Federal Transit Administration
U.S. Department of Transportation

Office of Budget and Policy

National Transit Database
Safety & Security Policy Manual
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2025 Safety and Security (S&S) System Changes

Major Updates

Assaults on transit passengers/patrons that include a Robbery must be reported as a Robbery (see the Security Events section for additional information.)

Clarifications

FTA has clarified the following:

- **Homicide**. Agencies should classify in this category any death due to injuries sustained in a fight, argument, quarrel, assault, or commission of a crime. Although law enforcement agencies may charge offenders with lesser offenses, e.g., negligent manslaughter, agencies should report the offense as murder and non-negligent manslaughter if the killing was willful or intentional.

Data Collection Changes by Form

S&S-20: Safety and Security CEO Certification Form

- The "Submit" button will be unavailable if any S&S-30 or S&S-50 form shows a Status of "Open" or "Returned," or any S&S-40 shows a status of "Open," "Returned," or "Submitted."

S&S-40: Major Event Report Form

- Changed Railway Alignment selection for Collisions and Derailments from: "Shared with Other Rail Vehicles (Controlled Access to Other Non-Rail Vehicles): Semi-exclusive right-of-way with grade crossings (a road crossing the tracks) for vehicular or pedestrian traffic" to "Semi-exclusive right-of-way with grade crossings for vehicular or pedestrian traffic."

Introduction: The National Transit Database

History

The National Transit Database (NTD) was established in 1974 and has evolved into the nation's primary source of information and statistics on transit systems. The Federal Transit Administration (FTA) provides billions of dollars each year in transit assistance, in part based on the data collected through the NTD. For a more complete history of the NTD, list of legislative requirements, list and definitions of public transit modes, and general reporting requirements and definitions, see the most recently published NTD annual *Reporting Policy Manual*.

Safety and Security Reporting Requirements

Frequently Asked Questions

For convenience, FTA maintains a [Frequently Asked Questions](#) page to address common concerns about when, how, and what to report (see section titled "Safety and Security").

Who Reports

Safety and Security (S&S) reporters are those transit agencies that submit a Full Report to the NTD, also called "Full Reporters."[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 recently published *NTD Full Reporting Policy Manual*.

Beneficiaries and recipients of §5307 and §5311 funds must file an Annual Report with the NTD. FTA 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.

> *FTA assigns an S&S analyst to each transit agency. Please 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 contact the NTD Help Desk at* *NTDhelp@dot.gov*.

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[1] For the purposes of this manual, FTA refers to NTD reporters as "transit agencies" for simplicity and consistency with other NTD reporting manuals.

Reporting Overview

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

Exhibit 1: 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, except Commuter Rail (CR) and Alaska Railroad (AR) modes
Major Event Report (S&S-40) (security events)	All Full Reporters
Non-Major Monthly Summary Report (S&S-50)	All Full Reporters. CR and AR modes must only report non-major assaults on a transit worker.

Transit agencies provide detailed information about severe S&S events on the Major Event Report (S&S-40). Transit agencies 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.

Transit agencies 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 and non-major assaults (security events) on a transit worker. Assaults on a transit worker do not require an injury to be reportable on the S&S-50. Transit agencies must submit an S&S-50 each month. For more information about Non-Major events see the "S&S-50: Non-Major Monthly Summary Report" section of this manual.

Note: CR and AR modes only report security events (including suicides, attempted suicides, security-related evacuations, assaults, etc.) to the NTD. Therefore, CR and AR modes will submit monthly S&S-50 reports for non-major assaults on a transit worker.

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 2025 by January 31, 2026. The previous reporting year remains open for edits until the end of April the following calendar year (for example, reporters may edit 2024 data through April 2025).

For agencies reporting rail modes, reporting should begin with the initiation of the engineering or construction phases of the project. This is based on the Commitment Date on the Modes (P-20) form.

Exhibit 2: NTD Safety and Security Reporting Timeline: S&S-40

The Major Event Report S&S-40 is due no later than 30 days after the date of the event.

System Tips:

- To create a new 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 for 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-50) form or creation of the S&S-40 Major Event form. This form is due by February 29, 2025.

Transit agencies are to complete an S&S-40 Major Event form within the timeline above if an event meets the reporting threshold. (Exhibit 5: Reporting Thresholds can assist in determining a reportable event.)

Transit agencies must submit the Non-Major summary form (S&S-50) for each mode and TOS on their Annual Report every month, even if no event occurs.

Exhibit 3: NTD Safety and Security Reporting Timeline: S&S-50

Month	Due Date
January	February 28
February	March 31

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

Where to Report

Transit agencies complete the required forms, waivers, and declarations using the NTD Reporting Tool. The Safety and Security Reporting Package launches at the beginning of the calendar year, typically by January 4. The reporting tool automatically generates the Security Configuration (S&S-30) and monthly Non-Major Summary Report (S&S-50). Once users complete their S&S-30s, they may complete the required S&S screens.

Failure to Report, Late Reports, or Incomplete Reports

Federal law requires transit agencies reporting to the NTD to submit complete reports by their due date (see 49 CFR 630.6). Failure to report may occur when an agency does not submit a report, submits a late report, or submits an incomplete report. Please see the most recently published *NTD Full Reporting Policy Manual* for more information on a Failure to Report.

An S&S-50 report is considered late if it is not submitted by the due date.

A report is incomplete if an agency has not:

- Completed the required reporting components,
- Submitted the required data, or
- Submitted information in conformance to NTD reporting requirements.

S&S-20: Safety and Security CEO Certification

The Chief Executive Officer (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 confirmation that all the S&S data submitted is accurate for the calendar year 2024.

The S&S-20 automatically tallies the number of events, injuries, and fatalities that the agency reports across Major Event reporting forms. It also includes the number of events, injuries, fires, and assaults on transit workers on the Non-Major Summary form. It only tallies **submitted** reports that have submission dates; reports that have only been saved (and thus have no submission dates) are not included.

If the number of events, injuries, or fatalities is incorrect, the agency may edit, add, or delete the applicable reports or check that all reports are submitted. The S&S-20 automatically incorporates any submitted changes. Once submitted, agencies cannot resubmit the S&S-20.

The agency's CEO must complete the S&S-20 by the end of February 2025. Completion of the form involves checking the submit boxes and clicking on "Submit." To prevent agencies from inadvertently submitting the S&S-20 prior to the end of the reporting calendar year, the S&S-20 becomes available only after February 1. The "Submit" button will be unavailable if any S&S-30 or S&S-50 form shows a Status of "Open" or "Returned" or any S&S-40 shows a status of "Open," "Returned," or "Submitted."

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 TOS. The S&S-30 is due by February 28, 2025.

Exhibit 4: Security Configuration Types

Dedicated transit police force: A (sworn) police force that works only for the transit agency.

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 private company that may be staffed by a combination of off-duty police officers and other personnel).

Use of local police (non-contracted): Local police or a sheriff's department provides security for a transit agency. An agency would select this option if it does not pay for this coverage through a contractual arrangement. The local police or sheriff's department includes transportation in its general policing activities.

Note: Full-time equivalents (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 on transit property.

- Secondary security forces are those who occasionally respond to events occurring 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, the agency must choose one (typically the larger or more often used security force) to report as primary and report the other(s) as secondary. Enter the Number of Primary Security Personnel.

Secondary Security Configuration

Secondary security forces occasionally respond to events occurring on transit property or assist the primary force. An agency may report as many Secondary Security Configuration types as are applicable. Enter the Number of Secondary Security Personnel.

Personnel Totals

Agencies must report security personnel in terms of FTEs according to the staffing levels at the beginning of the year. One FTE means one full-time equivalent, 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 allocating based 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 security FTE for the current year.

To report personnel that spend only part of their time providing security, agencies may prorate the estimated FTE number and allocate that number across modes. If personnel provide transit security for more than one mode, agencies may allocate the prorated estimated FTE number across modes. S&S reports may provide numbers rounded to the nearest tenth.

Example 1:   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/Directly Operated (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. The Number of Secondary Personnel is 0 for each mode.

Example 2:   Allocating Security Personnel
Scenario A: 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 A:** The agency reports 4.3 for the "Number of Primary Security Personnel."
Scenario B: Allocating Security Personnel with Varying Use Across Modes A transit agency operates both MB and Light Rail (LR) service. The transit agency has 12 security guards to patrol its non-revenue facilities (administrative buildings). The transit agency contracts an *additional* five guards to respond only to events on its light rail vehicles. This means there are a total of 17 full-time security guards. The agency also uses Non-Contracted Local Police for the bus mode. There are 400 MB and 100 LR employees working in the administrative buildings. **Solution B (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 selects "Transit agency security force" for the primary configuration.
- The agency reports 0 for the "Number of Secondary Personnel."
- The agency selects "Local police non-contracted" for secondary configuration.

Example 2: Allocating Security Personnel

Solution B (for LR mode):

- The agency reports 5 for the "Number of Primary Security Personnel."
- The agency selects "Contracted Security Force" for the primary configuration.
- The agency reports 2.4 for the "Number of Secondary Personnel."
  (The Total Number of Security Personnel will calculate to 7.4).

  100 LR employees ÷ 500 total employees = 0.2

  0.2 × 12 security guards = 2.4

  2.4 + 5 security guards = 7.4

- The agency also selects "Transit Agency Security Force" for the secondary configuration.

Scenario C: Use of Part-time Security Personnel

A transit agency operates LR and 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 to use 10 off-duty police officers for 4-hour shifts during peak periods. This means 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 C (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 selects "Dedicated Transit Police Force" for the primary configuration.
- The agency reports 2.5 for the "Number of Secondary Personnel."
- The agency selects "Off-Duty Police Officers" for the secondary configuration.

Example 3: Security Configurations

Scenario A: Primary and Secondary Security Configurations

A transit agency that operates only 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.

Example 3: Security Configurations

Solution A:

- The agency reports 12 "Primary Security Personnel" and zero (0) "Number of Secondary 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 B: Multiple Secondary Security Configurations

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

Solution B:

- The agency reports 15 for "Primary Security Personnel."

- The agency reports 20 for "Number of Secondary 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 C: Same Primary and Secondary Personnel Types

A transit agency operates Streetcar Rail (SR) service. The agency uses two contracted local law enforcement personnel dedicated to patrol two service stops. The agency also uses two contracted local law enforcement personnel to ride the streetcar on two routes.

Solution C:

- The agency reports 2 for the "Number of Primary Security Personnel."

- The agency reports 2 for the "Number of Secondary Personnel."

- The agency selects "Contracted local law enforcement" for the both the primary and 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 the agency would only submit one report.

When to Report a Major Event

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

- Occurs at a transit revenue facility, maintenance facility, or rail yard;
- Occurs on transit right-of-way or infrastructure (the underlying framework or structures that support a public transportation system);
- Occurs during a transit-related maintenance activity; or
- Involves a transit revenue vehicle.

This event reporting requirement does not include:

- 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;
- Events that occur during the engineering or construction phases of a new rail transit system or the extension of an existing rail transit system, *unless* they involve transit-related activities such as operations, testing, simulated service, pre-revenue service, or a transit-related maintenance activity;
- Deaths that are confirmed to be a result of illness, drug overdose, or other natural causes, outside of a reportable event (deaths of undetermined cause in a rail right of way that may be the result of collision or electrocution are reportable);

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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.

- Other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-owned property unless the event involves either a transit vehicle or a person boarding/alighting from a vehicle;
  - Bus stops or shelters owned by municipalities or authorities that also operate transit systems are not considered "transit-owned" property (see the most current annual *NTD Reporting Policy Manual* for more detail distinguishing bus stops from facilities)
- Collisions that occur while transit personnel are travelling to or from a transit-related maintenance activity; and
- Collisions involving a supervisor car or other non-revenue transit service vehicle operating on public roads.

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 multimodal station served by Heavy Rail and LR, the agency would report the event under LR based on the higher volumes of LR boarding passengers.

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

Note: CR and AR modes only report security events (including suicides, attempted suicides, security-related evacuations, assaults, etc.) to the NTD. Therefore, CR and AR modes will submit monthly S&S-50 reports for non-major assaults on a transit worker.

Exhibit 5: Reporting Thresholds

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

Injuries: Immediate transport away from the scene for medical attention for 1 or more persons	• **Injuries (non-serious)** that require immediate transport away from the scene for medical attention for one or more persons.
	• **Serious injuries**, whether or not the person is transported away from the scene, 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 or nerve, muscle, or tendon damage;
	    o Involve an internal organ; or
	    o Involve second- or third-degree burns, or any burns affecting more than 5 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 asset, such that it requires 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; • Involves a transit revenue vehicle and the towing away of any vehicles (transit or non-transit) from the scene; • Include suicides, attempted suicides, assaults, or homicides resulting in an injury or fatality that involve contact with a transit vehicle; or • Includes collisions that do not involve a transit revenue vehicle but meet a threshold.	**Collisions** that • Meet an injury, fatality, substantial damage, or evacuation threshold; • Include suicides, attempted suicides, and assaults or homicides that involve contact with a transit vehicle; • Occur at a rail grade crossing or intersection; • Involve an individual; • Involve a rail transit vehicle and a second rail transit vehicle; or • Includes collisions that do not involve a transit vehicle but meet a threshold.
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; or • Evacuations to controlled rail right-of-way (excludes evacuation to a platform, except for life safety). o Both transit-directed evacuations and self-evacuations that meet either of the above two criteria.
(Not applicable)	**Derailments** Both mainline and yard derailments and non-revenue vehicle derailments.
(Not applicable)	**Runaway Train** Events involving a moving 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. (Limited to revenue vehicles.)

A reportable event may involve a vehicle operated by a transit agency that is not providing revenue service. Any event meeting the thresholds for a reportable event and involving a transit revenue vehicle, regardless of whether that vehicle is in revenue service at the time of the event, is reportable to the NTD. Examples of such events are below.

Example 4: Events Reportable to the NTD
Scenario A: A patron riding the escalator in a rail station trips and falls, knocking over two other patrons. Two patrons require immediate transportation to receive medical attention. The third patron refuses medical attention, leaves the station, and does not appear to have serious injuries.   **Solution A:** Reportable as a Major Safety Event due to two or more injuries.
Scenario B: Two non-revenue rail service vehicles, collide in the yard. There are no fatalities or injuries, nor is there substantial property damage.   **Solution B:** Rail-to-rail collisions are automatically reportable as a rail collision, including collisions with rail maintenance vehicles.
Scenario C: A rail maintenance vehicle collides with a person in the yard. There is one injury.   **Solution C**: This involves a non-revenue rail vehicle collision and meets the injury threshold. It is therefore reportable as a rail transit collision (include one Other vehicle).
Scenario D: Two rail workers are injured in a manhole while providing maintenance on rail infrastructure beneath the street level.   **Solution D:** The workers were maintaining transit property when injured, therefore the event is reportable as an Other Safety Event.
Scenario E: A person is pushed in front of a train and is struck by the train and injured.   **Solution E:** Since the event resulted in a collision, the event is reportable as a Collision, and you must select "Assault" on the Injury form. If the same scenario had resulted in a fatality, then you would choose "Homicide" on the Fatality form.
Scenario F: During pre-revenue testing of a new streetcar system in the engineering or construction phases, a streetcar collides with a pedestrian, resulting in a fatality.   **Solution F:** Because this pre-revenue event involved transit operations or transit-related maintenance, the event would be reportable to the NTD as a fatal rail collision.

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

By contrast, examples of events that are NOT reportable to the NTD are provided below.

Example 5:   Events Not Reportable to the NTD
Scenario A: A private vehicle swerves to avoid a collision and hits a bus stop sign and a bus bench, resulting in two injuries.   **Solution A:** Though there were injuries, because the bus stop is located on a city street and not on transit property, and the event does not involve a transit vehicle, the event would not be reportable to the NTD.
Scenario B: A construction worker helping to build a light rail extension falls from scaffolding and is seriously injured.   **Solution B:** This event is related to the extension of an existing rail system. However, because the event is construction-related and not related to transit operations or transit-related maintenance, the event would not be reportable to the NTD.

Major Event Threshold Descriptions

Fatality

Agencies must always report events that result in fatalities.

Fatalities that occur because of illnesses, drug overdoses, 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. Deaths of undetermined cause in a rail right-of-way that may be the result of collision or electrocution are reportable.

An agency must report a fatality due to a reportable S&S event if it is confirmed to have occurred within 30 days of the event. If an agency receives confirmation that a death occurred within 30 days of an event to a person initially reported as an injury, then you may have to update the submitted major event report.

For information on Person Type categories, see "Injury and Fatality Type Key Descriptions."

Exhibit 6: Fatality Decision Flowchart
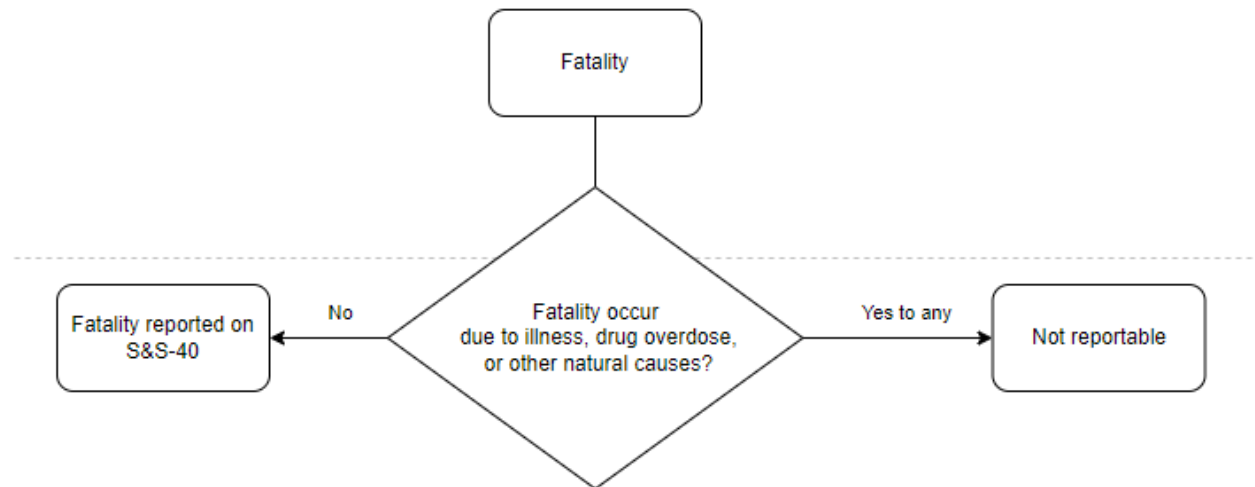
Injury

Injury means any harm to persons as a result of an event that requires immediate medical attention away from the scene. It does not include harm resulting from a drug overdose, exposure to the elements, illness, natural causes, or occupational safety events occurring in administrative buildings.

You must report each person transported away from the scene for medical attention as an injury, whether or not the person appears to be injured. If an individual seeks medical care several hours after an event or in the days following an event, that does not constitute *immediate* medical transportation away from the scene.

This criterion 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.

For **rail 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.

You must describe serious injuries in terms of one or more of these criteria in the Event Description field (see section "Basic Information Screen") whenever possible. When a person receives immediate medical attention away from the event, that individual may seek medical attention through any means of vehicular transport, including by transit vehicle, an ambulance, another emergency vehicle, private vehicle, or via stretcher to the hospital. However, if the person seeks medical attention after leaving the scene on foot, that does not constitute immediate medical transportation away from the scene.

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, runaway trains and electric shock. Only report these events when they 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.

Exclusions

Agencies do 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 occurred as a result of a collision. For example, it a bus is involved in a collision, and a passenger has a heart attack as a result, then that is a reportable injury.

Individuals who are transported away from the scene for the following reasons are not reportable:

- Solely for: illness, natural causes, exposure to the elements, intoxication, drug overdose, or mental health evaluation unrelated to a specific reportable event; or

- Declarations or allegations of self-harm with no evident injury.

Please refer to the examples below.

Example 6:   Injuries

Scenario A: Transported by Ambulance

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

Solution A: The agency reports this as a major event since one person required immediate medical attention away from the scene of the collision.

Scenario B: 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 B: 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 C: 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 five days due to an internal injury. The person notifies the transit agency.

Solution C: The agency reports this as a major event since it meets the definition of a serious injury due to a rail collision. The injury is serious because it requires hospitalization for more than 48 hours within 7 days of the event. The same scenario resulting from a collision with a bus would not be reportable.

Scenario D: Transported for Trauma Resulting from Event

A train strikes a pedestrian resulting in an injury or fatality and the operator is transported for trauma.

Solution D: The collision is a reportable event, and the operator suffered harm meeting the definition of an injury. The operator injury would be included in the collision report in addition to the pedestrian injury or fatality.

Scenario E: Transported for Mental Health without Associated Event

A person acting erratically on a station platform, who could injure themselves by their behavior, is transported for a mental health evaluation.

Solution E: There is no reportable event or injury, and this is therefore not reportable.

Scenario F: Event Not Qualifying as a Reportable Major Event

A bus operator requests a passenger pay the fare. The passenger refuses and spits on the operator. The operator denies transport for medical attention and resumes service.

Example 6:   Injuries
Solution F: The bus operator was not transported for medical attention away from the scene, so the event is not reported on the S&S-40. However, the assault on a transit worker is reported on the S&S-50 Monthly Summary form.

Exhibit 7: Injury Decision Flowchart

Step 1. Determine Whether Event w/Injury is Reportable

(assumes no other threshold)

- Injury Sustained On/Involving Transit Property
- Person Transported from Scene? — Yes → Event/injury reportable (see Step 2)
- No → Rail Event w/Serious Injuries? — No → Injury not reportable
- Yes → Event/injury reportable (see Step 2)

Step 2. Determine on which S&S Form to Report

- Injury is Reportable (result from Step 1)
- Yes - Safety Event* → 2+ Injuries and/or 1+ Rail mode Serious Injury?
- No (to both) → Event classified as "Other Safety"×?
- Yes (to either) → Major Event S&S-40
- Yes - Security Event+ → Major Event S&S-40
- Event classified as "Other Safety"×? — No → Major Event S&S-40
- Event classified as "Other Safety"×? — Yes → Non-Major Event S&S-50

*Safety Events: Collisions, Fires, Derailments, Hazardous Material Spills, Acts of God, and 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 one person).

+Security Events fall into two categories: System Security events are events that affect the system as a whole (bomb threat, supicious package, etc.); Personal Security events affect individuals (assault, homicide, etc.).

×An Other Safety Event is a safety event not specifically listed as a Reportable Event but which meet a reportable threshold. For example: Slips, Trips, Falls, Electric Shock. These events may be reported as either a Major or Non-major event.

Property Damage

Non-Rail modes: Transit agencies 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.

Note: While the damage threshold for a major event is $25,000, any damage incurred must be included for any reportable event.

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 modes: You 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, such that it requires towing, rescue, on-site maintenance, or immediate removal prior to safe operation.

Note: The requirement of towing refers to disabling damage to the non-transit vehicle that requires the vehicle to be towed.

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

- Cracked windows;
- Dents, bends, or small puncture holes in the body;
- Broken lights or mirrors; or
- Removal from service under the vehicle's own power for minor repair or maintenance, testing, or video and event recorder download.

You should evaluate the following types of property to report damage:

- Vehicles, including transit and non-transit;

- Transit stations (including non-transit facilities);

- Right-of-way and items surrounding the right-of-way, such as utility poles;

- Bus stop shelters in a transit station;

- Private property (e.g., buildings, fences, traffic signals, walls); and

- Bicycles and personal mobility devices.

The value of total property damage includes the cost to clear the scene and restore service. This includes towing costs and other costs to clear wreckage and debris.

You must not include the following when reporting damage:

- The cost of medical attention (hospital or doctor fees);

- The cost of an accident investigation or criminal investigation; and

- Damage to personal property, such as the value of personal laptops, personal cell phones, or other personal items (damage to IT equipment owned by your agency should be included in the damage estimate).

Example 7:   Calculating Property Damage
Scenario A: 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 A: The agency reports property damage of $27,000 ($15,000 + $12,000).
Scenario B: A collision requires a rescue train.
A rail vehicle is disabled when it collides with an object on the track, and a rescue train is dispatched to transport the passengers.
Solution B: The agency reports "Substantial damage" since the event required a rescue train.
Scenario C: A collision requires tow-away of a private vehicle.
A rail vehicle collides with a private vehicle and the private vehicle is towed away from the scene due to disabling damage.

Example 7: Calculating Property Damage
Solution C: The agency reports "Substantial damage" since the event required towing a vehicle.

Exhibit 8: Non-Rail Property Damage Decision Flowchart
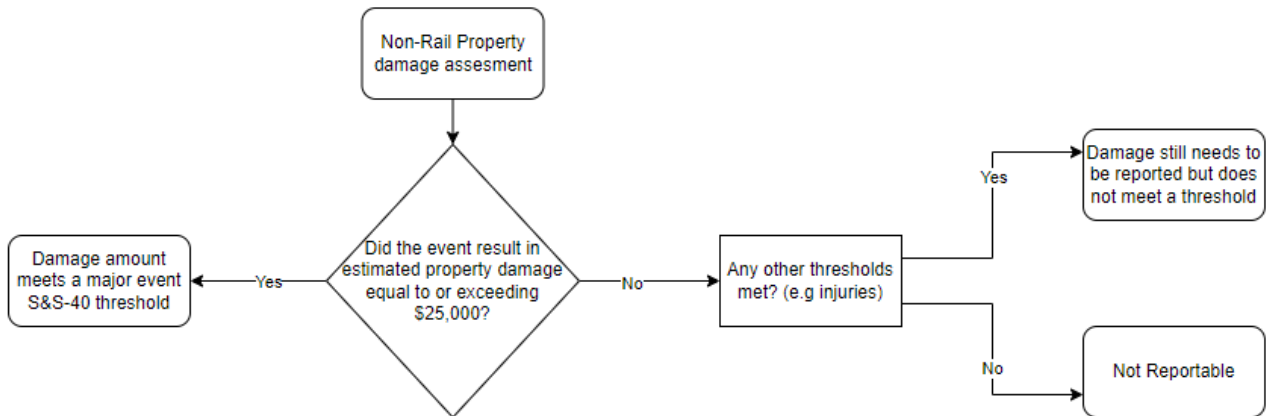
Evacuation

A reportable evacuation is a condition that occurs when persons depart from transit vehicles or facilities for life-safety reasons.

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 must evacuate to the sidewalk or highway shoulder lane, you would not report the event unless another threshold is met.

Causes of evacuations that constitute an imminent danger (life-safety) 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), or

- Other events (Other Safety Events).

Evacuations of vehicles or facilities are reportable even if the event is off property. For example, if there is a called-in bomb threat, gas leak, or fire on adjacent property that causes an agency to evacuate a nearby station, then you must report the evacuation.

Self-evacuations, which occur when people vacate transit property without direction from transit personnel or another authority, are not automatically reportable.

You should not report evacuations due to a mechanical failure unless the evacuation occurs onto the right-of-way. Evacuations to a station platform or a rescue train are not reported *unless* there was an imminent danger to passengers.

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

Exhibit 9: Evacuation Decision Flowchart
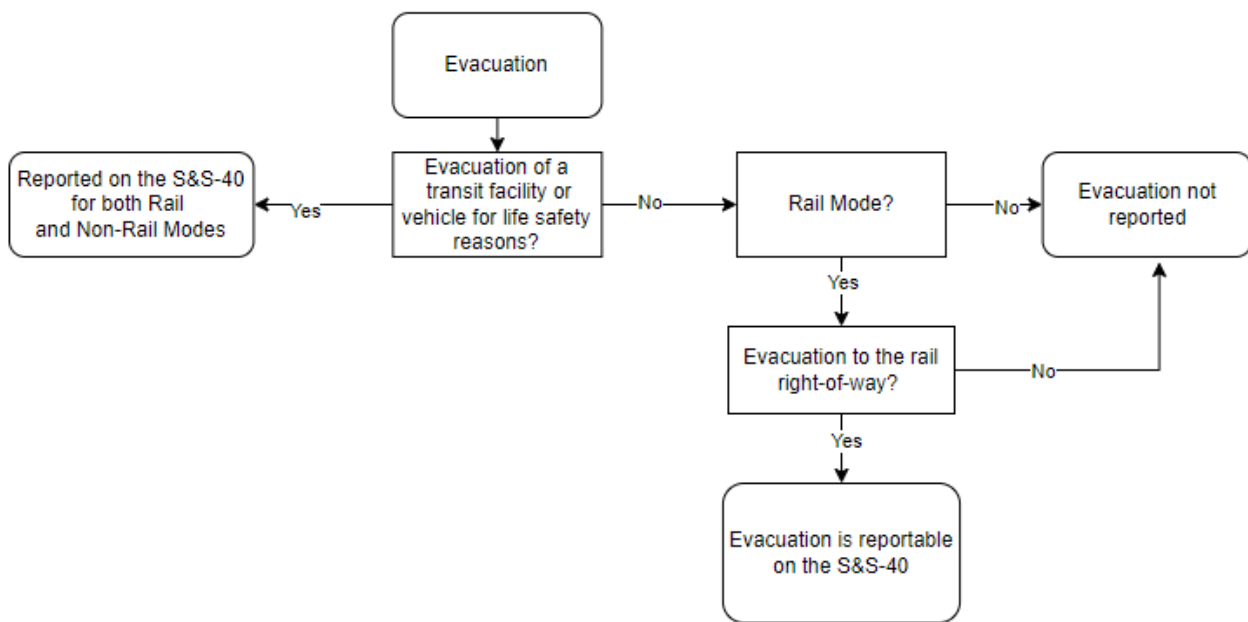
Derailment

You must report any derailment of a rail transit revenue vehicle or of a non-revenue service vehicle. This includes both mainline and yard derailments.

If a derailment is a result of a collision, report the event as a collision and include the number of derailed vehicles on the "Rail Transit Train Involved" form. This form is used even if the vehicle was a maintenance vehicle, such as a hi-rail vehicle.)

Excluded from this event reporting requirement are events that occur during the engineering or construction phases of a new rail transit system or the extension of an existing rail transit system unless they involve transit-related activities such as operations, testing, simulated service or pre-revenue service, or a transit-related maintenance activity.

Exhibit 10: Derailment Decision Flowchart
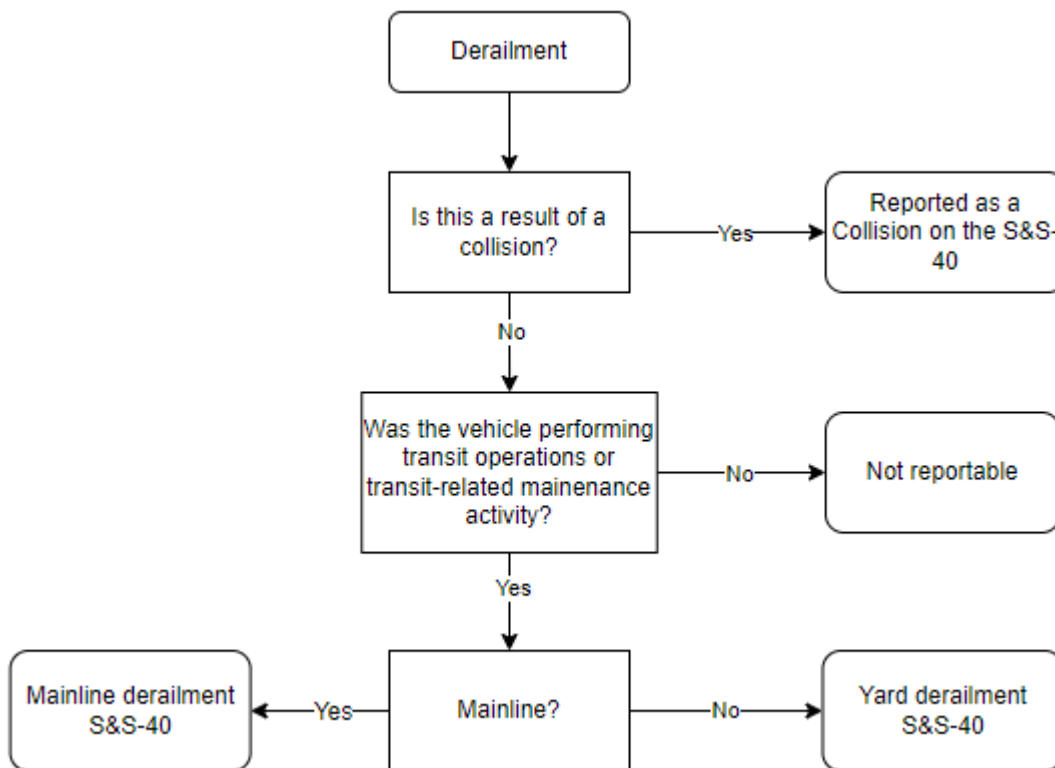
Collisions Involving Tow-Aways

You must report all collisions involving revenue roadway vehicles in which one or more motor vehicles incurred disabling damage that required 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 8:   Collisions Involving Tow-Away
Scenario A: 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 is under $25,000.
Solution B: Report this as a collision event since the automobile was towed away due to disabling damage.
Scenario B: 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.
Solution B: Report this as a collision event. The truck was towed away, therefore the event meets the substantial damage threshold criterion.

Automatically Reportable Rail Collisions

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

Rail Grade Crossing or Intersection Collisions

You must report any collision involving a rail transit vehicle occurring at a grade crossing or intersection. A grade crossing is defined as any place where a rail guideway used for transit operations is crossed at grade by a road or path, including crosswalks at stations. However, this excludes parking lot entrances or exits and driveways. You must report rail grade crossing collisions whether or not they meet any other reporting threshold.

Rail Collisions with an Individual

You must report any collision between a rail transit vehicle and an individual, regardless of whether the event resulted in injuries. For a collision to occur, the transit vehicle must be in motion. Impact between a stopped transit vehicle and a person are reported as a fall on the Non-Major Monthly Summary form.

Rail Collisions with Another Rail Vehicle

You must report any collision between a rail transit vehicle and a second rail vehicle. Rail-to-rail collisions are reportable whether or not they meet any other reporting threshold. This includes all collisions between a transit revenue train and another revenue train, a revenue train and a non-revenue rail service vehicle, or between two non-revenue rail service vehicles. Rail transit vehicles exclude hand-powered devices that are not part of a vehicle consist. Report one "Transit vehicle involved" for each revenue train and one "Other vehicle involved" for each non-revenue vehicle. Note: Collisions that do not involve any rail transit vehicles and meet a reporting threshold are reported as Non-Transit Collisions.

Runaway Trains

Any event that involves a runaway train is reportable regardless of any other threshold. A runaway train is a train that is moving and no longer under the control of a driver (whether or not the operator is physically on the vehicle at the time). This is limited to rail vehicles that are used for revenue service, regardless of whether the event occurred in revenue service.

You should report a runaway train event under the event type that occurred as a result of the runaway train (a Collision, Derailment, or Other Safety Event). A runaway rail service vehicle that does not result in a safety event that meets reporting thresholds does not need to be reported.

Example 9:   Runaway Train
Scenario A: Revenue Train has an undesired uncoupling with movement. A revenue train consist has an undesired uncoupling at a station and pulls away leaving the uncoupled car behind. The car brakes do not set as designed, and the car starts rolling. **Solution A**: Report as a "Other Safety Event" (Runaway Train) because the car is moving uncontrolled.
Scenario B: Revenue Train has an undesired uncoupling without movement. A revenue train consist has an undesired uncoupling at a station and pulls away leaving the uncoupled car behind. The car brakes set as designed and the car remains stationary. **Solution B**: Do not report this as a "Runaway Train" because the car is not moving uncontrolled.

Event Types

The exhibit below provides an overview of reportable event types for events meeting a reporting threshold.

Exhibit 11: Event Types

Safety Events

- Collisions (incl. those involving attempted suicide, suicide, and assault/homicide)
- 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 **one** person)

System Security Events

- Bomb Threat/Bombing
- Chemical/Biological/Radiological/Nuclear Release
- Arson
- Sabotage
- Burglary

- Vandalism
- Hijacking
- Cyber Security Events
- Suspicious Package
- Other System Security Events (such as projectiles thrown at vehicles)

Personal Security Events

- Assault (including Assault on a Transit Worker)
- Attempted Suicide
- Suicide
- Homicide
- Motor Vehicle Theft
- Robbery
- Rape
- Larceny/Theft
- Other Personal Security 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
- A dock

A reportable *non-rail* collision is one that results in

- An injury requiring transport away from the scene,

- A fatality,

- An evacuation for life-safety reasons,

- Property damage of $25,000 or more, or

- Towing of the transit or non-transit vehicle.

Exhibit 12: Non-Rail Collision Decision Flowchart
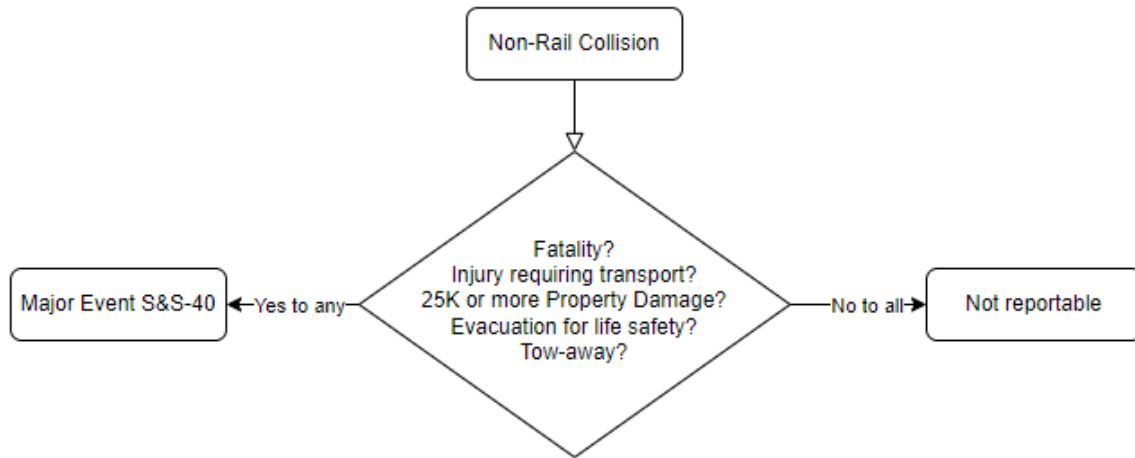
A reportable *rail* collision is one that results in

- An injury requiring transport away from the scene,
- A serious injury,
- A fatality,
- An evacuation for life-safety reasons or to the rail right-of-way,
- Substantial damage,
- A runaway train,
- Occurs at a grade crossing or intersection, or
- Involves a collision with a person or another rail vehicle.

Exhibit 13: Rail Collision Decision Flowchart
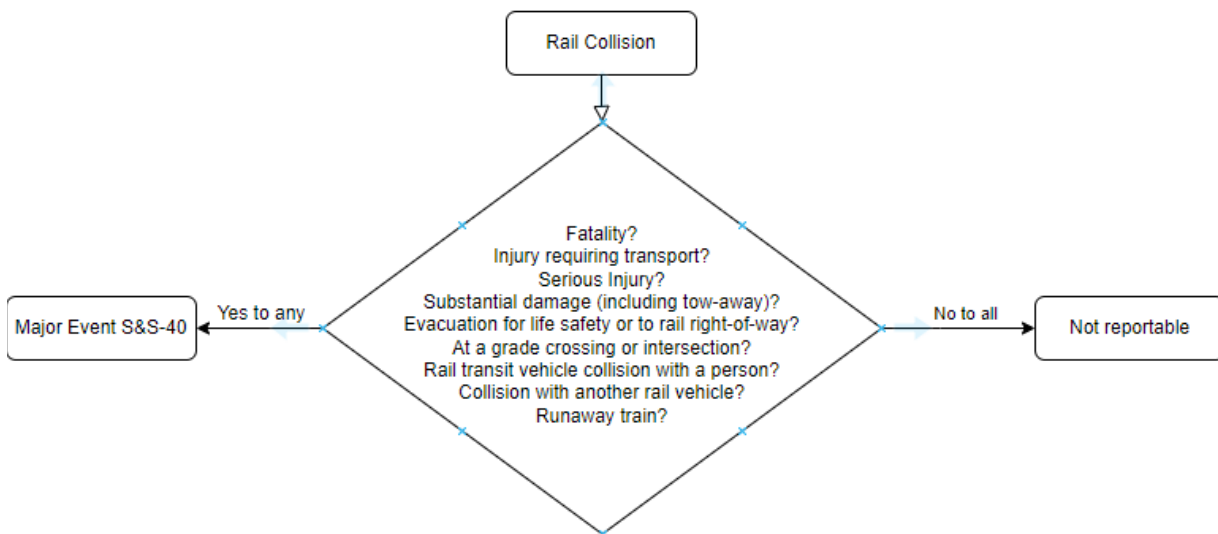
Collisions Involving Suicide, Attempted Suicide, Assault (Injury), or Homicide (Fatality)

Suicides, attempted suicides, assaults (including assaults on transit workers), and homicides by impact with a transit vehicle are reported as collisions.

An *attempted suicide* is self-inflicted harm where death does not occur, but the intention of the person was to cause a fatal outcome. The intent can be determined by any reasonable method including police reports and eyewitness accounts. The event description must clearly state how the person inflicted self-harm and that the intent was suicidal.

Only record a collision with an individual as a *suicide* or *attempted suicide* if the intent is established by a third party in the form of police reports, security personnel reports, or other eyewitness statements.

Exhibit 14: Suicide or Attempted Suicide Decision Flowchart
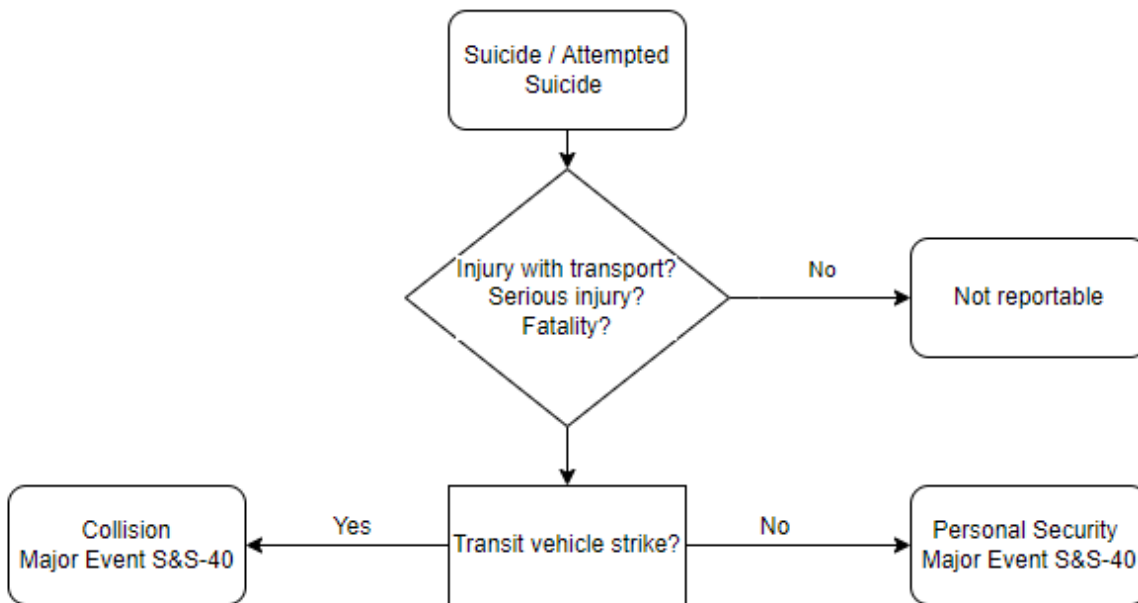
An assault is an attack by one person on another without lawful authority or permission. A homicide is the killing of one human being by another, including the following:

- **Murder and non-negligent manslaughter**: The willful (non-negligent) killing of one human being by another.

- **Negligent manslaughter**: The killing of another person through gross negligence.

Reporting Collisions

Non-transit vehicle collisions on or involving transit property that do not involve transit revenue vehicles may still meet reporting thresholds. For example:

- A pedestrian is struck by a private vehicle in a transit parking lot.

- Maintenance equipment collides with anything except a rail transit vehicle away from the rail right-of-way.

Non-transit collisions are created by selecting "No" to either the question "Were transit revenue vehicles involved in this event?" or the question "Were Transit Revenue Vehicles OR Non-revenue Rail Transit Vehicles involved in this event?" on Setup Screen 2.

Example 10: Non-Reportable Non-Transit Collision
Scenario: Two patrons are sitting on a bench waiting for a bus at a simple bus stop owned by the transit agency. A car loses control and crashes into the bench, killing both patrons**.** **Solution:** Events occurring at simple bus stops are not reportable to the NTD, unless the patron is boarding or alighting from the transit vehicle. They are not reportable even if you own the bus stop.

Example 11: Non-Reportable Collision
Scenario: A passenger exiting a bus is hit by a car. A 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 was outside of the transit system/property.

Collision screens vary depending on mode. Typically, there are four screens when reporting a transit collision, excluding the Basic Information, Injury, or Fatality forms:

- Collision Event Information

- Collision Information

- Transit Vehicle Involved Information

- Other Vehicle Involved Information

The following sections provide instructions for completing the required form by event type and includes "Key Descriptions" pertaining to the information collected on the forms. For injury or fatality descriptions, please see "Injury and Fatality Type Key Descriptions." For the purpose of this manual, the selections below are multimodal, whereas the database selections are based on mode.

> **Please note: Some of these selections only appear on forms for specific modes. For example, "Bus or Service Stop" will not appear for rail modes.**

Basic Information Screen Key Descriptions

The Basic Information screen is used for each event type. The Suicide and Attempted Suicide selections appear only for Collisions.

- **Event Date**: The actual date the event occurred.

- **Event Time**: The actual time the event occurred.

- **Approximate Address of Event**: The actual address, or, if unknown, the approximate address, nearest intersection, or milepost where the event occurred.

- Latitude

- Longitude

    o Choose either: "Search by Latitude & Longitude" or "Search by Address"

- **Suicide Checkboxes: *Check box that applies:***

    o **Attempted Suicide Event:** Collision is due to an attempted suicide (non-fatal).

    o **Suicide Event:** Collision is a suicide (fatal).

- **Event Description**: The Event Description must be a clear, concise account of the event and should include the following information:

    o What occurred (how and indicate impact points);

    o When (verifies time of day);

    o Where (intersection, parking lots, etc.);

    o Who and how many people (those affected, including the number transported for medical attention);

    o A corroboration of reported damage; and

    o Whether any vehicles were towed.

Collision Event Information Key Descriptions

Number of Non-Rail Transit Vehicles Involved, Number of Rail Transit Trains Involved, or Number of Ferries Involved:

- Enter the number of transit revenue vehicles.

    o If your agency's transit revenue vehicle collides with another agency's transit vehicle, DO NOT include the other agency's transit vehicle here.

    o If your agency's transit revenue vehicle collides with one of your agency's hi-rail, work train, or maintenance vehicles, include only the revenue vehicle here and include one Other vehicle to report the maintenance vehicle.

Location selections:

- **Revenue Facility: Transit Center/Station or Terminal:** A passenger boarding/deboarding facility with a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. This includes the following:

    o All fixed guideway passenger facilities (except for on-street cable car and light rail stops)

    o Busway passenger facilities

    o Underground, at grade, and elevated rail stations

    o Ferryboat (FB) terminals.

    o Transportation / transit / transfer centers, park-and-ride facilities, and transit malls with the above components, including those only used by buses.

    Does not include stops (which are typically on-street locations at the curb or in a median, sometimes with a shelter, signs, or lighting for bus, light rail and cable car).

- **Non-Revenue Facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles and that is primarily staffed by transit employees.

- **Revenue Facility: Other**: Another location within the facility, such as a control room, equipment room, or turnstiles. May be used to indicate areas around the facility that are on transit property.

- **Roadway: Intersection:** An intersection or crossroads, usually involves a crossing over of two streets or roads. The intersection may be a T-intersection, multi-leg or traffic circle configuration. In areas where there are blocks, the crossing streets or

roads are perpendicular to each other. However, two roads may cross at a different angle.

- **Right-of-way: intersection**: An intersection or crossroads where street-running rail crosses in mixed traffic. This excludes driveways and parking lot entrances.

- **Roadway: Grade Crossing** or **Right-of-way: Grade Crossing**: An intersection where a roadway and a transit exclusive rail right-of-way cross each other at the same level (at grade). Pedestrian crosswalks in stations are also included. This excludes driveways and parking lot entrances.

- **Roadway: Not a Grade Crossing or Intersection or Right of way: Not a Grade Crossing:** Mid-block or locations on the roadway or rail right-of-way that are not at intersections. Includes driveways, parking lot entrances, ramps, bridges, and tunnels.

- **Bus or Service Stop or Service stop:** Pre-defined location for passengers to board and/or alight from the transit vehicle, typically on-street, at the curb, or in a median, sometimes with a shelter, sign, or lighting. Includes private driveways for paratransit operations.

- **Revenue Facility: Parking Facility:** Includes park-and-ride lots as well as parking garages. Parking facilities are those immediately adjacent to a transit station or center.

Collision With selections:

- **Motor Vehicle** or **Non-Transit Motor Vehicle**: Encompasses multiple types of motorized passenger vehicles such as automobiles, minivans, pickup trucks, motorcycles, electric stand-up scooters, motorized bicycles, rail cars, and buses intended for roadway or rail travel.

  o When this selection is chosen, include one "Other vehicle" for each motor vehicle or non-transit motor vehicle involved.

- **Non-Rail Transit Vehicle** (Transit owned and operated vehicle that is not being used on the rail fixed guideway): The non-rail vehicles used to provide revenue service for passengers.

  o When this selection is chosen, include one "Other vehicle" for each non-rail transit vehicle involved.

- **Rail Transit Vehicle/Rail Passenger Train – Revenue Service**: The rolling stock used to provide revenue service for passengers that is in service at the time of the event.

- **Rail Transit Vehicle/Rail Passenger Train – Not in Revenue Service**: The rolling stock used to provide revenue service for passengers that is not in service at the time of the event.

- **Rail Transit Vehicle/Rail Transit Maintenance or Service Vehicle on the Rail Fixed Guideway**: Vehicles used to indirectly deliver transit service, maintain revenue vehicles, and perform transit-oriented administrative activities.

  - When this selection is chosen, include one "Other vehicle" for each rail transit maintenance or service vehicle involved.

  - These vehicles are powered by an on-board operator to distinguish them from rail equipment or hand powered or remote-controlled objects.

- **Person** (including bicyclists on non-motorized bicycles and skateboarders)

- Animal

- Fixed Object

- **Transit vehicle:**

  - Report a collision with another of your agency's rail vehicles under the rail mode.

  - Do not use this selection to identify a collision with a transit vehicle from another agency.

- Vessel

- Dock/Terminal center

- **Non-revenue vehicle:**

  - This selection is only on the Non-Transit Collision form.

Example 12: Reporting "Collision With"
Scenario: A 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 then transported to a hospital due to injuries sustained in this event. **Solution**: Select **Person** from the "Collision with" list.

Number of Other Vehicles Involved:

- The number of non-transit vehicles involved in the collision, including motorcycles, scooter, tour/charter buses, or tractor-trailers.

    o If a transit revenue vehicle collides with a hi-rail maintenance vehicle, include "Other" vehicle to report the maintenance vehicle.

Collision Information Key Descriptions

Weather selections:

- Clear

- Cloudy

- Foggy/Misting

- Raining

- Snowing/Sleeting

- Windy (FB mode)

- Tunnel

Lighting selections:

- Daylight

- **Twilight:** The period of partial darkness between day and night both at dusk and at dawn.

- Dark

- Sun in eyes of transit vehicle operator

- Sun in eyes of other vehicle operator

- **Indoors:** Indoor lighting; excludes streetlights.

Roadway Configuration selections:

- **Limited Access Highway:** A controlled-access road to which access from adjacent properties is limited in some way. These highways usually do not permit low-speed vehicles and non-motorized uses, such as pedestrians, bicycles, and horses.

- **Divided Highway:** A highway that is divided down the middle by a barrier that separates traffic going in different directions.

- Street

- Bridge

- Intersection

- Grade crossing

- Tunnel

- Private Property

- Ramp

Railway Alignment selections:

- **Exclusive Right-of-way:** Tunnel

- **Exclusive Right-of-way:** Elevated track

- **Exclusive Right-of-way:** At-grade

- **Exclusive Right-of-way:** Sidings/rail yard/other non-revenue track

- **Semi-exclusive right-of-way with grade crossings for vehicular or pedestrian traffic**

- **Non-Exclusive Right-of-way: Shared with Vehicles or Pedestrians:** Rail right-of-way over which motor vehicle and/or pedestrian traffic moving in the same direction or cross directions may pass.

Grade Crossing Control (If Applicable) selections:

- **Active devices**: Crossing gates

- **Active devices:** Flashing lights only

- **Active devices:** Traffic signal

- **Active devices:** Quad gates

- **Active devices:** Train approaching sign

- **Passive devices:** Stop sign

- **Passive devices:** Cross bucks

- No control device

Intersection Control Device (If Applicable) selections:

- Traffic Signal

- Police Officer/Flagman/Other Person

- Stop Sign

- Yield Sign

- Crossing Gate

- **Active devices:** Crossing gates

- **Active devices:** Flashing lights only

- **Active device:** Traffic signal

- **Active device:** Train approaching sign

- **Active device:** Restricted/no turn sign

- **Passive device:** Stop sign

- **Passive:** Yield sign

- **Passive devices:** Cross bucks

- **Passive device:** Restricted/no turn sign

- No control device

Service Stop Control Devices (if applicable)

- **Active device:** Traffic signal

- **Active device:** Restricted/no turn sign

- **Passive:** Yield to train

- **Passive device:** No passing zone

- **Passive device:** Stop sign

- **Passive device:** Restricted/no turn sign

- **Passive devices:** Crossbucks

- **Passive device:** Rail transit only lane

- **Passive device:** Pavement markings

- **Passive device:** Do not pass

- No control device

Roadway Conditions selections:

- Dry
- Wet
- Snow/Slush
- Ice
- Debris

Tide Condition (FB mode) selections**:**

- Low Tide
- Slack Tide
- High Tide
- Non-Tidal Waters

Current Condition (FB mode) selections:

- Slow Current
- Medium Current
- Fast Current
- Flat Water (No Current)

Collision Transit Involved Key Descriptions

Existing Fleet (button): Click to display fleet vehicles based on the agency's latest available "Revenue Vehicle Inventory (A-30)" form for the mode and type of service for the event. Make a selection from the list. You may filter the list of selections through any of the following:

- **RVI ID:** Revenue Vehicle Inventory Identification number
- **Agency Fleet ID:** Unique identifiers an agency may assign for each fleet in their inventory
- **Vehicle Type:** AG, AO, BR, BU, CC, CU, DB, FB, HR, LR, IP, MV, RL, RP, RS, SB SV, TB, TR, VN, or VT.
- Manufacturer

New Fleet (button): Click if the vehicle associated with this event *is not* on the Existing Fleet list. Enter the following information:

- Vehicle Type

- Vehicle Manufacturer

- Vehicle Fuel Type

Transit and Other Vehicle Action selections:

- **Making a Transit Stop:** A transit vehicle is slowing to pull into a regularly scheduled service stop where passengers board and alight from transit vehicles.

- **Leaving a Transit Stop:** A transit vehicle is slowly pulling away from a regularly scheduled service stop where passengers board and alight from transit vehicles.

- **Stopped:** The vehicle has halted movement during operations, such as standing in traffic or waiting at a service stop.

- Going straight

- Negotiating a curve

- Making a left turn

- Making a right turn

- Changing lanes

- Going backwards

- Parked

- Proceeding through a switch

- Entering dock

- Leaving dock

Transit and Other Vehicle Collision Type selections:

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. (See Exhibit 15 below.)

- **Head-On:** The 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.

- **Rear-Ending:** The vehicle was impacted on its front end when it rear-ended another vehicle.

- **Rear-Ended:** The vehicle was impacted on its rear end by the front of another vehicle.

  Note: "Rear-ending" and "Rear-ended" must always be reported as a pair. If you select either choice here, the other choice must be selected for the other 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.

  Note: 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.

  Note: Do not use this selection if the vehicle was hit on the side near the rear.

Exhibit 15: Collision Impact Point Diagram
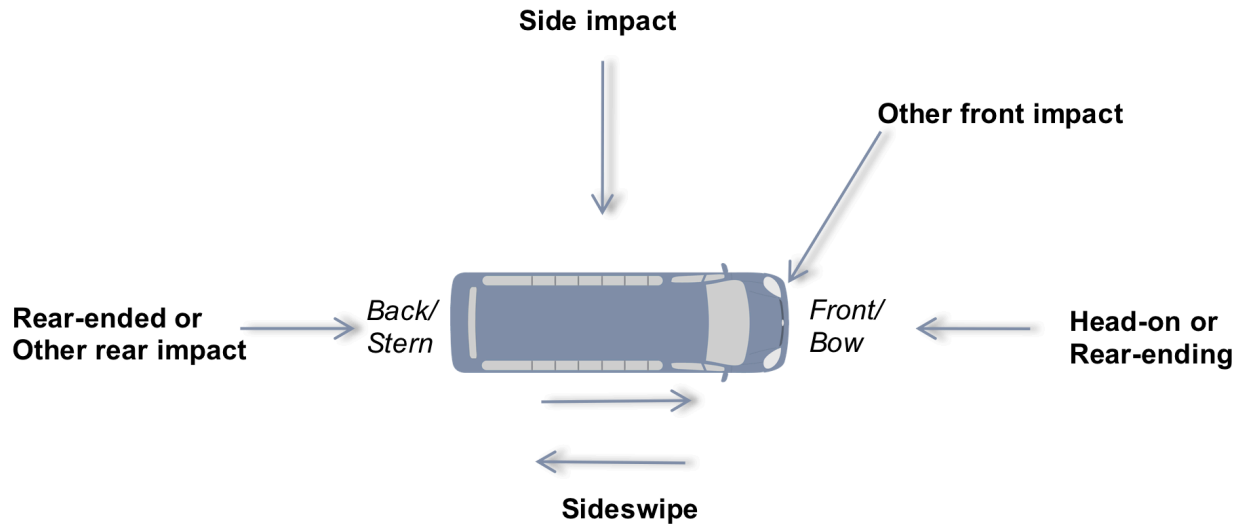
Example 13: Collision Type
Scenario A: A ferryboat strikes a dock with the front of the boat. **Solution A:** Select **Head-On** because the event involved the front of the ferryboat striking the dock.
Scenario B: A train is hit in the rear by another train. **Solution B**: Select **Rear-Ended** as the Train Collision Type for the transit vehicle. (The Other vehicle would be reported as "Rear-ending.")
Scenario C: A train backs up into a vehicle behind it. **Solution C**: Select **Other Rear Impact** as the Train Collision Type for the transit vehicle. (The Other vehicle would be reported as "Other Front Impact.")

For **Transit Vehicle Speed,** enter the actual or estimated vehicle speed at the time of the collision.

Choose **"Yes"** or **"No"** to the question: **"Was a runaway train involved?"**

- If **"Yes**,**"** the system will prompt you to choose whether or not the operator was in the vehicle at the time.

- This refers to revenue trains only.

Choose **"Yes"** or **"No"** to the question: **"Was this vehicle towed from the scene due to disabling damage as a result of the collision?"**

Collision Other Vehicle Involved Key Descriptions

Other Vehicle Type selections:

- Automobile

- Light Truck or SUV

- Motorcycle/Moped/Scooter (including motorized stand-up scooters)

- Tractor Trailer

- Rail Vehicle

- Non-revenue Rail Vehicle (Maintenance)

- Commercial Rail or Amtrak

- Charter/Tour Bus

- School Bus

For **Other Vehicle Action** selections, see the "**Transit and Other Vehicle Action** selections" section above.

For **Other Vehicle Collision Type** selections, see the "**Transit and Other Vehicle Collision Type** selections" section above and adjust the point-of-view to that of the Other vehicle.

Injury and Fatality Type Key Descriptions

Injury Type selections:

- **Non-Serious:** Choose this selection if the person was transported for medical attention.

- **Serious:** Choose this selection if the person suffered serious injury. (See Exhibit 5 for the definition of a serious injury.)

Person Information selections:

- **Person Waiting/Leaving from Transit**: An individual who is on transit property such as a platform, transit facility, or transit parking facility.

- **Transit Employee/Contractor:** An individual who is compensated by the transit agency.

- **Transit Vehicle Operator:** An individual who is compensated by the transit agency and whose function is to operate the transit vehicle. Operators are reported under two categories, "Inside vehicle" or "Outside vehicle." Choose "Outside vehicle" when the operator is going to or from the transit vehicle.

- **Other Worker (e.g., commercial worker, utilities worker, etc.):** An individual who is neither an employee of a transit agency nor a purchased transportation provider and who is providing specific services at a transit agency.

- **Pedestrian**: bicyclist

- Pedestrian crossing in crosswalk

- Pedestrian crossing not in crosswalk

- Pedestrian walking along road

- Pedestrian Other (including lying, sitting, or found on tracks)

- Transit vehicle rider: including an individual who is on board, boarding, or alighting from a revenue transit vehicle. This includes an individual riding on top of a transit revenue vehicle, riding between rail cars, and off-duty personnel.

- Other transit staff: An on-duty employee on board a transit revenue vehicle that is not the operator. This includes trainees, observers, and security personnel.

- Occupant of other vehicle

- Other: An individual who does not fit any other category. Often used when the actions of the person and/or affiliation to the transit system are unknown.

Radio button selections:

- **Trespasser:** A person in an area of transit property not intended for public use (i.e., an unauthorized area).

    o Select one option: "Trespasser," "Not a trespasser," or "Insufficient information."

        ▪ Do not check this box if the person fell or was pushed into or onto an unauthorized area.

        ▪ Select "Insufficient information" only if there is no evidence to conclude that the person fell or intentionally placed themselves in/on the unauthorized location.

- **Attempted Suicide:** Self-inflicted harm where death does not occur, but the intention of the person was to cause a fatal outcome.

  o Select one option: "No Assault / Attempted suicide," "Assault," or "Attempted suicide."

- **Assault:** An attack by one person on another without lawful authority or permission.

  o Select one option: "No Assault / Attempted suicide," "Assault," or "Attempted suicide."

- **Suicide** or **Homicide** (see Personal Security Event Details Key Descriptions below):

  o Select one option: "No Suicide/Homicide," "Suicide," or "Homicide."

- **Transported for medical attention:** This is used to indicate that the person was transported for medical attention (required if "Non-Serious" is chosen).

Evacuation (Sub-Form)

Complete this form when reporting an evacuation for life-safety reasons or to the rail right-of-way. This sub-form may be included in any event type.

Choose **"Yes"** or **"No"** to the question:

- **"Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?"** OR

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

Evacuation Details: Enter a description of the evacuation.

When selecting what your agency evacuated, choose from the following options:

- Vehicle/Vessel

- Revenue Facility: transit station/center or terminal

- Revenue Facility: other

- Non-revenue Facility

Choose **"Yes"** or **"No"** to the question: "**Was this a self-evacuation**?"

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 that result from a runaway train.

This **includes**:

- Derailments on both mainline track and in rail yards.

- Derailments where the wheel(s) leave and return to the rail.

- Derailment of any rail transit vehicle (in revenue service or otherwise) which is part of a consist being pushed or pulled by powered track equipment.

This **excludes**:

- A split switch where the wheels of a rail transit vehicle did not come off the rails.

- Hand powered rail-running equipment such as a non-self-propelled hand cart.

- Events that occur during the engineering or construction phases of a new rail transit system or the extension of an existing rail transit system, unless they involve transit-related activities such as operations, testing, simulated service or pre-revenue service, or a transit-related maintenance activity.

Agencies must report derailments in three sections:

- **Derailment Event Information** includes the type of derailment, number of trains derailed, the location of the derailment, and the type of track on which the derailment occurred.

- **Derailment Rail Transit Train Involved** captures the total number of cars in the train, the number of those cars that derailed, the vehicle action, the estimated speed of the train at the time of the derailment, the vehicle manufacturer. This form is also used for a non-revenue or maintenance vehicle.

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

Choose "**Yes**" or **"No"** to the question: **"Was a runaway train involved?"**

- If **"Yes,"** you will be prompted to choose whether or not the operator was in the vehicle at the time.

- This question refers to rail vehicles that are used for revenue service only (regardless of whether the event occurred in revenue service).

Please refer to the appropriate category under the "Collision" section above for information on derailment selections.

Derailment Event Information Key Descriptions

Derailment Type selections:

- **Mainline:** Derailment occurs on primary rail over which rail transit vehicles travel between stations.

- **Yard:** Derailment occurs on yard or side track.

Location selections:

- **Revenue facility: transit station:** A passenger boarding/deboarding facility with a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. This Includes the following:

    o All fixed guideway passenger facilities (except for on-street cable car and light rail stops);

    o Busway passenger facilities;

    o Underground, at grade, and elevated rail stations;

    o Ferryboat terminals;

    o Transportation, transit, or transfer centers;

    o Park-and-ride facilities; and

    o Transit malls with the above components, including those only used by buses.

- **Non-Revenue Facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.

- **Right-of-way: Trackway:** Mid-block or locations on the rail right-of-way that are not at intersections. Includes driveways, parking lot entrances, ramps, bridges, and tunnels.

- **Right-of-way: Grade Crossing:** An intersection of a roadway and a rail right-of-way where they cross each other at the same level (at grade). Pedestrian crosswalks in stations are also included.

Example 14: Derailment Reporting
Scenario A: A construction company is using a hi-rail vehicle to hang catenary wires for a new Light Rail system. During construction, the hi-rail vehicle derails.   **Solution A:** The event occurred during the construction phase of a new rail system, and the vehicle use is made by construction contractors and is not related to operations or maintenance conducted by the RTA or by RTA operations or maintenance contractors. In addition, the vehicle is not under control of the transit agency. The event is not reportable.
Scenario B: A work train moving in the rail yard is pushing another train and one wheel left but then returned to the rail.   **Solution B:** The event involved a non-revenue rail vehicle and a wheel derailed. This meets the derailment threshold even though the wheel rerailed on its own.

Configuration selections:

- Switch
- Curve
- Tangent

For Key Descriptions for **"Derailment Event Details"** see the **"Collision Information Key Descriptions"** section under the "Collisions" section above.

Derailment Rail Transit Involved Key Descriptions

For the **Number of Cars in Rail Transit Train** selection, enter the number of rail cars in the train's consist.

For the **Number of Cars Derailed** selection, enter the number of rail cars in the train's consist that had a wheel unintentionally come off the rail.

Existing Fleet (button): Click to display fleet vehicles based on the agency's latest available "Revenue Vehicle Inventory (A-30)" form for the mode and type of service for the event. Make a selection from the list. You may filter the list of selections through any of the following:

- **RVI ID:** Revenue Vehicle Inventory Identification number

- **Agency Fleet ID:** Unique identifiers an agency may assign for each fleet in their inventory.

- **Vehicle Type:** AG, AO, BR, BU, CC, CU, DB, FB, HR, LR, IP, MV, RL, RP, RS, SB SV, TB, TR, VN, or VT.

- Manufacturer

New Fleet (button): Click if the vehicle associated with this event is not on the Existing Fleet list. Enter the following information:

- **Vehicle Type**

    o For non-revenue maintenance vehicles, please report the Vehicle type as "Non-revenue Rail Vehicle (maintenance)."

- Vehicle Manufacturer

Vehicle Fuel Type Train Action selections:

- Going straight

- Making a transit stop

- Leaving a transit stop

- Negotiating a curve

- Proceeding through a switch

- Parked

Choose "**Yes**" or "**No**" to the question: **"Was a runaway train involved?"**

If "**Yes,**" you will be prompted to choose whether or not the operator was in the vehicle at the time.

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. These thresholds are: injury requiring transport away from the scene for medical attention,

serious injury (rail mode), fatality, property damage of $25,000 or more, substantial damage (rail mode), or evacuation for life-safety reasons or to the rail right-of-way (rail mode). 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 the fire was on the transit vehicle, transit vehicle fuel type.

Exhibit 16: Fire Decision Flowchart
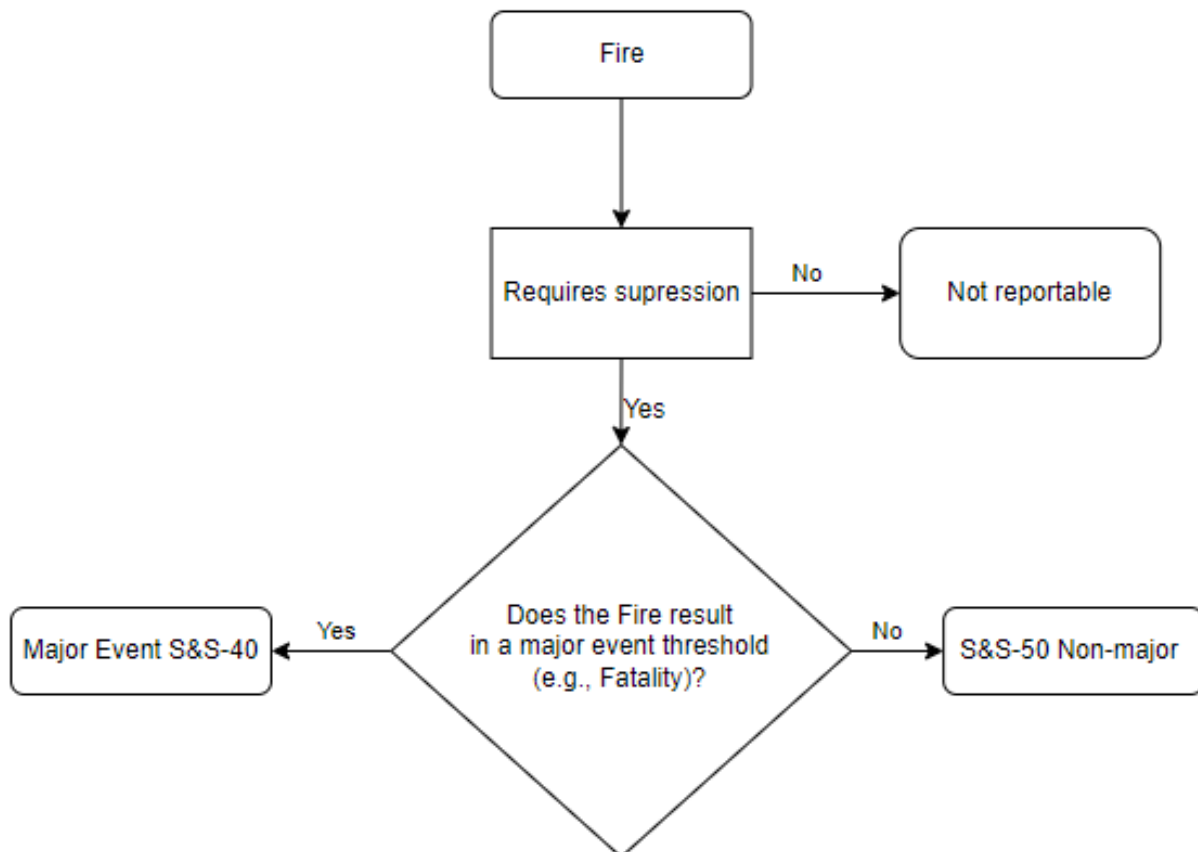
Rail Fire Event Details Key Descriptions

Location selections:

- In or on vehicle

- **Right-of-way:** Outside Vehicle

- **Revenue Facility: Transit Center:** A passenger boarding/deboarding facility with a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. This includes:

  - All fixed guideway passenger facilities (except for on-street cable car and light rail stops);

  - Busway passenger facilities;

  - Underground, at grade, and elevated rail stations;

  - Ferryboat terminals;

  - Transportation, transit, or transfer centers;

  - Park-and-ride facilities; and

  - Transit malls with the above components, including those only used by buses.

- **Revenue Facility: Parking Facility:** Includes park-and-ride lots as well as parking garages. Parking facilities are those immediately adjacent to a transit station or center.

- **Revenue Facility: Other:** Another location within the facility, such as a station booth, control room, equipment room, or turnstiles. This may be used to indicate areas around the facility that are on transit property.

- **Non-Revenue Facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.

Fire Type selections:

- Fuel

- Cable

- Battery

- Smoking (e.g., tobacco) materials

- Other Electrical

- Brake Component

For **Fuel Type** selections, choose the vehicle fuel type that powers the transit vehicle from the list of choices.

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.

A reportable event is one that results in an injury requiring transport away from the scene for medical attention, serious injury (rail mode), fatality, property damage of $25,000 or more, substantial damage (rail mode), or evacuation for life-safety reasons or to the rail right-of-way (rail mode).

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

Exhibit 17: Hazardous Material Spill Decision Flowchart
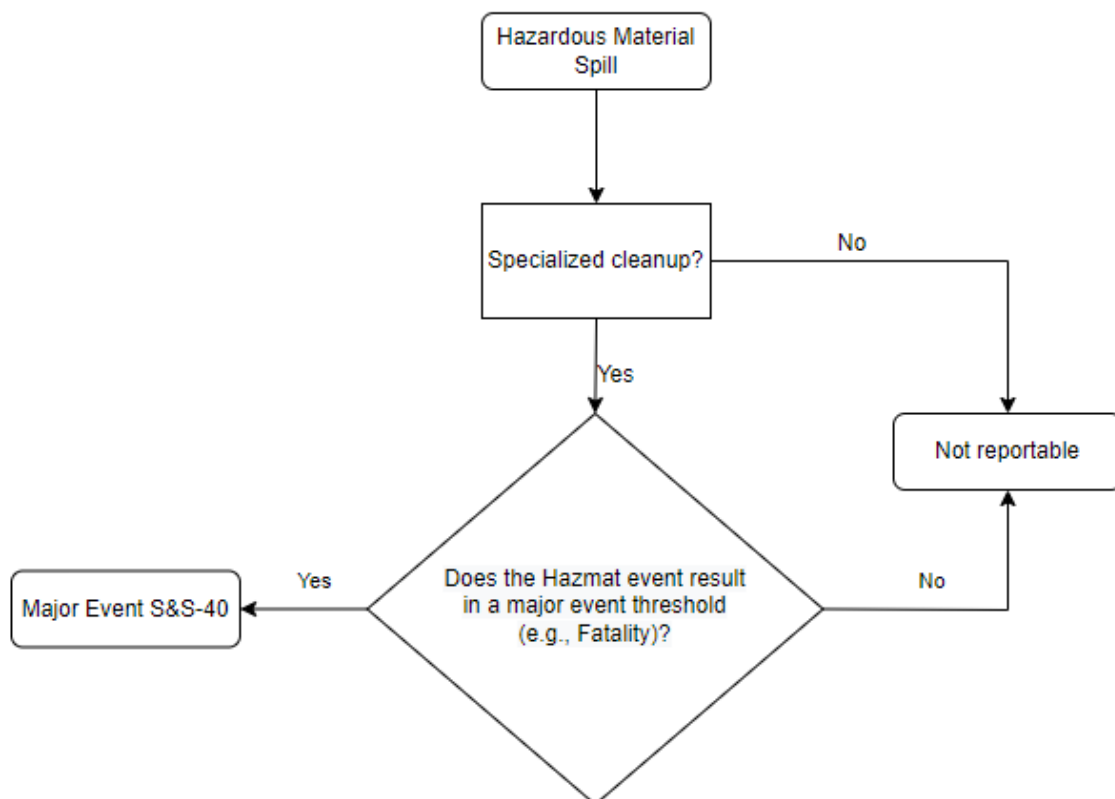
Hazardous Material Spills Event Details Key Descriptions

Location selections:

- In vehicle

- **Revenue Facility: Transit Center/Station or Terminal:** A passenger boarding/deboarding facility with a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. This includes

    o All fixed guideway passenger facilities (except for on-street cable car and light rail stops);

    o Busway passenger facilities;

    o Underground, at grade, and elevated rail stations;

    o Ferryboat terminals;

    o Transportation, transit, or transfer centers;

    o Park-and-ride facilities; and

    o Transit malls with the above components, including those only used by buses.

- **Revenue Facility: Parking Facility**: Includes park-and-ride lots as well as parking garages. Parking facilities are those immediately adjacent to a transit station or center.

- **Revenue Facility: Other**: Another location within the facility such as a control room, equipment room, or turnstile area. May be used to indicate areas around the facility that are on transit property.

- **Non-Revenue Facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.

For **Material Type** selections, choose the material that spilled from the list.

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. The form allows you to select more than one affected location.

A reportable event is one that results in an injury requiring transport away from the scene for medical attention, serious injury (rail mode), fatality, property damage of $25,000 or more, substantial damage (rail mode), or evacuation for life-safety reasons or to the rail right-of-way (rail mode).

Act of God Event Details Key Descriptions

Type selections:

- Earthquake
- Flood
- Hurricane
- Tornado
- Other High Winds
- Lightning
- Snow Strom
- Ice Storm

Location of Property Damage, Injuries, or Fatalities selections:

- **In Vehicle/Vessel**: Interior or exterior of the transit vehicle or vessel.

- **Revenue Facility: Transit Station/Center or Terminal**: A passenger boarding/deboarding facility with a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. This includes
    - All fixed guideway passenger facilities (except for on-street cable car and light rail stops);
    - Busway passenger facilities;
    - Underground, at grade, and elevated rail stations;
    - Ferryboat terminals;
    - Transportation, transit, or transfer centers;
    - Park-and-ride facilities; and
    - Transit malls with the above components, including those only used by buses.

- **Revenue Facility: Parking Facility:** Includes park-and-ride lots as well as parking garages. Parking facilities are those immediately adjacent to a transit station or center.

- **Revenue Facility: Other:** Another location within the facility such as a control room, equipment room, or turnstile area. May be used to indicate areas around the facility that are on transit property**.**

- **Non-Revenue Facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees**.**

- **Roadway: Grade Crossing** or **Right-of-way: Grade Crossing:** An intersection of a roadway and a rail right-of-way where they cross each other at the same level (at grade). For street-running operations, each street intersection is considered a grade crossing (excludes driveways and parking lot entrances). Pedestrian crosswalks in stations are also included.

- **Roadway: Not a Grade Crossing or Intersection** or **Right of way: Not a Grade Crossing:** Mid-block or locations on the roadway or rail right-of-way that are not at intersections. Includes driveways, parking lot entrances, ramps, bridges, and tunnels.

- **Roadway: Intersection:** An intersection or crossroads, usually involves a crossing over of two streets or roads. The intersection may be a T-intersection, multi-leg, or traffic circle configuration. In areas where there are blocks, the crossing streets or roads are perpendicular to each other. However, two roads may cross at a different angle.

- **Roadway: Transit Stop:** A passenger boarding/deboarding site.

Security Events

Security events are divided into two types: System and Personal Event Types are described below.

A reportable system or personal security event is one that results in an injury requiring transport away from the scene for medical attention, serious injury (rail mode), fatality, property damage of $25,000 or more, substantial damage (rail mode), or evacuation for life-safety reasons or to the rail right-of-way (rail mode).

Events at bus stops not on transit-owned property are not reportable unless the event involves a transit vehicle or boarding/alighting from 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.

Exhibit 18: Security Event Decision Flowchart
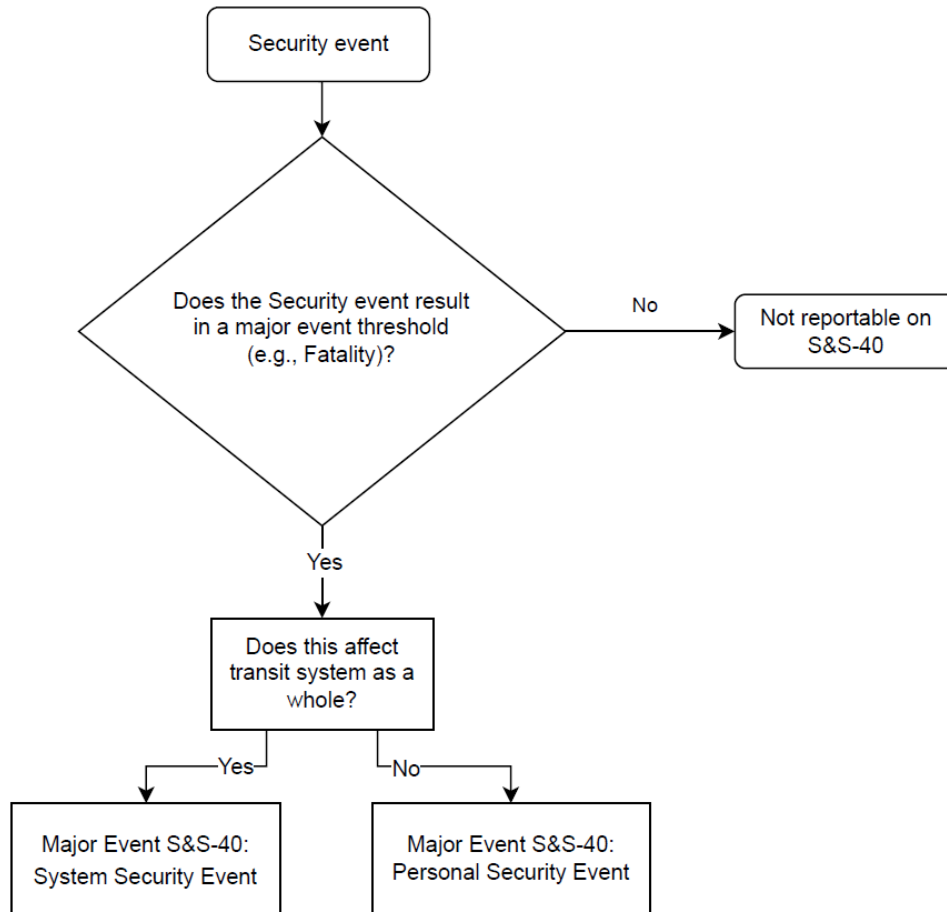
System Security Events

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.

System Security Event Details Key Descriptions

Security Event Types:

- **Bomb threat:** A credible written or oral (e.g., telephone) communication to a transit agency threatening the use of an explosive or incendiary device for the purpose of disrupting public transit services or to create a public emergency.

- **Bombing:** The unlawful and intentional delivery, placement, discharge, or detonation of an explosive or other device in, into, or against transit property with intent to cause death, bodily injury, or extensive damage to property.

- **Suspicious package**: An event that involves an unattended package deemed suspicious by the transit agency that results in an evacuation.

- **Chemical/Biological/Nuclear/Radiological:** The unlawful and intentional delivery, placement, discharge, or detonation of a biological, chemical, or radiological or other lethal device in, into, or against property. Chemical, biological, or radiological/other releases involve solids, liquids, or gases that have chemical properties that produce lethal or serious effects in human beings; includes any weapon involving a disease organism.

- **Arson:** To unlawfully and intentionally damage or attempt to damage any real or personal property by fire or incendiary device.

- **Hijacking:** The act of unlawfully seizing control of a transit vehicle by force or threat or by any other form of intimidation and exercising control over it with the intent to detain any person on board the vehicle against their will, to transport any person on board the vehicle against their will to any place other than the next scheduled stop, or to cause that vehicle to deviate from its schedule.

- **Sabotage:** The deliberate destruction of transit property or the slowing down of public transit operations by employees with the intention of damaging business or the economic condition of the transit agency.

- **Cyber:** An event that targets transit facilities, personnel, information, or computer or telecommunications systems associated with transit agencies. Include in the property damage any costs associated with remedying the cyber event. Events include:

  - 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 systems;

- o Unauthorized modification or destruction of computer programming codes, computer network databases, stored information or computer capabilities; or

- o Manipulation of computer or telecommunications services resulting from fraud, financial loss, or other criminal violations.

- **Burglary:** The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

- **Vandalism:** The willful or malicious destruction or defacement of transit property or vehicles.

- Other System Security Event

Location:

- **In Vehicle/Vessel:** Interior or exterior of the transit vehicle or vessel.

- **Revenue Facility: Transit Station/Center or Terminal:** A passenger boarding/deboarding facility with a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. This includes

  - o All fixed guideway passenger facilities (except for on-street cable car and light rail stops);

  - o Busway passenger facilities;

  - o Underground, at grade, and elevated rail stations;

  - o Ferryboat terminals;

  - o Transportation, transit, or transfer centers;

  - o Park-and-ride facilities; and

  - o Transit malls with the above components, including those only used by buses.

- **Revenue Facility: Parking Facility:** Includes park-and-ride lots as well as parking garages. Parking facilities are those immediately adjacent to a transit station or center.

- **Revenue Facility: Other:** another location within the facility such as a control room, equipment room or turnstile area.

- **Non-Revenue Facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.

- **Right-of-way:** The area through which a train travels; a train's dynamic envelope, including the track and the area around the track.

Example 15: Cyber Event Reporting
Scenario A: The agency experienced a cyberattack that affected its paratransit rides and bus operations. Personal information was leaked, and the agency had to file an insurance claim. The total damages were $47,030.00. **Solution A:** The non-rail event affected system operations and resulted in damages meeting the $25,000 reporting threshold. The event is reportable under the highest ridership (MB mode) based on the Predominant Use Rule.
Scenario B: An unknown person hacked into the agency's network system via unauthorized computer access. Files were corrupted/damaged during the hack. The website was down, disabling, for example, paratransit ride requests. Fare collection units were affected, and riders could not obtain fare cards. Systems were immediately shut down for repair. **Solution B**: The event affected operations and required on-site maintenance to restore systems. This meets the Substantial Damage threshold. The event is reportable under the highest ridership (HR mode) based on the Predominant Use Rule.

Personal Security Events

A personal security event occurs to or affects individuals on transit property. Examples include but are not limited to robbery, rape, theft, motor vehicle theft, larceny, assault (including assaults on transit workers), homicide, attempted suicide or suicide that did not involve contact with a transit vehicle, and other personal security events that do not fit into another category.

Important update pertaining to Robbery/Assault of a Passenger or Patron: If a crime involving both a robbery and an assault meets the criteria of occurring at the same time and place (one single event), the agency must report a Robbery event and include the assault details. Robberies with no confrontational circumstances should be reported as Theft.

This change will not affect the reporting/collection of the Non-Major S&S-50 "Assault on Transit Worker" data or Major S&S-40 "Assaults on Transit Workers." Therefore, if an Assault and Robbery of a transit worker occurs at the same time, the event should be reported as an Assault/Homicide on a Transit Worker.

FTA has defined a "Transit worker" as any employee, contractor, or volunteer working on behalf of the transit agency. Note: If an assault, homicide, suicide, or attempted suicide results in a collision, such as when a person is pushed into the path of a moving transit vehicle and is struck, the event should be reported as a collision.

Personal Security Event Details Key Descriptions

Security Event Type selections:

- **Assault:** An attack by one person on another without lawful authority or permission.
  - An **assault on a transit worker** is a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.
    - FTA's assault definition requires *either* "intent to endanger the safety of any individual" or "reckless disregard for the safety of human life."
      - It is the reporter's responsibility to determine the presence of intent to endanger an individual or reckless disregard for safety. FTA may occasionally ask for detail about how your agency assessed the actor's "intent to endanger the safety of an individual" or "reckless disregard for the safety of human life" to confirm that a reporting threshold was met before continuing data validation.
    - FTA encourages you to identify which threshold is met in the Event Description. This promotes data validation efficiency in that FTA may more rapidly confirm that the reporting requirement applies.
  - The occurrence of these events is captured in the "Assault/Homicide details" field as follows:
    - **Assault/Homicide against Operator:** An Operator is an individual who is compensated by the transit agency and whose function is to operate the transit vehicle.
    - **Assault/Homicide against Other Transit Worker** (e.g., transit police, station agent, etc.)**:** An Other Transit Worker is an individual other than an operator who is compensated by the transit agency or who is otherwise providing specific services on behalf of a transit agency.

- ▪ **Assault/Homicide not against Transit Worker**

  - • Selecting this indicates that the assault was not an Assault on a Transit Worker.

  o In addition, the "Worker Assault Detail Type" is collected for Assaults on Transit Operators or Other Transit Workers:

  - ▪ **Physical Assault on a Transit Worker**: An assault in which the attack involves physical contact with the transit worker. This could include any physical contact with the victim from the attacker's body, a weapon, a projectile, or other item.

  - ▪ **Non-Physical Assault on a Transit Worker**: An assault in which the attack involves no physical contact with the transit worker. This could include threats or intimidation. that do not result in any physical contact with the transit worker.

- • **Robbery**: The taking, or attempting to take, of anything of value under confrontational circumstances from the control, custody, or care of another person by force or violence or by putting the victim in fear of immediate harm.

- • **Rape**: The carnal knowledge of a person, forcibly and against that person's will.

- • **Motor Vehicle Theft**: The act or attempted act of stealing a motor vehicle.

- • **Larceny/Theft**: The unlawful taking, carrying, leading, or riding away of property from the possession (or constructive possession) of another person.

- • **Homicide**: The killing of one human being by another, including murder and non-negligent manslaughter (the willful [non-negligent] killing of one human being by another), and negligent manslaughter (the killing of another person through gross negligence).

  o As a general rule, agencies should classify in this category any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime. Although law enforcement agencies may charge offenders with lesser offenses, (e.g., negligent manslaughter,) agencies should report the offense as murder and non-negligent manslaughter if the killing was willful or intentional.

  o The occurrence of these events is captured in the "Assault/Homicide details" field as follows:

  - ▪ **Assault/Homicide Against Operator:** An Operator is an individual who is compensated by the transit agency and whose function is to operate the transit vehicle.

- **Assault/Homicide Against Other Transit Worker** (e.g., transit police, station agent, etc.)**:** An Other Transit Worker is an individual other than an operator who is compensated by the transit agency or who is otherwise providing specific services on behalf of a transit agency.

- **Assault/Homicide not Against Transit Worker**

  Selecting this indicates that the assault was not an "Assault on a Transit Worker."

- In addition, the "Worker Assault (Homicide) Detail Type" is collected as follows:

  - **Physical Assault on a Transit Worker**: An assault in which the attack involves physical contact with the transit worker. This could include any physical contact with the victim from the attacker's body, a weapon, a projectile, or other item.

  - **Non-Physical Assault on a Transit Worker**: An assault in which the attack involves no physical contact with the transit worker. This could include threats or intimidation that did not result in any physical contact with the transit worker.

- **Suicide**: Self-inflicted harm where the intention of the person was to cause a fatal outcome.

- **Attempted Suicide**: Self-inflicted harm where death does not occur, but the intention of the person was to cause a fatal outcome.

  - Ensure that the event description clearly addresses the intent and includes details of the attempt. This can be determined by any reasonable method including police reports and third-party witness statements.

  - If there was no self-inflicted harm or suicidal intent and the individual was transported only for a mental health evaluation, the event is not reportable.

  - Intentional drug overdoses are not reportable to the NTD.

- Other Personal Security Event

Location selections:

- **In Vehicle/Vessel:** Interior or exterior of the transit vehicle or vessel.

- **Revenue Facility: Transit Station/Center or Terminal**: A passenger boarding/deboarding facility with a platform, which may include stairs, elevators,

escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. This includes

- o All fixed guideway passenger facilities (except for on-street cable car and light rail stops);

- o Busway passenger facilities;

- o Underground, at grade, and elevated rail stations;

- o Ferryboat terminals;

- o Transportation, transit, or transfer centers;

- o Park-and-ride facilities; and

- o Transit malls with the above components, including those only used by buses.

- **Revenue Facility: Parking Facility**: Includes park-and-ride lots as well as parking garages. Parking facilities are those immediately adjacent to a transit station or center.

- **Revenue Facility: Other:** Another location within the facility such as a control room, equipment room, or turnstile area.

- **Non-Revenue Facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.

- **Right-of-way:** The area through which a train travels; a train's dynamic envelope, including the track and the area around the track.

Example 16 provides a few examples of reporting "pepper-spray" Security events and the method for reporting these events based on the circumstances. It is important that the Event description clearly identifies what occurred.

Example 16: Security Event Major Event Type Reporting
Scenario A: A patron dispenses pepper spray in a bus. Three people have difficulty breathing, experience eye irritation, and are immediately transported away from the scene.
Solution A: This meets the injury threshold. Select "System Security Event" and select "Chemical/Biological/Nuclear/Radiological" as the event type.

Example 16: Security Event Major Event Type Reporting

Scenario B: A patron targets another patron and sprays the person's face with Mace. The patron is immediately transported away from the scene.

Solution B: This meets the injury threshold. Since the attack was directed at a specific patron, select "Personal Security Event," and select "Assault" as the event type.

Scenario C: A transit police officer is involved in an altercation with a fare evader who is resisting arrest. The officer pepper sprays the individual to gain control. The individual is transported away for medical attention.

Solution C: This meets the injury threshold for Security Event. Select "Personal Security Event," select "Other personal security event" as the event type, and enter a descriptive comment in the "Please describe" box.

Example 17 provides examples of Major Assaults on Transit Workers.

Example 17: Major Event Assault on Transit Worker Reporting

Scenario A: A passenger boards a bus and refuses to pay the fare. The passenger spits on the operator and the operator is transported for medical attention.

Solution A: This meets the definition of an assault on a transit worker. Select "Personal Security Event," "Assault" as the event type, then "Assault/Homicide Against Operator," and "Physical Assault on a Transit Worker," and include the injured operator.

Scenario B: Two transit police officers are involved in an altercation with a trespasser who is resisting arrest. The trespasser bites one officer and kicks the other. Both officers are transported for medical attention.

Solution B: This meets the definition of an assault on a transit worker. Select "Personal Security Event," "Assault" as the event type, then "Assault/Homicide Against Other Transit Worker," then "Physical Assault on a Transit Worker," and include two injured workers.

Scenario C: A transit rider repeatedly strikes at an operator with a metal bar, and verbally threatens the operator with bodily harm, however no physical contact made. The operator is transported for trauma.

Solution C: This meets the definition of an assault on a transit worker. Select "Personal Security Event," "Assault" as the event type, then "Assault/Homicide Against Operator," and "Non-Physical Assault on a Transit Worker" and include the injured operator.

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. To be reported as a major event, these events must **either** meet the fatality, evacuation, runaway train, property damage (rail or non-rail criteria), or serious injury threshold **or** result in two or more injured persons. Other Safety Events that cause only one person to be immediately transported from the scene for medical attention that is not a serious injury, and that do not trigger any other reporting threshold, are reported on the Non-Major Monthly Summary Report form.

FTA includes Other Safety Events that occur in a transit maintenance facility and meet a reporting threshold but continues to exclude occupational safety events occurring in administrative buildings.

Exhibit 19: Other Safety Event Decision Flowchart
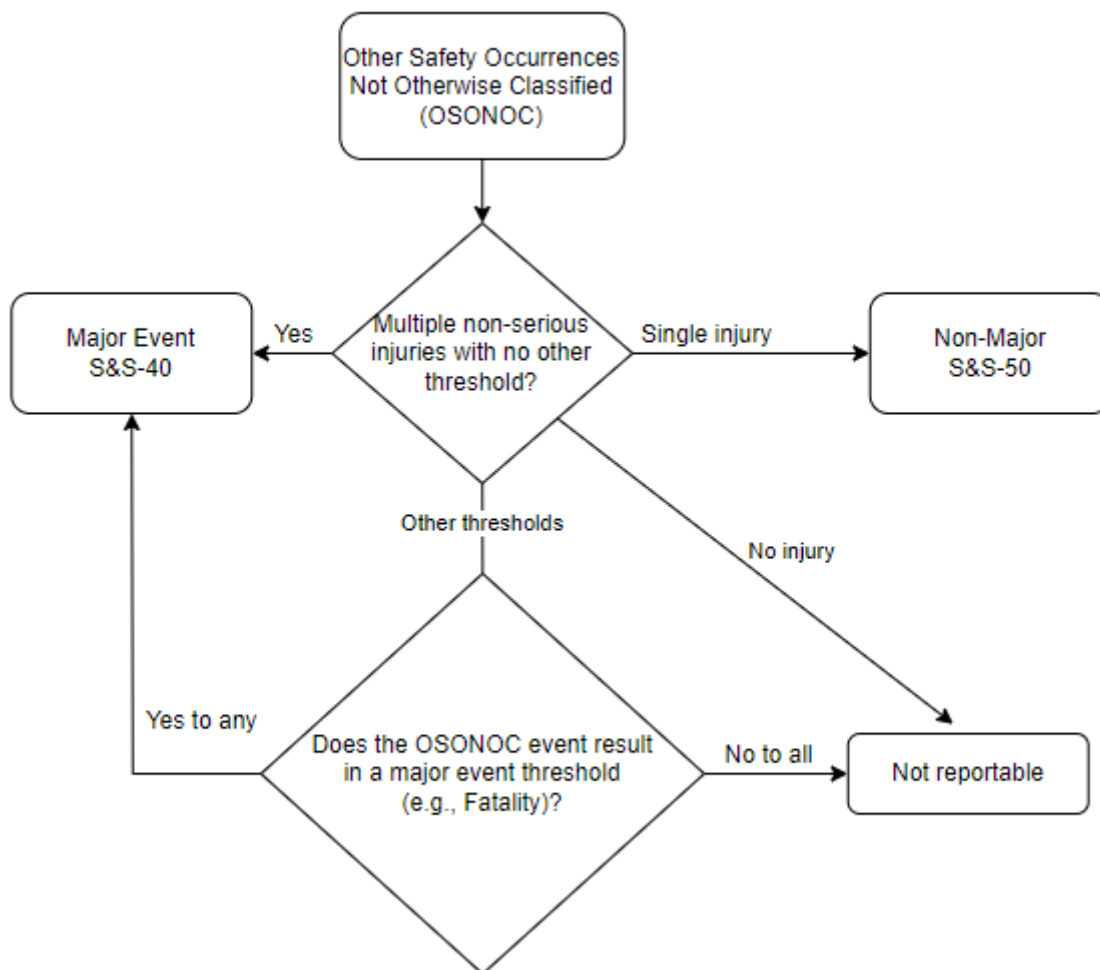
Other Event Details Key Descriptions

Event Type selections:

- Smoke

- Fumes/Noxious Odors

- Electric Shock

- Outside Conditions (powerlines, pantographs, etc.)

- Power Failure

- Maintenance Related

- Slip/Trip/Fall

- **Runaway Train:** a train which is no longer under the control of a driver regardless of whether the operator is physically on the vehicle at the time. This is limited to rail vehicles that are used for revenue service, regardless of whether the event occurred while in revenue service.

Location selections:

- **Boarding/alighting:** with stairs

- **Boarding/alighting:** with lift or ramp

- **Boarding/alighting:** other

- **Vehicle Exterior:** the exterior of the transit vehicle

- Roadway

- Right-of-way

- Yard

- **Revenue facility:** elevator related

- **Revenue facility:** escalator related

- **Revenue facility:** ramp

- **Revenue facility:** stairway

- **Revenue facility:** platform/stop/waiting area

- **In Vehicle/Vessel: Securement Issue:** In or on a transit vehicle and pertains to the securement of a wheelchair or other mobility device.

- **In Vehicle/Vessel: Not a Securement Issue:** In or on a transit vehicle and does not pertain to the securement of a wheelchair or other mobility device.

- **Revenue Facility**: **Parking Facility:** Includes park-and-ride lots and parking garages. Parking facilities are those immediately adjacent to a transit station or center.

- **Revenue Facility: Other**: Another location within the facility, such as a control room, equipment room, or turnstile area. May be used to indicate a bus or service stop or areas around the facility that are on transit property.

- **Non-Revenue Facility:** A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.

Example 18: Other Safety Event Major Event Type Reporting
Scenario A: 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 A:** This meets the Fatality threshold. Select Other Safety Event and select "Slip/Trip/Fall" as the event type.
Scenario B: A bus fills with heavy fuel fumes, and employees evacuate the passengers to the roadway. **Solution B:** This meets the Evacuation threshold. Report Other Safety Event, then select "Fumes/Noxious Odors" as the event type and include the evacuation screen.
Scenario C: An elevator has a mechanical problem causing it to jerk to a stop. Two patrons are transported away for medical attention. **Solution C:** This meets the two-injury threshold for Other Safety Event. Select Other Safety Event, then select "Maintenance Related" as the event type and complete two Injury sub-forms.

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

Overview

The Non-Major Monthly Summary Report captures monthly summary information on minor fires, other less severe single-injury safety events, and assaults on a transit worker that are not reportable as Major Events.

On the Non-Major Monthly Summary Report, agencies only report

- The number of assaults on a transit worker that occurred without injury (i.e., with no transport away from the scene for medical attention),

- Safety incidents and the number of persons immediately transported away from the scene for medical attention each month due to those occurrences, and

- Fires with suppression that occurred without injury.

Agencies do not provide details on specific people and vehicles involved for these events.

For Americans with Disabilities or Paratransit modes providing door-to-door service, when an individual slips, trips, or falls walking to or from the transit vehicle and is injured (transported for medical attention), 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 three event type categories: Non-Major Worker Assaults, 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.

Note: Do not submit monthly forms prior to the end of the reporting period. Reports submitted prior to the end of the month may be missing data. After the end of the month, review the data and re-submit the form to reflect a date after the end of the month.

- If a form is submitted prior to the end of the reporting period, remove any reported events, check "no data to report," and save the form.

A reportable Non-Major event is one that occurs

- On transit right-of-way or infrastructure (the underlying framework or structures that support a public transportation system),

- 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;

- Occupational safety events occurring in administrative buildings;

- Events that occur during the engineering or construction phases of a new rail transit system or the extension of an existing rail transit system, unless they involve transit-related activities such as operations, testing, simulated service or pre-revenue service, or a transit-related maintenance activity;

- Events at bus stops not on transit-owned property (unless the event involves a transit vehicle or boarding/alighting from a vehicle); and

- A person transported for mental health evaluation (for example, a person stating they would like to harm themselves where no attempt is made).

Note: Bus stops or shelters owned by municipalities or authorities that also operate transit systems are not considered "transit-owned" property.

Multi-Agency Facilities

Around the country, there are transit facilities that are shared by multiple transit agencies. 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.

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 Heavy Rail and LR, the agency would report the event under LR based on the higher volumes of LR boarding passengers.

Non-Major Assaults on Transit Workers

On the S&S-50 form, agencies must report assaults on a transit worker that did not result in immediate transport away from the scene. Therefore, when an event meets the definition for assault on a transit worker but does not involve an injury or fatality (e.g., spitting), it must be reported on the S&S-50 form. Note that an assault involving transport away from the scene for medical attention meets the Injury threshold and is reported as a major S&S-40 event. This table collects the number of events per month and identifies the location of the incident.

- An **assault on a transit worker** is a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.
    - o FTA's assault definition requires *either* "intent to endanger the safety of any individual" or "reckless disregard for the safety of human life."
        - ▪ It is the reporter's responsibility to determine the presence of intent to endanger an individual or reckless disregard for safety. During the process of data validation, FTA may occasionally ask for detail about how your agency assessed the actor's "intent to endanger the safety of an individual" or "reckless disregard for the safety of human life" to confirm that a reporting threshold was met before continuing data validation.

Agencies must report a count of Assaults on a Transit Worker occurring in the respective month using three criteria: Transit Worker Assault Detail Type (Physical vs. Non-Physical), Transit Worker Type (Operator vs. Other), and Location.

Transit Worker Assault Detail Type selections:

- **Physical**: An assault in which the attack involved physical contact with the transit worker. This could include any physical contact with the victim from the attacker's body, a weapon, a projectile or other item (e.g., spitting).

- **Non-Physical**: An assault in which the attack involves no physical contact with the transit worker. This could include threats, intimidation, or interference that do not result in any physical contact with the transit worker.

Transit Worker Type selections:

- **Operator**: An individual who is compensated by the transit agency and whose function is to operate the transit vehicle.

- **Other Transit Worker (e.g., transit police, station agent, etc.)**: An individual who is compensated by the transit agency or who is otherwise providing specific services on behalf of a transit agency.

Example 19: Non-Major Event Assault on a Transit Worker Reporting
Scenario A: A passenger boards a bus but refuses to pay the fare. The passenger spits on the operator, but the operator denies transport for medical attention and resumes service. **Solution A:** The agency reports the one event in the "Non-Major Physical Assault on Operators" column and the "Location of Event" as "In transit vehicle."
Scenario B: A train cleaner accidentally brushes a passenger's foot. The passenger threatens the cleaner with bodily harm. The cleaner is not transported for medical attention. **Solution B:** The agency reports the one event in the "Non-Major Non-Physical Assault on Other Transit Workers" column and the "Location of Event" as "In transit vehicle."
Scenario C: A transit operator is cursed at by a passenger while exiting the vehicle. No direct threat was made and there was no delay in service. **Solution C:** This does not meet the definition of an Assault on a Transit Worker and is therefore not reportable.

Location selections:

- **In Transit Vehicle**: In or on a transit vehicle.

- **In Revenue Facility**: A facility or an area that a passenger uses to board/deboard from a transit vehicle using a platform, which may include stairs, elevators, escalators, passenger controls, canopies, wind shelters, ticket office or machines, restrooms, or concessions. This includes the following:

- o All fixed guideway passenger facilities (except for on-street cable car and light rail stops)

- o Busway passenger facilities

- o Underground, at-grade, and elevated rail stations

- o Ferryboat terminals

- o Transportation, transit, transfer centers, park-and-ride facilities, and transit malls with the above components, including those only used by buses

- o Parking facilities and garages (parking facilities are those immediately adjacent to a transit station or center)

- o Other locations within the facility such as a control room, equipment room or turnstile area.

- **In Non-Revenue Facility**: A facility or an area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees.

- **Other** (e.g., city street): A location that is not in a revenue or non-revenue facility and is not a transit vehicle. This selection is used to capture events that did not occur in listed locations. For example, a person is pushed into a stationary transit vehicle on the roadway.

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

Other Safety Occurrences Not Otherwise Classified or Other Safety Incidents are **not** collisions, fires, derailments, acts of God, hazardous material spills, or security events. Rather, they are single-injury safety events. Injury means any harm to persons as a result of an event that requires immediate medical attention away from the scene.

Individuals who are transported away from the scene for the following reasons are not reportable:

- Solely for: illness, natural causes, exposure to the elements, intoxication, drug overdose, mental health evaluation unrelated to a specific reportable event, or

- Declarations or allegations of self-harm with no evident injury.

Other Safety Occurrences or Other Safety Incidents that meet the fatality, evacuation, damage, and/or or two-injury thresholds 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.

The NTD does not collect reports of individuals transported away from the scene unrelated to a specific reportable event. For example, if a person is acting erratically on the rail alignment and the person is restrained and transported for evaluation, but there is no related event, this does not meet the injury threshold and is therefore not reportable.

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

- Electric shock to an individual,
- A transit 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.

Please refer to "Exhibit 19: Other Safety Event Decision Flowchart" for information on reporting slips and falls as a major or non-major event.

Number of Other Safety Occurrences or Safety Incidents Key Descriptions

In Transit Vehicle selections:
- **Boarding/Alighting:** With stairs
- **Boarding/Alighting:** With lift or ramp
- **Boarding/Alighting:** Other
- **Other in Vehicle: Securement Issue:** In or on a transit vehicle and pertains to the securement of a wheelchair or other mobility device.
- **Other in Vehicle: Not a Securement Issue:** In or on a transit vehicle and does not pertain to the securement of a wheelchair or other mobility device.

In Revenue Facility selections:
- Ramps
- Stairs

- Escalators

- Elevators

- Platform

- Parking facility

Other Locations selections (see descriptions in "Non-Major Worker Assaults"):

- In Non-Revenue Facilities

- Other

  - Add a description in the "Please describe other" box when this selection is chosen. Describe the nature of the event, the location, and injured individual(s).

Injury Person Type selections:

- **Patron**: An individual on board a revenue transit vehicle or an intending/deboarded passenger in a transit facility. Excludes operators, transit employees, and contractors.

- **Transit Employee/Contractor:** An individual who is compensated by the transit agency.

- **Other**: An individual who is not a patron and not compensated by the agency.

Example 20: Other Safety Occurrences or Safety Incidents Reporting
Scenario A: A person falls from the platform and briefly touches the third rail causing a burn and requires immediate medical attention away from the scene.   **Solution A:** The agency reports the one Occurrence and the one (1) injury related to this event on the Non-Major Monthly Summary Report under "Number of Other Safety Incidents and Related Non-Serious Injuries."
Scenario B: A track worker is repairing rail ties on the track and falls to the roadbed resulting in lacerations to the knee.   **Solution B:** Since this is maintenance related, the agency reports the one Occurrence and the one (1) injury on the Non-Major Monthly Summary Report under "Number of Other Safety Incidents and Related Non-Serious Injuries."

Example 20: Other Safety Occurrences or Safety Incidents Reporting
Scenario C: A pedestrian bumps into the side of a bus stopped at a traffic light. The person is transported from the scene for medical attention with a bump on the forehead.
Solution C: Since the vehicle was not moving at the time, the agency reports the one Other Safety Occurrence Not Otherwise Classified under the category "Other locations," "Other" selection, with the person type reported as "Other."

Number of Non-Major Fires

Agencies must report incidence of fires that require suppression but do not meet a major event reporting threshold. If the fire event meets a major event threshold (injury, fatality, evacuation, property damage), it is to be reported as a major event on the S&S-40.

Please refer to "Exhibit 16: Fire Decision Flowchart" for determining major and non-major fire reporting.

Number of Non-Major Fire Events Key Descriptions

Enter the number of non-major fire events by location (see definitions in "Non-Major Worker Assaults"):

- In Transit Vehicle
- In Revenue Facility
- In Non-Revenue Facility
- **On Right-of-way**: The area through which a train travels; a train's dynamic envelope, including the track and the area around the track. Not used for non-rail modes.

Example 21: Fire Event
Scenario A: A transit bus (MB) has smoke coming from under the hood, and the operator finds a small electrical fire. 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 A: Because this fire required an act of suppression but does not meet a major event-reporting threshold, this event must be reported on the S&S-50 under Number of Non-Major Fires.

Example 21: Fire Event
Scenario B: A small fire on the right-of-way was extinguished. It did not cause any damage or injuries. **Solution B:** This event is reported on an S&S-50 form, as there were no injuries, no evacuation, and no damages.

Appendix A: Safety and Security Data Reports

The NTD online reporting application provides access to a variety of a data reports. NTD reporters may use these reports to download their reported data, compare their agency's safety data against other peer agencies, or obtain an industry rate comparison of their agency's safety data.

To access these reports within NTD, please navigate to the *Reports* tab on the blue *Menu* bar, then choose *Safety*.

Below is a listing and explanation of available reports:

Historical S&S Form Lookup

This report allows you to view only the data the agency reported from 2014 to the prior year. You will request the year, mode and Type of Service, and form type to display.

Rate Compared to Industry Rate

This compares the agency's event, injury, and fatality count to the national average per mode and type of service for a defined period per 10,000,000 Unlinked Passenger Trips.

Note: The "Rate Compared to Industry Rate" report is the only report that uses up-to-date data as reported in system. All reports below will have a three-month lag. For example, a report you access in December will include data through September of the current year.

Major Event Report

This is a list of all Major Safety and Security Events from January of 2014 to the most recently published data within the Federal Transit Administration's major event time series.

When redirected to the site, you will need to create a view to filter the data to your agency, desired period, mode, etc.

Non-Major Event Report

This includes counts of minor fires on transit property requiring suppression, transit worker assaults not involving transport for medical attention, and other safety events that are not reportable as Major Events because a Major Event reporting threshold is not met.

When redirected to the site, you will need to create a view to filter the data to your agency, desired period, mode, etc.

FRA Regulated Mode Major Security Events

This includes event data reported for Commuter Rail (CR) and Alaska Railroad (AR) modes, as well as Heavy Rail (HR) modes reported as public transportation but which fall under the safety oversight of the Federal Railroad Administration. The reporting agencies are not required to report Safety Events (e.g., collisions, derailments, etc.) to the Federal Transit Administration for these modes through the NTD.

When redirected to the site, you will need to create a view to filter the data to your agency, desired period, mode, etc.

Safety & Security Time Series (Threshold-Adjusted)

This file counts both Major and Non-Major S&S event data including totals for injuries and fatalities. It presents data by year and by event type, person type, etc. Note that FTA makes adjustments within this file to preserve historical consistency in data definitions. The data is presented as a Microsoft Excel file.

Safety & Security Major Only Time Series

This file counts only events meeting a Major Event reporting threshold from 2002 to present, as determined by reporting thresholds for the given year. It presents data by year and by event type, person type, etc. The data is presented as a Microsoft Excel file.