



National Transit Database

Safety and Security Reporting Module Training

Federal Transit Administration

October 2009

**S&S-20 – SAFETY AND SECURITY CHIEF
EXECUTIVE OFFICER CERTIFICATION FORM**



S&S-20 Form – Summary

- The **S&S-20 Form** is used to certify that all safety and security data submitted in the current calendar year's reports is accurate.
- The S&S-20 is approved by the transit agency's chief executive officer (CEO).
- The S&S-20 is an annual requirement and is to be submitted no later than February 28 of the following calendar year.



S&S-20 Form – Summary

- The form will generate in the Safety and Security Tab after January 15th.
- The Submit button is not available to the CEO until this time to prevent inadvertent early submission of the form.
- Two reports are available in the Reports tab to assist in certifying safety and security data:
 - Major Incidents Summary by Mode/Service Report
 - Minor Incidents Summary by Mode/Service Report



Key Points – S&S-20 Form

- Review the total incidents, total injuries and total fatalities listed on the Reportable Incident Data table of the S&S-20.
- Using the radio buttons at the end of each line of data on the table, indicate **Yes** or **No** in response to the statement:
 - The submitted data summarized below has been reviewed and is accurate and truthful
 - If **No** is selected, internet reporting will require an explanation
- Click on the **Submit Report button** to submit the S&S-20



S&S-20 Form

Form Name: Safety and Security Chief Executive Officer Certification form (S&S-20) Add Form Note Close Form

NTD Report Year [report year] NTD ID [NTD ID]
 Agency Name [name of transit agency] CEO Title [CEO Title]
 CEO Name [CEO name]
 Certification Completion Date [submission date]

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

Reportable Incident Data	[Mode/TOS]	[Mode/TOS]	[Mode/TOS]	[Mode/TOS]	[Mode/TOS]	[Mode/TOS]	Total	
Total incidents reported for [report year]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
Total injuries reported for [report year]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
Total fatalities reported for [report year]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>

Please explain why No was selected:

I hereby certify the Safety and Security data submitted to the NTD in the name of [transit agency] for calendar year ending [date].