

SSOR Annual Report Refresher Training

Safety Oversight and Compliance

Office of Transit Safety and Oversight

January 27, 2026



U.S. Department of Transportation
Federal Transit Administration

Speaker Introduction



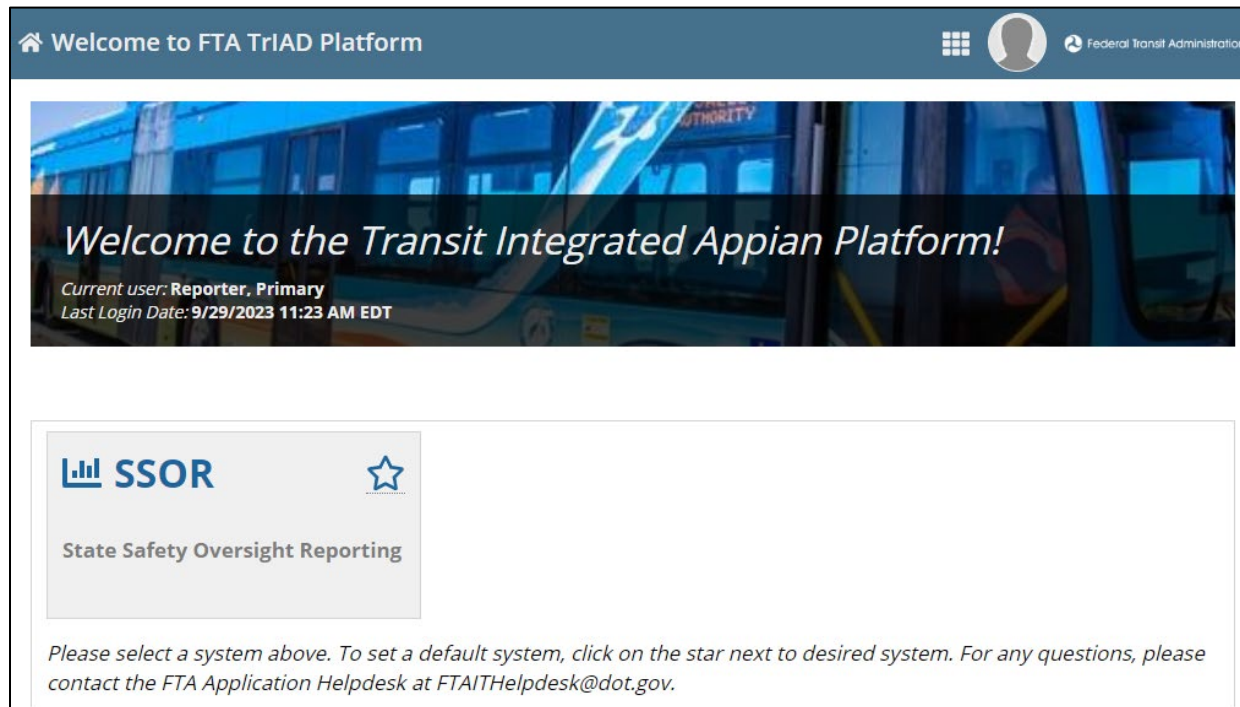
Myesha Stephney
Program Analyst
Office of Safety Oversight
and Compliance

Agenda

- SSOR Overview and Regulations
- New Features and Enhancements
- Known Challenges and Resolutions
- SSOR Event Investigation Data
- Q & A

SSOR Overview and Regulations

<https://faces.fta.dot.gov/suite/>



SSOR is the reporting system SSOAs must use for annual reporting.

- *Per 49 CFR § 674.39, SSOAs must submit an Annual Report by March 15th annually to FTA.*
- *All materials required by § 674.39 "must be submitted electronically through a reporting system specified by FTA."*

SSOR also:

- Serves as FTA's source of contact information for SSOA personnel and rail transit agency safety staff
- Allows for SSOAs to document SSO Program activity throughout the year
- Provides SSOAs with access to current and historical SSO Program data for their agency

Poll Question #1

For questions about using SSOR, reporting policy, or NTD/Event Threshold Questions, or to schedule a 1-on-1 session, what email address should you use?

- A. FTA IT Help Desk (FTAITHelpDesk@dot.gov)
- B. SSOR Support (FTASSORSupport@dot.gov)
- C. SSOR IT HELP (FTA.SSOR.HELP@dot.gov)

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New Features and Enhancements



Report Year to Calendar Year Update



Risk-Based Inspections (RBI)



Embedded Training Videos



Tool Tips

Report Year to Calendar Year Update

Report Year

- Name change only
- Has no impact on existing timelines
- Helps clarify the year as January 1 through December 31

Calendar Year

2025 ▼

Risk-Based Inspections (RBI)

RFGPTS Coordination Frequency ?

Agency Name ↑	Inspections (non-RBIs)	Risk-Based Inspections (RBIs)	SSOA Personnel Meetings with RTAs	SSOA Manager Meetings with Executive Leader	Reported to Board of Directors	Date Reported	Last Triennial Audit Start Date	Next Triennial Audit Start Date	On-going Basis
Agency Test	0	3	0	0	✓	1/10/2024	1/3/2022	1/18/2045	Yes
Allan Test RTA	1	3	0	0	✓	1/18/2024	2/3/2021	1/24/2039	-

RTA Coordination data fields replaces Field Visits

Risk-Based Inspections (RBI)

(Slide 2)

▼ SSOA Authority

SSOA's Governing Authority Type?

No Governing Authority Selected

Can Establish Higher Standards Than Part 674?



Can Issue Emergency Orders?



Can Fine RFGPTS?



Can Shut Down Service?



▼ SSOA Authority

SSOA's Governing Authority Type?

-- Select a Value --

-- Select a Value --

Administrative Code

Emergency Order

Executive Order

Legislation

Minute Order

Enhancement: Embedded Training Videos

Edit RTA > Agency Test

CANCEL

SUBMIT

[? Profile Training Video](#)

Agency Test > Contacts > New (2025)

CANCEL

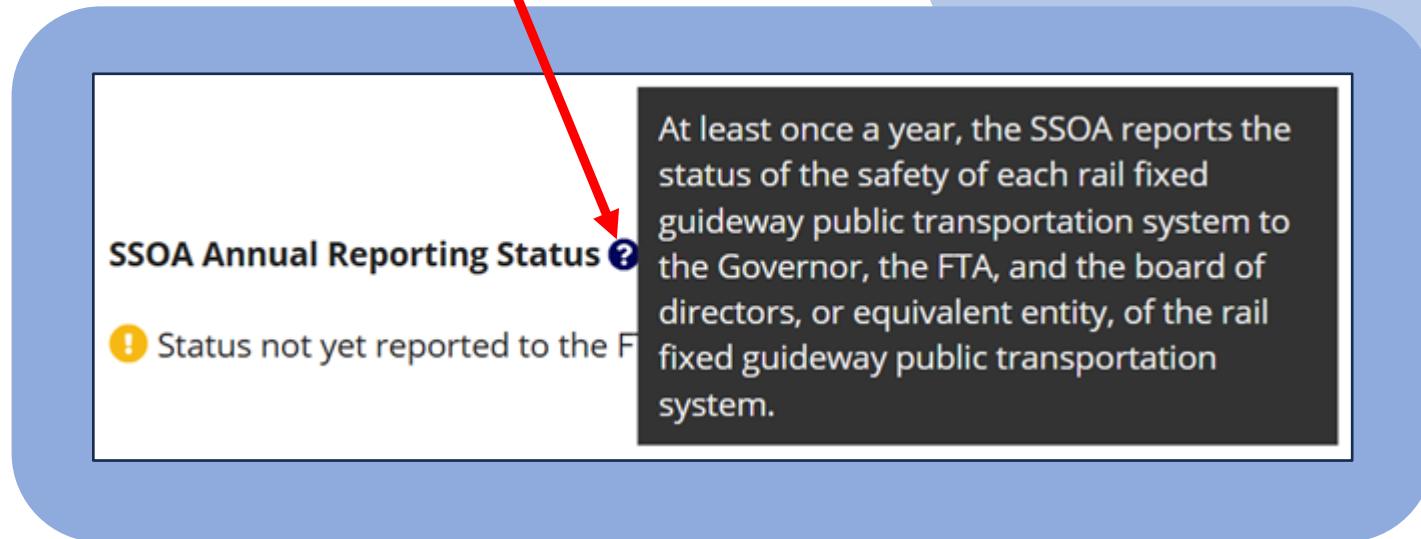
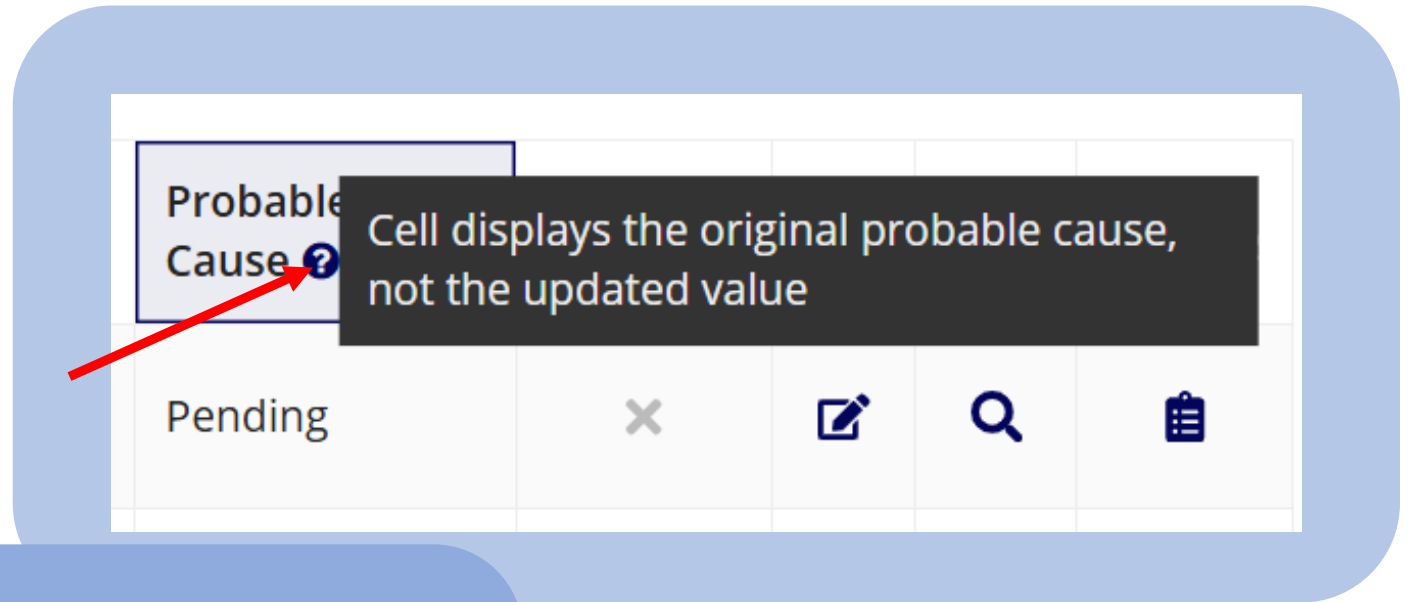
SUBMIT

[? Contacts Training Video](#)

 Help Documents	 Frequently Asked Questions	 Training Videos
Select a Training Video		
02_SSOR_Profile - 09:40		
Search		
-- Select a Training Video --		
01_SSOR_Intro and Home Page - 03:15		
02_SSOR_Profile - 09:40		
03_SSOR_Contacts - 06:10		

Enhancement: Tool Tips

Tool Tips provide definitions and other helpful information



Poll Question #2

With March 15th falling on a Sunday this year, what day is the 2025 SSOR Annual Report submission deadline?

- A. Friday, March 13
- B. Saturday, March 14
- C. Sunday, March 15
- D. Monday, March 16

Poll Question #2

With March 15th falling on a Sunday this year, what day is the 2025 SSOR Annual Report submission deadline?

- A. Friday, March 13
- B. Saturday, March 14
- C. Sunday, March 15

D. Monday, March 16

Known Challenges and Resolutions



Profile – Document Type Uncertainty



Contacts – Phone Numbers, Contact Types



CAPs – Implementation Not Verified



STARs, Internal Safety Reviews, Events – Associated CAPs

Known Challenge: Document Type Uncertainty

Tool Tips added to Documents Section

▼ Documents

Agency Documents

ID	Agency	Document Type	Info ?	File
	Texas Department of Transportation ▼	Annual Safety Status Report to Board of Dir... ▼		UPLOAD  Drop or paste file here
	Texas Department of Transportation ▼	Annual Safety Status Report to FTA ▼		UPLOAD  Drop or paste file here
	Texas Department of Transportation ▼	Annual Safety Status to Governor ▼		UPLOAD  Drop or paste file here

+ Add Document

Evidence that the SSOA has submitted an annual report to the Governor.

Please ensure you are submitting the correct required document

Known Challenge: Document Type Uncertainty Example

Annual Safety Status Report to Governor



Department of Transportation
1939 Wycliffe Avenue, Gotham City

March 14, 2026

To: Governor Aubrey James

From: Alfred Pennyworth
Director of Transportation

Subject: 2025 Gotham Department of Transportation (GDOT) State Safety Oversight (SSO) Annual Report

Dear Governor James,

The federal rule regarding annual reporting by the State Safety Oversight Agency (SSOA) is 49 CFR Part 674.13. §674.13(a)(7) states:

At least once a year, the SSOA reports the status of the safety of each rail fixed guideway public transportation system to the Governor, the FTA, and the board of directors, or equivalent entity, of the rail fixed guideway public transportation system.

Enclosed please find the 2025 Office of State Safety Oversight Light Rail Program Annual Report to the Governor.

Please contact me if you have any questions regarding this report.

Sincerely,
Alfred Pennyworth
Director of Transportation

Known Challenge: Phone Numbers, Contact Types

- Agencies with no Phone Number
- Incorrect Contact Types

Contacts											
Name	Title	Primary Phone	Email	Hours Worked	Previous Calendar Year Hours Worked	Difference in Hours	Date Range	Type	User	Edit	Delete
T.C. Brathwaite	Chief of Police	-		n/a	n/a	n/a	2018 - Present	CEO			
Paul Brathwaite	Chief of Police	-		n/a	n/a	n/a	2018 - Present	Safety Primary			
											2 items

Known Challenge: CAP Implementation Not Verified

> Corrective Action Plan > NEW

CANCEL

SUBMIT

Agency

Agency Internal CAP Identifier

Source Type

Corrective Action Plan Document

123456712

9/150

Other

UPLOAD

Drop or paste file here

Description

Other Description

Status

Test

Closed

0/2500

4/100

Description field is optional and not required.

Corrective Action Plan Approval Date

01/01/2025

Actions

#	Action	Department	Individual	Proposed Implementation Date	Actual Implementation Date	Implementation Verified?	Issues Preventing Resolution	Status	Delete
1	CAP Action 10/5000	Fleet Engineering	Maintenance	10/31/2025	07/04/2025	☐	0/4000	Closed	✕

+ Add Action

CANCEL

SUBMIT

Implementation Verified?

☒

Known Challenge: Associated CAPs

SSO Triennial Audit of RTA

ID	Agency	Audit Type	Date Range	Report	Final Report Date	Issues?	Number of Findings	Contractor Used?	Edit	View	See CAPs	Delete
5779		Safety	1/13/2025 - 1/17/2025		5/29/2025		7				 See CAPs	

1 item

Corrective Action Plans for 5779

Corrective Action Plans
Some fields are hidden as data was not collected for them in this calendar year.

CAP ID	Plan	Status	View
No items available			

+ New Corrective Action Plan

Hide

VERIFY + CREATE STAR

CAPs for STARs, Internal Safety Reviews, and Events must be linked in SSOR

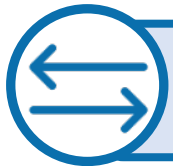
SSOR Event Investigation Data



NTD Event Data Integration



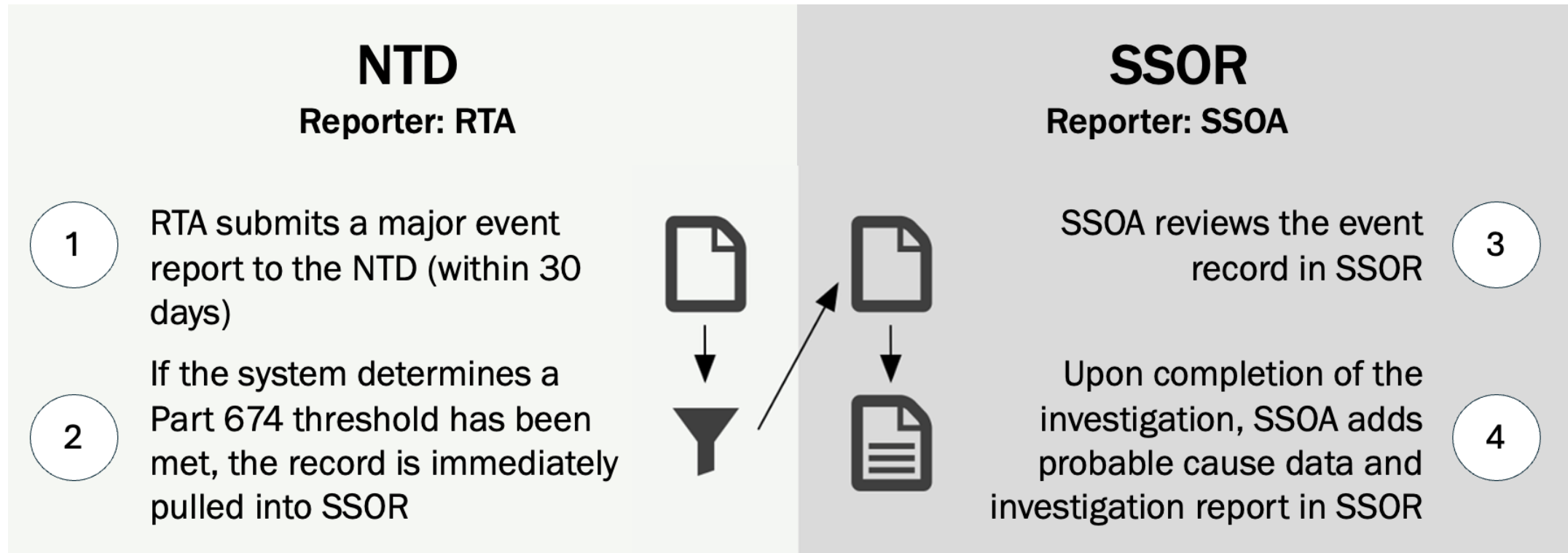
National Transit Database Access



Part 674 Threshold Changes

NTD Event Data Integration

- NTD is the system of record for rail transit safety events
- SSOAs must investigate safety events that meet a notification threshold defined at § 674.33
- SSOR identifies these events in the NTD and displays them in the Events Module
- Upon completion of the investigation, SSOAs can add the cause to the event record in SSOR



National Transit Database Access

Contact the RTA's NTD “User Manager”

- Can grant certain users “safety viewer” access for the RTA's NTD reports.

To confirm who the user manager is, you may need to coordinate with your RTA(s)

- In the NTD, the RTA's Profile page displays all users and user roles.
- Alternatively, the RTA could contact their assigned NTD Validation Analyst for additional support identifying the RTA's user manager.



Part 674 Threshold Changes

2024 Thresholds

- ☐ Fatality
- ☐ Serious Injury
- ☐ Derailment
- ☐ Collision between two rail transit vehicles
- ☐ Collision with substantial damage
- ☐ Evacuation for Life Safety Reasons
- ☐ Runaway Train

Changed

New

Changed

2025 Thresholds

- ☐ Fatality
- ☐ **Two or More Injuries**
- ☐ Derailment
- ☐ **Collision resulting in one or more injury**
- ☐ Collision between two rail transit vehicles
- ☐ Collision resulting in **disabling damage to a rail vehicle**
- ☐ Evacuation for Life Safety Reasons
- ☐ Unintended Train Movement

Part 674.33 two-hour notification exclusion:

“The two-hour notification requirement excludes criminal actions that result in fatalities or injuries, such as homicides and assaults.”

An **Evacuation for Life Safety Reasons** includes any evacuation to the rail right of way for any reason

Part 674 Threshold: Evacuation for Life Safety Reasons

Evacuations for life safety reasons include evacuations to the rail right-of-way

2024

Evacuation Information		
For Life Safety Reasons	Yes	Customer Self-Evacuation
Evacuation Details		No
	What Was Evacuated	Revenue facility: transit station / center or terminal

2025

Evacuation Information		
For Life Safety Reasons	Yes	Customer Self-Evacuation
Evacuation Details		No
	To the Rail Right-of-Way (2025–Present)	Yes
	What Was Evacuated	Revenue facility: transit station / center or terminal

Poll Question #3

If you discover a discrepancy between your event records and the event data in the SSOR, what should you do first?

- A. Contact the IT Help Desk
- B. Email FTASSORSupport@dot.gov
- C. Reach out to your RTA
- D. Call Bob the Builder (he can fix anything)

Poll Question #3

If you discover a discrepancy between your event records and the event data in the SSOR, what should you do first?

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- C. Reach out to your RTA**
- D. Call Bob the Builder

SSOR Assistance

SSOR Assistance Required:	Please Contact:
Questions about the SSO Program	FTA SSO Program Manager or FTASSORSupport@dot.gov
Annual Reporting Requirements	FTA SSO Program Manager or FTASSORSupport@dot.gov
Events Missing or Incorrect in SSOR	RTA/NTD Reporter
Issues Created in SSOR	FTA SSO Program Manager or FTASSORSupport@dot.gov
General SSOR System	Myesha Stephney Myesha.Stephney@dot.gov or FTASSORSupport@dot.gov
Technical/IT Issues	SSOR IT Help Desk FTAITHelpDesk@dot.gov

WHO TO CONTACT

for SSOR Questions



- Reporting Questions?
- Policy Questions?
- NTD/Event Threshold Questions?
- Want to schedule a 1 on 1 session?

Contact the SSOR Support team:
FTASSORSupport@dot.gov



- General SSOR Questions?
- User Management?

Contact SSOR Management:
Myesha.Stephney@dot.gov
John.Chism@dot.gov (Proxy)



- IT Issues?
- Bug Fixes?
- Questions about hardware and software systems?

Contact IT Help:
FTAITHelpDesk@dot.gov

BUSINESS HOURS
8:00AM TO 8:00PM ET, M-F
OFFICE OF TRANSIT SAFETY & OVERSIGHT
FEDERAL TRANSIT ADMINISTRATION



Questions?

