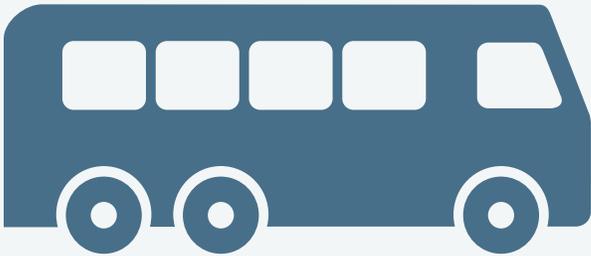


2016 Report Year 

NTD

National Transit Database



Safety & Security Reporting Manual

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Federal Transit Administration
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National Transit Database

History

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 1980s, 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 Requirements

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.

Public Transportation

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

Exhibit 1 — Public Transportation

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

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

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

The NTD does not consider the following services public transportation:

- A bus system sponsored by a university that is only open to students, faculty, and staff of the university;
- A program sponsored by an employer that only provides service to employees of the employer;
- An automated guideway system in an airport, 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 can 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.

Public Transit Modes

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

Exhibit 2 – Rail and non-rail modes	
Rail	Non-rail
Alaska Railroad (AR)	Aerial Tramway (TR)
Cable Car (CC)	Commuter Bus (CB)
Commuter Rail (CR)	Bus (MB)
Heavy Rail (HR)	Bus Rapid Transit (RB)
Hybrid Rail (YR)	Demand Response (DR)
Inclined Plane (IP)	Demand Response - Taxi (DT)
Light Rail (LR)	Ferryboat (FB)
Monorail/Automated Guideway (MG)	Jitney (JT)
Streetcar Rail (SR)	Público (PB)
	Trolleybus (TB)
	Vanpool (VP)

Exhibit 3 – Mode descriptions			
Mode	Rail	Fixed Guideway	Explanation
Aerial Tramway (TR) 	No	Yes	A system of aerial cables with suspended vehicles.

Exhibit 3 – Mode descriptions			
Mode	Rail	Fixed Guideway	Explanation
<p>Alaska Railroad (AR)</p> 	Yes	Yes	A public transportation system that shares vehicles and facilities with freight rail operations.
<p>Bus (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 route deviation or point deviation as MB service.
<p>Bus Rapid Transit (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>Cable Car (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.

Exhibit 3 – Mode descriptions

Mode	Rail	Fixed Guideway	Explanation
<p>Commuter Bus (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. Commuter bus modes typically operate with at least 5 miles of closed-door service between stops.</p>
<p>Commuter Rail (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>Demand Response (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>

Exhibit 3 – Mode descriptions			
Mode	Rail	Fixed Guideway	Explanation
<p>Demand Response – Taxi (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>
<p>Ferryboat (FB)</p> 	No	Yes	<p>A mode that carries passengers over water.</p>
<p>Heavy Rail (HR)</p> 	Yes	Yes	<p>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>

Exhibit 3 – Mode descriptions

Mode	Rail	Fixed Guideway	Explanation
<p>Hybrid Rail (YR)</p> 	Yes	Yes	<p>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>
<p>Inclined Plane (IP)</p> 	Yes	Yes	<p>A railway operating on steep slopes and grades with vehicles powered by moving cables.</p>
<p>Jitney (JT)</p> 	No	No	<p>A unique form of bus service using owner-operated vehicles on fixed routes.</p>
<p>Light Rail (LR)</p> 	Yes	Yes	<p>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>

Exhibit 3 – Mode descriptions

Mode	Rail	Fixed Guideway	Explanation
<p>Monorail/Automated Guideway (MG)</p> 	Yes	Yes	<p>An electric railway that straddles a single guideway. It may have vehicle operators or may use computers to guide the vehicles.</p>
<p>Público (PB)</p> 	No	No	<p>Públicos are jitney services operated in Puerto Rico.</p>
<p>Streetcar Rail (SR)</p> 	Yes	Yes	<p>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>

Exhibit 3 – Mode descriptions

Mode	Rail	Fixed Guideway	Explanation
Trolleybus (TB) 	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 not included in this mode.
Vanpool (VP) 	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).

Types of Service (TOS)

NTD reporters may provide the following types of service:

- 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.

Standardized Reporting Requirements

Who Reports

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

The database separates urban (§5307) and rural (§5311) recipients and beneficiaries into two reporting groups: urban reporters and rural reporters. Urban reporters filing a Full Report must submit monthly Safety and Security data to the NTD.

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

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

Note: The FTA assigns a Safety and Security analyst to each transit agency. Please feel free to contact your Safety and Security analyst if you need assistance 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.

What to Report

S&S reporters provide transit-related safety and security data as well as reportable events that meet NTD reporting thresholds. 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 reports	Who reports?
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

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

S&S reporters summarize other events on the Non-Major Summary Report (S&S-50) form, which captures non-major fire and safety events that meet the NTD injury threshold. Reporters must submit an S&S-50 each month, even if no event occurs.

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

Reportable Events

In prior years, the NTD required an S&S-40 for the following events:

- Fatalities
- Injuries requiring transport away from the scene for medical attention
- Total property damage greater than \$25,000.

NTD has introduced four additional circumstances that individually qualify an event as major events, and require S&S-40's:

- Towaways of any motor vehicle
- Evacuations
- Derailments
- Collisions (at grade crossings, with an individual, or with another rail vehicle)

When to Report

The S&S reporting module covers the 12-month calendar year. This reporting period may differ from NTD reporters' fiscal years. S&S reporters must provide all S&S data for 2016 by January 31, 2017. Each reporting year remains open until the end of the following calendar year (e.g., the NTD system allows reporters to edit 2015 S&S data until December 31, 2016).

Reporters must submit the S&S-50 on a monthly basis for each mode and type of service on their annual report. The S&S-40 form is due within 30 days of a major event.

System Tip: To access the S&S-40 form, click on *File New S&S-40*. The NTD system automatically generates the S&S-50 form at the beginning of each month of each mode and type of service (TOS).

You must submit the Security Configuration (S&S-30) form for each mode/TOS in order for the system to generate the S&S-50 forms.

Exhibit 5 — 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

CEO certification form (S&S-20)

The CEO of each transit agency must submit an annual Safety and Security Chief Executive Officer Certification form (S&S-20), which certifies the accuracy of all submitted S&S data for the current calendar year. The S&S-20 is due by the end of February of the following year.

System Tip: The NTD system automatically generates the S&S-20.

Where to Report

Transit agencies complete the required forms, waivers, and declarations using the Internet Reporting system, or NTD 2.0, which is accessible from the NTD website at <https://faces.fta.dot.gov>. The Safety and Security Reporting Package launches at the beginning of the calendar year, typically on January 4th. The Security Configuration forms (S&S-30) are automatically generated. The NTD system automatically generated the Security Configuration forms (S&S-30). Once users complete their respective S&S-30 forms, the system generates the required Safety and Security links and forms.

The Internet Reporting section at the end 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.

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 an agency's data not being included in the NTD. Furthermore, the FTA may declare an 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 Primary contact e-mail addresses listed on the P-30.

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.

Policy Changes and Clarifications

Reporting Changes

1. Collisions now includes suicides and attempted suicides that involved contact with a transit vehicle.
2. S&S reports must provide longitude and latitude information for events that include geographic location data.
3. Suicide or attempted suicide has been removed from the Personal Security Event type. If the event is 'self-inflicted harm', report the event as an Other Personal Security Event.
4. Agencies may select Suicide or Trespassers on the fatality or injury form, if applicable.
5. The method of identifying pedestrian conditions has been revised to be more specific.
6. Events no longer need to affect revenue service to be reportable. For example, if a transit vehicle is involved in a collision while deadheading with no passengers on board, that collision must be reported.

Note: For step-by-step instructions on using the NTD 2.0 system, refer to the "Internet Reporting" section of this manual.

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.

Specific changes are discussed in detail in the applicable sections of this manual.

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.

Exhibit 6 – Reportable Events
<p>Fatalities (confirmed within 30 days)</p> <ul style="list-style-type: none"> • Suicides • Deaths resulting from illnesses or other natural causes are not reportable
<p>Injuries (Immediate transport away from the scene for medical attention (1 or more persons))</p> <ul style="list-style-type: none"> • 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. • Transport may be by any means, e.g. emergency personnel, transit supervisor, personal vehicle <p>Injuries do not include:</p> <ul style="list-style-type: none"> • A person seeking medical attention under his or her own power, e.g. walks away to seek medical attention • Illnesses that require transport for medical attention. <p><i>Note: Other Safety Occurrences Not Otherwise Classified (OSONOC) events resulting in two or more injured are to be reported as a major event</i></p>
<p>Estimated property damage equal to or exceeding \$25,000</p> <ul style="list-style-type: none"> • Includes ALL property involved, including damage to private vehicles, if applicable
<p>Collisions involving (non-rail) transit vehicles that require towing away from the scene</p> <ul style="list-style-type: none"> • Includes tow away for a transit roadway vehicle or non-transit roadway vehicle <p><i>Note: S&S reporters must provide data for all collisions that occur.</i></p>
<p>Evacuations</p> <ul style="list-style-type: none"> • 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 <p><i>Note: S&S reporters must provide data for all evacuations that occur.</i></p>

Exhibit 6 — Reportable Events

Derailments

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

Note: S&S reporters must provide data for all derailments that occur.

Collisions

- Includes suicides or attempted suicides that involved contact with a transit vehicle

Rail transit vehicle collisions at a rail grade crossing

- For mixed traffic environments, report ONLY collisions that occur at street intersections as a grade crossing
- Must be reported

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

- Must be reported

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

- Must be reported

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. Because of this, 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.

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 1 – Events reportable to the NTD

Scenario: 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.

Scenario: 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: Rail-to-rail collisions are automatically reportable, including collisions with rail maintenance vehicles.

Example 1 – Events reportable to the NTD

Scenario: A maintenance train/vehicle collides with a person in the yard. There is one injury.

Solution: Though this is a non-revenue vehicle, the collision occurred on transit property and meets the injury threshold and is therefore reportable.

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.

S&S-20: CEO Certification Form

Transit agencies are required to submit a Safety and Security Chief Executive Officer (CEO) Certification form (S&S-20), excluding agencies that have been granted a Small Systems Waiver, Natural Disaster Waiver, Planning Grants Waiver, or Capital Grants Waiver. This form serves as an agency's attestation that the Safety and Security data is accurate. The agency's CEO must complete this form by the end of February of the following calendar year. To prevent agencies from inadvertently submitting the form prior to the end of the current reporting calendar year, this form becomes available only after January 15 of the following calendar year.

The S&S-20 form automatically tallies the number of events, injuries, and fatalities that the agency reports on S&S-40 forms, as well as the number of events and injuries on the S&S-50 forms for the last calendar year. This number is taken directly from the Major Event Reports (S&S-40) and Non-Major Summary Event Reports (S&S-50) that were submitted throughout the applicable calendar year. If a report was not submitted, it is excluded from the tallies on the form.

If the number of events, injuries, or fatalities is incorrect, the agency must edit, add, or delete the S&S-40 reports and/or edit the S&S-50 reports. The S&S-20 form immediately incorporates any changes made to the event reports.

S&S-30: Security Configuration Form

Overview

The S&S-30 form indicates the number and type of personnel that respond to security events or provide security on a transit agency's property. The agency must complete one S&S-30 form for each reported mode and type of service.

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

In the event that an agency designates a dedicated transit police force between two modes, of which one never requires security response, it is acceptable for the agency to report zero (0) security personnel for that particular mode.

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

Personnel Totals

Agencies must report security personnel in terms of full-time equivalents (FTE) according to the staffing levels at the beginning of the year. One FTE means one full-time person, typically working 40 hours per week, or 2,080 hours per year. An agency may use any reasonable method to allocate personnel across modes, such as basing it on modal ridership or on modal annual trips.

In certain instances, agencies may base personnel numbers on the prior year's total hours worked, such as cases in which an agency pays a monthly fee for contracted security service. Additionally, if an agency contracts for security and pays a monthly fee based on services provided, it may 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.

To report personnel that spend only part of their time providing security, agencies may 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. S&S reports may provide numbers to the nearest tenth.

Scenario: An agency operates DR/DO and MB/DO service and contracts with a security company that provides two security personnel to patrol the transit center 8 hours a day, 5 days a week. Each person works a 4-hour shift, or 20 hours per week. The MB/DO mode uses the transit center, but

the DR/DO mode does not. For Primary Security Personnel, the agency would report one (1) FTE for MB/DO and zero (0) for DR/DO.

Primary Security Configuration

Agencies may only report one primary security type on the S&S-30 form. If an agency has more than one type of security force that is considered primary, it must report one as the Primary Security force and designate the other as Secondary. Agencies may make this decision based on which security force has the greater number of personnel, or any other reasonable method.

Security Configuration Types:

Dedicated transit police force: A (sworn) transit police force.

Dedicated (transit) unit of local police: A municipal police force or sheriff's department (not paid for directly by your agency) that has a specific transit unit or department.

Contracted local law enforcement: A local police department or sheriff's department that is contracted by a transit agency to provide security services.

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

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

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

Use of local police (non-contracted): Local police or a sheriff's department that provide security for a transit agency. An agency would select this option if it 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. An agency would not report a number of personnel for this category, but instead report a count of 0 (zero).

Secondary Security Configuration

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

Example 2 — Secondary Security Configuration

Scenario: 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:

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

Scenario: Multiple secondary security configurations

A transit agency that operates only 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:

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

Scenario: 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:

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

Solution for the MB form:

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

Example 3 — Allocating security personnel

Scenario: Enumerating Security Personnel

A transit agency uses four full-time employees plus one-third of an additional employee's time to provide security on its buses.

Solution: The agency reports 4.3 for the Number of Primary Security Personnel.

Scenario: Allocating Security Personnel Across Modes

A transit agency operates both 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 = 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 = 7.4
- Primary Security Configuration = Contracted Security Force
- Secondary Security Configuration = Contracted Security Force

Scenario: 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:

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

S&S-40: Major Event Report Form

Overview

The Major Event Report (S&S-40) form captures detailed information on severe Safety and Security events that occur within a transit environment. Agencies must complete one form per reportable event, regardless of how many thresholds an event meets. For example, if a transit bus and an automobile collide, resulting in a fatality and a total estimated property damage equal to or exceeding \$25,000, this event meets multiple reporting thresholds, but only one report would be generated.

A reportable event meets NTD reporting thresholds, detailed below, and occurs 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. Reportable events include 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 the 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 must be excluded. Additionally, a reportable event may involve an agency's revenue vehicle that is not actively providing revenue service.

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

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

Major Event Thresholds

Fatalities

Agencies must always report Safety and Security events that result in fatalities. 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. Fatalities that occur as a result of illnesses or other natural causes are not reportable. For example, if a passenger suffers a fatal heart attack in a transit facility or vehicle, the event would not be reportable to the NTD.

A fatality must be reported as such if it is confirmed within 30 days of a Safety and Security event. If an agency receives confirmation within 30 days of an event that a person(s) died due to a reportable event, the agency would report this as a fatality, rather than as an injury.

Injuries

Any damage or harm to persons as a result of an event that requires immediate medical attention away from the scene must be reported as an injury. Agencies must include each person transported away from the scene for medical attention as an injury, whether or not the person appears to be injured. If an individual seeks medical care several hours after an event, or in the days following an event, that individual is not considered to have received immediate medical attention. Medical attention must be received at a location other than the location at which the event occurred. This distinction serves to exclude minor first aid or other medical assistance received at the scene.

An individual may seek medical attention through any means of vehicular transport, whether it be a transit vehicle, an ambulance, other emergency vehicle, or private vehicle. This excludes transport by foot. Agencies are not required to follow-up on each person transported away from the scene to ensure that they received medical attention.

Agencies may not report illnesses that require transport away from the scene for medical attention if the illness is unrelated to a Safety and Security event. For example, a passenger suffering a seizure or a heart attack on transit property would not count as an injury.

*Note: Not all events that result in immediate transport for medical attention are reported on the S&S-40 form. One exception is for Other Safety Occurrences Not Otherwise Classified (OSONOC) events, which are events that are **not** collisions, fires, security events, hazardous material spills, Acts of God, or derailments. These events include slips, trips, falls, smoke events, fumes, and electric shock and must meet EITHER the fatality, evacuation, or property damage threshold OR result in two or more injured persons. 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 4 — Injuries

Scenario: Transported by Ambulance

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

Solution:

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

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

Scenario: Transported by Alternate Means

Three transit passengers are hurt in a collision. Rather than wait for an ambulance to arrive, a security guard drives them to a nearby hospital.

Solution:

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

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

Scenario: 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.

Solution:

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	submit a report if > \$25,000

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.

Property Damage

S&S reporters must provide data on the S&S-40 for events resulting in estimated property damage equal to or exceeding \$25,000, regardless of injuries or other thresholds. Estimated damage includes not only damage to transit property, but also the cost of clearing wreckage, and damage to all other vehicles and property involved in or affected by the event.

The FTA allows agencies to report property damage estimates. In order to meet the property damage reporting requirement and relieve some of this estimating and reporting burden, an agency may decide to establish standard property damage totals for specific event types, estimate the value of each event on a case-by-case basis, use the amount paid to repair or replace property, or use estimates made for insurance purposes.

Examples of property an agency may use to estimate damage:

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

Examples of property an agency may not use to estimate 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 5 — Calculating property damage

Scenario: 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.

Solution:

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$27,000

Property damage = \$27,000 (\$15,000 + \$12,000)

Towaways

Agencies must report all collisions in which one or more motor vehicles incurred disabling damage, requiring the 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.

Note: This threshold refers to towing-away of motor vehicles only and excludes tow-away of rail cars or ferry boats.

Example 6 — Collisions involving towaway

Scenario: 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.

Solution: Complete an S&S-40 since the automobile was towed away.

Scenario: 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.

Solution: Complete an S&S-40 since the automobile was towed away.

Evacuation

All evacuations of transit property due to potentially unsafe conditions must be reported. Rail modes must report all evacuations to the rail right-of-way, including passenger/patron self-evacuations. Self-evacuations occur when people vacate transit property independent of management or direction by transit personnel.

Causes of an evacuation may 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

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

Derailment

An agency must report any derailment of a rail transit revenue or non-revenue vehicle, including rail maintenance vehicles. This includes both mainline and yard derailments. An agency would not report a collision that results in a derailment under this category, as it would instead report the event as a collision.

Certain Rail Collisions

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

Rail grade crossing collisions

An agency must report any collision between a rail transit vehicle and a non-transit motor vehicle or object 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

An agency must report any collision between a rail transit vehicle and an individual on the right-of-way. 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

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

Types of Major Events

Collisions

A collision is a vehicle/vessel accident in which there is an impact of a transit vehicle/vessel with another vehicle or object, including, but not limited to: another transit vehicle, a non-transit vehicle, a person, an animal, a rail vehicle, a vessel, or a dock. Commuter Rail (CR) and Alaska Railroad (AR) modes only report security events to the NTD, and therefore do not report any safety events, including collisions.

Agencies report collisions in segments by mode: Rail (including rail mode non-transit vehicle collisions), Non-rail (including non-rail mode non-transit vehicle collisions), and Ferryboat. Note that for the Report Year 2016, any suicide or attempted suicide event involving contact with (struck by) a transit vehicle must be reported as a collision.

Agencies must report the number of its own rail vehicles as well as other vehicles involved (if applicable), the location of the collision, what the agency's transit vehicle collided with, the collision impact points on the vehicles involved (collision type), whether 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. Ferryboats report additional information, including tide and current conditions.

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

- **Head-on:** 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.

Note: 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:** 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.

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

- **Roof/top of vehicle:** The vehicle was impacted on the top or roof of the vehicle.

- **Other rear impact:** The vehicle was impacted on the rear but not because of a vehicle rear-ending the vehicle. For example, a vehicle backed into the rear of the other vehicle with its rear.

Additional collision information

S&S reporters must provide data about various environmental conditions, such as:

- Weather (Agencies must indicate the weather conditions during the time of the collision)

Note: If it was a sunny day, report "Clear". If the accurate weather condition is not listed, select "Other" and provide a description. Do not describe weather as "Hot" or "Cold".

- Lighting

Note: "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.

Additional ferry data

S&S reporters must provide data about the condition of the tide and current.

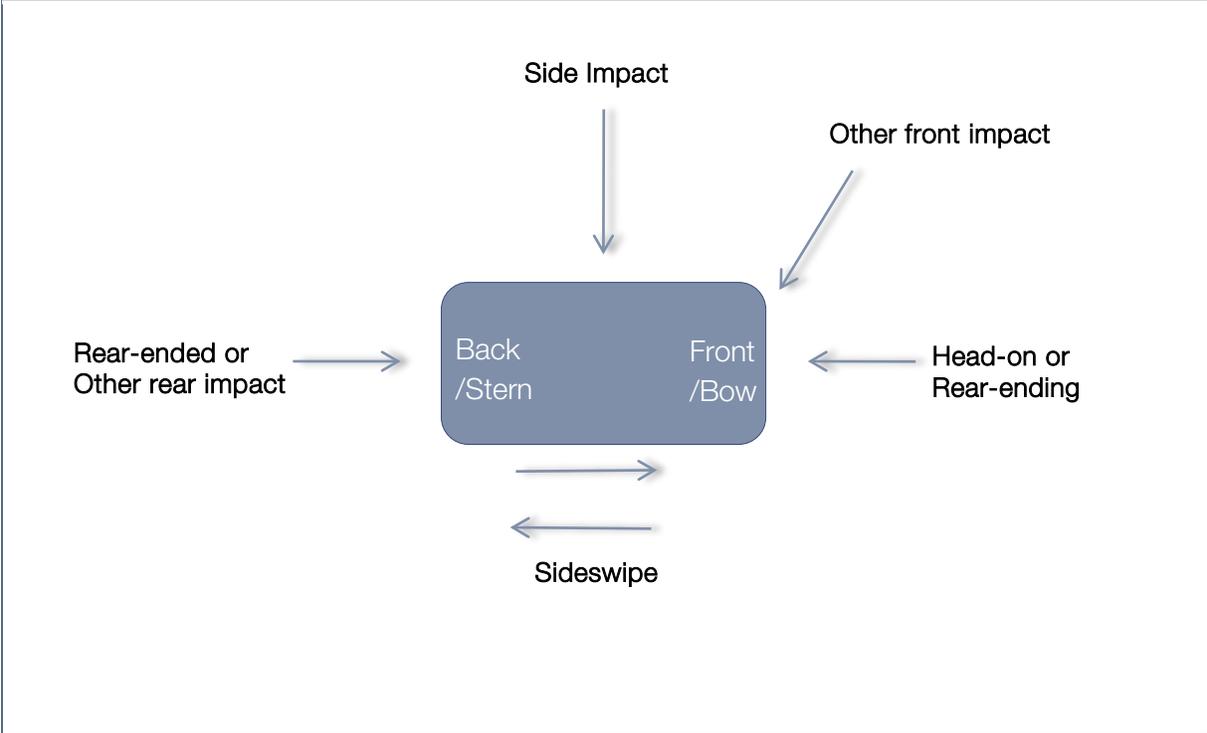
Additional rail data

S&S reporters must provide data regarding the right-of-way (ROW) on which the collision occurred, such as:

- **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).

Note: The reported ROW must corroborate with the Location reported on the Rail Collision Event Information screen.

Exhibit 7 – Collision impact Point Diagrams (Bus and Ferry)



Example 7 – Collision Property Damage

Scenario: 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.

Solution:

Number of Reportable Injuries	Number of Reportable Fatalities	Property Damage Amount
0	0	\$18,000

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 8— Non-reportable collision

Scenario: A transit passenger exits a transit bus, crosses the street in front of the bus, and is struck and killed by a passing motor vehicle.

Solution:

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.

Example 9 – Collision type

Scenario: 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.

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

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

Scenario: A train strikes a motor vehicle from behind.

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

Example 10 — Reporting “Collision With”

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

Solution: Select **Fixed object**.

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

Solution: Select **Motor vehicle**.

Derailments

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. A derailment is a non-collision event that occurs when a train or other rail vehicle unintentionally comes off its rail, causing it to no longer be properly guided on the railway.

Agencies must report derailments in three sections:

- Derailment Event Information, which includes the type of derailment, number of trains derailed, the location of the derailment, and the type of track on which the derailment occurred.
- Derailment Rail Transit Train Involved – captures the total number of cars in the train, the number of those cars that derailed, the vehicle action, the estimated speed of the train at the time of the derailment, 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.

Fires

For a fire event to be reportable to the NTD, it must be suppressed in some manner and must meet a reportable event threshold (resulting in a fatality, immediate transport for medical attention, evacuation, or property damage equal to or greater than \$25,000). Arson does not qualify as a fire event and must rather be reported as a security event.

- If a fire is suppressed but the event does not meet a reporting threshold, an agency would report that occurrence on 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.
- Agencies must report the location of the fire, fire type, transit vehicle fuel type (if applicable),

Hazardous Material Spills

A hazardous material spill is the release of any amount of material that creates an imminent danger to life, health, or the environment and requires special attention be given to clean up the material. Leaks of oil, power steering fluid, or brake fluid from a transit vehicle are not considered to be of sufficient quantity to cause an imminent danger to life, health, or the environment.

Agencies must report the location of the spill, as well as the material type.

Act of God

An act of god is a natural and unavoidable catastrophe that interrupts the expected course of events, such as earthquakes, floods, hurricanes, tornados, other high winds, lightning, snow and ice storms.

- If two or more transit modes within an agency are affected by an event, the agency would report the event in only one mode.
- If the event involves rail and non-rail, 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.

Evacuations

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 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. Additionally, agencies may not report the removal of an injured or ill person from a vehicle as an evacuation.

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.

Security Events

Security events are divided into two types: System and Personal. 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 are excluded.

System Security Events

A system security event occurs on transit property and affects a transit system as a whole. Examples include, but are not limited to: arson, burglary, vandalism, sabotage, hijacking, suspicious packages and objects, cyber security, bomb threats, bombings, and chemical, biological, and nuclear/radiological releases, and other system security events.

Personal Security Events

A personal security event occurs to or affects individuals on transit property. Examples include, but are not limited to: assault, robbery, rape, theft, motor vehicle theft, larceny, homicide and other personal security events including attempted suicide or suicide as described below.

Other Events (Other Safety Occurrences Not Otherwise Classified)

Other Safety Occurrences not Otherwise Classified (OSONOC) events include, but are not limited to: slips, trips, falls, smoke, power failure, maintenance related issues, or electric shock. These events must meet **either** the fatality, evacuation, or property damage threshold **or** result in two or more injured persons in order to be reported as a major event. 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 Non-Major Summary Report Form.

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

Example 11 — Other (OSONOC) Major Event Type reporting

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

Solution: This meets the Fatality threshold. Select Other event and select Slip and Fall as the event type

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

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

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

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

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

S&S-50: Safety Monthly Summary Report Form

Overview

The S&S-50 form captures monthly summary information on minor 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 form, agencies 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. Agencies do not provide details for these events.

Events at bus stops not on transit owned property or controlled by the agency are not reportable unless the 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.

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.

Agencies must submit one form each month for all modes regardless of whether or not they have data to report, or if an S&S-40 has been submitted for a mode during that month. All events resulting in two or more injuries are reported on the S&S-40 Major Event form.

The S&S-50 has two event type categories: Other Safety Occurrences not Otherwise Classified (OSONOC) and Occurrences of Fire.

Number of Other Safety Occurrences Not Otherwise Classified (OSONOC)

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

OSONOC events that meet either fatality, evacuation, or property damage threshold or the two-injury threshold are not reported on the S&S-50 form. 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

Example 12 — Other Safety Occurrences Not Otherwise Classified reporting

Scenario: The person falls from the platform and briefly touched the third rail causing a burn requiring immediate medical attention away from the scene.

Solution:

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.

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

Solution:

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.

Number of Occurrences of Fire

Agencies must 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.

Example 13 — Fire event

Scenario: 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.

Solution:

Number of Occurrences of Fire	Number of Occurrences of Fire	Property Damage Amount
1	1	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.

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

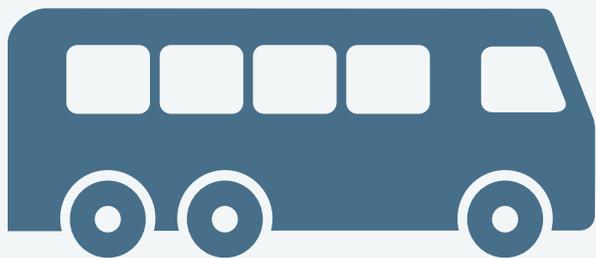
Solution:

Number of Reportable Injuries	Number of Reportable Injuries	Property Damage Amount
0	0	n/a

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.

NTD

National Transit Database



Appendix A: NTD Reporting Codes

Office of Budget and Policy



Federal Transit Administration
U.S. Department of Transportation

Appendix A: NTD Reporting Codes

Rail Manufacturer Codes

Exhibit B1 – 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)

Exhibit B1 – Rail manufacturer codes					
CAF	Construcciones y Auxiliar de Ferrocarriles (CAF)	MBB	M.B.B.	UTD	UTDC Inc.
CBR	Carter Brothers	MBR	Mahoney Brothers	WAM	Westinghouse-Amrail
CSC	California Street Cable Railroad Company	MKI	American Passenger Rail Car Company (formerly Morrison-Knudsen)	WLH	W. L. Holman Car Company
CVL	Canadian Vickers Ltd.	MPT	Motive Power Industries (formerly Boise Locomotive)	ZZZ	Other (Describe)

Fuel Types

Exhibit B2 – Vehicle fuel types		
Bio-diesel	Electric propulsion	Kerosene
Bunker fuel (low grade of diesel fuel often used in ferryboats)	Ethanol	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	