2018 Report Year

NTD
National Transit Database
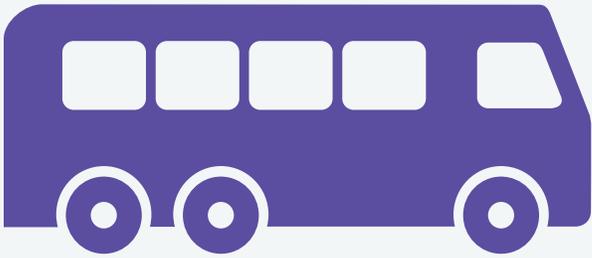
Safety & Security
Reporting Manual

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2018 Policy Clarifications

Reporting Clarification: Reportable Event

The definition of a reportable event has been expanded to include that events that occur on transit infrastructure or during a transit-related maintenance activity.

The definition now excludes events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event. *Please see section "Reportable Events" for further clarification.*

Reporting Clarification: Self-Evacuations

Self-evacuations must be related to life-safety situations or to evacuations to the rail right-of-way.

Screen Clarifications

Person Information – Injury screen – All modes

The "Suicide" checkbox is relabeled to read "Attempted Suicide."

Introduction: The 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 its first three years, the UMTA provided $375 million in capital assistance to transit agencies in the United States.

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

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

Legislative Requirements

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) 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:

<div align="center">Exhibit 1: Public Transportation</div>

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

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

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

The NTD does not consider the following services public transportation:

- A bus system sponsored by a university that is only open to students, faculty, and staff of the university.

- A program sponsored by an employer that only provides service to employees of the employer.

- An automated guideway system in an airport that only provides service to customers of the airport (e.g., a terminal to terminal tram).

- A charter service that, in accordance with the FTA Charter Rule, an agency has reported to the FTA charter registration website as public transportation.

- A sightseeing service that an agency primarily provides for the enjoyment of sights and sounds during the ride or for enjoyment of the ride itself. Sightseeing service includes services that have narration and 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)

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

Types of Service (TOS)

NTD reporters may provide the following types of service:

- Directly operated (DO) service: The NTD reporting agency, usually 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.

Reporting Requirements

Who Reports

Beneficiaries and recipients of §5307 and §5311 funds must file an annual report with NTD. 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 (S&S) data to the NTD.[1]

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

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

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

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

Reporting Overview

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

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

Exhibit 3: Summary of NTD Safety and Security Reporting Requirements

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

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

S&S reporters summarize less severe events on the Non-Major Monthly Summary Report (S&S-50), which captures safety events that meet the NTD injury threshold in addition to non-major fires. Reporters must submit an S&S-50 each month.

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

When to Report

The S&S reporting module covers the 12-month calendar year. This reporting period may differ from NTD reporters' fiscal years. S&S reporters must provide all S&S data for 2018 by January 31, 2019. Each reporting year remains open for edits until the end of the following calendar year.

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

The Major Event Report S&S-40 is due within 30 days of a major event.

System Tips:

- To access the Major Event Report, click on File New S&S-40.

- The NTD system automatically generates the Non-Major Event Report at the beginning of each month of each mode and type of service (TOS).

- You must submit the Security Configuration (S&S-30) for each mode/TOS to enable completion of the Non-Major Event (S&S-5) form.

<div align="center">Exhibit 4: NTD Safety and Security Reporting Timeline</div>

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

Where to Report

Transit agencies complete the required forms, waivers, and declarations using the Internet Reporting Tool, which is accessible from the FTA website at https://www.transit.dot.gov/ntd. The Safety and Security Reporting Package launches at the beginning of the calendar year, typically by January 4th. The Security Configuration (S&S-30) and Non-Major Monthly Summary Report (S&S-50) are automatically generated. Once users complete their respective S&S-30s, the system allows completion of the required Safety and Security screens.

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 because an agency has not submitted a report, has submitted a late report, or has submitted 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 ten days prior to due dates, the NTD system automatically sends e-mail reminder notices to the Safety Primary Contact.

A report is incomplete if an agency has not completed the required reporting components, not submitted the required data, or has not submitted information in conformance to NTD reporting requirements.

Reportable Events

An NTD reportable event is an S&S event that meets NTD reporting thresholds (see Exhibit 6 below) and

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

Excluded from this event reporting requirement are

- events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event;[2]

- occupational safety events occurring in administrative buildings;

- deaths that are a result of illness or other natural causes, outside of a reportable event;

- other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property;

- collisions that occur while transit personnel are travelling to or from a transit-related maintenance activity; and

- collisions involving a supervisor car or other transit service vehicle operating on public roads.

The exhibits below provide an overview of reportable event types and the reporting thresholds. For more information on thresholds and event types, see "S&S-40: Major Event Report" below.

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[2] This is an event that causes an injury or death that occurs off the property, but the individual ends up on transit property. For example, the following events would *not* be reportable:
- A car hits a person on a city street and throws the person onto the rail right-of-way.
- An individual is injured in an assault off transit property and comes to the station seeking assistance.

Exhibit 5: Event Types

Safety Events

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

System Security Events

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

Personal Security Events

- Assault
- Homicide
- Motor Vehicle Theft
- Robbery
- Rape
- Larceny/Theft
- Other Personal Security Events (including non-collision attempted suicide and suicide)

Exhibit 6: Reporting Thresholds

Non-Rail and Ferry Modes	Rail Modes
Fatalities • Confirmed within 30 days • Including suicides	**Fatalities** • Confirmed within 30 days • Including suicides

Injuries: Immediate transport away from the scene for medical attention (1 or more persons)	• **Injuries (non-serious)** that require immediate transport away from the scene for medical attention (1 or more persons).
	• **Serious injuries**, whether or not the person is transported away from the scene for medical attention (1 or more persons), but that
	   o require hospitalization for more than 48 hours, commencing within 7 days from the date of the event;
	   o result in a fracture of any bone (except simple fractures of fingers, toes, or nose);
	   o cause severe hemorrhages, nerve muscle, or tendon damage;
	   o involve an internal organ; or
	   o involve second- or third-degree burns, or any burns affecting more than five percent of the body surface.

Estimated property damage equal to or exceeding $25,000	**Substantial damage:** Damage to any involved vehicles, facilities, equipment, rolling stock, or infrastructure that disrupts the operations of the rail transit agency and adversely affects the structural strength, performance, or operating characteristics of the vehicle, facility, equipment, rolling stock, or infrastructure, requiring towing, rescue, on-site maintenance, or immediate removal prior to safe operation**.**

Non-Rail and Ferry Modes	Rail Modes
Collisions that • meet an injury, fatality, property damage, or evacuation threshold; • involve transit revenue roadway vehicles and the towing away of any vehicles (transit or non-transit) from the scene; or • include suicides or attempted suicides that involve contact with a transit vehicle.	**Collisions** that • meet an injury, fatality, substantial damage, or evacuation threshold; • include suicides or attempted suicides that involve contact with a transit vehicle; • occur at a rail grade crossing; • involve an individual in the right-of-way; or • involve a rail transit vehicle and a second rail transit vehicle.
Evacuations include • evacuation of a transit facility or vehicle for life-safety reasons.	**Evacuations** include • evacuation of a transit facility or vehicle for life-safety reasons; • evacuations to controlled rail right-of-way (excludes evacuation to a platform, except for life safety); • both transit-directed evacuations and self-evacuations that meet either of the above two criteria.
	Derailments Both mainline and yard derailments and non-revenue vehicle derailments
	Runaway Train Events involving a runaway train with or without the operator on board. These include movement of a rail transit vehicle on the mainline, yard, or shop that is uncommanded, uncontrolled, or unmanned due to an incapacitated, sleeping, or absent operator, or the failure of a rail transit vehicle's electrical, mechanical, or software system or subsystem.

A reportable event may involve a vehicle operated by a transit agency that is not providing revenue service. If the event occurred on transit right-of-way or infrastructure, at a transit

revenue facility, at a maintenance facility or rail yard, during a transit-related maintenance activity, or involved 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 a Major Other Safety Event due to two injuries.
Scenario: A train collides with rail maintenance equipment in the yard. There are no fatalities or injuries, nor substantial property damage. **Solution:** Rail-to-rail collisions are automatically reportable, including collisions involving rail maintenance vehicles.
Scenario: A maintenance train/vehicle collides with a person in the yard. There is one injury. **Solution:** Though this involves a non-revenue vehicle, the collision occurred in the transit yard and meets the injury threshold and is therefore reportable.
Scenario: Two rail workers are injured in a manhole while providing maintenance on rail infrastructure beneath the street level. **Solution:** The workers were maintaining transit property when injured, therefore the event is 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 Maryland Transit Administration (MTA). Capturing safety and security events in such a facility can be a challenge. An event occurring in a multi-agency facility is reportable if the event meets a reporting threshold and occurs in a transit agency's designated area of the facility.

S&S-20: CEO Certification

The CEO of each transit agency must submit an annual Safety & Security Chief Executive Officer Certification (S&S-20). The S&S-20 serves as an agency's attestation that the S&S data is accurate, which certifies the accuracy of all submitted S&S data for calendar year 2017. The agency's CEO must complete the S&S-20 by the end of February 2018. To prevent agencies from inadvertently submitting the S&S-20 prior to the end of the current reporting calendar year, the S&S-20 becomes available only after January 15 of the following calendar year.

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

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

S&S-30: Security Configuration

Overview

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

<div align="center">Exhibit 7: Security Configuration Types</div>

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 (i.e., not sworn police officers). In this case, the security guards are employees of the transit agency.

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

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

Use of local police (non-contracted): Local police or a sheriff's department 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. Note: FTE is always zero (0) for this type of personnel.

Security personnel are reported as Primary and/or Secondary configurations. Primary security personnel are those who routinely patrol or respond to events 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 a dedicated transit police force that responds to events across two modes, but one of those modes never requires a security response, the agency may report zero (0) security personnel for that mode.

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

Primary Security Configuration

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 could 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.

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.

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. For example, if an agency contracts for security and pays a monthly fee based on services provided, it may use the prior year's total-hours-worked to arrive at the number of 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, agencies may allocate the prorated estimated full-time equivalent number across modes. S&S reports may provide numbers to the nearest tenth.

Example 2:	Calculating Personnel Totals

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

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

Example 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:

- The agency reports 9.6 for the Number of Primary Security Personnel
  400 MB employees ÷ 500 total employees = 0.8
  0.8 × 12 security guards = 9.6
- The agency reports 9.6 for Total Number of Security Personnel.
- The agency selects Contracted Security Force for the primary configuration.
- The agency also selects Contracted Security Force for the secondary configuration.

Solution for LR mode:

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

Example 3:   Allocating Security Personnel

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 S&S-30 and the MB S&S-30:

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

Example 4:   Security Configurations

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 and to respond to any events that may occur on its buses. In addition, local police are called occasionally to respond to events that are more serious. The agency, however, considers the security guards to constitute its primary security configuration.

Solution:

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

Scenario: Multiple secondary security configurations

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

Example 4: Security Configurations

Solution:

- The agency reports 15 for Primary Security Personnel.

- The agency reports 35 for Total Number of Security Personnel.

- The agency selects Dedicated Transit Police for the primary configuration.

- The agency selects Contracted Security Force and Use of Local Police (Non-Contracted) for the secondary configuration.

Scenario: Multiple modes security configurations

A transit agency operates demand response (DR) and 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.

S&S-40: Major Event Report

Overview

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

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

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

Excluded from this event reporting requirement are

- events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event;[3]
- occupational safety events occurring in administrative buildings;
- deaths that are a result of illness or other natural causes, outside of a reportable event;
- other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property;
- collisions that occur while transit personnel are travelling to or from a transit-related maintenance activity; and
- collisions involving a supervisor car or other transit service vehicle operating on public roads.

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[3] This is an event that causes an injury or death that occurs off the property, but the individual ends up on transit property. For example, the following events would *not* be reportable:
- A car hits a person on a city street and throws the person onto the rail right-of-way.
- An individual is injured in an assault off transit property and comes to the station seeking assistance.

Events at bus stops not on transit-owned property or not controlled by the agency are not reportable unless an 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 are excluded. However, 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.).

Predominant Use

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

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

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

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

Major Event Thresholds

Fatalities

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

- collision (including suicides),
- derailment,
- fire,
- hazardous material spill,
- acts of God,

- system or personal security event (including suicides), or
- other safety event.

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

An agency must report a fatality if it is confirmed within 30 days of an S&S event. If an agency receives confirmation within 30 days of an event that a person died due to a reportable event, the agency reports a fatality rather than an injury.

Injuries

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

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

- requires hospitalization for more than 48 hours within 7 days of the event;

- results in a fracture of any bone (except simple fractures of fingers, toes, or nose);

- causes severe hemorrhages, or nerve, muscle, or tendon damage;

- involves an internal organ; or

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

For **Non-Rail Events** or **Rail-Mode Non-Serious Injuries**, if an individual seeks medical care several hours after an event or in the days following an event, that individual is not reportable as an injury. Note that a reportable injury requires that the individual receive medical attention at a location *other* than the location at which the event occurred. This distinction serves to exclude minor first aid or other minor medical assistance received at the scene. However, as noted above, this criterion does not pertain to **Serious Injuries (rail modes)**.

When a person receives immediate medical attention away from the event, that individual may seek medical attention through any means of vehicular transport, including transit

vehicle, an ambulance, another emergency vehicle, or a private vehicle. This excludes transport by foot.

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

Note: Not all events that result in immediate transport for medical attention are reported on the major event report. One exception is for Other Safety Events, which are events that are not collisions, fires, security events, hazardous material spills, acts of God, or derailments. These events include slips, trips, falls, smoke events, fumes, and electric shock and must meet EITHER the fatality, evacuation, or property damage threshold OR result in two or more injured persons. Other Safety Events that result in one person immediately transported from the scene for medical attention but do not trigger any other major reporting thresholds are reported on the Non-Major Summary Report.

Example 5:   Injuries
Scenario: Transported by Ambulance
An ambulance transports an occupant of a motor vehicle away from the scene of a transit collision.
Solution: The agency reports this as a major event since one person required immediate medical attention away from the scene of the collision.
Scenario: Transported by Alternate Means
Three transit passengers are hurt in a collision. Rather than wait for an ambulance to arrive, a security guard drives them to a nearby hospital.
Solution: The agency reports this as a major event since one or more people required immediate medical attention away from the scene of the collision.
Scenario: Events Qualifying as a Serious Injury
A person is struck by a train and leaves the station. That evening the person seeks medical attention and is hospitalized for 5 days due to an internal injury. The person notifies the transit agency.
Solution: The agency reports this as a major event since it meets the definition of a serious injury due to collision (requires hospitalization for more than 48 hours within 7 days of the event).

Property Damage

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

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

- establish standard property damage totals for specific event types,
- estimate the value of each event on a case-by-case basis,
- use the amount paid to repair or replace property, or
- use estimates made for insurance purposes.

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

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

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

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

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

- vehicles, including transit and non-transit
- transit stations (including non-transit facilities)
- right-of-way (ROW) and items surrounding the ROW, such as utility poles
- bus stop shelters in a transit station

- private property (e.g., buildings, fences, traffic signals, walls)

- bicycles and personal mobility devices

An agency must not include the following to report damage:

- the cost of medical attention (hospital or doctor fees)

- the cost of an accident investigation or criminal investigation

- damage to personal property, such as the value of laptops, cell phones, or other personal items

Example 6: **Calculating Property Damage**
Scenario: A bus collides with a private car. The car is totaled; the bus incurred body damage. The car has an estimated value of $15,000 (transit agency uses the car's *Kelley Blue Book* value or another reasonable source to estimate the present value). The cost of the bus body damage is estimated at $12,000. **Solution:** The agency reports property damage of $27,000 ($15,000 + $12,000).
Scenario: A collision requires a rescue train. A rail vehicle collides with an object on the track disabling the vehicle, and a rescue train is dispatched to transport the passengers. **Solution:** The agency reports "Substantial damage" since the event required a rescue train.

Evacuation

A reportable evacuation is a condition that occurs when persons depart from transit vehicles or facilities for life-safety reasons. This includes both transit-directed evacuations and self-evacuations. Self-evacuations occur when people vacate transit property independent of management or direction by transit personnel or other authority.

In addition, rail modes must report all evacuations to controlled rail right-of-way. Evacuations to the "right-of-way" refer to rail mode only. For example, if a bus breaks down during service, and passengers are removed to the sidewalk or highway shoulder lane, the event would be *excluded* from reporting.

Causes of evacuations that constitute an imminent danger to passengers, employees, contractors, or other persons may include

- fires,

- presence of smoke or noxious fumes,

- hazardous material spills,

- vehicle fuel leaks,

- weapon fired on a vehicle,

- electrical hazards,

- bomb threats,

- suspicious items,

- security,

- power failure (if there is imminent danger to passengers),

- mechanical failure (if there is imminent danger to passengers),

- other events (Other Safety Events).

Evacuations of vehicles or facilities are reportable even if the event is off property — for example, called-in bomb threats, gas leaks, or fires on adjacent property that cause an agency to evacuate a nearby station.

Agencies should not report evacuations due to a mechanical failure or transfer of passengers to a rescue train or evacuation to a station platform *unless* there was an imminent danger to passengers.

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

Derailment

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

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.

Non-Rail Mode Collisions Involving Tow-aways

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. This includes both transit and non-transit vehicles, regardless of the severity of the damage.

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

Example 7:   Collisions Involving Tow-away
Scenario: Car towed away due to a flat tire. A transit bus and an automobile collide, and the automobile must be towed away due to a flat tire. There are no injuries and property damage in under $25,000. **Solution:** The agency reports this as a major event since the automobile was towed away due to disabling damage.
Scenario: A truck is towed away after a collision with a light rail vehicle. A light rail vehicle and a truck collide in mixed traffic (not at an intersection), and the truck must be towed. There are no injuries, and property damage in under $25,000. **Solution:** The agency reports this as a major event since the truck was towed away.

Automatically Reportable Rail Collisions

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

Rail Grade Crossing Collisions

An agency must report any collision between a rail transit vehicle and a non-transit motor vehicle 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 whether or not they meet any other reporting threshold.

Rail Collisions with an Individual

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

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

Rail Collisions with Another Rail Vehicle

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

Types of Major Events

Collisions

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

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

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

Agencies report collisions (including non-transit vehicle collisions[4]) in segments by mode:

- Rail
- Non-rail
- Ferryboat

An agency must report

- how many of its own vehicles and how many other vehicles were involved (if applicable),

- the location of the collision,

- what the agency's transit vehicle collided with (fixed object, person, etc.),

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[4] A non-transit collision is a reportable collision where transit revenue vehicles are not involved. For example:
- A pedestrian is struck by a private vehicle in a transit parking lot.
- Rail non-revenue maintenance equipment (hi-rail, etc.) collides with anything or anyone except a revenue vehicle.

Note that non-revenue does not refer to trains that are not in service at the time of the collision.

- the collision impact points on the vehicles involved (collision type),

- whether either the non-rail transit vehicle or other vehicle were towed away, and

- the weather and right-of-way/roadway conditions at the time of the collision.

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 when two vehicles are coming from opposite directions and impact each other straight on the front, or a T-bone or broadside collision, when one vehicle drives head-on into the side of another vehicle.

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

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

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

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

- **Other rear impact**: The vehicle was impacted on the rear but not because of a vehicle rear-ending the vehicle. For example, the vehicle backed into the rear of the other vehicle. Do not use this selection if the vehicle was hit on the side near the rear.

Exhibit 8: Collision Impact Point Diagram (Bus and Ferry)
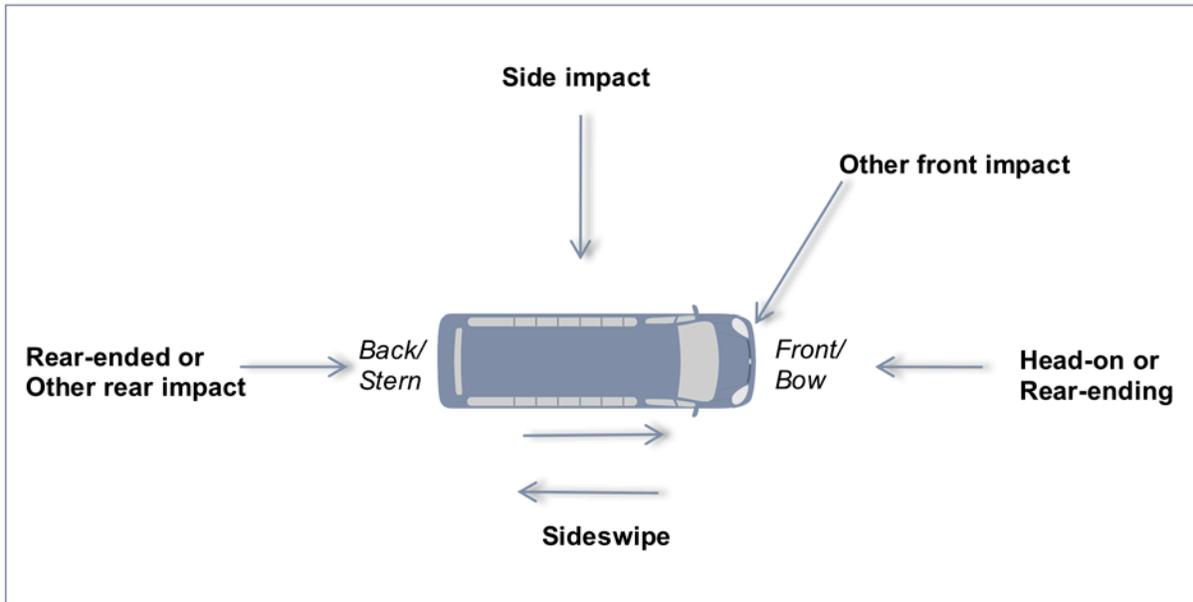
Additional Collision Information

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 (dusk) and just before sunrise (dawn). If the event occurred in a facility, select "Artificial Lighting." However, do not use "Artificial Lighting" to indicate streetlights.

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:

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- **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.

- **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.

Example 8: Collision Property Damage
Scenario: HR vehicle collides with a car.
A heavy rail (HR) vehicle collides with a passenger car mid-block. The passenger car is totaled; the train will require some bodywork.
Solution: Report as a major event because the substantial damage threshold is met. Click on **Substantial damage** and select the option "To both transit and non-transit property (vehicles, facilities, equipment, rolling stock, or infrastructure."

Example 9:	**Non-Reportable Collision**

Scenario: A passenger exiting a bus is hit by a car.

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

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

Example 10:	**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.

(The Other vehicle would be reported as "Rear-ending.")

Scenario: A train strikes a motor vehicle from behind.

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

(The Other vehicle would be reported as "Rear-ended.")

Example 11:	**Reporting "Collision With"**

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

Solution: Select **Fixed object** from the "Collision with" list.

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

Solution: Select **Person** from the "Collision with" list.

Derailments

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

Agencies must report derailments in three sections:

- Derailment Event Information, 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, which captures the total number of cars in the train, the number of those cars that derailed, the vehicle action, the estimated speed of the train at the time of the derailment, the vehicle manufacturer, and if the event involved a runaway train. This form is also used for a non-revenue or maintenance vehicle.

- Derailment Information, which includes the weather, lighting and ROW conditions at the time of the derailment, and the rail alignment of the track on which the derailment occurred.

Fires

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

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

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

- Agencies must report the location of the fire, fire type, and, if applicable, transit vehicle fuel type.

Hazardous Material Spills

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

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

Acts of God

Acts of God are natural and unavoidable catastrophes that interrupt the expected course of events, such as earthquakes, floods, hurricanes, tornados, other high winds, lightning, snow, and ice storms.

Security Events

Security events are divided into two types: System and Personal. Events at bus stops not on transit-owned property or not 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 affects a transit system as a whole. Examples include, but are not limited to, arson, burglary, vandalism, sabotage, hijacking, suspicious packages and objects, cyber security, bomb threats, bombings, and chemical, biological, and nuclear/radiological releases. Other System Security Events may include rocks or projectiles thrown at a transit vehicle or shots fired in an area in which the vehicle travels.

A Cyber Security Event is an event that targets communications systems associated with transit agencies. Such 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; and

- manipulation of computer or telecommunications services resulting in fraud, financial loss, or other criminal violations.

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 that did not involve contact with a transit vehicle.

Other Safety Events

Other Safety events include, but are not limited to, slips, trips, falls, smoke, power failure, maintenance-related issues, electric shock, or runaway train events. These events must meet **either** the fatality, evacuation, or property damage threshold **or** result in two or more injured persons to be reported as a major event. Other Safety Events that cause only one person to be immediately transported from the scene for medical attention, and that do not trigger any other reporting thresholds, are reported on the Non-Major Monthly 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 12:   Other Safety Event Major Event Type Reporting
Scenario: A patron in a transit center falls down the stairs, sustains a head injury, is immediately transported away from the scene, and dies ten days after the event due to the injury.   **Solution:** This meets the Fatality threshold. Select Other Safety Event and select Slip and Fall as the event type.
Scenario: A bus fills with heavy fuel fumes and employees evacuate the passengers to the roadway.   **Solution:** This meets the Evacuation threshold. Report Other Safety Event, then select Fumes/Noxious Odors as the event type and include the Evacuation screen.

Example 12:	Other Safety Event Major Event Type Reporting

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

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

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

Overview

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

Events at bus stops not on transit-owned property or not 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 Paratransit modes providing door-to-door service, when an individual slips, trips, or falls and is injured (transported for medical attention) walking to or from the transit vehicle, their injury is reportable on the Non-Major Monthly Summary Report as this is considered part of the boarding/alighting process.

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

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

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

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

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

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

- electric shock to an individual,

- a bus driver braking hard to avoid a collision resulting in one injury,

- mobility device securement (tie down) malfunction,

- an event that occurs on transit vehicle lift equipment,

- a person falling either up or down the steps of a bus or a facility resulting in one injury,

- a person falling into the side of a stopped transit vehicle,

- a transit vehicle door closing on a person or clothing, and

- a person falling when walking to or from a door-to-door service transit vehicle.

Example 13: Other Safety Occurrences or Safety Incidents Reporting
Scenario: A person falls from the platform and briefly touches the third rail causing a burn requiring immediate medical attention away from the scene.   **Solution:** The agency reports the one Occurrence and the one injury related to this event on the Non-Major Monthly Summary Report under Number of Other Safety Incidents and Related Non-Serious Injuries.
Scenario: A track-worker is repairing rail ties on the track and falls to the roadbed resulting in lacerations to the knee.   **Solution:** Report the one Occurrence and the one injury related to this event on the Non-Major Monthly Summary Report under Number of Other Safety Incidents and Related Non-Serious Injuries since this is maintenance related.

Number of Non-Major Fires

Agencies must report incidence 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 as a major event.

Example 14:   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:** Because this fire required an act of suppression but does not meet a major event-reporting threshold, this event must be reported on the S&S-50 under Number of Non-Major Fires.
Scenario: A small fire on the right-of-way was extinguished. There was no damage or injuries. **Solution:** This event is reported on an S&S-50 form, as there were no injuries, no evacuation, and no damages.

Appendix A: NTD Reporting Codes

Rail Manufacturer Codes

Code	Rail Manufacturer	Code	Rail Manufacturer	Code	Rail Manufacturer
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	Société Franco-Belge de Matériel
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)

Code	Rail Manufacturer	Code	Rail Manufacturer	Code	Rail Manufacturer
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)
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)

Non-Rail Manufacturer Codes

Code	Manufacturer	Code	Manufacturer	Code	Manufacturer
AAI	Allen Ashley Inc.	EDN	ElDorado National (formerly El 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.
AII	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.

Code	Manufacturer	Code	Manufacturer	Code	Manufacturer
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 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

Code	Manufacturer	Code	Manufacturer	Code	Manufacturer
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 Company/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.
DER	Derecktor	MOL	Molly Corporation	VOL	Volvo

Code	Manufacturer	Code	Manufacturer	Code	Manufacturer
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	ElDorado Bus (EBC Inc.)	NCC	National Coach Corporation	ZZZ	Other (Describe)
EBU	Ebus, Inc.				

Appendix B: Vehicle Fuel Types

- Bio-diesel

- Bunker fuel (low grade of diesel fuel often used in ferryboats)

- Compressed natural gas (CNG)

- Diesel fuel

- Dual fuel

- Electric battery

- Electric propulsion

- Ethanol

- Gasoline

- Grain additive

- Hybrid diesel

- Hybrid gasoline

- Kerosene

- Liquefied natural gas (LNG)

- Liquefied petroleum gas (LPG)

- Methanol

- Other fuel (Describe)