



# National Transit Database

**Safety and Security Reporting Module Training**

**Federal Transit Administration**

**October 2009**

**INTRODUCTION**



# Overview – Who Reports

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- All recipients/beneficiaries of Urbanized Area Formula (UAF) Program Funds
- Other voluntary public and private providers are encouraged to report
- Systems that request and receive a **nine or fewer vehicles report waiver** are not required to file
- Refer to the 2009 Safety and Security Reporting Manual for more information
  - [Safety and Security Manual-Introduction](#)



# Overview – How the Data is Used

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- NTD data is used to:
  - Provide industry performance reports to Congress and other federal agencies and departments
  - Direct and improve programs developed for:
    - State Safety Oversight
    - The Transit Bus Safety and Security Program
    - Commuter Rail Initiatives
  - Complete technical analysis of trends in transit safety and security reporting, technical assistance and training needs, and research needs



## Overview – NTD Website Access

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- There are six levels of access for reporting and the first portion of the user name defines the access level while the last four digits represent the agency's NTD ID #
  - CEO – **CEOxxxx**: Can submit and edit the CEO Certification and all safety and security forms
  - NTD contact person – **NTDxxxx**: Can submit and edit all safety and security forms
  - Safety and security contact – **SFTYNTDxxxx**: Can submit and edit all safety and security forms
  - Safety and security editor – **SFTYEDTxxxx**: Can start, save and edit, but **cannot submit** safety and security forms
  - Safety and security viewer – **SFTYVWRxxxx**: Can only view safety and security forms
  - Security contact – **SECURITYxxxx**: Can only view safety and security forms

# Overview – Designating Contacts

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- Every NTD reporting agency is required to designate on the **B-20 form in the Annual Tab:**
  - One person as the “Safety Contact Person”
  - One person as the “Security Contact Person”
- [B-20 Form - Contacts](#)
- Responsibilities of Contact Persons include:
  - Being the only person other than the CEO who can submit forms
  - Responding to all NTD questions about the submitted data and reporting requirements
- **One person can be assigned both jobs**
  - Please provide email addresses and work telephone or cell phone numbers of Contact Persons
  - Do not provide home numbers

# Overview

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- NTD reporters determine access within their organizations
- A user can change his/her password at any time
  - Passwords expire every ninety (90) days
  - Password must be at least 8 characters and contain at least 1 letter and 1 number
  - Contact NTD if you have forgotten your password and a new one will be emailed to the address on the B-20 form
- The CEO and NTD Contact Person use their individual passwords for all report areas and can access all reporting areas (Annual, Monthly and Safety and Security) from the **Home tab**

# Overview

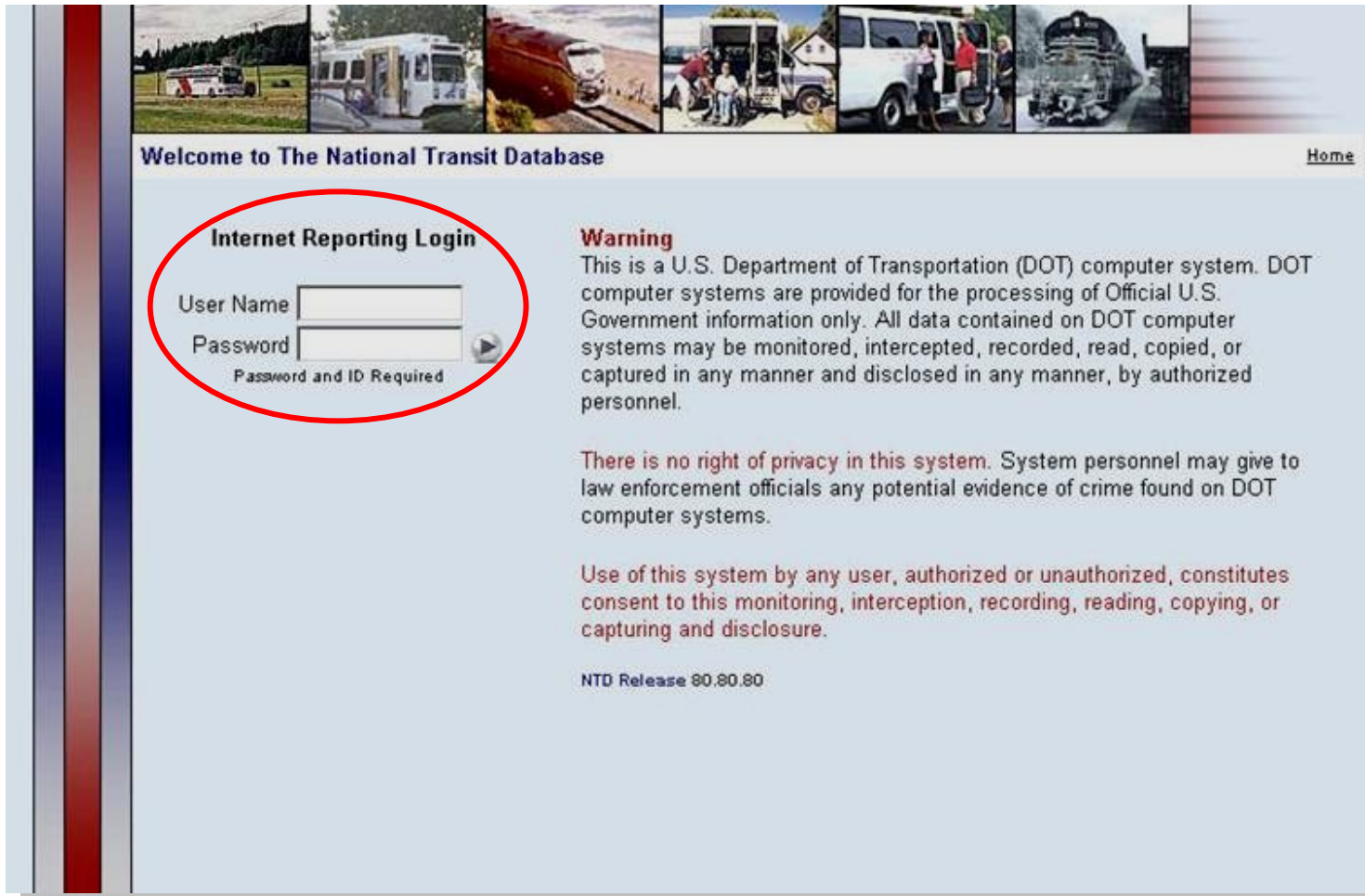
- To log in click on the **Internet Reporting Login** link



The screenshot displays the National Transit Database (NTD) website. On the left, there is a large graphic of a red and blue transit vehicle. The text "NTD National Transit Database Federal Transit Administration" is visible in the top left corner. A red circle highlights the "Internet Reporting Login" link, which includes the subtext "Password and ID Required". On the right side of the page, there is a vertical menu of links including "What is the NTD?", "Reporting Manuals" (with sub-links for Annual, Monthly, Safety and Security, and Rural Reporting), "Data, Publications and Reference Materials" (with sub-links for NTD Glossary, NTD Reference Materials, and Access to NTD Data), and "NTD Resources" (with sub-links for FTA / NTD Presentations, Announcements and Updates, NTD Feedback, Seminars and Training, and Transit Agency Listing by Region and Other External Links). At the bottom of the page, there are links for "Site Map", "Accessibility Information", "Contact Us", "NTD Privacy Notice", and "Email Webmaster", along with the text "Last Updated 08/28/2007".

# Overview


- Then enter your User Name and Password



Welcome to The National Transit Database [Home](#)

**Internet Reporting Login**

User Name

Password  

Password and ID Required

**Warning**  
This is a U.S. Department of Transportation (DOT) computer system. DOT computer systems are provided for the processing of Official U.S. Government information only. All data contained on DOT computer systems may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel.

There is no right of privacy in this system. System personnel may give to law enforcement officials any potential evidence of crime found on DOT computer systems.

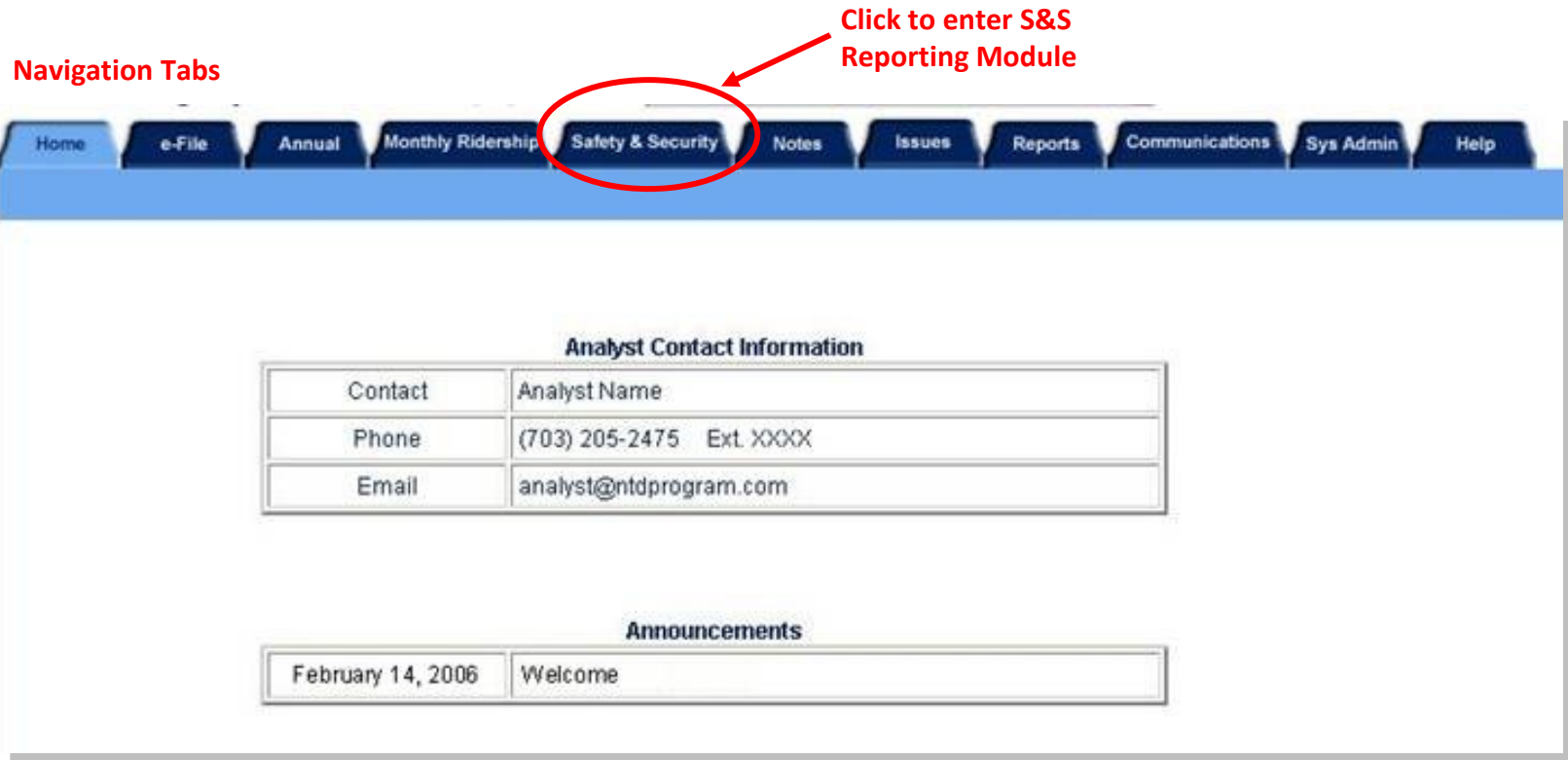
Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure.

NTD Release 80.80.80

# Overview

- This will bring you to the Homepage, which has multiple navigation tabs

**Navigation Tabs**



Click to enter S&S Reporting Module

Home	e-File	Annual	Monthly Ridership	<b>Safety &amp; Security</b>	Notes	Issues	Reports	Communications	Sys Admin	Help
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**Analyst Contact Information**

Contact	Analyst Name
Phone	(703) 205-2475 Ext. XXXX
Email	analyst@ntdprogram.com

**Announcements**

February 14, 2006	Welcome
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# Overview – Safety and Security Reporting Forms

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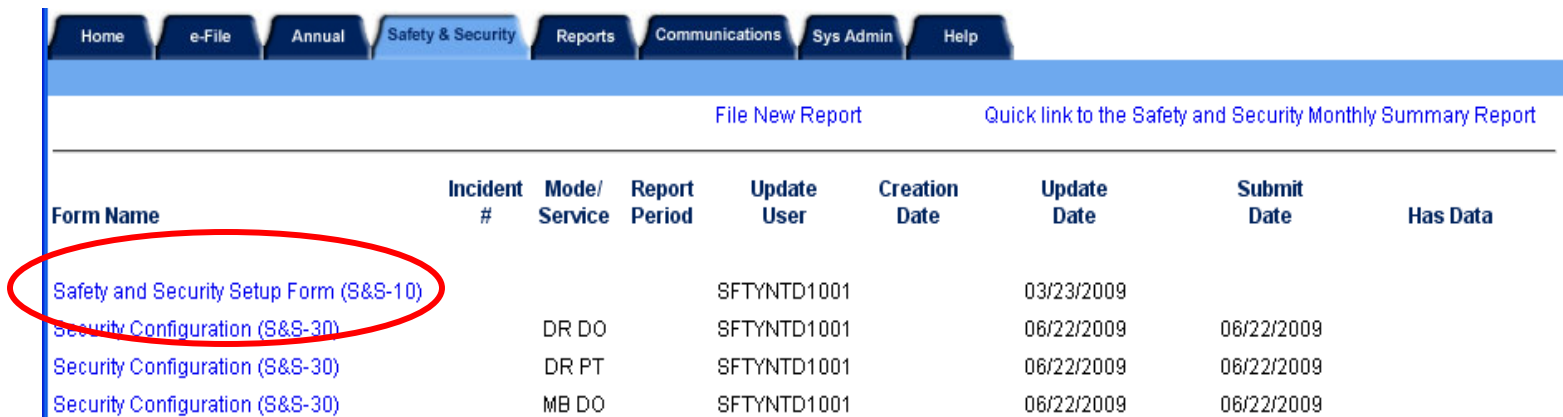


- **S&S-10: Safety and Security Setup form**
  - To list modes and types of service operated
  - Generates S&S -30 forms
- **S&S-20: Safety and Security Chief Executive Officer Certification form**
  - Submitted at end of Calendar Year
  - CEO attests to validity of data reported
- **S&S-30: Safety and Security Configuration form**
  - For reporting type and number of personnel that provide security
- **S&S-40: Reportable Incident Report form**
  - For reporting detailed information on the most severe safety and security incidents
- **S&S-50: Summary Security Report form**
  - For reporting the number of occurrences of less severe safety and security-related incidents

# Overview – Safety and Security Reporting Forms



- **The S&S-10 must be completed first**
  - This form then generates the S&S-30 form which must be completed before entering any other data

A screenshot of the FTA reporting system interface. At the top, there is a navigation bar with tabs for 'Home', 'e-File', 'Annual', 'Safety & Security', 'Reports', 'Communications', 'Sys Admin', and 'Help'. Below the navigation bar, there are two links: 'File New Report' and 'Quick link to the Safety and Security Monthly Summary Report'. The main content area is a table with the following columns: 'Form Name', 'Incident #', 'Mode/Service', 'Report Period', 'Update User', 'Creation Date', 'Update Date', 'Submit Date', and 'Has Data'. The first row of the table is circled in red and contains the text 'Safety and Security Setup Form (S&S-10)'. The subsequent three rows are 'Security Configuration (S&S-30)' entries with different 'Mode/Service' and 'Report Period' values.

Form Name	Incident #	Mode/Service	Report Period	Update User	Creation Date	Update Date	Submit Date	Has Data
Safety and Security Setup Form (S&S-10)				SFTYNTD1001		03/23/2009		
Security Configuration (S&S-30)		DR DO		SFTYNTD1001		06/22/2009	06/22/2009	
Security Configuration (S&S-30)		DR PT		SFTYNTD1001		06/22/2009	06/22/2009	
Security Configuration (S&S-30)		MB DO		SFTYNTD1001		06/22/2009	06/22/2009	

# Overview – Safety and Security Reporting Forms

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- Remember to Exit Forms using the Form buttons
  - Do not use the Back or Forward browser buttons
  - Use navigation buttons at bottom of forms or use the Close Form link on the context bar



# Overview – Data Validation

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- FTA reviews all data submitted to NTD to identify data entry errors
- Validation analysts send follow-up emails and make phone calls to reporters to resolve reporting issues
  - Late reports
  - Questionable data



# Monthly Deadlines

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- S&S-50s are due the last day of each month
- Analysts will send late email reminders on the 1<sup>st</sup> and 5<sup>th</sup> of each month to late reporters
- On the 15<sup>th</sup>, if data is still outstanding, FTA initiates the delinquent reporter process and adds the delinquent agency to FTA's Failure to Report List

# Overview – Failure to Report

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- Failing to report consists of:
  - Not submitting a report
  - Habitually submitting late reports (missing due dates)
  - Submitting incomplete reports
    - Missing data items or forms
    - Non-conformance with reporting thresholds and definitions
    - Failure to respond to follow-up phone calls
    - Missing S&S CEO certification
- If an agency fails to report, FTA can declare the agency ineligible to receive UAF Program funding

# Overview – NTD Safety and Security Analysts

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- NTD Safety and Security (S&S) Analysts can be contacted directly to provide technical assistance.
- S&S Analysts include:
  - Anne Singleton
    - 540-727-0939
    - [asingleton@bcgtrans.com](mailto:asingleton@bcgtrans.com)
  - Valerie Lazaro
    - 480-483-0557
    - [vlazaro@bcgtrans.com](mailto:vlazaro@bcgtrans.com)