



National Transit Database

Safety and Security Reporting Module Training

Federal Transit Administration

October 2009

S&S-40 – REPORTABLE INCIDENT REPORT FORM



S&S-40 Form – Summary

- The **S&S-40 Form** is for reporting the most severe safety and security incidents related to transit service.
- A reportable incident is an event that involves a transit vehicle or occurs on transit-controlled property and meets one or more of the following thresholds:
 - Fatality (includes suicides)
 - One or more injuries (excludes “Other Safety Occurrences”)
 - Property damage equal to or exceeding \$25,000
 - Evacuation due to life safety reasons
 - Mainline derailment

S&S-40 Form – Summary

- To be reportable, an incident must be related to or affect the operation of revenue service and not associated with unrelated tasks
- The following types of incidents are not reportable to NTD:
 - Mechanical
 - Industrial
 - Administrative work orders
 - *For example:* a transit utility pickup truck running an errand is involved in a collision with an object or a non-transit owned vehicle (not reportable)



S&S-40 Form – Summary

- Both safety and security occurrences are reported on the S&S-40 form, as long as a reportable threshold is met
- **One report is completed for each reportable incident** regardless of how many thresholds are met.
 - For example: a fire that causes more than \$25,000 property damage, sends a person to the hospital for severe burns, and requires the evacuation of a transit station would be reported as one incident



S&S-40 Form – Summary

- An incident involving a non-revenue transit vehicle is reportable as long as the incident directly affects the provision of revenue service.
- Examples of reportable non-revenue vehicle incidents include:
 - A supervisory vehicle being used to drive an operator to a bus to begin scheduled service collides with a privately-owned vehicle, resulting in an injury
 - Rail maintenance equipment involved in an incident on a revenue track that impacts the service schedule and results in more that \$25,000 in property damage



S&S-40 Form – Summary

- Collisions that **do not meet** a reportable incident threshold are not reported to NTD. It is possible that your agency will incur collisions that will not be reported to NTD.
- Examples:
 - A bus operator passes too closely to a pole and breaks off the outside rearview mirror
 - A bus collides with a privately-owned vehicle, but there are no injuries and less than \$25,000 in property damage.
- The 2009 Safety and Security Reporting Manual defines the reporting requirements and thresholds:
 - [S&S-40: Reporting Requirement and Thresholds](#)

Key Points – Fatalities

- Safety and security incidents resulting in fatalities are reported on the S&S-40 Form
- A fatality is:
 - a transit-caused death, confirmed **within thirty days** of a transit incident
 - includes transit-related suicides
 - Suicide or attempted suicide by collision should NOT be reported as a collision, but rather as security event (place a checkmark next to the box for “Aggravated assault/robbery/rape/burglary/**suicide/attempted suicide**/larceny/etc.”)
- Deaths resulting from illnesses or other natural causes, or otherwise not associated with an incident, are not reported
 - For example, a person in a rail facility suffers a fatal heart attack

Key Points – One or More Injuries Requiring Medical Attention



- NTD defines Injury as:
 - any physical damage or harm to persons as a result of an incident **that requires immediate medical attention away from the scene**
- Immediate medical attention includes:
 - Transport to the hospital by ambulance
 - Transport immediately from the incident scene to a hospital or physician’s office by another type of emergency vehicle, by passenger vehicle or through another means of transport
- Injuries may be reported on an S&S-40 (collision, derailment, fire, etc.) or on the S&S-50 (slip/trip/fall)

Key Points - One or More Injuries Requiring Medical Attention



- Immediate medical attention – further clarification:
 - 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
 - This excludes incidents that only require minor first aid or other assistance received at the scene
- Injuries resulting from illnesses should not be reported
 - For example, a passenger on a train has a seizure and is transported to the hospital (not reportable)

Key Points - Property Damage

- Incidents involving property damage equal to or exceeding \$25,000 are reported on the S&S-40 Form
- Property damage includes but is not limited to the following:
 - Transit and non-transit vehicle damage
 - Stations as well as non-transit facilities
 - Rights-of-way (ROW) and items surrounding ROW, such as utility poles
- Estimated damage includes transit property damage **and** damage to other vehicles and property involved in the incident that are not owned by the transit agency
 - Excludes private property, such as a laptop or cell phone

Key Points - Property Damage

- NTD only requires general property damage estimates
- Reporters may use Blue Book Values to estimate private vehicle damages
- Repair amounts (or an estimate made for insurance purposes) can be reported for property damage
- The cost of clearing wreckage or damage to non-transit agency property **is included**
- The cost of an accident or a criminal investigation **is not included**

Key Points - Property Damage

- **An estimate of Property Damage should always be reported even if the total is less than \$25,000**
- Instructions and examples for reporting incidents involving fatalities, injuries and property damage are provided in the 2009 Safety and Security Reporting Manual
 - [S&S-40: Reportable Incident Report form](#)



S&S-40

GENERATING A NEW FORM



Generating a New S&S-40 Form

- To generate a new S&S-40 Form
 - Click the **File New Report** link near the middle top of the Safety and Security Tab screen
- Complete the two set up screens
 - Report Set Up Screen 1
 - the mode being reported
 - the reporting month
 - the type of incident
 - Report Set Up Screen 2
 - the number of injuries and/or fatalities
 - the amount of property damage associated with the event
 - whether an evacuation for life safety reasons occurred



Generating a New S&S-40 Form

- **Incident types** are defined in the 2009 Safety and Security Reporting Manual:
 - S&S-40: Reporting an Incident

Set Up Screen 1

Report Set Up Screen 1

Please select the Mode / Type of Service being reported for this Incident.

Reporting Period Month:

No Reportable Incidents to Certify (for current reporting period)

Tell us what type of incident is being reported.

Check the applicable item(s) listed below to describe this incident.

Select an
incident type



- A collision
- A mainline derailment (not involving a collision)
- A fire
- A hazardous material spill
- An earthquake / flood / hurricane / tornado / other high winds / snow storm / ice storm, etc. (Act of God)
- A bomb threat / bombing / chemical / biological / nuclear / radiological / arson / hijacking / sabotage / cyber security event
- Aggravated assault / robbery / rape / burglary / suicide / attempted suicide / larceny or theft (including motor vehicle theft from a parking lot) / vandalism / homicide
- An arrest or citation for assault (non-aggravated) / fare evasion / trespassing / nonviolent civil disturbance
- Other Safety Occurrences not Otherwise Classified (e.g., slip and fall / electric shock / other)

Close

Next

Key Points - Set Up Screen 1

- Collision
 - Do not report suicide or attempted suicide under this category
 - Includes collisions with fixed objects such as guardrails and trees
- Mainline Derailment
 - Derailments caused by collisions are reported as collisions
- Fire
 - To be reportable, the fire **must require the act of suppression**
 - Fires that do not meet a Reportable Incident threshold yet require an act of suppression are reported on the S&S-50 Form
 - Non-fire smoke or burn odor events resulting in an evacuation for life safety reasons are reported as **“Other Safety Occurrences not Otherwise Classified”**

Key Points - Set Up Screen 1

- A Hazardous Material Spill
 - Must occur on or in transit property and must have caused imminent danger to life, health, or the environment, and had special attention given at the time of the incident
- Aggravated assault, robbery, rape, burglary, suicide, attempted suicide, larceny or theft, vandalism, homicide
 - Suicide or attempted suicide by collision should be reported here and NOT as a collision
- An arrest or citation for assault (non-aggravated), fare evasion, trespassing, nonviolent civil disturbance
 - Selecting this event type automatically generates an S&S-50 form for reporting arrests and citations

Key Points - Set Up Screen 1

- Other Safety Occurrences Not Otherwise Classified (OSONOC):
 - Incidents that do not fall into any of the other reporting categories on Set Up Screen 1
 - Typically include: slips and falls, escalator accidents, electric shock, etc.
 - To be reportable on the S&S-40, the OSONOC must result in one of the following:
 - one or more fatalities and/or
 - property damage exceeding \$25,000 and/or
 - an Evacuation for Life Safety Reasons
 - OSONOC events resulting in only injuries are not reportable on the S&S-40, regardless of the number of injuries. These occurrences and injuries are reported on the S&S-50.

Key Points – Set Up Screen 1

- If two or more transit modes within one agency are involved in one incident, which mode should be reported?
 - If the accident includes rail and non-rail modes, choose rail
 - If it is a choice between two rail modes, or two non-rail modes, use the Predominant Use Rule (often based on number of passengers served)
 - Example: At a multi-modal station served by HR and LR, common area incidents are reported as LR based on the higher volumes of LR boarding passengers

Set Up Screen 2

Report Set Up Screen 2

Were there Fatalities or Injuries involved with the incident being reported?

Please check the applicable item(s) listed below for this incident.

- One or more fatalities
Enter the number of fatalities:
- One or more injuries (immediate medical transport away from scene)
Enter the number of injuries:
- No fatalities or injuries to report

Were there Property Damages associated with the incident being reported?

Please check the applicable item listed below for this incident.

- Property damages equal to, or greater than, \$25,000.
- No property damages to report or total property damage is less than \$25,000.

If applicable, enter the dollar amount of estimated property damage: \$

Did this incident involve an Evacuation for Life Safety reasons? Yes No

Close

Next

Key Points – Set Up Screen 2

- If you check NO to:
 - Fatalities AND
 - Injuries AND
 - Property damage AND
 - Does this incident involve an Evacuation?

NTD will do one of two things:

- 1) Give you the message: “Not a Reportable Incident” (This incidents is not reportable on the S&S-40 but it MAY qualify as reportable on the S&S-50)
- 2) Automatically generate/open S&S-50 for you to complete

Key Points – Set Up Screen 2

- Injury / fatality reporting examples:
 - A truck cuts off a bus which causes the bus to swerve and collide with a van. 1 passenger from each of the three vehicles were transported away from the scene for immediate medical treatment.
 - The number of injuries to report is 2: the bus passenger and the van passenger. The truck did not collide with the bus is therefore not reported – the truck passenger injury is not reportable.

Key Points – Set Up Screen 2

- Always report the estimated property damage, even if the \$25,000 threshold is not met. NTD Analysts will accept general or “ballpark” property damage estimates
- The following events are always reportable on the S&S-40, regardless of injuries, fatalities, and property damage:
 - Mainline derailments,
 - Hazardous material spills (must involve evacuation)
 - Events that involve evacuations for life safety reasons
- “Were Transit Vehicles Involved in this Incident?” will appear on Screen 2 if you checked “collision” on Set Up Screen 1
 - Choose “Yes” if one or more revenue vehicles were involved
 - Non-revenue vehicles excluded (transit police cruiser, supervisor vehicle, transit utility truck, etc.)

Key Points – Set Up Screen 2

- An evacuation for life safety reasons:
 - A condition requiring all passengers and employees to depart a transit vehicle or facility
 - Examples include:
 - Revenue facility evacuated due to a fire
 - Transit passengers leaving a vehicle due to a flammable fuel leak
 - Passenger firing a weapon on a vehicle
- Incidents not considered evacuations for life safety reasons:
 - An injured passenger being transported from the scene to receive medical attention (medical evacuation)
 - Passengers transferred from one transit vehicle to another due to a service breakdown

Summary – Basic Information Screen

- After completing Set Up Screens 1 and 2, if incident you are reporting meets the criteria for a reportable incident, the **Basic Information** screen will appear
- Basic Information screen collects
 - Date and time of the incident
 - Approximate address or approximate location of incident
 - Incident description (should be thorough but concise)
 - If the incident description is too long, the system will automatically delete the report and you will have to re-enter the event description
 - First and last name and contact number of individual to contact for more detailed information regarding the incident

Basic Information Screen

- Detailed instructions and examples for completing the **Basic Information Screen** can be obtained at:
 - [S&S-40: Basic Information Screen](#)
 - Once the Basic Information screen has been completed and you move to the next screen, the system saves the information up to this point and makes a “pending” form obtainable from the Safety & Security reporting tab
 - “View form” button allows you to view completed forms starting with the Basic Information screen



S&S-40

REPORTING COLLISIONS

Reporting Collisions

- The Rail Collision Event Information screen will vary slightly depending on the mode involved:
 - Rail
 - Non-rail (buses, vans, trolleybus, aerial tramway)
 - Ferryboat
- There are four basic screens when reporting a collision:
 - **Collision Event Information**
 - **Transit Vehicle Involved** Information
 - **Other Motor Vehicle Involved** Information (not applicable for FB)
 - **Collision Information** (weather conditions and right-of-way information)
- Commuter Rail (CR) systems do not report these events

Summary

Collision Event Information



- The Collision Event screens for all modes gather basically the same information and are for reporting:
 - Number of Transit Vehicles Involved
 - Location of the collision
 - Roadway, transit facility, right-of-way, grade crossing, intersection
 - Collision with what?
 - Another vehicle, person, animal, fixed object
 - Number of Other Motor Vehicles Involved (not applicable for FB)

Rail Collision Event Information

Rail Collision Event Information

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

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

Number of Rail Transit Trains involved:

Location:

- Revenue facility: transit station
- Non-revenue facility
- Right-of-way: grade crossing
- Right-of-way: not a grade crossing
- Other ▶ Please describe

Collision with:

- Motor vehicle
- Person
- Animal
- Fixed object
- Rail vehicle
- Other

Number of Other Motor Vehicles involved:

Close

View Form

Next

Non-Rail Collision Event Information

Non-Rail Collision Event Information

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

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

Number of Non-rail Transit Vehicles involved:

Location:

- Revenue facility: transit center
- Non-revenue facility
- Roadway: grade crossing
- Roadway: not grade crossing or intersection
- Roadway: intersection
- Other ▶ Please describe

Collision with:

- Motor vehicle
- Person
- Animal
- Fixed object
- Other ▶ Please describe

Number of Other Motor Vehicles involved:

Close

View Form

Next

Ferryboat Collision Event Information

Ferryboat Collision Event Information

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

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

Number of Transit Ferries involved:

Location:

- Revenue facility: terminal center
- Parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

Collision with:

- Vessel
- Animal
- Other ▶ Please describe
- Person
- Dock / terminal center

Close

View Form

Next

Non-Transit Vehicle Collision Event Information



Rail Collision Event Information

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

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

Location:

Parking facility

Other ▶ Please describe

Collision with:

Private vehicle(s)

Private vehicle with a person

Private vehicle with fixed object

Other

Number of Other Motor Vehicles involved:

Close

View Form

Next

Summary

Non-Transit Collision Event Information



- Some non-transit collisions are still reportable
 - **Reportable:** A supervisor's vehicle involved in a collision while transporting an operator to provide in-service relief to another operator (incident affects the continuance of service)
 - **Reportable:** Rail maintenance equipment involved in a collision on revenue track (if collision affects revenue service)
 - **Not Reportable:** A transit utility truck involved in a collision off transit property (collision does not affect revenue service)
- 2009 Safety and Security Reporting Manual provides instructions for completing the non-transit collision event information screen
 - [S&S-40: Non-Transit Event Information Screen](#)

Key Points – Collision Event Information



- Location:
 - A bus stop located on a street is either a “Roadway: intersection” or “Roadway: not grade crossing or intersection” (not “other”)
 - A ramp is a considered a “Roadway”
 - Grade crossings are not limited to intersections with vehicular traffic – can be a pedestrian-only crossing
 - An exit from a parking lot that entails a merge with the flow of traffic is not considered an “intersection”.
- Collision with a cyclist is reported as a collision with “Person”
- Collision with scooter is reported as a collision with “Motor Vehicle”
- Transit bus colliding with another transit bus is reported as a collision with a “Motor Vehicle”

Key Points – Collision Event Information



- If Car 1 cuts off a bus (no contact) and the bus hits Car 2
 - the number of other motor vehicles involved equals 1 (Car 2)
- If Car 1 hits a bus and then Car 1 proceeds to hit Car 2
 - the number of other motor vehicles involved equals 2 (Car 1 and 2)
- If a Car 1 hits a bus and the bus proceeds to hit Car 2
 - the number of other motor vehicles involved equals 2 (Car 1 and 2)
- Note: property damage total should include all involved vehicles

Collision Event Information

- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Non-Rail Collision Event Information Screen
 - [S&S-40: Non-Rail Collision Event Information Screen](#)
- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Rail Collision Event Information Screen
 - [S&S-40: Rail Collision Event Information Screen](#)
- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Ferryboat Collision Screens
 - [S&S-40: Ferryboat Collision Event Information Screen](#)

Summary

Transit Vehicle Involved Information



- The **Transit Vehicle Involved** screens for reporting collisions gather similar information for all modes:
 - Number of cars in train and number of cars derailed for rail modes
 - Vehicle type for non-rail and ferry boat modes
 - Vehicle action
 - Physical movement of transit vehicle when collision occurred
 - Collision type
 - Based on the area of the transit vehicle that was impacted
 - Speed traveling when collision occurred
 - Reporters may provide posted speed limit if speed is unknown
 - Manufacturer of transit vehicle
 - Choose from drop down list

Summary

Transit Vehicle Involved Information



- NTD will provide a Transit Vehicle Involved Information subform for each transit vehicles involved. Based on the number you reported on the “Collision Event Information” screen
 - For example, if you reported 2 Non-Rail Transit Vehicles Involved, you would have to fill out two “Transit Vehicle Involved Information “ subforms, one for each vehicle

Key Points – Transit Vehicle Involved Information

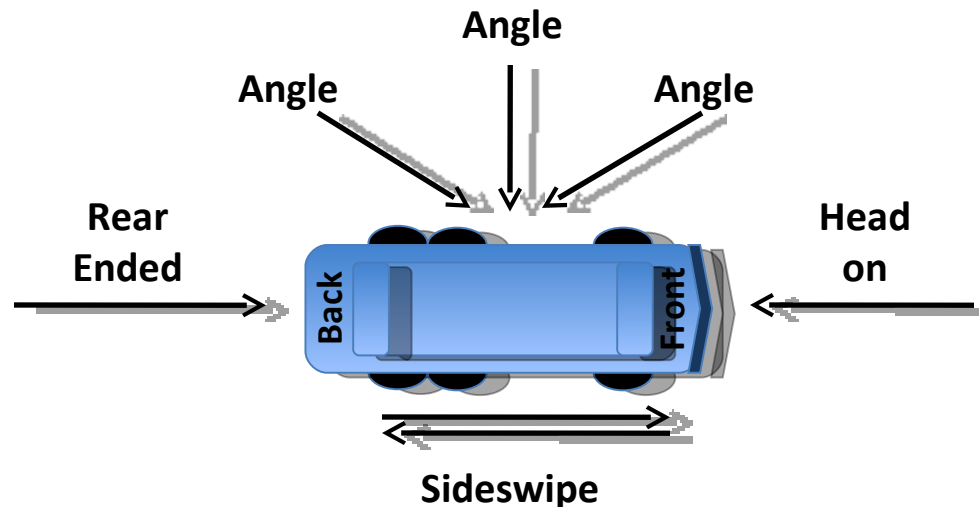


- Report the physical movement of the vehicle at the time of the collision as **Vehicle Action**.
- Checking “Other” and typing in “ran a stop sign” does not describe the physical movement of a vehicle – should be “going straight.”
- If the transit vehicle was stopped, select “Other” and type in “stopped” in the description box
- For changing lanes, report as either “Going straight” or “Other” with “changing lanes” in the description
- Report backing up by selecting “Other” and typing “backing up” in the description box

Key Points - Transit Vehicle Involved Information



- **Collision type** is defined by the area of the vehicle impacted and is reported from the point of view of the transit vehicle.



Key Points - Transit Vehicle Involved Information

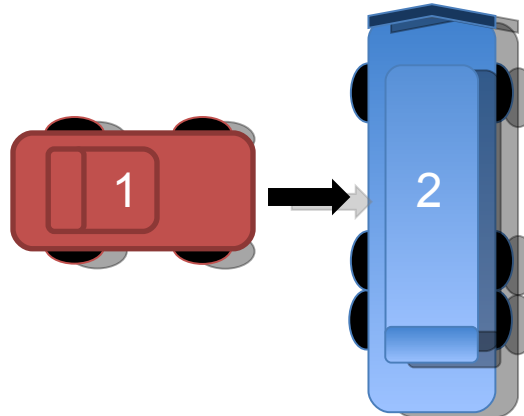


- “Rear-ended” means another vehicle hit the back of the transit vehicle
- When a transit vehicle traveling forward runs into the back of another vehicle:
 - Collision type is “Rear-ending,” do not report as “head on”
- Report any impact to the side of the vehicle, except for a sideswipe, as “Angle”
- “Other front impact” describes any collision that involves the front of the vehicle that would not be described as “head-on”
 - For example, catching the corner of the front bumper on an object while making a turn may be reported as “other front impact”

Key Points - Transit Vehicle Involved Information



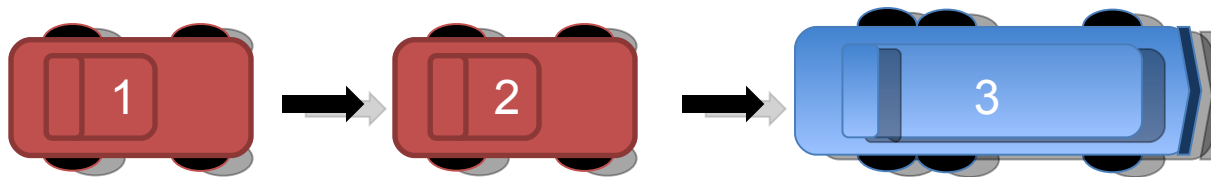
- A “T-bone” or “broadside” type collision is described as:
 - “Head on” for the front impact (vehicle 1)
 - “Angle” for the side impact (vehicle 2)
 - Do not select “Other” and type in T-bone



Key Points - Transit Vehicle Involved Information



- For chain reactions, report first collision type experienced for each involved vehicle
 - Vehicle 1: Rear-ending
 - Vehicle 2: Rear-ended
 - Vehicle 3: Rear-ended
 - Do not select “Other” and type in “chain reaction”



Key Points - Transit Vehicle Involved Information



- Collision reporting examples:
 - A bicyclist is not paying attention and runs into the side of a moving rail car at an intersection: **Report transit vehicle (train) collision type as “Angle”**
 - A pickup truck runs into the rear end of a transit bus stopped at an intersection causing the transit bus to be pushed into the back of a stopped van: **Report transit vehicle collision type as “rear ended”**
 - A transit vehicle is backing out of parking space and collides with the rear fender on the passenger side of an automobile: **Report transit vehicle collision type as “Other” and type in “backing up”**
 - A transit vehicle fails to stop for a red light and broadsides an automobile going through the intersection on the green light: **Report transit vehicle collision type as “head on”**

Key Points - Transit Vehicle Involved Information



- **Speed:** If the exact speed is unknown, you may provide:
 - An estimate of speed, or
 - The posted/design speed of the corridor/roadway on which the collision occurred
- **Manufacturer:** If the manufacturer is not listed in the dropdown list, select “Other” and enter a description



Transit Vehicle Involved Information

- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Transit Vehicle Involved Screens
 - S&S-40: Non-Rail Collision Transit Vehicle Involved Screen
 - S&S-40: Rail Collision Transit Vehicle Involved Screen
 - S&S-40: Ferryboat Collision Water Transit Vehicle Involved Screen

Summary

Other Motor Vehicle Involved Information



- The Other Vehicle Involved screen:
 - Gathers information about the other vehicles involved in a collision with a transit vehicle.
 - May be multiple screens depending on the “Number of other Motor Vehicles Involved” you reported on the “Collision Event Information” screen.
 - For example, if you reported 2 Other Motor Vehicles Involved, you would have to fill out two “Other Motor Vehicle Involved Information” subforms, one for each vehicle.
 - Will only appear for Rail and Non-rail modes.

Summary

Other Motor Vehicle Involved Information



- Other Vehicle Involved information does not differ between modes and includes:
 - Other Motor Vehicle Type
 - Automobile, light truck, tractor trailer, motorcycle, rail vehicle
 - Other Motor Vehicle Action
 - Physical movement of the other vehicle when the collision occurred with the transit vehicle
 - Collision Type
 - Defined by the area of the other vehicle that was impacted

Key Points - Other Motor Vehicle Involved Information



- Vehicle type
 - A passenger van is reported as an “Automobile”
 - A motor bike, moped, or scooter is considered a “Motorcycle”
- Vehicle action
 - The physical movement of the other vehicle at the time of the collision with a transit vehicle is reported under Vehicle Action.
 - Checking “Other” and typing in “ran a stop sign” is not acceptable – select “going straight”
 - Report a lane changing as either “Going straight” or select “Other” and type in “changing lanes”

Key Points -

Other Motor Vehicle Involved Information



- Other Motor Vehicle Collision type is defined by the area on the other motor vehicle that was impacted and is reported from the point of view of the other motor vehicle.
 - “Rear-ended” means that the other motor vehicle was hit in the rear
 - When the other motor vehicle traveling forward runs into the back of a transit vehicle:
 - Other motor vehicle collision type is “rear-ending”
 - Do not report this as “head on”
 - Report any impact to the side of the vehicle, except for a sideswipe, as “Angle”

Other Vehicle Involved Information

- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Non-Rail Collision Other Motor Vehicle Involved Information screen
 - [S&S-40: Non-Rail Collision Other Motor Vehicle Involved Screen](#)
- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Rail Collision Other Motor Vehicle Involved Screen
 - [S&S-40: Rail Collision Other Motor Vehicle Involved Screen](#)

Summary – Collision Information

- The **Collision Information** screen collects conditions at the scene of a collision. Reported data differs slightly based on the mode.
 - Weather condition and lighting (All modes)
 - Rail alignment (Rail modes)
 - Roadway configuration and Intersection control device (Non-rail modes)
 - Grade crossing control device (Rail and non-rail modes)
 - Right-of-way conditions (Rail modes only)
 - Road conditions (Non-rail modes only)
 - Tide conditions (Ferryboat)
 - Waterway Current conditions (Ferryboat)

Key Points – Collision Information

- Weather
 - A sunny day is reported as “Clear”
 - Hot and cold are not reported as weather conditions
- Lighting
 - “Twilight” encompasses both dawn and dusk
- Roadway configuration
 - **Limited access highway (freeway)**: Defined as a road to which access from adjacent properties is limited in some way. Often, these kinds of road prohibit low-speed use and non-motorized vehicles such as pedestrians, bicycles, and horses.
 - **Divided highway**: Defined as a highway divided down the middle by a barrier or median that separates traffic going in different directions

Key Points – Collision Information

- Roadway Configuration
 - Make sure your entry here agrees with the “Location” selection made on the “Collision Event Information” subform:
 - Roadway: intersection = Intersection / grade crossing
 - Roadway: not grade crossing or intersection = Limited Access Highway, Divided Highway, or Street
- Intersection
 - Check “Not applicable” if the collision did not occur at an intersection
 - Make sure your entry here agrees with your “Location” selection (“Roadway: intersection”)
 - Check “No control device” only if the collision occurred at an intersection which did not have a stop sign, traffic light, etc. If the collision did not occur at an intersection, select “Not applicable”

Key Points – Collision Information

- Grade crossing control
 - This entry coincides with your “Location” selection of “Roadway: grade crossing” on the “Collision Event Information” screen
 - Select “Not applicable” if the collision did not occur at a grade crossing
 - Select “No control device” only if the collision occurred at a grade crossing without crossing gates, traffic signal, etc.

Collision Information

- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Non-Rail Collision Information Screen
 - [S&S-40: Non-Rail Collision Information Screen](#)
- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Rail Collision Information Screen
 - [S&S-40: Rail Collision Information Screen](#)
- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Ferryboat Collision Information Screen
 - [S&S-40: Ferryboat Collision Information Screen](#)



S&S-40

REPORTING INJURY AND FATALITY PERSON TYPES

Summary – Reporting Injury / Fatality Person Information



- Injury and fatality reporting subforms do not differ based on mode.
- Injury and fatalities use the same person categories
- NTD generates a subform for each injury and fatality you reported on **Set Up Screen 2**
- Person categories are divided into two groups:
 - Person outside vehicles
 - Person inside vehicles



Reporting Injury / Fatality Person Information

- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Fatality and Injury Person Information Screens
 - [S&S-40: Fatality and Injury Person Information Screens](#)



S&S-40

EVACUATION EVENT DETAILS

Summary – Evacuation

- Evacuation for life safety reasons:
 - Means an evacuation due to imminent danger to people in or on transit property
 - Means a condition required all passengers and employees to depart a transit vehicle or facility
- Evacuations for life safety reasons include:
 - Evacuations due to fires, the presence or odor of smoke, hazardous material spills, and other hazards
- Evacuations for life safety reasons exclude:
 - Evacuations due to operational issues
 - A person removed from a vehicle for medical treatment
 - An operator and/or passengers exiting or being removed from a vehicle after a collision

Key Points – Evacuation

- What Was Evacuated?
 - Use this box to provide a brief description of the evacuation.
 - For example, you might enter “Eight bus passengers evacuated to the sidewalk”
- Evacuation Location
 - Select the location from which individuals were evacuated
 - If a bus or train was evacuated, select “In vehicle
- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Evacuation Screen
 - [S&S-40: Evacuation Form](#)



S&S-40

REPORTING ALL OTHER INCIDENTS AND EVENTS



Summary – Mainline Derailment

- The **Mainline Derailment** screens are only available for rail modes
- Note that derailments resulting from collisions should be reported as collisions
- The 2009 Safety and Security Reporting Manual provided instructions and examples for completing the Mainline Derailment Screens
 - [S&S-40: Mainline Derailment Screens](#)

Summary – Fire

- Fire screens vary slightly depending on the mode
- To be defined as a fire, the incident must require:
 - Fire suppression personnel (e.g., fire fighters or in-house personnel) or
 - Fire suppression equipment (e.g., fire extinguishers or hoses)
- Arsons are not reported as fires, but as security incidents

Key Points – Fire

- **Location**

- A fire that occurs in a wheel or axle area, or on any part of the outside of a vehicle, is considered “in vehicle”

- **Fuel Type**

- If the fire was caused by or related to fuel, select the appropriate fuel type

- Choose “Not Applicable” if anything other than Fuel is checked for

- Type of Fire**

- Example: A diesel bus catches fire in the engine compartment due to an electrical short; fuel type is “not applicable” because fuel was not the source of the fire.

Fire

- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Fire Screens
 - [S&S-40: Fire Screens](#)



Summary – Hazardous Material Spill

- Hazardous Material Spill screens vary slightly depending on the mode
- For a hazardous material spill to be considered reportable:
 - The incident must have caused an imminent danger to life, health, or the environment, and
 - Special attention must have been given at the time of the incident
- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Hazardous Material Spill Screens
 - [S&S-40: Hazardous Material Spill Screens](#)

Summary – Act of God

- An Act of God is a natural and unavoidable catastrophe that interrupts the expected course of events
- Examples of Acts of God include:
 - Floods, earthquakes, hurricanes, tornadoes, ice storms or other natural catastrophes
- Select **all applicable locations of property damage and injuries and/or fatalities** (you can make multiple selections)
 - Do indicate the city or state as the location of the hurricane; instead, indicate the transit facility that was damaged during the hurricane
- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing Act of God Screens
 - [S&S-40: Acts of God Screens](#)



Summary – Security Event

- Security events include
 - bombs threats, bombings, chemical , biological , nuclear, or radiological releases
 - arson, hijacking, sabotage, or cyber security
 - aggravated assault, rape, suicide, attempted suicide and homicide
- Security Incident Type: Select all incidents that apply
- NTD defines Aggravated Assault as an assault resulting in an injury (transported for medical attention)
- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Security Event Screen
 - [S&S-40: Security Event Screen](#)

Summary – Other Safety Occurrences – Other Incident Event Details



- On the S&S-40, Other Safety Occurrences not Otherwise Classified (OSONOC) includes other incidents that do not fall into any of the previous reporting categories, but that still meet the reporting thresholds of:
 - one or more fatalities
 - property damage exceeding \$25,000
 - an Evacuation for Life Safety Reasons
 - (Injury threshold does not apply to OSONOC)

Summary - Other Safety Occurrences – Other Incident Event Details



- After selecting Other Safety Occurrences on **Set Up Screen 1** and checking “no” on **Set Up Screen 2** to
 - Fatalities and injuries;
 - Property damage; and
 - Evacuation

You will receive the message: “Not a Reportable Incident”

- However, the incident may meet the thresholds to be included on the S&S-50 Monthly Summary Report Form. Please refer to the S&S-50 section of the Reporting Manual.

Other Incident Event Details

- When an OSONOC meets at least one of the three applicable thresholds, NTD generates the Other Incident Event Details screen
- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the Other Incident Event Details Screen
 - [S&S-40: Other Incident Event Details Screen](#)



S&S-40

REVIEWING, EDITING AND SUBMITTING YOUR REPORT

Summary

Saving and Submitting Your Report



- After completing the final S&S-40 reporting screen
 - Click on the Save button; the report will close and you will be returned to the Safety & Security tab screen
 - Locate the new incident report from the list of Major Incident Reports (S&S-40s) and click the link to open the report
 - Scroll to the bottom of the report and click the Submit button
 - Scroll to the bottom of the report again and click the Close button
 - You will be returned to the Safety & Security tab screen
- The 2009 Safety and Security Reporting Manual provides instructions and examples for reviewing, editing, saving and deleting your report
 - [S&S-40: Working with Reports](#)

Summary

Reviewing and Editing Your Report



- To edit a submitted report:
 - Locate the correct report link on the Safety and Security tab
 - You may edit any information except the incident type, the month, and evacuation information – revising these requires submission of a new report
- Blue buttons let you to increase the number of transit or other vehicles involved and number of injuries or fatalities
- Check boxes are provided to delete a transit or other vehicle involved and an injury or fatality
 - After making changes, click the Save button and then the Close button
 - Please resubmit edited reports

Summary

Deleting Your Report



- To **delete** a form you must be signed in as the:
 - Safety Contact person,
 - NTD Contact person, or
 - CEO
- From the Safety and Security tab:
 - Locate the Major Incident Report S&S-40 form to be deleted and click on the link to open the form
 - Scroll to the bottom of the form and click the Delete button
 - A prompt confirming that you want to delete the report will appear. Click OK. Internet reporting will delete the report and return you to the Safety and Security tab screen
 - Once a report has been deleted it is completely removed from the system and cannot be restored