exhibit 5 — Reporting Thresholds for Major Safety and Security Incidents (S&S-40)

Existence of one or more of the following conditions:

- A fatality due to an incident – including suicides, but excluding deaths by natural causes, or deaths not associated with an incident
- One or more persons immediately transported away from the scene for medical attention
- Property damage equal to or exceeding $25,000
- An evacuation due to life safety reasons.

Incidents include:

- Mainline derailments (always reportable whether or not a threshold is met)
- Collisions (must meet a threshold)
- Fires (must meet a threshold)
- Hazardous material spills (must meet a threshold)
- Acts of God (must meet a threshold)
- System security events (must meet a threshold)
    - Suspicious packages
    - Bomb threat/bombing
    - Chemical / biological / radiological / nuclear release
    - Arson
    - Sabotage
    - Burglary
    - Vandalism
    - Hijacking
    - Cyber security events
    - Other (miscellaneous security incidents)
- Personal Security Events (must meet a threshold)
    - Homicide
    - Suicide/Attempted suicide
    - Assault (with immediate transport for medical attention)
    - Robbery
    - Rape
    - Larceny / theft
- Other Safety Occurrences not Otherwise Classified Incidents (OSONOC)
    - Incidents that do not fall into any of the above categories, yet meet a reporting threshold *other than* immediate transport for medical attention
    - Yard derailments that meet a reporting threshold *other than* immediate transport for medical attention.

How and Where to Report

Internet Reporting

Transit agencies complete the required forms, waivers and declarations using the Internet Reporting system, accessible from the NTD website at http://www.ntdprogram.gov/. When you complete the Safety and Security Setup form (S&S-10) and the Security Configuration form (S&S-30) at the beginning of the calendar year, the system automatically generates the required Safety and Security links and forms for your transit agency.

The "Internet Reporting" section of this manual contains step-by-step instructions and details on how to complete the NTD Safety and Security reports using Internet Reporting. FTA provides Internet Reporting user names and passwords to transit agencies.

When to Report

When to Submit NTD Safety and Security Data

Transit agencies must submit Safety and Security data within 30 days of a reportable incident using the Major Incident Report form (S&S-40). Transit agencies must also submit the Safety Monthly Summary Report (Non-major Summary Report) form (S&S-50) on a monthly basis for each mode/TOS operated. To access these forms, click on the File New S&S-40 or the File New S&S-50 links located near the middle top of the Safety and Security tab (please note, these links are not available until you complete and submit the S&S-10 Safety and Security Setup Form and the S&S-30 Security Configuration forms for each mode/TOS.) The following exhibit presents due dates for submitting Safety and Security data to the NTD:

Exhibit 6 — NTD Safety and Security Reporting Timeline

Major Incident Reporting (S&S-40)

File no later than 30 days after the date of the incident.

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

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

Failure to Report, Late Reports or Incomplete Reports

NTD requires transit agencies to submit complete reports according to the due date schedule. Failure to report results from not submitting a report, submitting a late report, or submitting an incomplete report may result in your transit agency's data not being included in the NTD. Furthermore, FTA may declare your transit agency ineligible to receive any Urbanized Area Formula Program funds during an entire Federal fiscal year. This ineligibility applies to all transit agencies, regardless of the size of the urbanized area (UZA) served.

An S&S-50 report is considered late if it is not submitted by the due date. Approximately seven days prior to due dates, the NTD system automatically sends e-mail reminder notices to the Safety and Security Contact email addresses listed on the B-20.

A report is incomplete if it does not contain all the required reporting forms and data or if it is not in conformance with the NTD reporting requirements.

When to Submit the Chief Executive Officer Certification

The CEO of each transit agency is required to submit a Safety and Security Chief Executive Officer Certification form (S&S-20) each calendar year by the end of February of the following year. The Certification is an automated form that certifies and attests to the accuracy of the Safety and Security data submitted by your agency for the current reporting calendar year. Safety and Security data are not subject to the independent auditor review as is the Financial data reported in the NTD Annual Report.

Calendar Year Reporting

Unlike the NTD Annual and Rural reports that cover 12-month fiscal year periods, the data in the NTD Safety and Security report covers the 12-month period corresponding to the calendar year. The deadline for submitting Safety and Security data for calendar year 2013 is January 31, 2014. The 2013 Safety and Security database will close on February 28, 2014. To revise reports after this date, contact your NTD Safety and Security analyst.

Internet Reporting

Overview

Transit agencies must use the National Transit Database (NTD) Internet Reporting system to provide their Safety and Security data to the Federal Transit Administration (FTA). NTD Internet Reporting is the online means for transit agencies to enter, review and revise data, and submit reports. It provides for timely and accurate reporting. All tasks and requirements for the NTD can be fulfilled via this system.

FTA assigns an NTD Safety and Security analyst to each transit agency to assist reporters with their Safety and Security reporting. Please feel free to contact your Safety and Security analyst if you have any questions or need assistance with reporting Safety and Security data. If you do not know the name or contact information of your Safety and Security analyst, please call the NTD Help Desk (1-888-252-0936).

This section provides Internet Reporting information for Safety and Security reporting.

What Has Changed from Prior Year

1. No changes.

Internet Reporting System Security

FTA has taken numerous measures to ensure that all data entered into the Internet Reporting system is safe and available only to those with proper access. The NTD servers and network are secured behind a firewall. The website operates under the secured web protocol, https, and the entire site is password protected. Additionally, multiple server and database protection layers protect the database files.

The National Transit Database Website

The **NTD Home Page** (accessible at www.ntdprogram.gov) offers the following information and data for reporters and others interested in the NTD:

- **Internet Reporting Login** link.
- **Contact the NTD Help Desk** link.
- **What is the NTD?** This link takes you to a new page that provides an overview of the NTD program, milestones in transit history, information on how to obtain an NTD ID number, and an overview of the NTD reporting forms.

Reporting Manuals

- **Annual Reporting:** Access to .html and .pdf versions of the current Annual Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Monthly Reporting:** Access to .html and .pdf versions of the current Monthly Reporting Manual, an overview of the reporting changes and highlights, reporting manual archives, etc.
- **Safety and Security Reporting:** Access to .html and .pdf versions of the current Safety and Security Reporting Manual, Newsletters, Safety and Security FAQs, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Rural Reporting:** Access to the Rural Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Sampling Manual:** A guide for NTD reporters from urbanized areas that need to conduct a statistical sampling to report passenger miles traveled (PMT) data to the NTD.
- **Small Systems Waiver Manual:** Access to .pdf versions of the current Small Systems Waiver Manual, an overview of the reporting requirements for this waiver.

Data, Publications and Reference Materials

- **NTD Glossary:** HTML version of the NTD Glossary of transit terms.
- **NTD Reference Materials:** NTD reference materials such as the Uniform System of Accounts, FTA Circulars and Federal Register Notices.
- **Access NTD Data:** HTML and downloadable .pdf publications, including Data Tables, Profiles, National Transit Summaries and Trends, Annual, Monthly and Historical databases as well as Safety & Security Time Series data and other data products.

NTD Resources

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

- **Seminars and Training:** NTD Reporting Seminars and In-house Training information and registration.
- **Transit Agency Listing by Region and External Links:** Contact information for transit agencies reporting to the National Transit Database (NTD). Links to:
  - Federal Transit Administration (FTA)
  - FTA Safety and Security Office
  - U. S. Department of Transportation (USDOT)
  - National Transit Library
  - American Public Transportation Association (APTA)
  - Bureau of Transportation Statistics
  - Accessibility.

Detailed Instructions

Accessing Internet Reporting

1. Connect to the Internet via your Internet service provider (ISP)

   Browsers such as Firefox, Mozilla, and Chrome are not fully compatible with the NTD Internet Reporting system. Internet Reporting is best accessed using Internet Explorer version 6.0 or newer. If you don't have the latest version of Internet Explorer, go to Microsoft.com to download the latest version free of charge.

2. Verify your Internet Browser Settings

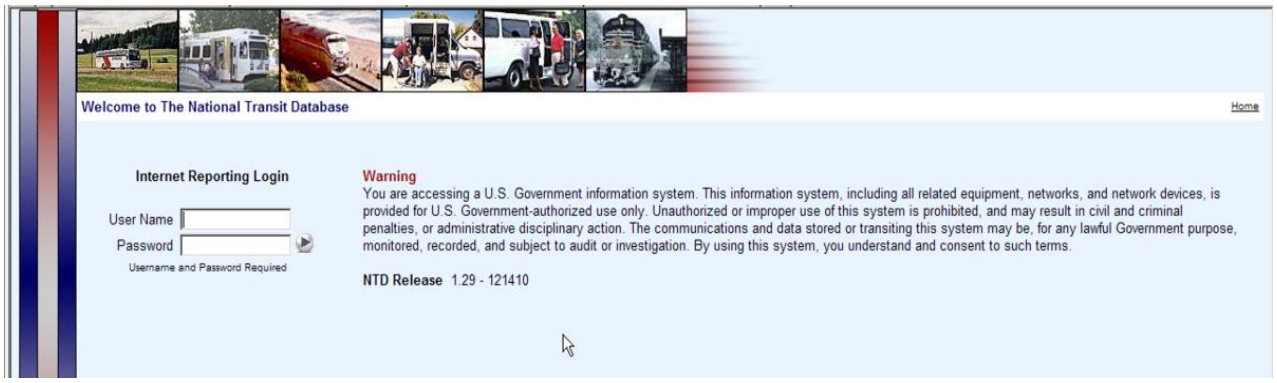
   Verify that your browser is set to check for newer versions of stored pages with each visit to the page.

   In Internet Explorer, access Tools > Internet Options > General > Browsing History Settings > Temporary Internet Files Settings and select "Every time I visit the webpage".

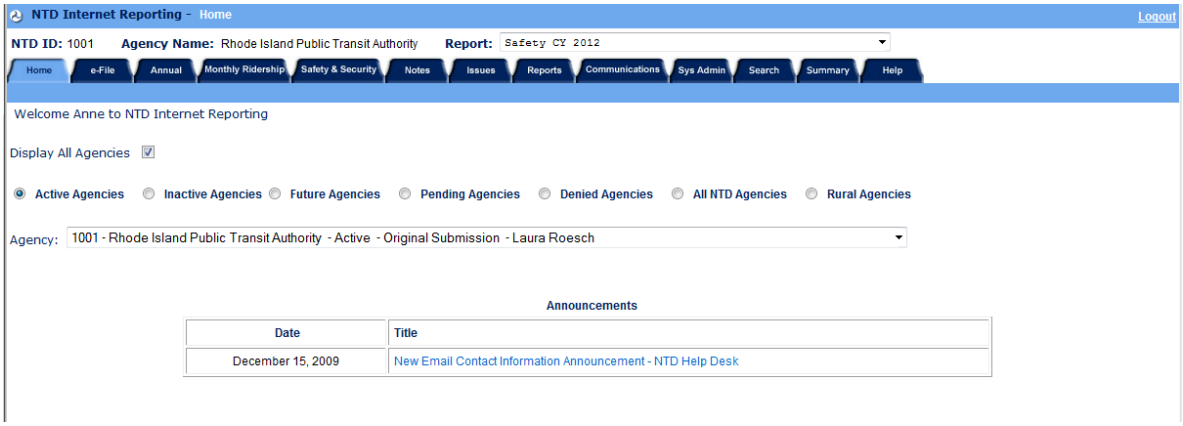
3. Access the **NTD** website at www.ntdprogram.gov

4. Click on the **Internet Reporting Login** link located at the bottom left of the NTD **Home page** to access the log in page.

5. Enter your user name and password. Click on the arrow or press your Enter button to access your agency's NTD account.



Home Tab and Program Structure



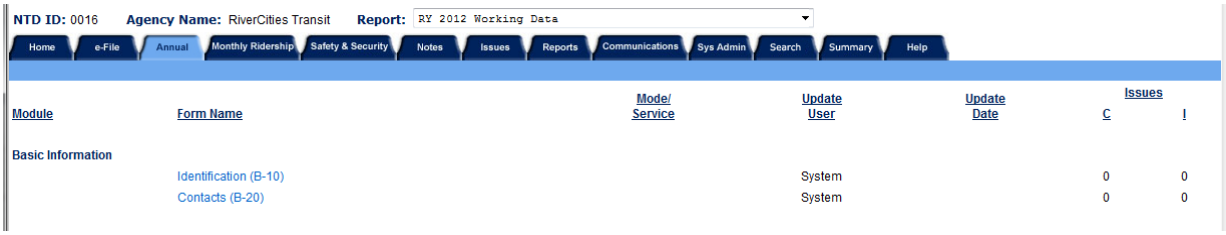
Reporting Structure

After you complete the login process using your SFTYNTDXXXX username (or other username, as applicable) and password, the system takes you to the **Home** tab. When you are on any screen, click the **Home** tab to return to this page. Do not use your browser's back and forward buttons to navigate around NTD.

NTD Reporting includes the following tabs:

- **Home**: The starting point when entering the NTD Program. Your transit agency's NTD annual analyst name and contact information are displayed here. Click on the blue link under Announcements to display the NTD mailing address; Helpdesk phone numbers, email address and hours of operation; and NTD project staff names, phone numbers, and e-mail addresses.
- **e-File**: For processing and tracking any special correspondence.
- **Annual**: Provides access to the Annual reporting modules and forms, including the B-20 (Contacts**)** form and the B-10 (Identification) form.
- **Safety and Security**: Provides access to the NTD Safety and Security reporting module. You will create, edit and submit all your Safety and Security reports here. Reporting details and form-by-form instructions for this module are included in this manual.
- **Reports**: Provides access to past and present Safety and Security summary data by mode / TOS that has been reported by your agency. You can export or print reports.
- **Communications**: A listing of all e-mail communications from the NTD.
- **Sys Admin**: Provides the option for you to change your password. You may only change the password of the user name you are logged in under. If you need assistance, contact your Safety and Security analyst.
- **Help**: Provides access to the current Safety and Security Reporting Manual as well as the Annual, Monthly, and Small Systems Waiver reporting manuals.

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



Users logged in as SFTYNTDxxxx or SFTYEDTxxxx can view the reports on the Annual Tab, but cannot edit them. The forms on this tab can only be completed or edited by the NTD contact user name or the CEO user name.

The B-20 form (**Contacts**) located on this tab lists the physical addresses, phone numbers and email addresses of all transit agency employees who are responsible for entering data into the NTD program. Because NTD Analysts call and email reporters to resolve reporting issues, it is important that your agency keeps the B-20 updated when employee changes occur within your organization.

If your agency's Annual Module is closed out for the current fiscal year, data in the Annual Module can no longer be edited, including the B-20 form. Please contact either your Annual Analyst or your Safety & Security Analyst to make changes to the B-20 after your Annual closeout.

The B-10 form (**Identification**) located on this tab lists the modes/TOS the transit agency operates. This form can be useful to Safety and Security reporters who must complete the Safety and Security Setup form (S&S-10) at the beginning of each calendar year.

Safety and Security Tab: Reporting Incident Data

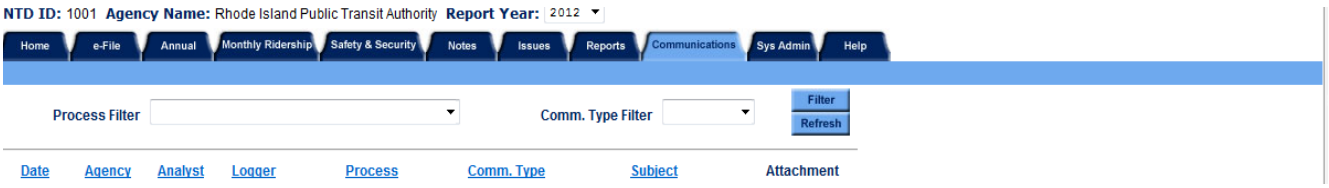
Click on the **Safety and Security** tab to access the Safety and Security reporting module.

- Initially, only the Safety and Security Setup form (S&S-10) is available for you to complete.
- Once you complete the S&S-10, the system generates other forms and links for you to report data.
- Step-by-step instructions for completing the S&S-10, and all other reporting forms, are included later in this manual.

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

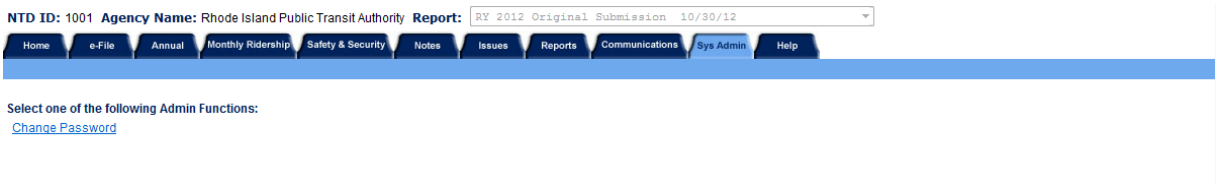
1. **Incident Number:** Identification number for Major Incident Reports (S&S-40) only, generated automatically by the reporting system based on the order in which reports are submitted.
2. **Mode/Service**: The Mode and Type of Service of the incident report.
3. **Report Period**: The month in which the incident(s) occurred or the month for which an S&S-50report was entered.
4. **Update user**: The user name that entered or modified the report.
5. **Incident date**: The date the incident occurred (Major Incident Reports only).
6. **Creation date**: The date the report was first saved.
7. **Update date**: The date of the most recent modification of a report.
8. **Submit date**: The date on which the report was last submitted.
9. **Has data**: Indicates if the Non-Major (Monthly) Summary report (S&S-50) contains any occurrences.

Communications Tab: Viewing a History of Correspondence with NTD



The **Communications** tab is a centralized area in which to view correspondence with the Federal Transit Administration's (FTA) NTD program. Correspondences can be filtered to show only certain processes or communication types.

Sys Admin Tab: Changing Your Password



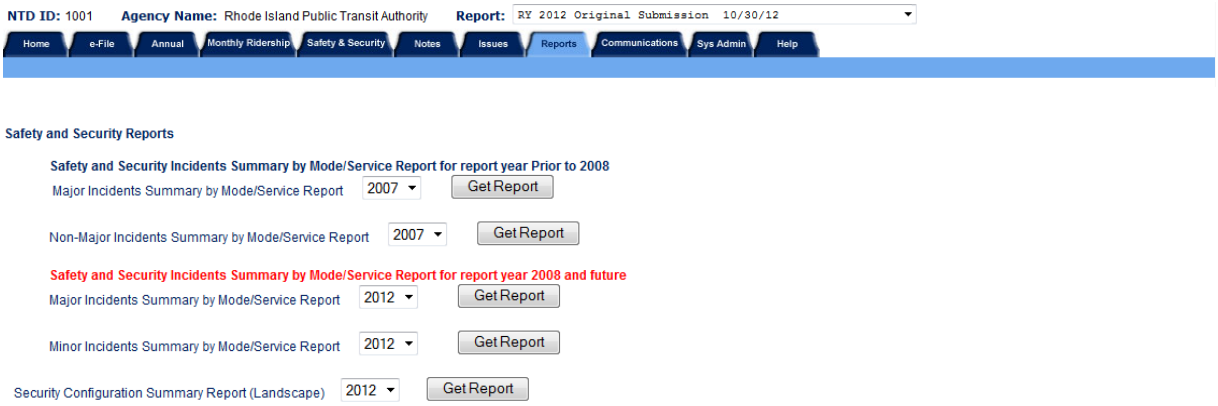
Access the **Sys Admin** tab to change your NTD password.

All passwords expire every 60 days. You can change your password at any time on the **Sys Admin** screen by specifying your current password and entering a new password. To be valid, a password has to be between 12 and 20 characters in length, and must be different both from your 10 previous passwords and any password you used in the last 6 months. It must be complex enough to contain 3 out of 4 of the following: Lower case, Upper case, Numbers, Special Characters. Passwords are case-sensitive. If you do not update your password within the 60-day term, you will be forced to update your password when you first access the system once the 60-day period expires. That screen is similar to the one available on the **Sys Admin** screen and the same password rules apply.

As an added security feature, if you have not logged in for 60 days, the system will lock you out due to account inactivity. Contact your Safety and Security analyst or the Helpdesk if this occurs.

- Note: The system can e-mail passwords only to the addresses listed on the B-20 form.

Reports Tab: Viewing, Printing, and Exporting NTD Safety and Security Data



Click on the **Reports** tab to view reports summarizing past and current Safety and Security data reported by your agency.

You can export reports by clicking on the button or print reports by clicking on the button.

When you are logged in as the user name SFTYNTDXXXX, the following reports are available on the **Reports** screen:

Major Incidents Summary by Mode / Service report

- *From the drop-down menus, select a year after 2008 for the data you want to view and click on the **Get Report** button for a summary of all the incidents by mode / TOS reported on S&S-40 forms by your agency.*

Non-Major Incidents Summary by Mode / Service report

- *From the drop-down menu, select a year prior to 2008 for the data you want to view and click on the **Get Report** button for a summary of all the incidents by mode / TOS reported on S&S-50 forms by your agency.*

Minor Incidents Summary by Mode / Service report

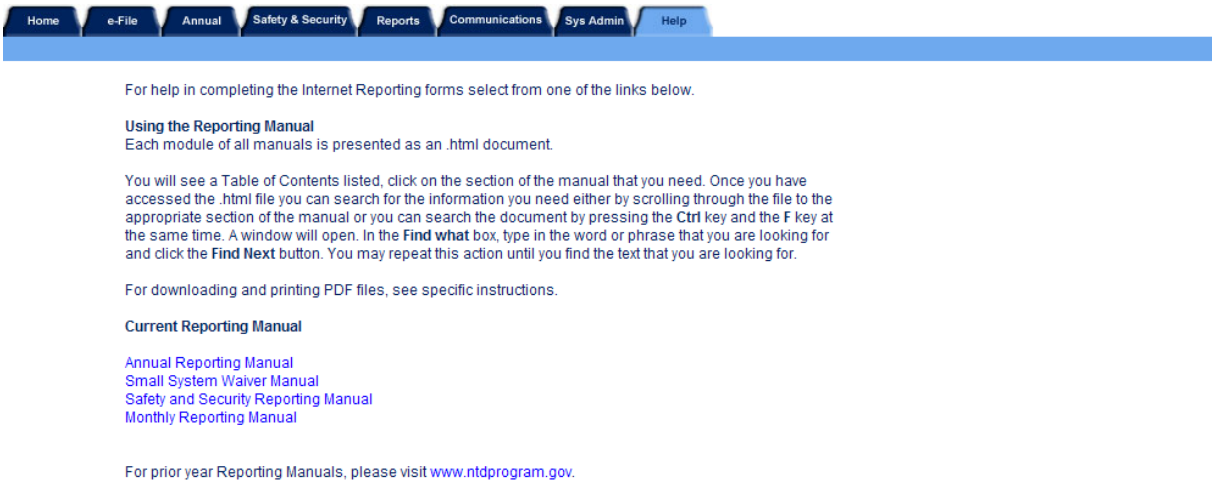
- *From the drop-down menu, select a year after 2007 for the data you want to view and click on the **Get Report** button for a summary of all the incidents by mode / TOS reported on S&S-50 forms by your agency.*

Security Configuration Summary report

- *From the drop-down menu, select the year for the data you want to view and click on the **Get Report** button for a summary of the security configurations reported on S&S-30 forms by your agency.*

Help Tab: Access to Current Reporting Manuals

Click on the **Help** tab to access the current Safety and Security Reporting Manual in addition to the Annual, Monthly and Small Systems Waiver reporting manuals.



Tips for Using Internet Reporting

Navigating Between Screens

Do not use your browser **Back** and **Forward** buttons to navigate between screens as this may cause the NTD Program to close. Use the Internet Reporting system buttons, tabs, and links instead.

Safety and Security Reporting Forms

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

Overview

At the beginning of the calendar year, each transit agency, except those with an approved Small Systems Waiver, Natural Disaster Waiver, Planning Grants Waiver, or Capital Grants Waiver, must complete the Safety and Security Setup form (S&S-10). This form identifies the modes and type of service (TOS) your transit agency operates. The system generates one Security Configuration form (S&S-30) for each mode entered on the S&S-10 form and populates the drop-down boxes on both the Major Incident Report form (S&S-40) and the Safety Monthly Summary Report form (S&S-50) with these modes/TOS. You must submit the S&S-10 before you can begin Safety and Security reporting.

Before completing the S&S-10 form, you may want to check with other departments of your agency to determine the correct modes and TOS operated by your agency. However, after you submit the form, you can modify it if you made a mistake, or if your agency adds or discontinues a mode.

- *Line 06 of the B-10 Form on the Annual Tab lists the modes and TOS your agency operates.*

Step-by-step Instructions

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

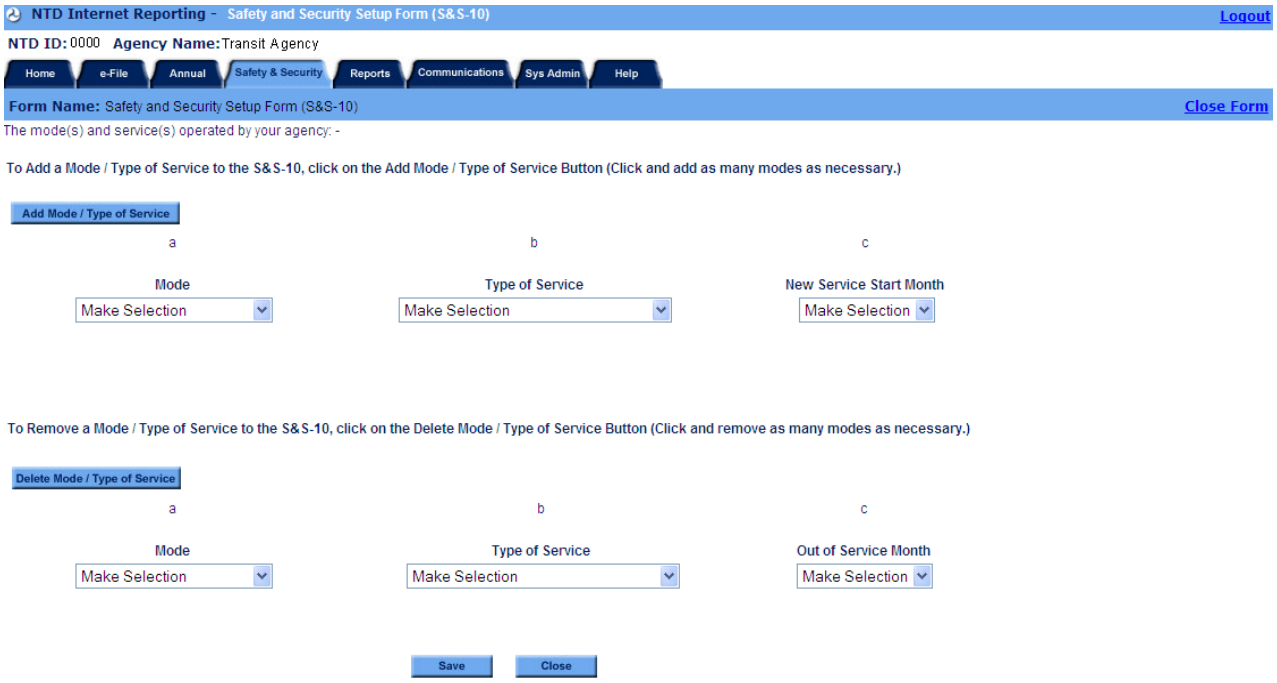
1. Click on the **Safety & Security** tab.
2. Click on the blue Safety and Security Setup form (S&S-10) link to open the form.
3. Check the boxes next to each mode and type of service that your transit agency is operating at the beginning of the calendar year that you are reporting.
   - *A mode is a system for carrying transit passengers described by specific right-of-way, technology and operational features.*
   - *Type of service (TOS) refers to how public transportation services are provided by a transit agency: directly operated (DO) or purchased transportation (PT), also known as contracted services.*
4. Scroll to the bottom of the form and click on the **Submit** button.
   - *When you first open the S&S-10, the only buttons available to you at the bottom of the screen are* ***Close, Submit,*** *and* ***Print****. After you* ***Submit*** *the form, your button options change to* ***Close****,* ***Add / Delete Mode / Type of Service****, and* ***Print****. At this point, you can add, discontinue, or delete modes/TOS by clicking on the* ***Add / Delete Mode / Type of Service*** *button (see editing instructions below).*
5. Click on the **Close** button to exit the form.
   - *Check the S&S-30 forms (Security Configuration) generated by the system after you submit the S&S-10. Do they accurately portray the correct modes and TOS for your agency? If not, you need to edit the S&S-10 form.*

Editing the S&S-10

Often agencies start a new mode of service at some point in the calendar year, or stop providing a mode of service that has been in operation during the year. These changes need to be recorded in Safety and Security the S&S-10 form.

Also, if you made a mistake when you initially completed the S&S-10 form and reported a wrong mode/TOS, you must edit the S&S-10 so the system generates the correct reporting forms.

1. Click on the blue Safety and Security Setup Form (S&S-10) link to open the form.
2. To add and/or delete modes, click on the **Add / Delete Mode / Type of Service** button at the bottom of the S&S-10 form.
3. The system generates a new screen.



4. Click on the **Add Mode / Type of Service** button to add a mode.
5. Select the **Mode** and **Type of Service** from the drop-down menus.
6. Select the **New Service Start Month** from the drop-down menu.
   - *If you are adding a mode that you forgot to enter on the S&S-10 at the beginning of the calendar year, check January as the New Service Start Month. The Safety & Security reporting module is closed at the end of each calendar year and a new module is opened at the beginning of a new calendar year, thus for a mode that was operated in the previous year, January will always be the New Service Start Month.*
   - *If your agency begins providing new service during the year, select the month that the service started.*
7. Click on the **Delete Mode / Type of Service** button to delete a mode
8. Select the **Mode** and **Type of service** from the drop-down menus.
9. Select the **Out of Service Month**.
   - *This month is the first full month that service ceased. For example, if your agency stopped operating DR/DO on July 20, you would choose August as the Out of Service Month. Please note, when you discontinue a mode be careful to select the correct Out of Service month because the system deletes all reports dated after that month.*
   - *If you are deleting a mode/TOS that you entered in error at the beginning of the calendar year when you first filled out the S&S-10, select January as the Out of Service Month.*
10. Click on the **Save** button. The system returns you to the original S&S-10 screen.
    - *When you discontinue a mode during the year for which data was reported, the S&S-10 form still displays check marks in the mode and TOS boxes, but the system will no longer allow you to enter reports for that mode.*

11. Click on the **Close** button to return to the *Safety & Security Tab* screen.

- *If you add a mode, the system generates an S&S-30 form for that mode and you must complete this S&S-30 before you can enter any new Safety and Security reports.*

Example 3 — Completing the Safety and Security Setup form (S&S-10)
In January the Agency Continues Services from the Prior Year City Transit directly operates bus (MB) service and purchases demand response (DR) service. City Transit enters the Safety and Security Module for the first time at the beginning of the year by clicking on the **Safety and Security** tab to complete the Safety and Security Setup form (S&S-10) and reports: MB / DO DR / PT
In August the Agency Adds a New Service City Transit begins directly operating light rail (LR) service. City Transit again clicks on the **Safety and Security** tab and revises its existing Safety and Security Setup form (S&S-10): Click on the **Add / Delete Mode / Type of Service** button (opens a new screen with separate Add or Delete buttons) Click on **Add Mode / Type of Service** button and select light rail **LR / DO** Enter the new service start date: **August** Click on the **Save** button to return to the S&S-10 form. Click on the **Close** button to return to the *Safety & Security* tab screen. An S&S-30 form for LR / DO is now listed under the **Security Configuration Category.** Click on the expand ⊞ symbol to view and complete this S&S-30 form. You will not be able to enter any incident reports until you submit this S&S-30.
On October 24th the Agency Discontinues a Motor Bus Directly Operated Service Click on the **Add / Delete Mode / Type of Service** button (opens a new screen with separate Add or Delete buttons) Click on the **Delete Mode / Type of Service** button and select: **MB / DO** Enter the out of service date: **November** (first full month that service ceased) Click on the **Save** button to return to the S&S-10 form You are no longer required to submit S&S-50 forms for MB / DO. If an S&S-50 for November was submitted prior to removing the mode, that report was deleted from the system.

Safety and Security Chief Executive Officer Certification form (S&S-20)

Overview

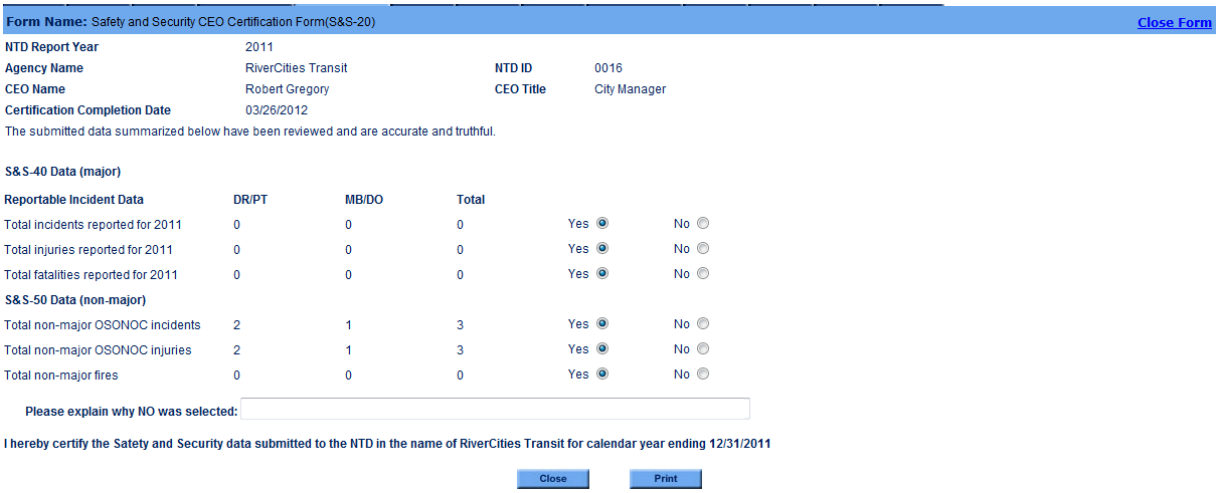
At the end of the calendar year, each transit agency, except those with an approved Small Systems Waiver, Natural Disaster Waiver, Planning Grants Waiver, or Capital Grants Waiver, is required to submit a Safety and Security Chief Executive Officer (CEO) Certification form (S&S-20). This form automatically tallies the number of incidents, injuries, and fatalities that your agency reported on S&S-40 forms and the number of incidents and injuries on the S&S-50 forms for the last calendar year. By completing the S&S-20, you are attesting that this Safety and Security data is accurate. Only the CEOxxxx user name can submit the S&S-20, which is due at the end of February of the following calendar year.

The system automatically generates the S&S-20 form after January 15th to prevent agencies from inadvertently submitting the form prior to the end of the current reporting calendar year.

NTD provides two reports to assist you in preparing to submit the S&S-20:

- The Minor Incidents Summary by mode / service report
- The Major Incidents Summary by mode / service report

You can access these reports via the **Reports** tab.



Form Name: Safety and Security CEO Certification Form(S&S-20) — Close Form

NTD Report Year	2011		
Agency Name	RiverCities Transit	**NTD ID**	0016
CEO Name	Robert Gregory	**CEO Title**	City Manager
Certification Completion Date	03/26/2012		

The submitted data summarized below have been reviewed and are accurate and truthful.

S&S-40 Data (major)

Reportable Incident Data	DR/PT	MB/DO	Total		
Total incidents reported for 2011	0	0	0	Yes ◉	No ○
Total injuries reported for 2011	0	0	0	Yes ◉	No ○
Total fatalities reported for 2011	0	0	0	Yes ◉	No ○
S&S-50 Data (non-major)					
Total non-major OSONOC incidents	2	1	3	Yes ◉	No ○
Total non-major OSONOC injuries	2	1	3	Yes ◉	No ○
Total non-major fires	0	0	0	Yes ◉	No ○

Please explain why NO was selected:

I hereby certify the Satety and Security data submitted to the NTD in the name of RiverCities Transit for calendar year ending 12/31/2011

Close Print

What has changed from Prior Year

1. No changes.

Step-by-step Instructions

Completing the Safety and Security CEO Certification form (S&S-20)

1. Log in with the CEO username and password.
2. Click on the **Safety & Security** tab.

3. The S&S-20 form is located at the bottom of the screen above the *Pending Forms* section. Click on the blue Safety and Security CEO Certification form (S&S-20) link to open the form.
   - *If you are logged in with any other username, you can view the S&S-20, but you cannot complete the form and submit it.*
   - *If you are logged in as the CEO and do not have a **Submit** button, please contact your Safety & Security Analyst or the Helpdesk.*
4. Review the total incidents, injuries, and fatalities tallied on the form.
   - *The number of incidents, injuries, and fatalities tallied on the S&S-20 is taken directly from the Major Incident Reports (S&S-40) and Non-Major Summary Incident Reports (S&S-50) that were submitted by your agency throughout the applicable calendar year.*
   - *You can review summarized data from your S&S-40 and S&S-50 reports on the **Reports** tab.*
   - *If you believe the number of incidents, injuries or fatalities is incorrect, you must edit, add, or delete the S&S-40 reports and/or edit the S&S-50 reports. Also, you may want to check to make sure all your incident reports are Submitted. If reports are only Saved, but not Submitted, they are not included on the S&S-20. The S&S-20 form immediately incorporates any changes made to the incident reports.*
5. Using the radio buttons at the end of each line of data on the **Reportable Incident Data** tables on the S&S-20, indicate **Yes** or **No** in response to the statement: "The submitted data summarized below have been reviewed and are accurate and truthful."
   - *If you select **No**, Internet Reporting requires you to enter an explanation*.
6. Click on the **Submit Report** button.
   - *You can only submit the report once. After you click the button, the system does not allow you to edit the form and the **Submit Report** button is no longer available. The top of the form now contains a **Certification Completion Date**.*

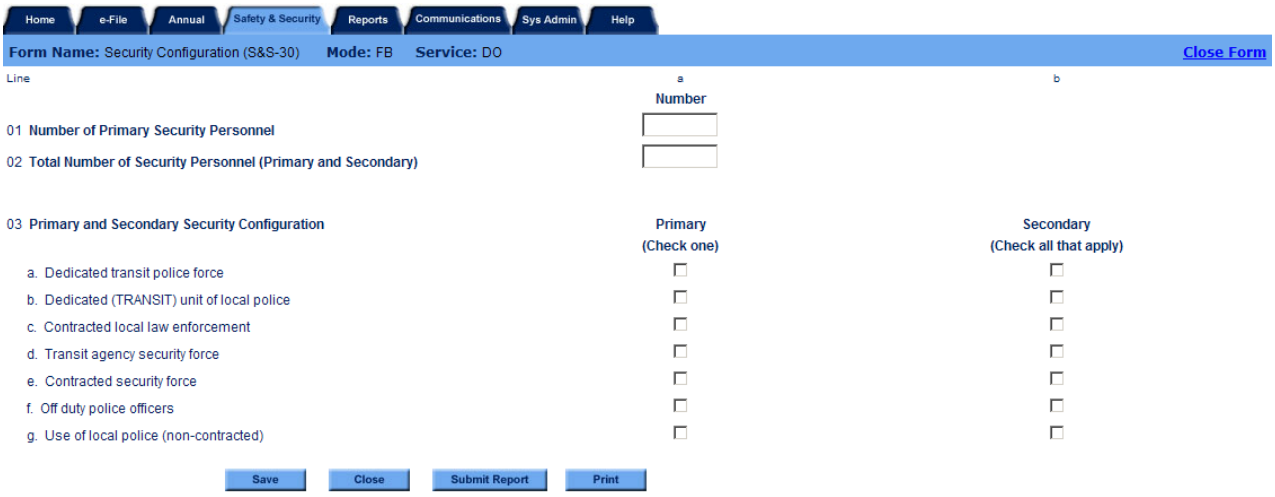
Security Configuration form (S&S-30)

Overview

Each transit agency, except those with an approved Small Systems Waiver, Natural Disaster Waiver, Planning Grants Waiver, or Capital Grants Waiver, must complete the Security Configuration form (S&S-30) after submitting the S&S-10 (Safety and Security Setup Form). The system generates one S&S-30 form for each mode that you select on the S&S-10 form. You will be unable to enter any Safety and Security incident reports until you complete and submit all the S&S-30 forms generated for your agency.

You will use the S&S-30 form to indicate the number and type of personnel that respond to security incidents on your transit agency's property and / or provide security for your transit agency. You do not need to update this form over the course of the year to reflect changes in staffing.

Security personnel are reported as Primary and/or Secondary configurations. Primary security personnel are those that routinely patrol or respond to incidents in or on transit property. Secondary security forces are those that occasionally respond to events occurring in or on transit property, or those that assist the primary force. If you have more than one type of security force that you consider primary, choose one (typically the larger or more often used security force) to report as the Primary and report the other as Secondary.



What Has Changed from Prior Year

1. No changes.

Step-by-Step Instructions

Completing the Security Configuration form (S&S-30)

1. Click on the **Safety & Security** tab.
2. Click on the expand ⊞ symbol next to the Security Configuration category heading.

- *You will see an S&S-30 form for each mode/TOS you reported on the S&S-10 form. If the modes are incorrect, please edit the S&S-10 form before completing the S&S-30 forms.*

3. Click on the blue Security Configuration (S&S-30) link to open a form.

4. In the first box (Line 01), enter the estimated number of full time equivalent personnel that routinely patrol and/or respond to incidents in or on your agency's transit property (**Primary Security Personnel**).

   - *Report security personnel in terms of full-time equivalents (FTE) according to the staffing levels at the beginning of the year. One FTE means one full-time person, typically working 40 hours per week, or 2,080 hours per year.*
   - *For personnel that spend only part of their time providing security for your agency, prorate the estimated full time equivalent number and allocate that number across modes, if necessary. If personnel provide transit security for more than one mode, allocate the prorated estimated full time equivalent number across modes. Numbers can be reported to the nearest tenth, if needed.*
     - *Example: Your agency operates DR/DO and MB/DO service and contracts with a security company that provides 2 security personnel to patrol your transit center 8 hours a day, 5 days a week. Each person works a 4 hour shift, or 20 hours per week. Your MB/DO mode uses the transit center, but your DR/DO mode does not. In the box on Line 01 for Primary Security Personnel, you would report one (1) FTE for MB/DO and zero (0) for DR/DO.*
   - *You may use any reasonable method to allocate personnel across modes, such as basing it on modal ridership or on modal annual trips. Please refer to the examples below or contact your Safety and Security analyst for additional assistance.*
   - *If your agency pays a monthly fee for contracted security service, base your personnel numbers on the prior year's total hours worked.*
   - *If you are reporting Use of local police (non-contracted) as your secondary security configuration, do not include a number for these personnel in the box on Line 01.*

5. In the second box (Line 02), enter the **total number** of primary plus secondary full time equivalent personnel that provide security for your transit agency. Secondary security forces are those that occasionally respond to events occurring in or on your transit property and/or assist your primary force.

   - *Report secondary security personnel in terms of full-time equivalents (FTE) according to the staffing levels at the beginning of the year. One FTE means one full-time person, typically working 40 hours per week, or 2,080 hours per year.*
   - *For personnel that spend only part of their time providing security for your agency, prorate the estimated full time equivalent and allocate that number across modes, if necessary. If personnel provide transit security for more than one mode, allocate that prorated estimated full time equivalent number across modes. Numbers can be reported to the nearest tenth, if needed.*
   - *You may use any reasonable method to allocate personnel across modes, such as basing it on modal ridership or on modal annual trips. Please refer to the examples below or contact your Safety and Security analyst for additional assistance.*

- *If your agency pays a monthly fee for contracted security service, base your personnel numbers on the prior year's total hours worked.*
- *If you are reporting Use of local police (non-contracted) as your secondary security configuration, do not include a number for these personnel in your total number in the box on Line 02.*

6. Next, indicate the type(s) of security personnel your agency uses. In the first column, **Primary**, check one box for the security force that routinely patrols and/or responds to incidents in or on your agency's transit property

   - *If your agency has more than one type of security force that is considered primary, choose only one to report as the Primary and report the other as Secondary. You may make this decision based on the security force that has the largest number of personnel, or any other reasonable method.*

   Security Configuration Types:

   - **Dedicated transit police force**: Your agency operates a (sworn) transit police force.
   - **Dedicated (transit) unit of local police**: Your agency makes use of a municipal police force or sheriff's department (not paid for directly by your agency) that has a specific transit unit or department.
   - **Contracted local law enforcement**: Your agency contracts with a local police department or sheriff's department to provide security services for your transit agency.
   - **Transit agency security force**: Your agency uses in-house non-sworn security guards (e.g., not sworn police officers). In this case, the security guards are employees of the transit agency.
   - **Contracted security force**: Your agency uses contracted non-sworn security guards (e.g., not sworn police officers).
   - **Off-duty police officers**: Your agency hires off-duty police officers who "moonlight" at the transit agency (e.g., you contract directly with individual off-duty officers as opposed to contracting with a local law enforcement agency).
   - **Use of local police (non-contracted)**: Your agency relies on a local police or sheriff's department for security. Select this option if your agency does not pay for this coverage through a contractual arrangement. Such a department would be one that primarily performs general policing activities in a municipality or area. Do not report number of personnel for this category.

7. In the second column, check as many boxes that apply to indicate the type of **Secondary** security force(s) your agency uses (if any).

   - *Secondary security forces are those that occasionally respond to events occurring in or on your transit property and/or assist your primary force.*

8. When you are done filling out the form, click the **Save** button, the **Submit Report** button, and then the **Close** button. The system returns you to the **Safety & Security** tab.

Example 4 — Security Configuration Reporting

Example 4a: Primary and Secondary Security Configurations

A transit agency that operates only bus (MB) service uses 12 transit employed security guards to patrol its non-revenue facilities as well as to respond to any incidents that may occur on its buses. In addition, local police are called occasionally to respond to more serious events. The agency, however, considers the security guards to constitute its primary security configuration.

Solution:

- For line 01, Number of Primary Security Personnel, and line 02, Total Number of Security Personnel, **enter 12**
- For line 03, column a, primary configuration, check the **Transit agency security force** box
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

Example 4b: Multiple secondary security configurations

A transit agency that operates only bus (MB) service employs a dedicated transit police force of 15 officers which it considers to be its primary means of providing security. In addition, the agency hires 20 security guards to patrol parking lots and calls the local police department to respond to incidents occasionally.

Solution:

- For line 01, Number of Primary Security Personnel, **enter 15**
- For line 02, Total Number of Security Personnel, **enter 35**
- For line 03, column a, primary configuration, check the **Dedicated transit police** box
- For line 03, column b, secondary configuration, check both the Contracted security force and the Use of local police (non-contracted) boxes.

Example 4c: Multiple modes security configurations

A transit agency operates demand response (DR) and motor bus (MB) service. The agency has a dedicated transit police force of 20 officers that patrol or respond only to MB operations and they occasionally use local police for special events. The DR mode relies on the use of local police.

Solution for the DR form:

- For line 01, Number of Primary Security Personnel, **enter 0**
- For line 02, Total Number of Security Personnel, **enter 0**
- For line 03, column a, primary configuration, check the **Use of local police (non-contracted)** box
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

Solution for the MB form:

- For line 01, Number of Primary Security Personnel, **enter 20**
- For line 02, Total Number of Security Personnel, **enter 20**
- For line 03, column a, primary configuration, check the **Dedicated transit police** box
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

Example 5 — Allocating Security Personnel

Example 5a: Enumerating Security Personnel

A transit agency uses four full time employees plus one-third of an additional employee's time to provide security on its buses.

Solution: In the Number of Primary Security Personnel box enter 4.3

Example 5b: Allocating Security Personnel Across Modes

A transit agency operates both bus (MB) and light rail (LR) service. The transit agency contracts 12 security guards to patrol its non-revenue facilities (administrative buildings). The transit agency contracts an additional 5 guards to respond to incidents on its rail vehicles. There are 400 MB and 100 LR employees working at the administrative buildings.

Solution for MB mode:

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

Solution for LR mode:

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

Example 5c: Use of Part-time Security Personnel

A transit agency operates light rail (LR) and motor bus (MB) service. The agency has a full time dedicated transit police force of 30 officers for both modes and a contract with the local police using 10 off-duty police officers for 4 hour shifts during peak periods. This would mean that they have 15 full time security personnel for each mode plus 2.5 part time security personnel for each mode (10 part time = 5 full time divided by 2 modes).

Solution for the both the LR form and the MB form:

- For line 01, Number of Primary Security Personnel, **enter 15**
- For line 02, Total Number of Security Personnel, **enter 17.5**
- For line 03, column a, primary configuration, check the **Dedicated transit police force** box

For line 03, column b, secondary configuration, check the **Off-duty police officers** box.

Important Considerations

- You can report only one primary choice on the S&S-30 form. If your agency has more than one type of security force that is considered primary, choose only one to report as the Primary and report the other as Secondary. You may make this decision based on the security force that has the largest number of personnel, or any other reasonable method.
- If your agency contracts for security and pays a monthly fee based on services provided, use the prior year's information of total hours worked to arrive at the number of full time equivalent security employees for the current year.
- If your agency uses a dedicated transit police force for both the MB and DR service, but the DR service never requires security response, it is acceptable to report zero (0) security personnel for the DR mode.
- The sum of all the numbers reported in the boxes of Line 02 for all modes should equal the total number of full time equivalent security personnel used by your agency.
- You will be unable to enter any Safety and Security incident reports until you complete and submit all the S&S-30 forms generated for your agency.

Editing the S&S-30 Form

1. Click on the expand ⊞ symbol next to the Security Configuration category heading.

2. Click on the blue Security Configuration (S&S-30) link to open a report for the Mode you want to edit.
3. Erase and edit the numbers for Primary and Total security personnel.
4. Check or uncheck the boxes for Primary and Secondary security configuration.
5. Click the Save button to save your changes.
6. Click the Submit Report button to submit your changes.

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 30 days from the date of a reportable accident or incident.

What Has Changed from Prior Year

1. Clarification on Safety & Security Data Reporting and the Small Systems Waiver (W-30).
2. "Transport away from the scene" now includes those transported by private vehicle.

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, if a transit bus and an automobile collide, resulting in a fatality and a total estimated property damage equal to or exceeding $25,000, only one report would be generated.*

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

Fatality

Safety and Security incidents that result in fatalities are always reported 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 (including suicides), or other incident. If you receive confirmation within 30 days of an incident that a person(s) died due to the reportable incident, you would report this as a fatality, not as an injury.

The one exception is that deaths resulting from illness, other natural causes, or not otherwise associated with an incident are not reported.

- *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, causing a collision, you would report the incident as a collision.*

Example 6 — Fatality Reporting

Example: A passenger fires a weapon on a transit vehicle, killing one passenger.

Solution:

Number of Reportable Injuries	*Number of Reportable Fatalities*	*Property Damage Amount*
0	1	$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 transit vehicle, an ambulance, other emergency vehicle, by passenger vehicle or through other means of transport. 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, fires, security events, hazardous material spills, Acts of Nature, or 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

Number of Reportable Injuries	*Number of Reportable Fatalities*	*Property Damage Amount*
2	0	$(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.

Number of Reportable Injuries	*Number of Reportable Fatalities*	*Property Damage Amount*
3	0	$(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.

Number of Reportable Injuries	*Number of Reportable Fatalities*	*Property Damage Amount*
0	0	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 damage to all other vehicles and property involved in or affected by the incident.

FTA allows agencies to report property damage estimates. In order to meet the property damage reporting requirement and relieve some of this estimating and reporting burden, your agency may decide 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 'Kelley Blue Book' value as an estimate.

Examples of property to include in your estimate of damage:

- Transit vehicles
- Non-transit vehicles
- Transit stations (including non-transit facilities)
- Right-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

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 'Kelley Blue Book' value or other reasonable estimate of present value). The cost of the bus body damage is estimated at $12,000.

Solution:

Number of Reportable Injuries	*Number of Reportable Fatalities*	*Property Damage Amount*
0	0	$27,000

Property damage = $27,000 ($15,000 + $12,000)

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
- Bomb threats.

Evacuations due to operational issues are not reportable.

Do not report the removal of an injured person(s) 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

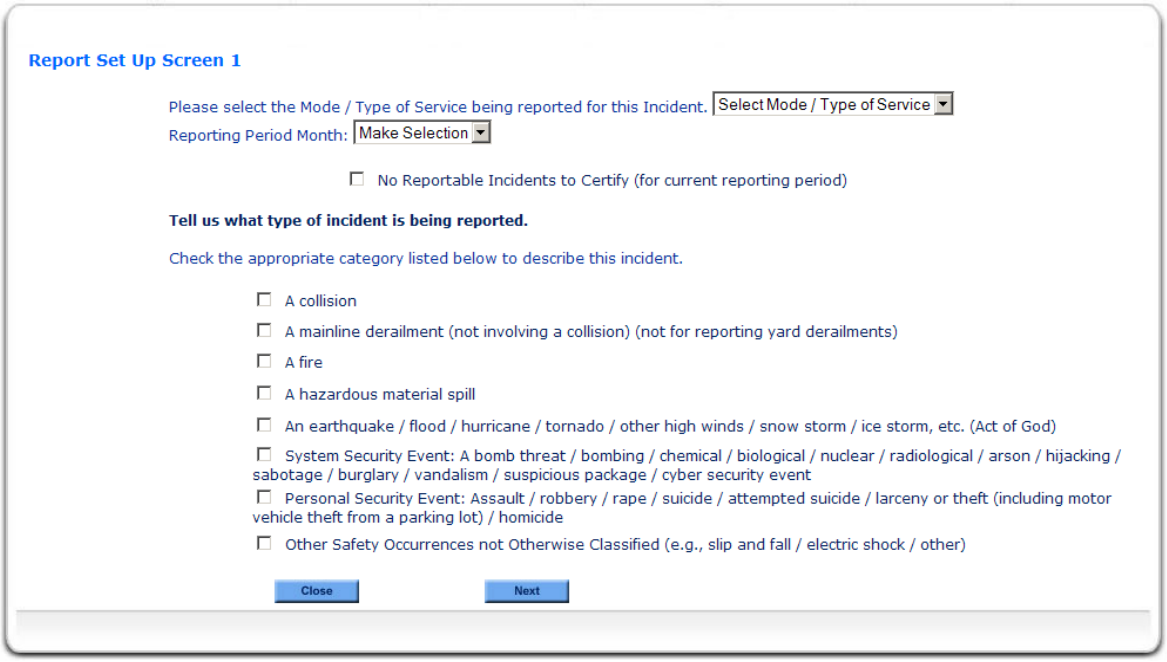
1. Click on the **Safety & Security** Tab.
2. Click on the blue File New S&S-40 link near the top of the *Safety & Security* screen.
3. Complete *Report Set Up Screen 1*.
   a. From the first drop-down menu, select the **Mode / Type of Service** for the incident you are reporting.
   b. From the second 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



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. Yard derailments that meet a reporting threshold other than immediate transport for medical attention are captured 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 reporting 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, and other (miscellaneous) events.*
- **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, fires, security events, hazardous material spills, not Acts of God, or 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. Those incident types are recorded on the relevant 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:

Number of Reportable Injuries	*Number of Reportable Fatalities*	*Property Damage Amount*
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.

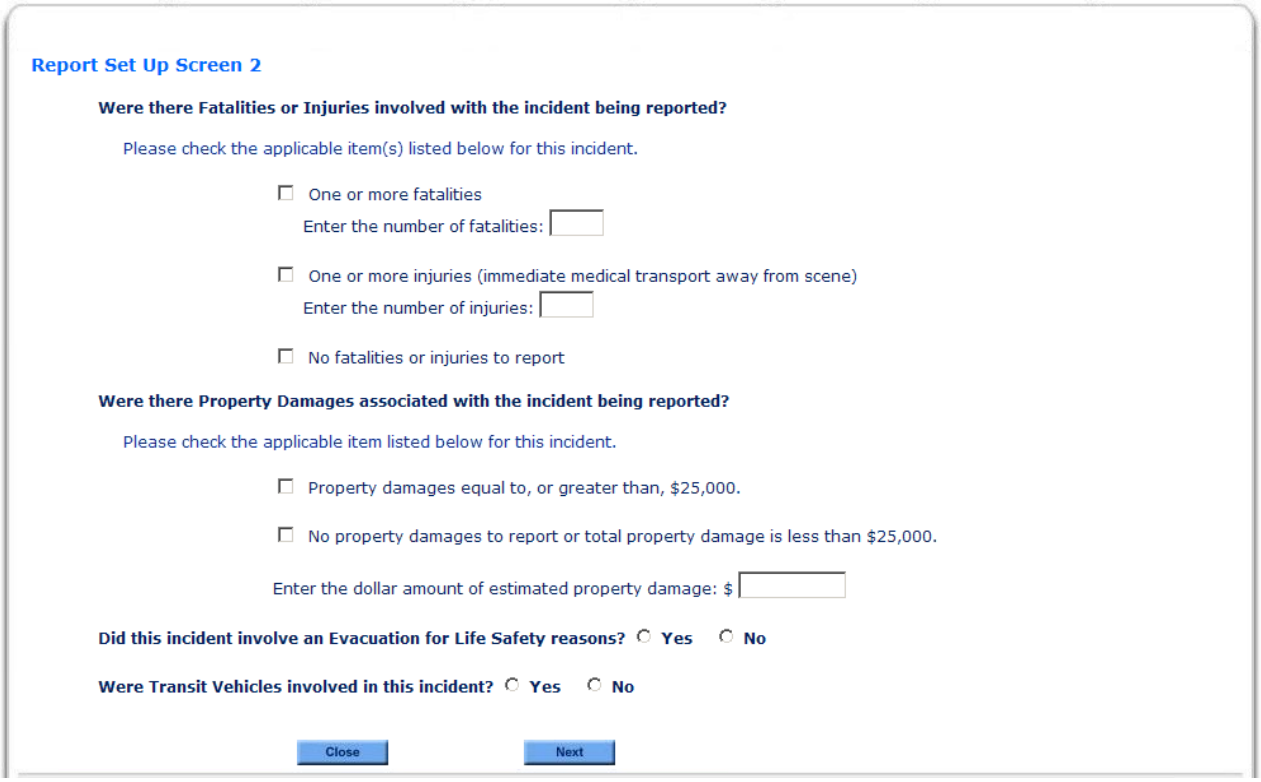
Solution:

Example 9 — Other Incidents (OSONOC)

Number of Reportable Injuries	*Number of Reportable Fatalities*	*Property Damage Amount*
0	0	$1500

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



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(s) 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 manufacturer, 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 entries for injuries, fatalities, and/or 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 'Kelley Blue Book' value or other reasonable estimate of present value). The cost of the coupler is $30,000; other bodywork to the train is estimated at $10,000.

Solution:

Number of Reportable Injuries	*Number of Reportable Fatalities*	*Property Damage Amount*
0	0	$48,000.00

This incident is reported on the S&S-40 because total estimated property damage meets the $25,000 reporting threshold. Enter **$48,000** ($8,000 + $30,000 + $10,000) for the estimated total property damage.

Example 11 — Non-Reportable Collision

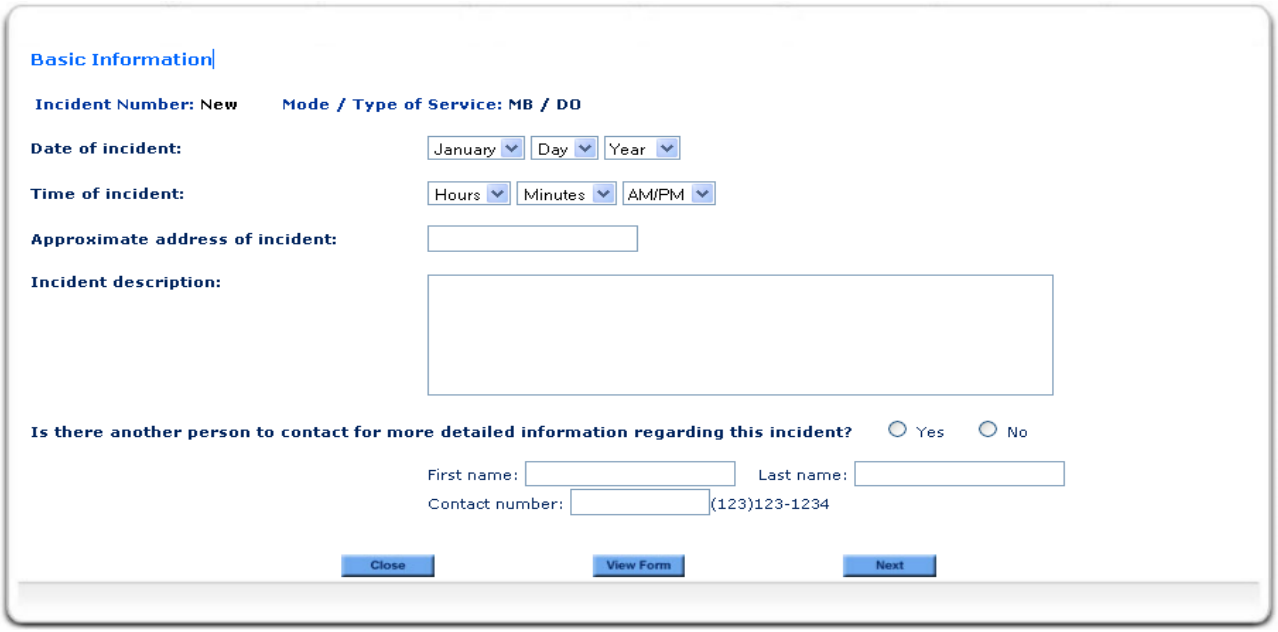
Example: A transit passenger exits a transit bus, crosses the street in front of the bus, and is struck and killed by a passing motor vehicle.

Solution: Not Reportable.

Number of Reportable Injuries	*Number of Reportable Fatalities*	*Property Damage Amount*
0	0	$0

This incident is not reportable because the transit passenger had left the transit system/property.

Basic Information Screen



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.*
   - *Enter concise but descriptive text that clearly explains what occurred.*
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 <u>before</u> 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 <u>after</u> 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 screen you encounter depends on the Incident Type and Mode selected on *Set Up Screen 1*. Directions for completing the 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. Step-by-step directions for completing each of the following four basic information screens are provided in the following pages.

- *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:

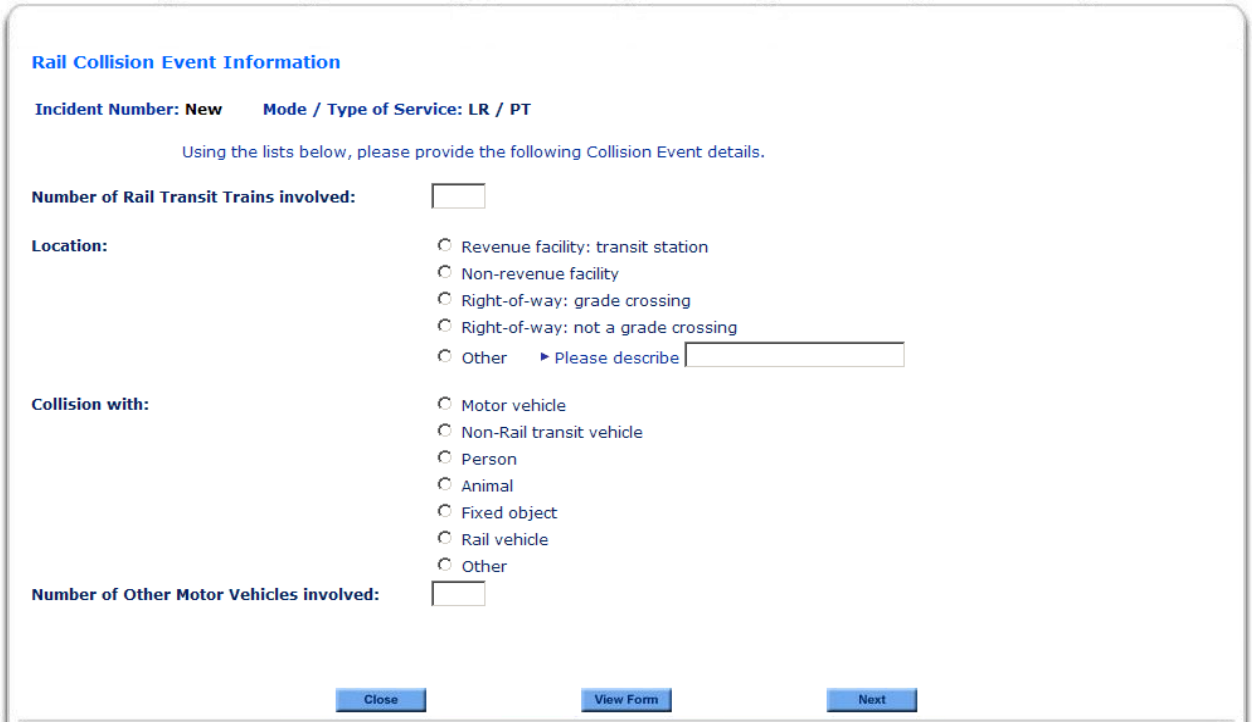
1. Rail (including rail mode non-transit vehicle)
2. Non-rail (including non-rail mode non-transit vehicle)
3. Ferryboat

Rail Collisions

Collisions that occur with or on the property of the CC, HR, IP, LR, MG, SR, or YR modes are reported on the Rail Collisions screens. 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 (including rail yard), 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



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 the 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 the 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, moped, or 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.*

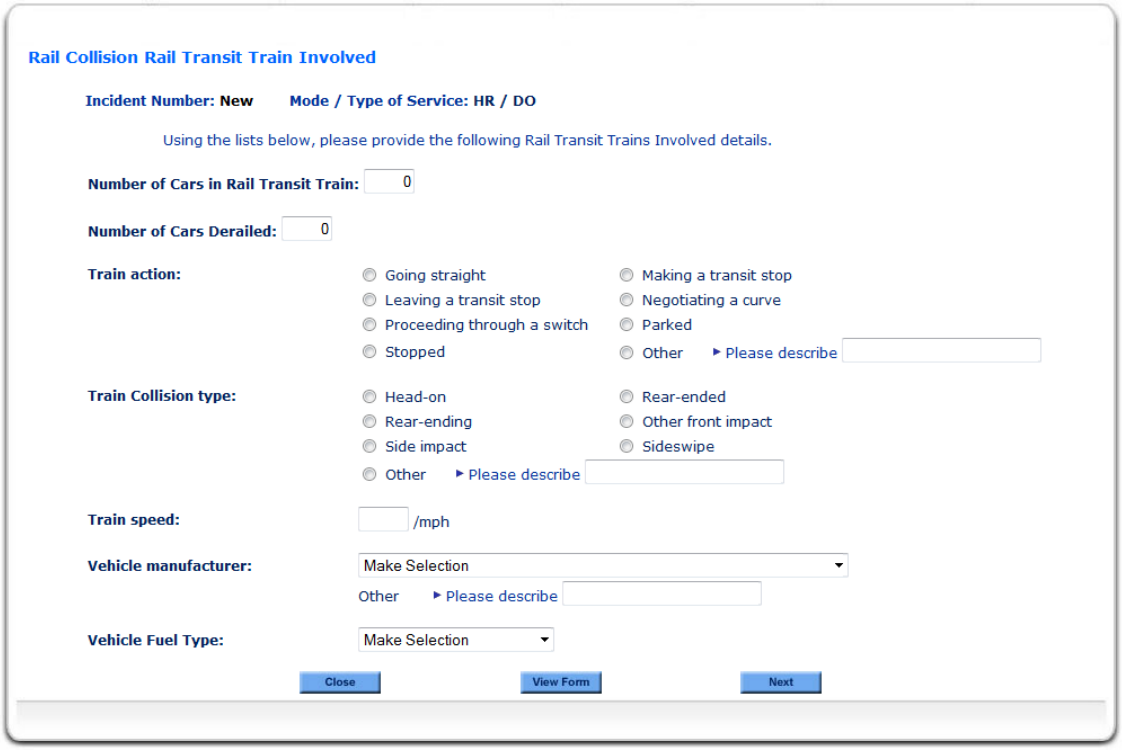
   Note: If you discover later in the report that you forget to enter the number of other vehicles or entered an incorrect number, you can change the number of motor vehicles involved after you complete and save the report.
5. Click the **Next** button to continue the report.

- *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.*



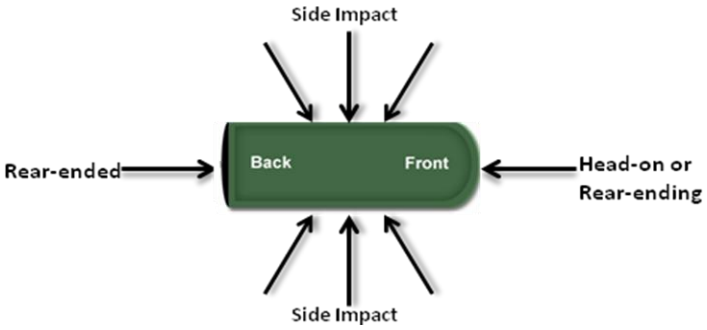
Completing the Rail Collision Rail Transit Train Involved Screen

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 moment of impact.

- *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. Choose the selection that most accurately describes the site on your agency's rail vehicle that was impacted during the collision.

- *Make 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.*
  - **Note:** *Only one vehicle per collision report may have the Collision type 'Rear-ending'. All other vehicles involved in the rear-ending/rear-ended scenario must have collision types of 'Rear-ended'; this reflects the guidance that the Collision type is based on the site of first impact.*
- **Rear-ended**: *Your agency's rail vehicle was impacted on its rear end by the front of another vehicle.*
  - **Note:** *'Rear-ending' and 'Rear-ended' must always be reported as a pair; if you select either choice here, the other choice must be selected for another vehicle listed in the report.*
- **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

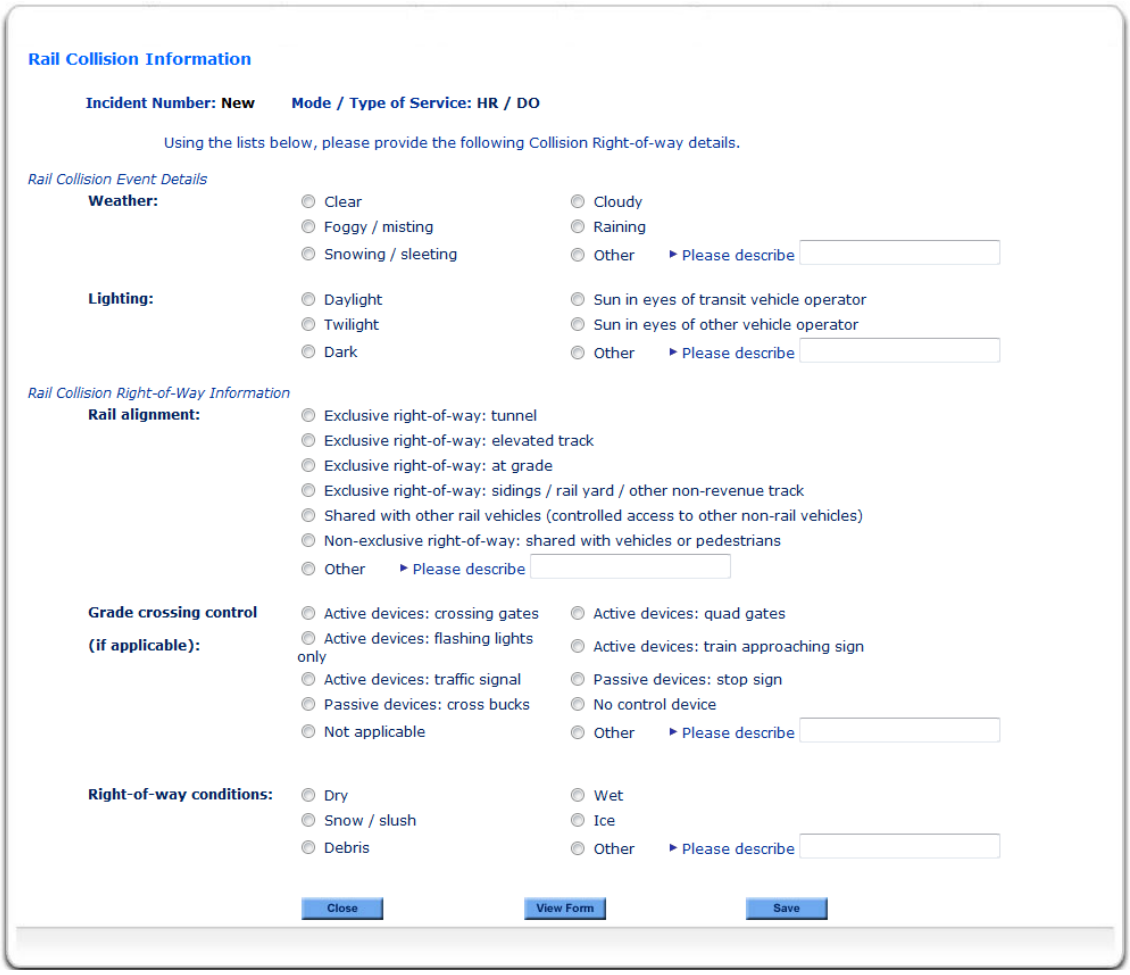
ABB	Asea Brown Boveri Ltd.	GEC	General Electric Corporation	PST	Pullman-Standard
ACF	American Car and Foundry Company	GMC	General Motors Corporation	PTC	Perley Thomas Car Company
AEG	AEG Transportation Systems	GTC	Gomaco Trolley Company	RHR	Rohr Corporation
AMI	Amrail Inc.	HIT	Hitachi	SDU	Siemens Mass 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



Completing the Rail Collision Information Screen

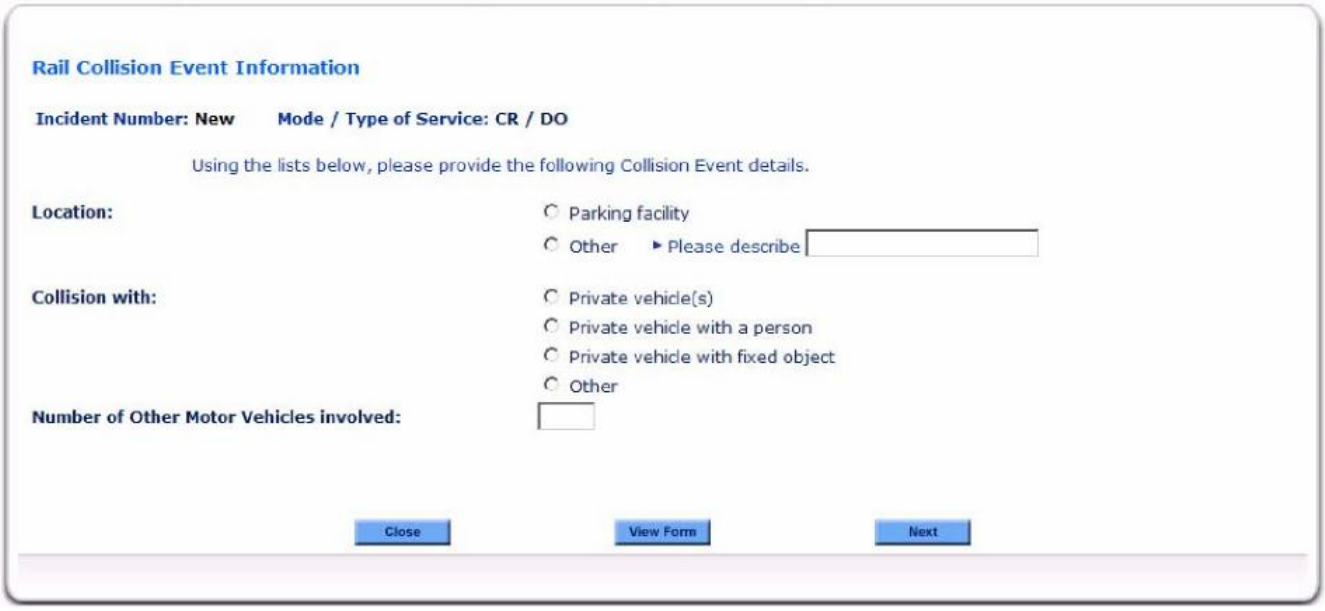
1. Click on the choice that best describes the **Weather** at the time of the collision.
   - *Report a sunny day as **Clear**.*
   - *If a suitable weather condition is not listed, check **Other** and type in a description of the weather.*
   - *Hot and Cold are not applicable weather conditions.*
   - *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).*
- *Your selection here should corroborate 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 either the Shared with other rail vehicles (controlled access to other non-rail vehicles) or Non-exclusive right of way: shared with vehicles or pedestrian option.*
- *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 i****n 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)



FTA collects incident data on collisions in transit parking lots or parking garages between personal motor vehicles or a personal motor vehicle and a pedestrian, as well as collisions of personal motor vehicles with bus stop shelters or facilities. 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 non-transit 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 change 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

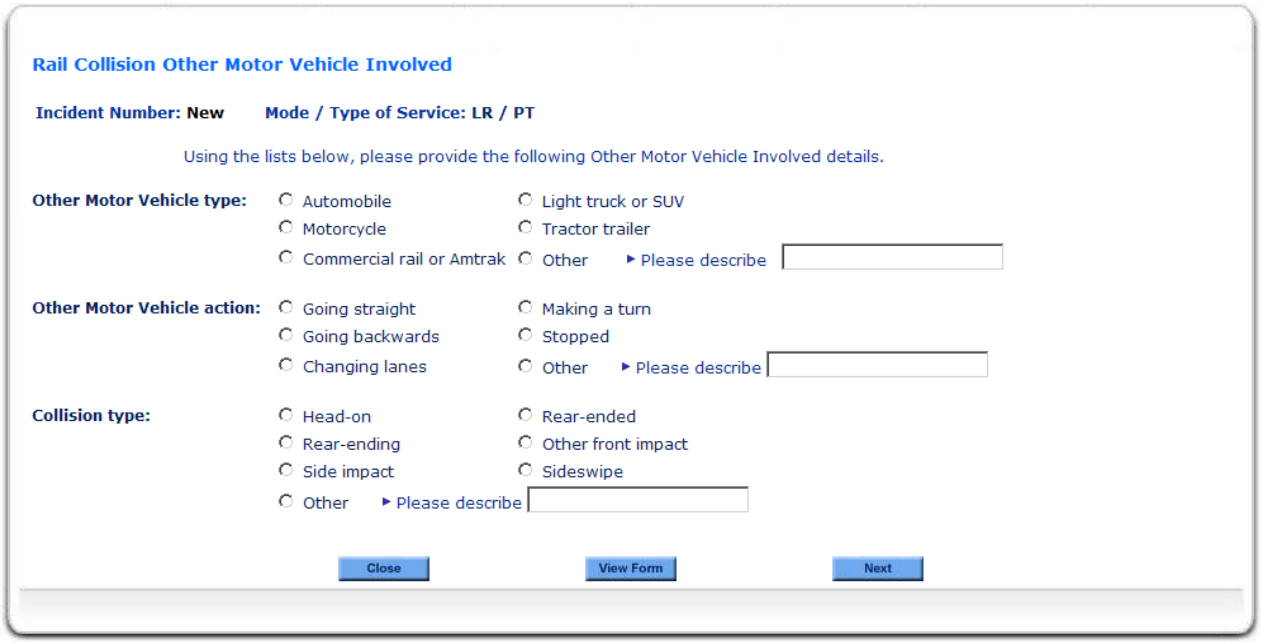
Other Motor Vehicle Collision type for Vehicle 2: Rear-ended

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 change this category after you complete and save the report.



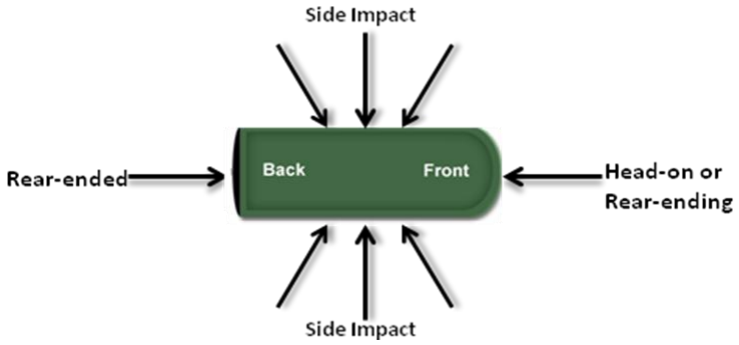
Completing the Rail Collision Other Motor Vehicle Involved Screen

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.*
    - **Note:** *Only one vehicle per collision report may have the Collision type 'Rear-ending'. All other vehicles involved in the rear-ending/rear-ended scenario must have collision types of 'Rear-ended'; this reflects the guidance that the Collision type is based on the site of first impact.*
- **Rear-ended**: *The vehicle was impacted on its rear end by the front of your agency's rail vehicle or another vehicle.*
    - **Note:** *'Rear-ending' and 'Rear-ended' must always be reported as a pair; if you select either choice here, the other choice must be selected for another vehicle listed in the report.*



- **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.*

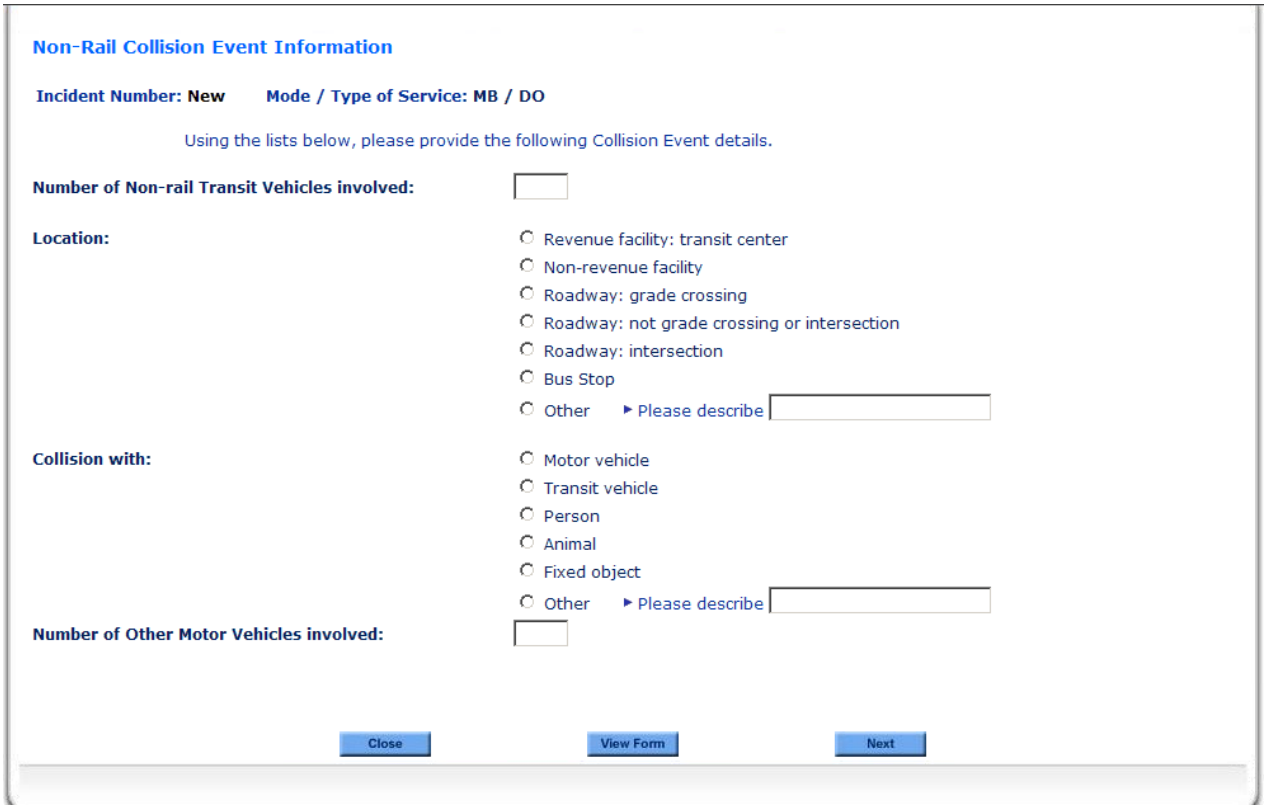
4. Click the **Next** button to continue the report.

- *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



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.*
   - *Report a collision with a pothole or manhole as a collision with a **Fixed Object**.*
   - *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 change the number of motor vehicles involved after you complete and save the report.

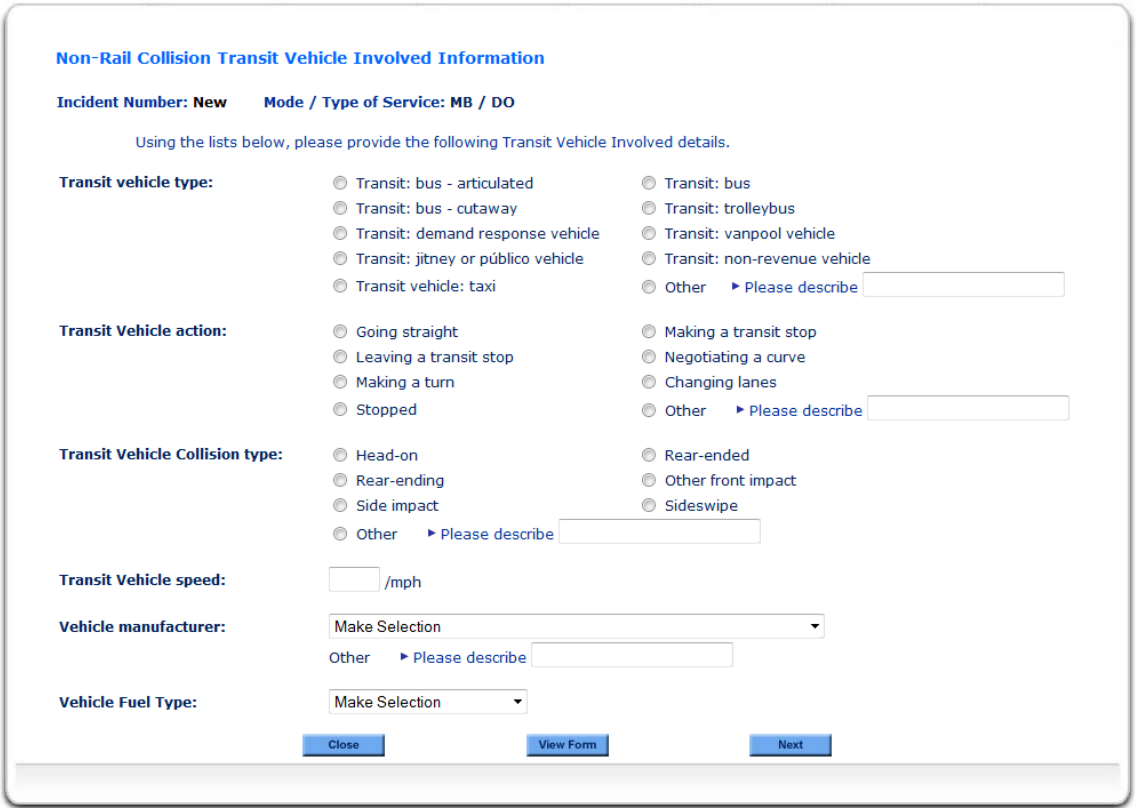
5. Click the **Next** button to continue the report.

- *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



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.*

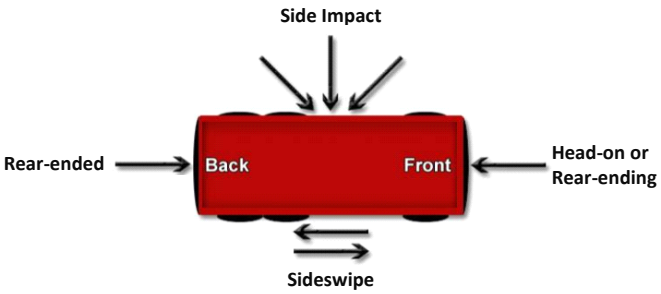
Completing the Non-Rail Collision Transit Vehicle Involved Information Screen

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 moment of impact.
   - *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".*

- ***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.*

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.*
    - **Note:** *Only one vehicle per collision report may have the Collision type 'Rear-ending'. All other vehicles involved in the rear-ending/rear-ended scenario must have collision types of 'Rear-ended'; this reflects the guidance that the Collision type is based on the site of first impact.*
- **Rear-ended**: *Your agency's transit vehicle was impacted on its rear end by the front of another vehicle.*
    - **Note:** *'Rear-ending' and 'Rear-ended' must always be reported as a pair; if you select either choice here, the other choice must be selected for another vehicle listed in the report.*
- **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

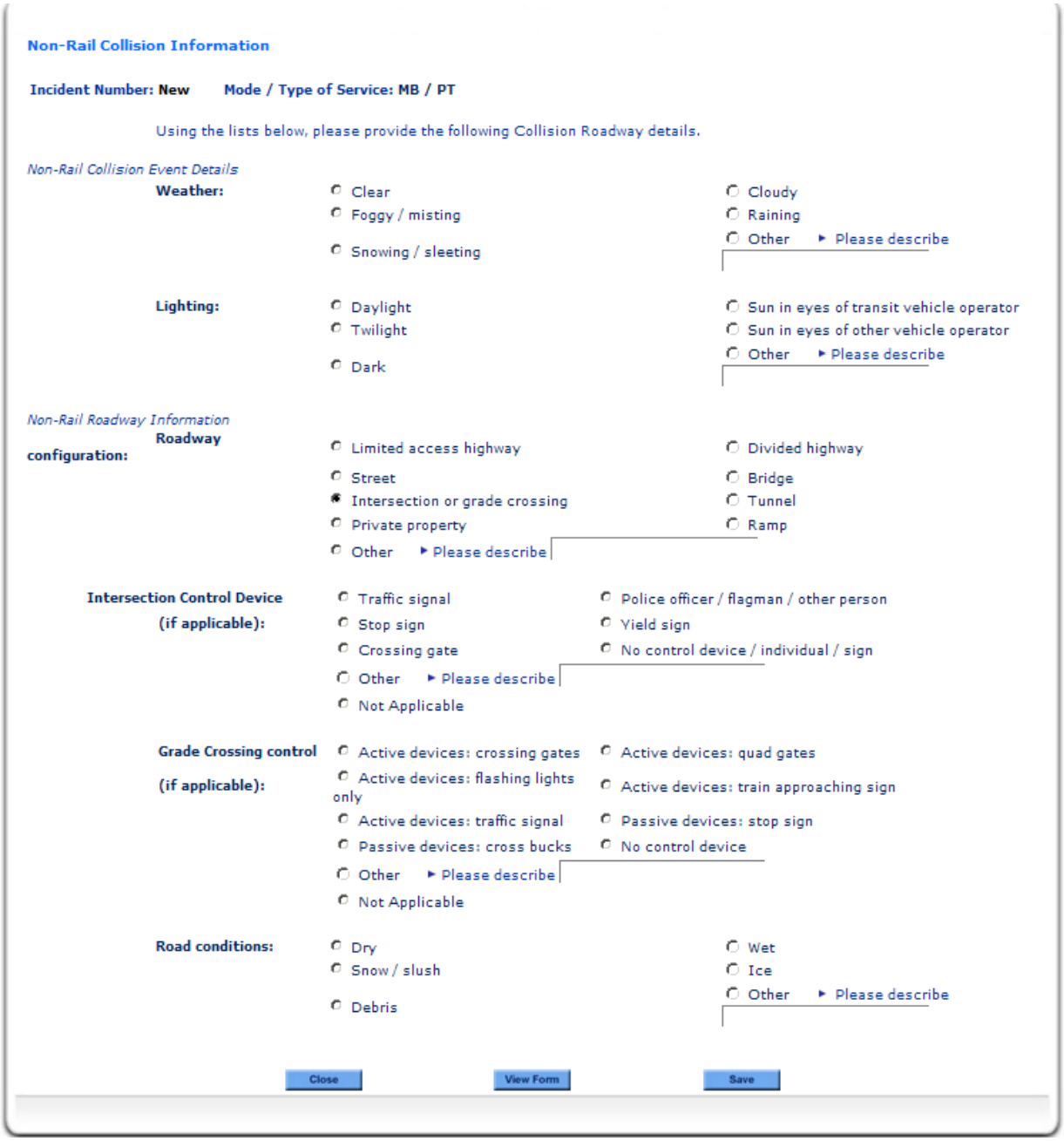
Bio-diesel	Electric battery	Hybrid gasoline
Bunker fuel (low grade of diesel fuel often used in ferryboat operations)	Electric propulsion	Kerosene
Compressed natural gas (CNG)	Ethanol	Liquefied natural gas (LNG)
Diesel fuel	Gasoline	Liquefied petroleum gas (LPG)
Dual fuel	Grain additive	Methanol
	Hybrid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

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

Exhibit 10 – Non-Rail Manufacturer Codes

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

Non-Rail Collision Information Screen



Completing the Non-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. 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 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.*

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.*

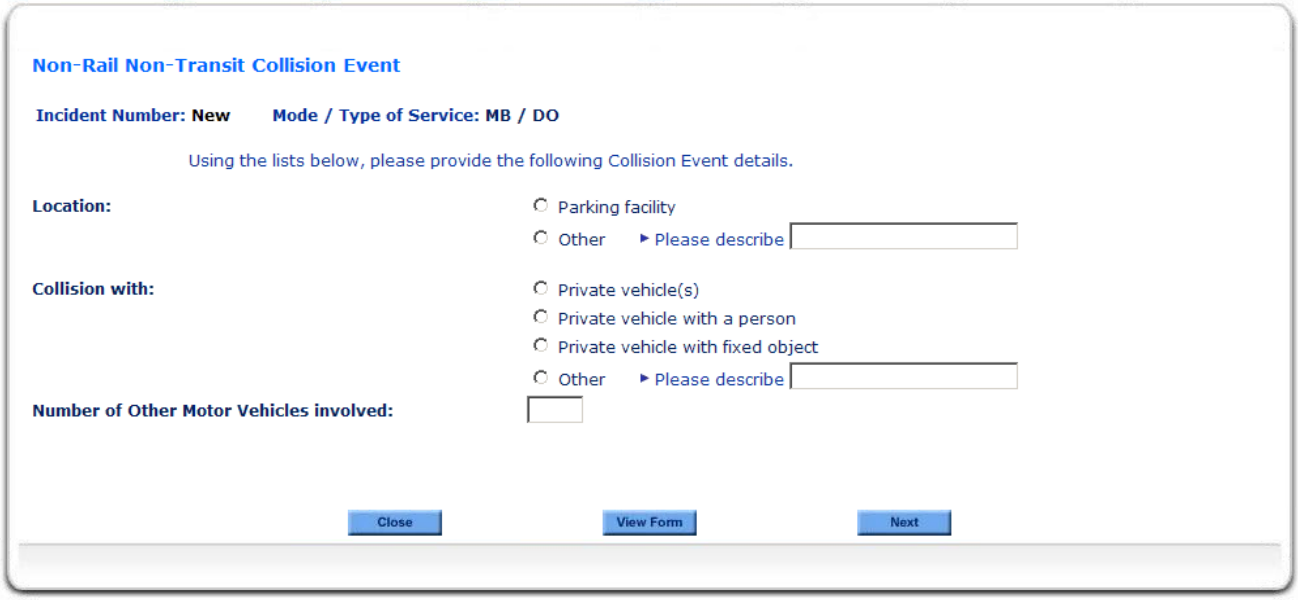
- ***View Form*** *- If you click the* ***View Form*** *button, the system presents the data you entered up to this point in report format for you to review and edit.*
  - *Click on the* ***Back to Wizard*** *button to continue with your report. The system returns you to the point in the report where 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



FTA collects incident data on collisions in transit parking lots or parking garages between personal motor vehicles or a personal motor vehicle and a pedestrian, as well as collisions of personal motor vehicles with bus stop shelters or facilities. 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 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 non-transit 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 change 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*

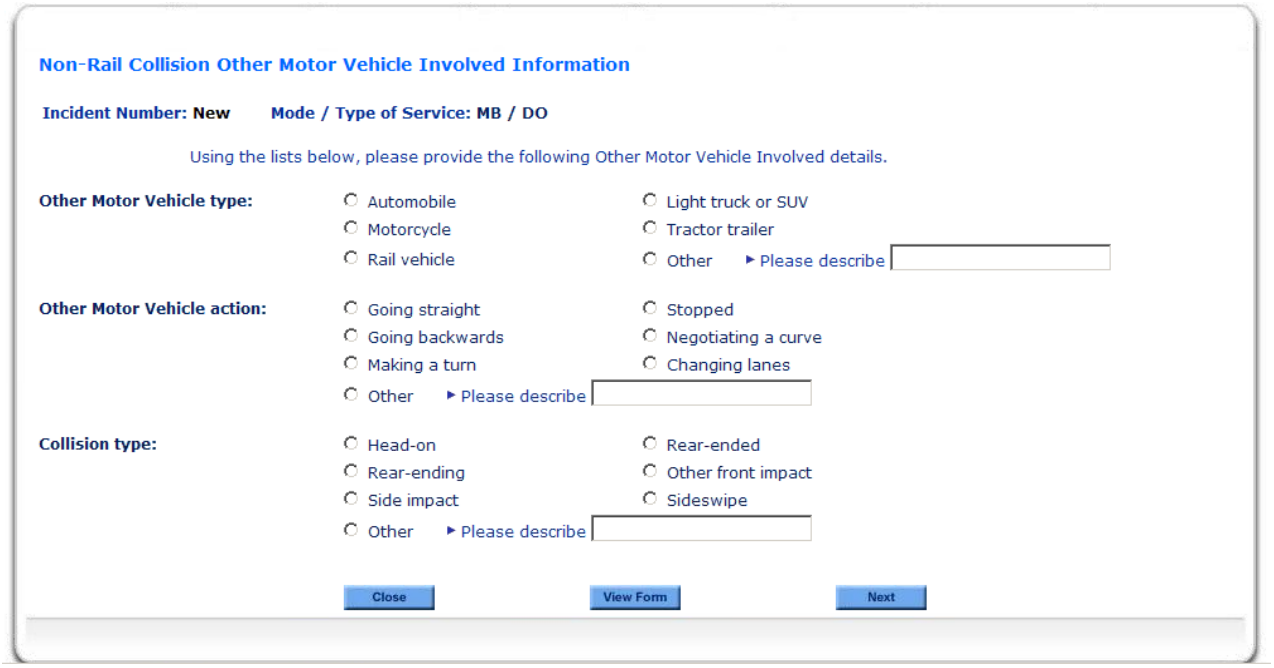
Collision with: *Private Vehicle(s)*

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



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.

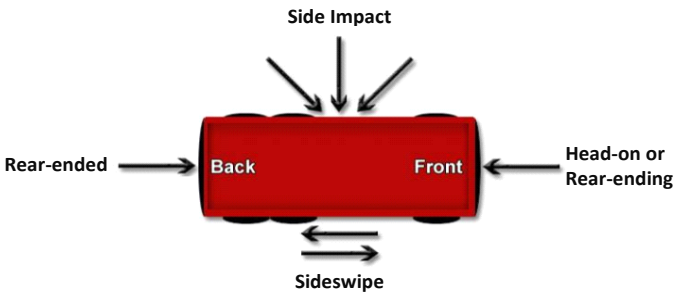
- *The system generates the same number of these screens as the number you reported for other motor vehicles on the previous screen. If you reported 2 other vehicles, you will complete 2 of these screens, one for each vehicle.*
- *If you forgot to include the number of motor vehicles involved or you entered the incorrect number, you can change 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.*
  - **Note:** *Only one vehicle per collision report may have the Collision type 'Rear-ending'. All other vehicles involved in the rear-ending/rear-ended scenario must have collision types of 'Rear-ended'; this reflects the guidance that the Collision type is based on the site of first impact.*
- **Rear-ended**: *The vehicle was impacted on its rear end by the front of another vehicle.*
  - **Note:** *'Rear-ending' and 'Rear-ended' must always be reported as a pair; if you select either choice here, the other choice must be selected for another vehicle listed in the report.*
- **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.*

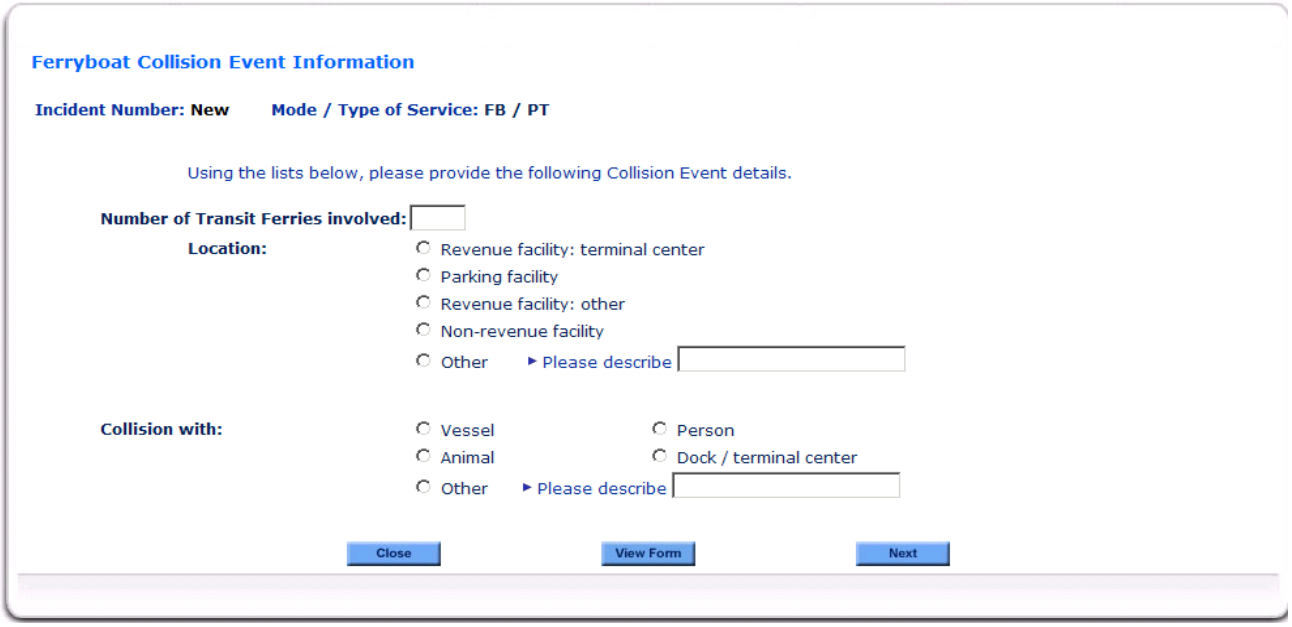
4. Click the **Next** button to continue the report.

- *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.

Ferryboat Collision Event Information Screen



Completing the Ferryboat Collision Event Information Screen

1. In the first box, type in the number of your agency's water transit vehicles that were involved in the collision (**Number of Transit Ferries 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.*

   Note: If you discover later in the report that you did not enter the correct number of your agency's ferryboats here, you can edit the number of ferryboats after you complete and save the report.
2. Select the **Location** of the collision.

- *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.*

3. Indicate what else was involved in this collision with your agency's water transit vehicle (**Collision with**).
   - *If the list does not contain a description that fits your needs, select Other and type in a description*
4. Click the **Next** button to continue the report.
   - *If you click the **Close** button on this* Ferryboat Collision 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.*

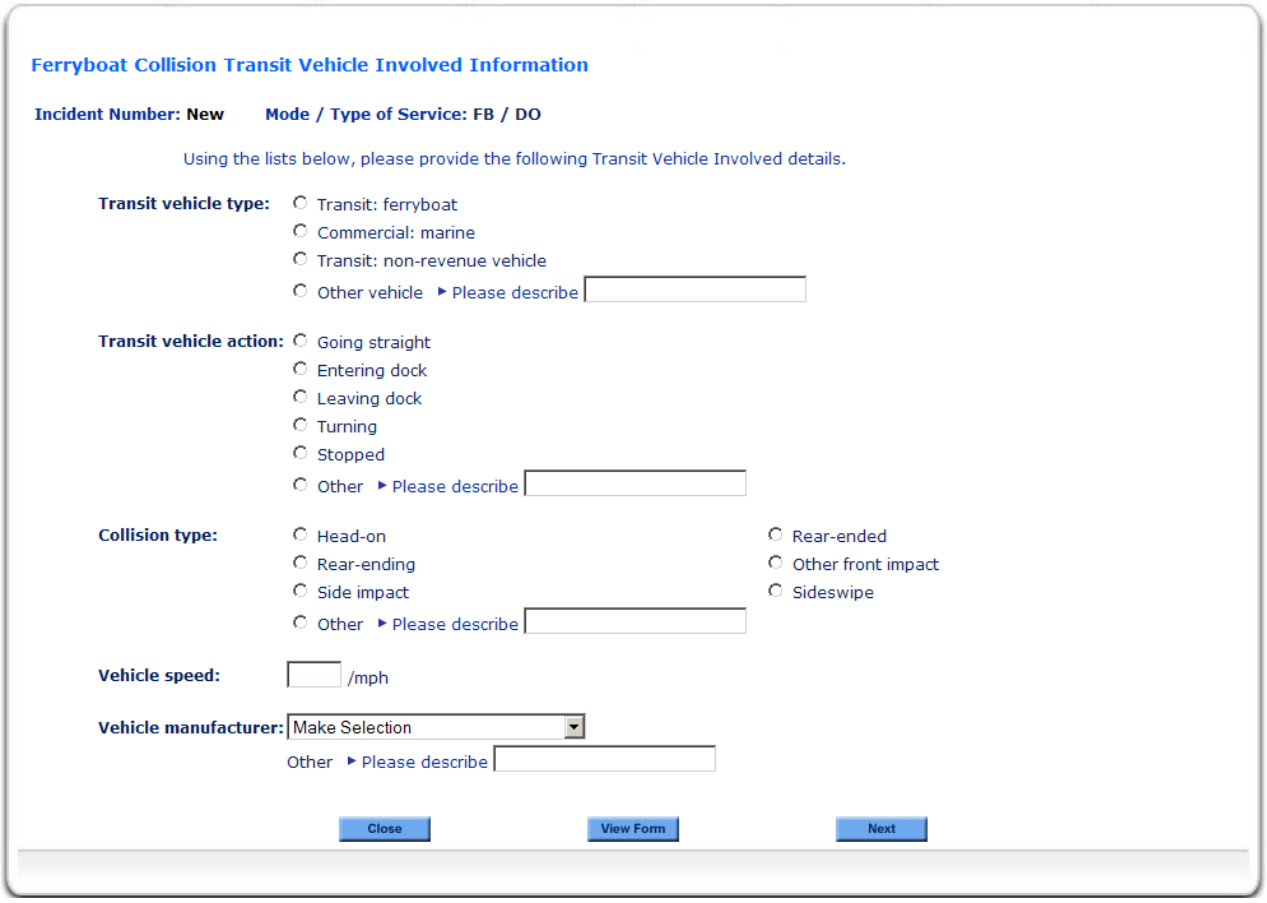
Example 20 — Reporting "Collision With"

Example: Collision with a Dock

A ferryboat (FB) hits a dock. As a result, the operator and two passengers are injured seriously enough to require immediate transport to a nearby hospital.

Solution: Select **Dock / terminal center**

Ferryboat Collision Transit Vehicle Involved Information Screen



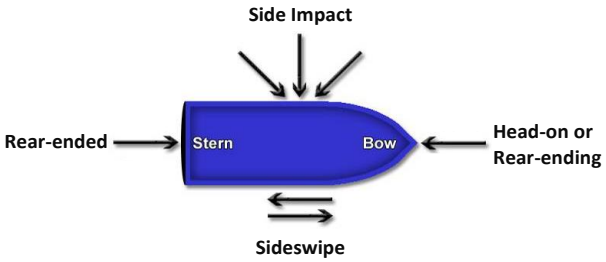
For each of your agency's vehicles that you reported were involved in this collision (on the previous screen), the system generates a *Ferryboat Collision Transit Vehicle Involved Information* Screen.

- *The system generates the same number of these screens as the number that you reported for transit ferries involved on the previous screen. If you reported two (2) of your agency's ferries were involved in the incident, you will complete two of these screens, one for each ferry.*

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.

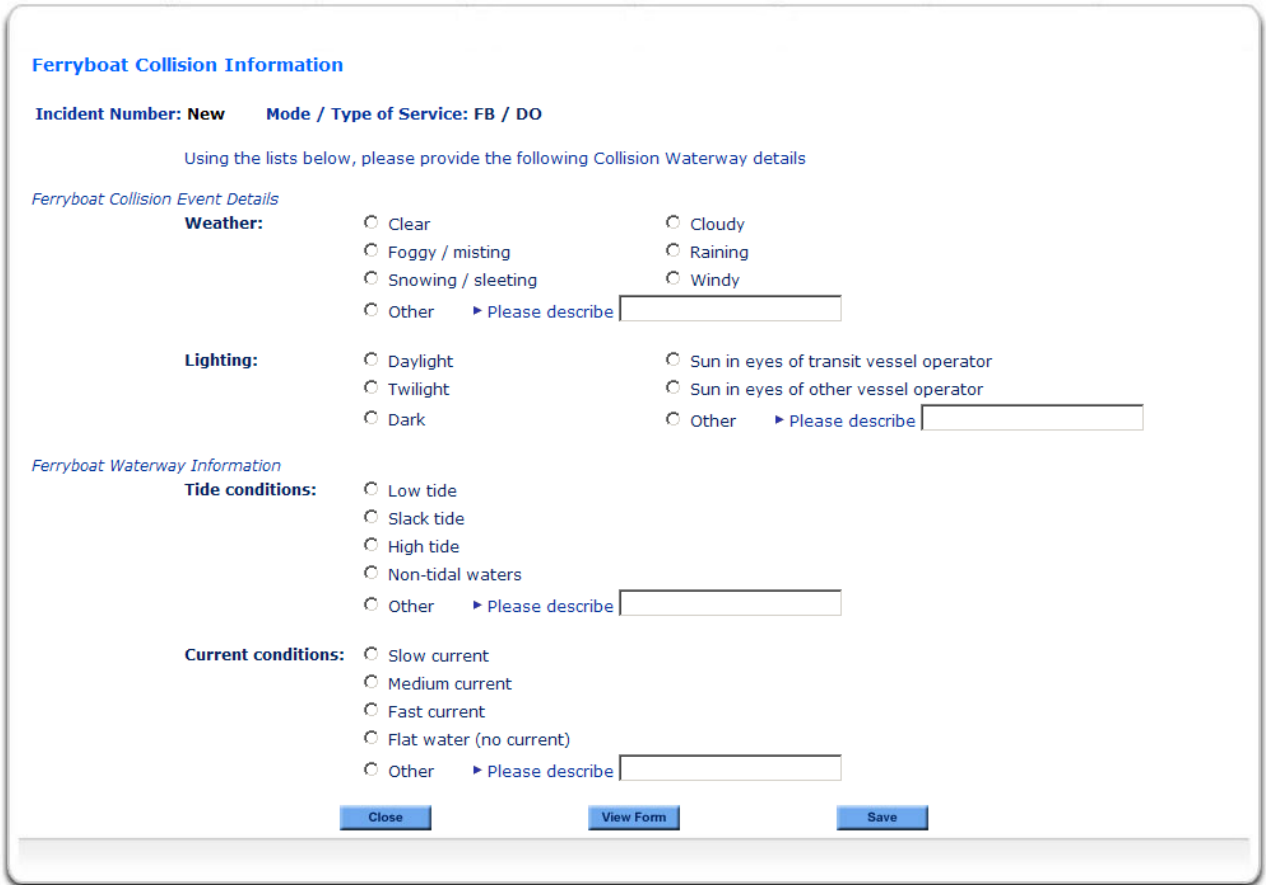
Solution: Select **Head-on** because the incident involved the front of the ferryboat striking the dock.

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



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, select **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 i**n 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.

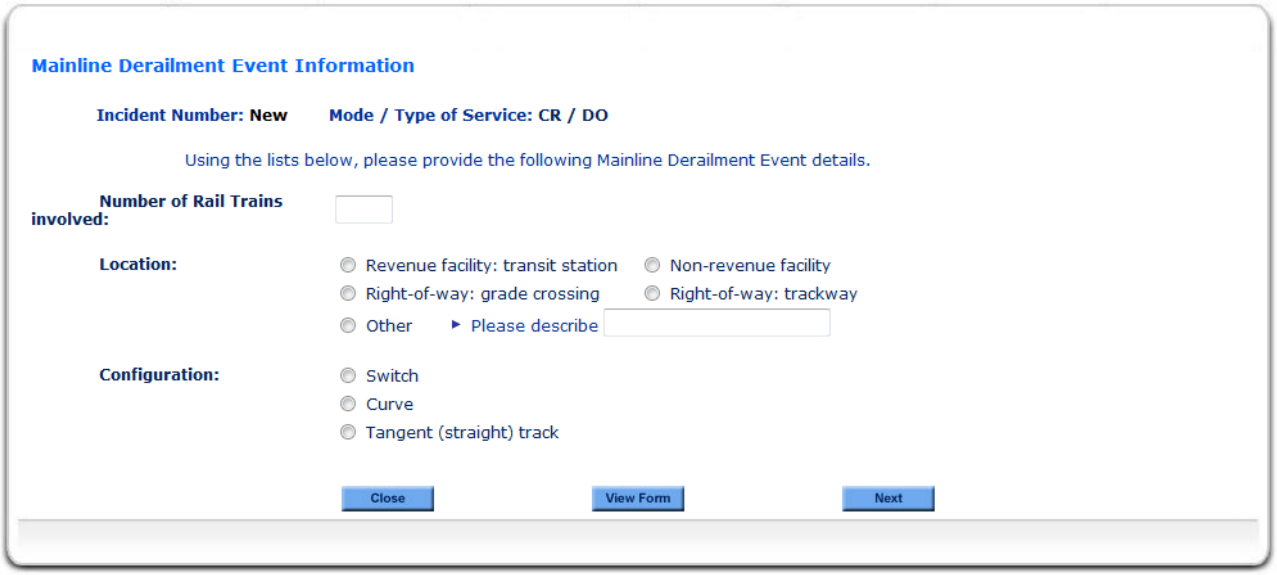
- *Mainline Derailment Event Information* – captures the number of trains derailed, the location of the derailment, and the type of track on which the derailment occurred.
- *Derailment Rail Transit Train Involved* – captures the total number of cars in the train, the number of those cars that derailed, the vehicle action, the 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



Completing the Mainline Derailment Event Information Screen

1. 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.

2. 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.*

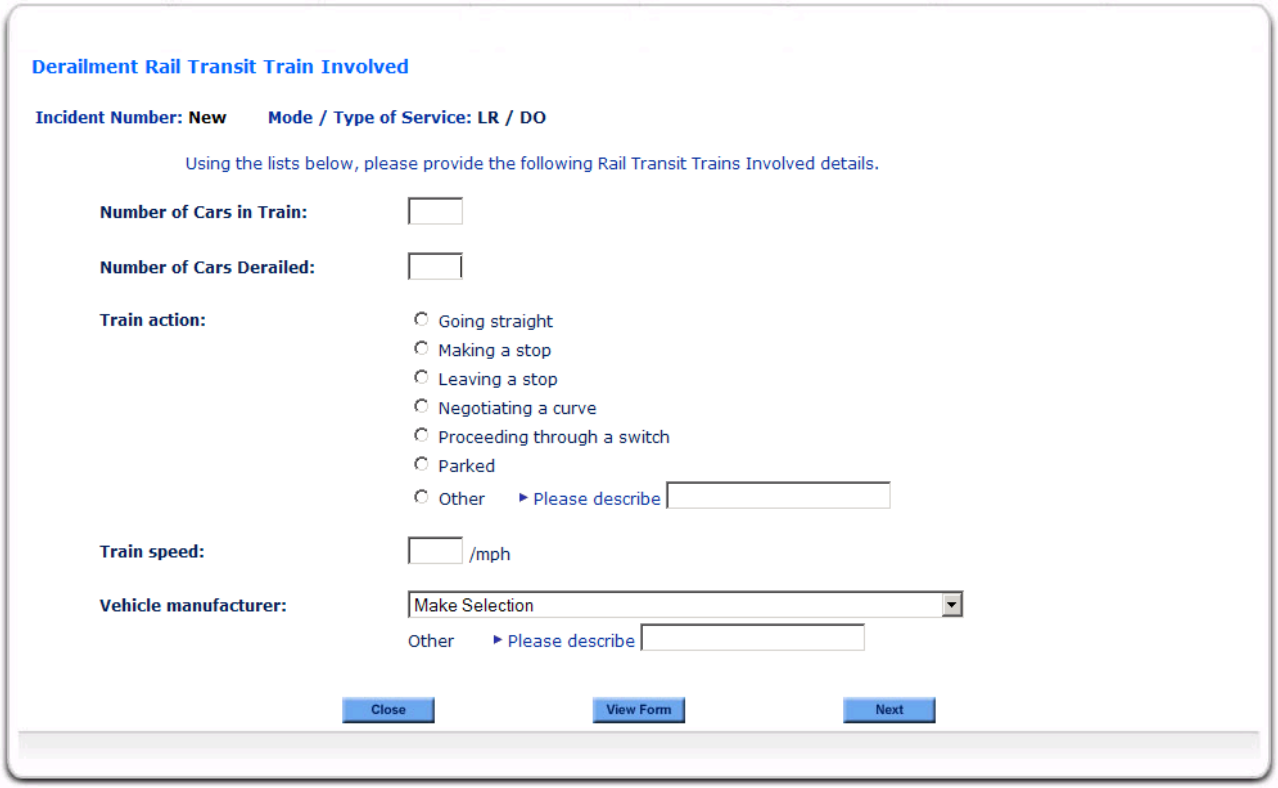
3. Under **Configuration**, Select the type of track on which the derailment took place.

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



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.

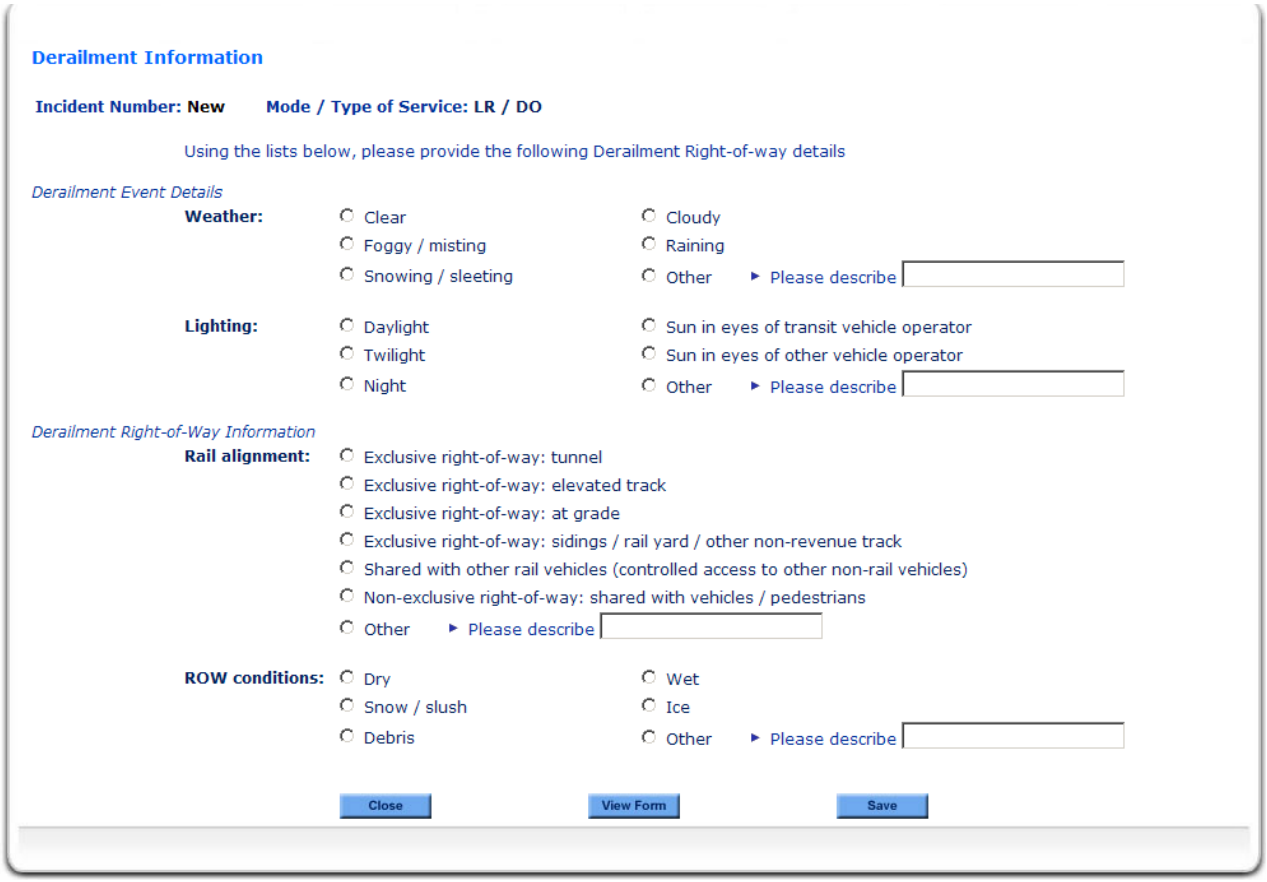
- *The system generates the same number of these screens as the number that you reported for rail transit vehicles on the previous screen. If you reported 2 of your rail vehicles were involved in the derailment, you will complete 2 of these screens, one for each rail vehicle.*

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



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, select **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, select **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, select **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).*
   - *Your selection here should corroborate 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 either the Shared with other rail vehicles (controlled access to other non-rail vehicles) or Non-exclusive right of way: shared with vehicles or pedestrian option.*
   - *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

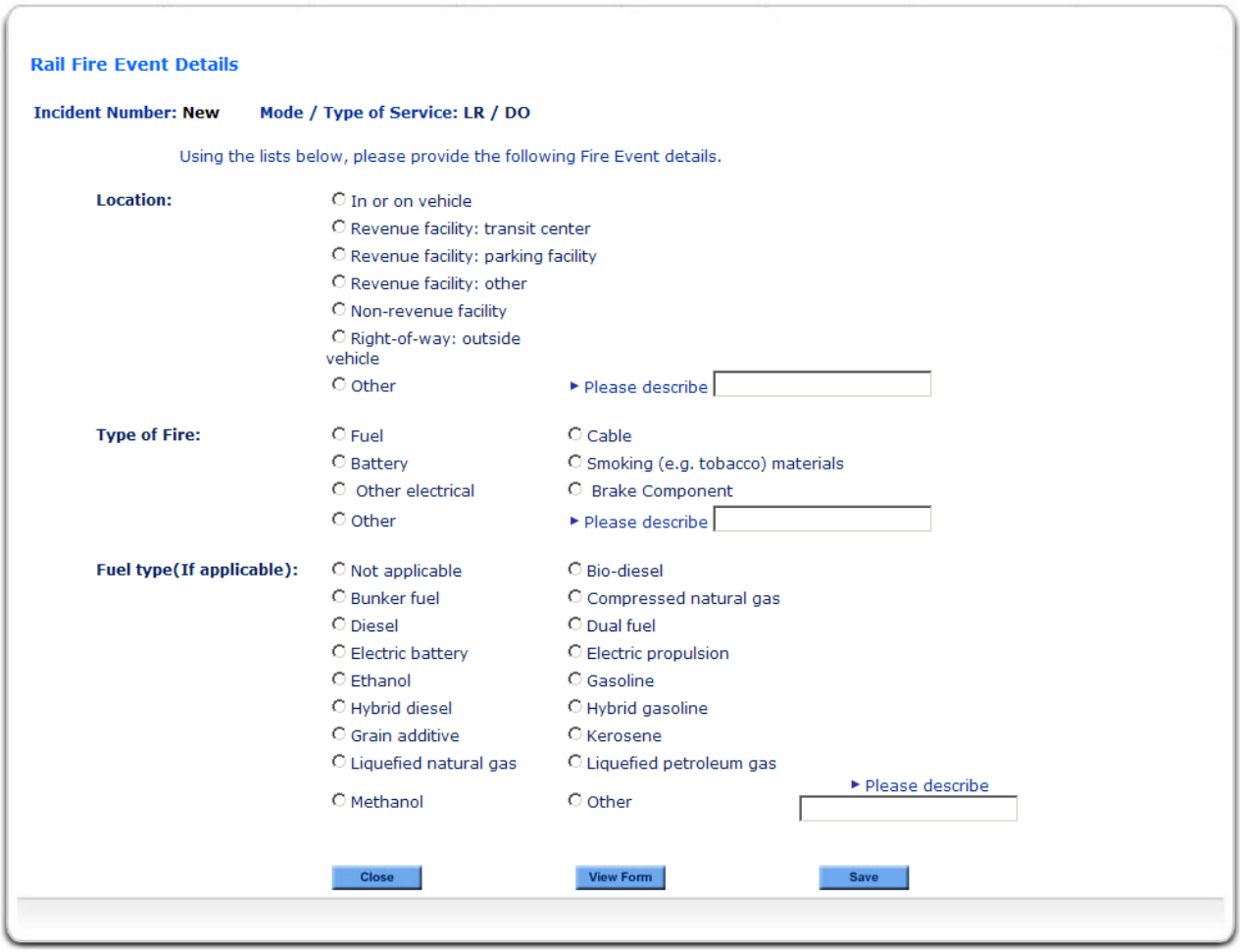
If you checked the box to report a Fire on *Set Up Screen 1*, the system generates a *Fire Event Details* reporting screen that varies slightly based on whether you are reporting for Rail, Non-rail or Ferryboat. In the following pages, we provide step-by-step directions on how to complete the *Fire Event 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
- Cable
- Battery
- Smoking (e.g. tobacco) materials
- Other electrical
- Brake Component
- Other ▸ Please describe

Fuel type(If applicable):
- Not applicable
- Bio-diesel
- Bunker fuel
- Compressed natural gas
- Diesel
- Dual fuel
- Electric battery
- Electric propulsion
- Ethanol
- Gasoline
- Hybrid diesel
- Hybrid gasoline
- Grain additive
- Kerosene
- Liquefied natural gas
- Liquefied petroleum gas
- Methanol
- Other ▸ Please describe

Close View Form Save

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**.

- *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: 22a. 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:

Number of Reportable Injuries	*Number of Reportable Fatalities*	*Property Damage Amount*
0	0	$15,000

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

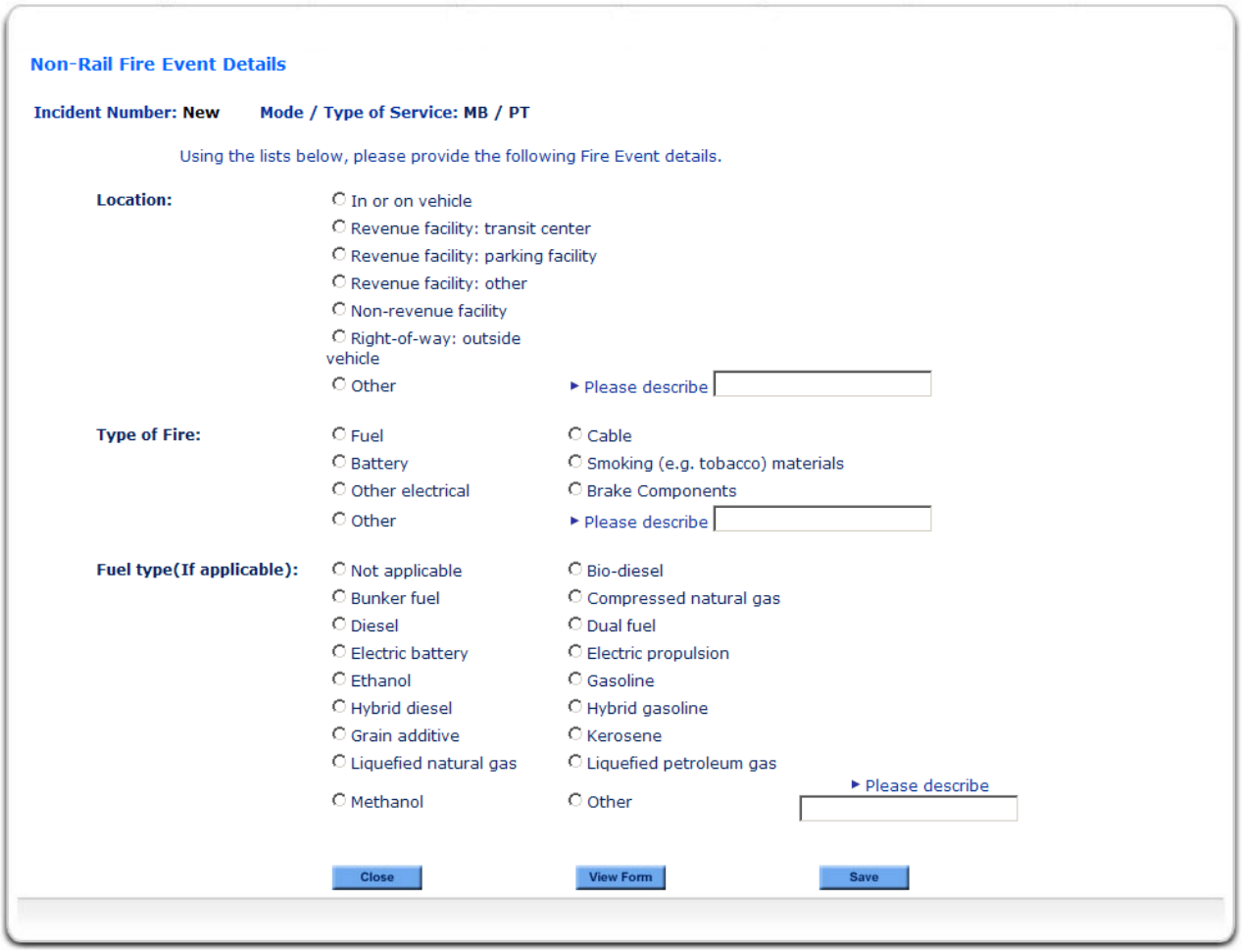
The following fuel types are provided in the **Transit Vehicle Fuel Type** list:

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



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**.

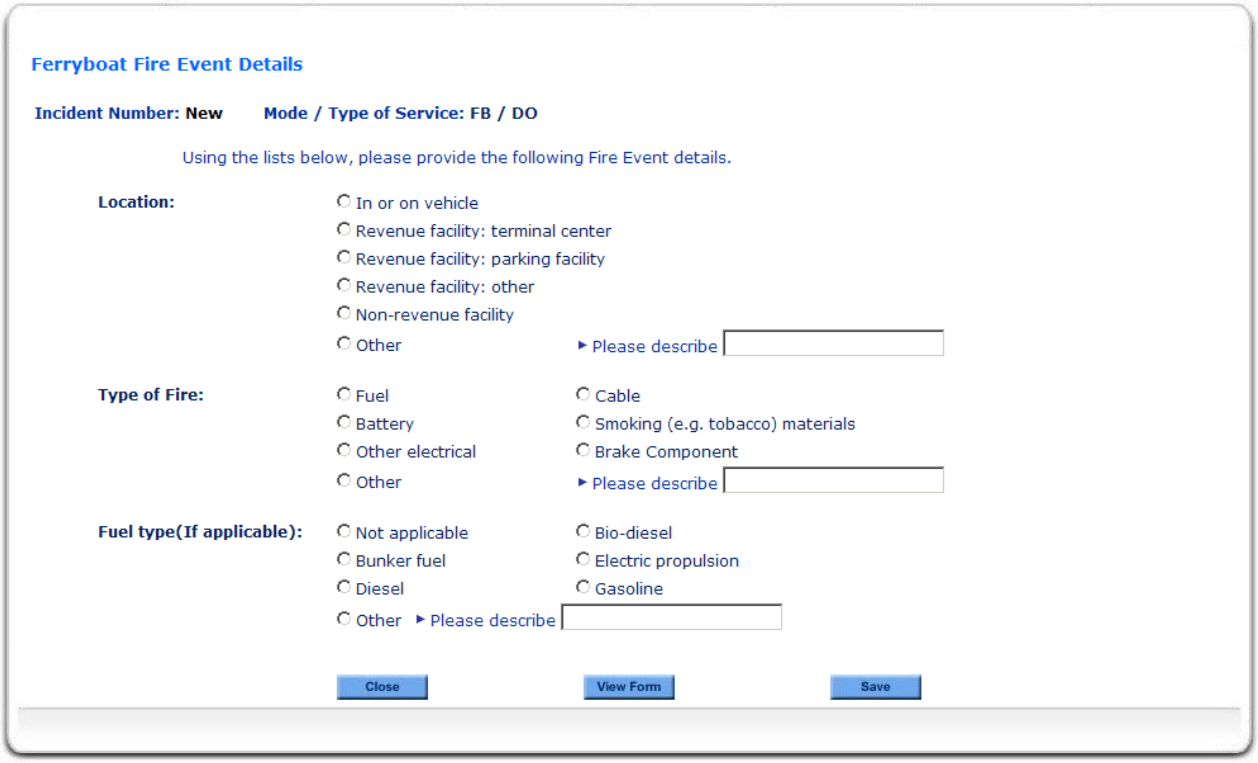
- *Propane is liquefied petroleum gas (LPG).*
- *If a vehicle uses more than one type of fuel or a mixture of fuels, report the transit vehicle fuel type as dual fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.*
- *For hybrid vehicles that use two or 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
- Cable
- Battery
- Smoking (e.g. tobacco) materials
- Other electrical
- Brake Component
- Other ▸ Please describe

Fuel type(If applicable):
- Not applicable
- Bio-diesel
- Bunker fuel
- Electric propulsion
- Diesel
- Gasoline
- Other ▸ Please describe

Close View Form Save

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**.
   - *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

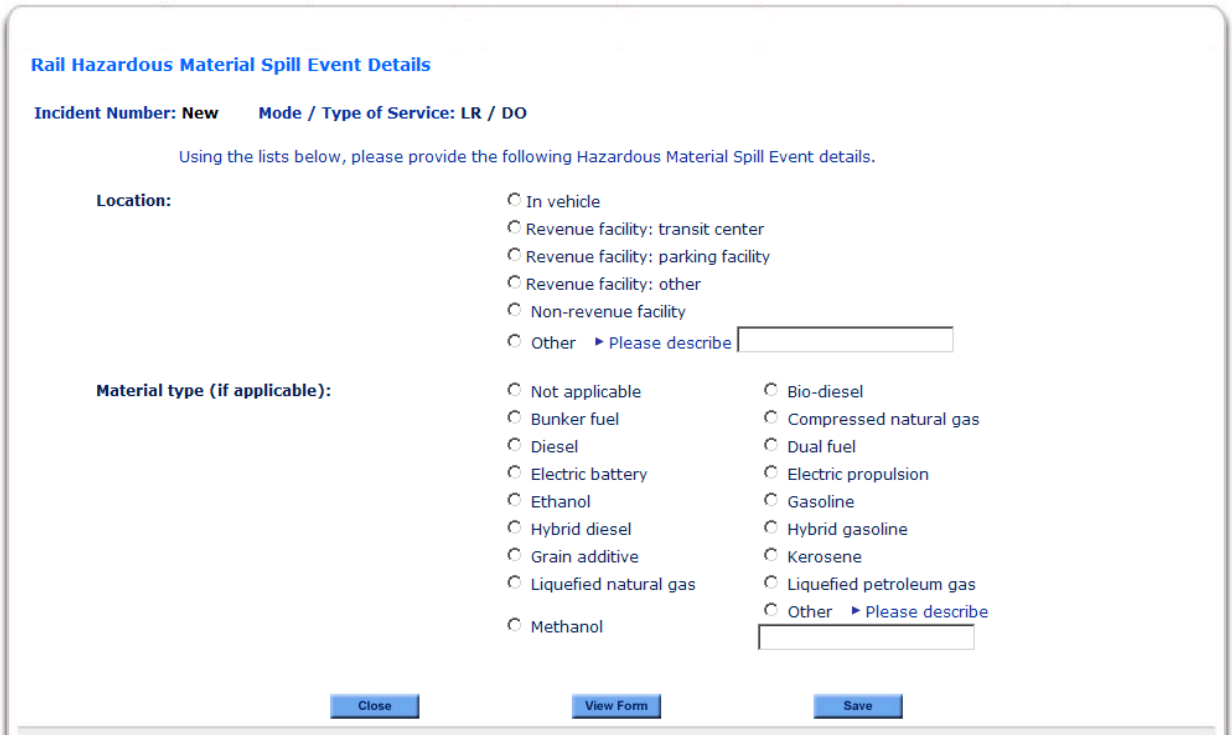
If you checked the box to report a hazardous material spill on *Set Up Screen 1*, the system generates a *Hazardous Material Spill Event Details* reporting screen that varies slightly based on whether you are reporting for Rail, Non-rail or Ferryboat. In the following pages, we provide step-by-step directions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

A hazardous material 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



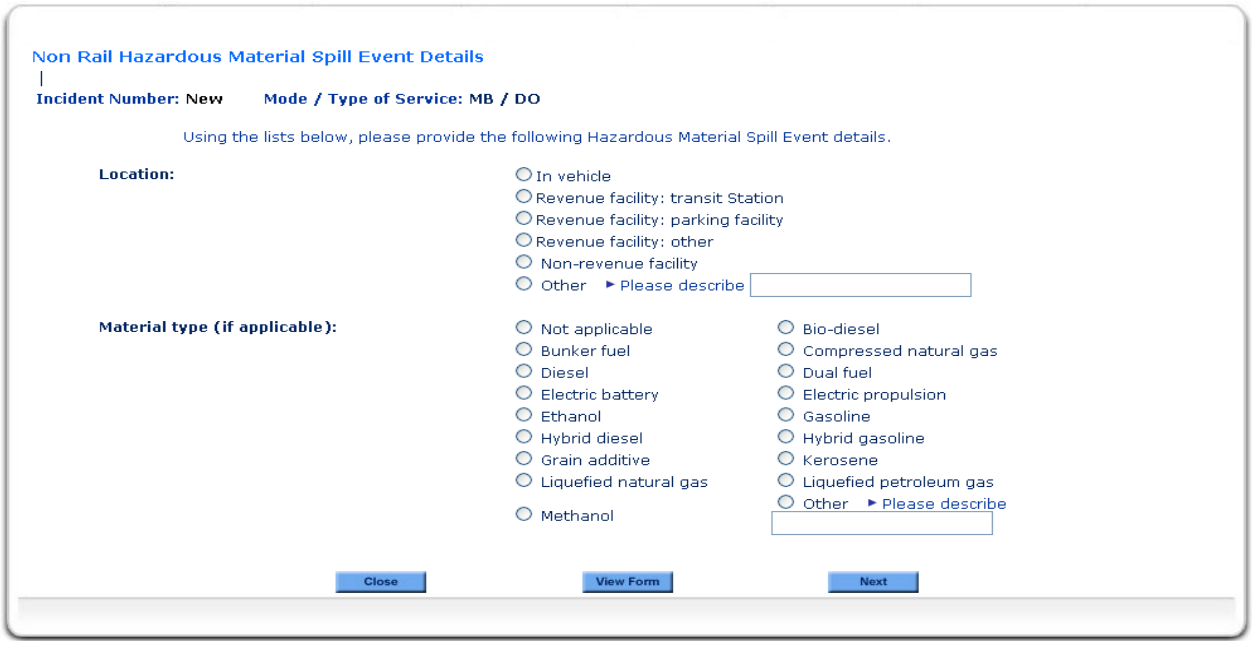
Completing the Rail Hazardous Material Spill Event Details Screen

1. Click on the choice that best describes the **Location** of the hazardous material 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



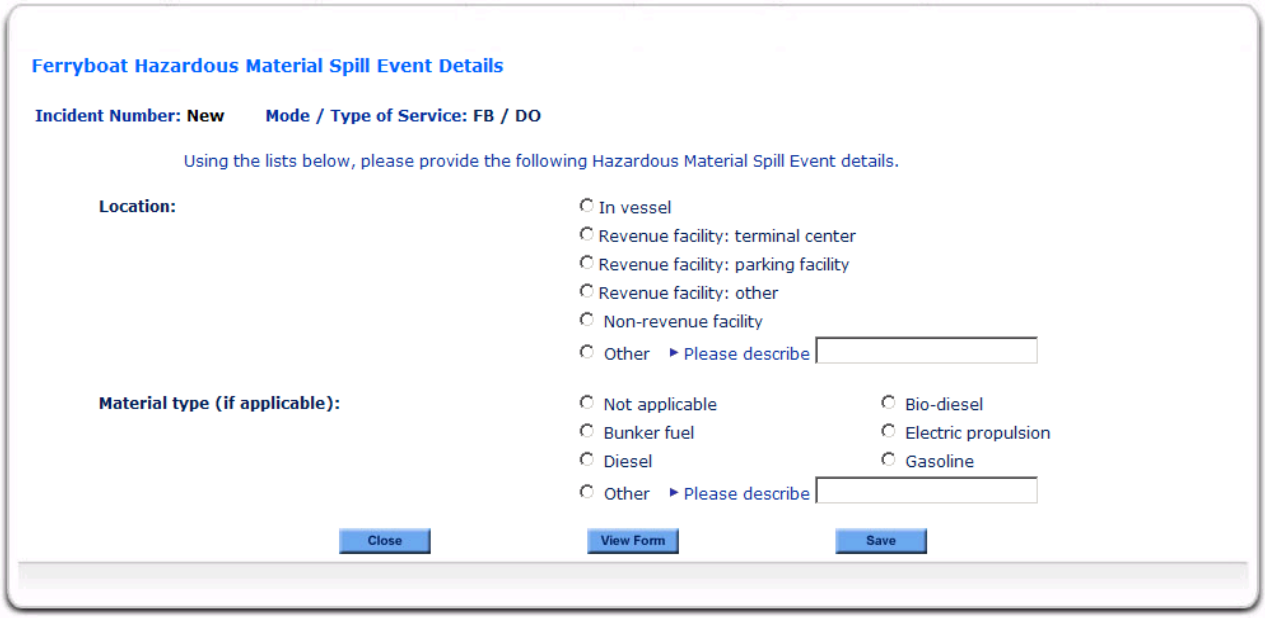
Completing the Non-Rail Hazardous Material Spill Event Details Screen

1. Click on the choice that best describes the **Location** of the hazardous material 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



Completing the Ferryboat Hazardous Material Spill Event Details Screen

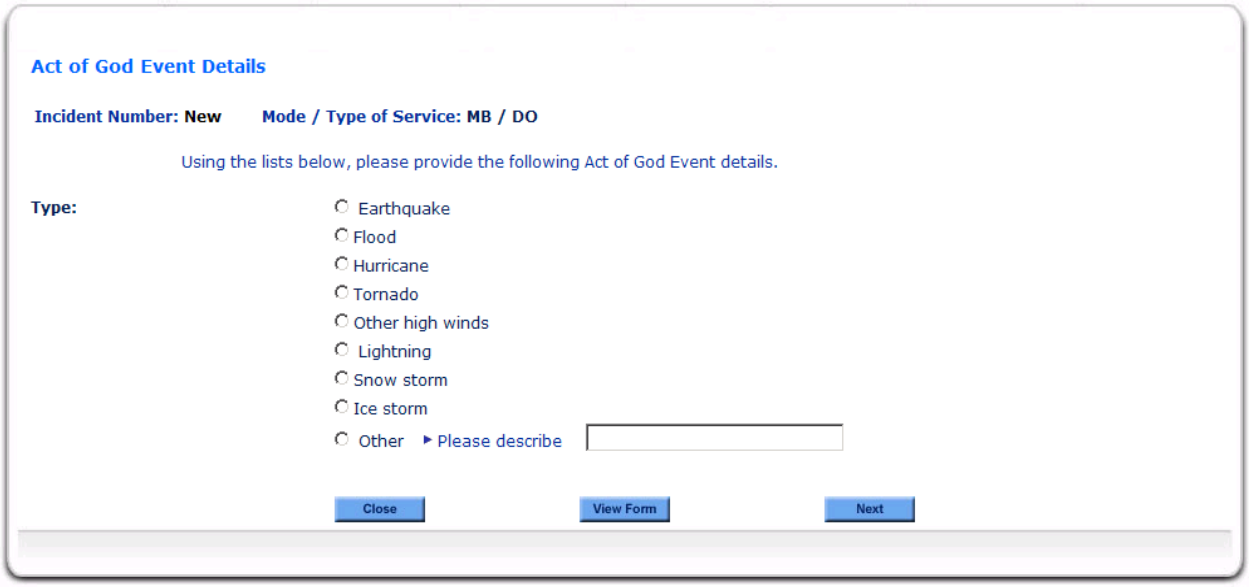
1. Click on the choice that best describes the **Location** of the hazardous material spill.
   - *Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles.*
   - *Non-revenue facility: A transit facility or an area used 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).*

Act 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

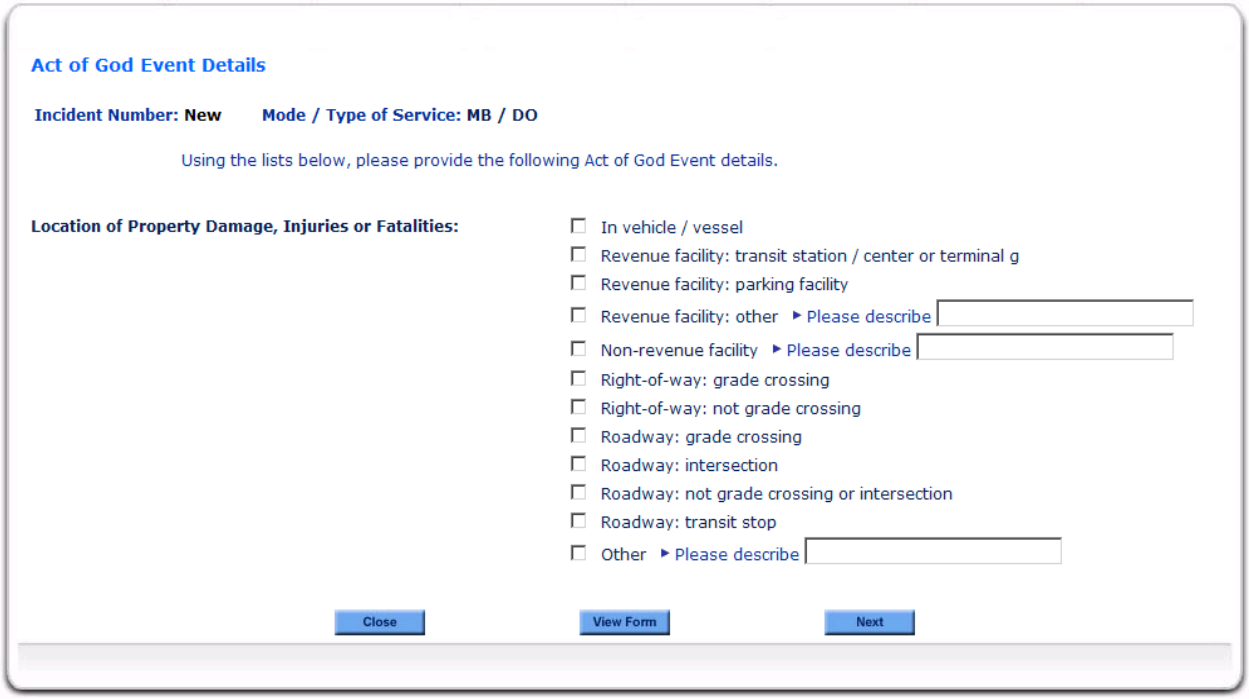


Completing Act of God Event Details Screen 1

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



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 <u>not</u> 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 <u>are</u> 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.*

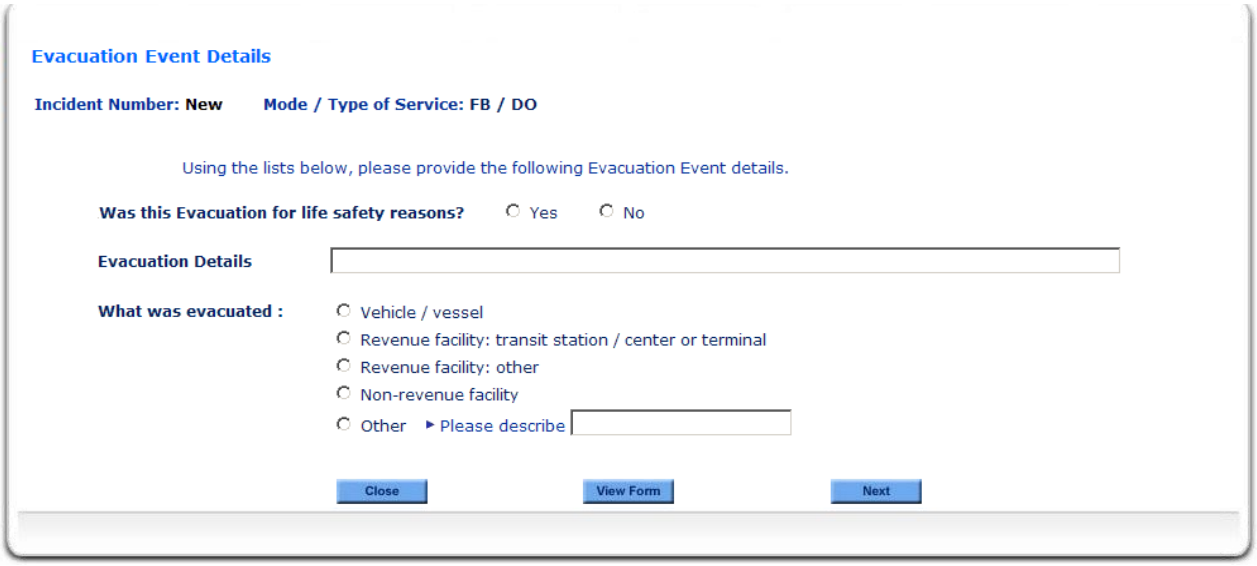
Evacuations for Life Safety Reasons

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



Completing the Evacuation Event Details Screen

1. Answer the first question, "**Was this Evacuation for life safety reasons?**" by selecting **Yes**.
   - *You will never select **No** here. If the evacuation was <u>not</u> 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 select **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 24 — Evacuation Reporting

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

Solution:

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

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

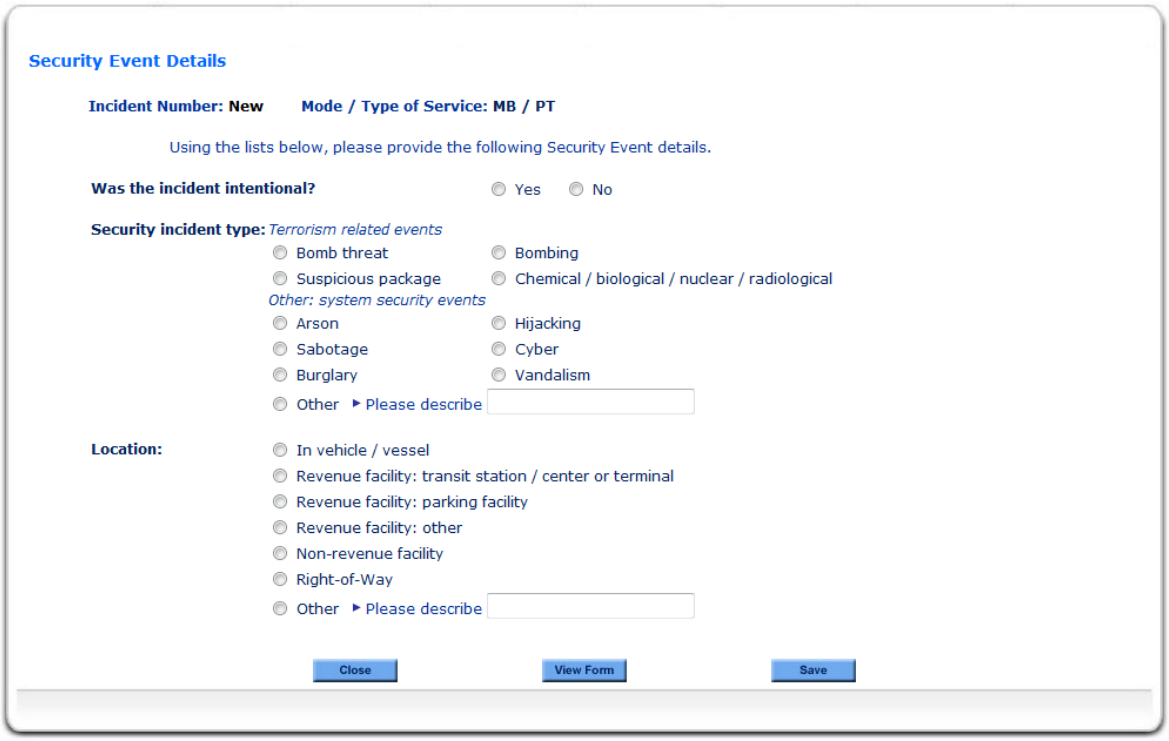
Security Events

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



Completing the System Security Event Details Screen

1. Select **Yes** or **No** to the question: **Was this Incident Intentional?**
   - *This question asks whether the incident was caused by the intentional action of a person(s). It does not reflect the intentions of the victim(s) or the greater transit system.*
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.*

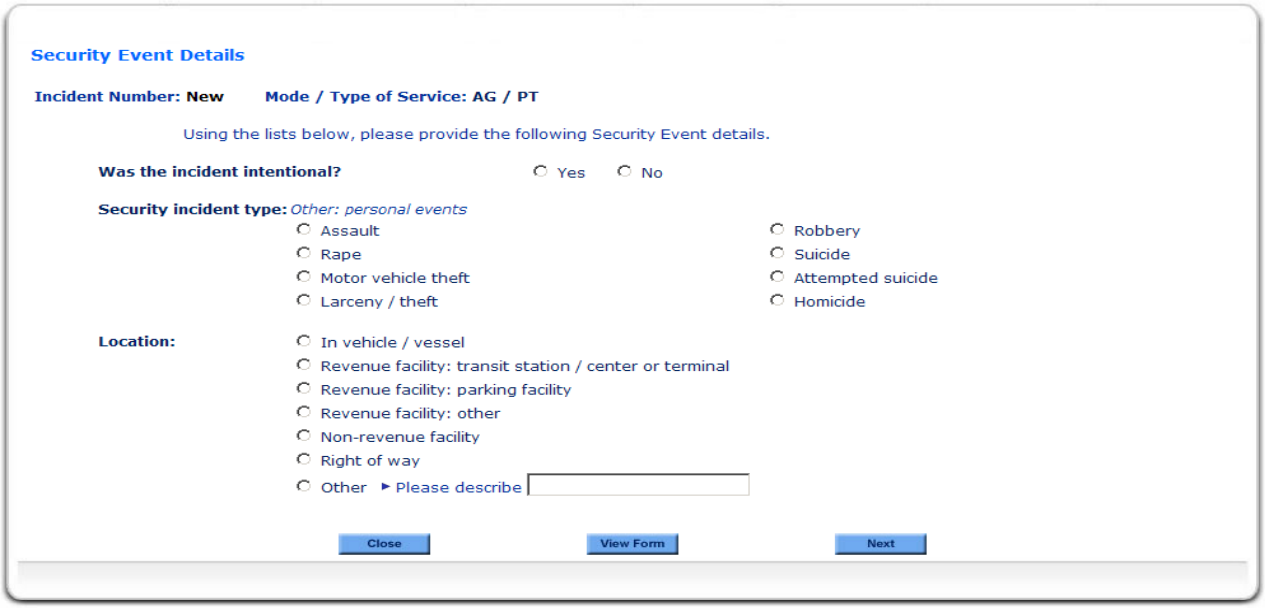
    - *Manipulation of computer or telecommunications services resulting from fraud, financial loss, or other criminal violations.*

- *If the choices presented do not reflect the nature of the system security incident you are reporting, select* ***Other*** *and type in a description.*
    - *Rocks or other projectiles thrown at a transit vehicle are reported as Other security events.*

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, select* ***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



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, select **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, select **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:

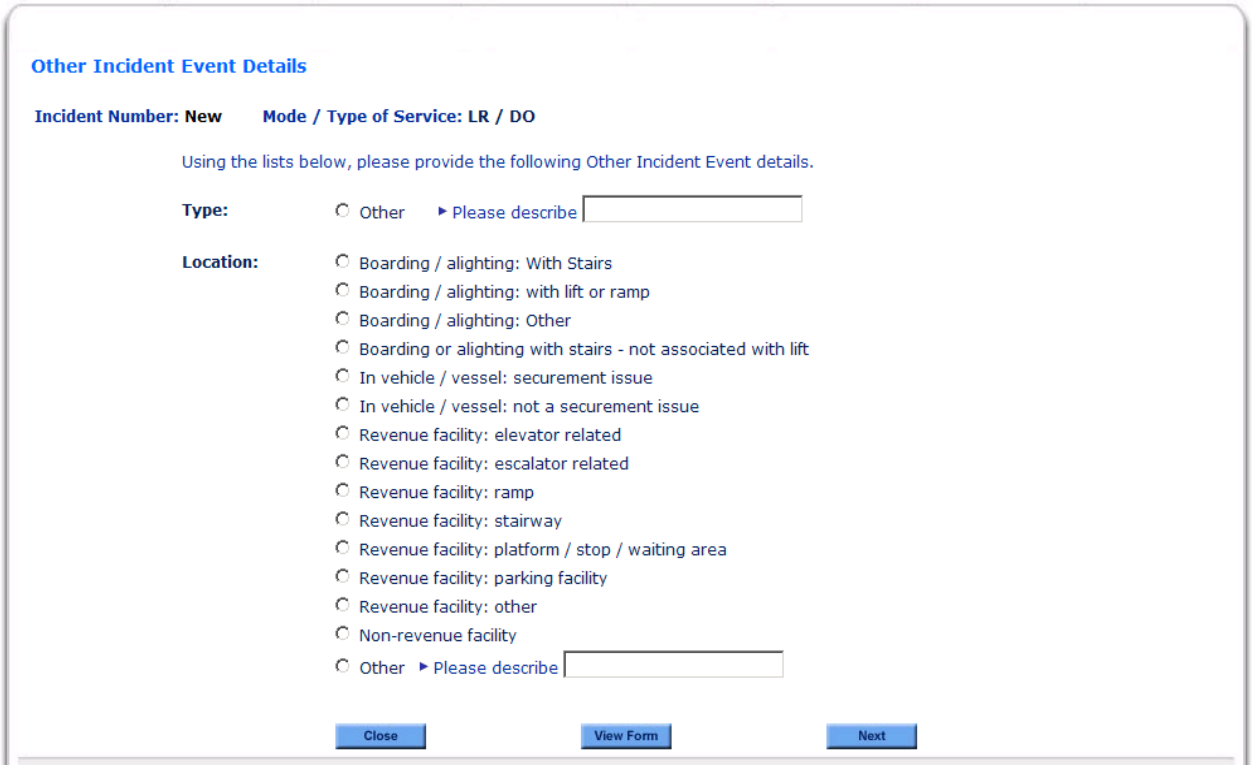
   - ***Close*** *- If you click the* ***Close*** *button, the system returns you to the* Safety & Security Tab *screen and saves your unfinished report under* Pending Reports *(located at the bottom of the* Safety & Security Tab *screen) for you to complete later.*
   - ***View Form*** *- If you click 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



Completing the Other Incident Event Details Screen

1. For the incident **Type**, select **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, select **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 <u>not</u> 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 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 <u>are</u> 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 25 — 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 derails 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**.

Example 26 — Other Incident Location

Example: In Revenue Facility

A passenger is killed on an escalator.

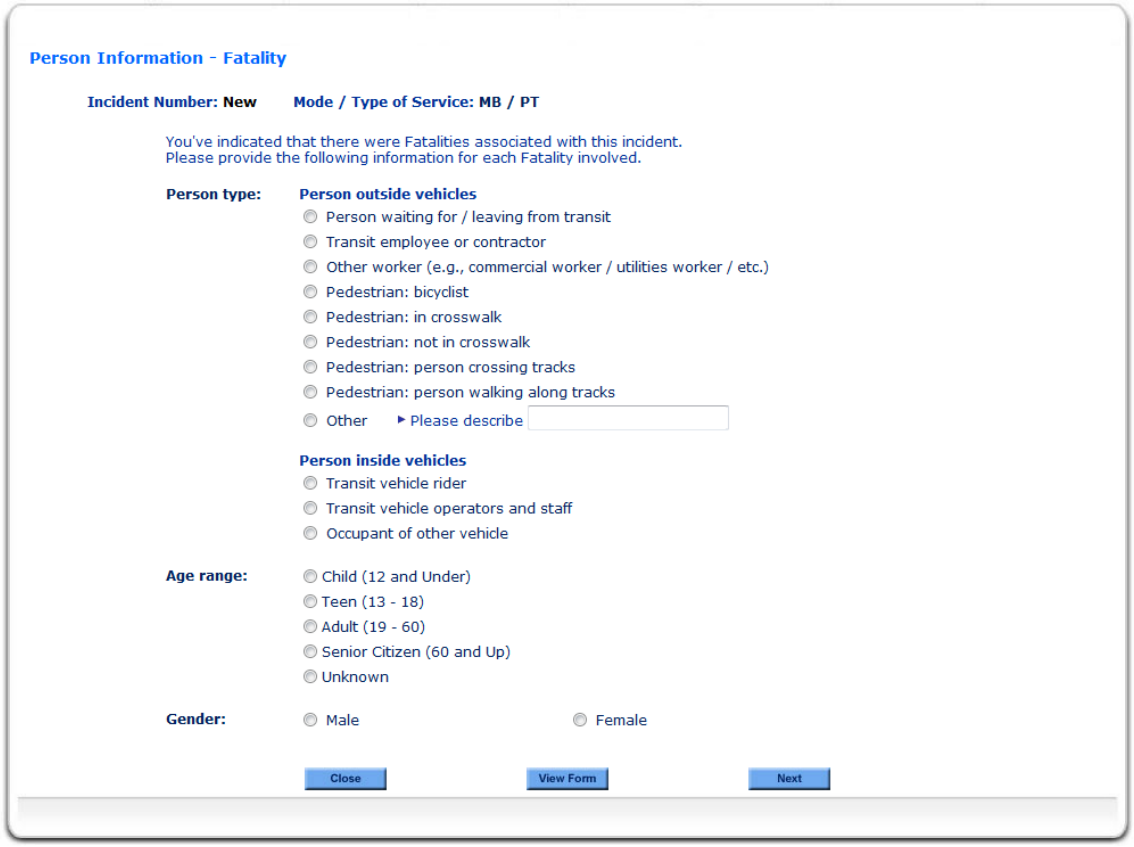
Solution: Select **Revenue facility: escalator related**

Fatality and Injury Details

The system generates a *Person Information* screen for each fatality and each injury (person immediately transported from the scene for medical attention) you report on *Set Up Screen 2*.

- The *Person Information* screen(s) is the last form(s) you complete when entering an incident report into the NTD Program.
- You do not report all injured or deceased on one screen.
  - For example, if an incident resulted in two passengers being transported from the scene for medical attention and one fatality, you would complete two *Person Information – Injury* screens and one *Person Information – Fatality* screen. The details you report include person location, age range, and gender.
- The *Person Information* screens do not vary by mode.

Person Information – Fatality Screen



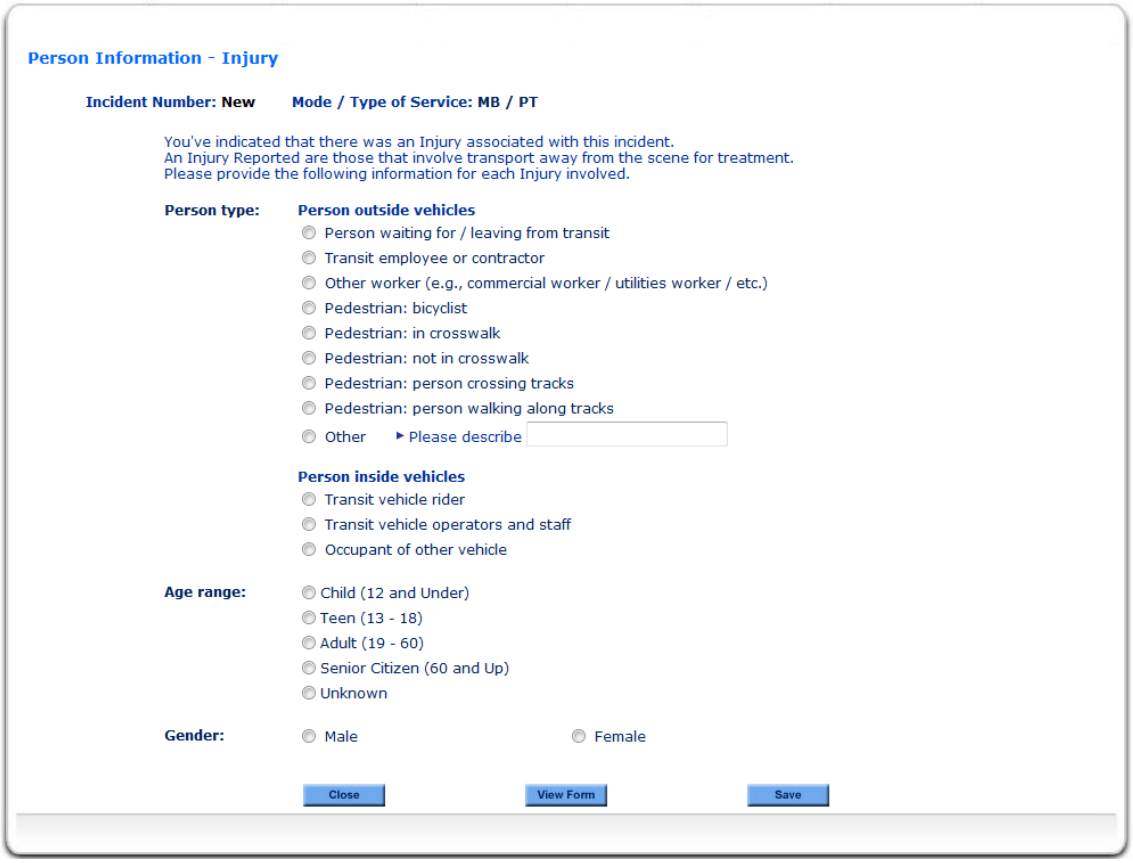
Completing the Person Information - Fatality Screen

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.*
   - *Select **Transit vehicle rider** for off-duty personnel injured while riding a transit vehicle.*
   - *If the choices listed under outside vehicles do not fit the person type you need, such as a trespasser, 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-Fatality* 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 – Fatality *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 – Fatality *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



Completing the Person Information – Injury Screen

A person seeking medical attention under their own power, e.g. walks away to seek medical attention, is NOT captured in NTD reporting as an injury. The definition of an injured person is "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." Please note "transported away" includes transport by personal vehicle.

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 **Transit vehicle rider** for off-duty personnel injured while riding a transit vehicle.*
- *If the choices listed under outside vehicles do not fit the person type you need, such as a trespasser, 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 – Fatality *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

4. 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 27 — 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.

Safety & Security Data Reporting and the Small Systems Waiver (W-30)

Overview

Transit agencies with an approved Small Systems Waiver form (W-30) do not report Safety & Security data on the reporting forms on the Safety & Security tab. Instead, Safety and Security data is reported on the Small Systems Waiver form (W-30) on the Annual Reporting tab.

The existence of one or more of the following conditions constitutes a reportable incident:

- A fatality
- Injuries requiring immediate medical attention away from the scene for one or more persons
- Property damage equal to or exceeding $25,000

The definition of injury requires immediate medical attention away from the scene. Immediate medical attention includes, but is not limited to, transport to the hospital by ambulance or private vehicle. 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.

Safety & security data must be provided for the period of time covered by the agency's fiscal year. The following table depicts the fiscal period, the date of waiver deadlines and the due date for the Annual Report.

Annual Report Submission

Fiscal Year End	January 1 – June 30	July 1 – Sept 30	Oct 1 – December 31
Waiver Deadlines:	August 31	November 30	February 28
Report Due Date	October 29	January 31	April 29

Transit agencies are to report the following safety and security data for the provider's reporting period:

- Number of reportable incidents (row 21)
- Number of fatalities (row 22)

- Number of injuries (row 23).

Preventing Double Counts and Ensuring Consistent Collection

Moving from full Annual Report to Small Systems Waiver

Agencies moving from full Annual Report status to a Small Systems Waiver must ensure they do not report the same incident to the Safety & Security Module and on the W-30 form of the Annual Module. This is important because of the overlap in reporting periods.

- ***Please ensure that the same incident is not reported in both modules.***

Moving from Small Systems Waiver to full Annual Report

For transit agencies that had an approved Small Systems Waiver for a fiscal year and return to a full Annual Report for the next reporting year, the agency must start reporting safety & security data on the Major Incident Report form (S&S-40) and the Non-Major Monthly Summary form (S&S-50) on the Safety & Security tab to cover the period of the full Annual Report. This means an agency may have to report incidents from the previous calendar year.

Example 28 — Safety & Security Reporting on Report forms

Example 28a: Moving to a Small Systems Waiver and preventing double-reporting entries

A transit agency has historically submitted a full Annual Report to the NTD. Their most recent fiscal year ended June 30, 2012. In August 2012 the transit agency submits a Small System waiver covering the period July 1, 2011 through June 30, 2012. However, as a Full Reporter, the transit agency has submitted incidents for this time period on the Major Incident Report form (S&S-40).

Solution:

- Agency will not report these incidents (July 1, 2011 – June 30, 2012) on the 2012 W-30 form in order to prevent a double count of incidents already reported to the S&S Module.

Example 28b: Moving from a Small Systems Waiver to a full Annual Report

A transit agency has an approved Small Systems Waiver for fiscal year 2011 covering the period July 1, 2010 through June 30, 2011. For report year 2012, they are filing a full Annual Report.

Solution:

- Agency will submit S&S-40 and S&S-50 report forms beginning with July 2011 to ensure consistent collection of data.

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

Overview

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

What Has Changed from Prior Year

1. "Transport away from the scene" now includes those transported by private vehicle.

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

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

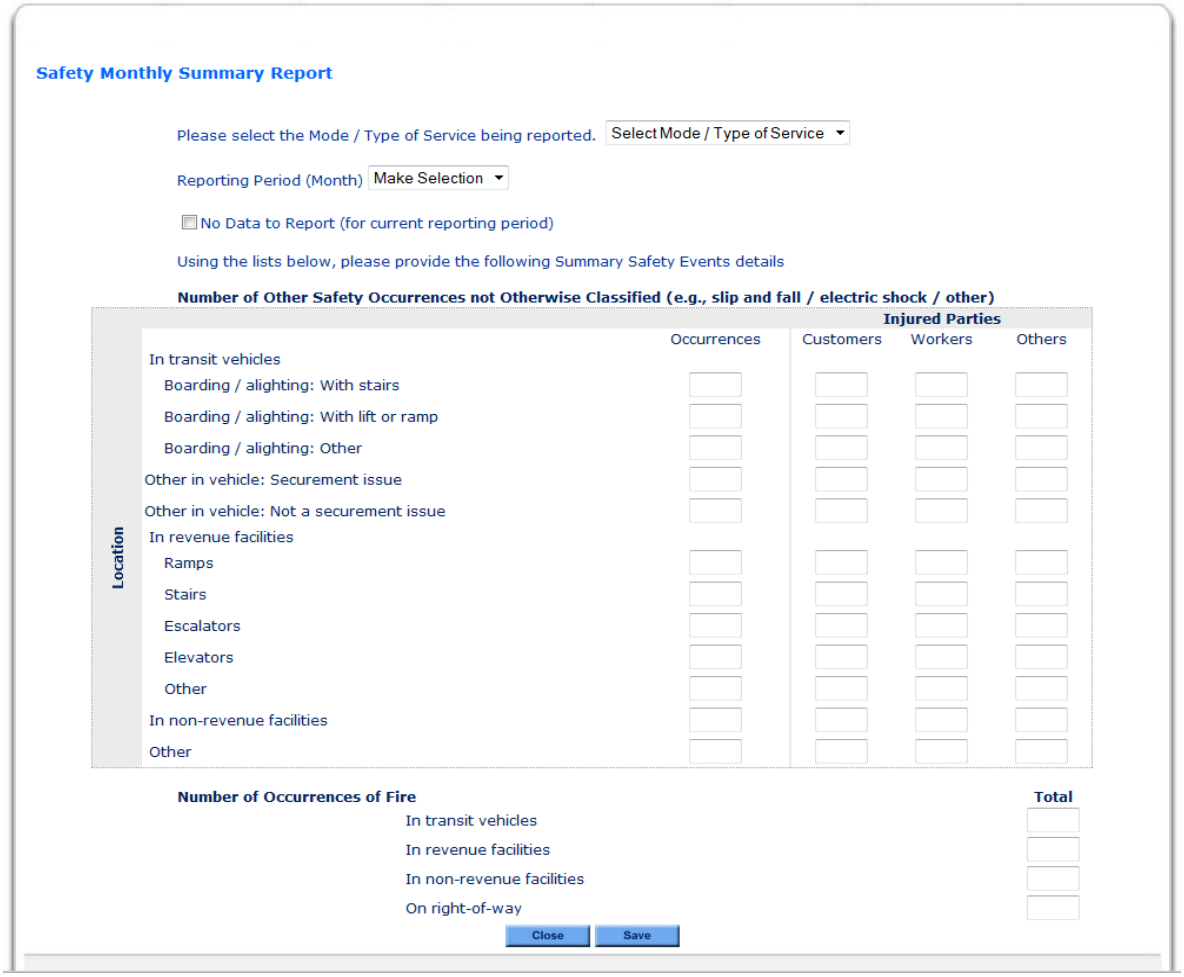
- *On-duty bus operators must be directly performing their operator duties and not engaged in another activity in order for an occurrence of injury to be reportable.*

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

Exhibit 13 – S&S-50 Reporting Timeline

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

Safety and Security Monthly Summary Report Screen



Step-by-step Instructions

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

1. From the Safety & Security Tab page, click on the File New S&S-50 link.
   - *The system generates an S&S-50 report form.*
2. From the first drop-down menu, select the **Mode/Type of Service** for which you are entering a report.
   - *Commuter Rail (CR) and Alaska Railroad (AR) modes do not submit S&S-50 reports. CR and AR report safety data to the Federal Railroad Administration (FRA).*
3. From the second drop-down menu, titled **Reporting Period (Month)** select the month the incidents occurred.
4. If you have no data to report for a month, check the box next to **No Data to Report** (for current reporting period) and scroll to the bottom of the report to **Save** and **Submit**.
5. In the *Number of Other Safety Occurrences not Otherwise Classified* section report the total number of **Occurrences** of safety incidents in which a passenger, transit agency employee (worker), or other was immediately transported from the scene for medical attention.
   - *List occurrences by the location in which they occurred:*
     - *In transit vehicles*
       - *A securement issue is related to the tying down of mobility devices on transit vehicles for safety purposes.*
         - *If a person in a mobility device falls out of the mobility device and sustains an injury, but the fall had nothing to do with the securement of the mobility device, do not report this as a securement issue. Just as regular passengers do not have to be secured in seats, passengers on mobility devices do not have to be secured on the device.*
       - *Do not report illnesses, medical conditions, or injuries resulting from illness or a medical condition that occur on transit vehicles.*
       - *FTA considers one incident that involves two different types of issues at the same time as two separate and distinct occurrences, such as when a securement issue and a non-securement issue occur due to one event.*
         - *For example, a bus operator brakes hard causing two passengers in regular bus seats to fall and sustain injuries and a mobility device to break loose from its tie downs injuring the occupant. To report this one incident that falls into two different*

*categories, enter one (1) Occurrence in the **Other in vehicle: Securement issue** category with one (1) Customer injury; then enter one (1) Occurrence in the **Other in vehicle: Not a Securement issue** category with two (2) Customer injuries.*

- *In revenue facilities*
  - *A revenue facility is a location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles and includes bus stops.*
  - *Do not report illnesses, medical conditions or injuries resulting from illness or a medical condition that occur at transit facilities/stations/platforms.*
- *In non-revenue facilities*
  - *Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit parking garages and lots, and transit administration and maintenance buildings.*
  - *Do not report maintenance employee related injuries. These employees are acting in association with mechanic shop procedures for safe vehicle operations and FTA excludes maintenance activities from the consideration that the activity affects revenue service/operations.*
  - *Do not report illnesses, medical conditions, or injuries resulting from illness or a medical condition.*
- *Other – for incidents that do not fit into any of the above location categories.*

6. For each Occurrence reported in step 5, enter the number of injured **Customers**, **Workers**, or **Others**.
   - *The number of occurrences often may not equal the number of injured persons. However, the number of injured must be equal to or greater than the number of occurrences.*
     - *For example, one incident of boarding and alighting with a lift may result in a worker and a customer sustaining injuries that require immediate transport away from the scene for medical attention. You would report one (1) occurrence with two (2) injuries.*
7. In the **Number of Occurrences of Fire**, record the number of fires that required suppression but did not meet a major incident threshold.
   - *List the number of occurrences of fires by location:*
     - *In transit vehicles – also includes outer parts of a transit vehicle, such as a wheel well.*
     - *In revenue facilities – locations or areas within a location that are used by transit to enable individuals to board or alight transit vehicles. This category includes bus stops.*

- *In non-revenue facilities – e.g., transit parking garages and lots; transit administration and maintenance buildings.*
- *On right-of-way.*

8. Click the **Save** button.
   - *The system saves your report and presents the completed report for you to review, Submit or Close.*
9. Click the **Submit Report** button if you are finished with the report, or click the **Close** button to close this report and return to it later to add data.
   - *If you entered a report but did not submit it by the due date, the system generates and sends a late notice email to the Safety Contact listed on the B-20 Form. To avoid receiving these late notices, be sure that all S&S-50 reports are submitted by the due date.*

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

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

Example 29 — Other Safety Occurrences Not Otherwise Classified Reporting

Example 29a: A transit operator slams on the brakes of a transit bus to avoid a collision with another motor vehicle resulting in 3 transit passengers falling. The 3 transit passengers required immediate medical attention away from the scene. There was no property damage.

Solution:

Number of Injured Parties	*Number of Reportable Fatalities*	*Property Damage Amount*
3	0	$0

Report the one Occurrence and the three injuries related to this incident on the S&S-50 form under Other Safety

Example 29 — Other Safety Occurrences Not Otherwise Classified Reporting

Occurrences not Otherwise Classified.

Example 29b: The floor of a transit facility collapses resulting in one patron requiring immediate medical attention away from the scene.

Solution:

Number of Injured Parties	*Number of Reportable Fatalities*	*Property Damage Amount*
1	0	$0

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

Example 29c: A bus (MB) crosses a bridge. The bridge collapses and ten transit passengers and one transit employee are killed.

Solution:

Number of Reportable Injuries	*Number of Reportable Fatalities*	*Property Damage Amount*
0	11	$(replacement/repair of bus)

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

Example 30— Fire Reporting

Example: A transit bus (MB) has smoke coming from under the hood and the operator finds that a small electrical fire has begun. Suppression is required and used to end the fire, but there are no passengers on the transit bus and the property damage is estimated at $10,000.

Solution:

Number of Occurrences of Fire	*Number of Reportable Injuries (Injured Parties)*	*Property Damage Amount*
1	0	n/a

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

Questions

If you have any questions regarding Safety and/or Security Reporting, contact your Safety & Security Analyst. If you are unsure of the name of your analyst or their contact information, contact the NTD Helpdesk at: 1-888-252-0936 or by email at: NTDhelp@dot.gov .