



FEDERAL TRANSIT ADMINISTRATION

# 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

# 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](http://ssoreport.com))
- 2016: Excel-based Annual Reporting Template

# 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

## 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 ▾

## Agency Management

### State Agencies

Agency Name/  
Modes

California Public Utilities Commission

—

(SSOA) California Public Utilities  
Commission

No modes in service



Bay Area Rapid Transit

Light Rail, Heavy Rail



### 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



FEDERAL TRANSIT ADMINISTRATION



# SSO Reporting Tool User Experience

Information Management System  
Data Reporting and Analysis Tool

Back to My STATE Dashboard | Back to SRTS

AGENCY MANAGEMENTDOCUMENTSCONTACTSPERFORMANCEANNUAL REPORT TO FTA ▾

## Agency Management

### State Agencies

Agency Name/  
Modes

California Public Utilities Commission —

(SSOA) California Public Utilities  
Commission

No modes in service



Bay Area Rapid Transit

Light Rail, Heavy Rail



- 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 MANAGEMENTDOCUMENTSCONTACTSPERFORMANCEANNUAL REPORT TO FTA ▼

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

## Notifications

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

# SSO Reporting Tool

## Data Exports

**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 ▾

Los Angeles County Metropolitan Transit Agency ▾

Data | Events | **CAPs** | Hazards | 3-Year Reviews

Keyword Search:  Start Date:  End Date:  [Clear filters](#)

Record ID	Action ID	Corrective Action Status ▾	Proposed Implementation Date	Date Opened ▾	Source ▾	Approved by SSOA? ▾	Record Status ▾	Validation Status ▾	
CA-LACMTA-2016-12-02-C-0001	#1	Implemented	Dec 15, 2016	Dec 02, 2016	3-Year Review	Yes	Open	Open	

- States and FTA users can export data to Excel

# SSO Reporting Tool

## Multi-Step CAPs and Hazards

<div> AGENCY MANAGEMENT DOCUMENTS CONTACTS PERFORMANCE ANNUAL REPORT TO FTA </div> <div> Los Angeles County Metropolitan Transit Agency </div> <div> Data Events CAPs Hazards 3-Year Reviews </div>								
Keyword Search <div> Search by ID or description </div>			Start Date <div> 1 </div>		End Date <div> 1 </div>		Clear filters <div> + Download </div>	
Record ID	Action ID	Corrective Action Status	Proposed Implementation Date	Date Opened	Source	Approved by SSOA?	Record Status	Validation Status
CA-LACMTA-2016-12-02-C-0001	#1	Implemented	Dec 15, 2016	Dec 02, 2016	3-Year Review	Yes	Open	Open
	#2	Overdue	Dec 20, 2016					
	#3	Implemented	Jan 15, 2017					

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

# SSO Reporting Tool

## Annual Report

AGENCY MANAGEMENT	DOCUMENTS	CONTACTS	PERFORMANCE	ANNUAL REPORT TO FTA ▼	
-------------------	-----------	----------	-------------	------------------------	--

[< Back to 2016 annual report to FTA](#)

### 2016 Annual Report Checklist

*Check the box in each section to submit your annual report to FTA*

---

☒ SSOA: Agency Address +

---

☒ SSOA: 674 Date +

---

☒ **SSOA: Authority** —

Your authority was last modified on Jan 15, 2014. It was [confirmed on Jan 01, 2017](#).

☐ Yes, the authority data is accurate

[Save and Exit](#) [Next Section](#)

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

# SSO Reporting Tool Annual Report

Information Management System  
Data Reporting and Analysis Tool

Back to My FTA Dashboard | Back to SRTS

AGENCY MANAGEMENT | DOCUMENTS | CONTACTS | PERFORMANCE | VALIDATION

Los Angeles County Metropolitan Transit Agency

Data | **Events** | CAPs | Hazards | 3-Year Reviews

< Back to event detail

CA-LACMTA-2016-12-13-E-0001

Edit data | Approve Record

Comments (12)

Add Comment

Enter a new comment

Clear text area | Add New Comment

12 Comments

John Sulley

That's correct. The document uploaded is ok for now but we will want to make sure we have a completed version uploaded as soon as it is ready.  
Posted: Mar 07, 2016, 1:24 pm

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

# Questions?

Office of Safety Review  
Office of Transit Safety and Oversight  
[FTAssoDocs@dot.gov](mailto:FTAssoDocs@dot.gov)