SSOR Annual Report Refresher Training

Transit Safety and Oversight

Federal Transit Administration

1/18/2024

U.S. Department of Transportation
Federal Transit Administration

Speaker Introductions

Myesha Stephney
Program Analyst
Office of Safety Review

John Chism
Program Manager
Office of Safety Review

U.S. Department of Transportation
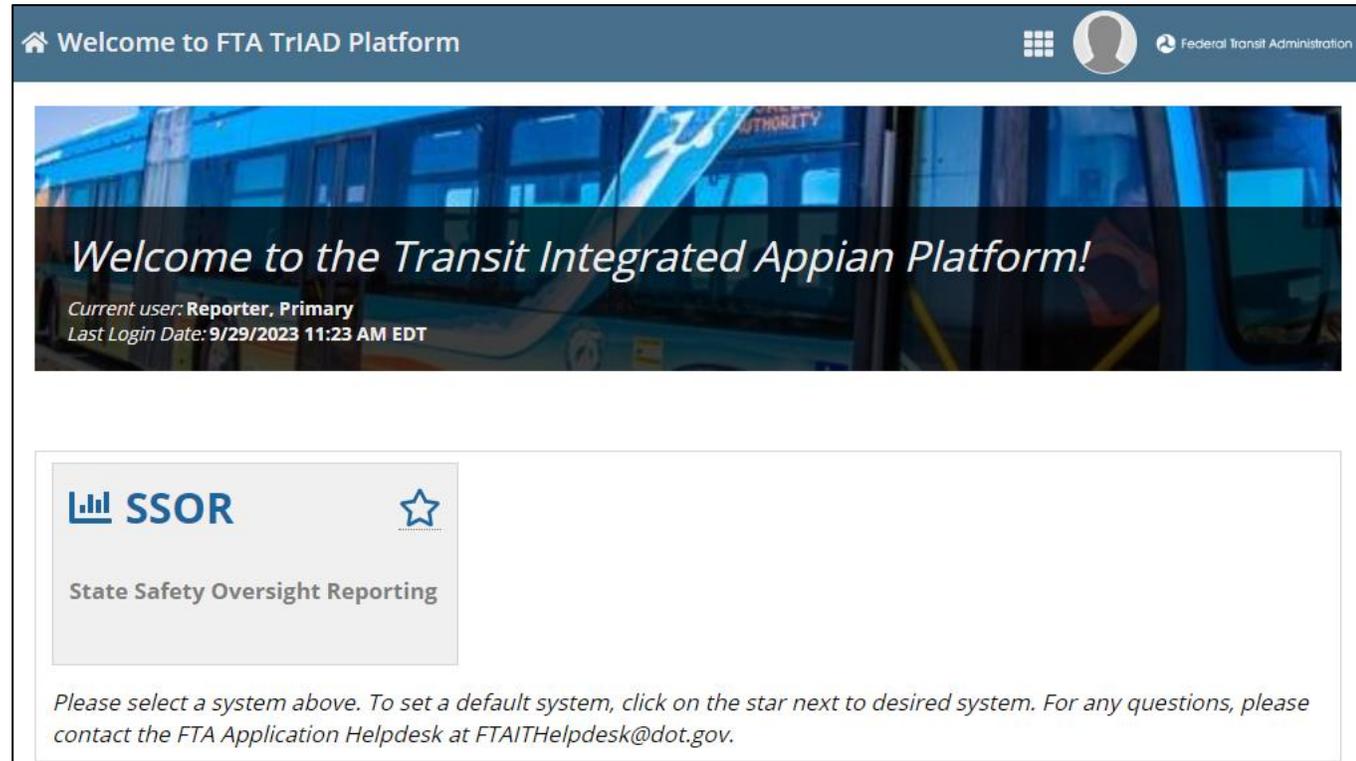**Federal Transit Administration**

Agenda

- Overview and Primary Functions
- Benefits of SSOR
- Enhancements and New Features
- SSOR Modules and Features
- Modules and Known Challenges
- National Transit Database Integration and Access
- Modes in Engineering
- Q & A

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SSOR Overview and Primary Functions

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

- SSOR satisfies requirement for annual State Safety Oversight Agency (SSOA) reporting.
  - *Per CFR 674.39, must submit an Annual Report by March 15th annually to FTA.*
  - *The regulation also states that safety data "must be submitted electronically through a reporting system specified by FTA."*
- Serves as FTA's source of contact information for SSOA personnel and rail transit agency safety staff
- Allows for SSOAs to document SSO Program activity throughout the year
- Provides SSOAs with access to current and historical SSO Program data for their agency

Benefits of SSOR

Improved data management

Year-round access to data and export functionality

Reduced reporting burden on the States

States no longer report events to FTA

States can see event data reported by their rail transit agencies

Data validation is streamlined – FTA and SSOAs can now coordinate within SSOR

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Enhancements and New Features

Updated Frequently Asked Questions

Email address for reporting questions (FTASSORSupport@dot.gov)

Schedule a "1 on 1" session with SSOR staff

SSOR User Manual - Quick Reference Guide

"Who to Contact" Infographic

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Poll #1 - Question

- For Reporting, Policy, NTD/Event Threshold Questions, or to schedule a 1-on-1 session, what Email address should you contact?

1. SSOR Support (FTASSORSupport@dot.gov)
2. IT Help Desk (FTAITHelpDesk@dot.gov)
3. SSOR HELP (FTA.SSOR.HELP@dot.gov)
4. Secretary Pete Buttigieg (TheSecretary@dot.gov)

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Poll #1 - Answer

- For Reporting, Policy, and NTD/Event Threshold Questions, or to schedule a 1-on-1 session, what Email address should you contact?

1. **SSOR Support (FTASSORSupport@dot.gov)**
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SSOR Homepage

SSOR Homepage

- Easy navigation to data
- Pending items for user review
  - Annual Report Submission Status
  - Incomplete Events
  - Pending Requests
  - Open Issues
  - Open Discrepancies
- Quick Links and FTA Contacts for Assistance

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SSOR Modules

📇 **Profile**　📇 Contacts　📋 CAPs　⭐ STARs　🔍 Internal Safety Review　📇 Events　🔧 Issues　📅 Discrepancies　📋 Annual Report Submission

Reporting Modules

- Profile
- Contacts
- Corrective Action Plans
- SSO Triennial Audit of the RTA
- Internal Safety Review
- Events

Validation Modules

- Issues
- Discrepancies

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Module Features

Report Year

- You can use a dropdown to select what year you want to view

Currently Viewing

- You can switch between viewing SSOA data or RTA-specific data

Comments

- You can make comments directly from SSOR forms
- You can tag individuals to coordinate with FTA staff and other SSOA users

Filters

- You can narrow down Module data by specific data points within each module

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Module Features: Report Year and Currently Viewing

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Module Feature: Comments

Module Feature: Filters

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Module Feature: Filters

Module Feature: Filters

Poll #2 - Question

• When is the 2023 Annual Report submission due?

1. February 29
2. March 1
3. March 15
4. March 31

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Poll #2 - Answer

• When is the 2023 Annual Report submission due?

1. February 29
2. March 1
3. March 15
4. March 31

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Profile - SSOAs

Profile

- Agency contact information

- Coordination Data

- SSOA Authority

- Documents

Profile - SSOAs

Challenge: Some SSOAs have not checked the box indicating that they have transmitted an Annual Safety Status Report to FTA

Challenge: Some SSOAs did not upload sufficient documentation of Annual Safety Status Reports transmittal to the Governor's Office and the Board of Directors

Resolution: Removed the check box indicating Annual Safety Status reported to the Governor. States no longer must check the box that was previously here

Colorado Public Utilities Commission > Profile

Profile | Contacts | CAPs | STARs | Internal Safety Review | Events | Issues | Discrepancies | Annual Report Submission

Report Year 2023

Currently Viewing Colorado Public Utilities Commission ⏷ 🔔 (3)

VERIFY | EDIT | +REQUEST NEW RTA

Report Submission Information
Status
New

Basic Information
Agency Name	Colorado Public Utilities Commission
Acronym	COPUC
674 Certification	Apr 6, 2018

FTA Contact Inform...
FTA Program Manager	TSO20
Phone Number	202-36...
Email	sunjida...

Agency Address
Address Line 1	1560 B...
City	Denver
State	CO
Zip Code	80202
FTA Region	Region...

SSOA Annual Reporting Status ❓

⚠️ Status not yet reported to the FTA.

Primary? ↓
×
×

Data entered in this section should be the number of times coordination occurred throughout the reporting year.

Internal SSOA Coordination Frequency ❓

SSOA Agency Executive	SSOA Program Manager Supervisor
0	0

SSOA Annual Reporting Status ❓

⚠️ Status not yet reported to the FTA.

RFGPTS Coordination Frequency ❓

Agency Name ↑	SSOA Personnel Meetings	SSOA Personnel Field Visits	SSOA Manager Meetings with Executive Leader	Reported to Board of Directors	Date Reported	Last Triennial Audit Start Date	Next Triennial Audit Start Date	On-going Basis
Denver Regional Transit District (RTD)	0	0	0	⚠️				

1 item

⌄ **SSOA Authority**

Can Conduct Unannounced Inspections?	Can Establish Higher Standards Than Part 674?	Can Conduct Inspections?	Can Issue Emergency Orders?	Can Fine RFGPTS?	Can Shut Down Service?
×	×	×	×	×	×

⌄ **Documents**

Documents Filters	>

Agency Documents

ID	Agency	File	Document Type	Effective Date ❓	Version	Last Modified Date	Last Modified By

Profile - SSOAs

Required SSOA Annual Report Documents:

- Annual Safety Status Report to the Board of Directors
- Annual Safety Status Report to FTA
- Annual Safety Status to Governor
- Annual Spend Plan for the Reporting Year
- Certificate of Compliance
- Organizational Chart
- Program Standard
- Technical Training Plan

⌄ Documents

Documents Filters	❯

Agency Documents

ID	Agency	File	Document Type ↑	Effective Date ❷	Version	Last Modified Date	Last Modified By
125035	Wisconsin Department of Transportation	🖹	Annual Safety Status Report to Board of Directors or Equivalent Entity	4/17/2023	2	5/1/2023 5:13 PM GMT+00:00	Carl Eason
125036	Wisconsin Department of Transportation	🖹	Annual Safety Status Report to FTA	3/15/2023	2	5/1/2023 5:13 PM GMT+00:00	Carl Eason
125037	Wisconsin Department of Transportation	🖹	Annual Safety Status to Governor	4/17/2023	2	5/1/2023 5:13 PM GMT+00:00	Carl Eason
125039	Wisconsin Department of Transportation	🖹	Annual Spend Plan for the Reporting Year	3/15/2023	2	5/1/2023 5:13 PM GMT+00:00	Carl Eason
125038	Wisconsin Department of Transportation	🖹	Certificate of Compliance	3/15/2023	2	5/1/2023 5:13 PM GMT+00:00	Carl Eason
125040	Wisconsin Department of Transportation	🖹	Organizational Chart	2/28/2023	2	5/1/2023 5:13 PM GMT+00:00	Carl Eason
125041	Wisconsin Department of Transportation	🖹	Program Standard	4/10/2018	2	5/1/2023 5:13 PM GMT+00:00	Carl Eason
125042	Wisconsin Department of Transportation	🖹	Technical Training Plan	1/13/2022	2	5/1/2023 5:13 PM GMT+00:00	Carl Eason

8 items

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Profile - RTAs

- Basic Information

- Agency Contact Information

- Agency Address

- Modes

- Modes In Engineering

- Coordination Data

- Documents

- Waivers

Profile

Sun Link Transit System (Tuscon Streetcar) > Profile

Profile   Contacts   CAPs   STARs   Internal Safety Review   Events   Issues   Discrepancies   **Report Year** 2023 ▾

Currently Viewing   Sun Link Transit System (Tuscon Streetcar) ▾   🔔 (2)

EDIT

Basic Information

		Primary SSOA	Arizona Department of Transportation
Agency Name	Sun Link Transit System (Tuscon Streetcar)		
Acronym	SLTS		

Agency Contact Information

E-mail Address   Sunlinkstreetcarcomments@tucsonaz.gov

Website   http://www.sunlinkstreetcar.com/

Phone Numbers

Type	Phone Number	Extension	Primary? ↓
Office	520-792-9222	989	✅

Agency Address

Address Line 1	PO Box 27210
City	Tucson
State	AZ
Zip Code	85726
FTA Region	Region 9

⌄ Modes

Modes In Engineering

Project Name	Mode	NEPA Decision Date (if NEPA approved)	Criteria for Determination (if not NEPA approved)	Planned Revenue Service Date	Status	Last Modified Date	Last Modified By
Test Icons	YR - Hybrid Rail	n/a	Users can delete Modes in Engineering	2/14/2024	🕐	2/9/2023 4:20 PM EST	adot Primary Reporter

1 item

Modes In Service

Mode	↑ NTD Reporter Mode ID	Type of Service ❓	Revenue Service Date	Last Modified Date	Last Modified By
HR - Heavy Rail	n/a	PT - Purchased Transportation	11/19/1998 - Present	12/31/2020 7:00 PM EST	tess.deployment
LR - Light Rail	n/a	DO - Directly Operated	11/19/1998 - Present	12/31/2020 7:00 PM EST	tess.deployment
HR - Heavy Rail	n/a	PT - Purchased Transportation	11/19/1998 - Present	12/31/2020 7:00 PM EST	tess.deployment

3 items

⟩ Coordination Data
⟩ Documents
⟩ Waivers

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Challenge: Some SSOAs have had questions about what constitutes a "mode in engineering" in SSOR

Denver Regional Transit District (RTD) > Profile

Profile | Contacts | CAPs | STARs | Internal Safety Review | Events | Issues | Discrepancies

Report Year 2023

Currently Viewing Denver Regional Transit District (RTD)

EDIT

Basic Information

		Primary SSOA	Colorado Public Utilities Commission
Agency Name	Denver Regional Transit District (RTD)		
Acronym	RTD		

Agency Contact Information

Website   http://www.rtd-denver.com/

Phone Numbers

Type	Phone Number	Extension	Primary?
Office	303-628-9000	n/a	✅

Agency Address

Address Line 1	1660 Blake Street
City	Denver
State	CO
Zip Code	80202
FTA Region	Region 8

⌄ Modes

Modes In Engineering

Project Name	Mode	NEPA Decision Date (if NEPA approved)	Criteria for Determination (if not NEPA approved)	Planned Revenue Service Date	Status	Last Modified Date	Last Modified By
			No modes in engineering				

Modes In Service

Mode ↑	NTD Reporter Mode ID	Type of Service ❓	Revenue Service Date	Last Modified Date	Last Modified By
		No modes in service			

...es coordination occurred throughout the reporting year.

...nnel Field Visits	SSOA Manager Meetings with Executive Leader	Reported to Board of Directors	Date Reported	Last Triennial Audit Start Date	Next Triennial Audit Start Date	On-going Basis
0	0	⚠️				

...on Date	Waiver Source	Description	SSOA Participated In Inspection	SSOA Participation Date	Last Modified Date	Last Modified By
			No waivers available			

Load Comments

EDIT

⌄ Modes

Modes In Engineering

Project Name	Mode	NEPA Decision Date (if NEPA approved)	Criteria for Determination (if not NEPA approved)	Planned Revenue Service Date	Status	Last Modified Date	Last Modified By
			No modes in engineering				

Contacts

- Agency
- Name
- Title
- Primary Phone
- Email
- Hours Worked, Previous Hours Worked, Difference in Hours
- Date Range
- Type
- User

Contacts

Agency	Name	Title	Primary Phone	Email	Hours Worked	Previous Year Hours Worked	Difference in Hours	Date Range	Type	User	Edit	View	Delete
Denver Regional Transit District (RTD)	Robert Grado	Chief of Police		✉	n/a	n/a	n/a	2017 - Present	Security Alternate	✕	✎	🔍	✕
Denver Regional Transit District (RTD)	Mike Meader	AGM Safety, Security & Asset Management/CSO		✉	n/a	n/a	n/a	2016 - Present	Security Primary	✕	✎	🔍	✕
Denver Regional Transit District (RTD)	Mike Meader	AGM Safety, Security & Asset Management/CSO		✉	n/a	n/a	n/a	2016 - Present	Safety Primary	✕	✎	🔍	✕
Denver Regional Transit District (RTD)	David Genova	General Manager/CEO		✉	n/a	n/a	n/a	2016 - Present	CEO	✕	✎	🔍	✕
Denver Regional Transit District (RTD)	Dan McClain	Senior Manager, Safety and Environmental		✉	n/a	n/a	n/a	2018 - Present	Safety Alternate	✕	✎	🔍	✕

1 – 5 of 9

Items per page: 5 10 25 50 100

Load Comments

VERIFY + NEW CONTACT

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Contacts

Challenge: Some SSOAs have noted duplicate contacts in this module

Challenge: Some SSOAs and RTAs had no Contact with a Primary Phone number listed

Contacts

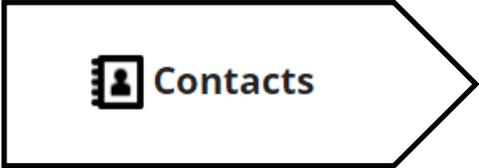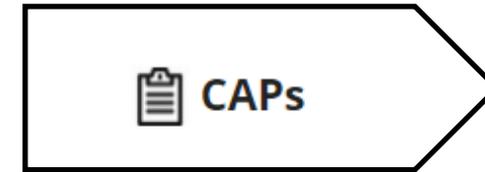| Agency	Name	Title	Primary Phone	Email	Hours Worked	Previous Year Hours Worked	Difference in Hours	Date Range	Type	User	Edit	View	Delete
Denver Regional Transit District (RTD)	Robert Grado	Chief of Police		✉	n/a	n/a	n/a	2017 - Present	Security Alternate	✕	✎	🔍	✕
Denver Regional Transit District (RTD)	Mike Meader	AGM Safety, Security & Asset Management/CSO		✉	n/a	n/a	n/a	2016 - Present	Security Primary	✕	✎	🔍	✕
Denver Regional Transit District (RTD)	Mike Meader	AGM Safety, Security & Asset Management/CSO		✉	n/a	n/a	n/a	2016 - Present	Safety Primary	✕	✎	🔍	✕
Denver Regional Transit District (RTD)	David Genova	General Manager/CEO		✉	n/a	n/a	n/a	2016 - Present	CEO	✕	✎	🔍	✕
Denver Regional Transit District (RTD)	Dan McClain	Senior Manager, Safety and Environmental		✉	n/a	n/a	n/a	2018 - Present	Safety Alternate	✕	✎	🔍	✕

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Items per page: 5 10 25 50 100

Load Comments

VERIFY + NEW CONTACT

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Corrective Action Plans (CAPs)

CAPs

- CAP ID
- Agency
- Source
- Source Type
- Effective Year
- Departments

- Plan
- Approved
- Proposed Implementation Date
- Actual Implementation Date
- Status
- Issues Preventing Resolution

Corrective Action Plans

CAP ID	Agency	Source	Source Type	Effective Year	Departments	Plan	Approved?	Proposed Implementation Date	Actual Implementation Date	Status	Edit	View	Delete
157905	Southeastern Pennsylvania Transit Authority (Market Frankford Line and Broad Street Subway, Subway Surface)	n/a	Inspection (Unannounced)	2023	Buildings & Bridges	✕	✔	5/18/2023		⚠	✎	🔍	✕
157904	Cambria County Transit Authority (Johnstown Inclined Plane)	116	Internal Safety Review	2023	Buildings and Grounds	📄	✕	5/18/2023		⚠	✎	🔍	✕
157884	Cambria County Transit Authority (Johnstown Inclined Plane)	5754	SSO Triennial Audit of RTA	2021	Buildings and Grounds	📄	✔	10/9/2024		🕐	✎	🔍	✕
157883	SSOR Test Reporter # 1	5732	SSO Triennial Audit of RTA	2020	Buildings and Grounds	✕	✔	1/1/2023	1/2/2023	⊖	✎	🔍	✕
157882	Cambria County Transit Authority (Johnstown Inclined Plane)	5743	SSO Triennial Audit of RTA	2021		✕	✔			🕐	✎	🔍	✕

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VERIFY + NEW CORRECTIVE ACTION PLAN

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Corrective Action Plans (CAPs)

CAPs

Challenges: SSOAs have Open-Overdue CAPs with outdated Proposed Implementation Dates

Challenges: SSOAs have Open-Overdue CAPs with updates needed to their "Issues Preventing Resolution" field

Corrective Action Plan - 157904

Corrective Action Plan Information

SSOR System ID	157904	**Source Type**	Internal Safety Review	**Effective Year**	2023
Agency Internal CAP Identifier	12345	**Source**	116	**Status**	Open - Overdue
Agency	Cambria County Transit Authority (Johnstown Inclined Plane)	**Corrective Action Plan Approval Date**		**Corrective Action Plan Document**	Test Document

Description
This field is optional and visible to primary reporters to utilize

CAP Actions

# ↑	Action	Department Responsible	Individual Responsible	Proposed Implementation Date	Actual Implementation Date	Implementation Verified	Issues Preventing Resolution	Status
1	Verifying CAPs	Buildings and Grounds	Parks	5/18/2023	n/a	⚠	Test	⚠

1 item

Load Comments

Hide

VERIFY   + NEW CORRECTIVE ACTION PLAN

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SSO Triennial Audit of RTA (STARs)

- ID
- Agency
- Audit Type
- Date Range
- Report
- Final Report Date
- Issues?
- Findings
- Contractor Used?

Pennsylvania Department of Transportation > SSO Triennial Audit of RTA

🏢 Profile   📇 Contacts   📋 CAPs   ⭐ STARs   🔍 Internal Safety Review   📅 Events   🔧 Issues   ☒ Discrepancies   📑 Annual Report Submission   **Report Year** [2022 ▼]

Currently Viewing [Pennsylvania Department of Transportation ▼]   🔔 (3)

⌄ **Filters**   [VERIFY] [+ CREATE STAR]

Filters	⌄

Agency

[-- Select a Value -- ▼]

Audit Type	**Issues with Final Report?**	**Date Issued From** ❓	**Date Issued To** ❓
-- Select a Value -- ▼	-- Select a Value -- ▼	mm/dd/yyyy 📅	mm/dd/yyyy 📅

CLEAR ALL FILTERS

SSO Triennial Audit of RTA

ID	Agency	Audit Type	Date Range	Report	Final Report Date	Issues?	Number of Findings	Contractor Used?	View	See CAPs
5758	SSOR Test Reporter # 1	Combined Safety and Security	2/28/2022 - 3/1/2022	📄	3/1/2022	✅	0	✅	🔍	📋
5754	Cambria County Transit Authority (Johnstown Inclined Plane)	Safety	8/18/2021 - 1/1/2022	📄	1/5/2022	✅	0	✕	🔍	📋
5751	Cambria County Transit Authority (Johnstown Inclined Plane)	Safety	8/1/2020 - 8/9/2021	📄	1/12/2022	✅	0	✅	🔍	📋

3 items

[VERIFY] [+ CREATE STAR]

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SSO Triennial Audit of RTA (STAR)

Challenge: Some users did not upload the Audit Report for a STAR to the system

Internal Safety Review

- ID
- Agency
- Date Range
- Report
- Number of Findings
- Description
- Reviewed Areas

Internal Safety Review

Pennsylvania Department of Transportation > Internal Safety Review

Profile   Contacts   CAPs   STARs   Internal Safety Review   Events   Issues   Discrepancies   Annual Report Submission   **Report Year** 2023 ▾

Currently Viewing Pennsylvania Department of Transportation ▾   🔔 (3)

VERIFY   + CREATE INTERNAL REVIEW

Challenge: Some users did not upload the Audit Report for an internal audit to the system

	Date Issued From ❓	Date Issued To ❓
▾	mm/dd/yyyy 📅	mm/dd/yyyy 📅

CLEAR ALL FILTERS

Internal Safety Review

Review ID	Agency	Date Range	Report	Description	Reviewed Areas	Edit	View	See CAPs	Delete
136	Cambria County Transit Authority (Johnstown Inclined Plane)	5/21/2023 - 5/29/2023	⬇️	Test Internal Safety Review	Everything	✏️	🔍	📋	✖️

1 item

VERIFY   + CREATE INTERNAL REVIEW

32

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Events

NTD Event Data Integration

- States no longer report events to FTA
- NTD is the system of record for all rail transit events
- States are required to investigate events that meet FTA's definition of "accident"
- SSOR automatically identifies these events as they are reported to the NTD and displays them in the SSOR Events Module
- Upon completion of the investigation, States can add the cause to the event record in SSOR

NTD
Reporter: RTA

1. RTA submits an event report to NTD (within 30 days)
2. If the system determines a Part 674 threshold has been met, the record is immediately pulled into SSOR

SSOR
Reporter: SSOA

3. SSOA views the event record in SSOR
4. Upon completion of the investigation, SSOA adds cause to record in SSOR

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Federal Transit Administration
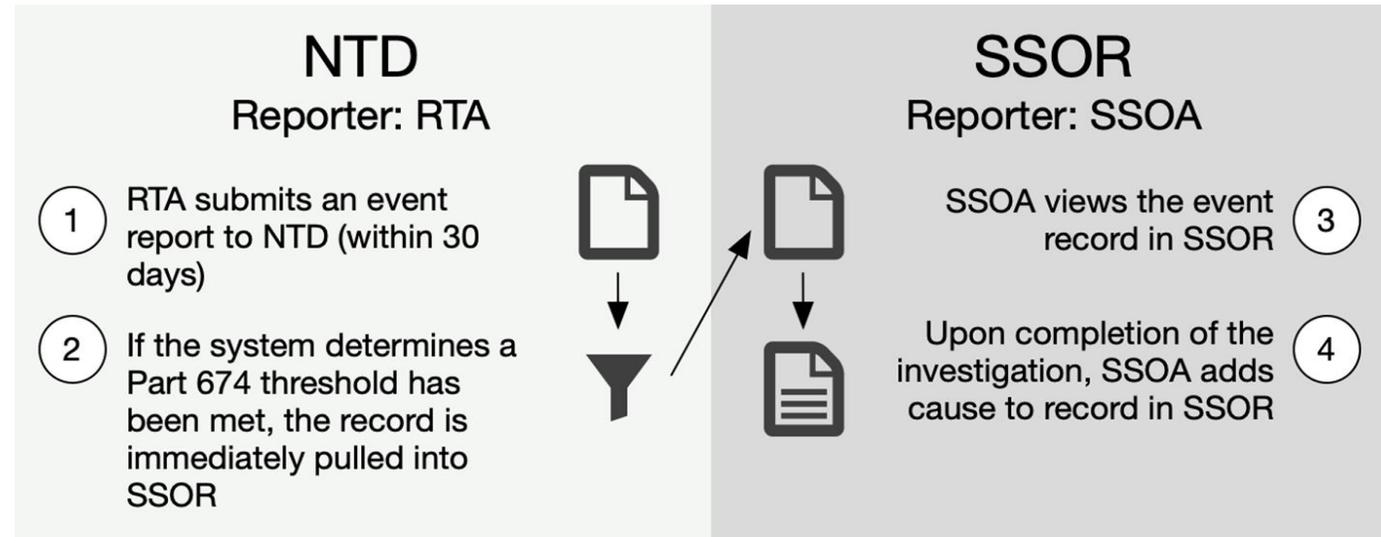
Events

- NTD Event ID *

- NTD Event Information*
  o Description
  o Reporter Mode ID
  o Event Date/Time
  o Address
  o Event Type
  o Location
  o Mode
  o Rail Alignment
  o Was There a Tow-away?
  o Was there Significant Damage?
  o Vehicles and Persons Involved
  o Total Fatalities
  o Total Injuries

- SSOA ID

- Two Hour SSOA Notification

- Probable Cause

- Investigated and Reported By

- Investigation Reviewed and Adopted

- Report (upload)

* read-only (from NTD)

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Poll #3 - Question

- True or False: Event Probable Cause comes directly from the NTD and is read-only.

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Poll #3 - Answer

False

- Probable Cause for Events is inputted by the SSOAs into SSOR

- This is FTA's source of accident causal information for the public transit industry

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Federal Transit Administration

Pennsylvania Department of Transportation > Events

Profile   Contacts   CAPs   STARs   Internal Safety Review   Events   Issues   Discrepancies   Annual Report Submission   Report Year 2023 ▾

Currently Viewing [Pennsylvania Department of Transportation ▾] 🔔 (2)

›Filters

Events

NTD ID ↓	Reporter Mode ID	SSOA ID	Agency	Event Date	Event Type	Mode	Description	Total Fatalities	Total Injuries	Probable Cause ❓	Report ❓	View	See CAPs
4051156	2401	n/a	Southeastern Pennsylvania Transit Authority	12/17/2023 11:14 AM	Collision (non-RGX)	Streetcar	Operator of trolley 1 was pulling into loop whe...	0	0	Pending	✖	🔍	📋
4050626	2401	n/a	Southeastern Pennsylvania Transit Authority	12/16/2023 5:02 PM	Derailment	Streetcar	While making left turn onto Lansdowne Ave, trol...	0	0	Pending	✖	🔍	📋
4048332	2401	n/a	Southeastern Pennsylvania Transit Authority	12/13/2023 12:16 PM	Collision (non-RGX)	Streetcar	Trolley was pulling in loop when side of trolle...	0	0	Pending	✖	🔍	📋
4044907	2401	n/a	Southeastern Pennsylvania Transit Authority	12/7/2023 11:54 AM	Collision (non-RGX)	Streetcar	Trolley was traveling west when POV pulled out ...	0	1	Pending	✖	🔍	📋
4039471	2401	n/a	Southeastern Pennsylvania Transit Authority	12/10/2023 12:20 AM	Derailment	Streetcar	Front wheels of trolley came off track while ma...	0	0	Pending	✖	🔍	📋

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Items per page: **5** 10 25 50 100

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Events

- SSOAs enter investigation-related data

- If a discrepancy is noted between NTD Event Information and what was reported to the SSOA, *contact your RTA*

SSOR Test Reporter # 1 > Edit Event > 1958710 [Heavy Rail - Other]

CANCEL   CREATE DISCREPANCIES | MANAGE DISCREPANCIES | SUBMIT EDITS

SSOR Event Investigation Data

SSOA ID
(Enter Unique SSOA Identifier)

Investigated By
(Provide name/information of primary event investigator)

Last Modified By
Brett PA Primary Rojas

Last Modified Date
5/14/2021 12:57 PM EDT

Two Hour SSOA Notification
No

Investigation Report Issued By
-- Select a Value --

Reason SSOA did not Receive Two Hour Notification
(Provide reason SSOA did not receive two hour notification)

Was Investigation Reviewed & Adopted by SSOA?
☐

Reason Investigation was not Reviewed & Adopted
(Provide reason if report was not reviewed and adopted by the SSOA)

Probable Cause
-- Select a Value --

Investigation Report
UPLOAD   Drop file here

NTD Event Information

Description
Updating the event description to make sure this does the audit information and all the fun stuff.

NTD Event ID	1958710	Event Type	Other
Reporter Mode ID	6478	Location	Boarding / alighting: With stairs
Event Date/Time	9/28/2020 8:00 PM EDT	Mode	Heavy Rail
Approximate Address	342897 Street	Type of Service Code	PT
Lighting		Total Fatalities	1
Weather		Total Injuries	0
Is the Report Completed?	No	Evacuation	No

Rail Alignment
Derailment Type
Collision With
Collision At RGX   No
Was There a Tow-Away?   No
Was There Significant Damage?   No

⌄ Vehicles Involved

Vehicle Id ↑	Vehicle Type	Vehicle Action	Vehicle Speed	Number of Cars Derailed	Run Away Train	Tow Away
			No vehicles available			

⌄ Event Person Information

Person Id ↑	Person Type	Trespasser?	Suicide?	Transported to Hospital?	Injury Type	Incident Type
85957	Pedestrian crossing in crosswalk	×	×	×		Fatality

1 item

⌄ Corrective Action Plans

Corrective Action Plans

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Events

Challenge: Some users needed clarification re: 49 CFR Part 674 Reporting Thresholds

Transportation > Events

Profile | Contacts | CAPs | STARs | Internal Safety Review | Events | Issues | Discrepancies | Annual Report Submission   Report Year 2023

Currently Viewing Pennsylvania Department of Transportation ▾   🔔(2)

> Filters

Events

NTD ID ↓	Reporter Mode ID	SSOA ID	Agency	Event Date	Event Type	Mode	Description	Total Fatalities	Total Injuries	Probable Cause ❓	Report ❓	View	See CAPs
4051156	2401	n/a	Southeastern Pennsylvania Transit Authority	12/17/2023 11:14 AM	Collision (non-RGX)	Streetcar	Operator of trolley 1 was pulling into loop whe...	0	0	Pending	✕	🔍	📋
4050626	2401	n/a	Southeastern Pennsylvania Transit Authority	12/16/2023 5:02 PM	Derailment	Streetcar	While making left turn onto Lansdowne Ave, trol...	0	0	Pending	✕	🔍	📋
4048332	2401	n/a	Southeastern Pennsylvania Transit Authority	12/13/2023 12:16 PM	Collision (non-RGX)	Streetcar	Trolley was pulling in loop when side of trolle...	0	0	Pending	✕	🔍	📋
4044907	2401	n/a	Southeastern Pennsylvania Transit Authority	12/7/2023 11:54 AM	Collisio... RGX)				1	Pending	✕	🔍	📋
4039471	2401	n/a	Southeastern Pennsylvania Transit Authority	12/10/2023 12:20 AM	Derail...				0	Pending	✕	🔍	📋

1 – 5 of 83

Items per page: 5 10 25 50 100

Challenge: SSOAs cannot provide probable cause if the final investigation report is not complete by the submission deadline

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Issues

- ID
- Agency
- Status
- Page
- Source
- Data Element
- Related Object
- Description
- Created By

Issues

Challenge: Once an issue is created by FTA in the system, users needed clarity on how to address and close these issues

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Annual Report Data Validation

- When an SSOA submits their Annual Report to FTA, the report is then reviewed and validated by FTA and its Validation Team

- Any known issues with the Annual Report data are created in the system

- These can be found in the Issues module of the SSOR

- FTA will allow SSOAs the opportunity to address their known issues, and these can be discussed during routine monitoring calls

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Discrepancies

- ID
- Agency
- Status
- Source
- Data Element
- Related Object
- Old Value
- New Value
- Description
- Created By

Pennsylvania Department of Transportation > Discrepancies

Profile   Contacts   CAPs   STARs   Internal Safety Review   Events   Issues   **Discrepancies**   Annual Report Submission   **Report Year** 2022 ▼

Currently Viewing   Pennsylvania Department of Transportation ▼   🔔 (2)

⌄ Filters

Filters			⌄

Agency
-- Select a Value -- ▼

Status
-- Select a Value -- ▼

Data Element
-- Select a Value -- ▼

Description
[   ]

CLEAR ALL FILTERS

Discrepancies

ID ↓	Agency	Status	Source	Data Element	Related Object	Old Value	New Value	Description	Created By	View
5721	Southeastern Pennsylvania Transit Authority	⚠️	3768455	Location	n/a	Revenue facility: transit station	Somerset Station	According to notification this event took place...	Mark Jansen	🔍
4245	Southeastern Pennsylvania Transit Authority	✅	3592268	Event Date/Time	n/a	1/30/2022 9:51 AM GMT+00:00	1/30/2022 9:30 AM GMT+00:00	The correct time is 9:30 a.m.	Brian Mollot	🔍

2 items

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Analysis

- SSOR users can also use the Analysis portion of the system to filter, view and export data

Analysis

- Users can export information in an Excel format from the system by selecting "Export" in the bottom left-hand corner of each Analysis page

Export Profile ❓

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Analysis

- For CAPs and Events, users can select "Switch to Graph View" and the system will generate either a Stacked Bar Chart, Bar Chart or Line Chart of the data selected

National Transit Database (NTD) Access

If additional access is requested to NTD data, please contact the RTA's NTD "User Manager"

- Each of the RTAs in an SSOA's jurisdiction has a user manager in NTD and they can grant the SSO program managers "safety viewer" access to their NTD reports.
- The RTA's Profile page in the NTD Reporting System displays all users and user roles.
- If you do not know who your User Manager is, please contact your assigned NTD Validation Analyst.

If you have any further questions, please reach out to your designated FTA SSO Program Manager

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Modes in Engineering

Why does FTA collect this information?
- Allows FTA to establish a complete record of modal systems under Part 674
- Supports apportionment calculation (5329)

Heavy Rail (HR)

Streetcar (SR)

Inclined Plane (IP)

Monorail/Automated Guideway (MG)

Light Rail (LR)

Hybrid Rail (YR)

Cable Car (CC)

Please see the NTD Policy Manual for Mode definitions

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What is a Mode in Engineering?

1. A new modal system in "Engineering or Construction" phase:
   - "Completing significant design work, refining project scope and cost estimates, preparing construction documents, and securing local funding commitments."
   - If Federally-funded, upon NEPA approval

2. Will be reported as a separate modal record in NTD when operational
   - NTD modal records distinguish between:
     - Directly Operated (DO) service and
     - Purchased Transportation (PT) service (service provided by a contractor)

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Modes in Engineering - Example 1

- An RTA operates Light Rail (LR) service

- They begin construction of a new Streetcar system

- Once operational*, this new service will be reported to the NTD as a new mode: Streetcar (SR)

SSOR
Under Modes in Engineering,
Report this as Streetcar

Systems

Light Rail **(existing)**

Streetcar

NTD Modes

LR/DO

SR/DO*

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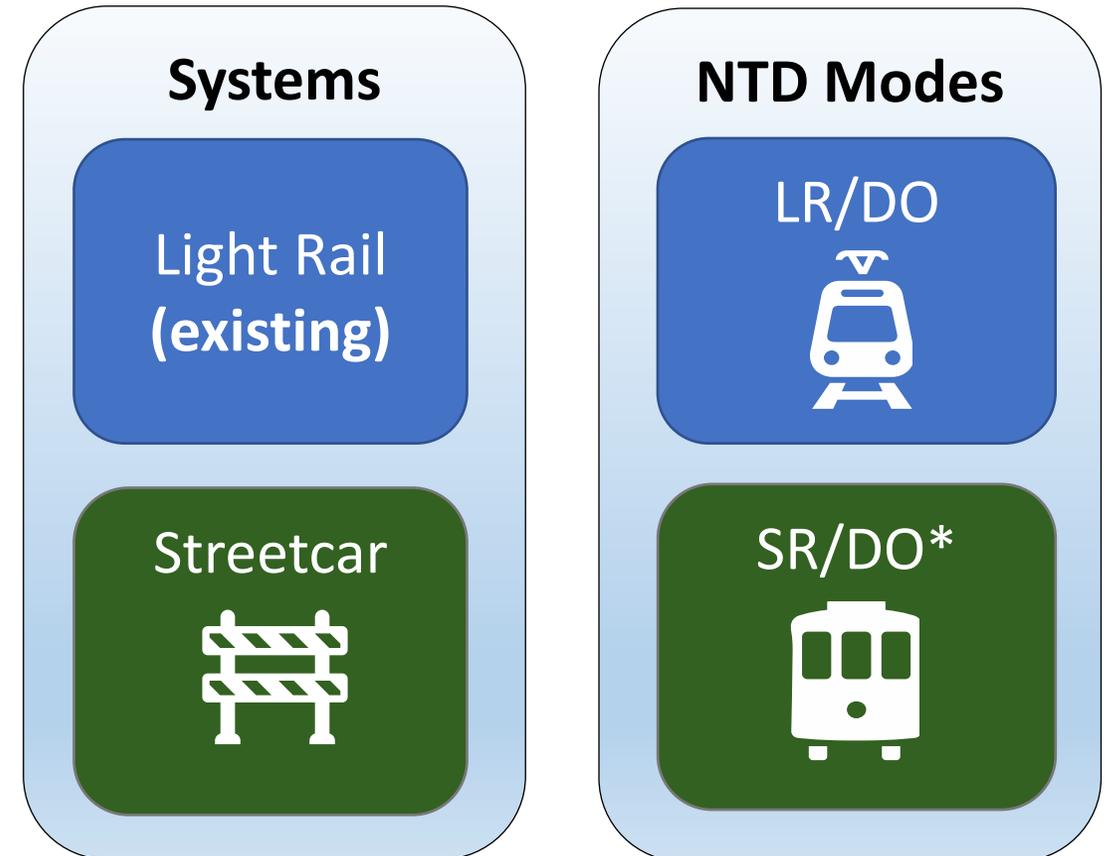
Modes in Engineering - Example 2

- An RTA operates Heavy Rail (HR) and Light Rail (LR) service
- They begin construction of a new light rail system
- Once operational, this LR service will be operated by a contractor and reported to the NTD as Purchased Transportation (PT)*

<u>SSOR</u>
Under Modes in Engineering,
Report this as Light Rail

Systems

Heavy Rail **(existing)**

Light Rail **(existing)**

Light Rail

NTD Modes

HR/DO

LR/DO

LR/PT*

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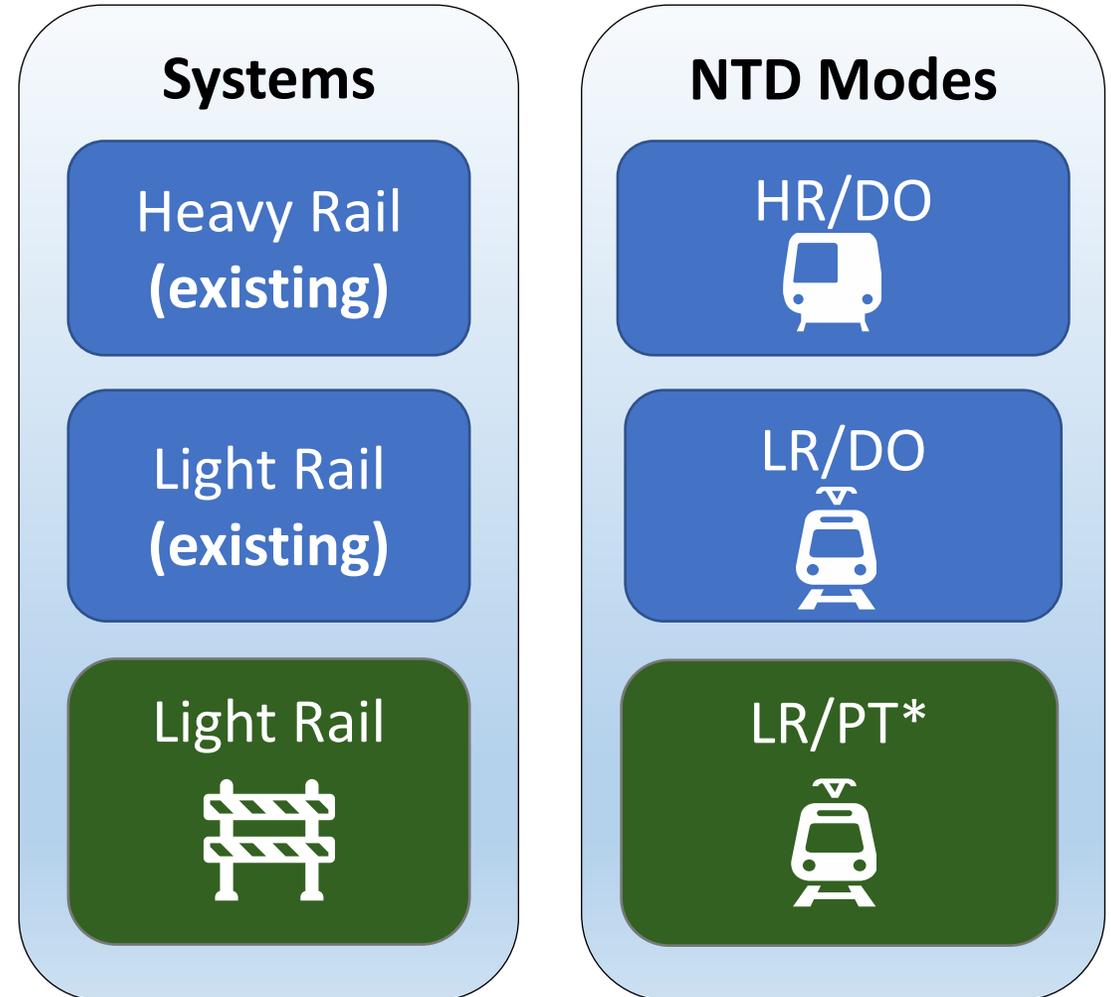
What is Not a Mode in Engineering?

If it will not result in a new NTD modal record, it is not a Mode in Engineering

- Do not report:

    o Extensions to existing modal systems

    o Other capital projects which will not result in a new mode

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Modes in Engineering - Example 3

- An RTA operates Light Rail (LR) service
- They begin construction of an extension to the existing light rail system
- Once the extension is operational, the associated service will be reported to the NTD under the existing light rail mode

SSOR
Under Modes in Engineering,
Do not report this project

Systems

Light Rail (existing)

Light Rail extension

NTD Modes

LR/DO

Modes in Engineering

- On the RTA Profile page, select "Edit" on the top right-hand side of the screen:

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Modes in Engineering

- Select "Add Provisional Mode in Engineering":

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Modes in Engineering

Fill out the required data fields

- To add another mode in engineering, select "Add Provisional Mode in Engineering"

- Complete the form by selecting "Submit" at the top right hand of the screen

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Modes in Engineering

- Users can also access their Modes in Engineering by selecting "Request Management" from their My Safety Home Page

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SSOR Assistance

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

WHO TO CONTACT
for SSOR Questions

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

Contact the SSOR Support team:
FTASSORSupport@dot.gov

- General SSOR Questions?
- User Management?

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

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

Contact IT Help:
FTAITHelpDesk@dot.gov

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

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Questions?

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