

2015 Reporting Year 

# NTD

National Transit Database



## Safety & Security Reporting Manual

Office of Budget and Policy  
January 2015



Federal Transit Administration  
U.S. Department of Transportation



## Table of Contents

Table of Contents.....	i
The National Transit Database .....	1
History.....	1
Legislative Requirement .....	1
Urbanized Area Funding.....	2
Reporting Modules.....	2
Transit Terminology and Parameters.....	3
Transit Agency .....	4
Public Transportation .....	4
Mode .....	5
Type of Service (TOS) .....	10
Who Reports, What, How, When and Where to Report.....	11
Who Reports .....	11
What to Report.....	15
Changes in Calendar Year 2015 Safety & Security Reporting .....	16
Reporting Requirements and Form Changes .....	16
Reportable Events.....	19
How and Where to Report .....	23
Internet Reporting .....	23
When to Report.....	23
When to Submit NTD Safety and Security Data .....	23
Internet Reporting .....	25
Overview .....	25
Step-by-Step Instructions.....	27
Tips for Using Internet Reporting .....	32
Safety and Security Setup Form (S&S-10) .....	33
Overview .....	33
Step-by-Step Instructions.....	34
Completing the Safety and Security Setup Form (S&S-10) .....	34
Editing the S&S-10 Form .....	34

## 2015 Safety and Security Reporting Manual

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Safety and Security Chief Executive Officer Certification Form (S&S-20) .....	37
Overview .....	37
Step-by-Step Instructions.....	38
Completing the Safety and Security CEO Certification Form (S&S-20).....	38
Security Configuration Form (S&S-30) .....	39
Overview .....	39
Step-by-Step Instructions.....	39
Completing the Security Configuration Form (S&S-30) .....	39
Editing the S&S-30 Form .....	44
Major Event Report Form (S&S-40).....	45
Overview .....	45
Reporting a Major Event .....	50
Overview .....	50
Step-by-Step Instructions.....	50
Collisions.....	60
Derailments.....	97
Fires .....	102
Hazardous Material Spills .....	109
Act of God .....	113
Evacuations.....	116
Security Events.....	120
Personal Security Events.....	123
Other Events (Other Safety Occurrences Not Otherwise Classified).....	124
Editing an S&S-40 Report.....	133
Reduced Reporters.....	136
Safety Monthly Summary Report Form (S&S-50).....	139
Overview .....	139
Step-by-Step Instructions.....	141
Completing the Safety and Security Monthly Summary Report (S&S-50) .....	141
Editing the Safety and Security Monthly Summary Report (S&S-50) .....	143
Questions.....	145

## The National Transit Database

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### History

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

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

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

### Legislative Requirement

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

(a) NATIONAL TRANSIT DATABASE. — To help meet the needs of individual public transportation systems, the United States Government, State and local governments, and the public for information on which to base public transportation service planning, the Secretary shall maintain a reporting system, using uniform categories to accumulate public transportation financial, operating, and asset condition information and using a uniform system of accounts. The reporting and uniform systems shall contain appropriate information to help any level of government make a public sector investment decision. The Secretary may request and receive appropriate information from any source.

(b) REPORTING AND UNIFORM SYSTEMS. — The Secretary may award a grant under section 5307 or 5311 only if the applicant and any person that will receive benefits directly from the grant, are subject to the reporting and uniform systems.

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

### Urbanized Area Funding

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Section 5307, or the Urbanized Area Formula Program (UAFP) grant, provides capital, operating, and planning assistance for public transportation operated in urbanized areas (UZAs). The FTA initiated this program under the Surface Transportation Assistance Act of 1982. Since 1984, Section 5307 has been the FTA's primary transit assistance program.

The FTA apportions §5307 funding through a formula based in part on population and population density. For UZAs with a population over 200,000, the FTA apportions funding based on other factors associated with transit service operations, such as revenue miles, operating costs, and passenger miles.

For UZAs with a population under 200,000, Congress apportions 1.5 percent of §5307 funds according to the [Small Transit Intensive Cities](#) (STIC) formula. Under the STIC formula, the FTA provides funds to smaller UZAs that have an average level of service equivalent to or greater than the average level of service for larger UZAs (those with populations between 200,000 and 1,000,000). The FTA allocates STIC funding based on the following measures calculated with NTD data:

- Passenger miles traveled per vehicle revenue mile
- Passenger miles traveled per vehicle revenue hour
- Vehicle revenue miles per capita
- Vehicle revenue hours per capita
- Passenger miles traveled per capita

For UZAs with a population over 200,000, the FTA also apportions the State of Good Repair Program (§5337) funds and the Bus and Bus Facilities Formula (§5339) funding using NTD data.

If you have questions about FTA funding, please contact the FTA Regional Administrator assigned to the relevant transit agency. Please note that the NTD is the FTA program for transit data but does not handle apportionment of federal funds.

### Reporting Modules

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The National Transit Database (NTD) Reporting Manual is divided into reporting modules, each comprised of a series of data modules, as described below:

NTD Policy Manual, which includes:

- Basic Information Module
- Financial Module
- Service Module
- Asset and Resources Module
- Federal Funding Data Module

- Declarations
- Appendices

NTD Safety and Security Reporting Manual, which includes:

- Safety and Security Forms
- Chief Executive Officer Certification

Internet Reporter Handbook, which includes

- Detailed data on reporting annual and monthly ridership data in NTD Version 2.0

Exhibit 1 — NTD Contact Information	
<p><b>Mailing Address</b> Federal Transit Administration National Transit Database Program 943 Glenwood Station Lane Suite 102 Charlottesville, VA 22901</p> <p>Scan and submit all official correspondence to the NTD via the <b>e-File</b> tab in Internet Reporting.</p>	<p><b>Telephone</b> Contact your NTD validation analyst and other NTD staff by telephone on weekdays. For telephone information and project assistance, call the NTD Help Desk at <b>1-888-252-0936</b>.</p> <p>The NTD Help Desk is open from 8:00 am to 7:00 pm (EST). If your NTD validation analyst is unavailable, use the voicemail system and your validation analyst will return your call.</p>
<p><b>E-mail</b> Contact your NTD validation analyst by using the telephone number or e-mail address located on the <b>Home</b> tab at</p> <p><a href="http://www.ntdprogram.gov">www.ntdprogram.gov</a> &gt; Internet Reporting Login &gt; Announcements</p> <p>You can e-mail the NTD Help Desk at any time at <a href="mailto:NTDhelp@dot.gov">NTDhelp@dot.gov</a></p>	<p><b>Internet</b> Access the FTA NTD Project Office at <a href="http://www.ntdprogram.gov">www.ntdprogram.gov</a></p> <p>E-mail comments, questions, or suggestions to the NTD by clicking on the <a href="#">NTD Feedback</a> link.</p> <p>NTD publications, data, and reference documents are available on the FTA NTD website at <a href="#">NTD Reference Materials</a> and <a href="#">Access NTD Data</a> links.</p>

## Transit Terminology and Parameters

Reporting data to the NTD requires an understanding of the following transit concepts and terms:

- Transit Agency
- Public transportation
- Mode
- Type of service (TOS)

Each of these terms is described in further detail in the sections that follow.

### Transit Agency

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A transit agency is responsible for the provision of public transportation service. The transit agency can provide service using its own employees to operate the vehicles (directly operated service) or contract with a public or private provider to operate the transit vehicles and employ the vehicle operators (purchased transportation service). With some exceptions, transit agencies are public bodies and are generally the NTD reporting agencies for their DO and PT services.

### Public Transportation

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

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

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

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

- A bus system sponsored by a university that is only open to students, faculty, and staff of the university;
- A vanpool sponsored by an employer that only provides service to employees of the employer;
- An automated guideway system in an airport, which only provides service to customers of the airport (e.g., a terminal-to-terminal tram);

- A charter service. In accordance with the FTA Charter Rule, agencies may not report any service reported to the FTA charter registration website as public transportation; and;
- A sightseeing service. Agencies primarily provide sightseeing service for the enjoyment of sights and sounds during the ride or for enjoyment of the ride itself. Sightseeing service includes services that have narration and round-trips without disembarking the vehicle.

**Mode**

A mode is a system for carrying transit passengers described by specific right-of-way, technology, and operational features. A variety of transit modes are operated in the United States. The NTD reporting system groups transit modes into two broad categories: [rail](#) and [non-rail](#).

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

Mode	Rail	Fixed Guideway	Explanation
<p><a href="#">Aerial Tramway</a> (TR)</p> 	No	Yes	A system of aerial cables with suspended vehicles.

## 2015 Safety and Security Reporting Manual

Mode	Rail	Fixed Guideway	Explanation
<p><a href="#">Alaska Railroad</a> (AR)</p> 	Yes	Yes	A special railroad that Congress recognized for FTA funding that operates in Alaska.
<p><a href="#">Bus</a> (MB)</p> 	No	Possible	Fixed-route bus service is the most prevalent transit mode in the country. MB service is powered by a motor and fuel contained within a vehicle. The NTD requires agencies to report any <a href="#">route deviation</a> or <a href="#">point deviation</a> as MB service.
<p><a href="#">Bus Rapid Transit</a> (RB)</p> 	No	Yes	Fixed-route bus systems that operate at least 50 percent of the service on fixed guideway. These systems also combine passenger stations, traffic signal priority or preemption, low-floor vehicles or level-platform boarding, and separate branding of the service. Agencies typically offer pre-board ticketing as well. This is often a lower-cost alternative to light rail.
<p><a href="#">Cable Car</a> (CC)</p> 	Yes	Yes	A railway propelled by moving cables located beneath the street. While popular at the turn of the last century, the only surviving operational system is in San Francisco.

Mode	Rail	Fixed Guideway	Explanation
<p><a href="#"><u>Commuter Bus</u></a> (CB)</p> 	No	Possible	<p>Fixed-route bus systems that are primarily connecting outlying areas with a central city. Service typically uses over-the-road buses with service predominantly in one direction during peak periods, limited stops, and routes of extended length.</p>
<p><a href="#"><u>Commuter Rail</u></a> (CR)</p> 	Yes	Yes	<p>Rail service either operating on old freight railways, or sharing tracks with freight railways, Amtrak, or both. The service is characterized by relatively long distances between stops, and for service primarily connecting a central city with outlying suburbs and cities. The service may be either diesel or electric-powered and usually has grade crossings with roadways.</p>
<p><a href="#"><u>Demand Response</u></a> (DR)</p> 	No	No	<p>Shared-ride demand response service is scheduled in response to calls from passengers. A transit agency employee operates demand response (DR) vehicles. Many transit systems operate DR service to meet the requirements of ADA.</p>
<p><a href="#"><u>Demand Response – Taxi</u></a> (DT)</p> 	No	No	<p>A special form of the demand response mode operated through taxicab providers but with a system in place to facilitate ride sharing. The mode is always a purchased transportation type of service. For a Demand Response Taxi to be considered public transportation there must be an attempt for a shared ride program. Voucher Programs are not considered public transportation.</p> <p>Agencies should report service as Demand Response if a taxi company operates as the sole ADA provider (not an overflow service) and uses public vehicles.</p>

## 2015 Safety and Security Reporting Manual

Mode	Rail	Fixed Guideway	Explanation
<p><a href="#">Ferryboat</a> (FB)</p> 	No	Yes	A mode that carries passengers over water.
<p><a href="#">Heavy Rail</a> (HR)</p> 	Yes	Yes	An electric railway that operates local service in exclusive right-of-way. The service is characterized by long trains of six to eight cars or more that travel relatively short distances between stops for local service within a city and the immediate suburbs. The Nation's traditional subway systems are classified as heavy rail.
<p><a href="#">Hybrid Rail</a> (YR)</p> 	Yes	Yes	Rail systems primarily operating routes on the National system of railroads but not operating with the characteristics of commuter rail. This service typically operates light rail-type vehicles as diesel multiple-unit trains (DMUs).
<p><a href="#">Inclined Plane</a> (IP)</p> 	Yes	Yes	A railway operating on steep slopes and grades with vehicles powered by moving cables.

Mode	Rail	Fixed Guideway	Explanation
<p><u>Jitney</u> (JT)</p> 	No	No	A unique form of bus service using owner-operated vehicles on fixed routes.
<p><u>Light Rail</u> (LR)</p> 	Yes	Yes	An electric railway that operates local service in mixed traffic with road vehicles, or has grade crossings with roadways. The service is characterized by short trains of one to four cars that travel relatively short distances between stops for local service within a city and the immediate suburbs.
<p><u>Monorail/Automated Guideway</u> (MG)</p> 	Yes	Yes	An electric railway that straddles a single guideway. It may have vehicle operators or may use computers to guide the vehicles.
<p><u>Público</u> (PB)</p> 	No	No	Públicos are jitney services operated in Puerto Rico.

## 2015 Safety and Security Reporting Manual

Mode	Rail	Fixed Guideway	Explanation
<p><a href="#">Streetcar Rail</a> (SR)</p> 	Yes	Yes	Rail systems operating routes predominantly on streets in mixed traffic. This service typically operates with single-car trains powered by overhead catenaries and with frequent stops.
<p><a href="#">Trolleybus</a> (TB)</p> 	No	Yes	Fixed-route service using rubber tire buses powered by electric current from overhead wires using trolley poles. Service using rubber tire replica trolleys or historic trolleys, powered by an on-board motor, are <b>not included</b> in this mode.
<p><a href="#">Vanpool</a> (VP)</p> 	No	No	A commuting service operating under pre-arranged schedules for previously formed groups of riders in vans. Vanpool is a mode of transit where the riders operate the vehicles (drivers participate in the vanpool program).

### Type of Service (TOS)

Public transportation can be provided in two ways:

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

TOS is an important element of NTD reporting. On most reporting forms, transit agencies are required to report data by TOS.

## Reference Documents

Final Rule (49 CFR Part 630) is essential to understanding the forms and instructions presented in this manual. You can obtain this document, as well as the other reference documents listed in the NTD Reference Documents exhibit below, by visiting the NTD Project website at [www.ntdprogram.gov](http://www.ntdprogram.gov), or calling the NTD Help Desk at 1-888-252-0936.

### Exhibit 2 — NTD Reference Documents

The Reference documents listed below are available for downloading or viewing from the NTD website:

#### Current Manuals

- NTD Policy
- Safety and Security
- Sampling

#### NTD Reference Materials

- NTD Final Rule (49 CFR Part 630)
- Uniform Crime Reporting Handbook

## Who Reports, What, How, When and Where to Report

### Who Reports

Beneficiaries and recipients of §5307 and §5311 funds must file an Annual Report. The database separates urban and rural recipients and beneficiaries into two reporting groups: urban reporters and rural reporters. Agencies that do not receive or benefit from FTA funding may elect to submit their data to the NTD as voluntary reporters.

The NTD defines a federal grant beneficiary as a transit agency that directly or indirectly benefits from §5307 or §5311 money. This includes grant money that agencies receive from pass-through funding, contracts, or purchased transportation agreements. For more information on contracts, please see the Financial: Contracts (Purchased Transportation) section of the NTD Policy Manual.

### Urban Reporters

Urban recipients and beneficiaries report data using urban reporting types. The nature of the transit agency determines if it reports to the NTD.

### Exhibit 3 — Urban Reporting Types

Full Reporter	Receives or benefits from urban funding (§5307) Operates more than 30 vehicles across all modes and types of service Operates fixed guideway and/or high intensity busway
Full Reporter: Build	Benefits or receives urban funding (§5307)

## 2015 Safety and Security Reporting Manual

	Operates more than 30 vehicles across all modes and types of service Building a new mode of service
Reduced Reporting	Benefits or receives urban funding (§5307) Operates less than 30 vehicles across all modes and types of service
Separate Service	Benefits or receives urban funding (§5307) Does not operate service Contracts out modes that are reported by another transit agency
Build	Benefits or receives urban funding (§5307) Does not operate service Building a new mode of service
Plan	Benefits or receives urban funding (§5307) Does not operate service Spends federal funding on planning activities

Full Reporters must provide both the Annual Report and monthly reports including Safety and Security data. All other reporting types file on an annual basis only. Annual Reports and Monthly Service data are reported in NTD Version 2.0 while Safety and Security data is reported in NTD Version 1.0.

### Rural Reporters

Rural funding beneficiaries and recipients report using rural reporting types. This includes agencies that report directly to the NTD, such as Full Reporters. State DOTs file an Annual Report to the NTD in addition to providing individual reports for each sub-recipient.

A sub-recipient is a state or local government authority, nonprofit organization, or operator of rural public transportation or intercity bus service that receives §5311 funding through a State DOT. State DOTs file a report on behalf of the sub-recipients. A State DOT may authorize the individual sub-recipient to enter its own data into the NTD system, but State DOTs are ultimately responsible for all data in their report, including data from sub-recipients. Sub-recipients include agencies that file a separate urban Annual Report.

The NTD considers Puerto Rico, Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands as States for the purpose of rural data collection and funding.

### Rural General Public Transit Providers

Most sub-recipients qualify as general public transit providers. Public transit providers are transit agencies that provide rural service and receive or benefit from §5311 funding. The State DOT or the transit provider may file the Annual Report.

### Intercity Bus Providers

Under §5311(f) funding, the FTA requires States to set aside 15 percent of §5311 apportionment for intercity bus providers, unless the State's Governor certifies that intercity bus needs of that State are already being met. In most cases, a State DOT will report on behalf of the Intercity Bus provider.

### Urban Recipients

Transit agencies commonly provide service in both urban and rural areas. In these situations, a transit provider may receive or benefit from both urban and rural funding.

### Indian Tribes

Indian Tribes in the United States receive Tribal Transit Program (TTP) grants from the FTA under the §5311 program. Tribes that receive Tribal Transit funding report directly to the NTD. However, if a Tribe receives §5311 rural funding and Tribal Transit funding, the Tribe reports directly to the NTD as a sub-recipient under the applicable State DOT. The sub-recipient report under the State is a shortened form to report expenditures from §5311 grants.

The FTA also encourages Tribes that operate public transportation, but do not participate in the TTP, to file a report to the NTD on a voluntary basis. By reporting voluntarily, Indian Tribes qualify for inclusion in future TTP apportionments.

### Voluntary Reporters

The FTA encourages all providers of transit service in urbanized areas to report to the NTD. Voluntary Reporters must comply with all NTD and USOA reporting requirements and use the same reporting types.

### Volunteer Resources

Transit agencies that report as State sub-recipients, or Reduced Reporters, may provide data for services using volunteer resources if they meet the following criteria:

- The volunteer driver is a part of the transit agency's regular service; e.g., the driver provides advanced noticed to the dispatchers;
- There is an attempt to share a ride; and
- The transit agency keeps records for all public transit service and reviews periodically to meet NTD reporting requirements.

The NTD may request samples of data logs to determine if the volunteer service is eligible for NTD reporting.

## 2015 Safety and Security Reporting Manual

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### Continuing Grant Requirements

If a transit provider, State, or Metropolitan Planning Organization (MPO) receives or benefits from §5307 or §5311 federal funding, it must report to the NTD.

Reporting requirements begin the year after a transit agency applies for urban or rural funding or in the year the transit agency benefits from federal funding, whichever is sooner. Transit agencies continue to report as long as §5307 or §5311 funding applications remain open. If a transit agency no longer receives urban or rural funding, but previously purchased capital assets with the federal funds, the agency must report through the useful life of the asset. Agencies must continue reporting if they intend to apply for §5307 or §5311 funds in the future.

### Levels of Access

The system provides six levels of access to the NTD Program. Transit agencies designate the individuals within their organizations who are responsible for entering data into the NTD program. These access levels are assigned on the B-20 (**Contacts**) form located on the Annual tab.

1. **CEO:** Edit, save, and submit the CEO Certification and all Safety and Security forms, and delete incorrect/unneeded/unwanted S&S-40 forms.
2. **NTD contact:** Edit, save, and submit Safety and Security forms, and delete incorrect/unneeded/unwanted S&S-40 forms.
3. **Safety contact:** Edit, save, and submit Safety and Security forms and delete S&S-40 forms.
4. **Safety editor:** Edit and save Safety and Security forms; cannot submit forms or delete S&S-40 forms.
5. **Safety viewer:** View Safety and Security forms.
6. **Security contact:** View Safety and Security forms.

### Username and Passwords

The system access level is determined by the username. The first portion of the username defines the access level and the last four digits represent the agency's NTD ID number:

1. CEO — CEOxxxx
2. NTD contact — NTDxxxx
3. Safety contact — SFTYNTDxxxx
4. Safety editor — SFTYEDTxxxx
5. Safety viewer — SFTYVWRxxxx
6. Security contact — SECURITYxxxx

The FTA e-mails each agency this set of usernames with a password for each.

A user can change his or her password at any time. For additional information on this topic, refer to the **Sys Admin** tab section within this manual titled: Changing Your Password. Please be aware that passwords expire every sixty days. In addition, the system now has an inactivity lockout feature if you do not login under your username for sixty days.

If you forget your password, or are locked out due to inactivity, contact your Safety & Security Analyst or the NTD Help Desk. The system can e-mail passwords only to the addresses listed on the **Contacts** form (B-20). For this reason, it is important to keep your Contacts updated whenever there is a change in personnel.

### What to Report

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The NTD Safety and Security module consists of a series of forms for reporting transit-related Safety and Security data and events that meet certain thresholds. For [purchased transportation](#) (PT) service, the report must contain data only for those services under contract.

Transit agencies of Full Reporter type are required to submit monthly Safety and Security data while meeting a reporting threshold. Transit agencies reporting as Reduced Reporting, Separate Service, Build, or Plan submit Safety and Security data on an annual basis. The following exhibit presents a summary of NTD Safety and Security reporting requirements.

Exhibit 4 — Summary of NTD Safety and Security Reporting Requirements	
NTD Safety and Security Report	Who Reports
Safety and Security Setup form (S&S-10)	All Full reporters
Chief Executive Officer Certification form (S&S-20)	All Full reporters
Security Configuration form (S&S-30)	All Full reporters
Major Event Report form (S&S-40) (safety events)	All Full reporters, except CR and AR modes
Major Event Report form (S&S-40) (security events)	All Full reporters
Non-Major Safety Monthly Summary Report form (S&S-50)	All Full reporters, except CR and AR modes

The Major Event Report (S&S-40) form is used to report detailed information on the severe Safety and Security events occurring in your transit agency's environment. You must submit one form for each major event that meets a reporting threshold. These thresholds are discussed below.

The Non-Major Summary Report (S&S-50) form is used to summarize the number of non-major fires and other non-major safety events that meet the injury threshold and are not reported on an S&S-40. You must submit an S&S-50 for each mode/TOS for every month even if your

## 2015 Safety and Security Reporting Manual

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agency does not have any reportable non-major events and even if you submitted an S&S-40 major event report during a month.

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

## Changes in Calendar Year 2015 Safety & Security Reporting

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In its ongoing efforts to improve upon the NTD Internet Reporting system and to be responsive to the needs of the transit agencies reporting to NTD and the transit community, the FTA continues to refine and clarify reporting requirements and the Internet Reporting system.

Reporting changes for the 2015 NTD Safety and Security Reporting Manual are highlighted below. Specific changes are discussed in detail in the applicable sections of this manual.

### Reporting Requirements and Form Changes

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The following exhibit describes changes by reporting module and form.

#### Exhibit 5 — Calendar Year 2015 Safety and Security Reporting Changes and Highlights

##### **Safety & Security Reporting & Threshold Changes**

- 1) The term “incident” has been changed to “event.”
- 2) Definition of reportable event:
  - a) Reportable events are defined as “an event occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle, excluding occupational safety events occurring in administrative buildings.” This includes either planned or unplanned events. Events are no longer based on their effect on revenue service.
- 3) Additional reporting thresholds.
  - a) Collisions involving transit vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle are automatically reportable.
  - b) Definition of “evacuation” has been revised. The criteria for reportable evacuations have changed from “Did this incident involve an Evacuation for Life Safety reasons?” to the following below. If “Yes,” the evacuation makes the event automatically reportable.
    - i) Rail mode: “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions or an evacuation to the rail right-of-way?”
    - ii) Non-rail mode: “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?”
  - c) Yard and non-revenue vehicle derailment events are automatically reportable.
  - d) Rail transit vehicle collisions occurring at a grade crossing are automatically reportable.
  - e) Rail transit vehicle collisions with an individual on the rail right-of-way are automatically reportable.
  - f) Rail transit vehicle collisions with another revenue or non-revenue rail transit vehicle are

**Exhibit 5 — Calendar Year 2015 Safety and Security Reporting Changes and Highlights**

automatically reportable.

- 4) Longitude and Latitude is captured for all event types (optional).
- 5) Other Safety Occurrences Not Otherwise Classified (OSONOC) events with two or more injured are now reported as a Major event on the S&S-40 form (single injury OSONOC events are still reported on the S&S-50).
- 6) Clarification on Non-Revenue facility to exclude transit parking lots.
- 7) Clarification on the Roadway Configuration choice (Private Property) on the Non-Rail Collision Information form for events in transit centers.

**Event forms and sub-form changes:****Safety and Security Setup form (S&S-10):**

No changes.

**CEO Certification form (S&S-20):**

Column headings Agree and Disagree added for Yes and No option columns.

**Security Configuration form (S&S-30):**

No changes.

**Major Event Report form (S&S-40):**

- 1) All occurrences of the term “incident” changed to “event.”
- 2) Removed “No Non-Major Summary (S&S-50) Incidents to report for this month” checkbox from Report Set Up Screen 1.
- 3) Changed “A Mainline Derailment (not involving a collision) (not for reporting yard derailments)” to “A derailment (including yard derailments and non-revenue vehicles)” on Set Up Screen 1.
- 4) Changed “Other Safety Occurrences Not Otherwise Classified (e.g., slip and fall/electric shock/other) to “Other Safety Occurrences Not Otherwise Classified (e.g., fall, electric shock, smoke, power failure, other) on Set Up Screen 1.
- 5) Additional options to Set Up Screen 2:
  - a) “Was the event a collision at a grade crossing? (Y/N)”
  - b) “Was the event a collision with another rail vehicle or person? (Y/N)”
  - c) “Did this Collision result in a tow-away?”
- 6) “Did this incident involve an Evacuation for Life Safety reasons?” changed to the following on Screen 2:
  - a) Rail mode: “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions or an evacuation to the rail right-of-way?”
  - b) Non-rail mode: “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?”
- 7) Addition of “Geographic location Longitude/Latitude” to the Basic Information Screen.
- 8) Revised term “Other Motor Vehicle” to “Other vehicle” on all applicable screens.
- 9) Additional Train Action options of “Going backwards” and “Parked” added to the Rail Collision Rail Transit Train Involved screen. Removed “Other” option.
- 10) Additional Train Collision Type options of “Roof/top of vehicle” and “Other rear impact” added to the Rail Collision Rail Transit Train Involved screen. Removed “Other” option.

## 2015 Safety and Security Reporting Manual

### Exhibit 5 — Calendar Year 2015 Safety and Security Reporting Changes and Highlights

- 11) Changed Lighting option from “Other” to “Artificial lighting” on the Rail, Non-rail, and Ferryboat Collision Information screens and Derailment Information screen.
- 12) Additional Transit Vehicle type of “Transit: over-the-road bus/coach” to the Non-Rail Collision Transit Vehicle Involved Information screen.
- 13) Additional Transit Vehicle Action options of “Going backwards” and “Parked” added to the Non-Rail Collision Transit Vehicle Involved screen. Removed “Other” option.
- 14) Additional Transit Vehicle Collision Type options of “Roof/top of vehicle” and “Other rear impact” added to the Non-Rail Collision Transit Vehicle Involved screen. Removed “Other” option.
- 15) Addition of “Was this vehicle towed from the scene due to disabling damage incurred as a result of the collision?” to Non-Rail Collision Transit Vehicle Involved Information screen.
- 16) Additional Other Vehicle Type options of “Non-revenue rail vehicle (maintenance)” “Charter/tour bus” and “School bus” to the Other Vehicle Involved screen.
- 17) Changed Other Vehicle Type option “Motorcycle” to “Motorcycle/Moped/Scooter.”
- 18) Additional Other Vehicle Action options of “Parked” and “Negotiating a curve” added to the Rail Collision Other Vehicle Involved screen.
- 19) Additional Other Vehicle Collision Type options of “Roof/top of vehicle” and “Other rear impact” added to the Rail and Non-Rail Collision Other Vehicle Involved screen. Removed “Other” option.
- 20) Addition of “Was this vehicle towed from the scene due to disabling damage incurred as a result of the collision?” to Other Vehicle Involved Information screen.
- 21) Additional Other Vehicle Action option of “Parked” added to the Non-Rail Collision Other Vehicle Involved screen.
- 22) Additional (Event) Type options of “Smoke” “Fumes/noxious odors” and “Outside conditions (power-lines, pantographs, etc.)” “Power failure” and “Maintenance related” added to the Other Event Details screen for Rail, and Non-Rail modes.
- 23) Additional Location option of “Vehicle exterior” “Right-of-way” and “Yard” added to the Other Event Details screen for Rail and Non-Rail modes.
- 24) Additional Transit Vehicle Collision Type options of “Roof/top of vehicle” and “Other rear impact” added to the Ferryboat Collision Transit Vehicle Involved screen. Removed “Other” option.
- 25) Additional Person Type option of “Transit vehicle operator” added to the “Person outside vehicles” and “Person inside vehicles” categories and revision of “Transit vehicle operator and staff” to “Other transit staff” in the “Person inside vehicles” category on the Fatality and Injury Information screens.
- 26) Addition of “Derailment type” with options of “Mainline” and “Yard” and deletion of “Location” option “Other” on the “Derailment form.
- 27) Changed text “Did this incident involve an Evacuation for Life Safety reasons?” on the Evacuation Event Details Screen to:
  - a) Rail mode: “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions or an evacuation to the rail right-of-way?”
  - b) Non-rail mode: “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?”
- 28) Addition of “Was this a self-evacuation?” added to Evacuation Event Details Screen.

**Safety Monthly Summary Report (Non-Major Summary Report) form (S&S-50):**

**Exhibit 5 — Calendar Year 2015 Safety and Security Reporting Changes and Highlights**

- 1) Column heading change for Fire reporting from “Total” to “Fire Occurrences.”

**Reportable Events**

Section 5335 establishes the data collection authority for the National Transit Database (NTD).

An NTD reportable event is an event occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle that meets NTD reporting thresholds provided below. This includes either planned or unplanned events. A reportable event does not include occupational safety events occurring in administrative buildings.

Events at bus stops or shelters not on transit owned property or controlled by the agency are not reportable unless event involves a transit vehicle or boarding/alighting a vehicle. Therefore non-transit vehicle collisions or other events (assault, robbery, etc.) occurring at bus stops or shelters owned by municipalities or authorities that also operate transit systems will be excluded.

The following table describes reportable events.

**Reportable Events**

*A reportable event is no longer limited to those that affect revenue service.*

**Fatality** (confirmed within 30 days)

- Suicides
- Deaths resulting from illnesses or other natural causes are **not** reportable.

**Injury - Immediate transport away from the scene for medical attention** (1 or more persons)

- Each person immediately transported away from the scene for medical attention, whether or not they appear to be injured, should be reported as an injury, including trauma.
  - Note: Other Safety Occurrences Not Otherwise Classified (OSONOC) events resulting in two or more injured are to be reported as a major event.
- Transport may be by any means, e.g. emergency personnel, transit supervisor, personal vehicle.
- A person seeking medical attention under his or her own power, e.g. walks away to seek medical attention, is NOT captured in NTD reporting as an injury.
- Illnesses requiring transport for medical attention are not reportable.

**Estimated property damage equal to or exceeding \$25,000**

- Includes ALL property involved, including damage to private vehicles, if applicable.

**Collisions involving transit vehicles that require towing away from the scene**

- Includes tow away for a transit roadway vehicle or non-transit roadway vehicle.
- Automatically reportable.

**Evacuation**

### Reportable Events

- Includes evacuation of a transit facility or vehicle due to potentially unsafe conditions.
- For rail mode includes evacuations to the right-of-way (excludes evacuation to a platform).
- Includes evacuations for service or maintenance-related issues.
- Includes passenger/patron self-evacuation.
- Automatically reportable.

### Derailment

- Includes both mainline and yard derailments as well as non-revenue vehicle derailments.
- Automatically reportable.

### Rail transit vehicle collision at a rail grade crossing

- For mixed traffic environments, please report ONLY collisions that occur at street intersections as a grade crossing.
- Automatically reportable.

### Rail transit vehicle collision with an individual on the right-of-way

- Automatically reportable.

### Collision between and rail transit vehicle and a second rail transit vehicle or rail transit non-revenue vehicle.

- Automatically reportable.

### Example 1 – Is it Reportable?: Events NOT Reportable to the NTD

**Example 1a:** An event occurs during administrative work activities and one person is injured.

**Solution:** Not reportable.

Why not? Injuries incurred due to administrative work activities are not reportable.

**Example 1b:** A transit agency maintenance or supervisor's vehicle is involved in a fender-bender with an automobile at an intersection, one person is injured, and property damage is \$5,000.

**Solution:** Not reportable.

Why not? This event does not involve a transit revenue vehicle.

**Example 1c:** A bus operator on break is injured while crossing a street and is transported to a local hospital.

**Solution:** Not reportable.

Why not? The employee was not on transit property.

**Example 1d:** A transit vehicle rider suffers a heart attack while on the vehicle. An ambulance is called and transports the passenger away from the scene.

**Solution:** Not reportable.

Why not? Although the passenger is transported for medical attention, this "injury" is the result of illness or natural causes and is not reportable to the NTD.

**Example 1e:** An automobile is out of control on a city street and hits a bus stop (or shelter) and one person is injured.

**Solution:** Not reportable.

Why not? The NTD no longer collects events at bus stops that are not on real property owned or controlled by the agency, unless the event involves a transit revenue vehicle, or boarding/alighting from a transit revenue vehicle. For public transportation provided by a city or municipality these stops/shelters are considered city property and therefore are not reportable. (These types of collisions where the bus stop/shelter is on transit property would be reportable.)

**Example 1f:** There has been a fatality due to natural causes or an individual “found deceased” on transit property.

**Solution:** Not reportable.

Why not? This fatality is not related to an event. Deaths resulting from illnesses or natural causes are not reportable.

A reportable event may involve a vehicle operated by your transit agency that is not providing revenue service. If the event occurred on transit (rail) right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle it may be either automatically reportable or meet a reporting threshold. The examples below demonstrate reportable events that may cause confusion:

**Example 2 – Is it Reportable?: Events Reportable to the NTD**

**Example 2a:** Three patrons riding the escalator trip and fall requiring transport for medical attention for two patrons. The third patron refuses medical attention and leaves the station.

**Solution:** Reportable as an OSONOC on the S&S-40 Major event form.

Why? Two people were transported for medical attention.

**Example 2b:** A train collides with rail maintenance equipment in the yard. There are no fatalities or injuries, property damage is below \$25,000, and no vehicles were towed away.

**Solution:** Reportable.

Why? Rail-to-rail collisions are automatically reportable, including collisions with rail maintenance vehicles.

**Example 2c:** A maintenance train/vehicle collides with a person in the yard. There is one injury.

**Solution:** Reportable.

Why? Though this is a non-revenue vehicle, the collision occurred on transit property and meets the injury threshold.

**Example 2d:** A bus operator is outside the bus assisting passengers onto the bus. The operator falls and is injured, requiring transport for medical attention.

**Solution:** Reportable on the S&S-50 Non-Major event form.

Why? The bus operator is injured requiring transport from the scene while assisting boarding/alighting.

### Multi-Agency Facilities

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

#### Exhibit 6 — Reporting Thresholds for Major Safety and Security Events (S&S-40)

##### Existence of one or more of the following conditions:

- A fatality due to an event – including suicides, but excluding deaths by illness or natural causes, or deaths not associated with an event.
- One or more persons immediately transported away from the scene for medical attention (with the exception of OSONOC events in which case two people must be injured).
- Property damage equal to or exceeding \$25,000.
- Collisions involving transit vehicles that require towing away from the scene for a transit or non-transit vehicle.
- An evacuation of a transit facility or vehicle due to potentially unsafe conditions or an evacuation to the rail right-of-way including passenger self-evacuations (except to a station platform).
- Derailment (both mainline or yard) of revenue or non-revenue vehicle.
- Rail transit vehicle collision at a rail grade crossing.
- Rail transit vehicle collision with an individual on the right-of-way.
- Collisions between a rail transit vehicle and a second rail transit vehicle or rail transit non-revenue vehicle.

##### Event types include:

- Collisions
- Fires (must meet a threshold)
- Derailments (mainline and yard) including non-revenue vehicles
- Hazardous material spills (must meet a threshold)
- Acts of God (must meet a threshold)
- System security events (must meet a threshold)
  - Suspicious packages
  - Bomb threat/bombing
  - Chemical/biological/radiological/nuclear release
  - Arson
  - Sabotage
  - Burglary
  - Vandalism
  - Hijacking
  - Cyber security events

### Exhibit 6 — Reporting Thresholds for Major Safety and Security Events (S&S-40)

- Other (miscellaneous security events)
- Personal security events (must meet a threshold)
  - Homicide
  - Suicide/attempted suicide
  - Assault (with immediate transport for medical attention)
  - Motor vehicle theft
  - Robbery
  - Rape
  - Larceny/theft
- Other Safety Occurrences not Otherwise Classified Events (OSONOC)
  - Events that do not fall into any of the above categories, yet meet a reporting threshold other than immediate transport for medical attention for one person (i.e., fatality, property damage of \$25,000 or greater, evacuation under potentially unsafe conditions or two or more injured.)
  - This would include smoke or odor events, power failure, falls, etc. that meet a reporting threshold other than immediate transport for medical attention.

**Note:** Reportable evacuations are reported under a related type of event from the list above.

## How and Where to Report

### Internet Reporting

Transit agencies complete the required forms, waivers, and [declarations](#) using the Internet Reporting system, accessible from the NTD website at <http://www.ntdprogram.gov/>. When you complete the Safety and Security Setup form (S&S-10) and the Security Configuration form (S&S-30) at the beginning of the calendar year, the system automatically generates the required Safety and Security links and forms for your transit agency.

The “Internet Reporting” section of this manual contains systematic instructions and details on how to complete the NTD Safety and Security reports using Internet Reporting. The FTA provides Internet Reporting usernames and passwords to transit agencies.

## When to Report

### When to Submit NTD Safety and Security Data

Transit agencies must submit Safety and Security data within 30 days of a reportable event using the Major Event Report form (S&S-40). Transit agencies must also submit the Safety Monthly Summary Report (Non-major Summary Report) form (S&S-50) on a monthly basis for each mode/TOS operated. To access these forms, click on the [File New S&S-40](#) or the [File New S&S-50](#) links located near the middle top of the Safety and Security tab (please note, these links are not available until you complete and submit the S&S-10 Safety and Security Setup Form and the S&S-30 Security Configuration forms for each mode/TOS.) The following exhibit presents due dates for submitting Safety and Security data to the NTD:

## 2015 Safety and Security Reporting Manual

### Exhibit 7 — NTD Safety and Security Reporting Timeline

#### Major Event Reporting (S&S-40)

File no later than 30 days after the date of the event.

#### Safety Monthly Summary Event Reporting (S&S-50)

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

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

The NTD requires transit agencies to submit complete reports according to the due date schedule. [Failure to report](#) results from not submitting a report, submitting a [late report](#), or submitting an [incomplete report](#) may result in your transit agency's data not being included in the NTD. Furthermore, the FTA may declare your transit agency ineligible to receive any Urbanized Area Formula Program funds during an entire Federal fiscal year. This ineligibility applies to all transit agencies, regardless of the size of the urbanized area (UZA) served.

An S&S-50 report is considered late if it is not submitted by the due date. Approximately seven days prior to due dates, the NTD system automatically sends e-mail reminder notices to the Safety and Security contact e-mail addresses listed on the B-20.

A report is incomplete if it does not contain all the required reporting forms and data or if it is not in conformance with NTD reporting requirements.

### When to Submit the Chief Executive Officer Certification

The CEO of each transit agency is required to submit a Safety and Security Chief Executive Officer Certification form (S&S-20) each calendar year by the end of February of the following year. However, due to the late deployment of the 2015 Safety & Security Reporting Module, the 2014 CEO Certification will be due by March 15, 2015. The Certification is an automated form that certifies and attests to the accuracy of the Safety and Security data submitted by your agency for the current reporting calendar year. Safety and Security data are not subject to the [independent auditor](#) review like the financial data reported in the NTD Annual Report.

### Calendar Year Reporting

Unlike the NTD Annual and Rural reports that cover 12-month fiscal year periods, the data in the NTD Safety and Security report covers the 12-month period corresponding to the calendar year. The deadline for submitting Safety and Security data for calendar year 2015 is January 31, 2016. The 2014 Safety and Security database will close on March 15, 2015. To revise reports after this date, contact your NTD Safety and Security analyst.

## Internet Reporting

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### Overview

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Transit agencies must use the [National Transit Database](#) (NTD) Internet Reporting Version 1.61 system to provide their Safety and Security data to the Federal Transit Administration (FTA). NTD Internet Reporting is the online means for transit agencies to enter, review and revise data, and submit reports. It provides for timely and accurate reporting. All tasks and requirements for the NTD can be fulfilled via this system.

The FTA assigns an NTD Safety and Security analyst to each transit agency to assist reporters with their Safety and Security reporting. Please feel free to contact your Safety and Security analyst if you have any questions or need assistance with reporting Safety and Security data. If you do not know the name or contact information of your Safety and Security analyst, please call the NTD Help Desk at 1-888-252-0936.

This section provides Internet Reporting information for Safety and Security reporting.

### Changes from the Prior Year

No changes.

### Internet Reporting System Security

The FTA has taken numerous measures to ensure that all data entered into the Internet Reporting system is safe and available only to those with proper access. The NTD servers and network are secured behind a firewall. The website operates under the secured web protocol, https, and the entire site is password protected. Additionally, multiple server and database protection layers protect the database files.

### The National Transit Database Website

The **NTD Home Page** (accessible at [www.ntdprogram.gov](http://www.ntdprogram.gov)) offers the following information and data for reporters and others interested in the NTD:

- Internet Reporting Login link
- Contact the NTD Help Desk link
- **What is the NTD?** This link takes you to a new page that provides an overview of the NTD program, milestones in transit history, information on how to obtain an NTD ID number, and an overview of the NTD reporting forms.

### Reporting Manuals

- **NTD Policy Manual:** Access to .html and .pdf versions of the current Policy Manual, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Safety and Security Reporting:** Access to .html and .pdf versions of the current Safety and Security Reporting Manual, Newsletters, Safety and Security FAQs, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Sampling Manual:** A guide for NTD reporters from urbanized areas that need to conduct a statistical sampling to report passenger miles traveled (PMT) data to the NTD.
- **Internet Reporting Handbook:** A step-by-step guide to NTD Version 2.0 modules for Annual and Monthly Service data reporting.

### Data, Publications, and Reference Materials

- **NTD Glossary:** HTML version of the NTD Glossary of transit terms.
- **NTD Reference Materials:** NTD reference materials such as the Uniform System of Accounts, FTA Circulars, and Federal Register Notices.
- **NTD Transit Profiles:** Regional listings of reporting transit agencies and profiles detailing transit agency general, financial, and operating information.
- **Access NTD Data:** HTML and downloadable .pdf publications, including Data Tables, Profiles, National Transit Summaries and Trends, Annual, Monthly and Historical databases as well as Safety & Security Time Series data and other data products.

### NTD Resources

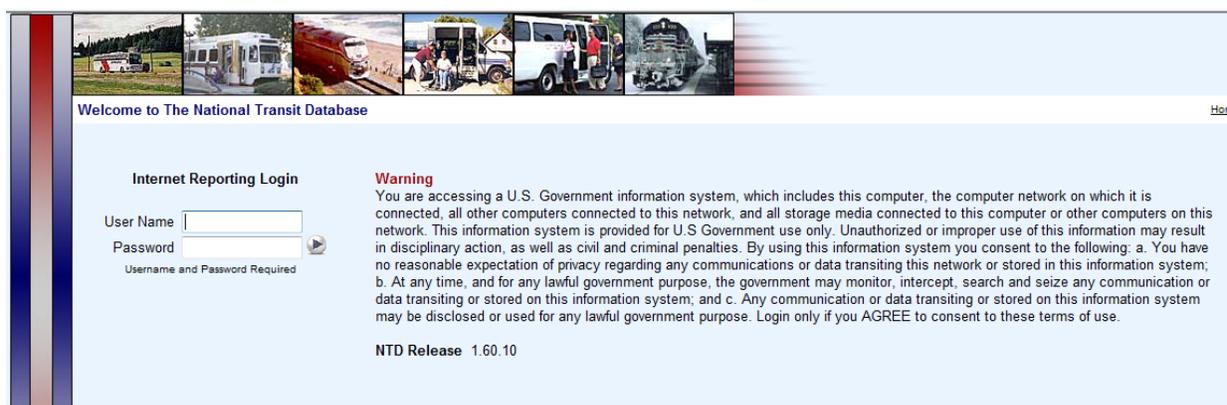
- **FTA/NTD Presentations, Announcements, and Updates:** FTA/NTD presentations, new and useful information, interim updates to reporting requirements, etc.
- **NTD Feedback:** The mailing address and telephone number for the NTD Project site as well as an opportunity to provide comments or suggestions regarding the NTD Program.
- **Seminars and Training:** NTD Reporting Seminars and In-house Training information and registration.
- **Transit Agency Listing by Region and External Links:** Contact information for transit agencies reporting to the National Transit Database (NTD). Links to:
  - Federal Transit Administration (FTA)
  - FTA Safety and Security Office
  - U. S. Department of Transportation (USDOT)
  - National Transit Library
  - American Public Transportation Association (APTA)
  - Bureau of Transportation Statistics
  - Accessibility

- **Asset Inventory Module:** Access to the Asset Reporting Manual and Reporting Template
- **Instructions for Registering User Managers:** Access to detailed instructions for designating a User Manager to control user accounts for NTD version 2.0.

### Step-by-Step Instructions

#### Accessing Internet Reporting

1. Connect to the Internet via your Internet service provider (ISP).
  - Browsers such as Firefox, Mozilla, and Chrome are not fully compatible with the NTD Internet Reporting system. Internet Reporting is best-accessed using Internet Explorer version 6.0 or newer. If you do not have the latest version of Internet Explorer, go to Microsoft.com to download the latest version free of charge.
2. Verify your Internet Browser Settings.
  - Verify that your browser is set to check for newer versions of stored pages with each visit to the page.
  - In Internet Explorer, access Tools > Internet Options > General > Browsing History Settings > Temporary Internet Files Settings and select “Every time I visit the webpage.”
3. Access the **NTD** website at [www.ntdprogram.gov](http://www.ntdprogram.gov).
4. Click on the **Internet Reporting Login** link located at the bottom left of the **NTD Home Page** to access the login page.
5. Enter your username and password. Click on the arrow or press your Enter button to access your agency’s NTD account.



Welcome to The National Transit Database

**Internet Reporting Login**

User Name

Password  

Username and Password Required

**Warning**

You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following: a. You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system; b. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system; and c. Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose. Login only if you AGREE to consent to these terms of use.

NTD Release 1.60.10

## 2015 Safety and Security Reporting Manual

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### Home Tab and Program Structure

NTD ID: 1001    Agency Name: Rhode Island Public Transit Authority    Report: Safety CY 2015

Home   e-File   Annual   Monthly Ridership   Safety & Security   Notes   Issues   Reports   Communications   Sys Admin   Help

Welcome Maureen to NTD Internet Reporting

**Analyst Contact Information**

Contact	Brendan Oudekerk
Phone	434-260-1605
Email	NTDHelp@dot.gov

**Announcements**

Date	Title
December 5, 2012	<a href="#">New Email Contact Information Announcement - NTD Help Desk</a>

### Reporting Structure

After you complete the login process using your SFTYNTDXXX username (or other username, as applicable) and password, the system takes you to the **Home** tab. When you are on any screen, click the **Home** tab to return to this page. Do not use your browser's back and forward buttons to navigate around the NTD website.

NTD Reporting includes the following tabs (tabs vary based on the login used):

- **Home:** The starting point when entering the NTD Program. Your transit agency's NTD annual analyst name and contact information are displayed here. Click on the blue link under Announcements to display the NTD mailing address; Helpdesk phone numbers, e-mail address and hours of operation; and NTD project staff names, phone numbers, and e-mail addresses.
- **e-File:** For processing and tracking any special correspondence.
- **Annual:** Provides access to the Annual reporting modules and forms, including the B-20 (Contacts) form and the B-10 (Identification) form.
- **Safety and Security:** Provides access to the NTD Safety and Security reporting module. You will create, edit, and submit all your Safety and Security reports here. Reporting details and form-by-form instructions for this module are included in this manual.
- **Reports:** Provides access to past and present Safety and Security summary data by mode/TOS that has been reported by your agency. You can export or print reports.
- **Communications:** A listing of all e-mail communications from the NTD.
- **Sys Admin:** Provides the option for you to change your password. You may only change the password of the username you are logged in under. If you need assistance, contact your Safety and Security analyst.
- **Help:** Provides access to the current Safety and Security Reporting Manual as well as the Urban, Monthly, and Small Systems Waiver reporting manuals.

## Annual Tab: Access to the Identification (B-10) and Contacts (B-20) Forms

Module	Form Name	Mode/Service	Update User	Update Date	Issues
Basic Information	Identification (B-10)		System		0
	Contacts (B-20)		System		0

Users logged in as SFTYNTDxxxx or SFTYEDTxxxx can view the reports on the Annual Tab, but cannot edit them. The forms on this tab can only be completed or edited by the NTD contact username or the CEO username.

The B-20 form (**Contacts**) located on this tab lists the physical addresses, phone numbers, and e-mail addresses of all transit agency employees who are responsible for entering data into the NTD program. Because NTD Analysts call and e-mail reporters to resolve reporting issues, it is important that your agency keep the B-20 updated when employee changes occur within your organization.

If your agency's Annual Module is closed out for the current fiscal year, data in the Annual Module can no longer be edited, including the B-20 form. Please contact either your Annual Analyst or your Safety & Security Analyst to make changes to the B-20 after your Annual closeout.

The B-10 form (**Identification**) located on this tab lists the modes/TOS the transit agency operates. This form can be useful to Safety and Security reporters who must complete the Safety and Security Setup form (S&S-10) at the beginning of each calendar year.

## Safety and Security Tab: Reporting Event Data

Form Name	Event #	Mode/Service	Report Period	Update User	Event Date	Creation Date	Update Date	Submit Date	Has Data
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Click on the **Safety and Security** tab to access the Safety and Security reporting module.

- Initially, only the Safety and Security Setup form (S&S-10) is available for you to complete.
- Once you complete the S&S-10, the system generates other forms and links for you to report data.
- Step-by-step instructions for completing the S&S-10, and all other reporting forms, are included later in this manual.

## 2015 Safety and Security Reporting Manual

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Nine data fields are listed on this screen to assist you with tracking and monitoring the status of your Safety and Security reports:

1. **Event Number:** Identification number for Major Event Reports (S&S-40) only, generated automatically by the reporting system based on the order in which reports are submitted.
2. **Mode/Service:** The Mode and Type of Service of the event report.
3. **Report Period:** The month in which the event(s) occurred or the month for which an S&S-50 report was entered.
4. **Update user:** The username that entered or modified the report.
5. **Event date:** The date the event occurred (Major Event Reports only).
6. **Creation date:** The date the report was first saved.
7. **Update date:** The date of the most recent modification of a report.
8. **Submit date:** The date on which the report was last submitted.
9. **Has data:** Indicates if the Non-Major (Monthly) Summary report (S&S-50) contains any occurrences.

### Communications Tab: A History of Correspondence with the NTD

NTD ID: 1001 Agency Name: Rhode Island Public Transit Authority Report Year: 2012

Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help

Process Filter  Comm. Type Filter  Filter Refresh

Date Agency Analyst Logger Process Comm. Type Subject Attachment

The **Communications** tab is a centralized area in which to view correspondence with the FTA NTD program. Correspondences can be filtered to show only certain processes or communication types.

### Sys Admin Tab: Changing Your Password

NTD ID: 0001 Agency Name: King County Department of Transportation - Metro Transit Division Report: RY 2014 Working Data

Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help

Select one of the following Admin Functions:  
[Change Password](#)

Access the **Sys Admin** tab to change your NTD password.

Passwords have length and conditional requirements and an expiration period. Passwords are case-sensitive. As an added security feature, if you have not logged in for sixty days, the system will lock you out due to account inactivity.

Please note: the system can e-mail passwords only to the contacts listed on the B-20 form on the Annual tab.

- Password requirements:
  - Password length: Must be at least 12 characters and not more than 20 characters;
  - Complexity: Must include 3 out of 4 of the following elements: lowercase, uppercase, numbers, or special characters;
  - Must be different from your 10 previous passwords;
  - Must be different from any password you used in the last 6 months.
- Password expires every sixty (60) days.
- Account inactivity: Your account is locked if you do not login during a 60-day period.

### Change your Password

- From the **Sys Admin** tab, click on Change Password.
- Enter your current password.
- Enter a new password.

If your account is locked due to inactivity, contact your Safety and Security analyst or the Helpdesk to unlock your account.

### Reports Tab: Viewing, Printing, and Exporting NTD Safety and Security Data

Safety and Security Reports

Safety and Security Incidents Summary by Mode/Service Report for report year Prior to 2008  
Major Incidents Summary by Mode/Service Report 2007

Non-Major Incidents Summary by Mode/Service Report 2007

Safety and Security Incidents Summary by Mode/Service Report for report year 2008 and future  
Major Incidents Summary by Mode/Service Report 2014

Minor Incidents Summary by Mode/Service Report 2014

Security Configuration Summary Report (Landscape) 2014

Click on the **Reports** tab to view reports summarizing past and current Safety and Security data reported by your agency.

You can export reports by clicking on the  button or print reports by clicking on the  button.

When you are logged in as the username SFTYNTDXXXX, the following reports are available on the **Reports** screen:

#### Major Events Summary by Mode/Service report

- From the drop-down menus, select a year after 2008 for the data you want to view and click on the **Get Report** button for a summary of all the events by mode/TOS reported on S&S-40 forms by your agency.

## 2015 Safety and Security Reporting Manual

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### Non-Major Events Summary by Mode/Service report

- From the drop-down menu, select a year prior to 2008 for the data you want to view and click on the **Get Report** button for a summary of all the events by mode/TOS reported on S&S-50 forms by your agency.

### Minor Events Summary by Mode/Service report

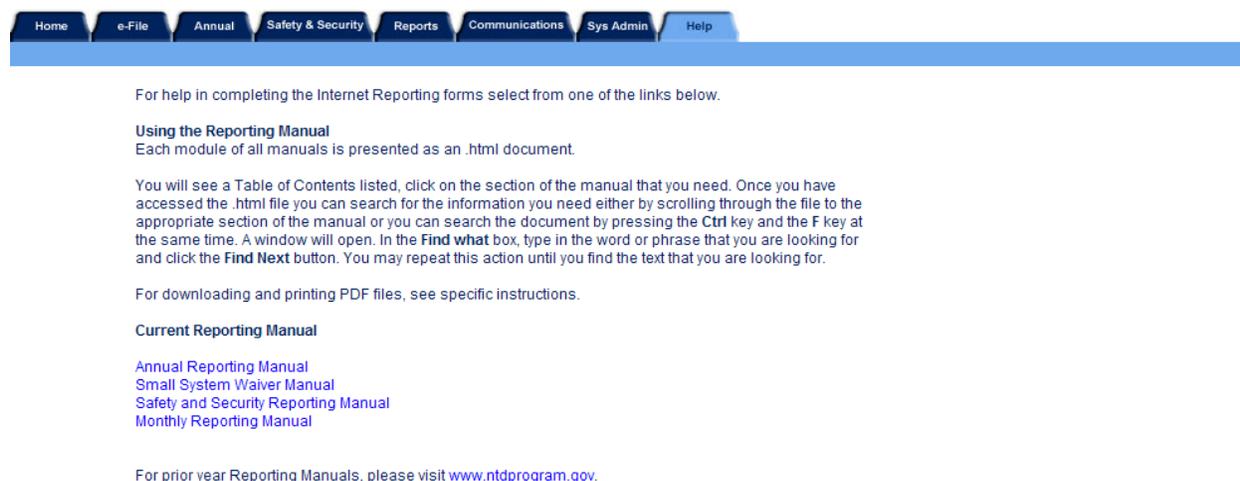
- From the drop-down menu, select a year after 2008 for the data you want to view and click on the **Get Report** button for a summary of all the events by mode/TOS reported on S&S-50 forms by your agency.

### Security Configuration Summary report

- From the drop-down menu, select the year for the data you want to view and click on the **Get Report** button for a summary of the security configurations reported on S&S-30 forms by your agency.

### Help Tab: Access to Current Reporting Manuals

Click on the **Help** tab to access the current Safety and Security Reporting Manual in addition to the Annual, Monthly, and Small Systems Waiver reporting manuals.



The screenshot shows a navigation bar with tabs for Home, e-File, Annual, Safety & Security, Reports, Communications, Sys Admin, and Help. Below the tabs, there is a blue bar and a white content area. The content area contains the following text:

For help in completing the Internet Reporting forms select from one of the links below.

**Using the Reporting Manual**  
Each module of all manuals is presented as an .html document.

You will see a Table of Contents listed, click on the section of the manual that you need. Once you have accessed the .html file you can search for the information you need either by scrolling through the file to the appropriate section of the manual or you can search the document by pressing the **Ctrl** key and the **F** key at the same time. A window will open. In the **Find what** box, type in the word or phrase that you are looking for and click the **Find Next** button. You may repeat this action until you find the text that you are looking for.

For downloading and printing PDF files, see specific instructions.

**Current Reporting Manual**

- [Annual Reporting Manual](#)
- [Small System Waiver Manual](#)
- [Safety and Security Reporting Manual](#)
- [Monthly Reporting Manual](#)

For prior year Reporting Manuals, please visit [www.ntdprogram.gov](http://www.ntdprogram.gov).

## Tips for Using Internet Reporting

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### Navigating Between Screens

Do not use your browser **Back** and **Forward** buttons to navigate between screens as this may cause the NTD Program to close. Use the Internet Reporting system buttons, tabs, and links instead.

## Safety and Security Setup Form (S&S-10)

### Overview

At the beginning of the calendar year, each transit agency, except those with an approved Small Systems Waiver, Natural Disaster Waiver, Planning Grants Waiver, or Capital Grants Waiver, must complete the Safety and Security Setup form (S&S-10). This form identifies the modes and type of service (TOS) your transit agency operates. The system generates one Security Configuration form (S&S-30) for each mode entered on the S&S-10 form and populates the drop-down boxes on both the Major Event Report form (S&S-40) and the Safety Monthly Summary Report form (S&S-50) with these modes/TOS. You must submit the S&S-10 before you can begin Safety and Security reporting.

Before completing the S&S-10 form, you may want to check with other departments of your agency to determine the correct modes and TOS operated by your agency. However, after you submit the form, you can modify it if you made a mistake, or if your agency adds or discontinues a mode.

Home e-File Annual Monthly Ridership **Safety & Security** Notes Issues Reports Communications Sys Admin Help
Form Name: Safety and Security Setup Form (S&S-10) [Close Form](#)

Check all boxes that apply.

Vehicles Operated by Mode and Types of Service	a		b	
Line	Directly Operated	Purchased Transportation	Directly Operated	Purchased Transportation
01 Aerial Tramway (TR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 Alaska railroad (AR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 Bus (MB)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 Bus Rapid Transit (RB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 Cable car (CC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 Commuter Bus (CB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 Commuter rail (CR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 Demand response (DR)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09 Demand response Taxi (DT)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Ferryboat (FB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Heavy rail (HR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Hybrid Rail (YR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Inclined plane (IP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Jitney (JT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Light rail (LR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 Monorail/Automated guideway (MG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 Publico (PB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 Street Car Rail (SR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 Trolleybus (TB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 Vanpool (VP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 Other (OR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Close](#)
[Add / Delete Mode / Type of Service](#)
[Print](#)

## 2015 Safety and Security Reporting Manual

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### Changes from the Prior Year

No changes.

### Step-by-Step Instructions

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#### Completing the Safety and Security Setup Form (S&S-10)

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1. Click on the **Safety & Security** tab.
2. Click on the blue [Safety and Security Setup form \(S&S-10\)](#) link to open the form.
3. Check the boxes next to each mode and type of service that your transit agency is operating at the beginning of the calendar year that you are reporting.
  - A mode is a system for carrying transit passengers described by specific right-of-way, technology, and operational features.
  - Type of service (TOS) refers to how public transportation services are provided by a transit agency: directly operated (DO) or purchased transportation (PT), also known as contracted services.
4. Scroll to the bottom of the form and click on the **Submit** button.
  - When you first open the S&S-10 form, the only buttons available to you at the bottom of the screen are **Close**, **Submit**, and **Print**. After you submit the form, your button options change to **Close**, **Add/Delete Mode/Type of Service**, and **Print**. At this point, you can add, discontinue, or delete modes/TOS by clicking on the **Add/Delete Mode/Type of Service** button (see editing instructions below).
5. Click on the **Close** button to exit the form.
  - Check the S&S-30 forms (Security Configuration) generated by the system after you submit the S&S-10 form. Do they accurately portray the correct modes and TOS for your agency? If not, you need to edit the S&S-10 form.

#### Editing the S&S-10 Form

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Often agencies start a new mode of service at some point in the calendar year, or stop providing a mode of service that has been in operation during the year. These changes need to be recorded on the Safety and Security S&S-10 form.

In addition, if you made a mistake when you initially completed the S&S-10 form and reported a wrong mode/TOS, you must edit the S&S-10 so the system generates the correct reporting forms.

1. Click on the blue [Safety and Security Setup Form \(S&S-10\)](#) link to open the form.
2. To add and/or delete modes, click on the **Add/Delete Mode/Type of Service** button at the bottom of the S&S-10 form.
3. The system generates a new screen.

To Add a Mode / Type of Service to the S&S-10, click on the Add Mode / Type of Service Button (Click and add as many modes as necessary.)

To Remove a Mode / Type of Service to the S&S-10, click on the Delete Mode / Type of Service Button (Click and remove as many modes as necessary.)

4. Click on the **Add Mode/Type of Service** button to add a mode.
5. Select the **Mode** and **Type of Service** from the drop-down menus.
6. Select the **New Service Start Month** from the drop-down menu.
  - If you are adding a mode that you forgot to enter on the S&S-10 form at the beginning of the calendar year, check January as the New Service Start Month. The Safety & Security reporting module is closed at the end of each calendar year and a new module is opened at the beginning of a new calendar year, thus for a mode that was operated in the previous year, January will always be the New Service Start Month.
  - If your agency begins providing new service during the year, select the month that the service started.
7. Click on the **Delete Mode/Type of Service** button to delete a mode.
8. Select the **Mode** and **Type of service** from the drop-down menus.
9. Select the **Out of Service Month**.
  - This month is the first full month that service ceased. For example, if your agency stopped operating DR/DO on July 20, you would choose August as the Out of Service Month. Please note, when you discontinue a mode be careful to select the correct Out of Service month because the system deletes all reports dated after that month.
  - If you are deleting a mode/TOS that you entered in error at the beginning of the calendar year when you first filled out the S&S-10, select January as the Out of Service Month.

10. Click on the **Save** button. The system returns you to the original S&S-10 form screen.
  - When you discontinue a mode during the year for which data was reported, the S&S-10 form still displays check marks in the mode and TOS boxes, but the system will no longer allow you to enter reports for that mode.
11. Click on the **Close** button to return to the Safety & Security Tab screen.
  - If you add a mode, the system generates an S&S-30 form for that mode and you must complete this S&S-30 before you can enter any new Safety and Security reports.

### Example 3 — Completing the Safety and Security Setup form (S&S-10)

#### In January the Agency Continues Services from the Prior Year

City Transit directly operates bus (MB) service and purchases demand response (DR) service. City Transit enters the Safety and Security Module for the first time at the beginning of the year by clicking on the **Safety and Security** tab to complete the Safety and Security Setup form (S&S-10) and reports:

MB/DO

DR/PT

#### In August the Agency Adds a New Service

City Transit begins directly operating light rail (LR) service. City Transit again clicks on the **Safety and Security** tab and revises its existing Safety and Security Setup form (S&S-10):

- Click on the **Add/Delete Mode/Type of Service** button (opens a new screen with separate Add or Delete buttons).
- Click on **Add Mode/Type of Service** button and select light rail **LR/DO**.
- Enter the new service start date: **August**
- Click on the **Save** button to return to the S&S-10 form.
- Click on the **Close** button to return to the Safety & Security tab screen.

An S&S-30 form for LR/DO is now listed under the **Security Configuration Category**. Click on the expand  symbol to view and complete this S&S-30 form. You will not be able to enter any event reports until you submit this S&S-30.

#### On October 24 the Agency Discontinues a Motor Bus Directly Operated Service

- Click on the **Add/Delete Mode/Type of Service** button (opens a new screen with separate Add or Delete buttons).
- Click on the **Delete Mode/Type of Service** button and select **MB/DO**.
- Enter the out of service date: **November** (first full month that service ceased).
- Click on the **Save** button to return to the S&S-10 form.

You are no longer required to submit S&S-50 forms for MB/DO. If an S&S-50 for November was submitted prior to removing the mode, that report was deleted from the system.

## Safety and Security Chief Executive Officer Certification Form (S&S-20)

### Overview

At the end of the calendar year, each transit agency, except those with an approved Small Systems Waiver, Natural Disaster Waiver, Planning Grants Waiver, or Capital Grants Waiver, is required to submit a Safety and Security Chief Executive Officer (CEO) Certification form (S&S-20). This form automatically tallies the number of events, injuries, and fatalities that your agency reported on S&S-40 forms and the number of events and injuries on the S&S-50 forms for the last calendar year. By completing the S&S-20, you are attesting that this Safety and Security data is accurate. **Only the CEOxxxx username can submit the S&S-20**, which is due at the end of February of the following calendar year.

The system automatically generates the S&S-20 form after January 15 to prevent agencies from inadvertently submitting the form prior to the end of the current reporting calendar year. Due to the late deployment of the 2015 Safety & Security Reporting Module, the 2014 CEO Certification will be due by March 15, 2015.

The NTD provides two reports to assist you in preparing to submit the S&S-20:

- The Minor Events Summary by mode/service report
- The Major Events Summary by mode/service report

You can access these reports via the **Reports** tab.

Form Name: Safety and Security CEO Certification Form(S&S-20) <span style="float: right;"><a href="#">Close Form</a></span>					
NTD Report Year	2014		NTD ID	1016	
Agency Name	Greater Portland Transit District	CEO Name	Gregory Jordan	CEO Title	General Manager
Certification Completion Date					
The submitted data summarized below have been reviewed and are accurate and truthful.					
<b>S&amp;S-40 Data (major)</b>					
<b>Reportable Event Data</b>	<b>MB/DO</b>	<b>Total</b>	<b>Agree</b>	<b>Disagree</b>	
Total events reported for 2014	0	0	Yes <input type="radio"/>	No <input type="radio"/>	
Total injuries reported for 2014	0	0	Yes <input type="radio"/>	No <input type="radio"/>	
Total fatalities reported for 2014	0	0	Yes <input type="radio"/>	No <input type="radio"/>	
<b>S&amp;S-50 Data (non-major)</b>					
Total non-major OSONOC events	0	0	Yes <input type="radio"/>	No <input type="radio"/>	
Total non-major OSONOC injuries	0	0	Yes <input type="radio"/>	No <input type="radio"/>	
Total non-major fires	0	0	Yes <input type="radio"/>	No <input type="radio"/>	
Please explain why NO was selected: <input type="text"/>					
I hereby certify the Safety and Security data submitted to the NTD in the name of Greater Portland Transit District for calendar year ending 12/31/2014					
<input type="button" value="Save"/> <input type="button" value="Close"/> <input type="button" value="Submit Report"/> <input type="button" value="Print"/>					

### Changes from the Prior Year

Column headings **Agree** and **Disagree** added for **Yes** and **No** option columns.

### Step-by-Step Instructions

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#### Completing the Safety and Security CEO Certification Form (S&S-20)

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1. Login with the CEO username and password.
2. Click on the **Safety & Security** tab.
3. The S&S-20 form is located at the bottom of the screen above the Pending Forms section. Click on the blue [Safety and Security CEO Certification form \(S&S-20\)](#) link to open the form.
  - If you are logged in with any other username, you can view the S&S-20, but you cannot complete the form and submit it.
  - If you are logged in as the CEO and do not have a **Submit** button, please contact your Safety & Security Analyst or the Helpdesk.
4. Review the total events, injuries, and fatalities tallied on the form.
  - The number of events, injuries, and fatalities tallied on the S&S-20 is taken directly from the Major Event Reports (S&S-40) and Non-Major Summary Event Reports (S&S-50) that were submitted by your agency throughout the applicable calendar year. If a report was not submitted, it is excluded from the tallies on the form.
  - You can review summarized data from your S&S-40 and S&S-50 reports on the **Reports** tab.
  - If you believe the number of events, injuries, or fatalities is incorrect, you must edit, add, or delete the S&S-40 reports and/or edit the S&S-50 reports. In addition, you may want to check to make sure all your event reports are submitted. The S&S-20 form immediately incorporates any changes made to the event reports.
5. Use the radio buttons at the end of each line of data on the **Reportable Event Data** tables on the S&S-20.
  - Choosing **Yes** indicates that you agree with the figures shown.
  - Choosing **No** means you disagree with the figures shown.
6. Indicate **Yes** or **No** in response to the statement: “The submitted data summarized below have been reviewed and are accurate and truthful.”
  - If you select **No**, Internet Reporting requires you to enter an explanation.
  - If you select **No**, your Safety & Security Analyst will contact you to help resolve the discrepancy and the S&S-20 form will be re-generated so you can agree with the figures.
7. Click on the **Submit Report** button.
  - You can only submit the report once. After you click the button, the system does not allow you to edit the form and the **Submit Report** button is no longer available. The top of the form now contains a **Certification Completion Date**.

## Security Configuration Form (S&S-30)

### Overview

Each transit agency, except those with an approved Small Systems Waiver, Natural Disaster Waiver, Planning Grants Waiver, or Capital Grants Waiver, must complete the Security Configuration form (S&S-30) after submitting the S&S-10 (Safety and Security Setup Form). The system generates one S&S-30 form for each [mode](#) that you select on the S&S-10 form. You will be unable to enter any Safety and Security event reports until you complete and submit all the S&S-30 forms generated for your agency.

You will use the S&S-30 form to indicate the number and type of personnel that respond to security events on your transit agency's property and/or provide security for your transit agency. You do not need to update this form over the course of the year to reflect changes in staffing.

Security personnel are reported as Primary and/or Secondary configurations. Primary security personnel are those that routinely patrol or respond to events in or on transit property. Secondary security forces are those that occasionally respond to events occurring in or on transit property, or those that assist the primary force. If you have more than one type of security force that you consider primary, choose one (typically the larger or more often used security force) to report as the Primary and report the other as Secondary.

### Changes from the Prior Year

No changes.

### Step-by-Step Instructions

#### Completing the Security Configuration Form (S&S-30)

1. Click on the **Safety & Security** tab.

## 2015 Safety and Security Reporting Manual

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2. Click on the expand  symbol next to the Security Configuration category heading.
  - You will see an S&S-30 form for each mode/TOS you reported on the S&S-10 form. If the modes are incorrect, please edit the S&S-10 form before completing the S&S-30 forms.
3. Click on the blue [Security Configuration \(S&S-30\)](#) link to open a form.
4. In the first box (Line 01), enter the estimated number of full-time equivalent personnel that routinely patrol and/or respond to events in or on your agency's transit property (**Primary Security Personnel**).
  - Report security personnel in terms of full-time equivalents (FTE) according to the staffing levels at the beginning of the year. One FTE means one full-time person, typically working 40 hours per week, or 2,080 hours per year.
  - For personnel that spend only part of their time providing security for your agency, prorate the estimated full-time equivalent number and allocate that number across modes, if necessary. If personnel provide transit security for more than one mode, allocate the prorated estimated full-time equivalent number across modes. Numbers can be reported to the nearest tenth, if needed.
    - Example: Your agency operates DR/DO and MB/DO service and contracts with a security company that provides two security personnel to patrol your transit center 8 hours a day, 5 days a week. Each person works a 4-hour shift, or 20 hours per week. Your MB/DO mode uses the transit center, but your DR/DO mode does not. In the box on Line 01 for Primary Security Personnel, you would report one (1) FTE for MB/DO and zero (0) for DR/DO.
  - You may use any reasonable method to allocate personnel across modes, such as basing it on modal ridership or on modal annual trips. Please refer to the examples below or contact your Safety and Security analyst for additional assistance.
  - If your agency pays a monthly fee for contracted security service, base your personnel numbers on the prior year's total hours worked.
  - If you are reporting use of local police (non-contracted) as your secondary security configuration, enter 0 (zero) for these personnel in the box on Line 01.
5. In the second box (Line 02), enter the **total number** of primary plus secondary full-time equivalent personnel that provide security for your transit agency. Secondary security forces are those that occasionally respond to events occurring in or on your transit property and/or assist your primary force.
  - Report secondary security personnel in terms of full-time equivalents (FTE) according to the staffing levels at the beginning of the year. One FTE means one full-time person, typically working 40 hours per week, or 2,080 hours per year.
  - For personnel that spend only part of their time providing security for your agency, prorate the estimated full-time equivalent and allocate that number across modes, if necessary. If personnel provide transit security for more than one mode, allocate that

prorated estimated full-time equivalent number across modes. Numbers can be reported to the nearest tenth, if needed.

- You may use any reasonable method to allocate personnel across modes, such as basing it on modal ridership or on modal annual trips. Please refer to the examples below or contact your Safety and Security analyst for additional assistance.
- If your agency pays a monthly fee for contracted security service, base your personnel numbers on the prior year's total hours worked.
- If you are reporting use of local police (non-contracted) as your secondary security configuration, enter 0 (zero) for these personnel in your total number in the box on Line 02.

6. Next, indicate the type(s) of security personnel your agency uses. In the first column, **Primary**, check one box for the security force that routinely patrols and/or responds to events in or on your agency's transit property.

- If your agency has more than one type of security force that is considered primary, choose only one to report as the Primary and report the other as Secondary. You may make this decision based on the security force that has the largest number of personnel, or any other reasonable method.

**Security Configuration Types:**

- **Dedicated transit police force:** Your agency operates a (sworn) transit police force.
- **Dedicated (transit) unit of local police:** Your agency makes use of 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:** Your agency contracts with a local police department or sheriff's department to provide security services for your transit agency.
- **Transit agency security force:** Your agency uses in-house non-sworn security guards (e.g., not sworn police officers). In this case, the security guards are employees of the transit agency.
- **Contracted security force:** Your agency uses contracted non-sworn security guards (e.g., not sworn police officers).
- **Off-duty police officers:** Your agency hires off-duty police officers who "moonlight" at the transit agency (e.g., you contract directly with individual off-duty officers as opposed to contracting with a local law enforcement agency).
- **Use of local police (non-contracted):** Your agency relies on a local police or sheriff's department for security. Select this option if your agency does not pay for this coverage through a contractual arrangement. Such a department would be one that primarily performs general policing activities in a municipality or area. Do not report number of personnel for this category, instead enter a count of 0 (zero).

7. In the second column, check as many boxes that apply to indicate the type of **Secondary** security force(s) your agency uses (if any).

- Secondary security forces are those that occasionally respond to events occurring in or on your transit property and/or assist your primary force.
8. When you are done filling out the form, click the **Save** button, the **Submit Report** button, and then the **Close** button. The system returns you to the **Safety & Security** tab.

### Example 4 — Security Configuration Reporting

#### Example 4a: Primary and Secondary Security Configurations

A transit agency that operates only bus (MB) service uses 12 transit-employed security guards to patrol its non-revenue facilities as well as 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:

- For line 01, Number of Primary Security Personnel, and line 02, Total Number of Security Personnel, **enter 12**.
- For line 03, column a, primary configuration, check the **Transit agency security force** box.
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

#### Example 4b: Multiple secondary security configurations

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

##### Solution:

- For line 01, Number of Primary Security Personnel, **enter 15**.
- For line 02, Total Number of Security Personnel, **enter 35**.
- For line 03, column a, primary configuration, check the **Dedicated transit police** box.
- For line 03, column b, secondary configuration, check both the Contracted security force and the Use of local police (non-contracted) boxes.

#### Example 4c: Multiple modes security configurations

A transit agency operates demand response (DR) and motor bus (MB) service. The agency has a dedicated transit police force of 20 officers that patrol or respond only to MB operations and they occasionally use local police for special events. The DR mode relies on the use of local police.

##### Solution for the DR form:

- For line 01, Number of Primary Security Personnel, **enter 0**.
- For line 02, Total Number of Security Personnel, **enter 0**.
- For line 03, column a, primary configuration, check the **Use of local police (non-contracted)** box.
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

##### Solution for the MB form:

- For line 01, Number of Primary Security Personnel, **enter 20**.

**Example 4 — Security Configuration Reporting**

- For line 02, Total Number of Security Personnel, **enter 20**.
- For line 03, column a, primary configuration, check the **Dedicated transit police** box.
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

**Example 5 — Allocating Security Personnel****Example 5a: 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:** In the Number of Primary Security Personnel box, enter 4.3.

**Example 5b: Allocating Security Personnel Across Modes**

A transit agency operates both bus (MB) and light rail (LR) service. The transit agency contracts 12 security guards to patrol its non-revenue facilities (administrative buildings). The transit agency contracts an additional 5 guards to respond to events on its rail vehicles. There are 400 MB and 100 LR employees working at the administrative buildings.

**Solution for MB mode:**

- Number of Primary Security Personnel = 9.6 (400 MB employees/500 total employees X 12 security guards)
- Total Number of Security Personnel (Primary and Secondary) = 9.6
- Primary Security Configuration = Contracted Security Force
- Secondary Security Configuration = Contracted Security Force

**Solution for LR mode:**

- Number of Primary Security Personnel = 7.4 (100 LR employees/500 total employees x 12 security guards + 5 security guards)
- Total Number of Security Personnel (Primary and Secondary) = 7.4
- Primary Security Configuration = Contracted Security Force
- Secondary Security Configuration = Contracted Security Force

**Example 5c: Use of Part-time Security Personnel**

A transit agency operates light rail (LR) and motor bus (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 using 10 off-duty police officers for 4-hour shifts during peak periods. This would mean 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 form and the MB form:**

- For line 01, Number of Primary Security Personnel, **enter 15**.
- For line 02, Total Number of Security Personnel, **enter 17.5**.
- For line 03, column a, primary configuration, check the **Dedicated transit police force** box.
- For line 03, column b, secondary configuration, check the **Off-duty police officers** box.

### Important Considerations

- You can report only one primary choice on the S&S-30 form. If your agency has more than one type of security force that is considered primary, choose only one to report as the Primary and report the other as Secondary. You may make this decision based on the security force that has the largest number of personnel, or any other reasonable method.
- If your agency contracts for security and pays a monthly fee based on services provided, use the prior year's information of total hours worked to arrive at the number of full-time equivalent security employees for the current year.
- If your agency uses a dedicated transit police force for both the MB and DR service, but the DR service never requires security response, it is acceptable to report zero (0) security personnel for the DR mode.
- The sum of all the numbers reported in the boxes of Line 02 for all modes should equal the total number of full-time equivalent security personnel used by your agency.
- You will be unable to enter any Safety and Security event reports until you complete and submit all the S&S-30 forms generated for your agency.

### Editing the S&S-30 Form

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1. Click on the expand  symbol next to the Security Configuration category heading.
2. Click on the blue [Security Configuration \(S&S-30\)](#) link to open a report for the Mode you want to edit.
3. Erase and edit the numbers for Primary and Total security personnel.
4. Check or uncheck the boxes for Primary and Secondary security configuration.
5. Click the Save button to save your changes.
6. Click the Submit Report button to submit your changes.

## Major Event Report Form (S&S-40)

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### Overview

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Full Reporters must provide both the Annual Report and monthly reports including Safety & Security data. All other reporting types file on an annual basis only. While Annual reports and Monthly Ridership are reported in NTD Version 2.0, Safety & Security data will continue to be reported in NTD Version 1.61. Commuter Rail (CR) modes and Alaska Railroad (AR) report safety data to the Federal Railroad Administration (FRA) and only security events to NTD (including, but not limited to, attempted suicides and suicides).

The Major Event Report (S&S-40) is the form you use to report detailed information on the severe Safety and Security events that occur in your transit environment. The definition of a reportable event is provided below. You will complete one S&S-40 form for each reportable event that occurs at your agency, regardless of how many thresholds an event meets. Thresholds are defined below. You are required to submit S&S-40 forms no later than 30 days from the date of a reportable accident or event.

### Changes from the Prior Year

[See the Changes in Calendar Year 2015 Safety & Security Reporting section](#) of this manual.

### Definition of a Reportable Event

A [reportable event](#) is an event occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle, excluding occupational safety events occurring in administrative buildings. This includes either planned or unplanned events. Certain events are automatically reportable regardless of meeting a fatality, injury, or property threshold. Events are no longer based on their effect on revenue service.

Events at bus stops not on transit owned property or controlled by the agency are not reportable unless event involves a transit vehicle or boarding/alighting a vehicle. Therefore non-transit vehicle collisions or other events (assault, robbery, etc.) occurring at bus stops or shelters owned by municipalities or authorities that also operate transit systems will be excluded.

### Reporting Thresholds

See Exhibit 6 in the [Changes in Calendar Year 2015 Safety & Security Reporting section](#) of this manual.

A reportable event does not include occupational safety events occurring in administrative buildings. If the event occurred on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle it may be either automatically reportable or meet a reporting threshold. A reportable event may involve a vehicle operated by your transit agency that is not providing revenue service. Remember: complete only one S&S-40 form per event regardless of the number of thresholds an event meets.

## 2015 Safety and Security Reporting Manual

- For example, if a transit bus and an automobile collide, resulting in a fatality and a total estimated property damage equal to or exceeding \$25,000, only one report would be generated.

### Fatality

Safety and Security events that result in fatalities are always reported on the S&S-40 form. For NTD purposes, a fatality is a death due to a collision, derailment, fire, hazardous material spill, Act of God, evacuation, security event (including suicides), or other event.

- For example, if a person suffers a fatal heart attack in a transit facility or vehicle, the event would not be reportable to the NTD.

If you receive confirmation within 30 days of an event that a person(s) died due to the reportable event, you would report this as a fatality, not as an injury.

Example 6 — Fatality Reporting		
<b>Example:</b> A passenger fires a weapon on a transit vehicle, killing one passenger.		
Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	1	\$0
Complete a Major Event Report form (S&S-40).		

### Injury

An “injury” is defined as “immediate transport away from the scene for medical attention (one or more persons)”. Immediate medical attention means that medical attention was sought immediately after the event occurred. An individual seeking medical care several hours after an event, or in the days following an event, is not considered to have received immediate medical attention. The medical attention received must be at a location other than the location at which the event occurred. The intent of this distinction is to exclude minor first aid or other medical assistance received at the scene. Medical attention can be provided at a physician’s office, clinic, or hospital. Transport can be by any means, whether that is a transit vehicle, an ambulance, other emergency vehicle, or private vehicle. You are not required to follow-up on each person transported to ensure that they actually received medical attention. Excludes transport by foot.

Count each person immediately transported away from the scene for medical attention as an injury, whether or not the person appears to be injured. The medical attention may be for physical or emotional harm.

Do not report illnesses that require transport away from the scene for medical attention. For example, do not report an event of a passenger suffering a seizure or a heart attack on a transit vehicle or in a transit facility.

## Exception to Injury Threshold

Not all events that result in immediate transport for medical attention are reported on the S&S-40 form. The one exception is for the category Other Safety Occurrences Not Otherwise Classified (OSONOC) events. OSONOC events are those events that are **not** collisions, fires, security events, hazardous material spills, Acts of God, or derailments. OSONOC events include slips, trips, falls, smoke events, fumes, and electric shock and must meet EITHER the fatality, evacuation, or property damage threshold OR result in two or more injured in order to be reported on the S&S-40 form. OSONOC events that result in one person immediately transported from the scene for medical attention but do not trigger any other reporting thresholds are reported on the S&S-50 form (Non-Major Summary Report Form).

### Example 7 — One or More Injuries – Is it Reportable?

#### Example 7a: Transported by Ambulance

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

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount \$(total property damage amount)
1	0	

Complete an S&S-40 since one people required immediate medical attention away from the scene of the collision.

#### Example 7b: 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.

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount \$(total property damage amount)
3	0	

Complete an S&S-40 since one or more people required immediate medical attention away from the scene of the collision.

#### Example 7c: Events not Qualifying as an Injury

Three transit passengers are hurt in a collision. Each sees a physician the next day and subsequently submits a claim to the transit agency.

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount submit a report only if the \$25,000 reporting threshold is met
0	0	

Unless either the property damage or tow-away reporting threshold is met, do not report the event since none of the passengers sought immediate medical attention away from the scene.

## Estimated Property Damage

Events resulting in estimated [property damage](#) equal to or exceeding \$25,000, regardless of injuries or other thresholds, must be reported on the S&S-40. Estimated damage includes not

## 2015 Safety and Security Reporting Manual

only damage to transit property, but also the cost of clearing wreckage, and damage to all other vehicles and property involved in or affected by the event.

The FTA allows agencies to report property damage estimates. In order to meet the property damage reporting requirement and relieve some of this estimating and reporting burden, your 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. In the case of a total vehicle loss, you may want to use the 'Kelley Blue Book' value as an estimate.

Examples of property to include in your estimate of damage:

- Transit vehicles
- Non-transit vehicles
- Transit stations (including non-transit facilities)
- Right-of-way (ROW) and items surrounding the ROW, such as utility poles
- Bus stop shelters
- Private property (e.g., buildings, fences, traffic signals, walls)
- Bicycles and personal mobility devices

Do not include in your estimate of damage:

- The cost of medical attention (hospital or doctor fees)
- The cost of an accident investigation or criminal investigation
- Damage to personal property, such as the value of laptops, cell phones, or other personal items

### Example 8 — Calculating Property Damage

**Example:** A bus collides with a passenger car. The passenger 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 other reasonable estimate of present value). The cost of the bus body damage is estimated at \$12,000.

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$27,000
Property damage = \$27,000 (\$15,000 + \$12,000)		

### Collisions Involving Transit Vehicles that Require Towing Away from the Scene

Report all collisions where one or more motor vehicles incurred disabling damage requiring the motor vehicle(s) to be towed away from the scene by a tow truck or other motor vehicle. The towed motor vehicle includes both transit and non-transit vehicles regardless of the severity of the damage.

Please note this threshold refers to towing-away of motor vehicles and excludes tow-away of rail cars or ferry boats.

Example 9 — Collisions involving tow away – Is it reportable?		
<b>Example 9a:</b> 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 in under \$25,000.		
Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$(total property damage amount)
Complete an S&S-40 since the automobile was towed away.		
<b>Example 9b:</b> 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 and property damage in under \$25,000.		
Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$(total property damage amount)
Complete an S&S-40 since the automobile was towed away.		

### Evacuation

Report all evacuations of transit property due to potentially unsafe conditions regardless of the presence of another threshold. Additionally rail modes, report all evacuations to the right-of-way. This includes passenger/patron self-evacuations.

- For example, a transit train breaks down causing the passengers to be evacuated to the rail right-of-way is automatically reportable regardless of meeting a fatality, injury or property damage of \$25,000 threshold.

Examples evacuations include:

- Fires
- The presence of smoke or noxious fumes
- Hazardous material spills
- Vehicle fuel leaks
- The firing of a weapon on a vehicle
- Electrical hazards
- Bomb threats
- Power failure
- Mechanical failure

Do not report the removal of an injured person(s) from a vehicle as an evacuation.

## 2015 Safety and Security Reporting Manual

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### Derailment

Report any derailment of a rail transit revenue or non-revenue vehicle, including rail maintenance vehicles regardless of meeting any other reporting threshold. This includes both mainline and yard derailments.

- Do not report collisions that result in a derailment under this category. A collision resulting in a derailment is reported as a collision.

### Rail Grade Crossing Collisions

Report any collision between a rail transit vehicle and a non-transit motor vehicle occurring at a grade crossing. For mixed-traffic environments, each street intersection is considered a grade crossing. However, this excludes parking lot entrances or exits and driveways. Rail grade crossing collisions are reportable regardless of meeting any other reporting threshold.

### Rail Collisions with an Individual

Report any collision between a rail transit vehicle and an individual on the right-of-way. Rail collisions with individuals are reportable regardless of meeting any other reporting threshold. The transit vehicle must be in motion to be deemed a Collision. Impact between a stopped transit vehicle and a person are reported as a fall on the S&S-50 Non-Major Monthly Summary.

### Rail Collisions with another Rail Vehicle

Report any collision between and rail transit vehicle and a second rail transit vehicle or rail transit non-revenue vehicle. Rail to rail collisions are reportable regardless of meeting any other reporting threshold.

## Reporting a Major Event

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### Overview

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No matter the type of major event you are reporting, the first three (3) screens you encounter will always be the same. These are Set Up Screen 1, Set Up Screen 2 and the Basic Information Screen.

### Step-by-Step Instructions

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1. Click on the **Safety & Security** Tab.
2. Click on the blue [File New S&S-40](#) link near the top of the Safety & Security screen.
3. Complete Report Set Up Screen 1.
  - From the first drop-down menu, select the **Mode/Type of Service** for the event you are reporting.
  - From the second drop-down menu, select the **Month** in which the event occurred.

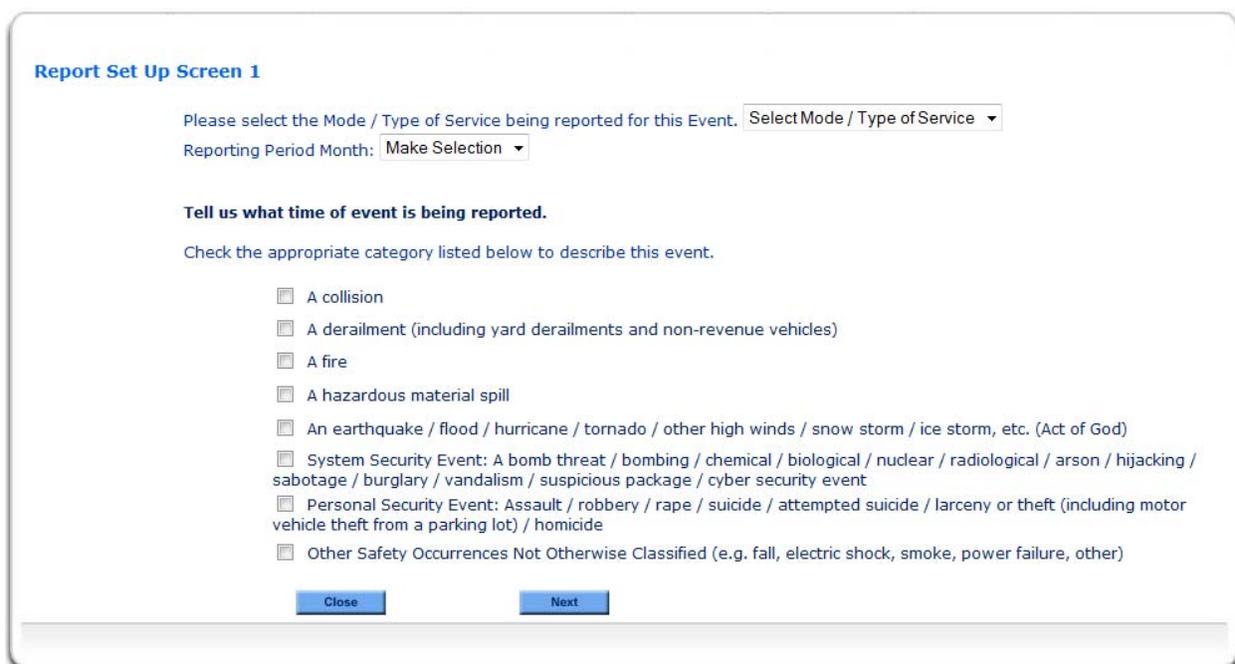
- Check the box for the event type.
  - Definitions of the event types are provided in this manual immediately after the graphic of Set Up Screen 1 below.

Note: The selections you make on this screen cannot be edited after you go on to the next screen with the exception of security event types that remain within the same category (Personal Security or System Security). If you inadvertently select the wrong month, mode/TOS, or event, you will need to delete the report and create a new one.

4. Click the **Next** button to proceed to Set Up Screen 2.

- If you click the **Close** button at the bottom of Set Up Screen 1, your progress is not saved.

### Report Set Up Screen 1



The screenshot shows a web form titled "Report Set Up Screen 1". At the top, it asks the user to "Please select the Mode / Type of Service being reported for this Event." with a dropdown menu labeled "Select Mode / Type of Service". Below that, it asks for the "Reporting Period Month:" with a dropdown menu labeled "Make Selection". The main section is titled "Tell us what time of event is being reported." and instructs the user to "Check the appropriate category listed below to describe this event." There are eight checkboxes with corresponding event descriptions: "A collision", "A derailment (including yard derailments and non-revenue vehicles)", "A fire", "A hazardous material spill", "An earthquake / flood / hurricane / tornado / other high winds / snow storm / ice storm, etc. (Act of God)", "System Security Event: A bomb threat / bombing / chemical / biological / nuclear / radiological / arson / hijacking / sabotage / burglary / vandalism / suspicious package / cyber security event", "Personal Security Event: Assault / robbery / rape / suicide / attempted suicide / larceny or theft (including motor vehicle theft from a parking lot) / homicide", and "Other Safety Occurrences Not Otherwise Classified (e.g. fall, electric shock, smoke, power failure, other)". At the bottom of the form are two buttons: "Close" and "Next".

### Event Types

**Collision:** A vehicle accident that meets a reporting threshold.

- Collisions can be with another transit vehicle, a non-transit motorized vehicle, a rail vehicle, a person (vehicle in motion), an object, an animal, a vessel, or a dock.
- Do not report a suicide or attempted suicide as a collision. Suicides/attempted suicides are to be reported under the Personal Security Event type (described below).
- If the collision included the towing-away of a transit or non-transit vehicle, it is reportable regardless of meeting another threshold or severity of damage.

## 2015 Safety and Security Reporting Manual

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**Derailment:** A derailment of a train in revenue or non-revenue service or rail maintenance vehicles on system track.

- Report all derailments of rail revenue, non-revenue vehicles, or maintenance vehicles occurring on mainline track or yard and siding track on an S&S-40, regardless of whether or not another threshold was met, even if the train was not in revenue service.
- Mainline track is the primary rail over which rail transit vehicles travel between stations.
- If a derailment is the result of a collision, do not report the event as a derailment, but rather as a Collision.

Please note: The Commuter rail (CR) and the Alaska Railroad (AR) modes do not report derailments to the NTD.

**Fire:** An uncontrolled combustion made evident by flame or smoke that requires suppression by equipment or a person in or on transit property that meets a reportable event threshold.

- Do not report arson as a fire event. Arson is reported as System Security event.
- If a fire is suppressed but the event does not meet a reporting threshold, report that occurrence of fire on an S&S-50 form, not on an S&S-40 form.
- Do not report events that involve only smoke or the smell of smoke in which no fire suppression occurred under this event type. Report noxious fumes and smoke events where an evacuation took place or that resulted in a fatality, injury, or property damage of \$25,000 or greater as an Other Safety Occurrences Not Otherwise Classified on the S&S-40.

**Hazardous Material Spill:** Large spills of hazardous material on transit property that caused imminent danger to life, health, or the environment; required specialized clean up; and met a reporting threshold.

- Leaks of oil, power steering fluid, or brake fluid from a transit vehicle are not considered to be of sufficient quantity to have caused an imminent danger to life, health, or the environment.

**Act of God:** A natural and unavoidable catastrophe that interrupts the expected course of events. The event must meet a reporting threshold in order to be reported on an S&S-40 form.

- Acts of God events include earthquakes, floods, hurricanes, tsunamis, tornados, other high winds, lightning, and snow and ice storms.

**System Security Event:** A security event that occurs on transit property, affects a transit system as a whole, and meets a reporting threshold.

- Includes arson, burglary, vandalism, sabotage, hijacking, suspicious packages and objects, cyber security events, bomb threats, bombings, and chemical, biological, and nuclear/radiological releases, and other (miscellaneous) events.

**Personal Security Event:** A security event that occurs to individuals on transit property and meets a reporting threshold.

- Includes assault, robbery, rape, attempted suicide, suicide, theft, motor vehicle theft, larceny, and homicide.

**Other Safety Occurrences not Otherwise Classified (OSONOC):** This “Other” event type encompasses those events that are not collisions, fires, security events, hazardous material spills, or Acts of God, or derailments. OSONOC events include smoke/odor events, power failure, slips, trips, falls, electric shock, burns, etc. Please note that to be reported on an S&S-40 form, these types of events must EITHER:

- Trigger a reporting threshold other than immediate transport for medical attention for one person, OR
- Result in immediate transport for medical attention for two or more individuals.
- Under this category, report non-fire smoke, noxious odor events, power failure, or maintenance-related failures that meet a reporting threshold.
- Do not report under this category OSONOC events that result in single-injury transport from the scene for medical attention. Those event types are recorded on the relevant S&S-50 form.

Example 10 — Other Events (OSONOC)		
<b>Example 10a:</b> A Demand Response (DR) vehicle is crushed by a falling tree, resulting in the death of 1 transit employee, transport of 2 transit passengers requiring immediate medical attention away from the scene, and \$20,000.00 in estimated property damage.		
Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
2	1	\$20,000
Complete an S&S-40, choosing Other Safety Occurrences not Otherwise Classified on Report Set Up Screen 1 because the fatality and the injuries make it a reportable event.		
<b>Example 10b:</b> A Bus (MB) fills with smoke and the operator evacuates the passengers away from the vehicle. No one is injured and property damage is only \$1500.		
Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$1500
Complete an S&S-40, choosing Other Safety Occurrences not Otherwise Classified on Report Set Up Screen 1, and select “Did the event involve an evacuation of a transit facility or vehicle due to, or under, potentially unsafe conditions?” on Set Up Screen 2. The evacuation makes the event reportable.		

## Report Set Up Screen 2

Set Up Screen 2 will appear differently depending upon the mode and event type chosen on Set Up Screen 1. Below are images of the three (3) possible versions of Set Up Screen 2 and list of

## 2015 Safety and Security Reporting Manual

the differences. Each version of the screen includes sections to report injuries, fatalities and property damage. The varying questions will appear below these categories.

If you are reporting a **Non-Rail Collision** on Screen 1, Screen 2 (below) will include the following questions:

- “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?”
- “Were Transit vehicles involved in this event?”
- “Did this Collision result in a tow-away?”

**Report Set Up Screen 2**

**Were there Fatalities or Injuries involved with the event being reported?**

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

One or more fatalities  
Enter the number of fatalities:

One or more injuries (immediate medical transport away from scene)  
Enter the number of injuries:

No fatalities or injuries to report

**Were there Property Damages associated with the event being reported?**

Please check the applicable item listed below for this event.

Property damages equal to, or greater than, \$25,000.

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

Enter the dollar amount of estimated property damage: \$

Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?  Yes  No

Were Transit Vehicles involved in this event?  Yes  No

Did this Collision result in a tow-away?  Yes  No

If you are reporting a **Rail Collision** on Screen 1, Screen 2 (below) will include the following questions:

- “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions or an evacuation to the rail right-of-way?”
- “Were Transit vehicles involved in this event?”
- “Was the event a collision at a grade crossing?”
- “Was the event a collision with another rail vehicle or person?”
- “Did this Collision result in a tow-away?”

**Report Set Up Screen 2**

**Were there Fatalities or Injuries involved with the event being reported?**

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

One or more fatalities  
Enter the number of fatalities:

One or more injuries (immediate medical transport away from scene)  
Enter the number of injuries:

No fatalities or injuries to report

**Were there Property Damages associated with the event being reported?**

Please check the applicable item listed below for this event.

Property damages equal to, or greater than, \$25,000.

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

Enter the dollar amount of estimated property damage: \$

**Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions or an evacuation to the rail right-of-way?**  Yes  No

**Were Transit Vehicles involved in this event?**  Yes  No

**Was the event a collision at a grade crossing?**  Yes  No

**Was the event a collision with another rail vehicle or person?**  Yes  No

**Did this Collision result in a tow-away?**  Yes  No

If you are reporting a **Rail or Non-Rail event other than a Collision** on Screen 1, Screen 2 (below) will include the following question:

- “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?”

**Report Set Up Screen 2**

**Were there Fatalities or Injuries involved with the event being reported?**

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

One or more fatalities  
Enter the number of fatalities:

One or more injuries (immediate medical transport away from scene)  
Enter the number of injuries:

No fatalities or injuries to report

**Were there Property Damages associated with the event being reported?**

Please check the applicable item listed below for this event.

Property damages equal to, or greater than, \$25,000.

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

Enter the dollar amount of estimated property damage: \$

**Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?**  Yes  No

### Completing Report Set Up Screen 2

1. If the event you are reporting resulted in fatalities or one or more persons immediately transported from the scene for medical attention, check the appropriate boxes and enter the number of fatalities and/or injuries. Check the box next to **No** fatalities or injuries to report if there were none.
  - Remember: An injury indicates a person was immediately transported from the scene for medical attention by any means, whether or not the person appeared to be injured.
  - Do not report illnesses requiring transport for medical attention.
2. Check the appropriate box to report whether you estimate the property damage to be more or less than \$25,000 and enter the estimated amount (Enter whole dollar amounts only, do not report cents).
  - If the event resulted in no property damage, enter 0 (zero).
  - Estimated damage must include not only damage to your agency's transit property, but also the cost of clearing wreckage, and the damage to all the other vehicles and property involved in or affected by the event.
3. If applicable, check **Yes** to report that the event involved an evacuation of a transit facility or vehicle due to potentially unsafe conditions (or rail right-of-way?)” otherwise check **No**.
  - Reminder: Depending upon the mode under which you are reporting, the question regarding evacuations will appear differently.
    - Rail mode: “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions or an evacuation to the rail right-of-way?” Check **Yes** if applicable, otherwise check **No**.
    - Non-rail mode: “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?” Check **Yes** if applicable, otherwise check **No**.
  - For both Rail and Non-Rail modes, the evacuation must be due to potentially unsafe conditions or for rail mode, an evacuation to the rail right-of-way (excludes evacuation to a platform).
  - A hazardous condition may be the presence of smoke in a transit vehicle or facility.
  - Includes passenger/patron self-evacuations.
  - Do not report the removal of an injured person(s) from a vehicle as an evacuation.

Note: Certain selections you make on this screen cannot be edited after you go on to the next screen. If you inadvertently select the incorrect answer for whether an evacuation occurred or a transit vehicle was involved, you will need to delete the report and create a new one. (You may edit the entries for injuries, fatalities, and/or property damage at any time.)

4. If you are reporting a Collision, please check **Yes** or **No** to indicate whether a transit vehicle either directly operated by your transit agency or contracted by your agency to provide service was involved in the event (does not apply to ferryboat mode).

- Transit vehicles include taxicabs providing demand response service for your agency (DT/PT), rail vehicles, buses, demand response vehicles, trolley buses, vanpool vehicles, or any other type of vehicle either directly operated by your agency or operated for your agency by a contractor.
  - When you check **Yes** to this question, the system generates a section later in the report for you to indicate your agency's transit vehicle type, the vehicle action at the time of the collision, the collision type, the transit vehicle speed, the vehicle manufacturer, and the type of fuel that propels the transit vehicle.
  - If you check **No** to this question, the system will generate a **Non-Transit** event type report form that does not allow you to report data about your agency's transit vehicle.
5. If applicable, check **Yes** to report that the collision occurred at a grade crossing, otherwise check **No**.
    - For mixed traffic environments, please report **ONLY** collisions that occur at street intersections as a grade crossing.
  6. If applicable, check **Yes** to report that the collision was with another rail vehicle or person, otherwise check **No**.
  7. If applicable, check **Yes** to report that the collision resulted in a tow-away, otherwise check **No**.
  8. Click the **Next** button to proceed to the third screen, Basic Information.
    - If you click the **Close** button at the bottom of Set Up Screen 2, your progress is not saved.
    - At this point, the system determines if the event qualifies as a major event, a non-major event, or whether the event is not reportable.
    - If the event does not meet a reporting threshold for a major event, one of two things will happen:
      - A window pops up with the message "Not Reportable Event on the S&S-40, may be reportable on the S&S-50", OR
      - The system takes you to a blank S&S-50 Summary Report form.
        - Do not complete this blank S&S-50 form and try to save it if you already created an S&S-50 report for the month and mode/TOS you are reporting. The system gives you the error message, "Sorry, you cannot create the form since the data already exists for this mode/service and month."

### Example 11 — Collision Property Damage

**Example:** A heavy rail (HR) vehicle collides with a passenger car at a grade crossing. The passenger car is totaled; the train will require some bodywork. The car has an estimated value of \$8,000 (transit agency uses the car's 'Kelley Blue Book' value or other reasonable estimate of present value). The cost of repairs to the transit is \$10,000.

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
		\$18,000.00

## 2015 Safety and Security Reporting Manual

### Example 11 — Collision Property Damage

0

0

This event is reported on the S&S-40 because all grade crossing collisions are automatically reportable. Enter **\$18,000** (\$8,000 + \$10,000) for the estimated total property damage.

### Example 12 — Non-Reportable Collision

**Example:** 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.

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$0

This event is not reportable because the transit passenger had left the transit system/property.

## Basic Information Screen

The screenshot shows a web form titled "Basic Information". At the top, it displays "Event Number: New" and "Mode / Type of Service: MB / DO". The form includes several input fields: "Date of event:" with dropdown menus for "December", "Day", and "Year"; "Time of event:" with dropdown menus for "Hours", "Minutes", and "AM/PM"; "Approximate address of event:" with a text input field; "Geographic location:" with "Latitude:" and "Longitude:" text input fields, each followed by radio buttons for "North", "South", "East", and "West"; "Event description:" with a large text area; "Is there another person to contact for more detailed information regarding this event?" with radio buttons for "Yes" and "No"; "First name:" and "Last name:" text input fields; and "Contact number:" with a text input field and a placeholder "(123)123-1234". At the bottom, there are three buttons: "Close", "View Form", and "Next".

## Completing the Basic Information Screen

1. Use the first drop-down menu to enter the Date the event occurred.
2. Use the second drop-down menu to enter the Time the event occurred.
3. Enter the Approximate Address of the event.
  - For Non-Rail modes, excluding ferryboats, enter the street address or nearest intersection.

- For Rail modes, enter the line and station name, the line, and distance from the nearest station, or the rail milepost.
4. Enter the Geographic Location by entering the **longitude** and **latitude** information for the event. Please note this optional for report year 2015, however if the data is available, please provide it.
- Please include a minimum of three decimal places and a maximum of six decimal places.

Note. Longitude and Latitude may be determined using available Internet sites such as [www.latlong.net](http://www.latlong.net).

5. Type in a **Description** of the pertinent details of the event.
- Responses are limited to 2000 characters. If you exceed 2000 characters, the system alerts you to edit the description before continuing.
  - Enter concise but descriptive text that clearly explains what occurred, including information regarding injuries or fatalities.
    - For example, “The transit vehicle was turning left onto Main Street when an automobile ran a stop sign. The front of the auto hit the side of the transit vehicle. Both vehicles were damaged, the auto was towed. Two passengers and the operator of the auto were transported for medical attention.”
    - For rail mode suicides or attempted suicides please include in the description whether or not the person was struck by the train.
6. Indicate whether there is another person to contact about details in the report (other than the person listed as the Safety Contact on the B-20 form).
- If you select **Yes**, please enter the first and last name and phone number of this individual.
7. Click the **Next** button to continue this report.
- If you click the **Close** button before or after you enter data into this screen, the system deletes your partially completed report and returns you to the Safety & Security Tab.
  - If you click the **View Form** button before you enter data into this screen, the NTD Program closes and presents you with a white screen. At this point, you have to close your browser and open it again to log back into the NTD Program.
  - If you click the **View Form** button after entering data on this screen, the system presents in report format the data you entered up to this point.
    - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

The next screen you encounter depends on the Event Type and Mode selected on Set Up Screen 1. Directions for completing the screens for each event type are provided in this Manual. The event types and their locations in this manual are listed on the Table of Contents.

### Collisions

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If you checked the box to report a Collision on Set Up Screen 1, the system generates reporting screens based on Mode. The screens vary slightly depending on whether you are reporting a Rail collision, a Non-rail collision, a Non-Transit collision or a Ferryboat collision. Step-by-step directions for completing each of the following four information screens are provided in the following pages.

- Collision Event Information screen
- Transit Vehicle Involved screen
- Collision Information screen
- Other Vehicle Involved screen (not applicable for ferryboat reporting)

The directions for reporting collisions are presented in segments by mode:

1. Rail (including rail mode non-transit vehicle)
2. Non-rail (including non-rail mode non-transit vehicle)
3. Ferryboat

### Rail Collisions

Collisions that occur with or on the property of the CC, HR, IP, LR, MG, SR, or YR modes are reported on the Rail Collisions screens. Note that the Commuter Rail (CR) and Alaska Railroad (AR) modes do not report safety events to the NTD, only security events.

You will be asked to report the number of your agency's rail vehicles and other vehicles involved (if applicable), the location of the collision, what your agency's transit vehicle collided with, the collision impact points on the vehicles involved (collision type), if either the transit vehicle or other vehicle were towed-away, and the weather and right-of-way/roadway conditions at the time of the collision.

Note: If a rail vehicle is not in revenue service but running during testing phase and it has a collision that meets a reporting threshold, this event is reportable to the NTD.

Reminder: Automatically reportable collisions regardless of any fatality, injury, property damage or evacuation threshold:

- A collision between two rail transit vehicles or between a rail transit vehicle and a person.
- A collision between a rail transit vehicle and a non-transit motor vehicle occurring at a grade crossing. For mixed-traffic environments, each street intersection is considered a grade crossing.

- A collision where one or more vehicles incurred disabling damage, regardless of severity, requiring the vehicle(s) to be towed away from the scene by a tow truck or other motor vehicle. The towed vehicle includes both transit and non-transit vehicles.

### Rail Collision Event Information Screen

**Rail Collision Event Information**

Event Number: New    Mode / Type of Service: LR / DO

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

**Number of Rail Transit Trains involved:**

**Location:**

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

**Collision with:**

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

**Number of Other Vehicles involved:**

Close    View Form    Next

### Completing the Rail Collision Event Information Screen

1. In the first box, enter the number of your agency's rail vehicles that were involved in the collision (**Number of Rail Transit Trains Involved**).
  - If your agency's rail vehicle collided with another agency's rail vehicle, DO NOT include the other agency's transit vehicle here. This section is for reporting your agency's vehicle(s) only. (See Item #3 below).

Note: If you discover later in the report that you entered an incorrect number of rail vehicles here, you can edit the number of trains involved after you complete and save the report.

2. Select the **Location** of the collision.
  - A grade crossing is the intersection of a road/highway/street and rail lines or railroad tracks, or the intersection of two rail lines.
  - For mixed traffic environments, please report ONLY collisions that occur at street intersections as a grade crossing.
3. Indicate what else was involved in the collision with your agency's transit rail vehicle (**Collision with**).

- Report a collision with a bicyclist or person in a wheelchair or mobility device as a collision with a **Person**.
  - Report a collision with an automobile, moped, scooter, motorcycle, charter bus, school bus, or another agency's non-rail transit vehicle as a collision with a **Motor Vehicle**.
  - Report a collision with another of your transit agency's non-rail transit vehicles as a collision with a **Non-rail transit vehicle**.
  - Report a collision with another rail vehicle, either yours or another agency's, as a collision with a **Rail vehicle**.
    - If the collision is with one of your agency's rail vehicles (trains - do not include hi-rail vehicles) you would have entered "2" in the box for "Number of Rail Transit Trains Involved" to generate two Rail Transit Trains Involved sub-forms.
    - If the collision is with another agency's rail vehicle or one of your agency's hi-rail vehicles you would have entered "1" in the box for "Number of Rail Transit Trains Involved" and enter "1" in the box for "Number of Other Vehicles Involved" to generate the Other Vehicle sub-form.
  - If the list does not contain a description that fits your needs, select **Other** and type in a description.
4. In the last box on the screen, type in the **Number of Other Vehicles Involved** in this collision. (Do not include your agency's transit rail vehicle unless it is a hi-rail vehicle.)
- If you are reporting a collision with an automobile, truck, motorcycle, moped, or scooter, school, charter or school bus, etc., enter the number of those vehicles here.
  - If you are reporting a collision with another agency's non-rail transit vehicle enter the number of those vehicles here.
  - If you are reporting a collision with one of your transit agency's non-rail transit vehicles or hi-rail vehicles, enter the number of those transit vehicles here.
  - If you are reporting a collision with another agency's rail vehicle, enter the number of those rail vehicles here.

You would enter a 3 here if you were reporting a chain reaction collision involving your agency's rail vehicle and 3 automobiles.

Note: If you discover later in the report that you forget to enter the number of other vehicles or entered an incorrect number, you can change the number of motor vehicles involved after you complete and save the report.

5. Click the **Next** button to continue the report.
- If you click the **Close** button on this Rail Collision Event Information screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.

- If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
  - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point that you left when you clicked on the **View Form** button.

### Rail Collision Rail Transit Train Involved Screen

For each of your agency's rail vehicles that you reported were involved in this collision, the system generates a Rail Collision Rail Transit Train Involved screen.

**Rail Collision Rail Transit Train Involved**

Event Number: **New**    Mode / Type of Service: **CC / DO**

Using the lists below, please provide the following Rail Transit Trains Involved details.

Number of Cars in Rail Transit Train:

Number of Cars Derailed:

**Train action:**

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

**Train Collision type:**

- Head-on
- Rear-ending
- Side impact
- Roof/top of vehicle
- Rear-ended
- Other front impact
- Sideswipe
- Other rear impact

**Train speed:**  /mph

**Vehicle manufacturer:**

**Vehicle Fuel Type:**

The system generates the same number of these screens as the number that you reported for rail transit vehicles on the previous screen. For example, if you reported that two of your rail vehicles were involved in the event, you will complete two of these screens – one for each rail vehicle.

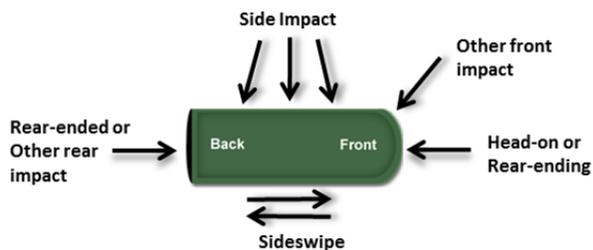
### Completing the Rail Collision Rail Transit Train Involved Screen

1. In the first box, enter the total number of **Cars in the Rail Transit Train** for the train involved in the collision.
2. In the second box, enter the total **Number of Cars Derailed** due to this collision.
3. Click the choice that best describes the physical movement (**Train action**) of your agency's rail vehicle at the moment of impact.

## 2015 Safety and Security Reporting Manual

- Select **Making a transit stop** if your agency's vehicle was moving and pulling into a regularly scheduled service stop.
  - Select **Leaving a transit stop** if your agency's vehicle was moving and pulling out of a regularly scheduled service stop.
  - Select **Stopped** if your agency's vehicle was not moving at the time of the event including at a scheduled service stop.
4. Choose the selection that most accurately describes the site on your agency's rail vehicle that was impacted during the collision.

- Make your selection from the point of view of your agency's rail vehicle (as if you were sitting in the vehicle).
- If the vehicle was impacted more than once during the collision, always report the first impact point on the vehicle.
- **Head-on:** Your agency's rail vehicle was impacted on its front end, such as in a collision where two vehicles are coming from opposite directions and impact each other straight on the front; or in a T-bone or broadside collision, where one vehicle drives head-on into the side of another vehicle.
  - Do not report Head-on when your agency's rail vehicle rear-ends another vehicle.
- **Rear-ending:** Your agency's rail vehicle was impacted on its front end when it rear-ended another vehicle.
- **Rear-ended:** Your agency's rail 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 another vehicle listed in the report.
- **Side Impact:** Your agency's rail 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:** Your agency's rail vehicle was impacted anywhere on its front end that would not be described as head-on. For example, if the front corner of the vehicle impacted something, or only a part of the front end was impacted, you would report this as "Other front impact."
- **Sideswipe:** Your agency's rail vehicle was not impacted in one place on a side, but was scraped along a length of one of its sides.
  - Do not report collisions with pedestrians as a sideswipe.
- **Roof/top of vehicle:** Your agency's rail vehicle was impacted on the top or roof of the vehicle. For example, a utility pole fell on top the transit vehicle.

- **Other rear impact:** Your agency's rail vehicle was impacted on the rear but not because of a vehicle rear-ending the transit vehicle. For example, a bicycle hits the rear of the transit vehicle.
5. Enter the **Train speed** at which your agency's rail vehicle was traveling when the collision occurred.
    - Enter 0 (zero) if the rail vehicle was stopped at the time of the event.
    - If you do not know the exact speed, you may estimate the speed or use the posted or design speed within a corridor as the estimated train speed.
  6. Use the **Vehicle manufacturer** drop-down menu to select the manufacturer of your agency's rail vehicle.
    - If the manufacturer is not listed, select **Other** and type in the name of the manufacturer.
  7. Make a selection from the **Vehicle Fuel Type** drop-down menu to report the type of fuel that powers your agency's rail vehicle in revenue service.
    - If a vehicle uses more than one type of fuel or a mixture of fuels from sources external to the vehicle, report the fuel type as dual fuel.
    - For hybrid vehicles that use two or more sources of power:
      - Internally generated electric power - report only the primary fuel source, such as gasoline or diesel that is used to propel the vehicle.
      - Externally charged electric batteries - report the vehicle as a dual fuel if the "hybrid" vehicle uses batteries charged externally.
    - For trolleybus (TB) mode, select Electric propulsion.
      - A TB is a vehicle that draws its electrical power from overhead lines.
    - If the fuel type is not listed, select **Other** and type in the name of the fuel.
  8. Click the **Next** button to continue the report.
    - If you click the **Close** button on this Rail Collision Rail Transit Train Involved screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
    - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
      - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

### Example 13 — Train Collision Type Reporting

#### Example 13a: Rear-End Collision

A train is hit in the rear by another train.

**Solution:** Select Rear-ended as the Train Collision Type for the transit vehicle.

## 2015 Safety and Security Reporting Manual

### Example 13b: Rear-End Collision

A train strikes a motor vehicle from behind.

**Solution:** Select Rear-ending as the Train Collision Type for the transit vehicle

The following manufacturer choices are provided in the **Vehicle Manufacturer** drop-down list:

Exhibit 8 – Rail Manufacturer Codes					
ABB	Asea Brown Boveri Ltd.	DHI	Daewoo Heavy Industries	MSR	Market Street Railway
ACF	American Car and Foundry Company	DWC	Duewag Corporation	PCF	PACCAR (Pacific Car and Foundry Company)
AEG	AEG Transportation Systems	FCH	Ferries and Cliff House Railway	PST	Pullman-Standard
ALS	ALSTOM Transport	GEC	General Electric Corporation	PTC	Perley Thomas Car Company
ALW	ALWEG	GMC	General Motors Corporation	RHR	Rohr Corporation
AMI	Amrail Inc.	GTC	Gomaco Trolley Company	SDU	Siemens Mass Transit Division
ASK	AAI/Skoda	HIT	Hitachi	SFB	Societe Franco-Belge De Material
BBB	Blue Bird Corporation	HSC	Hawker Siddeley Canada	SFM	San Francisco Muni
BEC	Brookville Equipment Corporation	INE	Inekon Group, a.s.	SLC	St. Louis Car Company
BFC	Breda Transportation Inc.	JCC	Jewett Car Company	SOF	Soferval
BLM	Boise Locomotive Works	JHC	John Hammond Company	SOJ	Sojitz Corporation of America (formerly Nissho Iwai American)
BOM	Bombardier Corporation	KAW	Kawasaki Rail Car Inc. (formerly Kawasaki Heavy Industries)	SUM	Sumitomo Corporation
BUD	Budd Company	KIN	Kinki Sharyo USA	TCC	Tokyu Car Company
BVC	Boeing Vertol Company	MAF	Mafersa	USR	US Railcar (formerly Colorado Railcar Manufacturing)

The following fuel types are provided in the **Fuel Type** drop-down list:

Exhibit 9 – Vehicle Fuel Types		
Bio-diesel	Electric propulsion	Kerosene



## 2015 Safety and Security Reporting Manual

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- If a suitable weather condition is not listed, check **Other** and type in a description of the weather.
  - Hot and Cold are not applicable weather conditions.
  - If the event occurred indoors, check **Other** and add this explanation into the description box.
2. Select the **Lighting** choice that best describes the lighting when the collision occurred.
- If the event occurred in a tunnel or indoor facility, check **Artificial Lighting**.
  - **Twilight** encompasses the subdued light just after sunset and just before sunrise - dusk and dawn.
3. Click on the **Rail alignment** choice that describes the right-of-way (ROW) on which the collision occurred.
- **Exclusive right-of-way:** ROW from which all other motor vehicle and pedestrian traffic (mixed and cross) is excluded and there are no grade crossings (except for two agencies reporting to NTD).
  - **Shared with other rail vehicles (controlled access to other non-rail vehicles):** Semi-exclusive ROW with grade crossings (a road crossing the tracks) for vehicular or pedestrian traffic.
  - **Non-exclusive right of way: shared with vehicles or pedestrians:** Rail transit operates in and shares lanes with vehicular and pedestrian traffic (tracks are embedded in the roadway).
  - Your selection here should corroborate the Location you reported on the Rail Collision Event Information screen, e.g., if you selected the Location as Right-of-way: grade crossing you must select either the “Shared with other rail vehicles (controlled access to other non-rail vehicles)” or “Non-exclusive right of way: shared with vehicles or pedestrian” option.
  - If the alignment type you need is not listed, select **Other** and type in a description of the alignment.
4. If the accident occurred at a grade crossing, indicate the **Grade crossing control** device that controls the traffic at the crossing where the collision occurred.
- Your selection here should coincide with the Location you reported on the Rail Collision Event Information screen, e.g., if you selected the Location as Right-of-way: grade crossing you must select a grade crossing control device in this section.
  - Make a selection here only if the collision occurred at a grade crossing (intersection of a road/highway/street/pedestrian crossing and railroad tracks). If the collision did not occur at a grade crossing, check **Not Applicable**.
  - If the grade crossing did not have a control device, select **No control device**. If the event was at a grade crossing, do not check **Not applicable** as this means the collision did not occur at a grade crossing.

- Quad gates are a set of four (4) barricade gates used at grade crossings, most often on four-lane undivided highways or crossings with multiple tracks separated by a distance greater than the length of a motor vehicle.
5. Select the **Right-of-way condition** for the right-of-way on which the collision occurred.
- If a suitable condition type is not listed, select **Other** and type in a description of the condition.
6. Your option buttons at the end of this Rail Collision Information screen depend on the characteristics of the collision you are reporting. Options may include:
- **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
  - **Next** – Moves you to the next screen to continue your report.
  - **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
    - After you save the report, you can edit the number of rail vehicles involved.
      - If you need to change the number of rail vehicles involved, there is a blue button labeled **Add Transit Train** in the top left hand corner of the first Rail Collision Rail Transit Train Involved section and a check box labeled **Delete Transit Vehicle Involved** in each Rail Collision Rail Transit Train Involved section.
    - After you save the report, you can also edit the number of Other Vehicles Involved.
      - If you need to change the number of Other Vehicles Involved, there is a blue button labeled **Add Other Vehicle** in the top left hand corner of the first Rail Collision Other Motor Vehicle Involved section and a check box labeled **Delete Other Vehicle Involved** in each Rail Collision Other Vehicle Involved section.
      - If you did not include a number for motor vehicles involved and need to add a vehicle(s), there is a blue button labeled **Add Other Vehicle** in the top left hand corner of the Rail Collision Information section.
    - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

### Rail Non-Transit Collision Event Information Screen

**Rail Non-Transit Collision Event**

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

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

**Location:**

Parking facility

Other   ▶ Please describe

**Collision with:**

Private vehicle(s)

Private vehicle with a person

Private vehicle with fixed object

Other

**Number of Other Vehicles involved:**

The FTA collects data on collisions in transit parking lots or parking garages between personal motor vehicles or a personal motor vehicle and a pedestrian. A special Rail Collision Event Information screen for non-transit collisions is generated if you checked **No** to the question “Were Transit Vehicles Involved in this Event?” on **Set Up Screen 2**. Some examples of event types that you would report here are:

- Collisions in transit parking lots, parking garages or other transit property between personal motor vehicles or a personal motor vehicle and a pedestrian.
- Collisions of personal motor vehicles into rail transit facilities.

### Completing the Rail Non-Transit Collision Event Information Screen

1. Check whether the **Location** of the non-transit collision was a Parking Facility or Other location. If you check **Other**, type in a description of the location.
2. Select whether the collision involved only vehicles, or whether it involved a vehicle with a person or a fixed object (**Collision with**). If these choices do not correctly describe the vehicles involved, check **Other** and type in a description.
3. In the **Number of Other Vehicles Involved** box, enter all the non-transit vehicles involved in this collision.
  - For example, if an automobile collided with a person, the number of other vehicles involved is 1. If the collision was between two automobiles in a transit parking lot, the number of other vehicles involved would be 2.
  - If you discover later in the report that you did not include the number of other vehicles involved or you entered the incorrect number of vehicles, you can change this category after you complete and save the report.
4. Click the **Next** button to continue the report.

- If you click the **Close** button on this Collision Non-Transit Vehicle Involved screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
- If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
- Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

### Example 14 — Non-Transit Collision Reporting

#### Example: Non-Transit Collision

A non-transit vehicle (Vehicle 1) is pulling into a parking space in a transit agency controlled parking lot and hits the back of another non-transit vehicle (Vehicle 2). An occupant of one of the vehicles is injured and requires immediate transport to a nearby hospital.

**Solution:** Report a **Non-Transit Collision**

**Set Up Screen 1:** Check Collision

**Set Up Screen 2:** Check “No” to question “Were transit vehicles involved”

**Location:** Parking facility

**Collision with:** Private Vehicle(s)

**Number of Motor Vehicles Involved:** 2

**Other Motor Vehicle Collision type for Vehicle 1:** Rear-ending

**Other Motor Vehicle Collision type for Vehicle 2:** Rear-ended

### Rail Collision Other Vehicle Involved Screen

Whenever you indicate that another vehicle was involved in the collision you are reporting, the system generates this Rail Collision Other Vehicle Involved screen for you to report information on the other motor vehicle.

- The system generates the same number of these screens as the number you reported for other vehicles on the previous screen. If you reported two other vehicles, you will complete two of these screens, one for each vehicle.

Note: If you discover later in the report that you did not include the number of other vehicles involved or you entered the incorrect number of vehicles, you can change this category after you complete and save the report.

## 2015 Safety and Security Reporting Manual

### Rail Collision Other Vehicle Involved

Event Number: **New**    Mode / Type of Service: **LR / DO**

Using the lists below, please provide the following Other Vehicle Involved details.

**Other Vehicle type:**

<input type="radio"/> Automobile	<input type="radio"/> Light truck or SUV
<input type="radio"/> Motorcycle/Moped/Scooter	<input type="radio"/> Tractor trailer
<input type="radio"/> Commercial rail or Amtrak	<input type="radio"/> Non-revenue rail vehicle (maintenance)
<input type="radio"/> Charter/tour bus	<input type="radio"/> School bus
<input type="radio"/> Other	<input type="radio"/> Please describe <input type="text"/>

**Other Vehicle action:**

<input type="radio"/> Going straight	<input type="radio"/> Making a turn
<input type="radio"/> Going backwards	<input type="radio"/> Stopped
<input type="radio"/> Changing lanes	<input type="radio"/> Negotiating a curve

**Other Vehicle Collision type:**

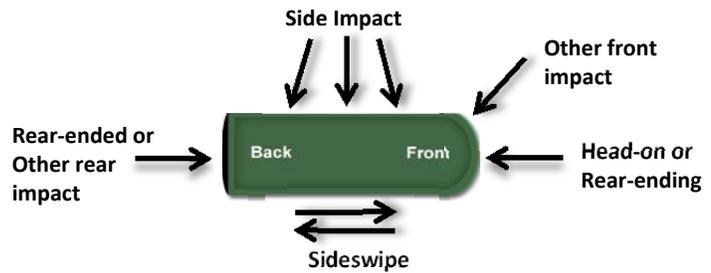
<input type="radio"/> Head-on	<input type="radio"/> Rear-ended
<input type="radio"/> Rear-ending	<input type="radio"/> Other front impact
<input type="radio"/> Side impact	<input type="radio"/> Sideswipe
<input type="radio"/> Roof/Top of vehicle	<input type="radio"/> Other rear impact

Was this vehicle towed from the scene due to disabling damage incurred as a result of the collision?  Yes  No

### Completing the Rail Collision Other Vehicle Involved Screen

1. Select the **Other Vehicle type** from the list provided, or check **Other** and enter a description if the list does not include a suitable choice.
  - Report a passenger van as an **Automobile**.
  - Report another agency's transit vehicle (except Amtrak or Commercial rail) as **Other** and in the description box include the transit agency name.
  - Report one of your agency's maintenance or hi-rail vehicles as **Non-revenue rail vehicle (maintenance)**.
2. In the **Other Vehicle action** category, make a choice to describe the movement of the other vehicle at the time the collision occurred.
  - **Stopped** indicates that a vehicle has come to a standstill on a roadway.
  - If the vehicle ran a stop sign, indicate whether the vehicle was **Going straight** or **Making a turn** as it went through the intersection. Do not check **Other** and type in "ran a stop sign."
3. Select an **Other Vehicle Collision type** that best describes where on the other vehicle it was impacted during the collision.
  - Base your selection from the point of view of the vehicle you are reporting (as if you were sitting in the vehicle).
  - If the vehicle was impacted more than once during a collision, always report the first impact point on the vehicle.

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



- Do not report Head-on when the other vehicle rear-ends your agency's rail vehicle or another vehicle.

- **Rear-ending:** The vehicle was impacted on its front end when it rear-ended your agency's rail vehicle or another vehicle.
- **Rear-ended:** The vehicle was impacted on its rear end by the front of your agency's rail vehicle or 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 another 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 coming into contact with something, or only a part of the front end was impacted.
- **Sideswipe:** The vehicle was not impacted in one place on a side, but was scraped along a length of one of its sides.
  - 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, a vehicle backed into the rear of the other vehicle with its rear.

4. Check **Yes** or **No** accordingly to respond to the question **"Was this vehicle towed from the scene due to disabling damage incurred as a result of the collision?"**

5. Click the **Next** button to continue the report.

- If you click the **Close** button on this Rail Collision Other Vehicle Involved screen, the system returns you to the Safety & Security Tab screen and saves your partial report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
- If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.

## 2015 Safety and Security Reporting Manual

- Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

### Non-Rail Collisions

Within the non-rail collision screens, you report information about Collisions that occurred in CB, DR, DT, JT, MB, PB, RB, TB and VP modes. In these non-rail collision screens you report the number of your agency's non-rail transit vehicles and other motor vehicles involved (if applicable), the location of the collision, what your agency's transit vehicle collided with, the collision impact points (collision type) on the vehicles involved, and the weather and roadway conditions at the time of the collision.

### Non-Rail Collision Event Information Screen

**Non-Rail Collision Event Information**

Event Number: New    Mode / Type of Service: MB / DO

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

**Number of Non-rail Transit Vehicles involved:**

**Location:**

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

**Collision with:**

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

**Number of Other Vehicles involved:**

Close    View Form    Next

### Completing the Non-Rail Collision Event Information Screen

1. In the first box, type in the number of your agency's transit vehicles that were involved in the collision (**Number of Non-rail Transit Vehicles Involved**).
  - If your agency's transit vehicle collided with another agency's transit vehicle, DO NOT include the other agency's transit vehicle here. This section is for reporting your agency's vehicle(s) only.
  - If you discover later in the report that you entered an incorrect number of your agency's transit vehicles, you can edit the number of transit vehicles after you complete and save the report.

2. Select the **Location** of the collision.

- Ramps, streets, highways, and freeways are considered Roadways.
- A grade crossing is the intersection of a road/highway/street and rail lines or railroad tracks, or the intersection of two rail lines.
- Grade crossings are not limited to intersections with vehicular traffic.
- A ramp that entails a merge with the flow of traffic is not an intersection. You would report a collision at this type of a location as **Roadway: Not Grade Crossing or Intersection**.
- An exit from a parking lot or a driveway that entails a merge with the flow of traffic is not an intersection. You would report a collision at this type of a location as **Roadway: Not Grade Crossing or Intersection**.

3. Indicate what else was involved in this collision with your agency's transit vehicle (**Collision with**).

- Report a collision with a moped, scooter, motorcycle, charter bus, or school bus as a collision with a **Motor Vehicle**.
- Report a collision with another agency's non-rail transit vehicle as a collision with a **Motor Vehicle**.
- Report a collision with another of your transit agency's non-rail vehicles as a collision with a **Transit vehicle**. (A collision with another of your transit agency's rail vehicles would be reported under the Rail mode.)
- Report a collision with another agency's rail vehicle as a collision with an **Other vehicle**.
- Report a collision with a bicyclist or person in a wheelchair or mobility device as a collision with a **Person**.
- Report a collision with a pothole or manhole as a collision with a **Fixed Object**.
- Report a collision with a loose object, such as a ladder that has fallen off the back of a truck, as a collision with **Other** and type "ladder" into the description box.
- If the list does not contain a description that fits your needs, select **Other** and type in a description.

4. Type in the **Number of Other Vehicles Involved** in this collision. (Do not include your agency's transit vehicle.)

- If you are reporting a collision with an automobile, motorcycle, a moped or a scooter, enter the number of those vehicles here.
- If you are reporting a collision with another agency's rail or non-rail transit vehicle, enter the number of those vehicles here.
- You would enter a 3 here if you were reporting a chain reaction collision involving your agency's transit vehicle and 3 automobiles.

## 2015 Safety and Security Reporting Manual

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Note: If you discover later in the report that you forget to enter the number of other vehicles or you entered an incorrect number of vehicles, you can change the number of other vehicles involved after you complete and save the report.

5. Click the **Next** button to continue the report.
  - If you click the **Close** button on this Non-Rail Collision Event Information screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

### Example 15— Reporting “Collision With”

#### Example 15a: Collision with a Fire Hydrant

A demand response (DR) vehicle hits a fire hydrant. As a result, the operator and two passengers are injured seriously enough to require immediate transport to a nearby hospital.

**Solution:** Select **Fixed object**.

#### Example 15b: Collision with a Motorcycle

A trolleybus (TB) strikes a motorcyclist who is transported to a hospital due to injuries sustained in this event.

**Solution:** Select **Motor vehicle**.

### Example 16 — Number of Motor Vehicles Involved Reporting

**Example 16a:** Car 1 cuts off a bus that causes the bus to collide with Car 2.

**Solution:** Report 1 transit vehicle, 1 motor vehicle (Car 2). Car 1 did not make contact with any vehicle.

**Example 16b:** Car 1 hits a bus and then Car 1 proceeds to hit Car 2.

**Solution:** Report 1 transit vehicle and 2 motor vehicles (Cars 1 and 2).

**Example 16c:** Car 1 hits a bus and then the bus proceeds to hit Car 2.

**Solution:** Report 1 transit vehicle and 2 motor vehicles (Cars 1 and 2).

## Non-Rail Collision Transit Vehicle Involved Information Screen

**Non-Rail Collision Transit Vehicle Involved Information**

Event Number: **New**    Mode / Type of Service: **DR / DO**

Using the lists below, please provide the following Transit Vehicle Involved details.

**Transit vehicle type:**

<input type="radio"/> Transit: bus - articulated	<input type="radio"/> Transit: bus
<input type="radio"/> Transit: bus - cutaway	<input type="radio"/> Transit: trolleybus
<input type="radio"/> Transit: demand response vehicle	<input type="radio"/> Transit: vanpool vehicle
<input type="radio"/> Transit: jitney or público vehicle	<input type="radio"/> Transit: over-the-road bus/coach
<input type="radio"/> Transit vehicle: taxi	<input type="radio"/> Transit: non-revenue vehicle
<input type="radio"/> Other   ▶ Please describe <input type="text"/>	

**Transit Vehicle action:**

<input type="radio"/> Going straight	<input type="radio"/> Making a transit stop
<input type="radio"/> Leaving a transit stop	<input type="radio"/> Negotiating a curve
<input type="radio"/> Making a turn	<input type="radio"/> Changing lanes
<input type="radio"/> Stopped	<input type="radio"/> Going backwards
<input type="radio"/> Parked	

**Transit Vehicle Collision type:**

<input type="radio"/> Head-on	<input type="radio"/> Rear-ended
<input type="radio"/> Rear-ending	<input type="radio"/> Other front impact
<input type="radio"/> Side impact	<input type="radio"/> Sideswipe
<input type="radio"/> Roof/Top of vehicle	<input type="radio"/> Other rear impact

**Transit Vehicle speed:**  /mph

**Vehicle manufacturer:**    
 Other   ▶ Please describe

**Vehicle Fuel Type:**

**Was this vehicle towed from the scene due to disabling damage incurred as a result of the collision?**    Yes    No

For each of your agency's vehicles that you reported were involved in this collision, the system generates a Non-Rail Collision Transit Vehicle Involved Information screen.

- The system generates the same number of these screens as the number that you reported for non-rail transit vehicles on the previous screen. If you reported two of your transit vehicles were involved in the event, you will complete two of these screens, one for each transit vehicle.

### Completing the Non-Rail Collision Transit Vehicle Involved Information Screen

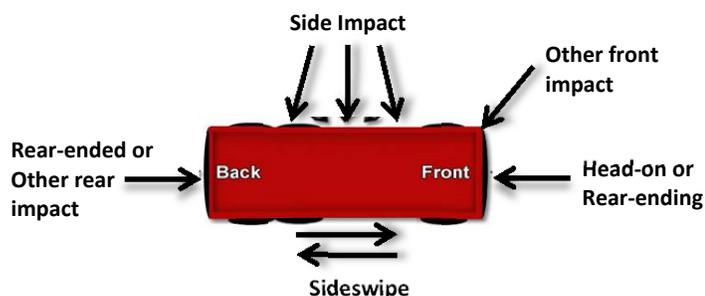
1. Indicate the type of your agency's transit vehicle that was involved in the collision you are reporting (**Transit vehicle type**).
  - A "Transit: over-the-road bus/coach" is the correct choice for a bus characterized by an elevated passenger deck located over a baggage compartment.
2. Click the choice that best describes the physical movement (**Transit vehicle action**) of your agency's transit vehicle at the moment of impact.

## 2015 Safety and Security Reporting Manual

- Select **Making a transit stop** if your agency's vehicle was moving and pulling into a regularly scheduled service stop.
  - Select **Leaving a transit stop** if your agency's vehicle was moving and pulling out of a regularly scheduled service stop.
  - **Stopped** indicates that a vehicle has come to a standstill on a roadway or at a service stop.
  - If your agency's vehicle ran a stop sign, indicate whether the vehicle was **Going straight** or **Making a turn** as it went through the intersection.
3. Make a selection that describes the area of your agency's transit vehicle that was impacted during the collision (**Transit Collision type**).

- Base your selection from the point of view of your agency's vehicle (as if you were sitting in the vehicle).
- If the vehicle was impacted more than once during the collision, always report the first impact point on the vehicle.

- **Head-on:** Your agency's transit vehicle was impacted on its front end, such as in a collision where two vehicles are coming from opposite directions and impact each other straight on the front; or in a T-bone or broadside collision, where one vehicle drives head-on into the side of another vehicle.



- Do not report Head-on when your agency's vehicle rear-ends another vehicle.
- **Rear-ending:** Your agency's transit vehicle was impacted on its front end when it rear-ended another vehicle.
- **Rear-ended:** Your agency's transit 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 another vehicle listed in the report.

- **Side Impact:** Your agency's transit 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:** Your agency's transit vehicle was impacted anywhere on its front end that would not be described as head-on, such as if the front corner of the vehicle came into contact with something, or only a part of the front end was impacted.

- **Sideswipe:** Your agency's transit vehicle was not impacted in one place on a side, but was scraped along a length of one of its sides.
    - Do not report collisions with pedestrians as a sideswipe.
  - **Roof/top of vehicle:** Your agency's transit vehicle was impacted on the top or roof of the vehicle. For example, a utility pole fell on top the transit vehicle.
  - **Other rear impact:** Your agency's rail vehicle was impacted on the rear but not as a result of a vehicle rear-ending the transit vehicle. For example, a bicycle hits the rear of the transit vehicle.
4. Enter the **Transit Vehicle speed** at which your agency's transit vehicle was traveling when the collision occurred.
    - Enter 0 (zero) if the vehicle was stopped at the time of the event.
    - If you do not know the exact speed, you may estimate the speed or use the posted or design speed within a corridor as the estimated vehicle speed.
  5. Use the **Vehicle manufacturer** drop-down menu to select the manufacturer of your agency's transit vehicle.
    - If the manufacturer is not listed, select **Other** and type in the name of the manufacturer.
  6. Make a selection from the **Vehicle Fuel Type** drop-down menu to report the type of fuel that powers your agency's transit vehicle in revenue service.
    - If a vehicle uses more than one type of fuel or a mixture of fuels from sources external to the vehicle, report the fuel type as dual fuel.
    - For hybrid vehicles that use two or more sources of power:
      - Internally generated electric power - report only the primary fuel source, such as gasoline or diesel that is used to propel the vehicle.
      - Externally charged electric batteries - report the vehicle as a dual fuel if the "hybrid" vehicle uses batteries charged externally.
    - For trolleybus (TB) mode, select Electric propulsion.
      - A TB is a vehicle that draws its electrical power from overhead lines.
    - If the fuel type is not listed, select **Other** and type in the name of the fuel.
  7. Check **Yes** or **No** accordingly to respond to the question "**Was this vehicle towed from the scene due to disabling damage incurred as a result of the collision?**"
  8. Click the **Next** button to continue the report.
    - If you click the **Close** button on this Non-Rail Collision Transit Vehicle Involved screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
    - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.

## 2015 Safety and Security Reporting Manual

### Example 17 — Collision Impact Type Reporting

#### Example 17a: Rear-End Collision

A trolleybus (TB) is hit in the rear by the front of another vehicle.

**Solution:** Select **Rear-ended**.

#### Example 17b: Head On Collision

A Bus (MB) strikes a utility pole head on.

**Solution:** Select **Head-on** because the event involved the front of the bus striking a stationary object.

Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

The following manufacturer choices are provided in the **Vehicle Manufacturer** drop-down list:

Exhibit 10 – Non-Rail Manufacturer Codes					
AAI	Allen Ashley Inc.	EDN	EIDorado National (formerly EI Dorado/EBC/Nat. Coach/ NCC	NEO	Neoplan - USA Corporation
ABI	Advanced Bus Industries	EII	Eagle Bus Manufacturing	NFA	New Flyer of America
ACF	American Car and Foundry Company	ELK	Elkhart Coach (Division of Forest River, Inc.)	NOV	NOVA Bus Corporation
ACI	American Coastal Industries	FDC	Federal Coach	OBI	Orion Bus Industries Ltd. (formerly Ontario Bus Industries)
AEG	AEG Transportation Systems	FIL	Flyer Industries Ltd (aka New Flyer Industries)	OCC	Overland Custom Coach Inc.
All	American Ikarus Inc.	FLT	Flxette Corporation	OTC	Oshkosh Truck Corporation
ALL	Allen Marine, Inc.	FLX	Flexible Corporation	PCI	Prevost Car Inc.
ALX	Alexander Dennis Limited	FRC	Freightliner Corporation	PLY	Plymouth Division- Chrysler Corp.
AMD	AMD Marine Consulting Pty Ltd	FRD	Ford Motor Corporation	PST	Pullman-Standard
AMG	AM General Corporation	FRE	Freeport Shipbuilding, Inc.	PTE	Port Everglades Yacht & Ship
AMT	AmTran Corporation	FSC	Ferrostaal Corporation	RIC	Rico Industries
ARB	Arboc Mobility LLC	GCC	Goshen Coach	SBI	SuperBus Inc.
ASK	AAI/Skoda	GCA	General Coach America, Inc.	SHI	Shepard Brothers Inc.
ATC	American Transportation Corporation	GEO	GEO Shipyard, Inc.	SCC	Sabre Bus and Coach Corp. (form. Sabre

## 2015 Safety and Security Reporting Manual

					Carriage Comp.)
AZD	Azure Dynamics Corporation	GIL	Gillig Corporation	SPC	Startrans (Supreme Corporation)
BBB	Blue Bird Corporation	GIR	Girardin Corporation	SPC	Supreme Corporation
BFC	Breda Transportation Inc.	GLF	Gulf Craft, LLC	SPR	Spartan Motors Inc.
BIA	Bus Industries of America	GLH	Gladding Hearn	SSI	Stewart Stevenson Services Inc.
BLN	Blount Boats, Inc.	GLV	Glaval Bus	STE	Steiner Shipyards, Inc.
BOM	Bombardier Corporation	GMC	General Motors Corporation	STR	Starcraft
BOY	Boyertown Auto Body Works	GML	General Motors of Canada Ltd.	SUB	Subaru of America or Fuji Heavy Industries Ltd.
BRA	Braun	GOM	Gomaco	SUL	Sullivan Bus & Coach Limited
BRX	Breaux's Bay Craft, Inc.	HMC	American Honda Motor Company, Inc.	SVM	Specialty Vehicle Manufacturing Corporation
CBC	Collins Bus Corporation (form. Collins Industries Inc./COL)	HSC	Hawker Siddeley Canada IKU — Ikarus USA Inc.	TBB	Thomas Built Buses
CBW	Carpenter Industries LLC (form. Carpenter Manufacturing Inc.)	INT	International	TEI	Trolley Enterprises Inc.
CCC	Cable Car Concepts Inc.	IRB	Renault & Iveco	TMC	Transportation Manufacturing Company
CCI	Chance Bus Inc. (formerly Chance Manufacturing Co./CHI)	KIA	Kia Motors	TOU	Tourstar
CEQ	Coach and Equipment Manufacturing Company	KKI	Krystal Koach Inc.	TOY	Toyota Motor Corporation
CHA	Chance Manufacturing Company	MAN	American MAN Corporation	TRN	Transcoach
CHR	New Chrysler	MBZ	Mercedes Benz	TRT	Transteq
CMC	Champion Motor Coach Inc.	MCI	Motor Coach Industries International (DINA)	TRY	Trolley Enterprises
CMD	Chevrolet Motor Division — GMC	MDI	Mid Bus Inc.	TTR	Terra Transit
CVL	Canadian Vickers Ltd.	MER	Ford or individual makes	TTT	Turtle Top
DAK	Dakota Creek Industries, Inc.	MNA	Mitsubishi Motors; Mitsubishi Motors North America, Inc.	VAN	Van Hool N.V.

## 2015 Safety and Security Reporting Manual

DER	Derecktor	MOL	Molly Corporation	VOL	Volvo
DIA	Diamond Coach Corporation (formerly Coons Mfg. Inc./CMI)	MTC	Metrotrans Corporation	VTH	VT Halter Marine, Inc. (includes Equitable Shipyards, Inc.)
DKK	Double K, Inc. (form. Hometown Trolley)	NAB	North American Bus Industries Inc. (form. Ikarus USA Inc./IKU)	WCI	Wheeled Coach Industries Inc.
DMC	Dina/Motor Coach Industries (MCI)	NAT	North American Transit Inc.	WDS	Washburn & Doughty Associates, Inc.
DTD	Dodge Division — Chrysler Corporation	NAV	Navistar International Corporation (also known as International/INT)	WOC	Wide One Corporation
DUC	Dutcher Corporation	NBB	Nichols Brothers Boat Builders	WTI	World Trans Inc. (also Mobile—Tech Corporation)
DUP	Dupont Industries	NBC	National Mobility Corporation	WYC	Wayne Corporation (form. Wayne Manufacturing Company/WAY)
EBC	EIDorado Bus (EBC Inc.)	NCC	National Coach Corporation	ZZZ	Other (Describe)
EBU	Ebus, Inc.				

The following fuel types are provided in the **Fuel Type** drop-down list:

Exhibit 11 – Vehicle Fuel Types		
Bio-diesel	Electric propulsion	Kerosene
Bunker fuel (low grade of diesel fuel often used in ferryboats)	Ethanol	Kerosene Liquefied natural gas (LNG)
Compressed natural gas (CNG)	Gasoline	Liquefied petroleum gas (LPG)
Diesel fuel	Grain additive	Methanol
Dual fuel	Hybrid diesel	Other fuel (Describe)
Electric battery	Hybrid gasoline	



- **Twilight** encompasses the subdued light just after sunset and just before sunrise - dusk and dawn.
3. Click on the **Roadway configuration** choice that best describes the type of roadway on which the collision occurred.
    - Your selection should coincide with the choice you made under Location on the Non-Rail Collision Event Information screen. For example, if you selected **Intersection** for the **Location**, you must check **Intersection or grade crossing** here.
    - Divided highway - A highway divided down the middle by a barrier that separates traffic going in different directions.
    - Limited access highway - Any roadway to which access from adjacent properties is limited in some way. Often on this kind of road, low-speed vehicles and non-motorized uses including pedestrians, bicycles, and horses, are not permitted.
    - Ramps, driveways, and parking lot exits that require a merge into traffic are not considered intersections.
    - Private property – a location such as a mall or residential parking lot or transit center.
  4. If you select **Intersection or grade crossing** for the roadway configuration, the system drops down two additional categories that you must complete:
    - **Intersection Control Device (if applicable):** Indicate the type of device that controls traffic at the intersection where the collision occurred.
      - If the collision did not occur at an intersection but at a grade crossing, select **Not applicable**.
      - If the intersection does not have a control device, select **No control device/individual/sign**.
    - **Grade Crossing control (if applicable):** Indicate the type of device that controls the traffic at the grade crossing where the collision occurred.
      - If the collision did not occur at a grade crossing but at an intersection, select **Not applicable**.
      - If the grade crossing does not have a control device, select **No control device**.
  5. Select the **Roadway condition** of the roadway on which the collision occurred.
    - If a suitable condition type is not listed, select **Other** and type in a description of the condition.
  6. Your option buttons at the end of this Non-Rail Collision Information screen depend on the characteristics of the collision you are reporting. Options may include:
    - **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
    - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.

- Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
- **Next** – Moves you to the next screen to continue the report.
- **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
  - After you save the report, you can edit the number of transit vehicles involved.
    - If you need to change the number of transit vehicles involved, there is a blue button labeled **Add Transit Vehicle** in the top left hand corner of the first Non-Rail Collision Transit Vehicle Involved Information section and a check box labeled **Delete Transit Vehicle Involved** in each Non-Rail Collision Transit Vehicle Involved Information section.
  - After you save the report, you can also edit the number of Motor Vehicles Involved.
    - If you need to change the number of Motor Vehicles Involved, there is a blue button labeled **Add Other Motor Vehicle** in the top left hand corner of the first Non-Rail Collision Other Motor Vehicle Involved Information section and a check box labeled **Delete Other Motor Vehicle Involved** in each Non-Rail Collision Other Motor Vehicle Involved Information section.
    - If you did not include a number for motor vehicles involved and you need to add a vehicle(s), there is a blue button labeled **Add Other Motor Vehicle** in the top left hand corner of the Non-Rail Collision Information section.
- **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

### Example 18 - Non-Rail Collision Information: Coordination of Location and Roadway Configuration

**Example 18a:** Under **Non-Rail Collision Event Information**, you reported the **Location** as **Roadway: grade crossing**.

**Solution:** Under **Non-Rail Collision Information, Roadway Configuration** select **Intersection or grade crossing**.

**Example 18b:** Under **Non-Rail Collision Event Information**, you reported the **Location** as **Roadway: not grade crossing or intersection**.

**Solution:** Under **Non-Rail Collision Information: Roadway Configuration**, select anything but **Intersection or grade crossing** (e.g., choose Divided Highway, Street, etc.)

**Example 18c:** Under **Non-Rail Collision Event Information**, you reported the **Location** as **Roadway: intersection**.

**Solution:** Under **Non-Rail Collision Information: Roadway Configuration** select **Intersection or grade crossing**.

### Example 19 — Weather Condition Reporting

#### Example 19a: Clear Weather/Safety Event

A paratransit van leaves the roadway in clear weather conditions.

**Solution:** Select **Clear**.

#### Example 19b: Fog/Safety Event

A paratransit van leaves the roadway in foggy conditions.

**Solution:** Select **Foggy/Misting**.

#### Example 19c: Indoors Safety Event

A passenger is killed because of an event involving an elevator in a station.

**Solution:** Select **Other** and state that the event happened indoors.

## Non-Rail Non-Transit Collision Event Screen

The FTA collects event data on collisions in transit parking lots or parking garages between personal motor vehicles or a personal motor vehicle and a pedestrian, as well as collisions of personal motor vehicles with transit facilities. A special Non-rail Collision Event Information screen for non-transit collisions is generated if you checked No to the question “Were Transit Vehicles Involved in this Event?” on Set Up Screen 2. This event type is for reporting a non-transit collision (no transit vehicles were involved) on transit property that meets a reporting threshold.

- Example of a reportable event type:
  - Collisions in transit parking lots or parking garages between personal motor vehicles or a personal motor vehicle and a pedestrian.

Events at bus stops not on transit owned property or controlled by the agency are not reportable unless event involves a transit vehicle or boarding/alighting a vehicle. Therefore non-transit vehicle collisions or other events (assault, robbery, etc.) occurring at bus stops or shelters owned by municipalities or authorities that also operate transit systems will be excluded.

- Examples of non-reportable event type:
  - Private or commercial vehicle collides with a person waiting at a bus stop on a city street.

## Completing the Non-Rail Non-Transit Collision Event Screen

**Non-Rail Non-Transit Collision Event**

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

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

**Location:**

Parking facility

Other    ▶ Please describe

**Collision with:**

Private vehicle(s)

Private vehicle with a person

Private vehicle with fixed object

Other    ▶ Please describe

**Number of Other Vehicles Involved:**

## Completing the Non-Rail Non-Transit Collision Event Screen

1. Check whether the **Location** of the non-transit collision was a Parking Facility or Other location. If you check **Other**, type in a description of the location.
2. Select whether the collision involved only vehicles, or whether it involved a vehicle with a person or a fixed object (**Collision with**). If these choices do not correctly describe the vehicles involved, check **Other** and type in a description.
3. In the **Number of Other Vehicles Involved** box, enter all the non-transit vehicles involved in this collision.
  - For example, if an automobile collided with a person, the number of other vehicles involved is 1. If the collision was between 2 automobiles in a transit parking lot, the number of other vehicles involved would be 2.
  - If you enter the incorrect number of vehicles here, you have an opportunity to change this category after you complete and save the report. In the top left hand corner of the Non-Rail Collision Other Vehicle Involved Information section there will be a blue button labeled **Add Other Vehicle** and a check box labeled **Delete Other Vehicle Involved**.
4. Click the **Next** button to continue the report.
  - If you click the **Close** button on this Collision Non-Transit Vehicle Involved screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.

- Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

### Example 20 — Non-Transit Collision Reporting

#### **Example: Non-Transit Collision**

A non-transit vehicle (Vehicle 1) is pulling into a parking space in a transit agency controlled parking lot and hits the back of another non-transit vehicle (Vehicle 2). An occupant of one of the vehicles is injured and requires immediate transport to a nearby hospital.

**Solution:** Report a **Non-Transit Collision**

**Set Up Screen 1:** Check Collision

**Set Up Screen 2:** Check “No” to question “Were transit vehicles involved”

**Location:** Parking facility

**Collision with:** Private Vehicle(s)

**Number of Motor Vehicles:** 2

**Other Motor Vehicle Collision type for Vehicle 1:** Rear-ending

**Other Motor Vehicle Collision type for Vehicle 2:** Rear-ended

### Non-Rail Collision Other Vehicle Involved Information Screen

Whenever you indicate that another vehicle was involved in the collision you are reporting, the system generates this Non-Rail Collision Other Vehicle Involved Information screen for you to report information on the other vehicle.

- The system generates the same number of these screens as the number you reported for other vehicles on the previous screen. If you reported two other vehicles, you will complete two of these screens, one for each vehicle.
- If you forgot to include the number of other vehicles involved or you entered the incorrect number, you can change this category after you complete and save the report.

**Non-Rail Collision Other Vehicle Involved**

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

Using the lists below, please provide the following Other Vehicle Involved details.

**Other Vehicle type:**

<input type="radio"/> Automobile	<input type="radio"/> Light truck or SUV
<input type="radio"/> Motorcycle/Moped/Scooter	<input type="radio"/> Tractor trailer
<input type="radio"/> Charter/tour bus	<input type="radio"/> Non-revenue rail vehicle (maintenance)
<input type="radio"/> Rail vehicle	<input type="radio"/> School bus
<input type="radio"/> Other    ▶ Please describe <input type="text"/>	

**Other Vehicle action:**

<input type="radio"/> Going straight	<input type="radio"/> Stopped
<input type="radio"/> Going backwards	<input type="radio"/> Negotiating a curve
<input type="radio"/> Making a turn	<input type="radio"/> Changing lanes
<input type="radio"/> Parked	

**Other Vehicle Collision type:**

<input type="radio"/> Head-on	<input type="radio"/> Rear-ended
<input type="radio"/> Rear-ending	<input type="radio"/> Other front impact
<input type="radio"/> Side impact	<input type="radio"/> Sideswipe
<input type="radio"/> Roof/Top of vehicle	<input type="radio"/> Other rear impact

Was this vehicle towed from the scene due to disabling damage incurred as a result of the collision?    Yes    No

### Completing the Non-Rail Collision Other Vehicle Involved Information Screen

1. Select the **Other Vehicle type** from the list provided, or check **Other** and enter a description if the list does not include a suitable choice.
  - Report a passenger van as an **Automobile**.
  - Report another agency's transit vehicle as **Other** and in the description box include the transit agency name.
2. In the **Other Vehicle action** category, make a choice to describe the movement of the other vehicle at the time the collision occurred.
  - **Stopped** indicates that a vehicle has come to a standstill on a roadway.
  - If the vehicle ran a stop sign, indicate whether the vehicle was **Going straight** or **Making a turn** as it went through the intersection.
3. Select an **Other Vehicle Collision type** that best describes where on the other vehicle it was impacted during the collision.
  - Base your selection from the point of view of the vehicle you are reporting (as if you were sitting in the vehicle).
  - If the vehicle was impacted more than once during a collision, always report the first impact point on the vehicle.
  - **Head-on**: The vehicle was impacted on its front end, such as in a collision where two vehicles are coming from opposite directions and impact each other straight on

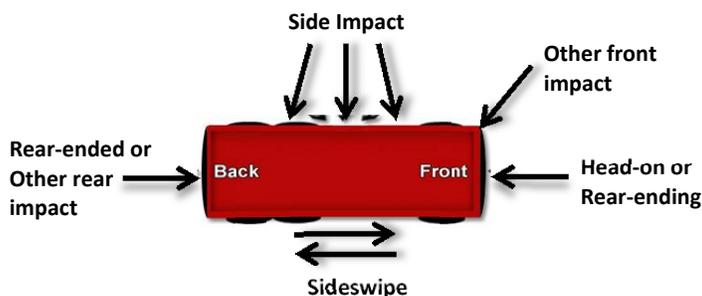
## 2015 Safety and Security Reporting Manual

the front; or in a T-bone or broadside collision, where one vehicle drives head-on into the side of another vehicle.

- Do not report Head-on when the vehicle rear-ends 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 another 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 a collision where the corner of the front bumper coming into contact with something or only a part of the front end was impacted.
- **Sideswipe:** The vehicle was not impacted in one place on a side, but was scraped along a length of one of its sides.
  - 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, a transit vehicle backed into the rear of the vehicle with its rear.

4. Check **Yes** or **No** accordingly to respond to the question “**Was this vehicle towed from the scene due to disabling damage incurred as a result of the collision?**”

5. Click the **Next** button to continue the report.

- If you click the **Close** button on this Non-Rail Collision Other Vehicle Involved Information screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
- If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.

- Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

## Ferryboat Collisions

Within the ferryboat collision screens you report the number of your agency's water transit vehicles involved, the location of the collision, what your agency's water transit vehicle collided with, the collision impact point (collision type) on the transit water vehicle, and the weather and tide conditions at the time of the collision.

### Ferryboat Collision Event Information Screen

**Ferryboat Collision Event Information**

Event Number: **New**    Mode / Type of Service: **FB / PT**

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

**Number of Transit Ferries involved:**

**Location:**

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

**Collision with:**

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

### Completing the Ferryboat Collision Event Information Screen

1. In the first box, type in the number of your agency's water transit vehicles that were involved in the collision (**Number of Transit Ferries Involved**).
  - If your agency's transit vehicle collided with another agency's transit vehicle, **DO NOT** include the other agency's transit vehicle here. This section is for reporting your agency's vehicle(s) only.

Note: If you discover later in the report that you did not enter the correct number of your agency's ferryboats here, you can edit the number of ferryboats after you complete and save the report.

2. Select the **Location** of the collision.
  - Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles. Includes transit parking lots.
  - Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit administration and maintenance buildings.
3. Indicate what else was involved in this collision with your agency's water transit vehicle (**Collision with**).
  - If the list does not contain a description that fits your needs, select Other and type in a description.
4. Click the **Next** button to continue the report.
  - If you click the **Close** button on this Ferryboat Collision Event Information screen, the system returns you to the Safety & Security Tab screen and saves your partial report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

#### Example 21 — Reporting “Collision With”

##### **Example: Collision with a Dock**

A ferryboat (FB) hits a dock. As a result, the operator and two passengers are injured seriously enough to require immediate transport to a nearby hospital.

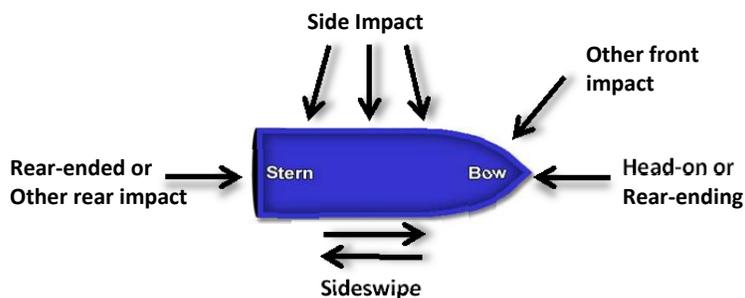
**Solution:** Select **Dock/terminal center**



## 2015 Safety and Security Reporting Manual

- If the vehicle was impacted more than once during the collision, always report the first impact point on the vehicle.

- **Head-on:** Your agency's transit vehicle was impacted on its front end, such as in a collision where two vehicles are coming from opposite directions and impact each other straight on the front; or in a T-bone or broadside collision, where one vehicle drives head-on into the side of another vehicle.



- Do not report Head-on when your agency's vehicle rear-ends another vehicle.

- **Rear-ending:** Your agency's transit vehicle was impacted on its front end when it rear-ended another vehicle.
  - **Rear-ended:** Your agency's transit vehicle was impacted on its rear end by the front of another vehicle.
  - **Side Impact:** Your agency's transit vehicle was impacted anywhere on one of its sides, including being T-boned or broadsided.
  - **Other front impact:** Your agency's transit vehicle was impacted anywhere on its front end that would not be described as head-on, such as if the front corner of the vehicle came into contact with something, or only a part of the front end was impacted.
  - **Sideswipe:** Your agency's transit vehicle was not impacted in one place on a side, but was scraped along a length of one of its sides.
  - **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, a boat backed into the rear of the ferry with its rear.
4. Enter the **Transit Vehicle speed** at which your agency's transit vehicle was traveling when the collision occurred.
    - Enter 0 (zero) if the vehicle was stopped at the time of the event.
    - You may estimate the speed if you do not know the exact speed.
  5. Use the **Vehicle manufacturer** drop-down menu to select the manufacturer of your agency's transit vehicle.
    - If the manufacturer is not listed, select **Other** and type in the name of the manufacturer.

6. Click the **Next** button to continue the report.
  - If you click the **Close** button on this Ferryboat Collision Transit Vehicle Involved screen, the system returns you to the Safety & Security Tab screen and saves your partial report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.

Click on the **Back to Wizard** button to continue with your report. The system returns you to the

**Example 22 – Collision Type Reporting**

**Example: Head On Collision**

A ferryboat (FB) 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.

point in the report where you clicked on the **View Form** button.

The following watercraft manufacturers are provided in the **Vehicle Manufacturer** drop-down list:

**Exhibit 12 – Ferryboat Manufacturer Codes**

ALM – Allen Marine	LSC – Livingston Shipbuilding Corporation	NBB – Nicholas Brothers Boatbuilders
EQS – Equitable Shipyard	MMR – Millers Marine Railway	RD.C. – Robert E. Director and Company
FPS – Freeport Shipyard	MTM – Marinette Marine	TDS – Todd Shipyards
GLF – Gulfcraft		NA – Not Specified

### Ferryboat Collision Information Screen

#### Ferryboat Collision Information

**Event Number: New**    **Mode / Type of Service: FB / PT**

Using the lists below, please provide the following Collision Waterway details

*Ferryboat Collision Event Details*

**Weather:**

<input type="radio"/> Clear	<input type="radio"/> Cloudy
<input type="radio"/> Foggy / misting	<input type="radio"/> Raining
<input type="radio"/> Snowing / sleet	<input type="radio"/> Windy
<input type="radio"/> Other ▶ Please describe <input type="text"/>	

**Lighting:**

<input type="radio"/> Daylight	<input type="radio"/> Sun in eyes of transit vessel operator
<input type="radio"/> Twilight	<input type="radio"/> Sun in eyes of other vessel operator
<input type="radio"/> Dark	<input type="radio"/> Artificial lighting

*Ferryboat Waterway Information*

**Tide conditions:**

<input type="radio"/> Low tide
<input type="radio"/> Slack tide
<input type="radio"/> High tide
<input type="radio"/> Non-tidal waters
<input type="radio"/> Other ▶ Please describe <input type="text"/>

**Current conditions:**

<input type="radio"/> Slow current
<input type="radio"/> Medium current
<input type="radio"/> Fast current
<input type="radio"/> Flat water (no current)
<input type="radio"/> Other ▶ Please describe <input type="text"/>

### Completing the Ferryboat Collision Information Screen

1. Click on the choice that best describes the **Weather** at the time of the collision.
  - Report a sunny day as **Clear**.
  - If a suitable weather condition is not listed, select **Other** and type in a description of the weather.
  - Hot and Cold are not weather conditions.
2. Select the **Lighting** choice that best describes the lighting when the collision occurred.
  - Twilight encompasses the subdued light just after sunset and just before sunrise - dusk and dawn.
  - If the event occurred in a facility, check **Artificial Lighting**.
3. Select the condition of the tide at the time of the collision (**Tide conditions**).
  - If the condition is not listed, select **Other** and type in a description of the tide.
4. Select the strength of the current at the time of the collision (**Current conditions**).
  - If the condition is not listed, select **Other** and type in a description.

5. Your option buttons at the end of this Ferryboat Collision Information screen depend on the characteristics of the collision you are reporting. Options may include:
- **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
  - **Next** – Moves you to the next screen to continue the report.
  - **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
    - After you save the report, you can edit the number of transit ferryboats involved.
      - If you need to change the number of ferryboats involved, there is a blue button labeled **Add Transit Ferryboat** in the top left hand corner of the first Ferryboat Collision Transit Vehicle Involved Information section and a check box labeled **Delete Ferry Involved** in each Ferryboat Collision Transit Vehicle Involved Information section.
    - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

### Derailments

---

If you checked the box to report a Derailment on Set Up Screen 1, the system generates three (3) reporting screens specific to derailments.

- Derailment Event Information – captures 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, and the vehicle manufacturer.
- Derailment Information – The weather, lighting and ROW conditions at the time of the derailment and the rail alignment of the track on which the derailment occurred.

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. Step-by-step detailed instructions for completing the three derailment screens are presented after this overview.

- Mainline track is the primary rail over which rail transit vehicles travel between stations.
- If a derailment is the result of a collision, do not report the event as a derailment, but rather as a Collision.

## 2015 Safety and Security Reporting Manual

Note: The Commuter rail (CR) mode and the Alaska Railroad (AR) do not report derailments to NTD.

### Derailment Event Information Screen

**Derailment Event Information**

Event Number: **New**    Mode / Type of Service: **LR / DO**

Using the lists below, please provide the following Mainline Derailment Event details.

**Derailment Type:**     Mainline     Yard

**Number of Rail Trains involved:**   

**Location:**     Revenue facility: transit station     Non-revenue facility  
 Right-of-way: grade crossing     Right-of-way: trackway

**Configuration:**     Switch  
 Curve  
 Tangent (straight) track

### Completing the Derailment Event Information Screen

1. Select the type of derailment, **Mainline** or **Yard**.
2. In the first box, enter the number of your agency's rail vehicles that derailed (**Number of Rail Trains**).

Note: If you discover later in the report that you entered an incorrect number of rail vehicles here, you can edit the number of trains after you complete and save the report.

3. Select the **Location** of the derailment.
  - A grade crossing is the intersection of a road/highway/street/pedestrian path and rail lines or railroad tracks, or the intersection of two rail lines.
  - Grade crossings are not limited to intersections with vehicular traffic.
  - Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles. Includes transit parking lots.
  - Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit administration and maintenance buildings.
4. Under **Configuration**, Select the type of track on which the derailment took place.
5. Click the **Next** button to continue the report.
  - If you click the **Close** button on this Derailment Event Information screen, the system returns you to the Safety & Security Tab screen and saves your partial report under

Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.

- If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
  - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

### Derailment Rail Transit Train Involved Screen

**Derailment Rail Transit Train Involved**

Event Number: **New**    Mode / Type of Service: **LR / DO**

Using the lists below, please provide the following Rail Transit Trains Involved details.

**Number of Cars in Train:**

**Number of Cars Derailed:**

**Train action:**

- Going straight
- Making a transit stop
- Leaving a transit stop
- Negotiating a curve
- Proceeding through a switch
- Parked
- Other ▶ Please describe

**Train speed:**  /mph

**Vehicle manufacturer:**   ▶ Please describe

For each of your agency's rail vehicles that you reported were involved in this derailment, the system generates a Derailment Rail Transit Train Involved screen.

The system generates the same number of these screens as the number that you reported for rail transit vehicles on the previous screen. If you reported two of your rail vehicles were involved in the derailment, you will complete two of these screens, one for each rail vehicle.

### Completing the Derailment Rail Transit Train Involved Screen

1. Into the first box, enter the total **Number of Cars in Train** for the train that derailed. If a hi-rail vehicle derailed, enter 1.
2. Into the second box, enter the **Number of Cars Derailed**.
3. Click the choice that best describes the physical movement (**Train action**) of your agency's rail vehicle at the time of the derailment.

- Select **Making a transit stop** if your agency's vehicle was moving and pulling into a regularly scheduled service stop.
  - Select **Leaving a transit stop** if your agency's vehicle was moving and pulling out of a regularly scheduled service stop.
  - If the list does not contain an action that fits your needs, select **Other** and type in a description.
4. Enter the **Train speed** at which your agency's rail vehicle was traveling when it derailed.
- If you do not know the exact speed, you may estimate the speed or use the posted or design speed within a corridor as the estimated train speed.
5. Use the **Vehicle manufacturer** drop-down menu to select the manufacturer of your agency's rail vehicle.
- If the manufacturer is not listed, select **Other** and type in the name of the manufacturer.
6. Click the **Next** button to continue the report.
- If you click the **Close** button on this Derailment Rail Transit Train Involved screen, the system returns you to the Safety & Security Tab screen and saves your partial report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.

## Derailment Information Screen

**Derailment Information**

**Event Number:** New    **Mode / Type of Service:** LR / DO

Using the lists below, please provide the following Derailment Right-of-way details

*Derailment Event Details*

**Weather:**

<input type="radio"/> Clear <input type="radio"/> Foggy / misting <input type="radio"/> Snowing / sleeting	<input type="radio"/> Cloudy <input type="radio"/> Raining <input type="radio"/> Other ▶ Please describe <input style="width: 100px;" type="text"/>
--	---

**Lighting:**

<input type="radio"/> Daylight <input type="radio"/> Twilight <input type="radio"/> Night	<input type="radio"/> Sun in eyes of transit vehicle operator <input type="radio"/> Sun in eyes of other vehicle operator <input type="radio"/> Artificial lighting
---	---

*Derailment Right-of-Way Information*

**Rail alignment:**

- 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)
- Non-exclusive right-of-way: shared with vehicles / pedestrians
- Other ▶ Please describe

**ROW conditions:**

<input type="radio"/> Dry <input type="radio"/> Snow / slush <input type="radio"/> Debris	<input type="radio"/> Wet <input type="radio"/> Ice <input type="radio"/> Other ▶ Please describe <input style="width: 100px;" type="text"/>
---	--

## Completing the Derailment Information Screen

1. Click on the choice that best describes the **Weather** at the time of the derailment.
  - Report a sunny day as **Clear**.
  - If a suitable weather condition is not listed, select **Other** and type in a description of the weather.
  - Do not type in Hot or Cold, as these are not weather conditions.
  - If the event occurred indoors, select **Other** and add this explanation into the description box.
2. Select the **Lighting** choice that best describes the lighting at the time of the derailment.
  - If the event occurred in a tunnel or indoor facility, select **Artificial Lighting**.
  - Twilight encompasses the subdued light just after sunset and just before sunrise - dusk and dawn.
3. Click on the **Rail alignment** choice that describes the right-of-way (ROW) on which the derailment occurred.
  - Exclusive right-of-way: ROW from which all other motor vehicle and pedestrian traffic mixed and crossed is excluded and there are no grade crossings.

## 2015 Safety and Security Reporting Manual

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- Shared with other rail vehicles (controlled access to other non-rail vehicles): Semi-exclusive ROW with grade crossings (a road crossing the tracks) for vehicular or pedestrian traffic.
  - Non-exclusive right of way: shared with vehicles or pedestrians: Rail transit operates in and shares lanes with vehicular and pedestrian traffic (tracks are embedded in the roadway).
  - Your selection here should corroborate the Location you reported on the Rail Collision Event Information screen, e.g., if you selected the Location as Right-of-way: grade crossing you must select either the Shared with other rail vehicles (controlled access to other non-rail vehicles) or Non-exclusive right of way: shared with vehicles or pedestrian option.
  - If the alignment type you need is not listed, select **Other** and type in a description of the alignment.
4. Select the **Right-of-way condition** of the right-of-way on which the derailment occurred.
- If a suitable condition type is not listed, select **Other** and type in a description of the condition.
5. Your option buttons at the end of this screen depend on the characteristics of the derailment you are reporting. Options may include:
- **Close** - If you click the **Close** button on this Derailment Information screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
  - **Next** – Moves you to the next screen to continue your report.
  - **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
    - After you save the report, you can edit the number of rail vehicles involved. In the top left hand corner of the first Rail Collision Rail Transit Train Involved section there will be a blue button labeled **Add Transit Train** and in each Rail Collision Rail Transit Train Involved section, there will be a check box labeled **Delete Transit Vehicle Involved**.
    - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

### Fires

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If you checked the box to report a Fire on Set Up Screen 1, the system generates a Fire Event Details reporting screen that varies slightly based on whether you are reporting for Rail, Non-

rail, or Ferryboat. In the following pages, we provide step-by-step directions on how to complete the Fire Event Details screen for each mode.

For a fire event to be reportable on the S&S-40 the fire had to be suppressed in some manner and a reportable event threshold had to be met (fatality, immediate transport for medical attention, evacuation, or property damage equal to or greater than \$25,000).

- Do not report arson as a fire event. Arsons are reported as security events.
- If a fire is suppressed but the event does not meet a reporting threshold, report that occurrence of fire on an S&S-50 form, not on an S&S-40.
- Do not report an event that involves only the presence of smoke, but no fire suppression, as a fire. If a smoke event involved an evacuation for life safety reasons, report it as an Other Safety Occurrences Not Otherwise Classified on the S&S-40.

### Rail Fire Event Details Screen

**Rail Fire Event Details**

**Event Number:** New    **Mode / Type of Service:** LR / DO

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

**Location:**

- In or on vehicle
- Revenue facility: transit center
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Right-of-way: outside vehicle
- Other    ▶ Please describe

**Type of Fire:**

- Fuel
- Battery
- Other electrical
- Other
- Cable
- Smoking (e.g. tobacco) materials
- Brake Component
- Please describe

**Transit Vehicle Fuel type (If applicable):**

- Not applicable
- Bunker fuel
- Diesel
- Electric battery
- Ethanol
- Hybrid diesel
- Grain additive
- Liquefied natural gas
- Methanol
- Bio-diesel
- Compressed natural gas
- Dual fuel
- Electric propulsion
- Gasoline
- Hybrid gasoline
- Kerosene
- Liquefied petroleum gas
- Other    ▶ Please describe

### Completing the Rail Fire Event Details Screen

1. Click on the choice that best describes the **Location** of the fire.
  - In or on vehicle: Includes outer parts of a transit vehicle, such as a wheel well.
  - Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles. Includes transit parking lots.
  - Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles (e.g., transit administration and maintenance buildings).
  - If the specific location type you need is not listed, select **Other** and type in a description.
2. Select the **Type of Fire**.
  - If the choices presented do not adequately describe the type of fire you are reporting, select **Other** and type in a description.
3. If the fire was a transit vehicle fire, select the **Transit Vehicle Fuel Type** that powers the vehicle in revenue service. If the fire was not a vehicle fire, select **Not applicable**.
  - Propane is liquefied petroleum gas (LPG).
  - If a vehicle uses more than one type of fuel or a mixture of fuels, report the transit vehicle fuel type as dual fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.
  - For hybrid vehicles that use two or more sources of power:
    - Internally generated electric power. Report only the primary fuel source, such as gasoline or diesel that is used to propel the vehicle.
    - Externally charged electric batteries. Report the vehicle as a dual fuel if the “hybrid” vehicle uses batteries charged externally.
    - Select Electric propulsion for the trolleybus (TB) mode. A TB is defined as a vehicle that draws its electrical power from overhead lines.
4. Your option buttons at the end of this screen depend on the selections you made in Set Up Screen 2. Options may include:
  - **Close** - If you click the **Close** button on this Rail Fire Event Details screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
  - **Next** – Moves you to the next screen to continue your report.

- **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
  - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).
  - After you save the report, you have an opportunity to add an injury or a fatality if you forgot to include these on Set Up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.

**Example 23 — Fire Details**

**Example:** A passenger drops a lit cigarette in a station. The fire causes extensive damage, requires fire suppression equipment, and the passenger requires immediate medical attention away from the scene.

**Solution:** Select **Smoking (e.g., tobacco) materials**

**Example 24 — Fire Event Type Reporting**

**Example:** A fire at a transit-owned bus shelter occurs and results in \$15,000.00 of estimated property damage. There are no injuries.

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$15,000

This event is reported on an S&S-50 form, as there were no injuries, no evacuation, and property damages did not meet or exceed \$25,000.

The following fuel types are provided in the **Transit Vehicle Fuel Type** list:

**Exhibit 13 – Vehicle Fuel Types**

Bio-diesel	Electric battery	Hybrid gasoline
Bunker fuel (low grade of diesel fuel often used in ferryboat operations)	Electric propulsion	Kerosene
Compressed natural gas (CNG)	Ethanol	Liquefied natural gas (LNG)
Diesel fuel	Gasoline	Liquefied petroleum gas (LPG)
Dual fuel	Grain additive	Methanol
	Hybrid diesel	Other fuel (Describe)

### Non-Rail Fire Event Details Screen

#### Non-Rail Fire Event Details

**Event Number:** New    **Mode / Type of Service:** CB / PT

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

**Location:**

- In or on vehicle
- Revenue facility: transit center
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Right-of-way: outside vehicle
- Other ▶ Please describe

**Type of Fire:**

- Fuel
- Battery
- Other electrical
- Other ▶ Please describe
- Cable
- Smoking (e.g. tobacco) materials
- Brake Components

**Transit Vehicle Fuel type (If applicable):**

- Not applicable
- Bunker fuel
- Diesel
- Electric battery
- Ethanol
- Hybrid diesel
- Grain additive
- Liquefied natural gas
- Methanol
- Bio-diesel
- Compressed natural gas
- Dual fuel
- Electric propulsion
- Gasoline
- Hybrid gasoline
- Kerosene
- Liquefied petroleum gas
- Other ▶ Please describe

### Completing the Non-Rail Fire Event Details Screen

1. Click on the choice that best describes the **Location** of the fire.
  - In or on vehicle: Includes outer parts of a transit vehicle, such as a wheel well.
  - Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles. Includes transit parking lots.
  - Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit administration and maintenance buildings.
  - If the specific location type you need is not listed, select **Other** and type in a description.
2. Select the **Type of Fire**.
  - If the choices presented do not adequately describe the type of fire you are reporting, select **Other** and type in a description.

3. If the fire was a transit vehicle fire, select the **Transit Vehicle Fuel Type** that powers the vehicle in revenue service. If the fire was not a vehicle fire, select **Not applicable**.
  - Propane is liquefied petroleum gas (LPG).
  - If a vehicle uses more than one type of fuel or a mixture of fuels, report the transit vehicle fuel type as dual fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.
  - For hybrid vehicles that use two or more sources of power:
    - Internally generated electric power. Report only the primary fuel source, such as gasoline or diesel that is used to propel the vehicle.
    - Externally charged electric batteries. Report the vehicle as a dual fuel if the “hybrid” vehicle uses batteries charged externally.
    - Select Electric propulsion for the trolleybus (TB) mode. A TB is defined as a vehicle that draws its electrical power from overhead lines.
4. Your option buttons at the end of this Non-Rail Fire Event Details screen depend on the selections you made in Set Up Screen 2. Options may include:
  - **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
  - **Next** – Moves you to the next screen to continue your report.
  - **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
    - After you save the report, you can add injuries or fatalities if you forgot to include these on Set Up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.
    - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

### Ferryboat Fire Event Details Screen

**Ferryboat Fire Event Details**

Event Number: **New**    Mode / Type of Service: **FB / PT**

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

**Location:**

- In or on vehicle
- Revenue facility: terminal center
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Other    ▶ Please describe

**Type of Fire:**

- Fuel
- Battery
- Other electrical
- Other    ▶ Please describe
- Cable
- Smoking (e.g. tobacco) materials
- Brake Component

**Transit Vehicle Fuel type (If applicable):**

- Not applicable
- Bunker fuel
- Diesel
- Other    ▶ Please describe
- Bio-diesel
- Electric propulsion
- Gasoline

### Completing the Ferryboat Fire Event Details Screen

1. Click on the choice that best describes the **Location** of the fire.
  - In or on vehicle: Includes outer parts of a transit vehicle, such as a wheel well.
  - Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles. Includes transit parking lots.
  - Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit administration and maintenance buildings.
  - If the specific location type you need is not listed, select **Other** and type in a description.
2. Select the **Type of Fire**.
  - If the choices presented do not adequately describe the type of fire you are reporting, select **Other** and type in a description.
3. If the fire was a transit vehicle fire, select the **Transit Vehicle Fuel Type** that powers the vehicle in revenue service. If the fire was not a vehicle fire, select **Not applicable**.
  - If a vehicle uses more than one type of fuel or a mixture of fuels, report the transit vehicle fuel type as dual fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.

- For hybrid vehicles that use two or more sources of power:
    - Internally generated electric power. Report only the primary fuel source, such as gasoline or diesel that is used to propel the vehicle.
    - Externally-charged electric batteries. Report the vehicle as a dual fuel if the “hybrid” vehicle uses batteries charged externally.
4. Your option buttons at the end of this screen depend on the selections you made in Set Up Screen 2. Options may include:
- **Close** - If you click the **Close** button on this Ferryboat Fire Event Details screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - **View Form** - If you click the View Form button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
  - **Next** – Moves you to the next screen to continue your report.
  - **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
    - After you save the report, you can add injuries or fatalities if you forgot to include these on Set Up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.
    - **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

### Hazardous Material Spills

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If you checked the box to report a hazardous material spill on Set Up Screen 1, the system generates a Hazardous Material Spill Event Details reporting screen that varies slightly based on whether you are reporting for Rail, Non-rail, or Ferryboat. In the following pages, we provide step-by-step directions on how to complete the Hazardous Material Spill Event Details screen for each mode.

A hazardous material event must meet a reportable event threshold (fatality, immediate transport for medical attention, evacuation, or property damage equal to or greater than \$25,000) in order to be reported on the S&S-40 form. In addition, the event must have caused an imminent danger to life, health, or the environment, and required specialized clean up.

- 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.

### Rail Hazardous Material Spill Event Details Screen

**Rail Hazardous Material Spill Event Details**

Event Number: **New**    Mode / Type of Service: **LR / DO**

Using the lists below, please provide the following Hazardous Material Spill Event details.

**Location:**

- In vehicle
- Revenue facility: transit center
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

**Material type (if applicable):**

- Not applicable
- Bunker fuel
- Diesel
- Electric battery
- Ethanol
- Hybrid diesel
- Grain additive
- Liquefied natural gas
- Methanol
- Bio-diesel
- Compressed natural gas
- Dual fuel
- Electric propulsion
- Gasoline
- Hybrid gasoline
- Kerosene
- Liquefied petroleum gas
- Other ▶ Please describe

### Completing the Rail Hazardous Material Spill Event Details Screen

1. Click on the choice that best describes the **Location** of the hazardous material spill.
  - Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles. Includes transit parking lots.
  - Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles (e.g., transit administration and maintenance buildings).
  - If the specific location type you need is not listed, select **Other** and type in a description.
2. Select the **Material type** that best describes the material spilled. If it was fuel that was spilled, select the type of fuel from the list.
  - If the material that spilled was not fuel, check **Other** and type in a description.
3. Your option buttons at the end of this Rail Hazardous Material Spill Event Details screen depend on the selections you made in Set Up Screen 2. Options may include:
  - **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.

- Click on the **Back to Wizard** button to continue with your report. The system returns you to the point in the report where you clicked on the **View Form** button.
- **Next** – Moves you to the next screen to continue your report.
- **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
  - After you save the report, you can add injuries or fatalities if you forgot to include these on Set Up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled **Add Injury** and the other **Add Fatality**.
- **Submit** and **Delete** buttons are not available if you are logged in as editor (SFTYEDT).

### Non-Rail Hazardous Material Spill Event Details Screen

**Non Rail Hazardous Material Spill Event Details**

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

Using the lists below, please provide the following Hazardous Material Spill Event details.

**Location:**

- In vehicle
- Revenue facility: transit Station
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

**Material type (if applicable):**

- Not applicable
- Bunker fuel
- Diesel
- Electric battery
- Ethanol
- Hybrid diesel
- Grain additive
- Liquefied natural gas
- Methanol
- Bio-diesel
- Compressed natural gas
- Dual fuel
- Electric propulsion
- Gasoline
- Hybrid gasoline
- Kerosene
- Liquefied petroleum gas
- Other ▶ Please describe

### Completing the Non-Rail Hazardous Material Spill Event Details Screen

1. Click on the choice that best describes the **Location** of the hazardous material spill.
  - Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles. Includes transit parking lots.
  - Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit administration and maintenance buildings.

## 2015 Safety and Security Reporting Manual

- If the specific location type you need is not listed, select **Other** and type in a description.
2. Select the **Material** type that best describes the material spilled. If it was fuel that was spilled, select the type of fuel from the list.
- If the material that spilled was not fuel, check **Other** and type in a description.
3. Your option buttons at the end of this Non-Rail Hazardous Material Spill Event Details screen depend on the selections you made in Set Up Screen 2. Options may include:
- **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the Back to Wizard button to continue with your report. The system returns you to the point in the report where you clicked on the View Form button.
  - **Next** – Moves you to the next screen to continue your report.
  - **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
    - After you save the report, you can add injuries or fatalities if you forgot to include these on Set Up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled Add Injury and the other Add Fatality.
    - Submit and Delete buttons are not available if you are logged in as editor (SFTYEDT).

### Ferryboat Hazardous Material Spill Event Details Screen

**Ferryboat Hazardous Material Spill Event Details**

Event Number: **New**    Mode / Type of Service: **FB / PT**

Using the lists below, please provide the following Hazardous Material Spill Event details.

**Location:**

- In vessel
- Revenue facility: terminal center
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

**Material type (if applicable):**

- Not applicable
- Bunker fuel
- Diesel
- Other ▶ Please describe
- Bio-diesel
- Electric propulsion
- Gasoline

### Completing the Ferryboat Hazardous Material Spill Event Details Screen

1. Click on the choice that best describes the **Location** of the hazardous material spill.
  - Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles. Includes transit parking lots.
  - Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit administration and maintenance buildings.
  - If the specific location type you need is not listed, select **Other** and type in a description.
2. Select the **Material type** that best describes the material spilled. If it was fuel that was spilled, select the type of fuel from the list.
  - If the material that spilled was not fuel, check **Other** and type in a description.
3. Your option buttons at the end of this Ferryboat Hazardous Material Spill Event Details screen depend on the selections you made in Set Up Screen 2. Options may include:
  - **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the Back to Wizard button to continue with your report. The system returns you to the point in the report where you clicked on the View Form button.
  - **Next** – Moves you to the next screen to continue your report.
  - **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
    - After you save the report, you can add injuries or fatalities if you forgot to include these on Set Up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled Add Injury and the other Add Fatality.
    - Submit and Delete buttons are not available if you are logged in as editor (SFTYEDT).

### Act of God

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If you checked the box to report an earthquake, flood, hurricane, tornado, high winds, snowstorm, ice storm, or other natural event on Set Up Screen 1, the system generates two (2) Act of God Event Details reporting screens that do not vary based on Mode. The first screen is for indicating the type of event you are reporting and the second screen asks for details about the location of transit property damage and where any related injuries and fatalities occurred. In the following pages, we provide step-by-step directions on how to complete the Act of God Event Details screens.

## 2015 Safety and Security Reporting Manual

- The event must meet a reportable event threshold (fatality, immediate transport for medical attention, evacuation, or property damage equal to or greater than \$25,000) in order to be reported on the S&S-40 form.
- If two or more transit modes within your agency are affected by an event, report the event in only one mode.
  - If the event involves rail and non-rail, report the event in the rail mode.
  - If the event involves two rail modes, or two non-rail modes, select the mode to report based on predominant use.
    - The volume of passengers served by a mode most often measures predominant use. Example: For an event that occurred in a multi-modal station served by HR and LR, report the event under LR based on the higher volumes of LR boarding passengers.

### Act of God Event Details Screen 1

**Act of God Event Details**

**Event Number: New**    **Mode / Type of Service: VP / DO**

Using the lists below, please provide the following Act of God Event details.

**Type:**

- Earthquake
- Flood
- Hurricane
- Tornado
- Other high winds
- Lightning
- Snow storm
- Ice storm
- Other ▶ Please describe

### Completing Act of God Event Details Screen 1

1. Make a selection to indicate the **Type** of event you are reporting.
  - If the event you are reporting is not listed, select **Other** and type in a description.
2. Click the **Next** button to continue the report.
  - If you click the **Close** button on the first Act of God Event Details screen, the system returns you to the Safety & Security Tab screen and saves your partial report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.

- Click on the Back to Wizard button to continue with your report. The system returns you to the point in the report where you clicked on the View Form button.

### Act of God Event Details Screen 2

**Act of God Event Details**

Event Number: **New**    Mode / Type of Service: **VP / DO**

Using the lists below, please provide the following Act of God Event details.

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

- In vehicle / vessel
- Revenue facility: transit station / center or terminal
- Revenue facility: parking facility
- Revenue facility: other ▶ Please describe
- Non-revenue facility ▶ Please describe
- Right-of-way: grade crossing
- Right-of-way: not grade crossing
- Roadway: grade crossing
- Roadway: intersection
- Roadway: not grade crossing or intersection
- Roadway: transit stop
- Other ▶ Please describe

### Completing Act of God Event Details Screen 2

1. Indicate all **Locations** of transit property damage and where any transit related injuries and fatalities occurred.
  - You may make as many location choices as are applicable to the event you are reporting.
  - The location(s) should relate specifically to your transit agency. For example, do not simply list “Louisiana,” instead indicate the transit facility or other transit property that was damaged or where transit specific injuries or fatalities occurred.
2. Your option buttons at the end of the second Act of God Event Details screen depend on whether or not you are reporting transit related injuries and/or fatalities.
  - If you are not reporting injuries and/or fatalities your options are:
    - Close - If you click the Close button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
    - View Form - If you click the View Form button, the system presents the data you entered up to this point in report format for you to review and edit.

## 2015 Safety and Security Reporting Manual

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- Click on the Back to Wizard button to continue with your report. The system returns you to the point in the report where you clicked on the View Form button.
- Save – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
  - After you save the report, you can add injuries or fatalities if you forgot to include these on Set Up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled Add Injury and the other Add Fatality.
  - Submit and Delete buttons are not available if you are logged in as editor (SFTYEDT).
- If you are reporting transit related injuries and/or fatalities caused by this event, your options at the bottom of the screen are:
  - Close - If you click the Close button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - View Form - If you click the View Form button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the Back to Wizard button to continue your report. The system returns you to the point in the report where you clicked on the View Form button.
  - Next – Moves you to the Person Information screen to report the injury and/or fatality person type.

### Evacuations

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Evacuations are related to a specific event type, such as fire, security, HazMat, Act of God or other (Other Safety Occurrence Not Otherwise Classified) event. The screen for reporting evacuations is generated only when you select **Yes** to the question at the bottom of Set Up Screen 2 that asks the following question depending upon the mode you are reporting:

- Rail mode: “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions or an evacuation to the rail right-of-way?”
- Non-rail mode: “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?”

The definition of “evacuation” has been expanded to include evacuations for service or maintenance-related issues, patron/passenger self-evacuations, or evacuations to the rail right-of way. However, an evacuation to a station platform due to maintenance or power failure is not considered a reportable evacuation since passengers are not placed on the right-of-way (see Example 25 below).

**Note:** evacuations to the “right-of-way” refer to rail mode only. For example: If a bus breaks down during service and passengers are removed to the sidewalk or highway shoulder lane, the event would be excluded from reporting.

- Do not report the removal of an injured or ill person from a vehicle as an evacuation.

### Evacuation Event Details Screen

The Evacuation Event Details screen will appear differently depending upon the mode and event type chosen on Set Up Screen 1. Below are images of the two (2) possible versions of the Evacuation Event Details screen and the differences between them. Each version of the screen includes an area to provide details regarding the evacuation, what was evacuated and if this was a self-evacuation.

If you are reporting a **Non-Rail or Ferryboat** mode on Screen 1, the Evacuation Event Details screen will include the following qualifying question:

- “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?”

The screenshot shows the 'Evacuation Event Details' screen. At the top, it displays 'Event Number: New' and 'Mode / Type of Service: MB / DO'. Below this, a prompt reads: 'Using the lists below, please provide the following Evacuation Event details.' The main question is: 'Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?' with radio buttons for 'Yes' and 'No'. Underneath, there is a text input field labeled 'Evacuation Details'. The 'What was evacuated :' section has radio buttons for 'Vehicle / vessel', 'Revenue facility: transit station / center or terminal', 'Revenue facility: other', 'Non-revenue facility', and 'Other' with a 'Please describe' text input field. At the bottom, there is a question 'Was this a self-evacuation?' with radio buttons for 'Yes' and 'No'. Three buttons are at the bottom: 'Close', 'View Form', and 'Next'.

If you are reporting a **Rail** mode on Screen 1, the Evacuation Event Details screen will include the following qualifying question:

- “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions or an evacuation to the rail right-of-way?”

## 2015 Safety and Security Reporting Manual

**Evacuation Event Details**

Event Number: **New**    Mode / Type of Service: **CC / DO**

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

Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions or an evacuation to the rail right-of-way?  Yes     No

**Evacuation Details**

**What was evacuated :**

- Vehicle / vessel
- Revenue facility: transit station / center or terminal
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

**Was this a self-evacuation?**  Yes     No

### Completing the Evacuation Event Details Screen

1. Answer the first question by selecting **Yes as follows**:
  - Rail mode: “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions or an evacuation to the rail right-of-way?”
  - Non-rail or Ferryboat mode: “Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?”
  - You will never select **No** here. If the evacuation was not due to potentially unsafe conditions or a train evacuation to the right-of-way, you should not report the evacuation.
  - If you erred in reporting an evacuation with an event, you will have to delete the report and create a new one, being sure to select **No** to the evacuation question on Set Up Screen 2.
2. In the description box labeled **Evacuation Details**, type in a brief description that provides information on who was evacuated and to where they were evacuated.
  - For example, if a transit vehicle was evacuated due to a fire threat, you might type into this box, “All transit passengers were evacuated to the side of the road.”
3. Under the **What was evacuated** section, select the location from which people were evacuated.
  - Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles. Includes transit parking lots.

- Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit administration and maintenance buildings.
  - If the specific location type you need is not listed, select **Other** and type in a description.
4. Check **Yes** to report that it was a self-evacuation, otherwise check **No**.
  5. Click the **Next** button to continue the report.
    - If you click the **Close** button on this Evacuation Event Details screen, the system returns you to the Safety & Security Tab screen and saves your partial report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
    - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
      - Click on the Back to Wizard button to continue with your report. The system returns you to the point in the report where you clicked on the View Form button.

**Example 25 Evacuation – Is it Reportable?**

**Example 25a:** A bus has breaks down and passengers are removed to the shoulder of a highway.

**Solution:** Not Reportable.

Why? The evacuation was not due to a potentially hazardous situation. Evacuations to the right-of-way (not roadway) refer to rail mode only.

**Example 25b:** An abandoned backpack with discovered in the transit station. All individuals were evacuated from the station. The bomb squad later cleared the location because the backpack was found to contain gym clothes.

**Solution:** Reportable.

Why? The station was evacuated due to a potentially hazardous situation even though the backpack was later determined to be non-hazardous.

**Example 25c:** A train loses power and the passengers are evacuated to the rail right-of-way.

**Solution:** Reportable.

Why? This is a reportable Other event (power loss) because the evacuation was to the right-of-way.

**Example 25d:** A transit vehicle fills with smoke and passengers are evacuated to the sidewalk.

**Solution:** Reportable.

Why? Although the passengers are evacuated to the sidewalk (a safe location), the smoke-filled vehicle placed the passengers in a hazardous situation.

### Security Events

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Security events are divided into two types: System and Personal. Each one has its own check box on Set Up Screen 1. Step-by-step directions and detailed information for completing the screen for a System Security Event and the screen for reporting a Personal Security Event are provided, in that order, after the following overview.

- A security event must meet a reportable event threshold (fatality, immediate transport for medical attention, evacuation, or property damage equal to or greater than \$25,000) to be reported on the S&S-40 form.
- Events at bus stops not on transit owned property or controlled by the agency are not reportable unless event involves a transit vehicle or boarding/alighting 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 will be excluded.
- The security event details screens do not vary by mode.
- System Security Event: A security event that occurs on transit property and affects a transit system as a whole.
  - Includes arson, burglary, vandalism, sabotage, hijacking, suspicious packages and objects, cyber security, bomb threats, bombings, and chemical, biological, and nuclear/radiological releases, and other security events.
- Personal Security Event: A security event that occurs to individuals on transit property.
  - Includes assault, robbery, rape, attempted suicide, suicide, theft, motor vehicle theft, larceny, and homicide.

## System Security Event Details Screen

**Security Event Details**

**Event Number: New    Mode / Type of Service: TB / DO**

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

**Was the event intentional?**                       Yes     No

**Security event type:** *Terrorism related events*

<input type="radio"/> Bomb threat <input type="radio"/> Suspicious package <i>Other: system security events</i> <input type="radio"/> Arson <input type="radio"/> Sabotage <input type="radio"/> Burglary <input type="radio"/> Other ▶ Please describe <input style="width: 100px;" type="text"/>	<input type="radio"/> Bombing <input type="radio"/> Chemical / biological / nuclear / radiological <input type="radio"/> Hijacking <input type="radio"/> Cyber <input type="radio"/> Vandalism
--	--

**Location:**

<input type="radio"/> In vehicle / vessel <input type="radio"/> Revenue facility: transit station / center or terminal <input type="radio"/> Revenue facility: parking facility <input type="radio"/> Revenue facility: other <input type="radio"/> Non-revenue facility <input type="radio"/> Right-of-Way <input type="radio"/> Other ▶ Please describe <input style="width: 100px;" type="text"/>	
--	--

## Completing the System Security Event Details Screen

1. Select **Yes** or **No** to the question: **Was this Event Intentional?**
  - This question asks whether the event was caused by the intentional action of a person(s). It does not reflect the intentions of the victim(s) or the greater transit system.
2. Select the type of event **Security event type** you are reporting.
  - For a CBR event, you would check the **Chemical/biological/nuclear/radiological** event type. These terms also are often referred to as WMD (weapons of mass destruction).
  - A Cyber security event is an event that targets communications systems associated with transit agencies. Events include but are not limited to:
    - Denial or disruption of computer or telecommunications services, especially train control systems.
    - Unauthorized monitoring of computer or telecommunications systems.
    - Unauthorized disclosure of proprietary or classified information stored within or communicated through computer or telecommunications system.
    - Unauthorized modification or destruction of computer programming codes, computer network databases, stored information or computer capabilities.

- Manipulation of computer or telecommunications services resulting from fraud, financial loss, or other criminal violations.
  - If the choices presented do not reflect the nature of the system security event you are reporting, select **Other** and type in a description.
    - Rocks or other projectiles thrown at a transit vehicle are reported as Other security events.
3. Make a selection to indicate the **Location** where the security event occurred.
- Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles. Includes transit parking lots.
  - Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit administration and maintenance buildings.
  - If the choices presented do not reflect the location of the event you are reporting, select **Other** and type in a description.
4. Your option buttons at the end of this screen depend on the selections you made in Set Up Screen 2. Options may include:
- **Close** - If you click the **Close** button on this System Security Event Details screen, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the Back to Wizard button to continue with your report. The system returns you to the point in the report where you clicked on the View Form button.
  - **Next** – Moves you to the next screen to continue your report.
  - **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
    - After you save the report, you can add injuries or fatalities if you forgot to include these on Set Up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled Add Injury and the other Add Fatality.
    - Submit and Delete buttons are not available if you are logged in as editor (SFTYEDT).

## Personal Security Events

### Personal Security Event Details Screen

**Security Event Details**

**Event Number:** New    **Mode / Type of Service:** TB / DO

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

**Was the event intentional?**     Yes     No

**Security event type:** *Other: personal events*

<input type="radio"/> Assault <input type="radio"/> Rape <input type="radio"/> Motor vehicle theft <input type="radio"/> Larceny / theft	<input type="radio"/> Robbery <input type="radio"/> Suicide <input type="radio"/> Attempted suicide <input type="radio"/> Homicide
---	---

**Location:**

- In vehicle / vessel
- Revenue facility: transit station / center or terminal
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Right of way
- Other ▶ Please describe

### Completing the Personal Security Event Details Screen

1. Check **Yes** or **No** to the question: **Was this Event Intentional?**
  - If you are reporting a suicide or an attempted suicide caused by a collision, the answer to this question will always be **Yes**. The question is being asked about the event, not whether the train operator intentionally struck the person for example.
2. Select the **Security event type** for the event you are reporting.
  - If the choices presented do not reflect the nature of the security event you are reporting, select **Other** and type in a description. For example, an event of random gunshots shattering a bus window that causes a passenger to be transported for medical treatment due to injury from the flying glass would be classified as **Other** rather than **Assault**.
  - If you are reporting an attempted suicide for any Rail mode, please include in the **Event Description** whether or not a train struck the person.
3. Make a selection to indicate the **Location** where the security event occurred.
  - Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles. Includes transit parking lots.

## 2015 Safety and Security Reporting Manual

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- **Non-revenue facility:** A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit administration and maintenance buildings.
  - If the choices presented do not reflect the location of the event you are reporting, select **Other** and type in a description.
4. Your option buttons at the end of this Personal Security Event screen depend on the selections you made in Set Up Screen 2. Options may include:
- **Close** - If you click the **Close** button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
  - **View Form** - If you click the **View Form** button, the system presents the data you entered up to this point in report format for you to review and edit.
    - Click on the Back to Wizard button to continue with your report. The system returns you to the point in the report where you clicked on the View Form button.
  - **Next** – Moves you to the next screen to continue your report.
  - **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
    - After you save the report, you can add injuries or fatalities if you forgot to include these on Set Up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled Add Injury and the other Add Fatality.
    - Submit and Delete buttons are not available if you are logged in as editor (SFTYEDT).

### Other Events (Other Safety Occurrences Not Otherwise Classified)

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If you checked the last box on Set Up Screen 1, Other Safety Occurrences not Otherwise Classified, the system generates an Other Event Details reporting screen.

Other Safety Occurrences not Otherwise Classified (OSONOC) events include slips, trips, falls, smoke, power failure, maintenance related issues, electric shock, etc. must meet EITHER the fatality, evacuation, or property damage threshold OR resulted in two or more injured in order to be reported on the S&S-40 form.

OSONOC events that cause only one person to be immediately transported from the scene for medical attention, but do not trigger any other reporting thresholds, are reported on the S&S-50 form (Non-Major Summary Report Form).

- The FTA now includes events occurring in a transit maintenance facility that meet a reporting threshold but continues to exclude occupational safety events occurring in administrative buildings.

## Other Event Details Screen

The Other Event Details screen varies slightly based on whether you are reporting for a rail or non-rail mode. For both rail and non-rail modes the type of event selections are the same.

If you are reporting a **Rail OSONOC** event the **Location** category will include the following new selections (see screen shot below)”

- Vehicle Exterior
- Right-of-way
- Yard

**Other Incident Event Details**

Event Number: **New**    Mode / Type of Service: **LR / DO**

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

**Type:**

- Smoke
- Fumes/Noxious odors
- Electric Shock
- Outside conditions (power-lines, pantographs, etc.)
- Power Failure
- Maintenance related
- Slip/Trip/Fall
- Other ▶ Please describe

**Location:**

- Boarding / alighting: With Stairs
- Boarding / alighting: with lift or ramp
- Boarding / alighting: Other
- Boarding or alighting with stairs - not associated with lift
- In vehicle / vessel: securement issue
- In vehicle / vessel: not a securement issue
- Vehicle Exterior
- Right-of-way
- Yard
- Revenue facility: elevator related
- Revenue facility: escalator related
- Revenue facility: ramp
- Revenue facility: stairway
- Revenue facility: platform / stop / waiting area
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

Close    View Form    Next

If you are reporting a **Non-rail** or **Ferryboat** OSONOC event the **Location** category will include the following new selections (see screen shot below):

- Vehicle Exterior
- Yard

### Other Incident Event Details

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

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

**Type:**

- Smoke
- Fumes/Noxious odors
- Electric Shock
- Outside conditions (power-lines, pantographs, etc.)
- Power Failure
- Maintenance related
- Slip/Trip/Fall
- Other ▶ Please describe

**Location:**

- Boarding / alighting: With Stairs
- Boarding / alighting: with lift or ramp
- Boarding / alighting: Other
- Boarding or alighting with stairs - not associated with lift
- In vehicle / vessel: securement issue
- In vehicle / vessel: not a securement issue
- Vehicle Exterior
- Roadway
- Revenue facility: elevator related
- Revenue facility: escalator related
- Revenue facility: ramp
- Revenue facility: stairway
- Revenue facility: platform / stop / waiting area
- Revenue facility: parking facility
- Revenue facility: other
- Non-revenue facility
- Other ▶ Please describe

### Completing the Other Event Details Screen

1. For the **Type**, select the appropriate type for the event you are reporting. If no type is suitable, select **Other** and enter a brief description of the event.
  - Select **Outside conditions (power-lines, pantographs, etc.)** if the top of a transit vehicle is tangled with or pulls down overhead catenary wires.
2. Make a selection to indicate the **Location** where the event occurred.
  - A securement issue is related to the tying down of mobility devices on transit vehicles for safety purposes.
    - If a fatality occurs because a passenger in a mobility device falls out of the mobility device, but the fall had nothing to do with the securement of the mobility device, do not report this as a securement issue. Just as regular passengers do not have to be secured in seats, passengers on mobility devices do not have to be secured on the device.
  - Revenue facility: A location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles. Includes transit parking lots.
  - Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit administration and maintenance buildings.

- If the choices presented do not reflect the location of the event you are reporting, select **Other** and type in a description.
3. Your option buttons at the end of this Other Event Details screen depend on whether or not you are reporting transit related injuries and/or fatalities.
- If you are not reporting injuries and/or fatalities your options are:
    - **Close** - If you click the Close button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
    - **View Form** - If you click the View Form button, the system presents the data you entered up to this point in report format for you to review and edit.
      - Click on the Back to Wizard button to continue with your report. The system returns you to in the report where you clicked on the View Form button.
    - **Save** – Saves your report and presents the completed report for you to edit, Close, Submit, or Delete.
      - After you save the report, you can add injuries or fatalities if you forgot to include these on Set Up Screen 2. At the bottom left hand side of the screen are two blue rectangle buttons, one labeled Add Injury and the other Add Fatality.
      - Submit and Delete buttons are not available if you are logged in as editor (SFTYEDT).
  - If you are reporting transit related injuries and/or fatalities caused by this event, your options at the bottom of the Other Event Details screen are:
    - **Close** - If you click the Close button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
    - **View Form** - If you click the View Form button, the system presents the data you entered up to this point in report format for you to review and edit.
      - Click on the Back to Wizard button to continue with your report. The system returns you to the point in the report where you clicked on the View Form button.
    - **Next** – Moves you to the Person Information screen to report the injury and/or fatality person type.

## 2015 Safety and Security Reporting Manual

### Example 26 — Other (OSONOC) Event Type Reporting

#### Example 26a: Slip and Fall

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: Fatality threshold** Select **Other event** and select the Type as **Slip and Fall**

#### Example 26b: Evacuation due to fuel fumes

A bus fills with heavy fuel fumes and evacuates the passengers to the roadway.

**Solution:** Evacuation threshold. Report **Other event, then select Fumes/Noxious odors** as the event type and include the Evacuation sub-form

#### Example 26c: Pantograph Entanglement

A light rail vehicle's pantograph becomes entangled with the overhead catenary wire, pulling wires down onto the vehicle resulting in property damage of \$60,000.

**Solution:** Property damage threshold. Report **Other** event then Select **Outside conditions (power-lines, pantographs, etc.)** as the event type and report \$60,000 in damage.

#### Example 26d: Elevator Malfunction

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

**Solution:** Two-injury threshold for OSONOC. Report **Other** event, then select **Maintenance related** as the event type and complete two Injury sub-forms.

### Example 27 — Other Event Location

#### Example: In Revenue Facility

A passenger is killed on an escalator.

**Solution:** Select **Revenue facility: escalator related**

## Fatality and Injury Details

The system generates a Person Information screen for each fatality and each injury (person immediately transported from the scene for medical attention) you report on Set Up Screen 2.

A fatality is a death due to a collision, derailment, fire, hazardous material spill, Act of God, evacuation, security event (including suicides), or other event including slips, trips or falls.

- The Person Information screen(s) is the last form(s) you complete when entering an event report into the NTD Program.
- You do not report all injured or deceased on one screen.
  - For example, if an event results in two passengers being transported from the scene for medical attention and one fatality, you would complete two Person Information – Injury screens and one Person Information – Fatality screen. The details you report include person location, age range, and gender.
- The Person Information screens do not vary by mode.



4. Your options at the bottom of the Person Information-Fatality screen depend on whether or not you indicated more than one fatality on Set Up Screen 2 and whether or not you indicated there were injuries associated with the event.
- If you reported only one (1) fatality and no injuries, your options are:
    - **Close** - If you click the Close button, the system returns you to the Safety & Security Tab screen and saves your report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
    - **View Form** - If you click the View Form button, the system presents the data you entered up to this point in report format for you to review and edit.
      - Click on the Back to Wizard button to continue with your report. The system returns you to the point in the report where you clicked on the View Form button.
    - **Save** – Saves your report and presents the completed report for you to either edit, Close, Submit, or Delete.
      - After you save the report, you can add fatalities and/or injuries if you did not report the correct number of these on Set Up Screen 2. At the top left hand corner of the first Person Information – Fatality section is a blue rectangle button labeled Add Fatality. At the very bottom of the report there is a blue rectangle button labeled Add Injury.
      - After you save the report, you also can delete fatalities if you discover you over-reported them on Set Up Screen 2. At the top left hand corner of each Person Information – Fatality section is a checkbox labeled Delete Fatality.
      - Submit and Delete buttons are not available if you are logged in as editor (SFTYEDT).
  - If you reported more than one fatality or indicated there were also injuries, your options are:
    - **Close** - If you click the Close button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
    - **View Form** - If you click the View Form button, the system presents the data you entered up to this point in report format for you to review and edit.
      - Click on the Back to Wizard button to continue with your report. The system returns you to the point in the report where you clicked on the View Form button.
    - **Next** – Moves you to the next Person Information – Fatality or Person Information – Injury screen.



- Child (12 and under), Teen (13 - 18), Adult (19 - 59), and Senior Citizen (60 and up)
  - If the age of the person has not been provided to you, select **Unknown**.
3. Select the **Gender** of the person transported for medical attention.
4. Your options at the bottom of the Person Information – Injury screen depend on whether or not you indicated more than one injury on Set Up Screen 2.
- If you reported only one (1) injury, your options are:
    - **Close** - If you click the Close button, the system returns you to the Safety & Security Tab screen and saves your report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
    - View Form - If you click the View Form button, the system presents the data you entered up to this point in report format for you to review and edit.
      - Click on the Back to Wizard button to continue with your report. The system returns you to the point in the report where you clicked on the View Form button.
    - **Save** – Saves your report and presents the completed report for you to either edit, Close, Submit, or Delete.
      - After you save the report, you can add injuries and/or fatalities if you did not report the correct number on Set Up Screen 2. At the top left hand corner of the Person Information – Injury section are two blue rectangle buttons, one labeled Add Injury and the other Add Fatality.
      - After you save the report, you can delete injuries and/or fatalities if you discover you over-reported them on Set Up Screen 2. At the top left hand corner of each Person Information – Injury section is a checkbox labeled Delete Injury and at the top left hand corner of each Person Information – Fatality section is a checkbox labeled Delete Fatality.
      - Submit and Delete buttons are not available if you are logged in as editor (SFTYEDT).
  - If you reported more than one injury, your options are:
    - **Close** - If you click the Close button, the system returns you to the Safety & Security Tab screen and saves your unfinished report under Pending Reports (located at the bottom of the Safety & Security Tab screen) for you to complete later.
    - **View Form** - If you click the View Form button, the system presents the data you entered up to this point in report format for you to review and edit.
      - Click on the Back to Wizard button to continue with your report. The system returns you to the point in the report where you clicked on the View Form button.
    - **Next** – Moves you to the next Person Information – Injury screen.

### Editing an S&S-40 Report

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This section will give you step-by-step instructions for editing an S&S-40 report before or after it has been saved and/or submitted.

Please note: The NTD reporting system does not allow you to delete an evacuation section from a report or edit the following data points in a report:

- Mode/TOS
- Month
- Event type
  - There is one exception to the inability to change Event types. Personal Security or System Security events may be changed with the confines of the same main category. For example, an Attempted Suicide may be changed to a Suicide since both are Personal Security events. However, event type changes such as Fire to Smoke are not allowed in that they are not in the same main category.

You can edit a new report while you are entering the data, before you save and/or submit the report.

1. To edit a report while you are entering data, click on the **View Form** button located at the bottom of each screen. The system presents the data you entered in a report format for you to review and edit.
2. Change the data points and then click on the **Back to Wizard** button. The system saves the changes and returns you to the point in the report where you clicked on the **View Form** button.
  - However, you cannot add or delete the number of transit vehicles involved, the number of motor vehicles involved, or the number of injuries or fatalities until you save the report.
3. When you finish entering all the data into your report, click the **Save** button. The system generates a completed report for you to edit, Close, Submit, or Delete.
  - At this time, the following blue rectangle edit buttons are available to you in the corresponding sections of an S&S-40 form:
    - Add Fatality
    - Add Injury
    - Add Other Vehicle
    - Add Transit Train
    - Add Transit Vehicle
    - Add Transit Ferryboat
  - The following edit check boxes are available to you in the corresponding sections of an S&S-40 form at this time:

- Delete Fatality
- Delete Injury
- Delete Other Vehicle Involved
- Delete Transit Vehicle Involved
- Delete Ferry Involved

4. When you are finished with your editing, **Save** the report again and then **Submit** it.

Note: You can also edit a report after it has been saved and/or submitted.

5. To edit an S&S-40 report that has been saved and/or submitted, click on the expand  symbol next to the **Major Event Report** category heading.

6. All your agency's S&S-40 reports are now visible. Click on the appropriate blue [Major Event Report \(S&S-40\)](#) link to open the report you want to edit.

7. Make any necessary changes.

- The following blue rectangle edit buttons are located in the corresponding sections of an S&S-40 form:
  - Add Fatality
  - Add Injury
  - Add Other Vehicle
  - Add Transit Train
  - Add Transit Vehicle
  - Add Transit Ferryboat
- The following edit check boxes are located in the corresponding sections of an S&S-40 form:
  - Delete Fatality
  - Delete Injury
  - Delete Other Vehicle Involved
  - Delete Transit Vehicle Involved
  - Delete Ferry Involved

8. When you are finished with your editing, **Save** and then **Submit** the report.

9. The system generates a Pop Up box with the question "To the best of my knowledge the data included in this report is accurate."

- Click **Okay** to continue with submitting the report. The system returns you to the Safety and Security Tab screen.
- Click **Cancel** and the report remains open on your screen for you to edit, save, submit, close, or delete.

**Example 28 — Adding, Deleting or Editing an Injury or Fatality on the S&S-40****Example 28a: Changing an injury to a fatality**

Major Event # 24 was submitted indicating 1 injury that was transported from the scene for immediate medical attention; however, during the 30-day timeframe, the injury became a fatality.

**Solution:** Open Major Event #24, locate the Person Information – Injury section of the form, and check the **Delete Injury** box. Next, click the blue rectangle **Add Fatality** button to generate the Person Information – Fatalities screen. After entering the fatality information, click the **Save** button and then click the **Submit** button.

**Example 28b: Adding an injury or fatality**

Major Event # 2 was submitted without recording injuries that were transported away from the scene for immediate medical attention or reportable fatalities.

**Solution:** Open Major Event #2; click either the **Add Fatality** or **Add Injury** blue rectangle button to generate the appropriate screen. Should you need to report multiple fatalities or injuries or both (one screen for each injury or fatality), repeat the process. When you have entered data for all injuries and/or fatalities click the **Save** button and then click the **Submit** button.

**Example 28c: Changing a transit vehicle to an Other Vehicle**

Major Event #14 was submitted indicating 2 transit Buses (MB) and 1 Other Motor Vehicle; however, the event involved 1 transit bus and 2 Other Vehicles.

**Solution:** Open Major Event # 14, locate the Non-Rail Collision Transit Vehicles Involved section of the form, and check the **Delete Transit Vehicle Involved** box. Next, locate the Non-Rail Collision Other Motor Vehicle Involved Information section and click the blue rectangle **Add Other Vehicle** button. After entering the other vehicle involved information, click the **Save** button and then the **Submit** button.

**Deleting an S&S-40 Report**

Once a report is deleted, it cannot be retrieved. Be sure that you want to delete the report and that you are deleting the correct report.

**Deleting an Unfinished Report**

1. Click on the Safety & Security tab.
2. Navigate to the Pending Forms section at the bottom of the Safety & Security Tab to view unfinished reports.
3. Click on the blue [Delete](#) link on the right hand side of the screen.

Note: All users with rights to create a report can also delete a report from Pending Forms.

**Deleting a Saved or Submitted Report**

A report that is saved but not submitted, or a report that has been submitted, can be deleted by opening the report and clicking on the blue rectangle **Delete** button located at the bottom of the form.

## 2015 Safety and Security Reporting Manual

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**Note:** The system generates **Delete** buttons only for users logged in as the Safety Contact (SFTYNTDxxxx), the NTD Contact (NTDxxxx), or the CEO (CEOxxxx). If you are logged in as the SFTYEDT (Safety Editor), you will not see this **Delete** button.

1. Click on the Safety & Security tab.
2. Click on the expand  symbol next to the **Major Event Report** category heading on the left hand side of the screen.
3. All your agency's S&S-40 reports are now visible. Click on the blue [Major Event Report \(S&S-40\)](#) link to open the report you want to delete.
4. Scroll to the bottom of the page and click on the blue **Delete** button.
5. The system generates a Pop Up box with the question, "Are you sure you want to delete this form?"
  - Click **Okay** to continue with deleting the report. The system deletes the report and returns you to the Safety and Security Tab screen.
  - Click **Cancel** and the report remains open on your screen for you to edit, save, submit, close, or delete.

## Reduced Reporters

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### Overview

Transit agencies reporting as a Reduced Reporter do not report Safety & Security data on the reporting forms on the Safety & Security tab. Instead, Safety and Security data is reported on their Annual Report in NTD Version 2.0.

The existence of one or more of the following conditions constitutes a reportable event:

- A fatality
- Injuries requiring immediate medical attention away from the scene for one or more persons
- Property damage equal to or exceeding \$25,000

The definition of injury means that medical attention was sought immediately after the event occurred. An individual seeking medical care several hours after an event, or in the days following an event, is not considered to have received immediate medical attention. The medical attention received must be at a location other than the location at which the event occurred. The intent of this distinction is to exclude minor first aid or other medical assistance received at the scene. Medical attention can be provided at a physician's office, clinic, or hospital, and transport can be by any means, whether that is a transit vehicle, an ambulance, other emergency vehicle, or private vehicle. You are not required to follow-up on each person transported to ensure that they actually received medical attention. Excludes transport by foot.

Safety & security data must be provided for the period covered by the agency's fiscal year. The following table depicts the fiscal period, the date of waiver deadlines, and the due date for the Annual Report.

### Annual Report Submission

<b>Fiscal Year End</b>	January 1 – June 30	July 1 – Sept 30	Oct 1 – December 31
Waiver Deadlines:	August 31	November 30	February 28
<b>Report Due Date</b>	October 31	January 31	April 31

Transit agencies are to report the following safety and security data for the provider's reporting period:

- Number of reportable events,
- Number of fatalities,
- Number of injuries.

### Moving from Full Reporter to a Reduced Reporter

Agencies moving from Full Report status to a Reduced Reporter status must ensure they do not report the same event to the Safety & Security Module and the Annual Module. This is important because of the overlap in reporting periods.

- Please ensure that the same event is not reported in both modules.

### Moving from Reduced Reporter to Full Reporter

Transit agencies who were reporting as a Reduced Reporter for a fiscal year and change to Full Reporter status for the next reporting year must start reporting safety & security data on the Major Event Report form (S&S-40) and the Non-Major Monthly Summary form (S&S-50) on the Safety & Security tab to cover the period of the full Annual Report. This means an agency may have to report events from the previous calendar year.

#### Example 29 — Safety & Security Reporting on Report forms

##### **Example 29a: Moving to Reduced Reporter status and preventing double-reporting entries**

A transit agency has historically submitted a full Annual Report to the NTD. Their most recent fiscal year ended June 30, 2014. In August 2014, the transit agency submits changes to Reduced Reporter status covering the period July 1, 2013 through June 30, 2014. However, as a Full Reporter, the transit agency has submitted events for this period on the Major Event Report form (S&S-40).

**Solution:**

- Agency will not report these events (July 1, 2013 – June 30, 2014) on the 2014 Annual Report form in order to prevent a double count of events already reported to the S&S Module.

### Example 29 — Safety & Security Reporting on Report forms

#### **Example 29b: Moving from a Reduced Reporter to a Full Reporter**

A transit agency status as a Reduced Reporter for fiscal year 2014 covering the period July 1, 2013 through June 30, 2014 has changed. For report year 2015, they are filing a Full Reporter.

**Solution:**

- Agency will submit S&S-40 and S&S-50 report forms beginning with July 2014 to ensure consistent collection of data.

## Safety Monthly Summary Report Form (S&S-50)

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### Overview

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Full Reporters must provide both the Annual Report and monthly reports including Safety & Security data. All other reporting types file on an annual basis only. While Annual reports and Monthly Ridership are reported in NTD Version 2.0, Safety & Security data will continue to be reported in NTD Version 1.61. Commuter rail (CR) and Alaska Railroad (AR) modes do not submit S&S-50 reports but rather report safety data to the Federal Railroad Administration (FRA).

The S&S-50 is the form that you use to report monthly summary information on fires and other less severe safety events that are not reportable on the Major Event Report form (S&S-40). On the S&S-50, you report only the number of occurrences of events per month and the equal number of persons immediately transported away from the scene for medical attention due to those occurrences. You do not provide details of the events.

### Changes to Reporting Requirements

1. Reportable events are defined as “an event occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle, excluding occupational safety events occurring in administrative buildings.” This includes either planned or unplanned events.
2. Events resulting in two or more injured are reported on the S&S-40 Major Event form.
3. Events are no longer based on their effect on revenue service.

Events at bus stops not on transit owned property or controlled by the agency are not reportable unless event involves a transit vehicle or boarding/alighting a vehicle. Therefore slips, trips or falls occurring at bus stops or shelters owned by municipalities or authorities that also operate transit systems will be excluded.

### Changes to the Safety Monthly Summary Report (Non-Major Summary Report) Form (S&S-50):

The Column heading for Fire reporting changed from “Total” to “Fire Occurrences.”

### Clarification

For ADA or Para-transit modes providing door-to-door service if an individual slips, trips or falls and is injured (transported for medical attention) walking to or from the transit vehicle, their injury would be reportable on the S&S-50 form as this is considered part of the boarding/alighting process.

- You must submit an S&S-50 each month for all your modes whether you have data to report or not and even if an S&S-40 has been submitted for a mode during that month. Please see Exhibit 14 below for S&S-50 report due dates.

## 2015 Safety and Security Reporting Manual

- The S&S-50 form is the same for all modes.
- The S&S-50 has two event type categories:
- Other Safety Occurrences not Otherwise Classified (OSONOC)
  - Events that are **not** collisions, fires, derailments, acts of God, hazardous material spills, or security events and that result in a person being immediately transported from the scene for medical treatment, including transport by a personal vehicle.
  - OSONOC events that meet the fatality, evacuation, property damage threshold OR meet the two-injury threshold are not reported here. Report an OSONOC event meeting any of these criteria as a major event on the S&S-40 form.
  - Some examples of reportable events include injury (immediate transport from the scene for medical attention) due to:
    - electric shock to an individual
    - a bus driver braking hard to avoid a collision resulting in one injury
    - mobility device securement (tie down)
    - an event that occurs on transit vehicle lift equipment
    - 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 track-worker falls on the right of way
    - Door-to-door service provided and person falls walking to or from the transit vehicle
- Report occurrences of fires that require an act of suppression but do not meet a major event-reporting threshold. If a threshold was met (injury, fatality, evacuation, property damage), the fire event is to be reported on an S&S-40.

### Exhibit 14 — S&S-50 Reporting Timeline

#### Major Event Reporting (S&S-40)

File no later than 30 days after the date of the event.

#### Safety Monthly Summary Event Reporting (S&S-50)

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



## 2015 Safety and Security Reporting Manual

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4. In the Number of Other Safety Occurrences not Otherwise Classified section report the total number of **Occurrences** of safety events for the reporting month in which a passenger, transit agency employee (worker), or other was immediately transported from the scene for medical attention.
  - Enter the number of occurrences by the location in which they occurred.
5. In transit vehicles.
  - Do not report illnesses, medical conditions, or injuries resulting from illness or a medical condition that occur on transit vehicles.
  - A securement issue is related to the tying down of mobility devices on transit vehicles for safety purposes.
  - If a person in a mobility device falls out of the mobility device and sustains an injury, but the fall had nothing to do with the securement of the mobility device, do not report this as a securement issue. Just as regular passengers do not have to be secured in seats, passengers on mobility devices do not have to be secured on the device.
  - The FTA considers one event that involves two different types of issues at the same time as two separate and distinct occurrences, such as when a securement issue and a non-securement issue occur due to one event.
6. In revenue facilities
  - A revenue facility is a location or an area within a location that is used by transit to enable individuals to board or alight transit vehicles and includes bus stops and transit parking lots.
  - Do not report illnesses, medical conditions, or injuries resulting from illness or a medical condition that occur at transit facilities/stations/platforms.
7. In non-revenue facilities.
  - Non-revenue facility: A transit facility or an area used by transit, but not used by customers to board or alight transit vehicles, e.g., transit administration and maintenance buildings.
8. For each Occurrence reported in step 5, enter the number of injured **Customers**, **Workers**, or **Others**.
  - The number of occurrences will always equal the total number of injured persons for each location as this form captures only single-injury events.
9. In the **Number of Occurrences of Fire**, record the number of fires that required suppression but did not meet a major event threshold for the reporting month.
  - List the number of occurrences of fires by location:
    - In transit vehicles – also includes outer parts of a transit vehicle, such as a wheel well.

- In revenue facilities – locations or areas within a location that are used by transit to enable individuals to board or alight transit vehicles including transit parking garages and lots. This category includes bus stops.
- In non-revenue facilities – e.g., transit maintenance buildings.
- On right-of-way.

10. Click the **Save** button.

- The system saves your report and presents the completed report for you to review, Submit or Close.

11. Click the **Submit Report** button if you are finished with the report, or click the **Close** button to close this report and return to it later to add data.

- If you entered a report but did not submit it by the due date, the system generates and sends a late notice e-mail to the Safety Contact listed on the B-20 Form. To avoid receiving these late notices, be sure that all S&S-50 reports are submitted by the due date.

### Editing the Safety and Security Monthly Summary Report (S&S-50)

In the Safety & Security Tab screen, click on the expand  symbol next to the heading **Non-Major Summary Report**.

- The system presents all the S&S-50 reports entered by your agency thus far in the calendar year.
  - Click on the blue [Non-Major Summary Report \(S&S-50\)](#) link to open the desired monthly report.
  - You cannot delete an S&S-50 report. If you enter a report for a future month, check the box for **No Data to Report, then save the report as a placeholder, come back**, and edit it later.
  - You cannot edit the Mode/TOS or the Reporting Period (Month).
1. If you previously checked the box for **No Data to Report** and you need to add data to the report, uncheck the box. Enter your new data.
  2. If you previously reported, occurrences, injuries, and need to change a number, click on the number you want to edit or remove and use either your backspace or your delete key to remove the number. Enter your new data.
  3. Click on the **Save** button and then on the **Submit Report** button. The system returns you to the Safety & Security Tab screen.

#### Example 30 — Other Safety Occurrences Not Otherwise Classified Reporting

**Example 30a:** A transit operator slams on the brakes of a transit bus to avoid a collision with another motor vehicle resulting in 3 transit passengers falling. The 3 transit passengers required immediate medical attention away from the scene. There was no property damage.

## 2015 Safety and Security Reporting Manual

### Example 30 — Other Safety Occurrences Not Otherwise Classified Reporting

Number of Injured Parties	Number of Reportable Fatalities	Property Damage Amount
3	0	\$0

Report this event on the S&S-40 Major event (OSONOC) due to more than one injury.

**Example 30b:** The person falls from the platform and briefly touched the third rail causing a burn requiring immediate medical attention away from the scene.

Number of Occurrences	Number of Injured Parties	Property Damage Amount
1	1	\$(n/a)

Report the one Occurrence and the one injury related to this event on the S&S-50 form under Other Safety Occurrences not Otherwise Classified.

**Example 30c:** A track-worker is repairing rail ties on the track and falls to the roadbed resulting in lacerations to the knee.

Number of Occurrences	Number of Injured Parties	Property Damage Amount
1	1	\$(n/a)

Report the one Occurrence and the one injury related to this event on the S&S-50 form under Other Safety Occurrences not Otherwise Classified since this is maintenance related.

### Example 31— Fire Reporting

**Example:** A transit bus (MB) has smoke coming from under the hood and the operator finds that a small electrical fire has begun. 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.

Number of Occurrences of Fire	Number of Reportable Injuries (Injured Parties)	Property Damage Amount
1	0	n/a

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 form under Number of Occurrences of Fire.

## Questions

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If you have any questions regarding Safety and/or Security Reporting, contact your Safety & Security Analyst. If you are unsure of the name of your analyst or their contact information, contact the NTD Helpdesk at 1-888-252-0936 or by e-mail at [NTDhelp@dot.gov](mailto:NTDhelp@dot.gov).