



National Transit Database

Safety and Security Reporting Module Training

Federal Transit Administration

October 2009

S&S-10 – SAFETY AND SECURITY SETUP FORM



S&S-10 Form – Summary

- The **S&S-10 Form** defines the **modes** and **type of service** (TOS) operated by your transit agency
 - TOS refers to how public transportation services are provided by a transit agency:
 - Directly Operated (DO)
 - Purchased Transportation (PT) services (contracted services)
- NTD uses information from this form to generate the appropriate S&S-30 forms (Safety and Security Configuration forms) for your agency



S&S-10 Form – Summary

- **Agencies should complete the S&S-10 at the beginning of the calendar year**
- S&S-10 is required unless your agency has been granted a Nine or Fewer Vehicles waiver
- **You cannot begin reporting safety or security data until completing the S&S-10**
- Specific instructions and examples for completing the S&S-10 Form are provided in the 2009 Safety and Security Reporting Manual:
 - [S&S-10: Safety and Security Setup Form](#)



S&S-10 Form – Key Points

- Before completing the S&S-10 form, check with other departments of your agency to determine the modes and TOS operated by your agency
- Line 06 of the **B-10 Form** located on the **Annual Tab** can also be used to verify modes and TOS
- Initially, only the **Close**, **Submit** and **Print** buttons will appear at the bottom of the S&S-10



S&S 10 Form

NTD Internet Reporting - Safety and Security Setup Form (S&S-10)

[Logout](#)

NTD ID: 0001 Agency Name: King County Department of Transportation - Metro Transit Division

- Home
- e-File
- Annual
- Monthly Ridership
- Safety & Security
- Notes
- Issues
- Reports
- Communications
- Sys Admin
- Search
- Summary
- Help

Form Name: Safety and Security Setup Form (S&S-10)

[Close Form](#)

Check all boxes that apply.

Vehicles Operated by Mode and Types of Service

Line	a	b
	Directly Operated	Purchased Transportation
01 Aerial Tramway (TR)	<input type="checkbox"/>	<input type="checkbox"/>
02 Alaska railroad (AR)	<input type="checkbox"/>	<input type="checkbox"/>
03 Automated guideway (AG)	<input type="checkbox"/>	<input type="checkbox"/>
04 Bus (MB)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05 Cable car (CC)	<input type="checkbox"/>	<input type="checkbox"/>
06 Demand response (DR)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07 Commuter rail (CR)	<input type="checkbox"/>	<input type="checkbox"/>
08 Ferryboat (FB)	<input type="checkbox"/>	<input type="checkbox"/>
09 Heavy rail (HR)	<input type="checkbox"/>	<input type="checkbox"/>
10 Inclined plane (IP)	<input type="checkbox"/>	<input type="checkbox"/>
11 Jitney (JT)	<input type="checkbox"/>	<input type="checkbox"/>
12 Light rail (LR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13 Monorail (MO)	<input type="checkbox"/>	<input type="checkbox"/>
14 Publico (PB)	<input type="checkbox"/>	<input type="checkbox"/>
15 Trolleybus (TB)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16 Vanpool (VP)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17 Other (OR)	<input type="checkbox"/>	<input type="checkbox"/>

Close

Submit

Print



S&S-10 Form – Key Points

After submitting the S&S-10,

- Check to make sure the S&S-30 Forms that have been generated portray the correct modes and TOS
 - This ensures that you haven't mistakenly placed a check mark in a box below or above the box you originally intended to check
- **Close, Print and Add / Delete Mode / Type of Service** buttons now appear at the bottom of the form



S&S-10 Form – Key Points

- Did you make an error when submitting the original S&S-10?
- Has your agency stopped operating service during the course of the year?
- Has your agency started a new mode of service during the year?
 - You can discontinue, delete or add modes using the **Add/Delete Mode/Type of Service button** at the bottom of the S&S-10. This generates a new screen to accomplish the task.
 - **New Service Start Date:** enter the *month* you service started
 - **Out of Service Date** is the first *month* when no service was provided, not the actual month that service ended.
 - For example, you stopped providing service on June 15, you would select July as the Out of Service Month.

S&S 10 Form

NTD Internet Reporting - Safety and Security Set-Up form (S&S-10) Add / Delete Mode / Type of Service form

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. CY 2008

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

Safety and Security Set-Up form (S&S-10) Add / Delete Mode / Type of Service

To Add a Mode / Type of Service to the S&S-10, click on the Add Mode / Type of Service Button (Click and add as many modes as necessary.)

Add Mode / Type of Service

a	b	c
Mode	Type of Service	New Service Start Date
Make Selection ▼	Make Selection ▼	Select ▼

To Delete a Mode / Type of Service from the S&S-10, click on the Delete Mode / Type of Service Button (Click and delete as many modes as necessary.)

Delete Mode / Type of Service

a	b	c
Mode	Type of Service	Out of Service Date
Make Selection ▼	Make Selection ▼	Select ▼

Save Close

S&S-10 Form – Key Points

- Always remember to click the **Save** button after adding or deleting
 - This automatically returns you to the S&S-10 form
 - Saving the form updates the S&S-10 and adds an S&S-30 for any new modes
- If you discontinued a mode during the course of a year, check marks will still appear in the boxes next to the mode/TOS on the S&S-10, but you will no longer be able to enter reports for this mode.
- Warning: If you discontinue a mode and select an Out of Service month in which reports have been entered, all reports from that month forward will be deleted.