FTA

2017 SSO Training Workshop

Safety Reporting & Training System
SSO Reporting Module

April 27, 2017

U.S. Department of Transportation
Federal Transit Administration

SSO Reporting Overview

- SSO Reporting Background
- New SSO Reporting Tool
  - User Experience
  - Notifications
  - Record-level Commenting
  - Data Exports
  - Multi-Step CAPs and Hazards
  - Annual Report
- Questions

SSO Reporting Background

- Each SSO agency is required to submit an annual report to FTA under 49 CFR Part 659.39 and 49 CFR Part 674.39 by March 15 of each year

SSO Reporting Background

- 49 CFR Part 674.39 expands the annual report requirement to include:

  - SSO Program Standard and a list of changes made during the past year

  - Evidence of completion of the Public Transportation Safety Certification Training Program or an update on progress

  - Evidence of the SSO program's review of the RTA's safety plans in the past year

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SSO Reporting Background

- FTA uses data collected in the annual reports for:
  - Statistical analyses
  - SSO Annual Report
  - Rule impact analysis
  - Report to Congress
  - SSO Formula Grant Program apportionment
  - SSO audit program

SSO Reporting Tool Background

- Pre-2002: paper submissions
- 2002 – 2012: Excel-based Annual Reporting Template
- 2013 – 2015: web reporting (ssoreport.com)
- 2016: Excel-based Annual Reporting Template

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SSO Reporting Tool Development

- New web-based reporting tool will launch as part of a larger TSO platform

- SSO reporting tool builds on lessons learned and user comments from previous online iteration
  - Allows for FTA access to data
  - Allows State-level scalability

SSO Reporting Tool User Experience

SSO Reporting Tool User Experience

- Integrates with other FTA interfaces
- Supports more than one user per SSOA
- Updated reporting flow enhances usability and meets 674 reporting requirements

SSO Reporting Tool Notifications

Information Management System
Data Reporting and Analysis Tool

Back to My STATE Dashboard | Back to SRTS

AGENCY MANAGEMENT | DOCUMENTS | CONTACTS | PERFORMANCE | ANNUAL REPORT TO FTA ▾

- **New notifications function alerts State users to:**
  - Upcoming deadlines
  - FTA comments

Notifications ⚙

Notification Type/ Date and Agency	Scheduled Items	Dates/ Outcomes
2016 Submission Record Flagged CA-LACMTA-2016-09-15-C0001 LACMTA: Event	Flagged 3 points	Status Open
Comment From FTA CA-LACMTA-2016-09-20-E0001 LACMTA: Collision (Non-RGX)	Actions 2	Overdue 0

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SSO Reporting Tool
Data Exports

- States and FTA users can export data to Excel

SSO Reporting Tool
Multi-Step CAPs and Hazards

- States can break CAPs and hazards into several actions with unique implementation dates

SSO Reporting Tool
Annual Report

- Complete the annual report through a review of information input throughout the year

SSO Reporting Tool
Annual Report

- Record-level commenting supports FTA's annual report validation process

Questions?

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