2016 Report Year

NTD

National Transit Database

Safety & Security: Internet Reporting

Office of Budget and Policy
January 2016

Federal Transit Administration
U.S. Department of Transportation

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Safety and Security Internet Reporting

Overview

Transit agencies complete all required forms, waivers, and declarations using the Internet Reporting system, or NTD 2.0, which is accessible from the NTD website at http://faces.fta.dot.gov. The Safety and Security Reporting Package launches at the beginning of the calendar year, typically on January 4th.

The NTD system automatically generated the Security Configuration forms (S&S-30). Once users complete their respective S&S-30 forms, the system generates the required Safety and Security links and forms.

The **NTD Home Page** offers the following information and data for reporters and others interested in the NTD:

- NTD 2.0 link
- Policy and reporting manuals
- Historical data, annual publications, and other reference materials
- NTD resources, including Help Desk contact information

Getting Started

Users log in to NTD 2.0 using their username (email address) and password.

NTD Reporting includes the following tabs menu items (tabs vary based on the login used):

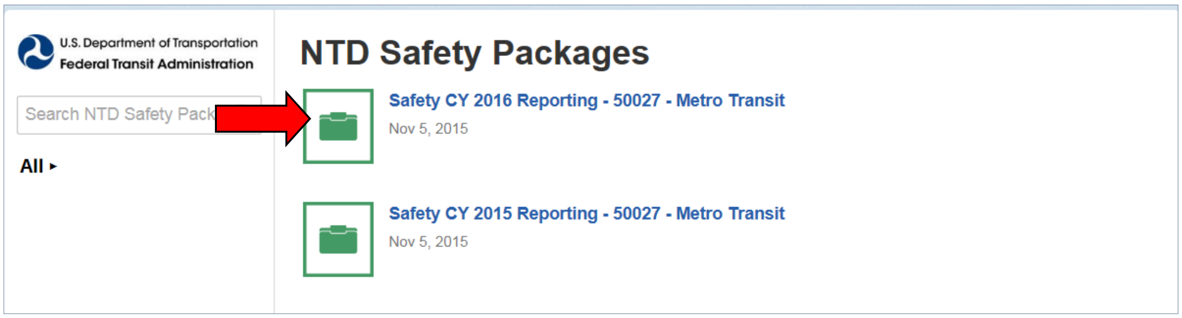
- **News**: Agencies can view their NTD annual analyst name and contact information. The analyst posts news items, agency updates, and report statuses here.
- **Tasks**: Displays how many task(s) are in a user's cue, including pending reports or incomplete forms.
- **Records**: Provides access to reporter profiles, agency report packages, static reports and a directory of users. This is the tab agencies will utilize to complete all Safety and Security report forms.
- **Reports**: Provides access to past and present Safety and Security summary data by mode/TOS that has been reported by your agency in addition to a directional route miles report and rural reports. You can export or print reports.
- **Actions**: A listing of all e-mail communications from the NTD Facilitates adding new users and perform other user actions.

User Roles

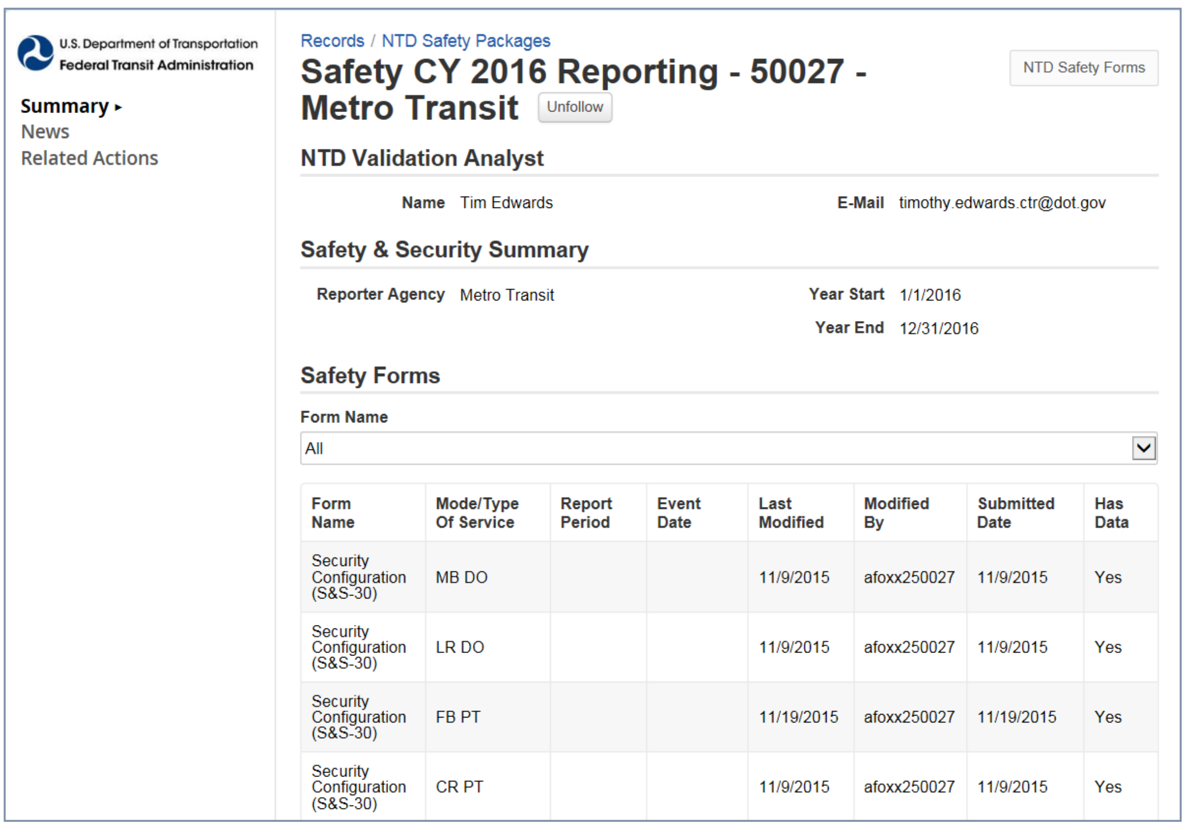
Exhibit 1 – Summary of NTD Safety and Security reporting requirements	
NTD Role	Permissions
CEO	Complete annual report year kickoff Complete reporter requests (waivers, extensions) View, edit, and submit NTD annual report (first draft) View, edit, and submit S&S Reports
NTD Contact	Complete annual report year kickoff View, edit, and submit NTD annual report (revisions) View, edit, and submit S&S reports
Editor	View and edit annual report View and edit S&S report
Viewer	View annual report View S&S report
Safety Contact	View, edit, and submit S&S report View annual report
Safety Editor	View and edit S&S report View annual report
Safety Viewer	View S&S report View annual report

Locating S&S Reports

After successfully logging on, the user selects the "Records" tab to navigate to the Safety Package to enter Safety & Security data. Clicking on the NTD **Safety Packages** selection allows users to access the Safety and Security reporting modules.



Choose the desired report year. Upon choosing the report year, the following Safety Summary View will appear.



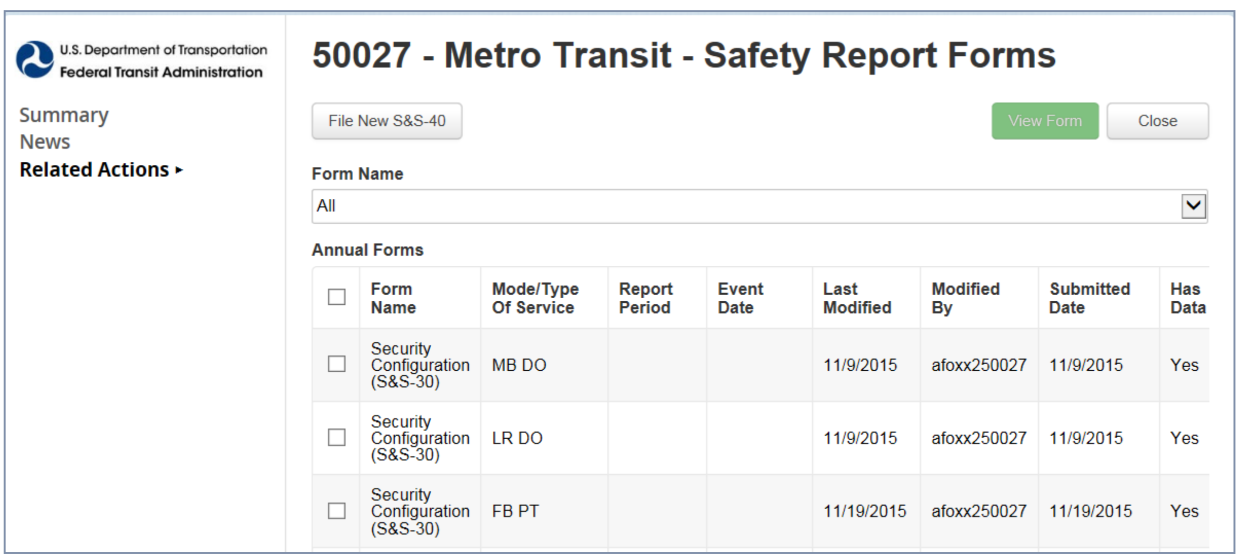
*Note: The Safety Summary View (or Landing page) displays in **View Mode** only. To view or edit the contents of a form, users must click on the **NTD Safety Forms** button located in the upper right corner of the screen to navigate to the Dashboard.*

The **Safety Forms** section consists of two parts: a filter tool and a summary table. The filter tool allows users to filter the view to display only specific types of forms, such as S&S-30 Security configuration forms.

Initially, only the Security Configuration form (S&S-30) is available for completion. Once all S&S-30 forms are complete, the system generates other forms and links.

The summary table displays eight columns to assist users with tracking and monitoring the status of all Safety and Security reports. The columns include:

- **Form Name:** Identifies the number of the name and number of the form. For Major Event Reports (S&S-40) it also displays the Event number.
- **Mode/Type of Service**: The Mode and Type of Service of the event report.
- **Report Period**: The month in which the event(s) occurred or the month for which an S&S-50 report was entered.
- **Event date**: The date the event occurred (Major Event Reports only).
- **Last modified**: The date the report was last saved.
- **Modified By:** The username that entered or modified the report.
- **Submitted date**: The date on which the report was last submitted.
- **Has data**: Indicates if the Non-Major Monthly Summary report (S&S-50) contains any occurrences.



A new column has been added to the left of the summary table. The user must click on a checkbox to open the adjacent for form completion or editing. Only one form or report can be open at one time.

It is important for users to use the **Close** button to navigate between menu items or views. Exiting a form without properly closing first it will result in a pending "Task" item for the user to revisit at a later time. This may affect the submission process.

Completing the S&S CEO Certification Form (S&S-20)

1. Click the selection checkbox adjacent to the form name, and then click on **View Form** button.

*Note: If you are logged in with any other username, you can view the S&S-20, but you cannot complete the form and submit it. If you are logged in as the CEO and do not have a **Submit** button, please contact your Safety & Security Analyst or the Helpdesk.*

2. Review the total events, injuries, and fatalities tallied on the form.

3. The number of events, injuries, and fatalities tallied on the S&S-20 is taken directly from the Major Event Reports (S&S-40) and Non-Major Summary Event Reports (S&S-50) that were submitted by your agency throughout the applicable calendar year. If a report was not submitted, it is excluded from the tallies on the form.

4. You can review summarized data from your S&S-40 and S&S-50 reports on the Reports tab.

Note: If you believe the number of events, injuries, or fatalities is incorrect, you must edit, add, or delete the S&S-40 reports and/or edit the S&S-50 reports. In addition, you may want to check to make sure all your event reports are submitted. The S&S-20 form immediately incorporates any changes made to the event reports.

5. Use the radio buttons at the end of each line of data on the **Reportable Event Data** tables on the S&S-20.

6. Choosing **Confirm** indicates that you agree with the figures shown.

7. Click on the **Submit Report** button.

Safety Configuration (S&S-30) - MB DO

50027 - Metro Transit - Safety CY 2016

Personnel Totals

Number of Primary Security Personnel

Total Number of Security Personnel

Primary and Secondary Security Configuration

	Primary (Check one)	Secondary (Check all that apply)
a. Dedicated transit police force	☐	☐
b. Dedicated (TRANSIT) unit of local police	☐	☐
c. Contracted local law enforcement	☐	☐
d. Transit agency security force	☐	☐
e. Contracted security force	☐	☐
f. Off duty police officers	☐	☐
g. Use of local police (non-contracted)	☐	☐

Close

Submit Save

Completing the Security Configuration Form (S&S-30)

You will see an S&S-30 form for each mode/TOS you reported on the agency's Profile form.

1. In the first box (Number of Primary Security Personnel) enter the estimated number of full-time equivalent personnel that routinely patrol and/or respond to events in or on your agency's transit property.
2. Next, indicate the type(s) of security personnel your agency uses. In the first column, **Primary**, check one box for the security force that routinely patrols and/or responds to events in or on your agency's transit property.

Security Configuration Types:

- **Dedicated transit police force**: Your agency operates a (sworn) transit police force.
- **Dedicated (transit) unit of local police**: Your agency makes use of 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**: Your agency contracts with a local police department or sheriff's department to provide security services for your transit agency.
- **Transit agency security force**: Your agency uses in-house non-sworn security guards (e.g., not sworn police officers). In this case, the security guards are employees of the transit agency.
- **Contracted security force**: Your agency uses contracted non-sworn security guards (e.g., not sworn police officers).
- **Off-duty police officers**: Your agency hires off-duty police officers who "moonlight" at the transit agency (e.g., you contract directly with individual off-duty officers as opposed to contracting with a local law enforcement agency).
- **Use of local police (non-contracted)**: Your agency relies on a local police or sheriff's department for security. Select this option if your agency does not pay for this coverage through a contractual arrangement. Such a department would be one that primarily performs general policing activities in a municipality or area. Do not report number of personnel for this category, instead enter a count of 0 (zero).
- In the second column, check as many boxes that apply to indicate the type of **Secondary** security force(s) your agency uses (if any).
- When you are done filling out the form, click the **Save** button, the **Submit** button.

Important considerations

You can report only one primary choice on the S&S-30 form. If your agency has more than one type of security force that is considered primary, choose only one to report as the Primary and report the other as Secondary. You may make this decision based on the security force that has the largest number of personnel, or any other reasonable method.

If your agency contracts for security and pays a monthly fee based on services provided, use the prior year's information of total hours worked to arrive at the number of full-time equivalent security employees for the current year.

If your agency uses a dedicated transit police force for both the MB and DR service, but the DR service never requires security response, it is acceptable to report zero (0) security personnel for the DR mode.

The sum of all the numbers reported in the **Total Number of Security Personnel** boxes for all modes should equal the total number of full-time equivalent security personnel used by your agency.

You will be unable to enter any Safety and Security event reports until you complete and submit all the S&S-30 forms generated for your agency.

Editing the S&S-30 Form

1. Click on the **Safety CY 2016 Reporting** package for your agency.
2. On the Safety Summary View, click on the **NTD Safety Forms** button located on the upper right of the screen
3. Click on the checkbox adjacent to the Security Configuration (S&S-30) form you would like to edit.
4. Erase and edit the numbers for Primary and Total security personnel.
5. Check or uncheck the boxes for Primary and Secondary security configuration.
6. Click the Save button to save your changes.
7. Click the Submit Report button to submit your changes.

Editing an S&S-40 Form

This section will give you step-by-step instructions for editing an S&S-40 report *before* or *after* it has been saved and/or submitted.

You may not delete or add an evacuation section in a report or edit the following data points in a report:

- Mode/TOS
- Event type
    - Personal Security or System Security events may be changed with the confines of the same category. For example, an Assault may be changed to a Homicide since both are Personal Security events.
    - Other Safety Occurrences Not Otherwise Classified (OSONOC) events may also be changed within the confines of the same category. For example, Power Failure may be changed to Maintenance Related since they are both OSONOC events.

The **View Form** button presents all of the screens thus far in a view-only format and enables editing by the use of the Jump to (section) buttons. Once the report has been saved, the **View Form** screen will also display the Save and Submit buttons.

Editing during report creation

You may edit a new report while you are entering the data, before you save and/or submit the report. However, the methods will be different based on whether or not there are existing sections in the report for the item to be changed.

To edit data on existing forms, navigate to the form to be edited by one of the following methods.

1. Click on the **Back** button or Next button to the desired form, or
2. Click on the **View Form** button, then use the **Jump to (section)** button
3. Edit the form, and then click on **Next** button or **View Form** button to navigate back to your previous location to complete the form.
4. Click on the **Save** and **Submit** on the last completed form.

Note: You will not be able to "back up" further than the Basic Information screen. This means that you will not be able to edit the Event date or Property Damage amount until after the report is saved. In addition, if the report does not include injuries or fatalities you will be unable to add these sections until the report has been saved.

5. Adding vehicle sections if omitted from the report:

6. Click on the Back button to return to the Collision Event Information form. OR

7. Click on the View Form button, and then use the Jump to Collision Event button.

8. Click in the Number of Transit Vehicles Involved or the Number of Other Vehicles Involved quantity box to edit.

9. Navigate using the Next button or the Jump to Transit Involved or Jump to Other Involved and complete the new form(s).

To increase the number of transit or other vehicle included in the report:

1. Click on the **Back** or **Next** buttons to return to the Rail Transit Train, Non-Rail Transit Vehicle or Other Vehicle involved form. OR

2. Click on the View Form button, and then click on the Jump to Transit Involved or Jump to Other Involved.

3. Click on **Add vehicle** button, and then click on **Next** until you see the new, blank sub-form.

To decrease the number of Transit vehicles or Other vehicles, use one of the following navigation methods:

1. Click on the **Back** or **Next** button to return to the Rail Transit Train, Non-Rail Transit Vehicle or Other Vehicle involved form.

   OR

2. Click on the View Form button, and then click on the Jump to Transit Involved or Jump to Other Involved.

3. Click **Next** as necessary to delete the specific vehicle.

4. Click on Delete vehicle button.

When you finish entering all the data into your report, click the **Save** button. To edit the report use one of the navigation methods outlined below.

Editing a Saved or Submitted report

Once a report has been saved or submitted, you may edit any data point including the Event date and property damage fields and allows adding injuries or fatalities if they were previously omitted. The number of transit vehicles, other vehicles, injuries or fatalities may also be increased in report.

1. Open the report to be edited.
2. Choose a revised Event date; or
3. Change the property damage amount

To add injuries or fatalities, increase the quantity **from zero** to the appropriate amount:

1. Click Next, then click on View Form button, and then click on the Jump to injuries or Jump to fatalities accordingly to complete the section.
2. Click on **Next** to complete the form as many times as needed**.**

To increase the number of injuries or fatalities (other than from zero), use one of the following navigation methods:

1. Click on the **Back** or **Next** button to return to the Injury or Fatality form. OR
2. Click on the **View Form** button, and then click on the **Jump to Injury** or **Jump to fatality accordingly**.
3. Click on **Add Person** button**,** and then click on **Next** until you see the new, blank sub-form**.**

To decrease the number of injuries or fatalities, use one of the following navigation methods:

1. Click on the **Back** or **Next** button to return to the Injury or Fatality form. OR
2. Click on the **View Form** button, and then click on the **Jump to Injury** or **Jump to fatality** accordingly.
3. Click Next if necessary to delete the specific injury or fatality
4. Click on **Delete Person** button**.**

Example 1 — Adding, deleting or editing an injury or fatality on the S&S-40

Scenario: Changing an injury to a fatality

Major Event #1863214 was submitted indicating 1 injury that was transported from the scene for immediate medical attention; however, during the 30-day timeframe, the injury became a fatality.

Solution: Open Major Event #1863214, locate the Person Information – Injury section of the form, and check the Delete Person box. Next, click the Save and then Close buttons. Re-open the Event report, on the first screen (Set Up Summary page) click on the checkbox adjacent to One for more fatalities, then click Next button to generate the Person Information – Fatalities screen. Click on View form, and then Jump to fatalities. After entering the fatality information, click the Save button and then click the Submit button.

Scenario: Changing a transit vehicle to an Other Vehicle

Major Event #1454789 was submitted indicating 2 transit Buses (MB) and 1 Other Motor Vehicle; however, the event involved 1 transit bus and 2 Other Vehicles.

Solution: Open Major Event #1454789, and click on Next. Click on Jump to transit involved button and click on Delete Vehicle button. Next, click on Jump to Other involved button, and then click on Add vehicle button. After entering the other vehicle involved information, click the Save button and then the Submit button.

Completing the S&S 40 Form

Overview

No matter the type of major event you are reporting, the first three (3) screens you encounter will always be the same. These are Set Up Screen 1, Set Up Screen 2 and the Basic Information Screen.

1. On the Safety Summary View, click on the **NTD Safety Forms** button located on the upper right of the screen to display the Dashboard.

2. Click on the File New S&S-40 button on either the upper left or lower left side of Dashboard.

Completing Set Up Screen 1

1. Select the **Reporting date** from the calendar. From the second drop-down menu, select the Month in which the event occurred.

2. Select the Mode/Type of Service for the event you are reporting.

3. Check the box for the event type.

Definitions of the event types are provided in this manual immediately after the graphic of Set Up Screen 1 below.

Note: Some of the selections you make on Set Up screen 1 cannot be edited after you advance to the next screen. If you inadvertently select the wrong mode/TOS or event type, you will need to delete the report and create a new one. However, you may edit the event date after the report has been Saved.

4. Click the **Next** button to proceed to Set Up Screen 2.

*Note: If you click the **Close** button at the bottom of Set Up Screen 1, your progress is not saved.*

Completing Set Up Screen 2

Set Up Screen 2 will appear differently depending upon the mode and event type chosen on Set Up Screen 1. Below are images of the three (3) possible versions of Set Up Screen 2 and list of the differences. Each version of the screen includes sections to report injuries, fatalities and property damage. The varying questions will appear below these categories.

If you are reporting a **Rail Collision** on Screen 1, Screen 2 (below) will include the following questions:

- "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?"
- "Were Transit vehicles involved in this event?"

- "Was the event a collision at a grade crossing?"
- "Was the event a collision with another rail vehicle or person?"
- "Did this Collision result in a tow-away?"

If you are reporting a **Non-Rail Collision** on Screen 1, Screen 2 (below) will include the following questions:

- "Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?"
- "Were Transit vehicles involved in this event?"
- "Did this Collision result in a tow-away?"

Note: Selecting "No" to the question "Were Transit vehicles involved in this event?" creates a Non-Transit Collision. A Non-transit Collision is a reportable collision where transit revenue vehicles are not involved. For example, if a pedestrian is struck by a private vehicle in a transit parking lot.

If you are reporting a **Rail or Non-Rail event** <u>other than</u> **a Collision** on Screen 1, Screen 2 (below) will include the following:

1. "Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?"
2. If the event you are reporting resulted in fatalities or one or more persons immediately transported from the scene for medical attention, check the appropriate boxes and enter the number of fatalities and/or injuries. Check the box next to **No** fatalities or injuries to report if there were none.

Note: An injury indicates a person was immediately transported from the scene for medical attention by any means, whether or not the person appeared to be injured.

3. Check the appropriate box to report whether you estimate the property damage to be more or less than $25,000 and enter the estimated amount (Enter whole dollar amounts only, do not report cents).

Note: If the event resulted in no property damage, enter 0 (zero). Estimated damage must include not only damage to your agency's transit property, but also the cost of clearing wreckage, and the damage to all the other vehicles and property involved in or affected by the event.

4. Check **Yes** to report that the event involved an evacuation of a transit facility or vehicle due to potentially unsafe conditions (or rail right-of-way)?" otherwise check **No**.

Note: Depending upon the mode under which you are reporting, the question regarding evacuations will appear differently.

5. Rail mode: "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?" Check **Yes** if applicable, otherwise check **No**.
6. Non-rail mode: "Did this event involve an evacuation of a transit facility or vehicle due to potentially unsafe conditions?" Check **Yes** if applicable, otherwise check **No**.
7. For both Rail and Non-Rail modes, the evacuation must be due to potentially unsafe conditions or for rail mode, an evacuation to the rail right-of-way (excludes evacuation to a platform).
8. A hazardous condition may be the presence of smoke in a transit vehicle or facility.
    - Includes passenger/patron self-evacuations. Self-evacuations are where people vacate transit property but the evacuation is not managed or directed by transit personnel.

Note: Certain selections you make on this screen cannot be edited after you go on to the next screen. If you inadvertently select the incorrect answer for whether an evacuation occured you will need to delete the report and create a new one. (You may edit the entries for injuries, fatalities, and/or property damage at any time, however the method of change may depend on other factors. See the section on "Editing an S&S-40 Report" further down in this manual)

9. If you are reporting a Collision, check **Yes** or **No** to indicate whether a transit vehicle either directly operated by your transit agency or contracted by your agency to provide service was involved in the event (does not apply to ferryboat mode).

Transit vehicles include taxicabs providing demand response service for your agency (DT/PT), rail vehicles, buses, demand response vehicles, trolley buses, vanpool vehicles, or any other type of vehicle either directly operated by your agency or operated for your agency by a contractor.

*Note: When you check **Yes** to this question, you will see a section to indicate your agency's transit vehicle type, the vehicle action at the time of the collision, the collision type, the transit vehicle speed, the vehicle manufacturer, and the type of fuel that propels the transit vehicle. If you check **No** to this question, you will see a **Non-Transit** event type report form that does not allow you to report data about your agency's transit vehicle.*

10. Click the **Next** button to proceed to the third screen, Basic Information.

*Note: If you click the **Close** button at the bottom of Set Up Screen 2, your progress is not saved.*

At this point, the system evaluates whether the event qualifies as a major event, a non-major event, or is not reportable.

Completing Basic information screen

1. Enter the Time the event occurred in the **Event Time** box. Be sure to include either “AM” or “PM”.

2. Enter the Approximate Address of the event.

Note: For Non-Rail modes, excluding ferryboats, enter the street address or nearest intersection if the actual address is not available. For Rail modes, enter the line and station name, the line, and distance from the nearest station, or the rail milepost.

3. Enter the Geographic Location by entering the **longitude** and **latitude** information for the event.

4. Report a minimum of three decimals places and a maximum of six decimal places.

5. Use a negative symbol for the Longitude.

Note. Longitude and Latitude may be determined using available Internet sites such as www.latlong.net.

Enter concise but descriptive text that clearly explains what occurred, including information regarding injuries or fatalities.

For example, “The transit vehicle was making a right turn onto Main Street when an automobile ran a stop sign. The front of the auto hit the side of the transit vehicle. Both vehicles were damaged, the auto was towed. Two passengers and the operator of the auto were transported for medical attention.”

6. Indicate whether there is another person to contact about details in the report (other than the person designated as the Safety Contact.

7. If you select **Yes**, enter the first and last name and phone number of this individual.

8. Click the **Next** button to continue this report. The next portion of the report depends on the Event Type and Mode selected on Set Up Screen 1.

Navigating within the S&S-40

1. Click the **Next** button to continue through the S&S-40 form.

2. Click Back to return to the previous screen for reviewing or editing.

3. Click the Close button on or after you enter data into this screen, the form is temporarily saved under the Task menu item as a pending report and returns to the Dashboard. At a later time, you must address this task by completing or deleting the pending report.

*Note: If you click on the **Delete** button, a message box stating "This form will be deleted from your Tasks and will no longer be accessible" will appear and request confirmation to delete the entire report. Selecting **No** will return to the form.*

If you click the **View Form** button, you will see all the data you entered up to this point in view form mode. Forms are not editable in View form mode. To any prior screen, you may perform either of the following:

- Click the **Back** button as often as required to edit the desired form, or
- Click on the appropriate **Jump to** (section) buttons to edit a form in that section. You may need to click **Next** if there is more than one form in the section.

Collisions

If you checked the box to report a Collision on Set Up Screen 1, you will see Collision sections based on Mode. The screens vary slightly depending on whether you are reporting a Rail collision, a Non-rail collision, a Non-Transit collision or a Ferryboat collision. Step-by-step directions for completing each of the following four information screens are provided in the following pages:

- Collision Event Information screen
- Collision Information screen
- Transit Vehicle Involved screen
- Other Vehicle Involved screen (not applicable for ferryboat reporting)

The directions for reporting collisions are presented in segments by mode:

- Rail (including rail mode non-transit vehicle collisions)
- Non-rail (including non-rail mode non-transit vehicle collisions)
- Ferryboat

Rail collisions

Collisions that occur with or on the property of the CC, HR, IP, LR, MG, SR, or YR modes are reported on the Rail Collisions screens.

You will be asked to report the number of your agency's rail vehicles and other vehicles involved (if applicable), the location of the collision, what your agency's transit vehicle collided with, the collision impact points on the vehicles involved (collision type), if either the transit vehicle or other vehicle were towed-away, and the weather and right-of-way/roadway conditions at the time of the collision.

Note: If a rail vehicle is not in revenue service but running during testing phase and it has a collision that meets a reporting threshold, this event is reportable.

The following collisions must always be reported, regardless of whether a threshold is met:

- A collision between two rail transit vehicles or between a rail transit vehicle and a person.
- A collision between a rail transit vehicle and a non-transit motor vehicle occurring at a grade crossing. For mixed-traffic environments, each street intersection is considered a grade crossing.
- A collision where one or more vehicles incurred disabling damage, regardless of severity, requiring the vehicle(s) to be towed away from the scene by a tow truck or other motor vehicle. The towed vehicle includes both transit and non-transit vehicles.

Rail collision event information screen

1. In the first box, enter the number of your agency's rail vehicles that were involved in the collision (**Number of Rail Transit Trains Involved)**.
2. Select the **Location** of the collision.
3. Indicate what else was involved in the collision with your agency's transit rail vehicle (**Collision with**).
4. In the last box on the screen**,** type in the **Number of Other Vehicles Involved** in this collision, excluding your agency's vehicle unless it is a hi-rail vehicle.

Note: If you discover later in the report that you entered an incorrect number of other vehicles, you can edit the number of other vehicles by clicking on **View Form,** then click on **Jump to Other Involved** and increasing the number of transit vehicles. You may also revise this later in a saved or submitted report.

Rail collision rail transit train involved screen

You will see one Rail Collision Transit Train Involved screen for each of your agency's rail vehicles that you reported were involved in this collision.

1. In the first box, enter the total number of **Cars in the Rail Transit Train** for the train involved in the collision.
2. In the second box, enter the total **Number of Cars Derailed** due to this collision.
3. Click the choice that best describes the physical movement (**Train action**) of your agency's rail vehicle at the moment of impact.

4. Enter the **Train speed** at which your agency's rail vehicle was traveling when the collision occurred.

Note: Enter 0 (zero) if the rail vehicle was stopped at the time of the event. If you do not know the exact speed, you may estimate the speed or use the posted or design speed within a corridor as the estimated train speed.

5. Use the **Vehicle manufacturer** drop-down menu to select the manufacturer of your agency's rail vehicle.

*Note: If the manufacturer is not listed, select **Other** and type in the name of the manufacturer.*

6. Make a selection from the **Vehicle Fuel Type** drop-down menu to report the type of fuel that powers your agency's rail vehicle in revenue service.

Note: If a vehicle uses more than one type of fuel or a mixture of fuels from sources external to the vehicle, report the fuel type as dual fuel.

For hybrid vehicles that use two or more sources of power:

- Internally generated electric power - report only the primary fuel source, such as gasoline or diesel that is used to propel the vehicle.
- Externally charged electric batteries - report the vehicle as a dual fuel if the "hybrid" vehicle uses batteries charged externally.

For trolleybus (TB) mode, select Electric propulsion.

- A trolley is a vehicle that draws its electrical power from overhead lines.

Option buttons at the end of this Rail Collision Information screen depend on the characteristics of the collision you are reporting.

Rail non-transit collision event information screen

A Rail Collision Event Information screen for non-transit collisions is generated if you checked **No** to the question "Were Transit Vehicles Involved in this Event?" on **Set Up Screen 2**

1. Indicate whether the **Location** of the non-transit collision was a Parking Facility or Other location.

2. Indicate whether the collision involved only vehicles, or involved a person or fixed object (**Collision with**).

3. In the **Number of Other Vehicles Involved** box, enter all the non-transit vehicles involved in this collision.

Rail collision other vehicle involved screen

You will see one Rail Collision Other Vehicle Involved screen per other vehicle involved.

Note: If you discover later in the report that you entered an incorrect number of other vehicles, you can edit the number of other vehicles by clicking on **View Form,** then click on **Jump to Other Involved** and increasing the number of transit vehicles. You may also revise this later in a saved or submitted report.

1. Select the **Other Vehicle type** from the list provided, or check **Other** and enter a description if the list does not include a suitable choice.

Report a passenger van as an Automobile. Report another agency's transit vehicle (except Amtrak or Commercial rail) as Other and in the description box include the transit agency name. Report one of your agency's maintenance or hi-rail vehicles as Non-revenue rail vehicle (maintenance).

2. In the **Other Vehicle action** category, make a choice to describe the movement of the other vehicle at the time the collision occurred.

Note: Stopped indicates that a vehicle has come to a standstill on a roadway.

3. Check Yes or No accordingly to respond to the question "Was this vehicle towed from the scene due to disabling damage incurred as a result of the collision?"

4. Option buttons at the end of this screen depend on the characteristics of the collision you are reporting.

Non-rail collisions

Within the non-rail collision screens, you report information about Collisions that occurred in CB, DR, DT, JT, MB, PB, RB, TB and VP modes. In these non-rail collision screens you report the number of your agency's non-rail transit vehicles and other motor vehicles involved (if applicable), the location of the collision, what your agency's transit vehicle collided with, the collision impact points (collision type) on the vehicles involved, and the weather and roadway conditions at the time of the collision.

Non-rail collision event information screen

1. In the first box, type in the number of your agency's transit vehicles that were involved in the collision (**Number of Non-rail Transit Vehicles Involved**).

Note: If your agency's transit vehicle collided with another agency's transit vehicle, DO NOT include the other agency's transit vehicle here. This section is for reporting your agency's vehicle(s) only.

2. Select the Location of the collision.

3. Indicate what else was involved in this collision with your agency's transit vehicle (**Collision with**).

*Note: If you discover later in the report that you entered an incorrect number of non-rail vehicles here, you can edit the number of trains involved by clicking on **View Form,** then click on **Jump to transit involved** and increasing the number of transit vehicles. You may also revise this later in a saved or submitted report.*

For complete instructions for editing reports, see the section titled "Editing an S&S-40 Report" further down in this manual.

4. Type in the **Number of Other Vehicles Involved** in this collision, not including your agency's transit vehicle.

Non-rail collision information screen

1. Click on the choice that best describes the **Weather** at the time of the collision.
2. Select the **Lighting** choice that best describes the lighting when the collision occurred.
3. Click on the **Roadway Configuration** choice that best describes the type of roadway on which the collision occurred.
4. Select the **Roadway Condition** of the roadway on which the collision occurred.

Option buttons at the end of this Non-Rail Collision Information screen depend on the characteristics of the collision you are reporting.

Non-rail collision transit vehicle involved information screen

You will see one Non-Rail Collision Transit Vehicle Involved Information screen per agency vehicle involved.

1. Indicate the type of your agency's transit vehicle that was involved in the collision you are reporting (**Transit Vehicle Type**).

A "Transit: over-the-road bus/coach" is the correct choice for a bus characterized by an elevated passenger deck located over a baggage compartment.

2. Click the choice that best describes the physical movement (**Transit Vehicle Action**) of your agency's transit vehicle at the moment of impact.
3. Make a selection that describes the area of your agency's transit vehicle that was impacted during the collision (**Transit Collision Type**).
4. Enter the **Transit Vehicle speed** at which your agency's transit vehicle was traveling when the collision occurred.

Note: Enter 0 (zero) if the vehicle was stopped at the time of the event.

If you do not know the exact speed, you may estimate the speed or use the posted or design speed within a corridor as the estimated vehicle speed.

5. Use the **Vehicle manufacturer** drop-down menu to select the manufacturer of your agency's transit vehicle.

Note: If the manufacturer is not listed, select ***Other*** *and type in the name of the manufacturer.*

6. Make a selection from the **Vehicle Fuel Type** drop-down menu to report the type of fuel that powers your agency's transit vehicle in revenue service.

Note: If a vehicle uses more than one type of fuel or a mixture of fuels from sources external to the vehicle, report the fuel type as dual fuel.

For hybrid vehicles that use two or more sources of power:

- Internally generated electric power - report only the primary fuel source, such as gasoline or diesel that is used to propel the vehicle.
- Externally charged electric batteries - report the vehicle as a dual fuel if the "hybrid" vehicle uses batteries charged externally.

For trolleybus (TB) mode, select Electric propulsion.

- A TB is a vehicle that draws its electrical power from overhead lines.

Note: If the fuel type is not listed, select ***Other*** *and type in the name of the fuel.*

Non-rail non-transit collision event screen

A special Non-Rail Collision Event Information screen for non-transit collisions is generated if you checked No to the question "Were Transit Vehicles Involved in this Event?" on Set Up Screen 2. This event type is for reporting a non-transit collision (no transit vehicles were involved) on transit property that meets a reporting threshold.

1. Check whether the **Location** of the non-transit collision was a Parking Facility or Other location.

2. Select whether the collision involved only vehicles, or whether it involved a vehicle with a person or a fixed object (**Collision with**).

3. In the **Number of Other Vehicles Involved** box, enter all the non-transit vehicles involved in this collision.

Non-rail collision other vehicle involved information screen

You will see one Non-Rail Collision Other Vehicle Involved Information screen per other vehicle involved.

*Note: If you discover later in the report that you entered an incorrect number of other vehicles, you can edit the number of other vehicles by clicking on **View Form,** then click on **Jump to Other Involved** and increasing the number of transit vehicles. You may also revise this later in a saved or submitted report.*

1. Select the **Other Vehicle type** from the list provided, or check **Other** and enter a description if the list does not include a suitable choice.

Report a passenger van as an **Automobile**.

Report another agency's transit vehicle as **Other** and in the description box include the transit agency name.

2. In the **Other Vehicle action** category, make a choice to describe the movement of the other vehicle at the time the collision occurred.

Note: Stopped indicates that a vehicle has come to a standstill on a roadway.

If the vehicle ran a stop sign, indicate whether the vehicle was Going straight or Making a left turn or Making a right turn as it went through the intersection.

Ferryboat collisions

Within the ferryboat collision screens you report the number of your agency's water transit vehicles involved, the location of the collision, what your agency's water transit vehicle collided with, the collision impact point (collision type) on the transit water vehicle, and the weather and tide conditions at the time of the collision.

Ferryboat collision event information screen

1. In the first box, type in the number of your agency's water transit vehicles that were involved in the collision (**Number of Transit Ferries Involved**).

Note: If your agency's transit vehicle collided with another agency's transit vehicle, DO NOT include the other agency's transit vehicle here. This section is for reporting your agency's vehicle(s) only.

*If you discover later in the report that you entered an incorrect number of ferries here, you can edit the number of trains involved by clicking on **View Form,** then click on **Jump to transit involved** and increasing the number of transit vehicles. You may also revise this later in a saved or submitted report.*

2. Select the **Location** of the collision.

3. Indicate what else was involved in this collision with your agency's water transit vehicle (**Collision with**).

Ferryboat collision information screen

1. Click on the choice that best describes the **Weather** at the time of the collision.

2. Select the **Lighting** choice that best describes the lighting when the collision occurred.

3. Option buttons at the end of this Ferryboat Collision Information screen depend on the characteristics of the collision you are reporting.

Ferryboat collision transit vehicle involved information screen

You will see one Ferryboat Collision Transit Vehicle Involved Information Screen per vehicle involved.

1. Select the type of your agency's transit vehicle that was involved in the collision you are reporting (**Transit vehicle type**). Click the choice that best describes the physical movement (**Transit vehicle action**) of your agency's transit vehicle at the time the collision occurred.

2. Make a selection that describes the area of your agency's transit vehicle that was impacted during the collision (**Transit Collision type**).

3. Enter the **Transit Vehicle speed** at which your agency's transit vehicle was traveling when the collision occurred.

4. Enter 0 (zero) if the vehicle was stopped at the time of the event.

Note: You may estimate the speed if you do not know the exact speed.

5. Use the **Vehicle manufacturer** drop-down menu to select the manufacturer of your agency's transit vehicle.

*Note: If the manufacturer is not listed, select **Other** and type in the name of the manufacturer.*

6. Option buttons at the end of this screen depend on the characteristics of the collision you are reporting.

Completing the Safety and Security Monthly Summary (S&S-50)

The system automatically generates an S&S-50 report form on the first of each month for each mode and type of service operated.

1. On the Dashboard click on the checkbox adjacent to the S&S-50 to be completed
2. Click on **View Form**.

Note: If you have no data to report for a month, check the box next to ***No Data to Report*** *(for current reporting period) and scroll to the bottom of the report to* ***Save*** *and* ***Submit****.*

3. In the Number of Other Safety Occurrences not Otherwise Classified section, report the total number of **Occurrences** of safety events for the reporting month in which a passenger, transit agency employee (worker), or other was immediately transported from the scene for medical attention.
4. **Enter** the number of occurrences by the location in which they occurred.

Transit vehicles:

- Do not report illnesses, medical conditions, or injuries resulting from illness or a medical condition that occur on transit vehicles.
- A securement issue is related to the tying down of mobility devices on transit vehicles for safety purposes.

Note: If a person in a mobility device falls out of the mobility device and sustains an injury, but the fall had nothing to do with the securement of the mobility device, do not report this as a securement issue. Just as regular passengers do not have to be secured in seats, passengers on mobility devices do not have to be secured on the device.

The FTA considers one event that involves two different types of issues at the same time as two separate and distinct occurrences, such as when a securement issue and a non-securement issue occur due to one event.

5. For each Occurrence reported in step 5, enter the number of injured **Customers**, **Workers**, or **Others**.

Note: The number of occurrences will always equal the total number of injured persons for each location as this form captures only single-injury events.

6. In the **Number of Occurrences of Fire**, record the number of fires that required suppression but did not meet a major event threshold for the reporting month.

7. List the number of occurrences of fires by location:
    - In transit vehicles – also includes outer parts of a transit vehicle, such as a wheel well.
    - In revenue facilities – locations or areas within a location that are used by transit to enable individuals to board or alight transit vehicles including transit parking garages and lots. This category includes bus stops.
    - In non-revenue facilities – e.g., transit maintenance buildings.
    - On right-of-way.
8. Click the **Save** button.
9. Click the **Submit** button if you are finished with the report, or click the **Close** button to close this report and return to it later to add data.

Editing the Safety and Security Monthly Summary Report (S&S-50)

In the Safety & Security Tab screen, click on the expand ⊞ symbol next to the heading **Non-Major Summary Report**.

1. On the Dashboard click on the checkbox adjacent to the S&S-50 to be reviewed or edited.
2. Click on **View Form**.

*Note: You cannot delete an S&S-50 report. You cannot edit the Mode/TOS or the Reporting Period (Month). If you previously indicated **No Data to Report** and you need to add data to the report, unselect the box to enter data.*

3. If you previously reported occurrences, injuries, and need to change a number, click on the number you want to edit or remove and use either your backspace or your delete key to remove the number and enter new data.
4. Click on the **Save** button and then on the **Submit** button.

Deleting a Report

A report can be deleted permanently at any time by using the **Delete** button at the bottom of each section of the report.

Note: Only Safety Primary Contact, NTD Contact, or CEO are able to Delete reports. If you are logged in as the Safety Editor, you will not see this Delete button.

Contact Information

Exhibit 2 – NTD contact information

Mailing Address

Federal Transit Administration
National Transit Database Program
943 Glenwood Station Lane
Suite 102
Charlottesville, VA 22901

Scan and submit all official correspondence to the NTD via the **e-File** tab in Internet Reporting.

Telephone

Contact your NTD validation analyst and other NTD staff by telephone on weekdays. For telephone information and project assistance, call the NTD Help Desk at **1-888-252-0936**.

The NTD Help Desk is open from 8:00 am to 7:00 pm (EST). If your NTD validation analyst is unavailable, use the voicemail system and your validation analyst will return your call.

E-mail

Contact your NTD Safety & Security validation analyst by using the telephone number or e-mail address located on the **Landing page** at:

NTD Safety Packages > Safety CY 2016 Reporting

You can e-mail the NTD Help Desk at any time at NTDhelp@dot.gov

Internet

Access the FTA NTD Project Office at www.ntdprogram.gov

E-mail comments, questions, or suggestions to the NTD by clicking on the NTD Feedback link.

NTD publications, data, and reference documents are available on the FTA NTD website at NTD Reference Materials and Access NTD Data links.