



**Federal Transit Administration**  
U.S. Department of Transportation

**Office of Budget and Policy**



# **National Transit Database**

## **Safety & Security Policy Manual**

### **January 2020**



The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Grantees and subgrantees should refer to FTA's statutes and regulations for applicable requirements.

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## 2020 Policy Changes

### Form/Field Changes

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1. On the “Non-Rail Collision Transit Involved” form, the “Vehicle Type,” “Vehicle Manufacturer,” and “Vehicle Fuel Type” selections are now accessed by either the “Existing Fleet” or “Add fleet” buttons.
2. On the “Rail Collision Rail Transit Train Involved” form, the “Vehicle Manufacturer” and “Vehicle Fuel Type” selections are now accessed by either the “Existing Fleet” or “Add fleet” buttons.

## Introduction: The National Transit Database

### History

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The Federal Transit Administration (FTA) began under President Lyndon B. Johnson's administration as the Urban Mass Transportation Administration (UMTA) in 1964. During its first three years, the UMTA provided \$375 million in capital assistance to transit agencies in the United States.

In 1974, Congress established the National Transit Database (NTD) program as a means to collect information and statistics on transit systems in the United States. Congress based the NTD system on the Uniform Financial Accounting and Reporting Elements (FARE), a project initiated by the transit industry. As the need for transit assistance grew, Congress continued to develop the NTD program and increased Federal funding.

By the early 1980s, Congress was apportioning over four billion dollars in funding annually using data reported to the NTD. The NTD has evolved into the nation's primary source of information and statistics on transit systems, and the FTA continues to provide billions of dollars each year in transit assistance based on the data collected through the NTD.

### Legislative Requirements

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Congress requires agencies to report to the NTD if they receive or benefit from Urbanized Area Formula Grants (§5307) or Program Grants for Rural Areas (§5311). The FTA submits annual NTD reports that summarize transit service and safety data to Congress for review and use. You can find the legislative requirement for the NTD in Title 49 U.S.C. §5335:

- (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 shall maintain a reporting system, using uniform categories to accumulate public transportation financial, operating, and asset condition 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.

- (c) DATA REQUIRED TO BE REPORTED. — The recipient of a grant under this chapter shall report to the Secretary, for inclusion in the National Transit Database, any information relating to a transit asset inventory or condition assessment conducted by the recipient.

## Public Transportation

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Legislation establishes the NTD as a source of information on public transportation. The term public transportation, otherwise known as transit or mass transportation, is defined by law at 49 U.S.C. §5302(14), as follows:

### Exhibit 1: Public Transportation

- (A) Means regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and
- (B) Does not include —
- (i) intercity passenger rail transportation provided by the entity described in chapter 243 (or a successor to such entity)
  - (ii) intercity bus service
  - (iii) charter bus service
  - (iv) school bus service
  - (v) sightseeing service
  - (vi) courtesy shuttle service for patrons of one or more specific establishments, or
  - (vii) intra-terminal or intra-facility shuttle services

Transit agencies report data for all public transportation services they provide, including complementary paratransit services required by the Americans with Disabilities Act (ADA) of 1990. ADA services must be shared-ride in order to be considered public transportation.

Transit must be open to the public and comply with the provisions of the ADA. The NTD excludes services that are only open to specific groups of people.

The NTD does not consider the following services public transportation:

- A bus system sponsored by a university that is only open to students, faculty, and staff of the university.
- A program sponsored by an employer that only provides service to employees of the employer.

- An automated guideway system in an airport that only provides service to customers of the airport (e.g., a terminal to terminal tram).
- A charter service: in accordance with the FTA Charter Rule, an agency cannot report any service reported to the FTA charter registration website as public transportation.
- A sightseeing service that an agency primarily provides 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 roundtrips without disembarking the vehicle.

## Public Transit Modes

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.

Exhibit 2: Rail and Non-Rail Modes

Rail	Non-rail
Alaska Railroad (AR)	Aerial Tramway (TR)
Cable Car (CC)	Commuter Bus (CB)
Commuter Rail (CR)	Bus (MB)
Heavy Rail (HR)	Bus Rapid Transit (RB)
Hybrid Rail (YR)	Demand Response (DR)
Inclined Plane (IP)	Demand Response - Taxi (DT)
Light Rail (LR)	Ferryboat (FB)
Monorail/Automated Guideway (MG)	Jitney (JT)
Streetcar Rail (SR)	Público (PB)
	Trolleybus (TB)
	Vanpool (VP)

Please see the most current *NTD Policy Manual* for mode descriptions.

## Types of Service (TOS)

NTD reporters may provide the following types of service:

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

## Reporting Requirements

### Who Reports

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Beneficiaries and recipients of §5307 and §5311 funds must file an annual report with the NTD. The FTA defines a Federal grant beneficiary as a transit agency that directly or indirectly receives §5307 or §5311 money. This includes grant money that agencies receive from pass-through funding, contracts, or purchased transportation agreements.

The database separates urban (§5307) and rural (§5311) recipients and beneficiaries into two reporting groups: Urban Reporters and Rural Reporters. Urban Reporters filing a Full Report must submit monthly Safety and Security (S&S) data to the NTD.<sup>1</sup>

Transit agencies reporting as Reduced Reporters or Rural Reporters do not report S&S data on the reporting forms on the Safety & Security tab. Instead, these agencies report S&S data on their Annual Report.

For more information about NTD reporting types, please see the most current *NTD Policy Manual*.

For agencies reporting rail modes, reporting should begin with the initiation of the engineering and construction phase of the project.

***The FTA assigns an S&S analyst to each transit agency. Please contact your S&S analyst if you need assistance reporting S&S data. If you do not know the name or contact information of your S&S analyst, please call the NTD Help Desk at 1-888-252-0936.***

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<sup>1</sup> To qualify as a Full Reporter, an agency must (a) receive or benefit from §5307 funding, and (b) operate either (1) more than 30 vehicles across all modes and types of service or (2) operate 30 vehicles or less across all modes and types of service and operate fixed guideway and/or high intensity busway.

## Reporting Overview

S&S reporters provide transit-related safety and security data and reportable events that meet NTD reporting thresholds. The following exhibit presents a summary of NTD S&S reporting requirements.

**Exhibit 3: Summary of NTD Safety and Security Reporting Requirements**

<b>NTD Safety and Security Reports</b>	<b>Who reports?</b>
Chief Executive Officer Certification (S&S-20)	All Full Reporters
Security Configuration (S&S-30)	All Full Reporters
Major Event Report (S&S-40) (safety events)	All Full Reporters, except CR and AR modes
Major Event Report (S&S-40) (security events)	All Full Reporters
Non-Major Monthly Summary Report (S&S-50)	All Full Reporters, except CR and AR modes

S&S reporters provide detailed information about severe safety and security events on the Major Event Report (S&S-40). Reporters must submit one report for each major event that meets NTD reporting thresholds. For more information about major event thresholds, see the “S&S-40: Major Event Report” section of this manual.

S&S reporters summarize less severe events on the Non-Major Monthly Summary Report (S&S-50), which captures safety events that meet the NTD injury threshold in addition to non-major fires. Reporters must submit an S&S-50 each month. For more information about Non-Major events see the “S&S-50: Non-Major Monthly Summary Report” section of this manual.

*Note: Commuter rail (CR) service and Alaska Railroad (AR) only report security events (including suicides, attempted suicides, security-related evacuations, assaults, etc.) to the NTD. CR and AR modes report safety events to the Federal Railroad Administration (FRA) and do not submit an S&S-50.*

## When to Report

The S&S reporting module covers the 12-month calendar year. This reporting period may differ from NTD reporters’ fiscal years. S&S reporters must provide all S&S data for 2019



by January 31, 2020. Each reporting year then remains open for edits until the end of the following calendar year (for example, the reporters can edit 2019 data through December 31, 2020).

[Exhibit 4: NTD Safety and Security Reporting Timeline: S&S-40](#)

**The Major Event Report S&S-40 is due no later than 30 days after the date of the event.**

**System Tips:**

- To create a new Major Event Report, click on File New S&S-40.
- The NTD system automatically generates the Non-Major Event Report at the beginning of each month for each mode and type of service (TOS).
- You must submit the Security Configuration (S&S-30) for each mode/TOS to enable completion of the Non-Major Event (S&S-50) form.

Reporters must submit the Non-Major summary (S&S-50) monthly for each mode and type of service on their annual report, even if no event occurs.

[Exhibit 5: NTD Safety and Security Reporting Timeline: S&S-50](#)

<b>Month</b>	<b>Due Date</b>
January	February 28
February	March 31
March	April 30
April	May 31
May	June 30
June	July 31
July	August 31
August	September 30
September	October 31
October	November 30
November	December 31
December	January 31

## Where to Report

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Transit agencies complete the required forms, waivers, and declarations using the NTD Reporting Tool, available at <https://www.transit.dot.gov/ntd/national-transit-reporting-tool>. The Safety and Security Reporting Package launches at the beginning of the calendar year, typically by January 4. The reporting tool automatically generates the Security Configuration (S&S-30) and monthly Non-Major Summary Report (S&S-50). Once users complete their S&S-30s, users may complete the required Safety and Security screens.

## Failure to Report, Late Reports, or Incomplete Reports

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The NTD requires transit agencies to submit complete reports by their due date. Failure to report may occur when an agency does not submit a report, submits a late report, or submits an incomplete report. Failure to report means that FTA will omit any saved data from its publications. Furthermore, the FTA may also declare the 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 ten days prior to due dates, the NTD system automatically sends reminder e-mails to the Safety Primary Contact.

A report is incomplete if an agency has

- not completed the required reporting components,
- not submitted the required data, or
- has not submitted information in conformance to NTD reporting requirements.

## S&S-20: CEO Certification

The Chief Executive Officer (CEO) of each transit agency must submit an annual Safety & Security Chief Executive Officer Certification (S&S-20). The S&S-20 serves as an agency's attestation that all the S&S data submitted is accurate for the calendar year 2018. The agency's CEO must complete the S&S-20 by the end of February 2019. Completion of the form involves checking the submit boxes and clicking on "Submit." To prevent agencies from inadvertently submitting the S&S-20 prior to the end of the reporting calendar year, the S&S-20 becomes available only after January 15.

The S&S-20 automatically tallies the number of events, injuries, and fatalities that the agency reports across Major Event reporting forms. It also includes the number of events, injuries, and fires on the Non-Major Summary form. It only tallies **submitted** reports, which have submission dates; reports that have only been saved (and thus have no submission dates) are not included.

If the number of events, injuries, or fatalities is incorrect, the agency may edit, add, or delete the applicable reports or check that all reports are submitted. The S&S-20 automatically incorporates any submitted changes.

## S&S-30: Security Configuration

### Overview

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The S&S-30 indicates the number and type of personnel that respond to security events or provide security on a transit agency's property. The agency chooses the type of personnel that most closely represents its configuration from a list of seven selections. The agency must complete one S&S-30 for each reported mode and type of service.

#### Exhibit 6: Security Configuration Types

**Dedicated transit police force:** A (sworn) police force that works only for the transit agency

**Dedicated (transit) unit of local police:** 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:** A local police department or sheriff's department that is contracted by a transit agency to provide security services.

**Transit agency security force:** In-house, non-sworn security guards (i.e., not sworn police officers). In this case, the security guards are employees of the transit agency.

**Contracted security force:** Contracted non-sworn security guards (i.e., not sworn police officers).

**Off-duty police officers:** Off-duty police officers who "moonlight" at a transit agency (e.g., the agency contracts directly with individual off-duty officers as opposed to contracting with a local law enforcement agency).

**Use of local police (non-contracted):** Local police or a sheriff's department provides security for a transit agency. An agency would select this option if it does not pay for this coverage through a contractual arrangement. The local police or sheriff's department includes transportation in its general policing activities.

*Note: Full-time equivalents (FTE) is always zero (0) for this type of personnel.*

Security personnel are reported as Primary and/or Secondary configurations. Primary security personnel are those who routinely patrol or respond to events on transit property.

Secondary security forces are those who occasionally respond to events occurring on transit property or those who assist the primary force.

If an agency has a dedicated transit police force that responds to events across two modes, but one of those modes never requires a security response, the agency may report zero (0) security personnel for that mode.

*Note: Agencies must complete the S&S-30 prior to entering data in any other S&S event report.*

### Primary Security Configuration

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Agencies may only report one primary security type on the S&S-30 form. If an agency has more than one type of security force, the agency must choose one (typically the larger or more often used security force) to report as Primary and report the other(s) as Secondary.

### Secondary Security Configuration

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Secondary security forces occasionally respond to events occurring on transit property or assist the primary force. An agency may report as many Secondary Security Configuration types as are applicable.

### Personnel Totals

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Agencies must 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). An agency may use any reasonable method to allocate personnel across modes, such as allocating based on modal ridership or on modal annual trips.

In certain instances, agencies may base personnel numbers on the prior year's total hours worked. For example, if an agency contracts for security and pays a monthly fee based on services provided, it may use the prior year's total-hours-worked to arrive at the number of FTE security employees for the current year.

To report personnel that spend only part of their time providing security, agencies may prorate the estimated FTE number and allocate that number across modes. If personnel provide transit security for more than one mode, agencies may allocate the prorated estimated FTE number across modes. S&S reports may provide numbers rounded to the nearest tenth.

### Example 1: Calculating Personnel Totals

**Scenario:** An agency operates Demand Response (DR) and Motorbus (MB) service and contracts with a security company that provides two security personnel to patrol the transit center 8 hours a day, 5 days a week. Each person works a 4-hour shift, or 20 hours per week. The MB/DO mode uses the transit center, but the DR/DO mode does not.

**Solution:** For Primary Security Personnel, the agency would report one (1) FTE for MB/DO and zero (0) for DR/DO.

### Example 2: Allocating Security Personnel

#### Scenario: 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:** The agency reports 4.3 for the Number of Primary Security Personnel.

#### Scenario: Allocating Security Personnel Across Modes

A transit agency operates both Motor 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 events on its rail vehicles. There are 400 MB and 100 LR employees working in the administrative buildings.

#### Solution for MB mode:

- The agency reports 9.6 for the Number of Primary Security Personnel  
 $400 \text{ MB employees} \div 500 \text{ total employees} = 0.8$   
 $0.8 \times 12 \text{ security guards} = 9.6$
- The agency reports 9.6 for Total Number of Security Personnel.
- The agency selects Contracted Security Force for the primary configuration.
- The agency also selects Contracted Security Force for the secondary configuration.

#### Solution for LR mode:

- The agency reports 7.4 for the Number of Primary Security Personnel  
 $100 \text{ LR employees} \div 500 \text{ total employees} = 0.2$   
 $(0.2 \times 12 \text{ security guards}) + 5 \text{ security guards} = 7.4$
- The agency reports 7.4 for the Total Number of Security Personnel.
- The agency selects Contracted Security Force for the primary configuration.
- The agency also selects Contracted Security Force for the secondary configuration.

### Example 2: Allocating Security Personnel

#### Scenario: Use of Part-time Security Personnel

A transit agency operates LR and 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 to use 10 off-duty police officers for 4-hour shifts during peak periods. This means 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 S&S-30 and the MB S&S-30:

- The agency reports 15 for the Number of Primary Security Personnel.
- The agency reports 17.5 for the Total Number of Security Personnel.
- The agency selects Dedicated Transit Police Force for the primary configuration.
- The agency selects Off-Duty Police Officers for the secondary configuration.

### Example 3: Security Configurations

#### Scenario: Primary and Secondary Security Configurations

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

#### Solution:

- The agency reports 12 Primary Security Personnel and Total Number of Security Personnel.
- The agency selects Transit Agency Security Force for the primary configuration.
- The agency selects Use of Local Police (Non-Contracted) for the secondary configuration.

#### Scenario: Multiple Secondary Security Configurations

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

**Example 3: Security Configurations****Solution:**

- The agency reports 15 for Primary Security Personnel.
- The agency reports 35 for Total Number of Security Personnel.
- The agency selects Dedicated Transit Police for the primary configuration.
- The agency selects Contracted Security Force and Use of Local Police (Non-Contracted) for the secondary configuration.

**Scenario: Multiple Modes Security Configurations**

A transit agency operates Demand Response (DR) and 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:**

- The agency reports 0 for the Number of Primary Security Personnel.
- The agency reports 0 for the Total Number of Security Personnel.
- The agency selects Use of Local Police (Non-Contracted) for the primary configuration.

**Solution for the MB form:**

- The agency reports 20 for the Number of Primary Security Personnel.
- The agency reports 20 for the Total Number of Security Personnel.
- The agency selects Dedicated Transit Police for the primary configuration.
- The agency selects Use of Local Police (Non-Contracted) for the secondary configuration.



## S&S-40: Major Event Report

### Overview

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The Major Event Report (S&S-40) captures detailed information on severe S&S events that occur within a transit environment. Agencies must complete one S&S-40 per reportable event, regardless of how many thresholds an event meets. For example, if a transit bus and an automobile collide, resulting in a fatality, and the auto is towed due to disabling damage, this event meets multiple reporting thresholds, but the agency would only submit one report.

A reportable event is one that meets any NTD reporting threshold (detailed below) and

- occurs
  - on transit right-of-way or infrastructure (the underlying framework or structures that support a public transportation system),
  - at a transit revenue facility,
  - at a maintenance facility or rail yard,
  - during a transit-related maintenance activity, or
- involves a transit revenue vehicle.

This event reporting requirement does not include

- events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event;<sup>2</sup>
- occupational safety events occurring in administrative buildings;
- deaths that are a result of illness or other natural causes, outside of a reportable event;
- other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-owned property unless an event involves a transit vehicle or boarding/alighting from a vehicle.
  - bus stops or shelters owned by municipalities or authorities that also operate transit systems are not considered “transit-owned” property

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<sup>2</sup> This is an event that causes an injury or death that occurs off the property, but the individual ends up on transit property. For example, the following events would *not* be reportable:

- A car hits a person on a city street and throws the person onto the rail right-of-way.
- An individual is injured in an assault off transit property and comes to the station seeking assistance.

- collisions that occur while transit personnel are travelling to or from a transit-related maintenance activity; and
- collisions involving a supervisor car or other transit service vehicle operating on public roads.

For every reporting threshold that an event meets, the agency must provide further information related to that threshold. For example, if an event results in three injuries, the agency must provide basic details for every injured person, including their gender, age, and “person type” (passenger, transit employee, cyclist, pedestrian, etc.).

## Multi-Agency Facilities

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

## Predominant Use

The Predominant Use Rule is applied when an event affects more than one mode. If an event affects two or more transit modes within an agency, the agency would report the event in only one mode:

- If the event involves rail and non-rail, the agency reports the event in the rail mode.
- If the event involves two rail modes or two non-rail modes, the agency selects the mode to report based on predominant use.

The volume of passengers served by a mode most often measures predominant use. For example, if an event occurred in a multi-modal station served by HR and LR, the agency would report the event under LR based on the higher volumes of LR boarding passengers.

## Multi-modal Facilities

Some transit facilities accommodate multiple modes, such as rail and bus transit. Events are to be reported depending upon its location within the facility. For example, if a patron is assaulted while waiting at a bus stop, the event should be reported under bus mode. If the event occurred in a neutral area—for example, on the stairs—then the Predominant Use Rule applies and the event would be reported under rail mode.

## Event Types

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The exhibits below provide an overview of reportable event types and the reporting thresholds. For more information on thresholds, see Exhibit 8.

### Exhibit 7: Event Types

#### **Safety Events**

- Collisions (see next exhibit)
- Fires (suppression)
- Derailments (mainline and yard) including non-revenue vehicles
- Hazardous Material Spills
- Acts of God
- Other Safety Events (events that do not fall into any of the other categories, yet meet a reporting threshold *other than* immediate transport for medical attention for **one** person)

#### **System Security Events**

- Bomb Threat/Bombing
- Chemical/Biological/Radiological/Nuclear Release
- Arson
- Sabotage
- Burglary
- Vandalism
- Hijacking
- Cyber Security Events
- Suspicious package
- Other System Security Events (such as projectiles thrown at vehicles)

#### **Personal Security Events**

- Assault
- Attempted Suicide
- Suicide
- Homicide
- Motor Vehicle Theft
- Robbery
- Rape
- Larceny/Theft
- Other Personal Security Events

Exhibit 8: Reporting Thresholds

Non-Rail and Ferry Modes	Rail Modes
<p><b>Fatalities</b></p> <ul style="list-style-type: none"> <li>• confirmed within 30 days</li> <li>• includes suicides</li> </ul>	<p><b>Fatalities</b></p> <ul style="list-style-type: none"> <li>• confirmed within 30 days</li> <li>• includes suicides</li> </ul>
<p><b>Injuries:</b> Immediate transport away from the scene for medical attention (1 or more persons)</p>	<ul style="list-style-type: none"> <li>• <b>Injuries (non-serious)</b> that require immediate transport away from the scene for medical attention (1 or more persons).</li> <li>• <b>Serious injuries</b>, whether or not the person is transported away from the scene for medical attention (1 or more persons), but that               <ul style="list-style-type: none"> <li>○ require hospitalization for more than 48 hours, commencing within 7 days from the date of the event;</li> <li>○ result in a fracture of any bone (except simple fractures of fingers, toes, or nose);</li> <li>○ cause severe hemorrhages or nerve, muscle, or tendon damage;</li> <li>○ involve an internal organ; or</li> <li>○ involve second- or third-degree burns, or any burns affecting more than five percent of the body surface.</li> </ul> </li> </ul>
<p><b>Estimated property damage equal to or exceeding \$25,000</b></p>	<p><b>Substantial damage:</b> Damage to any involved vehicles, facilities, equipment, rolling stock, or infrastructure that disrupts the operations of the rail transit agency <b>and</b> adversely affects the structural strength, performance, or operating characteristics of the vehicle, facility, equipment, rolling stock, or infrastructure, requiring towing, rescue, on-site maintenance, or immediate removal prior to safe operation.</p>

Non-Rail and Ferry Modes	Rail Modes
<p><b>Collisions</b> that</p> <ul style="list-style-type: none"> <li>• meet an injury, fatality, property damage, or evacuation threshold;</li> <li>• involve transit revenue roadway vehicles and the towing away of any vehicles (transit or non-transit) from the scene;</li> <li>• include suicides or attempted suicides that involve contact with a transit vehicle; or</li> <li>• do not involve a transit revenue vehicle but meet a threshold.</li> </ul>	<p><b>Collisions</b> that</p> <ul style="list-style-type: none"> <li>• meet an injury, fatality, substantial damage, or evacuation threshold;</li> <li>• include suicides or attempted suicides that involve contact with a transit vehicle;</li> <li>• occur at a rail grade crossing;</li> <li>• involve an individual in the right-of-way;</li> <li>• involve a rail transit vehicle and a second rail transit vehicle</li> <li>• do not involve a transit revenue vehicle but meet a threshold.</li> </ul>
<p><b>Evacuations</b> include</p> <ul style="list-style-type: none"> <li>• evacuation of a transit facility or vehicle for life-safety reasons.</li> </ul>	<p><b>Evacuations</b> include</p> <ul style="list-style-type: none"> <li>• evacuation of a transit facility or vehicle for life-safety reasons;</li> <li>• evacuations to controlled rail right-of-way (excludes evacuation to a platform, except for life safety); <ul style="list-style-type: none"> <li>▪ both transit-directed evacuations and self-evacuations that meet either of the above two criteria.</li> </ul> </li> </ul>
	<p><b>Derailments</b></p> <p>Both mainline and yard derailments and non-revenue vehicle derailments</p>
	<p><b>Runaway Train</b></p> <p>Events involving a runaway train with or without the operator on board. These include movement of a rail transit vehicle on the mainline, yard, or shop that is uncommanded, uncontrolled, or unmanned due to an incapacitated, sleeping, or absent operator, or the failure of a rail transit vehicle’s electrical, mechanical, or software system or subsystem. (Limited to revenue vehicles.)</p>

A reportable event may involve a vehicle operated by a transit agency that is not providing revenue service. Any event meeting the thresholds for a reportable event and involving a transit revenue vehicle, regardless of whether that vehicle is in revenue service at the time of the event, is reportable to the NTD. Examples of such events are below.

<b>Example 4: Events Reportable to the NTD</b>
<p><b>Scenario:</b> Three patrons riding the escalator trip and fall requiring transport for medical attention for two patrons. The third patron refuses medical attention and leaves the station.</p> <p><b>Solution:</b> Reportable as a Major Other Safety Event due to two injuries.</p>
<p><b>Scenario:</b> A train and a non-revenue rail transit vehicle, or two non-revenue rail transit vehicles, collide in the yard. There are no fatalities or injuries, nor substantial property damage.</p> <p><b>Solution:</b> Rail-to-rail collisions are automatically reportable as a rail collision, including collisions with rail maintenance vehicles.</p>
<p><b>Scenario:</b> A maintenance train/vehicle collides with a person in the yard. There is one injury.</p> <p><b>Solution:</b> Though this involves a non-revenue vehicle, the collision occurred in the transit yard and meets the injury threshold and is therefore reportable as a rail transit collision (include one Other vehicle).</p>
<p><b>Scenario:</b> Two rail workers are injured in a manhole while providing maintenance on rail infrastructure beneath the street level.</p> <p><b>Solution:</b> The workers were maintaining transit property when injured, therefore the event is reportable as an Other Safety Event.</p>

*Note: S&S-40 reports are due no later than 30 days from the date of a reportable event.*

## Major Event Thresholds

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### Fatality

Agencies must always report S&S events that result in fatalities. For NTD purposes, a fatality is a death due to

- collision (including suicides),
- derailment,
- fire,
- hazardous material spill,
- acts of God,
- system or personal security event (including suicides), or
- other safety event.

Fatalities that occur because of illnesses or other natural causes (including individuals who are found deceased) are not reportable. For example, if a passenger suffers a fatal heart attack in a transit facility or vehicle, the event is not reportable to the NTD.

An agency must report a fatality due to a reportable S&S event if it is confirmed within 30 days of the event. If an agency receives confirmation within 30 days of an event that a person reported as an injury has died due to the event, the agency reports a fatality rather than an injury. This may mean the agency has to update the submitted major event report.

For information on Person Type categories, see “Injury and Fatality Type Key Descriptions.”

### Injury

For both non-rail and rail modes, any damage or harm to persons that requires immediate medical attention away from the scene because of a reportable event must be reported as an injury. Agencies must report each person transported away from the scene for medical attention as an injury, whether or not the person appears to be injured.

For **rail mode events**, in addition to injuries requiring transport from the scene, injuries defined as **serious** are automatically reportable. Individuals with serious injuries may or may not have been transported away from the scene for medical attention. A serious injury is one that

- requires hospitalization for more than 48 hours within 7 days of the event;
- results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- causes severe hemorrhages, or nerve, muscle, or tendon damage;

- involves an internal organ; or
- involves second- or third-degree burns, or any burns affecting more than five percent of the body surface.

For **Non-Rail Events** or **Rail-Mode Non-Serious Injuries** (defined below), if an individual seeks medical care several hours after an event or in the days following an event, that individual is not reportable as an injury.

A reportable injury requires that the individual receive medical attention at a location *other* than the location at which the event occurred. This distinction serves to exclude minor first aid or other minor medical assistance received at the scene. However, as noted above, this criterion does not pertain to **Serious Injuries (rail modes)** (defined below).

- **Serious injury:** Person may or may not be transported away from the scene for medical attention. However, the injury requires one or more of the following:
  - requires hospitalization for more than 48 hours within 7 days of the event;
  - results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
  - causes severe hemorrhages, or nerve, muscle, or tendon damage;
  - involves an internal organ; or
  - involves second- or third-degree burns, or any burns affecting more than five percent of the body surface.
- **Non-serious injury:** When person receives immediate medical attention away from the event and does not meet a threshold for serious injury.

When a person receives immediate medical attention away from the event, that individual may seek medical attention through any means of vehicular transport, including transit vehicle, an ambulance, another emergency vehicle, private vehicle, or via stretcher to the hospital. However, the injury is not reportable if the person seeks medical attention by foot.

Not all events that result in immediate transport for medical attention are reported on the major event report. One exception is for Other Safety Events, which are events that are NOT collisions, fires, security events, hazardous material spills, acts of God, or derailments. These events include slips, trips, falls, smoke events, fumes, and electric shock. Agencies only report these events when they meet EITHER the fatality, evacuation, or property damage threshold OR result in two or more injured persons. Other Safety Events that result in one person immediately transported from the scene for



medical attention but do not trigger any other major reporting thresholds are reported on the Non-Major Summary Report.

Agencies do not report illnesses that require transport away from the scene for medical attention if the illness is unrelated to an S&S event. For example, a passenger suffering a seizure or a heart attack would not count as an injury. However, a transit operator suffering the same condition is included as an injury if the condition results in a collision.

Individuals transported only for mental health evaluation are to be reported on the Non-Major Summary Report unless the event meets another reporting threshold. This does not include individuals transported solely for intoxication. Please refer to the examples below.

### Example 5: Injuries

#### **Scenario: Transported by Ambulance**

An ambulance transports an occupant of a motor vehicle away from the scene of a transit collision.

**Solution:** The agency reports this as a major event since one person required immediate medical attention away from the scene of the collision.

#### **Scenario: 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:** The agency reports this as a major event since one or more people required immediate medical attention away from the scene of the collision.

#### **Scenario: Events Qualifying as a Serious Injury**

A person is struck by a train and leaves the station. That evening the person seeks medical attention and is hospitalized for 5 days due to an internal injury. The person notifies the transit agency.

**Solution:** The agency reports this as a major event since it meets the definition of a serious injury due to collision (requires hospitalization for more than 48 hours within 7 days of the event).

## Property Damage

**Non-Rail modes:** S&S reporters must provide data on the S&S-40 for events resulting in estimated property damage equal to or exceeding \$25,000, regardless of injuries or other thresholds. 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 event.

The FTA allows agencies to report property damage estimates. When reporting property damage, an agency may decide to

- establish standard property damage totals for specific event 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.

**Rail modes:** S&S reporters must provide data on the S&S-40 for events resulting in substantial damage, regardless of injuries or other thresholds. **Substantial damage** is damage to any involved vehicles, facilities, equipment, rolling stock, or infrastructure that

- disrupts the operations of the rail transit agency, AND
- adversely affects the structural strength, performance, or operating characteristics of the vehicle, facility, equipment, rolling stock, or infrastructure, and requires towing, rescue, on-site maintenance, or immediate removal prior to safe operation.

*Note: The requirement of towing refers to disabling damage to the non-transit vehicle that requires the vehicle to be towed.*

Substantial damage **excludes** damage that is limited to

- cracked windows;
- dents, bends, or small puncture holes in the body;
- broken lights or mirrors; or
- removal from service for minor repair or maintenance, testing, or video and event recorder download.

An agency should evaluate the following types of property to report damage:

- vehicles, including transit and non-transit
- transit stations (including non-transit facilities)
- right-of-way (ROW) and items surrounding the ROW, such as utility poles
- bus stop shelters in a transit station
- private property (e.g., buildings, fences, traffic signals, walls)
- bicycles and personal mobility devices

An agency must not include the following when reporting 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 6: Calculating Property Damage

**Scenario: A bus collides with a private car.**

The 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 another reasonable source to estimate the present value). The cost of the bus body damage is estimated at \$12,000.

**Solution:** The agency reports property damage of \$27,000 (\$15,000 + \$12,000).

**Scenario: A collision requires a rescue train.**

A rail vehicle is disabled when it collides with an object on the track, and a rescue train is dispatched to transport the passengers.

**Solution:** The agency reports “Substantial damage” since the event required a rescue train.

**Scenario: A collision requires tow-away of a private vehicle.**

A rail vehicle collides with a private vehicle and the private vehicle is towed away from the scene due to disabling damage.

**Solution:** The agency reports “Substantial damage” since the event required towing a vehicle.

## Evacuation

A reportable evacuation is a condition that occurs when persons depart from transit vehicles or facilities for life-safety reasons. Evacuations include both transit-directed evacuations and self-evacuations. Self-evacuations occur when people vacate transit property without direction from transit personnel or another authority.

*Note: Self-evacuation is not a reporting threshold. The selection identifies whether the reportable evacuation was self-directed.*

In addition, rail modes must report all evacuations to controlled rail right-of-way. Evacuations to the “right-of-way” refer to rail mode only. For example, if a bus breaks

down during service, and passengers must evacuate to the sidewalk or highway shoulder lane, the agency would not report the event unless another threshold is met.

Causes of evacuations that constitute an imminent danger (life-safety) to passengers, employees, contractors, or other persons may include

- fires,
- presence of smoke or noxious fumes,
- hazardous material spills,
- vehicle fuel leaks,
- weapon fired on a vehicle,
- electrical hazards,
- bomb threats,
- suspicious items,
- security,
- power failure (if there is imminent danger to passengers),
- mechanical failure (if there is imminent danger to passengers), or
- other events (Other Safety Events).

Evacuations of vehicles or facilities are reportable even if the event is off property. For example, if there is a called-in bomb threat, gas leak, or fire on adjacent property that causes an agency to evacuate a nearby station, the agency must report the evacuation.

Agencies should not report evacuations due to a mechanical failure or transfer of passengers to a rescue train (exclusive of evacuation to the right-of-way) or evacuation to a station platform *unless* there was an imminent danger to passengers.

*Note: The removal of an injured person from a vehicle does not qualify as an evacuation.*

## **Derailment**

An agency must report any derailment of a rail transit revenue or non-revenue vehicle, including rail maintenance vehicles. This includes both mainline and yard derailments.

If a derailment is a result of a collision, the agency would report the event as a collision and include the number of derailed vehicles on the “Rail Transit Train Involved” form.

## Collisions Involving Tow-aways

Agencies must report all collisions involving revenue roadway vehicles in which one or more motor vehicles incurred disabling damage that required the vehicle(s) to be towed away from the scene by a tow truck or other motor vehicle. This includes both transit and non-transit vehicles, regardless of the severity of the damage.

*Note: This threshold refers to towing away a motor vehicle only and excludes the towing away of rail cars or ferry boats.*

### Example 7: Collisions Involving Tow-away

**Scenario: Car towed away due to a flat tire.**

A transit bus and an automobile collide, and the automobile must be towed away due to a flat tire. There are no injuries and property damage is under \$25,000.

**Solution:** The agency reports this as a major event since the automobile was towed away due to disabling damage.

**Scenario: A truck is towed away after a collision with a light rail vehicle.**

A light rail vehicle and a truck collide in mixed traffic (not at an intersection), and the truck must be towed. There are no injuries.

**Solution:** The agency reports this as a major event. The truck was towed away, therefore the accident meets the Substantial Damage threshold criteria.

## Automatically Reportable Rail Collisions

Certain instances of rail collisions are automatically reportable, regardless of whether they meet other reporting thresholds.

### Rail Grade Crossing Collisions

An agency must report any collision between a rail transit vehicle and a non-transit motor vehicle, a transit non-rail vehicle (bus, paratransit, etc.), person, or object occurring at a grade crossing. A grade crossing is defined as any place where a rail guideway used for transit operations is crossed at grade by a road or path including crosswalks at stations. However, this excludes parking lot entrances or exits and driveways. Agencies must report rail grade crossing collisions whether or not they meet any other reporting threshold.

### Rail Collisions with an Individual

An agency must report any collision between a rail transit vehicle and an individual on the right-of-way, regardless of whether the event resulted in injuries. For a collision to occur, the transit vehicle must be in motion.

Impact between a stopped transit vehicle and a person are reported as a fall on the Non-Major Monthly Summary.

### Rail Collisions with Another Rail Vehicle

An agency must report any collision between a rail transit vehicle and a second rail transit vehicle or rail transit non-revenue vehicle. Rail to rail collisions are reportable whether or not they meet any other reporting threshold.

This includes all collisions between a transit revenue train and another revenue train, a revenue train and non-revenue rail transit vehicle, or between two non-revenue rail transit vehicles. Rail transit vehicles must be self-propelled vehicles. Report one “Transit vehicle involved” for each revenue train and one “Other vehicle involved” for each non-revenue vehicle.

*Note: A collision between a non-revenue rail transit vehicle with anything other than a revenue or non-revenue rail transit vehicle, such as a person, object, or animal, is reported as a Rail Transit Collision and must meet a reporting threshold. Maintenance equipment collisions are reported as Non-Transit Collisions.*

## Runaway Trains

Any event that involves a runaway train is reportable regardless of any other threshold. A runaway train is a train that is no longer under the control of a driver (whether or not the operator is physically on the vehicle at the time). This is limited to revenue vehicles.

Agencies should report a runaway train event under the event type that occurred as a result of the runaway train (a Collision, Derailment, or Other safety event).

## Types of Major Events

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### Collisions

A collision is a vehicle or vessel accident in which there is an impact of a transit vehicle or vessel with another vehicle or object, such as (but not limited to)

- another transit vehicle,
- a non-transit vehicle,
- a person,
- an animal,
- an object,
- a rail vehicle,
- a vessel, or
- a dock.

### Collisions Involving Suicide or Suicide Attempt

Suicides and attempted suicides by impact with a transit vehicle are reported as collisions.

An attempted suicide is self-inflicted harm where death does not occur, but the intention of the person was to cause a fatal outcome. The attempt and intent must be accounted for by a third party in the form of police reports, security personnel reports, or other eyewitness statements. If there was no documented suicide attempt, and the individual was transported only for a mental health evaluation, the event should be reported on the Non-Major Monthly Summary report.

### Reporting Collisions

Agencies report collisions in segments by mode:

- Rail
- Non-rail
- Ferryboat

This includes Non-transit vehicle collisions on or with transit property that meet a threshold and that do not involve transit revenue vehicles. For example:

- A pedestrian is struck by a private vehicle in a transit parking lot.
- Rail non-revenue maintenance equipment collides with anything except a revenue or non-revenue rail transit vehicle.

Non-transit collisions are created by selecting “No” to the question “Were Transit Revenue Vehicles OR Non-revenue Rail Transit vehicles involved in this event?” on Set Up Screen 2.

**Example 8: Non-Reportable Collision****Scenario: A passenger exiting a bus is hit by a car.**

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:** This event is not reportable because the transit passenger is outside of the transit system/property.

Collision screens vary depending on mode. Typically, there are four screens when reporting a transit collision, excluding the Basic Information, Injury or Fatality forms:

- Collision Event Information
- Collision Information
- Transit Vehicle Involved Information
- Other Vehicle Involved Information

The following gives details for completing the required form by event type and includes “Key Descriptions” pertaining to the information collected on the forms. For injury or fatality descriptions, please see “Injury and Fatality Type Key Descriptions.” For the purpose of this manual, the selections below are multimodal, whereas the database selections are based on mode.

**Please note: Some of these selections only appear on forms for specific modes. For example, “Bus or Service Stop” will not appear for Rail modes.**

***Basic Information Screen Key Descriptions***

- **Event date:** The actual date the event occurred.
- **Event time:** The actual time the event occurred.
- **Approximate address of event:** The actual address, or, if unknown, the approximate address, nearest intersection, or milepost where the event occurred.
- **Suicide Checkboxes: *Check box that applies:***
  - **Attempted Suicide Event:** Collision is due to an attempted suicide (non-fatal).
  - **Suicide Event:** Collision is a suicide (fatal).



- **Event description:** Give a clear, concise account of the event that includes what occurred and where, a description of damage, the number of injuries, fatalities, and other pertinent facts, such as impact points and vehicle towing.

### *Collision Event Information Key Descriptions*

#### **Number of Non-Rail Transit Vehicles Involved, Number of Rail Transit Trains Involved, or Number of Ferries Involved:**

- Enter the number of transit revenue vehicles.
  - If your agency's transit revenue vehicle collides with another agency's transit vehicle, DO NOT include the other agency's transit vehicle here.
  - If your agency's transit revenue vehicle collides with one of your agency's hi-rail, work train, or maintenance vehicles, include only the revenue vehicle here and include one Other vehicle to report the maintenance vehicle.

#### **Location selections:**

- **Revenue facility: transit center or Revenue facility: transit station or Revenue facility: terminal center:** A passenger boarding/deboarding facility with a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. Includes all fixed guideway passenger facilities (except for on-street cable car and light rail stops), including busway passenger facilities; underground, at grade, and elevated rail stations; and ferryboat terminals. Includes transportation / transit / transfer centers, park-and-ride facilities, and transit malls with the above components, including those only utilized by motor buses.
  - Does not include stops (which are typically on-street locations at the curb or in a median, sometimes with a shelter, signs, or lighting).
- **Non-revenue facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles and that is primarily staffed by transit employees.
- **Revenue facility: other:** Another location within the facility, such as a control room, equipment room, or turnstiles. May be used to indicate areas around the facility that are on transit property.
- **Roadway: grade crossing or Right-of-way: grade crossing:** An intersection where a roadway and a rail right-of-way cross each other at the same level (at grade). For street-running operations, each street intersection is considered a

grade crossing (excludes driveways and parking lot entrances). Pedestrian crosswalks in stations are also included.

- **Roadway: intersection:** A four-way intersection or crossroads, usually involves a crossing over of two streets or roads. In areas where there are blocks, the crossing streets or roads are perpendicular to each other. However, two roads may cross at a different angle.
- **Roadway:** not a grade crossing or intersection or Right-of-way: not a grade crossing: Mid-block or locations on the roadway or rail right-of-way that are not at intersections. Includes driveways, parking lot entrances, ramps, bridges, and tunnels.
- **Bus or Service Stop:** Pre-defined location for passengers to board and/or alight from the transit vehicle, typically on-street, at the curb, or in a median, sometimes with a shelter, sign, or lighting. Includes private driveways for paratransit operations.
- **Revenue facility: Parking facility:** Includes park-and-ride lots as well as parking garages. Parking facilities are those immediately adjacent to a transit station or center.

**Collision With** selections:

- **Motor Vehicle or Non-Transit Motor Vehicle (POV):** Encompasses multiple types of motorized passenger vehicles such as automobiles, minivans, pickup trucks, motorcycles, electric stand-up scooters, motorized bicycles, rail cars, and buses intended for roadway or rail travel.
- **Non-Rail Transit Vehicle** (Transit owned and operated vehicle that is not being used on the rail fixed guideway): The non-rail vehicles used to provide revenue service for passengers.
- **Rail Transit Vehicle/Rail Passenger Train – Revenue Service:** The rolling stock used to provide revenue service for passengers that is in service at the time of the event.
- **Rail Transit Vehicle/Rail Passenger Train – Not in Revenue Service:** The rolling stock used to provide revenue service for passengers that is not in service at the time of the event.
- **Rail Transit Vehicle/Rail Transit Maintenance or Service Vehicle on the rail fixed guideway:** Vehicles used to indirectly deliver transit service, maintain revenue vehicles, and perform transit-oriented administrative activities. When this selection is chosen, report 1 Other Vehicle for each maintenance/service vehicle involved.

- Person
- Animal
- Fixed Object
- Transit vehicle
  - Report a collision with another of your agency’s rail vehicles under the Rail mode.
  - Do not use this selection to identify a collision with a transit vehicle from another agency.
- Vessel
- Dock / Terminal center
- Non-revenue vehicle
  - This selection is only on the Non-Transit Collision form.

**Example 9: Reporting “Collision With”**

**Scenario:** 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** from the “Collision with” list.

**Scenario:** A streetcar (SR) strikes a bicyclist who is then transported to a hospital due to injuries sustained in this event.

**Solution:** Select **Person** from the “Collision with” list.

**Number of Other Vehicles Involved:**

- The number of non-transit vehicles involved in the collision, including motorcycles, scooter, tour/charter buses, or tractor-trailers.
  - If your agency’s transit revenue vehicle collides with one of your agency’s hi-rail, work train, or maintenance vehicles, include one Other vehicle to report the maintenance vehicle.

### ***Collision Information Key Descriptions***

#### **Weather** selections:

- Clear
- Cloudy
- Foggy/Misting
- Raining
- Snowing/Sleeting
- Windy (FB mode)
- Tunnel

#### **Lighting** selections:

- Daylight
- **Twilight:** The period of partial darkness between day and night both at dusk and at dawn.
- Dark
- Sun in eyes of transit vehicle operator
- Sun in eyes of other vehicle operator
- **Indoors:** Indoor lighting; excludes streetlights.

#### **Roadway Configuration** selections:

- **Limited Access Highway:** A controlled-access road to which access from adjacent properties is limited in some way. These highways usually do not permit low-speed vehicles and non-motorized uses, such as pedestrians, bicycles, and horses.
- **Divided Highway:** A highway that is divided down the middle by a barrier that separates traffic going in different directions.
- Street
- Bridge
- Intersection/Grade Crossing
- Tunnel

- Private Property
- Ramp

**Railway Configuration** selections:

- Exclusive right-of-way: tunnel
- Exclusive right-of-way
- Exclusive right-of-way: at-grade
- Exclusive right-of-way: sidings/rail yard/other non-revenue track
- **Shared with other rail vehicles (controlled access to other non-rail vehicles):** Semi-exclusive right-of-way with grade crossings (a road crossing the tracks) for vehicular or pedestrian traffic.
- **Non-exclusive right-of-way: shared with vehicles or pedestrians:** Rail right-of-way (ROW) over which motor vehicle and/or pedestrian traffic moving in the same direction or cross directions may pass.

**Grade Crossing Control (If Applicable)** selections:

- Active devices: crossing gates
- Active devices: flashing lights only
- Active devices: traffic signal
- Active devices: quad gates
- Active devices: train approaching sign
- Passive devices: stop sign
- Passive devices: cross bucks

**Intersection Control Device (If Applicable)** selections:

- Traffic Signal
- Police Officer/Flagman/Other Person
- Stop Sign
- Yield Sign
- Crossing Gate

**Roadway Conditions** selections:

- Dry
- Wet
- Snow/Slush
- Ice
- Debris

**Tide Condition** (FB mode) selections:

- Low Tide
- Slack Tide
- High Tide
- Non-tidal Waters

**Current Condition** (FB mode) selections:

- Slow Current
- Medium Current
- Fast Current
- Flat Water (No Current)

***Collision Transit Involved Key Descriptions***

**Existing Fleet** (button): Click to display fleet vehicles based on the agency's latest available "Revenue Vehicle Inventory (A-30)" form for the mode and type of service for the event. Make a selection from the list. You may filter the list of selections through any of the following:

- **RVI ID:** Revenue Vehicle Inventory Identification number
- **Agency Fleet ID:** Unique identifiers an agency may assign for each fleet in their inventory
- **Vehicle type:** AG, AO, BR, BU, CC, CU, DB, FB, HR, LR, IP, MV, RL, RP, RS, SB SV, TB, TR, VN, or VT (See Appendix C.)
- **Manufacturer:** (See Appendix A.)

**New Fleet** (button): Click if the vehicle associated with this event is not on the Existing Fleet list. Enter the following information:

- **Vehicle Type** (See Appendix C.)
- **Vehicle Manufacturer** (See Appendix A.)
- **Vehicle Fuel Type** (See Appendix B.)

**Transit and Other Vehicle Action** selections:

- **Making a transit stop:** A transit vehicle is slowing to pull into a regularly scheduled service stop where passengers board and alight from transit vehicles.
- **Leaving a transit stop:** A transit vehicle is slowly pulling away from a regularly scheduled service stop where passengers board and alight from transit vehicles.
- **Stopped:** The vehicle has halted movement during operations, such as standing in traffic or waiting at a service stop.
- Going Straight
- Negotiating a curve
- Making a left turn
- Making a right turn
- Changing lanes
- Going backwards
- Parked
- Proceeding through a switch
- Entering dock
- Leaving dock

**Transit and Other Vehicle Collision Type** selections:

*To determine collision type, base the 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:** The vehicle was impacted on its front end, such as in a collision when two vehicles are coming from opposite directions and impact each other straight on the front, or a T-bone or broadside collision, when one vehicle drives head-on into the side of another vehicle.

- **Rear-ending:** The vehicle was impacted on its front end when it rear-ended another vehicle.
- **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 the other 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 or tires.
- **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.

*Note: Do not use this selection if the vehicle was hit on the side near the front.*

- **Sideswipe:** The vehicle was not impacted in one place on a side but was scraped along a length of one of its sides.

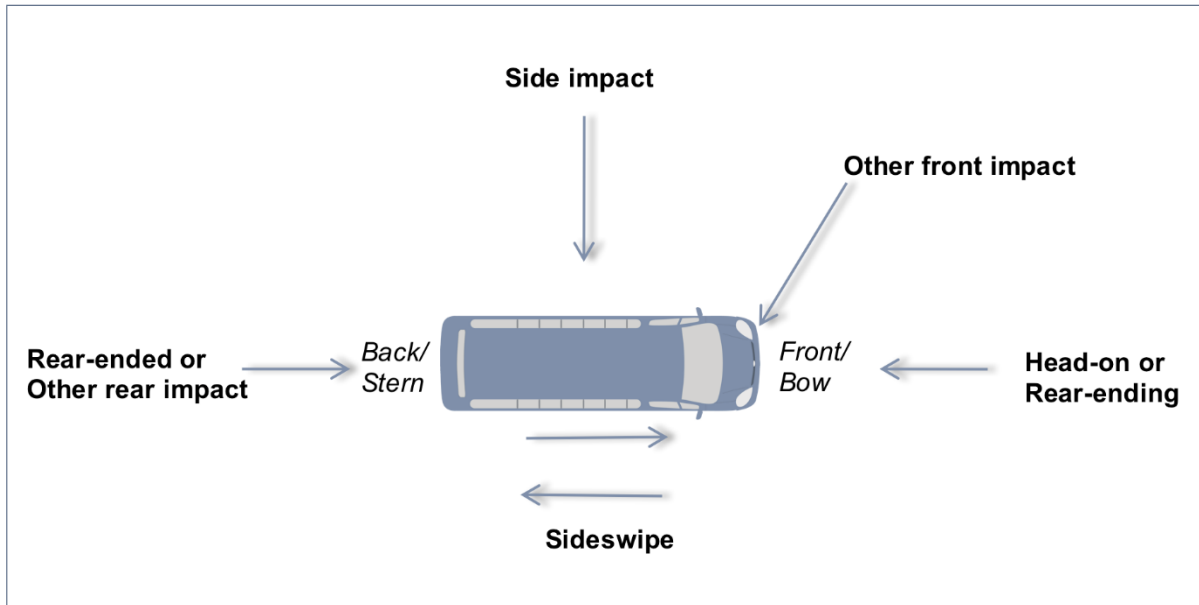
*Note: Do not report collisions with pedestrians as a sideswipe.*

- **Roof/top of vehicle:** The vehicle was impacted on the top or roof of the vehicle.
- **Other rear impact:** The vehicle was impacted on the rear but not because of a vehicle rear-ending the vehicle. For example, the vehicle backed into the rear of the other vehicle.

*Note: Do not use this selection if the vehicle was hit on the side near the rear.*



Exhibit 9: Collision Impact Point Diagram (Bus and Ferry)



Example 10: Collision Type
<p><b>Scenario:</b> A ferryboat (FB) strikes a dock with the front of the boat.</p> <p><b>Solution:</b> Select <b>Head-on</b> because the event involved the front of the ferryboat striking the dock.</p>
<p><b>Scenario:</b> A train is hit in the rear by another train.</p> <p><b>Solution:</b> Select <b>Rear-ended</b> as the Train Collision Type for the transit vehicle. (The Other vehicle would be reported as “Rear-ending.”)</p>
<p><b>Scenario:</b> A train strikes a motor vehicle from behind.</p> <p><b>Solution:</b> Select <b>Rear-ending</b> as the Train Collision Type for the transit vehicle. (The Other vehicle would be reported as “Rear-ended.”)</p>

For **Transit Vehicle Speed**, enter the actual or estimated vehicle speed at the time of the collision.

Choose “**Yes**” or “**No**” to the question: “**Was a runaway train involved?**”

- If “**Yes**,” the system will prompt you to choose whether or not the operator was in the vehicle at the time.
- This refers to revenue trains only.

Choose “**Yes**” or “**No**” to the question: “**Was this vehicle towed from the scene due to disabling damage as a result of the collision?**”

### *Collision Other Vehicle Involved Key Descriptions*

**Other Vehicle Type** selections:

- Automobile
- Light Truck or SUV
- Motorcycle/Moped/Scooter
- Tractor Trailer
- Rail Vehicle
- Non-revenue Rail Vehicle (Maintenance)
- Commercial Rail or Amtrak
- Charter/Tour Bus
- School Bus

For **Other Vehicle Action** selections, see the “**Transit and Other Vehicle Action** selections” section above.

For **Other Vehicle Collision Type** selections, see the “**Transit and Other Vehicle Collision Type** selections” section above and adjust the point-of-view to that of the Other vehicle.

### *Injury and Fatality Type Key Descriptions*

**Injury Type** selections:

- **Non-Serious:** Choose this selection if the person was transported for medical attention.
- **Serious:** Choose this selection if the person suffered serious injury. (See Exhibit 8 for the definition of a serious injury.)
- **Person waiting/leaving from transit:** An individual who is on transit property such as a platform, transit facility, or transit parking facility.
- **Transit employee / contractor:** An individual who is compensated by the transit agency.

- **Transit vehicle operator:** An individual who is compensated by the transit agency and whose function is to operate the transit vehicle. Operators are reported under two categories, “Inside vehicle” or “Outside vehicle.” Choose “Outside vehicle” when the operator is going to or from the transit vehicle.
- **Other worker (e.g., commercial worker, utilities worker, etc.):** An individual who is neither an employee of a transit agency nor a purchased transportation (PT) provider and who is providing specific services at a transit agency.
- Pedestrian: bicyclist
- Pedestrian crossing in crosswalk
- Pedestrian crossing not in crosswalk
- Pedestrian walking along road
- Pedestrian Other
- Transit vehicle rider
- Other transit staff
- Occupant of other vehicle
- Other

Checkbox selections:

- **Trespasser:** A person in an area of transit property not intended for public use (i.e., an unauthorized area).
  - This would not be checked when a person fell or was pushed into or onto the unauthorized area.
- **Attempted Suicide or Suicide:** This is used to indicate the event was a confirmed attempted suicide (injury) or suicide (fatality).
- **Transported for medical attention:** This is used to indicate that the person was transported for medical attention (required if “Non-Serious” is chosen).

## Derailments

A derailment is a non-collision event that occurs when a train or other rail vehicle unintentionally comes off its rail, causing it to no longer be properly guided on the railway. All derailments of trains in revenue or non-revenue service, including maintenance vehicles, should be reported, whether or not a threshold was met. This includes derailments on both mainline track and in rail yards.

Agencies must report derailments in three sections:

- **Derailment Event Information** includes the type of derailment, 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, the vehicle manufacturer. This form is used for a non-revenue or maintenance vehicle.
- **Derailment Information** includes the weather, lighting, and ROW conditions at the time of the derailment and the rail alignment of the track on which the derailment occurred.

Choose “**Yes**” or “**No**” to the question: “**Was a runaway train involved?**”

- If “**Yes**,” you will be prompted to choose whether or not the operator was in the vehicle at the time.
- This refers to revenue trains only.

Please refer to the appropriate category under the Collision section above for information on derailment selections.

### *Derailment Event Information Key Descriptions*

**Derailment Type** selections:

- **Mainline:** Primary rail over which rail transit vehicles travel between stations; it excludes yard and siding track.
- **Yard**

**Location** selections:

- **Revenue facility: transit station:** A passenger boarding/deboarding facility with a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. Includes all fixed guideway passenger facilities (except for on-street cable car and light rail stops), including busway passenger facilities; underground, at grade, and elevated rail stations; and ferryboat terminals. Includes transportation, transit, or transfer centers, park-and-ride facilities, and transit malls with the above components, including those only used by motor buses.

- **Non-revenue facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.
- **Right-of-way: trackway:** Mid-block or locations on the rail right-of-way that are not at intersections. Includes driveways, parking lot entrances, ramps, bridges, and tunnels.
- **Right-of-way: Grade crossing:** An intersection of a roadway and a rail right-of-way where they cross each other at the same level (at grade). For street-running operations, each street intersection is considered a grade crossing (excludes driveways and parking lot entrances). Pedestrian crosswalks in stations are also included.

**Configuration** selections:

- Switch
- Curve
- Tangent

For Key Descriptions for “**Derailment Event Details**” see the “**Collision Information Key Descriptions**” section under the “Collisions” section above.

### *Derailment Rail Transit Involved Key Descriptions*

For the **Number of Cars in Rail Transit Train** selection, enter the number of rail cars in the trains consist.

For the **Number of Cars Derailed** selection, enter the number of rail cars in the train’s consist that had a wheel unintentionally come off the rail.

**Train Action** selections:

- Going straight
- Making a transit stop
- Leaving a transit stop
- Negotiating a curve
- Proceeding through a switch
- Parked

Choose “**Yes**” or “**No**” to the question: “Was a runaway train involved?”

If “**Yes**,” you will be prompted to choose whether or not the operator was in the vehicle at the time.

## Fires

For a fire event to be reportable to the NTD, it must be suppressed in some manner and must meet a reportable event threshold based on rail or non-rail reporting thresholds. Arson does not qualify as a fire event and should be reported as a security event.

If a fire is suppressed, but the event does not meet a reporting threshold, an agency would report that occurrence on a Non-Major Monthly Summary Report, not as a Major Event.

Do not report an event that involves only the presence of smoke and no fire suppression as a fire. If a smoke event involved an evacuation for life-safety reasons, report it as a Major Event under the category Other Safety Occurrences Not Otherwise Classified.

Agencies must report the location of the fire, fire type, and, if the fire was on the transit vehicle, transit vehicle fuel type.

### *Rail Fire Event Details Key Descriptions*

**Location** selections:

- In or on vehicle
- Right-of-way: outside vehicle
- **Revenue facility: transit center:** A passenger boarding/deboarding facility with a platform, which may include: stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. Includes all fixed guideway passenger facilities (except for on-street cable car and light rail stops), including busway passenger facilities; underground, at grade, and elevated rail stations; and ferryboat terminals. Includes transportation, transit, or transfer centers, park-and-ride facilities, and transit malls with the above components, including those only used by motor buses.
- **Revenue facility: parking facility:** Includes park-and-ride lots as well as parking garages. Parking facilities are those immediately adjacent to a transit station or center.
- **Revenue facility: other:** Another location within the facility, such as a station booth, control room, equipment room, or turnstiles. May be used to indicate areas around the facility that are on transit property.

- **Non-revenue facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.

**Fire Type** selections:

- Fuel
- Cable
- Battery
- Smoking (e.g., tobacco) materials
- Other Electrical
- Brake Component

For **Fuel Type** selections, choose the vehicle fuel type from the list of choices.

## **Hazardous Material Spills**

A hazardous material spill is the release of any amount of material that creates an imminent danger to life, health, or the environment and requires special attention be given to clean up the material. 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.

Agencies must report the location of the spill and the material type.

### ***Hazardous Material Spills Event Details Key Descriptions***

**Location** selections:

- In vehicle
- **Revenue facility: transit center (or station/terminal):** A passenger boarding/deboarding facility with a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. Includes all fixed guideway passenger facilities (except for on-street cable car and light rail stops), including busway passenger facilities; underground, at grade, and elevated rail stations; and ferryboat terminals. Includes transportation, transit, or transfer centers, park-and-ride facilities, and transit malls with the above components, including those only used by motor buses.

- **Revenue facility: parking facility:** Includes park-and-ride lots as well as parking garages. Parking facilities are those immediately adjacent to a transit station or center.
- **Revenue facility: other:** Another location within the facility such as a control room, equipment room, or turnstile area. May be used to indicate areas around the facility that are on transit property.
- **Non-revenue facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.

For **Material Type** selections, choose the material that spilled from the list.

## Acts of God

Acts of God are natural and unavoidable catastrophes that interrupt the expected course of events, such as earthquakes, floods, hurricanes, tornados, other high winds, lightning, snow, and ice storms. The form allows you to select more than one affected location.

### *Act of God Event Details Key Descriptions*

**Type** selections:

- Earthquake
- Flood
- Hurricane
- Tornado
- Other High Winds
- Lightning
- Snow Storm
- Ice Storm

**Location of Property Damage, Injuries, or Fatalities** selections:

- **In vehicle/vessel:** Interior or exterior of the transit vehicle or vessel.
- **Revenue facility: transit station/center or terminal:** A passenger boarding/deboarding facility with a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. Includes all fixed guideway passenger facilities (except



for on-street cable car and light rail stops), including busway passenger facilities; underground, at grade, and elevated rail stations; and ferryboat terminals. Includes transportation, transit, or transfer centers, park-and-ride facilities, and transit malls with the above components, including those only used by motor buses.

- **Revenue facility: parking facility:** Includes park-and-ride lots as well as parking garages. Parking facilities are those immediately adjacent to a transit station or center.
- **Revenue facility: other:** Another location within the facility such as a control room, equipment room, or turnstile area. May be used to indicate areas around the facility that are on transit property.
- **Non-revenue facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.
- **Roadway: grade crossing or Right-of-way: Grade crossing:** An intersection of a roadway and a rail right-of-way where they cross each other at the same level (at grade). For street-running operations, each street intersection is considered a grade crossing (excludes driveways and parking lot entrances). Pedestrian crosswalks in stations are also included.
- **Roadway: not a grade crossing or intersection or Right-of-way: not a grade crossing:** Mid-block or locations on the roadway or rail right-of-way that are not at intersections. Includes driveways, parking lot entrances, ramps, bridges, and tunnels.
- **Roadway: intersection:** A four-way intersection or crossroads that usually involves two streets or roads crossing over each other. In areas where there are blocks, the crossing streets or roads are usually perpendicular to each other (at a right angle). However, two roads may cross at a different angle.
- **Roadway: transit stop:** A passenger boarding/deboarding site.

## Security Events

Security events are divided into two types: System and Personal. Events at bus stops not on transit-owned property are not reportable unless the event involves a transit vehicle or boarding/alighting from a vehicle. Therefore, events such as assault, robbery, etc., occurring at bus stops or shelters owned by municipalities or authorities that also operate transit systems are excluded.

## System Security Events

A system security event affects a transit system as a whole. Examples include but are not limited to arson, burglary, vandalism, sabotage, hijacking, suspicious packages and objects, cyber security, bomb threats, bombings, and chemical, biological, and nuclear/radiological releases. Other System Security Events may include rocks or projectiles thrown at a transit vehicle or shots fired in an area in which the vehicle travels.

### *System Security Event Details Key Descriptions*

#### **Security Event Type** selections:

- **Bomb threat:** A credible written or oral (e.g., telephone) communication to a transit agency threatening the use of an explosive or incendiary device for the purpose of disrupting public transit services or to create a public emergency.
- **Bombing:** The unlawful and intentional delivery, placement, discharge, or detonation of an explosive or other device in, into, or against transit property with intent to cause death, bodily injury, or extensive damage to property.
- **Suspicious package**
- **Chemical/Biological/Nuclear/Radiological:** The unlawful and intentional delivery, placement, discharge, or detonation of a biological, chemical, or radiological or other lethal device in, into, or against property. Chemical, biological, or radiological/other releases involve solids, liquids, or gases that have chemical properties that produce lethal or serious effects in human beings; includes any weapon involving a disease organism.
- **Arson:** To unlawfully and intentionally damage or attempt to damage any real or personal property by fire or incendiary device.
- **Hijacking:** The act of unlawfully seizing control of a transit vehicle by force or threat or by any other form of intimidation and exercising control over it with the intent to detain any person on board the vehicle against their will, to transport any person on board the vehicle against their will to any place other than the next scheduled stop, or to cause that vehicle to deviate from its schedule.
- **Sabotage:** The deliberate destruction of transit property or the slowing down of public transit operations with the intention of damaging business or the economic condition of the transit agency.
- **Cyber:** An event that targets transit facilities, personnel, information, or computer or telecommunications systems associated with transit agencies.

- **Burglary:** The unlawful entry into a building or other structure with the intent to commit a felony or a theft.
- **Vandalism:** The willful or malicious destruction or defacement of transit property or vehicles.
- **Other System Security Event**

### Location selections:

- **In Vehicle/Vessel:** Interior or exterior of the transit vehicle or vessel.
- **Revenue facility: transit station / center or terminal:** A passenger boarding/deboarding facility with a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. Includes all fixed guideway passenger facilities (except for on-street cable car and light rail stops), including busway passenger facilities; underground, at grade, and elevated rail stations; and ferryboat terminals. Includes transportation, transit, or transfer centers, park-and-ride facilities, and transit malls with the above components, including those only used by motor buses.
- **Revenue facility: parking facility:** Includes park-and-ride lots as well as parking garages. Parking facilities are those immediately adjacent to a transit station or center.
- **Revenue facility: other:** another location within the facility such as a control room, equipment room or turnstile area.
- **Non-revenue facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.
- **Right-of-way:** The area through which a train travels; a train's dynamic envelope, including the track and the area around the track.

### Personal Security Events

A personal security event occurs to or affects individuals on transit property. Examples include but are not limited to assault, robbery, rape, theft, motor vehicle theft, larceny, homicide, attempted suicide or suicide that did not involve contact with a transit vehicle, and other personal security events that do not fit into another category.

Attempted suicide refers to self-inflicted harm where death does not occur, but the intention of the person was to cause a fatal outcome. The intent can be determined by any reasonable method including police reports and eyewitness accounts. The event description must clearly state how the person inflicted self-harm and that the intent was

suicidal. If there was no self-inflicted harm or suicidal intent and the individual was transported only for a mental health evaluation, the event should be reported on the Non-Major Monthly Summary report.

### *Personal Security Event Details Key Descriptions*

#### **Security Event Type** selections:

- **Assault:** An unlawful attack by one person upon another.
- **Robbery:** The taking, or attempting to take, of anything of value under confrontational circumstances from the control, custody, or care of another person by force or violence or by putting the victim in fear of immediate harm.
- **Rape:** The carnal knowledge of a person, forcibly and against that person's will.
- **Motor Vehicle Theft:** The act or attempted act of stealing a motor vehicle.
- **Larceny/Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession (or constructive possession) of another person.
- **Homicide:** The killing of one human being by another, including murder and non-negligent manslaughter (the willful [non-negligent] killing of one human being by another), and negligent manslaughter (the killing of another person through gross negligence).
- **Suicide:** Self-inflicted harm where the intention of the person was to cause a fatal outcome.
- **Attempted Suicide:** Self-inflicted harm where death does not occur, but the intention of the person was to cause a fatal outcome.
  - Ensure the event description clearly address the intent and how the event was attempted. Third-party witness statements are acceptable.
- Other Personal Security Event

#### **Location** selections:

- **In Vehicle/Vessel:** Interior or exterior of the transit vehicle or vessel.
- **Revenue facility: transit station / center or terminal:** A passenger boarding/deboarding facility with a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. Includes all fixed guideway passenger facilities (except for on-street cable car and light rail stops), including busway passenger facilities; underground, at grade, and elevated rail stations; and ferryboat terminals. Includes

transportation, transit, or transfer centers, park-and-ride facilities, and transit malls with the above components, including those only used by motor buses.

- **Revenue facility: parking facility:** Includes park-and-ride lots as well as parking garages. Parking facilities are those immediately adjacent to a transit station or center.
- **Revenue facility: other:** Another location within the facility such as a control room, equipment room, or turnstile area.
- **Non-revenue facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.
- **Right-of-way:** The area through which a train travels; a train's dynamic envelope, including the track and the area around the track.

## Other Safety Events

Other Safety Events include but are not limited to slips, trips, falls, smoke, power failure, maintenance-related issues, electric shock, or runaway train events. To be reported as a major event, these events must **either** meet the fatality, evacuation, or property damage threshold **or** result in two or more injured persons. Other Safety Events that cause only one person to be immediately transported from the scene for medical attention, and that do not trigger any other reporting threshold, are reported on the Non-Major Monthly Summary Report form.

The FTA includes Other Safety Events that occur in a transit maintenance facility and meet a reporting threshold but continues to exclude occupational safety events occurring in administrative buildings.

### *Other Event Details Key Descriptions*

**Event Type** selections:

- Smoke
- Fumes/Noxious Odors
- Electric Shock
- Outside Conditions (powerlines, pantographs, etc.)
- Power Failure
- Maintenance Related

- Slip/Trip/Fall
- **Runaway Train:** a train which is no longer under the control of a driver regardless of whether the operator is physically on the vehicle at the time. This is limited to revenue vehicles.

**Location** selections:

- Boarding/alighting: with stairs
- Boarding/alighting: with lift or ramp
- Boarding/alighting: other
- Vehicle Exterior: the exterior of the transit vehicle
- Roadway
- Right-of-way
- Yard
- Revenue facility: elevator related
- Revenue facility: escalator related
- Revenue facility: ramp
- Revenue facility: stairway
- Revenue facility: platform/stop/waiting area
- **In vehicle/vessel: securement issue:** In or on a transit vehicle and pertains to the securement of a wheelchair or other mobility device.
- **In vehicle/vessel: not a securement issue:** In or on a transit vehicle and does not pertain to the securement of a wheelchair or other mobility device.
- **Revenue facility: parking facility:** Includes park-and-ride lots and parking garages. Parking facilities are those immediately adjacent to a transit station or center.
- **Revenue facility: other:** Another location within the facility, such as a control room, equipment room, or turnstile area. May be used to indicate a bus or service stop or areas around the facility that are on transit property.
- **Non-revenue facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.

**Example 11: Other Safety Event Major Event Type Reporting**

**Scenario:** A patron in a transit center falls down the stairs, sustains a head injury, is immediately transported away from the scene, and dies ten days after the event due to the injury.

**Solution:** This meets the Fatality threshold. Select Other Safety Event and select Slip/Trip/Fall as the event type.

**Scenario:** A bus fills with heavy fuel fumes, and employees evacuate the passengers to the roadway.

**Solution:** This meets the Evacuation threshold. Report Other Safety Event, then select Fumes/Noxious Odors as the event type and include the evacuation screen.

**Scenario:** An elevator has a mechanical problem causing it to jerk to a stop. Two patrons are transported away for medical attention.

**Solution:** This meets the two-injury threshold for Other Safety Event. Select Other Safety Event, then select Maintenance Related as the event type and complete two Injury subforms.

## S&S-50: Non-Major Monthly Summary Report

### Overview

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The Non-Major Monthly Summary Report captures monthly summary information on minor fires and other less severe safety events that are not reportable as Major Events. On the Non-Major Monthly Summary Report, agencies report only the number of occurrences or safety incidents per month and the number of persons immediately transported away from the scene for medical attention due to those occurrences. Agencies do not provide details for these events.

For ADA or Paratransit modes providing door-to-door service, when an individual slips, trips, or falls walking to or from the transit vehicle and is injured (transported for medical attention), their injury is reportable on the Non-Major Monthly Summary Report as this is considered part of the boarding/alighting process.

Agencies must submit one S&S-50 each month for all modes regardless of whether they have data to report, or if an S&S-40 has been submitted for a mode during that month. (All events resulting in two or more injuries are reported as a Major Event.)

The Non-Major Monthly Summary Report has two event type categories: Other Safety Occurrences (referred to as “Other Safety Incidents” on the rail version of the S&S-50) and Number of Non-Major Fires. The forms differ slightly by mode.

### Multi-Agency Facilities

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

### Predominant Use

The Predominant Use Rule is applied when an event affects more than one mode. If two or more transit modes within an agency are affected by an event, the agency would report the event in only one mode.



- If the event involves rail and non-rail, the agency reports the event in the rail mode.
- If the event involves two rail modes or two non-rail modes, the agency selects the mode to report based on predominant use.

The volume of passengers served by a mode most often measures predominant use. For example, if an event occurred in a multi-modal station served by HR and LR, the agency would report the event under LR based on the higher volumes of LR boarding passengers.

### Number of Other Safety Occurrences Not Otherwise Classified and Number Other Safety Incidents

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Other Safety Occurrences not Otherwise Classified or Other Safety Incidents are **not** collisions, fires, derailments, acts of God, hazardous material spills, or security events but do result in a person being immediately transported from the scene for medical treatment, including transport by personal vehicle.

Other Safety Occurrences or Other Safety Incidents that meet the fatality, evacuation, damage, and/or or two-injury thresholds are **not** reported on the Non-Major Monthly Summary Report. Instead, an agency should report an event meeting any of these criteria under Other Safety Event on the S&S-40 form.

A reportable Other Safety Occurrence Not Otherwise Classified (OSONOC) or Other Safety Incident is one that meets the single injury NTD reporting threshold and occurs

- on transit right-of-way or infrastructure (the underlying framework or structures that support a public transportation system),
- at a transit revenue facility,
- at a maintenance facility or rail yard,
- during a transit-related maintenance activity, or
- involves a transit revenue vehicle.

Excluded from this event reporting requirement are

- events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event;
- occupational safety events occurring in administrative buildings; and
- events at bus stops not on transit-owned property (unless the event involves a transit vehicle or boarding/alighting from a vehicle).

*Note: Bus stops or shelters owned by municipalities or authorities that also operate transit systems are not considered “transit-owned” property.*

Some examples of reportable injury incidents (immediate transport from the scene for medical attention) include

- electric shock to an individual,
- a bus driver braking hard to avoid a collision resulting in one injury,
- mobility device securement (tie down) malfunction,
- an event that occurs on transit vehicle lift equipment,
- a person falling either up or down the steps of a bus or a facility resulting in one injury,
- a person falling into the side of a stopped transit vehicle,
- a transit vehicle door closing on a person or clothing,
- a person falling when walking to or from a door-to-door service transit vehicle, and
- a person transported for mental health evaluation (for example, a person stating they would like to harm themselves where no attempt is made).

### ***Number of Other Safety Occurrences or Safety Incidents Key Descriptions***

**In Transit Vehicles** selections:

- Boarding/Alighting: With Stairs
- Boarding/Alighting: With lift or ramp
- Boarding/Alighting: Other
- **Other in Vehicle: Securement Issue:** In or on a transit vehicle and pertains to the securement of a wheelchair or other mobility device.
- **Other in Vehicle: Not a Securement Issue:** In or on a transit vehicle and does not pertain to the securement of a wheelchair or other mobility device.

**In Revenue Facilities** selections:

- Ramps
- Stairs
- Escalators
- Elevators

**Other Locations** selections:

- **In Non-Revenue Facilities:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.
- **Other:** Used to capture events that did not occur in listed locations. For example, a person makes contact with a stationary transit vehicle on the roadway.

**Example 12: Other Safety Occurrences or Safety Incidents Reporting**

**Scenario:** A person falls from the platform and briefly touches the third rail causing a burn and requires immediate medical attention away from the scene.

**Solution:** The agency reports the one Occurrence and the one injury related to this event on the Non-Major Monthly Summary Report under Number of Other Safety Incidents and Related Non-Serious Injuries.

**Scenario:** A track worker is repairing rail ties on the track and falls to the roadbed resulting in lacerations to the knee.

**Solution:** Since this is maintenance related, the agency reports the one Occurrence and the one injury on the Non-Major Monthly Summary Report under Number of Other Safety Incidents and Related Non-Serious Injuries.

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## Number of Non-Major Fires

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Agencies must report incidence of fires that require suppression but do not meet a major event reporting threshold.

A reportable non-major fire is one that occurs

- on transit right-of-way or infrastructure,
- at a transit revenue facility,
- at a maintenance facility or rail yard,
- during a transit-related maintenance activity, or
- on or in a transit revenue vehicle.

If the fire event meets a major event threshold (injury, fatality, evacuation, property damage), it is to be reported as a major event on the S&S-40.

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**Number of Non-Major Fire Events Key Descriptions**

Enter the number of non-major fire events by location:

- **In Transit Vehicles:** In or on a transit vehicle.
- **In Revenue Facilities:** Property owned by the transit agency and areas used by a transit agency to provide revenue service such as bus stops, transit centers, and parking lots.
- **In Non-Revenue Facilities:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.
- **On right-of-way:** The area through which a train travels; a train's dynamic envelope, including the track and the area around the track. Not used for non-rail modes.

**Example 13: Fire Event**

**Scenario:** A transit bus (MB) has smoke coming from under the hood, and the operator finds a small electrical fire. 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:** Because this fire required an act of suppression but does not meet a major event-reporting threshold, this event must be reported on the S&S-50 under Number of Non-Major Fires.

**Scenario:** A small fire on the right-of-way was extinguished. It did not cause any damage or injuries.

**Solution:** This event is reported on an S&S-50 form, as there were no injuries, no evacuation, and no damages.



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## Appendix A: Vehicle Manufacturers

### Rail Manufacturer Codes

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Code	Manufacturer
ABB	Asea Brown Boveri Ltd.
ACF	American Car and Foundry Company
AEG	AEG Transportation Systems
ALS	ALSTOM Transport
ALW	ALWEG
AMI	Amrail Inc.
ASK	AAI/Skoda
BBB	Blue Bird Corporation
BEC	Brookville Equipment Corporation
BFC	Breda Transportation Inc.
BLM	Boise Locomotive Works
BOM	Bombardier Corporation
BUD	Budd Company
BVC	Boeing Vertol Company
CAF	Construcciones Auxiliar de Ferrocarriles
CBR	Carter Brothers
CSC	California Street Cable Railroad Company
CVL	Canadian Vickers Ltd.
DHI	Daewoo Heavy Industries
DWC	Duewag Corporation

Code	Manufacturer
FCH	Ferries and Cliff House Railway
GEC	General Electric Corporation
GMC	General Motors Corporation
GTC	Gomaco Trolley Company
HIT	Hitachi
HSC	Hawker Siddeley Canada
HYU	Hyundai Rotem
INE	Inekon Group, a.s.
JCC	Jewett Car Company
JHC	John Hammond Company
KAW	Kawasaki Rail Car Inc.
KIN	Kinki Sharyo USA
MAF	Mafersa
MBB	M.B.B.
MBR	Mahoney Brothers
MKI	American Passenger Rail Car Company
MPT	Motive Power Industries
MSR	Market Street Railway
PCF	PACCAR (Pacific Car and Foundry Company)
PST	Pullman-Standard
PTC	Perley Thomas Car Company
RHR	Rohr Corporation
SDU	Siemens Mass Transit Division

Code	Manufacturer
SFB	Société Franco-Belge de Matériel
SFM	San Francisco Muni
SLC	St. Louis Car Company
SOF	Soferval
SOJ	Sojitz Corporation of America
SUM	Sumitomo Corporation
TCC	Tokyu Car Company
USR	US Railcar
UTD	UTDC Inc.
WAM	Westinghouse-Amrail
WLH	W. L. Holman Car Company
ZZZ	Other (Describe)



Non-Rail Manufacturer Codes

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Code	Manufacturer
AAI	Allen Ashley Inc.
ABI	Advanced Bus Industries
ACF	American Car and Foundry Company
ACI	American Coastal Industries
AEG	AEG Transportation Systems
All	American Ikarus Inc.
ALL	Allen Marine, Inc.
ALX	Alexander Dennis Limited
AMD	AMD Marine Consulting Pty Ltd
AMG	AM General Corporation
AMT	AmTran Corporation
ARB	Arboc Mobility LLC
ASK	AAI/Skoda
ATC	American Transportation Corporation
AZD	Azure Dynamics Corporation
BBB	Blue Bird Corporation
BFC	Breda Transportation Inc.
BIA	Bus Industries of America
BLN	Blount Boats, Inc.
BOM	Bombardier Corporation
BOY	Boyertown Auto Body Works
BRA	Braun

Code	Manufacturer
BRX	Breaux's Bay Craft, Inc.
BYD	Build Your Dreams, Inc.
CBC	Collins Bus Corporation (form. Collins Industries Inc./COL)
CBW	Carpenter Industries LLC (form. Carpenter Manufacturing Inc.)
CCC	Cable Car Concepts Inc.
CCI	Chance Bus Inc. (formerly Chance Manufacturing Company/CHI)
CEQ	Coach and Equipment Manufacturing Company
CHA	Chance Manufacturing Company
CHR	New Chrysler
CMC	Champion Motor Coach Inc.
CMD	Chevrolet Motor Division — GMC
CVL	Canadian Vickers Ltd.
DAK	Dakota Creek Industries, Inc.
DER	Derecktor
DIA	Diamond Coach Corporation (formerly Coons Mfg. Inc./CMI)
DKK	Double K, Inc. (form. Hometown Trolley)
DMC	Dina/Motor Coach Industries (MCI)
DTD	Dodge Division — Chrysler Corporation
DUC	Dutcher Corporation
DUP	Dupont Industries
EBC	EIDorado Bus (EBC Inc.)
EBU	Ebus, Inc.

Code	Manufacturer
EDN	El Dorado National (formerly El Dorado/EBC/Nat. Coach/NCC)
EII	Eagle Bus Manufacturing
ELK	Elkhart Coach (Division of Forest River, Inc.)
FDC	Federal Coach
FIL	Flyer Industries Ltd (aka New Flyer Industries)
FLT	Flxette Corporation
FLX	Flexible Corporation
FRC	Freightliner Corporation
FRD	Ford Motor Corporation
FRE	Freeport Shipbuilding, Inc.
FSC	Ferrostaal Corporation
GCC	Goshen Coach
GCA	General Coach America, Inc.
GEO	GEO Shipyard, Inc.
GIL	Gillig Corporation
GIR	Girardin Corporation
GLF	Gulf Craft, LLC
GLH	Gladding Hearn
GLV	Glaval Bus
GMC	General Motors Corporation
GML	General Motors of Canada Ltd.
GOM	Gomaco
HMC	American Honda Motor Company, Inc.

Code	Manufacturer
HSC	Hawker Siddeley Canada IKU — Ikarus USA Inc.
HYU	Hyundai Rotem
INT	International
IRB	Renault & Iveco
KIA	Kia Motors
KKI	Krystal Koach Inc.
MAN	American MAN Corporation
MBZ	Mercedes Benz
MCI	Motor Coach Industries International (DINA)
MDI	Mid Bus Inc.
MER	Ford or individual makes
MNA	Mitsubishi Motors; Mitsubishi Motors North America, Inc.
MOL	Molly Corporation
MTC	Metrotrans Corporation
MVN	Mobility Ventures
NAB	North American Bus Industries Inc. (form. Ikarus USA Inc./IKU)
NAT	North American Transit Inc.
NAV	Navistar International Corporation (also known as International/INT)
NBB	Nichols Brothers Boat Builders
NBC	National Mobility Corporation
NCC	National Coach Corporation
NEO	Neoplan - USA Corporation

Code	Manufacturer
NFA	New Flyer of America
NIS	Nissan
NOV	NOVA Bus Corporation
OBI	Orion Bus Industries Ltd. (formerly Ontario Bus Industries)
OCC	Overland Custom Coach Inc.
OTC	Oshkosh Truck Corporation
PCI	Prevost Car Inc.
PLY	Plymouth Division-Chrysler Corp.
PST	Pullman-Standard
PTE	Port Everglades Yacht & Ship
RIC	Rico Industries
SBI	SuperBus Inc.
SHI	Shepard Brothers Inc.
SCC	Sabre Bus and Coach Corp. (form. Sabre Carriage Comp.)
SPC	Startrans (Supreme Corporation)
SPC	Supreme Corporation
SPR	Spartan Motors Inc.
SSI	Stewart Stevenson Services Inc.
STE	Steiner Shipyards, Inc.
STR	Starcraft
SUB	Subaru of America or Fuji Heavy Industries Ltd.
SUL	Sullivan Bus & Coach Limited
SVM	Specialty Vehicle Manufacturing Corporation

Code	Manufacturer
TBB	Thomas Built Buses
TEI	Trolley Enterprises Inc.
TMC	Transportation Manufacturing Company
TOU	Tourstar
TOY	Toyota Motor Corporation
TRN	Transcoach
TRT	Transteq
TRY	Trolley Enterprises
TTR	Terra Transit
TTT	Turtle Top
VAN	Van Hool N.V.
VOL	Volvo
VTH	VT Halter Marine, Inc. (includes Equitable Shipyards, Inc.)
WCI	Wheeled Coach Industries Inc.
WDS	Washburn & Doughty Associates, Inc.
WOC	Wide One Corporation
WTI	World Trans Inc. (also Mobile—Tech Corporation)
WYC	Wayne Corporation (form. Wayne Manufacturing Company/WAY)
ZZZ	Other (Describe)



## Appendix B: Vehicle Fuel Types

Code	Fuel Type
BD	Biodiesel
BF	Bunker fuel (low grade of diesel fuel often used in ferryboat operations)
CN	Compressed natural gas (CNG)
DF	Diesel fuel
DU	Dual fuel
EB	Electric battery
EP	Electric propulsion
ET	Ethanol
GA	Gasoline
HD	Hybrid diesel
HG	Hybrid gasoline
HY	Hydrogen
KE	Kerosene
LN	Liquefied natural gas (LNG)
LP	Liquefied petroleum gas (LPG)
MT	Methanol





## Appendix C: Transit Vehicle Types

Code	Transit Vehicle Type
AG	<b>Automated Guideway Vehicle:</b> A vehicle used for Monorail/Automated Guideway mode (MG).
AO	<b>Automobile:</b> A passenger car up to and including station wagons in size. Excludes minivans and anything larger.
BR	<b>Over-the-road bus:</b> A bus characterized by an elevated passenger deck located over a baggage compartment.
BU	<b>Bus:</b> A rubber-tired passenger vehicle powered by diesel, gasoline, battery, or alternative fuel engines contained within the vehicle.
CC	<b>Cable Car:</b> A streetcar type of passenger vehicle operating by means of an attachment to a moving cable located below the street surface and powered by engines or motors at a central location not on-board the vehicles.
CU	<b>Cutaway:</b> A transit vehicle is built on a van or truck chassis by a second stage manufacturer.
DB	<b>Double Decker Bus:</b> A high capacity bus having two levels of seating, one over the other, connected by one or more stairways.
FB	<b>Ferryboat:</b> A vessel for carrying passengers or vehicles over a body of water. The vessels are generally steam or diesel-powered conventional ferry vessels.
HR	<b>Heavy Rail Passenger Car:</b> A rail car with motive capability driven by electric power taken from overhead lines or third rails and usually operated on exclusive right-of-way (ROW).
LR	<b>Light Rail Vehicle:</b> A rail car with motive capability usually driven by electric power taken from overhead lines and operates on exclusive rights-of-way (ROW) but sometimes on mixed traffic streets.
IP	<b>Inclined Plan Vehicle:</b> A special type of passenger vehicle operating up and down slopes on rails via a cable mechanism.
MV	<b>Minivan:</b> A light duty vehicle having a typical seating capacity of up to seven passengers and is smaller, lower and more streamlined than a full-sized van.

Code	Transit Vehicle Type
CR	<b>Commuter Rail Locomotive:</b> A Commuter rail vehicle used to pull or push commuter rail passenger coaches. Locomotives do not carry passengers themselves.
RP	<b>Commuter Rail Passenger Coach:</b> A commuter rail passenger vehicle not independently propelled and requiring one or more locomotives for propulsion.
RS	<b>Commuter Rail Self-Propelled Passenger Car:</b> A commuter rail passenger vehicle not requiring a separate locomotive for propulsion.
SB	<b>School Bus:</b> A bus used primarily for transporting pre-primary, primary, or secondary school students either to such schools from home or from such schools to home.
MT	<b>Sports Utility Vehicle:</b> A high-performance four-wheel drive car built on a truck chassis.
TB	<b>Trolleybus:</b> A rubber-tired, electrically powered passenger vehicle operated on city streets drawing power from overhead lines with trolleys.
TR	<b>Aerial Tramway Vehicle:</b> An unpowered passenger vehicle suspended from a system of aerial cables and propelled by separate cables attached to the vehicle suspension system.
VN	<b>Van:</b> An enclosed vehicle having a typical seating capacity of 8 to 18 passengers and typically taller and with a higher floor than a passenger car.
VT	<b>Vintage Trolley/Streetcar:</b> A vintage or antique rail car originally manufactured before 1975.