



## Two-Hour Accident Notification

If an event meets any of the conditions in the following checklist, it is an accident and you **must** notify the State Safety Oversight Agency (SSOA) and Federal Transit Administration (FTA) within two hours after it occurs.

When an event includes multiple accident types, in your notification, please classify the accident type as the accident that occurred first.

### How do I notify FTA of an accident?

Contact the U.S. Department of Transportation Crisis Management Center (CMC) within two hours of a reportable accident, by email (recommended method) or phone:

[CMC-01@dot.gov](mailto:CMC-01@dot.gov) / 202-366-1863

When providing two-hour notifications, please submit accident information details as specified in your SSOA's program standard. The SSO required notifications may include, but are not limited to, a summary of the event and pertinent details such as:

- Number of fatalities
- Number of serious injuries (include type of injury if known)
- Primary and secondary event types (e.g. collision, derailment, fire, etc.)

### Two-Hour Accident Notification Quick Reference Checklist

**Fatality** – A death or suicide occurring at the scene or within 30 days following the accident.

#### **Additional guidance:**

This requirement includes all loss of life (fatality) that occur on a transit property or are related to transit operations or maintenance. This requirement excludes deaths resulting from illness or other natural causes and criminal homicides that are not related to collisions with a rail transit vehicle.

**Serious injury** – Any injury that:

1. Requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received;
2. Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
3. Causes severe hemorrhages, nerve, muscle, or tendon damage;
4. Involves any internal organ; or
5. Involves second- or third-degree burns, or any burns affecting more than five percent of the body surface.

#### **Additional guidance:**

This requirement includes all serious injuries that occur on a transit property or are related to transit operations or maintenance. This requirement excludes serious injuries resulting from illness or other natural causes and criminal assaults that are not related to collisions with a rail transit vehicle.



**Collision** –

1. All collisions between a rail transit vehicle and another rail transit vehicle.
2. All collisions resulting in substantial property damage, serious injury or fatality.

**Additional guidance:**

You are required to provide two-hour notification of all collisions involving two or more rail transit vehicles, and all collisions involving at least one rail transit vehicle at grade crossing, with a person, or with an object that results in substantial property damage, serious injury or fatality.

Substantial damage is any physical damage to transit or non-transit property including vehicles, facilities, equipment, rolling stock, or infrastructure.

Substantial damage **INCLUDES** damage which adversely affects the structural strength, performance, or operating characteristics of the vehicle, facility, equipment, rolling stock, or infrastructure requiring towing, rescue, onsite maintenance, or immediate removal prior to safe operation.

Substantial damage **EXCLUDES** damage such as cracked windows, dented, bent or small punctured holes in the body, broken lights, mirrors, or removal from service for minor repair or maintenance, testing, or video and event recorder download.

- Runaway train** – A train that is no longer under the control of a driver regardless of whether the operator is physically on the vehicle at the time.

**Additional guidance:**

This requirement is only applicable to trains and not all rail transit vehicles.

- Evacuation/life safety reason** – An evacuation for a life safety reasons is a condition that occurs when persons depart from transit vehicles or facilities for life safety reasons, including self-evacuation.

**Additional guidance:**

A **life safety reason may include** a situation such as a fire; the presence of smoke or noxious fumes; a fuel leak; a vehicle fuel leak; an electrical hazard; a bomb threat; a suspicious item or other hazard that constitutes a real or potential danger to any person.

Do not provide Two-Hour Accident Notifications for evacuations that **are not** for a life safety reason such as an evacuation of a train into the right of-way or onto adjacent track; or customer self-evacuation or transfer of passengers to rescue vehicles or alternant means of transportation due to obstructions, loss of power, mechanical breakdown and system failures, or damage.

- Derailment** – A non-collision event in which one or more wheels of a rail transit vehicle unintentionally leaves the rails. Two-Hour Accident notification is required anytime there is the derailment of a rail transit vehicle at any location, at any time, whatever the cause.

- Federal Railroad Administration (FRA) notifications** – Anytime an RTA must notify the FRA of an accident as defined by [49 CFR 225.5](#) (i.e. shared use of the general railroad system trackage or corridors), the RTA must also notify the SSOA and FTA of the accident within the same time frame established by the [FRA](#).