



Federal Transit Administration  
U.S. Department of Transportation

Office of Budget and Policy



# National Transit Database

## Safety & Security Policy Manual

### January 2022



*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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# Table of Contents

- List of Exhibits ..... iii**
- List of Examples ..... iv**
- 2022 Safety and Security System Changes ..... 1**
  - Clarifications ..... 1
  - Form Changes ..... 1
    - S&S-30 form ..... 1
    - S&S-40 form ..... 1
- Introduction: The National Transit Database..... 2**
  - History ..... 2
- Safety and Security Reporting Requirements ..... 3**
  - Frequently Asked Questions ..... 3
  - Who Reports ..... 3
  - Reporting Overview ..... 3
  - When to Report..... 4
  - Where to Report..... 5
  - Failure to Report, Late Reports, or Incomplete Reports..... 6
- S&S-20: Safety and Security CEO Certification ..... 7**
- S&S-30: Security Configuration ..... 8**
  - Overview ..... 8
  - Primary Security Configuration..... 9
  - Secondary Security Configuration..... 9
  - Personnel Totals ..... 9
- S&S-40: Major Event Report ..... 13**
  - Overview ..... 13
  - Major Event Threshold Descriptions ..... 17
    - Fatality ..... 17
    - Injury ..... 17

Property Damage .....	20
Evacuation.....	22
Derailment .....	23
Collisions Involving Tow-Aways.....	23
Automatically Reportable Rail Collisions .....	24
Runaway Trains .....	24
Event Types .....	26
Collisions .....	27
Derailments .....	40
Fires.....	43
Hazardous Material Spills .....	45
Acts of God.....	46
Security Events .....	47
Other Safety Events .....	51
<b>S&amp;S-50: Non-Major Monthly Summary Report .....</b>	<b>54</b>
Overview .....	54
Multi-Agency Facilities .....	54
Predominant Use.....	54
Number of Other Safety Occurrences Not Otherwise Classified and Number of Other Safety Incidents .....	55
Number of Non-Major Fires.....	58
<b>Appendix A: Transit Vehicle Types.....</b>	<b>A-1</b>

## List of Exhibits

Exhibit 1: Summary of NTD Safety and Security Reporting Requirements.....	4
Exhibit 2: NTD Safety and Security Reporting Timeline: S&S-40.....	5
Exhibit 3: NTD Safety and Security Reporting Timeline: S&S-50.....	5
Exhibit 4: Security Configuration Types.....	8
Exhibit 5: Reporting Thresholds.....	14
Exhibit 6: Event Types.....	26
Exhibit 7: Collision Impact Point Diagram.....	38

## List of Examples

Example 1:	Calculating Personnel Totals.....	10
Example 2:	Allocating Security Personnel.....	10
Example 3:	Security Configurations .....	11
Example 4:	Events Reportable to the NTD .....	16
Example 5:	Injuries.....	19
Example 6:	Calculating Property Damage .....	21
Example 7:	Collisions Involving Tow-Away.....	23
Example 8:	Runaway Train.....	25
Example 9:	Non-Reportable Non-Transit Collision .....	28
Example 10:	Non-Reportable Collision .....	28
Example 11:	Reporting “Collision With”.....	32
Example 12:	Collision Type .....	38
Example 13:	Other Safety Event Major Event Type Reporting .....	53
Example 14:	Other Safety Occurrences or Safety Incidents Reporting .....	57
Example 15:	Fire Event.....	59



## 2022 Safety and Security System Changes

### Clarifications

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The rail mode threshold of “Occur at a rail grade crossing” has been clarified to include collisions at intersection for street-running rail operations.

The scenarios for reporting derailments have been clarified.

### Form Changes

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#### **S&S-30 form**

- Added Number of Secondary Security Personnel. Agencies should now report this value instead of reporting a Total Number of Personnel. Total Number of Security Personnel will now be calculated by totaling Primary and Secondary Personnel.

#### **S&S-40 form**

- Set Up Screen 2 wording changed from "Was the event a collision at a grade crossing?" to "Was the event a collision at a grade crossing or intersection?"
- Added to the Rail Collision Event Information form, selections for "Right-of-way: intersection" and "Service stop."
- Added to the Rail Collision Information form a list of “Intersection control device (If Applicable)” will appear if the “Location” is “Right-of-way”: intersection.”
- Added to the Rail Collision Information form a list of “Service Stop control device (If Applicable)” will appear if the “Location” is Service Stop.”

## Introduction: The National Transit Database

### History

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The National Transit Database (NTD) was established in 1974 and has evolved into the nation's primary source of information and statistics on transit systems. The Federal Transit Administration (FTA) provides billions of dollars each year in transit assistance, in part based on the data collected through the NTD. For a more complete history of the NTD, list of legislative requirements, list and definitions of public transit modes, and general reporting requirements and definitions, see the most recently published NTD annual [\*Reporting Policy Manual\*](#).

## Safety and Security Reporting Requirements

### Frequently Asked Questions

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For convenience, FTA maintains a [Frequently Asked Questions](#) page to address common concerns about when, how, and what to report (see section titled “Safety and Security”).

### Who Reports

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Safety and Security (S&S) reporters are those transit agencies that submit a Full Report to the NTD, also called “Full Reporters.”<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 recently published *NTD Full Reporting Policy Manual*.

Beneficiaries and recipients of §5307 and §5311 funds must file an annual report with the NTD. 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.

For agencies reporting rail modes, reporting should begin with the initiation of the engineering and construction phase of the project. This is based on the Commitment Date on the Modes (P-20) form

***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.***

### Reporting Overview

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

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<sup>1</sup> For the purposes of this manual, FTA refers to NTD reporters as “transit agencies” for simplicity and consistency with other NTD reporting manuals.

Exhibit 1: Summary of NTD Safety and Security Reporting Requirements

NTD Safety and Security Reports	Who reports?
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 Commuter Rail (CR) and Alaska Railroad (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

Transit agencies provide detailed information about severe safety and security events on the Major Event Report (S&S-40). Transit agencies 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.

Transit agencies 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. Transit agencies 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: CR service and 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 and do not submit an S&S-50.*

## When to Report

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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 2022 by January 31, 2023. Each reporting year then remains open for edits until the end of the following calendar year (for example, reporters may edit 2021 data through December 31, 2022).

## Exhibit 2: NTD Safety and Security Reporting Timeline: S&amp;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.

Transit agencies 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 3: NTD Safety and Security Reporting Timeline: S&amp;S-50

Month	Due Date
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

Transit agencies complete the required forms, waivers, and declarations using the [NTD 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, they may complete the required S&S screens.

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

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Federal law requires transit agencies reporting to the NTD to submit complete reports by their due date (see 49 CFR 630.6). Failure to report may occur when an agency does not submit a report, submits a late report, or submits an incomplete report. Please see the most recently published *NTD Full Reporting Policy Manual* for more information on a Failure to Report.

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 emails 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: Safety and Security 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 confirmation that all the S&S data submitted is accurate for the calendar year 2021. The agency's CEO must complete the S&S-20 by the end of February 2022. 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 4: 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 private company that may be staffed by a combination of off-duty police officers and other personnel).

**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. Enter the Number of Primary Security Personnel.

### 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. Enter the Number of Secondary Security Personnel.

### Personnel Totals

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Agencies must report security personnel in terms of FTEs according to the staffing levels at the beginning of the year. One FTE means one full-time equivalent, 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 security FTE 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/Directly Operated (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. The Number of Secondary Personnel is 0 for each mode.

### 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 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 0 for the Number of Secondary Personnel.
- The agency selects Contracted Security Force for the primary configuration.
- The agency selects Contracted Security Force for the secondary configuration.

#### Solution for LR mode:

- The agency reports 5 for the Number of Primary Security Personnel.

### Example 2: Allocating Security Personnel

- The agency reports 2.4 for the Number of Secondary Personnel. (The Total Number of Security Personnel will calculate to 7.4).  
*100 LR employees ÷ 500 total employees = 0.2 (0.2 × 12 security guards (2.4)) + 5 security guards = 7.4*
- The agency selects Contracted Security Force for the primary configuration.
- The agency also selects Contracted Security Force for the secondary configuration.

#### 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 2.5 for the Number of Secondary 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 0 (zero) Number of Secondary Personnel.
- The agency selects Transit Agency Security Force for the primary configuration.

### Example 3: Security Configurations

- 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.

#### **Solution:**

- The agency reports 15 for Primary Security Personnel.
- The agency reports 20 for Number of Secondary 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 DR and MB service. The DR mode relies on the use of local police. 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.

#### **Solution for the DR form:**

- The agency reports 0 for the Number of Primary Security Personnel.
- The agency reports 0 for the Number of Secondary 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 0 for the Number of Secondary 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.

### When to Report a Major Event

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

- Occurs at a transit revenue facility, maintenance facility, or rail yard;
- Occurs on transit right-of-way or infrastructure (the underlying framework or structures that support a public transportation system);
- Occurs 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 confirmed to be a result of illness, drug overdose or other natural causes, outside of a reportable event (deaths of undetermined cause in a rail right of way that may be the result of collision or electrocution are reportable);
- Other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-owned property-unless the event involves either a transit vehicle or a person 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 (see

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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.

the most current annual NTD Reporting Policy Manual for more detail distinguishing bus stops from facilities)

- Collisions that occur while transit personnel are travelling to or from a transit-related maintenance activity; and
- Collisions involving a supervisor car or other non-revenue 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.).

Exhibit 5: 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 for 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 for 1 or more persons.</li> <li>• <b>Serious injuries</b>, whether or not the person is transported away from the scene, 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>

Non-Rail and Ferry Modes	Rail Modes
<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 asset, such that it requires towing, rescue, on-site maintenance, or immediate removal prior to safe operation.</p>
<p><b>Collisions</b> that</p> <ul style="list-style-type: none"> <li>• Meet an injury, fatality, property damage, or evacuation threshold;</li> <li>• Involves a transit revenue vehicle and the towing away of any vehicles (transit or non-transit) from the scene;</li> <li>• Include suicides or attempted suicides resulting in an injury or fatality that involve contact with a transit vehicle; or</li> <li>• Includes collisions that 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 or intersection;</li> <li>• Involve an individual in the right-of-way;</li> <li>• Involve a rail transit vehicle and a second rail transit vehicle; or</li> <li>• Includes collisions that do not involve a transit 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); or <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>

Non-Rail and Ferry Modes	Rail Modes
	<p><b>Runaway Train</b></p> <p>Events involving a moving 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> A patron riding the escalator in a rail station trips and falls, knocking over two other patrons. Two patrons require immediate transportation to receive medical attention. The third patron refuses medical attention, leaves the station, and does not appear to have serious injuries.</p> <p><b>Solution:</b> Reportable as a Major Safety Event due to two or more injuries.</p>
<p><b>Scenario:</b> Two non-revenue rail service vehicles, collide in the yard. There are no fatalities or injuries, nor is there 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 rail maintenance vehicle collides with a person in the yard. There is one injury.</p> <p><b>Solution:</b> This involves a non-revenue rail vehicle collision and meets the injury threshold. It 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 Threshold Descriptions

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### Fatality

Agencies must always report events that result in fatalities.

Fatalities that occur because of illnesses, drug overdoses, 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. Deaths of undetermined cause in a rail right-of-way that may be the result of collision or electrocution are reportable.

An agency must report a fatality due to a reportable S&S event if it is confirmed to have occurred within 30 days of the event. If an agency receives confirmation that a death occurred within 30 days of an event to a person initially reported as an injury, then you may have to update the submitted major event report.

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

### Injury

For all 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. You must report each person transported away from the scene for medical attention as an injury, whether or not the person appears to be injured. If an individual seeks medical care several hours after an event or in the days following an event, that does not constitute *immediate* medical transportation away from the scene.

This criterion 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.

For **rail 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.

You must describe serious injuries in terms of one or more of these criteria in the Event Description field (see section “Basic Information Screen”). When a person receives immediate medical attention away from the event, that individual may seek medical attention through any means of vehicular transport, including by transit vehicle, an ambulance, another emergency vehicle, private vehicle, or via stretcher to the hospital. However, if the person seeks medical attention after leaving the scene on foot, that does not constitute immediate medical transportation away from the scene.

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. 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.

### Exclusions

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 occurred as a result of a collision. For example, if a bus is involved in a collision, and a passenger has a heart attack as a result, then that is a reportable injury.

Individuals who are transported away from the scene for the following reasons are not reportable:

- Solely for mental health evaluation unrelated to a specific reportable event, **or**
- Due to declarations or allegations of self-harm with no evident injury, **or**
- Solely due to intoxication or drug overdose.

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 collision with a transit bus.

**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 a rail collision. The injury is serious because it requires hospitalization for more than 48 hours within 7 days of the event. The same scenario resulting from a collision with a bus would not be reportable.

**Scenario: Transported for Trauma Resulting from Event**

A train strikes a pedestrian resulting in an injury or fatality and the operator is transported for trauma.

**Solution:** The collision is a reportable event and the operator suffered harm meeting the definition of an injury. The operator injury would be included in the collision report in addition to the pedestrian injury or fatality.

**Scenario: Transported for Mental Health without Associated Event**

A person acting erratically on a station platform, who could injure themselves by their behavior, is transported for a mental health evaluation.

**Solution:** There is no reportable event or injury, and this is therefore not reportable.

## Property Damage

**Non-Rail modes:** Transit agencies 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.

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:** You 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, such that it 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 under the vehicle's own power for minor repair or maintenance, testing, or video and event recorder download.

You 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 and items surrounding the right-of-way, such as utility poles;
- Bus stop shelters in a transit station;
- Private property (e.g., buildings, fences, traffic signals, walls); and
- Bicycles and personal mobility devices.

The value of total property damage includes the cost to clear the scene and restore service. This includes towing costs and other costs to clear wreckage and debris.

You 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; and
- Damage to personal property, such as the value of personal laptops, personal cell phones, or other personal items (damage to IT equipment owned by your agency should be included in the damage estimate).

### 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.

### Example 6: Calculating Property Damage

**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.

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, you 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, then you must report the evacuation.

Self-evacuations, which occur when people vacate transit property without direction from transit personnel or another authority, are not automatically reportable.

You should not report evacuations due to a mechanical failure unless the evacuation occurs onto the right-of-way. Evacuations to a station platform or a rescue train are not reported *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

You must report any derailment of a rail transit revenue vehicle or a of non-revenue service vehicle. This includes both mainline and yard derailments.

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

## Collisions Involving Tow-Aways

You 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:** Report this as a collision 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:** Report this as a collision event. The truck was towed away, therefore the event meets the substantial damage threshold criterion.

## Automatically Reportable Rail Collisions

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

### Rail Grade Crossing or Intersection Collisions

You must report any collision involving a rail transit vehicle at occurring at a grade crossing or intersection. 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. You must report rail grade crossing collisions whether or not they meet any other reporting threshold.

### Rail Collisions with an Individual

You must report any collision between a rail transit vehicle and an individual in 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

You must report any collision between a rail transit vehicle and a second rail 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 a non-revenue rail service vehicle, or between two non-revenue rail service vehicles. Rail transit vehicles exclude hand-powered devices that are not part of a vehicle consist. Report one “Transit vehicle involved” for each revenue train and one “Other vehicle involved” for each non-revenue vehicle.

*Note: Collisions that do not involve any rail transit vehicles and meet a reporting threshold 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 moving and 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 rail vehicles that are used for revenue service regardless of whether the event occurred in revenue service.



You 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). A runaway rail service vehicle that does not result in a safety event that meets reporting thresholds does not need to be reported.

### Example 8: Runaway Train

**Scenario: Revenue Train has an undesired uncoupling with movement.**

A revenue train consist has an undesired uncoupling at a station and pulls away leaving the uncoupled car behind. The car brakes do not set as designed and the car starts rolling.

**Solution:** Report as a “Other Safety Event” (Runaway Train) because the car is moving uncontrolled.

**Scenario: Revenue Train has an undesired uncoupling without movement.**

A revenue train consist has an undesired uncoupling at a station and pulls away leaving the uncoupled car behind. The car brakes set as designed and the car remains stationary.

**Solution:** Do not report this as a “Runaway Train” because the car is not moving uncontrolled.

## Event Types

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The exhibit below provides an overview of reportable event types for events meeting a reporting threshold.

### Exhibit 6: 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

## 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
- A dock

Do not report a collision if an individual is pushed in the path of a transit vehicle. Instead, either report an *assault* (if an injury occurred) or else as a *homicide* (if a fatality occurred.)

### 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 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. Only record a collision with an individual as a *suicide* or *attempted suicide* if the intent is established by a third party in the form of police reports, security personnel reports, or other eyewitness statements.

### Reporting Collisions

*Non-transit* vehicle collisions on or involving transit property that do not involve transit revenue vehicles may still meet reporting thresholds. For example:

- A pedestrian is struck by a private vehicle in a transit parking lot.
- Maintenance equipment collides with anything except a rail transit vehicle away from the rail right-of-way.

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

### Example 9: Non-Reportable Non-Transit Collision

**Scenario:** Two patrons are sitting on a bench waiting for a bus at a simple bus stop owned by the transit agency. A car loses control and crashes into the bench, killing both patrons.

**Solution:** Events occurring at simple bus stops are not reportable to the NTD, unless the patron is boarding or alighting from the transit vehicle. They are not reportable, even if you own the bus stop.

### Example 10: 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. Be sure to include which one of the serious injury criteria are identified whenever a serious injury is reported.

### ***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/Station 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 (FB) 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 for bus, light rail and cable car).
- **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: Intersection:** An intersection or crossroads, usually involves a crossing over of two streets or roads. The intersection may be a T-intersection, multi-leg or traffic circle configuration. 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.
- **Right-of-way: intersection:** An intersection or crossroads where street-running rail crosses in mixed traffic. This excludes driveways and parking lot entrances.
- **Roadway: Grade Crossing or Right-of-way: Grade Crossing:** An intersection where a roadway and a transit exclusive rail right-of-way cross each other at the same level (at grade). Pedestrian crosswalks in stations are also included. This excludes driveways and parking lot entrances.
- **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 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**: 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 one (1) Other Vehicle for each maintenance/service vehicle involved.
- Person (including bicyclists and skateboarders),
- 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 11: Reporting “Collision With”

**Scenario:** A 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 a transit revenue vehicle collides with a hi-rail maintenance vehicle, 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: elevated track
- 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 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
- Active devices: crossing gates
- Active devices: flashing lights only
- Active device: traffic signal
- Active device: train approaching sign
- Active device: restricted/no turn sign
- Passive device: stop sign
- Passive: yield sign
- Passive devices: cross bucks
- Passive device: restricted/no turn sign

**Service Stop Control Devices (if applicable)**

- Active device: traffic signal
- Active device: restricted/no turn sign
- Passive: yield to train
- Passive device: no passing zone
- Passive device: stop sign
- Passive device: restricted/no turn sign
- Passive devices: crossbucks

- Passive device: rail transit only lane
- Passive device: pavement markings
- Passive device: do not pass.

**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 A.)
- **Manufacturer**

**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 A)
- **Vehicle Manufacturer**
- **Vehicle Fuel Type**

**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. (See Exhibit 7 below.)*

- **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.*

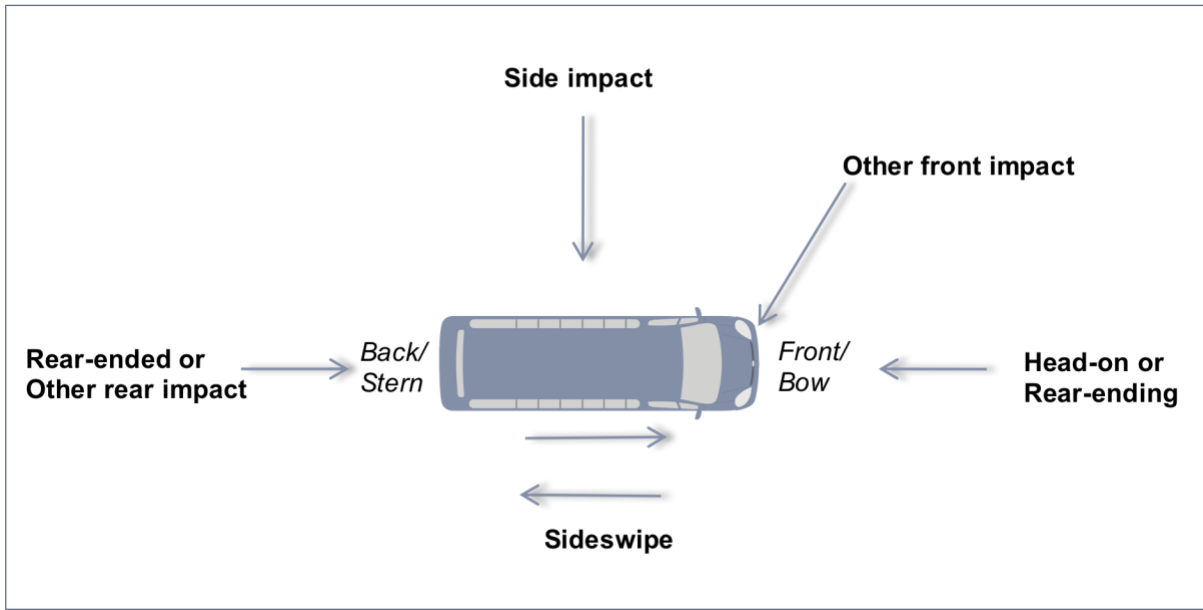
- **Sideswipe:** The vehicle was not impacted in one place on a side but was scraped along a length of one of its sides.

*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 7: Collision Impact Point Diagram



**Example 12: Collision Type**

**Scenario:** A ferryboat strikes a dock with the front of the boat.

**Solution:** Select **Head-On** because the event involved the front of the ferryboat striking the dock.

**Scenario:** A train is hit in the rear by another train.

**Solution:** Select **Rear-Ended** as the Train Collision Type for the transit vehicle. (The Other vehicle would be reported as "Rear-ending.")

**Scenario:** A train backs up into a vehicle behind it.

**Solution:** Select **Other Rear Impact** as the Train Collision Type for the transit vehicle. (The Other vehicle would be reported as "Other Front Impact.")

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 (including electric stand-up scooters)
- 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 6 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 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 (including individuals between rail cars or on top of the vehicle)
- Other transit staff
- Occupant of other vehicle
- Other

**Checkbox** selections: (may select more than one)

- **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.
- Derailments where the wheel(s) leave and return to the rail.
- Derailment of any rail transit vehicle (in revenue service or otherwise) which is part of a consist being pushed or pulled by powered track equipment.

This **excludes**:

- A split switch where the wheels of a rail transit vehicle did not come off the rails.
- Hand powered rail-running equipment such as a non-self-propelled hand cart.

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 right-of-way 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:** Derailment occurs on primary rail over which rail transit vehicles travel between stations.

- **Yard:** Derailment occurs on yard or side track.

**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 MB.
- **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). 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 train’s 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.

**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.
- **Manufacturer**

**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 A)
  - For non-revenue maintenance vehicles, please report the Vehicle type as "Other."
- **Vehicle Manufacturer**

**Vehicle Fuel Type 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 MB.
- **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. This 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 that powers the transit vehicle 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/Station 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 motorbuses.
- **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:** An intersection or crossroads, usually involves a crossing over of two streets or roads. The intersection may be a T-intersection, multi-leg or traffic circle configuration. 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: Transit Stop:** A passenger boarding/deboarding site.

## Security Events

Security events are divided into two types: System and Personal Event Types are described below.

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 Types:**

- **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. Include in the property damage any costs associated with remedying the cyber event.
- **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:**

- **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.

*Note: If an assault results in a collision, such as when a person is pushed into the path of a moving transit vehicle and is struck, the event should be reported as an Assault (injury) or Homicide (fatality). When a suicide or attempted suicide occurs by collision with a vehicle, do not report a personal security event, report a collision.*

### *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 that the event description clearly addresses the intent and includes details of the attempt. This can be determined by any reasonable method including police reports and third-party witness statements.
  - If there was no self-inflicted harm or suicidal intent and the individual was transported only for a mental health evaluation, the event is not reportable.
  - Intentional drug overdoses are not reportable to the NTD.
- 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, property damage, or serious injury 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 that is not a serious injury, and that do not trigger any other reporting threshold, are reported on the Non-Major Monthly Summary Report form.

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 rail vehicles that are used for revenue service regardless of whether the event occurred in revenue service.

### 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 13: 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 Americans with Disabilities 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. 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 Heavy Rail 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 of 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.

The NTD does not collect reports of individuals transported away from the scene solely for mental health evaluation unrelated to a specific reportable event due to declarations or allegations of self-harm with no evident injury, or solely due to intoxication or drug overdose. For example, if a person is acting erratically on the rail alignment and the person is restrained and transported for evaluation, but there is no related event, this does not meet the injury threshold and is therefore not reportable.

A reportable Other Safety Occurrence Not Otherwise Classified 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;

- Events at bus stops not on transit-owned property (unless the event involves a transit vehicle or boarding/alighting from a 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).

*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 transit 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, and
- A person falling when walking to or from a door-to-door service transit vehicle.

### ***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.

**Injury Person Type** selections:

- **Patron:** An individual on board a revenue transit vehicle or an intending/deboarded passenger in a transit facility. Excludes operators, transit employees, and contractors.
- **Worker:** Worker (also referred to as Transit Employee/Contractor): An individual who is compensated by the transit agency.
- **Other:** An individual who is not a patron and not compensated by the agency.

**Example 14: 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 (1) 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 (1) injury on the Non-Major Monthly Summary Report under “Number of Other Safety Incidents and Related Non-Serious Injuries.”

**Scenario:** A pedestrian bumps into the side of a bus stopped at a traffic light. The person is transported from the scene for medical attention with a bump on the forehead.

**Solution:** Since the vehicle was not moving at the time, the agency reports the one Other Safety Occurrence Not Otherwise Classified under the category “Other locations,” “Other” selection, with the person type reported as “Other.”

## 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.

### *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 15: 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.



## Appendix A: Transit Vehicle Types

Code	Transit Vehicle Type
AB	<b>Articulated Bus:</b> A bus with two connected passenger compartments. The rear body section is connected to the main body by a joint mechanism that allows the vehicles to bend when in operation.
AG	<b>Automated Guideway Vehicle:</b> A vehicle used for Monorail/Automated Guideway mode.
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.
IP	<b>Inclined Plan Vehicle:</b> A special type of passenger vehicle operating up and down slopes on rails via a cable mechanism.

Code	Transit Vehicle Type
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 right-of-way but sometimes on mixed traffic streets.
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.
RL	<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.
SV	<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.