

Safety and Security Module

Accessing the NTD Project Website

The ORS is accessed through the **NTD Project Home** and requires using a Web browser that is at least 6.x compliant. For example, Netscape Communicator 6.2 or Internet Explorer 6.0 is fine to use. To access the system:

- Log on to the Internet through your Internet Service Provider (ISP)
- Enter the Universal Resource Locator (URL): www.NTDProgram.com to access **NTD Project Home**

Text Version/Site Map

Welcome to the **NTD** Federal Transit Administration
National Transit Database

Publications

NTD Data

Seminars

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NTD Agency Information

The Federal Transit Administration (FTA) collects and disseminates data on the state of mass transportation via the National Transit Database (NTD) program. Over 600 of the nation's transportation providers submit data to the NTD annually. Both the public and private sectors use this data to assess the current state of mass transit and plan for the future.

Federal Transit Administration
Department of Transportation
National Transit Library
Accessibility

Now Available: Safety and Security Module

- [Safety and Security Home](#)
- [Safety and Security Manual](#)

[Current Reporting Manual](#) [NTD Agency Home](#)

You are visitor: 85358

Accessing NTD Safety and Security Module

Select the **NTD Safety and Security Module Home** link at the bottom of the **NTD Project Home** page.

- You will be prompted for a **User Identification** and **Password** to access a particular agency's area.

Entering Username and Password



Welcome to the **NTD** National Transit Database
Online Reporting System

User Name:

Password:

The following four levels of access have been incorporated into the ORS:

- Safety and Security Contact Person Access: Can edit and submit ALL Safety and Security forms (administrator)
- Safety and Security Editor Access: Can edit ALL Safety and Security forms but will NOT be able to SUBMIT any (data entry)
- Safety and Security Viewer Access: Can view ALL Safety and Security forms ONLY
- Security Editor Access: Has the following access:
 - Incident Mode Service form (read only)
 - Ridership Activity form (read only)
 - Security Configuration form (read/save/submit)
 - Non-Major Incident (read/save)
 - Major Incident (read/save/submit)

Home: Starting the NTD Safety and Security Module

You will open the NTD Internet Reporting to the **Home Screen**. To return to the Home Screen from another area, click the Home Tab of any screen.

NTD Internet Reporting - Home [Logout](#)

Agency ID: 652 Agency Name: Western Reserve Transit Authority Report: Safety CY 1999

Home Safety & Security Reports Help

Welcome Western Reserve Transit Authority to the NTD Online Reporting System.

Analyst Contact Information

Contact	
Phone	
Email	

Announcements

Date	Title

Safety and Security: Providing Data about Incidents

NTD Internet Reporting - Safety & Security Summary [Logout](#)

Agency ID: 1268 Agency Name: Centre Area Transportation Authority Report: Safety CY 2002

Home Safety & Security Reports Sys Admin Help

Form Name	Mode/Service	Report Date	Update User	Update Date	Submit Date	Revision #	No Major Data	No Minor Data
Incident Mode Service			smaia	1/31/02				

[Add Incident](#)

The Safety and Security Screen provides access to the Safety and Security Module forms for editing and submitting to FTA. Click on the Safety and Security Tab to open the Safety and Security Screen. Form-by-form instructions and reporting details for the Safety and Security Module are included in the Safety and Security Module section of this manual.

Reports: Printing Forms and Reports for Your Records

The **Reports Tab** provides access to special.

Help: Obtaining More Information

Click on the **Help Tab** to open the **Help Screen**. This tab contains a link to the Safety and Security Manual.

Safety and Security Module

The Safety and Security Module contains two types of forms: **Informational Forms** and **Incident Reporting Forms**.

Informational Forms

Informational forms are used to collect data not related to safety or security incidents. The NTD Safety and Security Module includes three of these forms for reporting general data:

1. Incident Mode Service form
2. Ridership Activity form
3. Security Configuration form

The **Incident Mode Service form** is completed once a year, and must be completed before any other forms are filled in. This form is used to collect the number of vehicles operated in maximum service by the transit agency. The information entered by the transit agency on this form is used by the NTD to customize the incident reporting forms for the transit agency. For example, using the information entered in this form, the Safety and Security Module will automatically list the monthly and quarterly incident forms that must be completed by the agency for the entire year. For more information see the Incident Mode Service section that follows.

The **Ridership Activity form** is used to collect information on service provided (monthly/quarterly) by the transit agency. As explained in later sections, agencies are required to report safety and security data to NTD monthly (larger agencies) or quarterly (smaller agencies). All other reporting of financial and operational data is done on an annual basis. Because ridership information, as with safety and security information, is needed more than once per year, the Ridership Information form is included within the Safety and Security Module. Those personnel assigned to complete the Safety and Security module typically are not responsible for maintaining ridership information; however, it is the responsibility of the individual submitting safety and security information *to obtain* the data (from the transit agency's Operations or other department) and *to submit* the Ridership Activity form with the other forms in the Safety and Security Module. For more information, see the Ridership Activity section that follows.

The **Security Configuration form** is used to collect information on the number and type of police and/or security personnel used to provide security at a transit agency. This form is completed annually. For more information, see the Security Configuration section that follows.

Incident Reporting Forms

The NTD Safety and Security Module encompasses two forms for reporting incidents, each used for specific incident types:

1. Major Incident Reporting form
2. Non-Major Summary Report form

The **Non-Major Summary Report** form is designed to collect information on less severe safety and security related incidents than are gathered on the Major Incident Reporting form. The Non-Major Summary Report form is similar in concept to NTD forms used in past years. One report is completed per reporting period. This report summarizes the number of safety incidents that have occurred (such as collisions, fires, and derailments) and the number of security incidents that have occurred in a fixed number of categories. For both safety and security incidents, *only incidents that have not been reported on the Major Incident Reporting form are reported on the Non-Major Summary Report form.* For more information, see the Non-Major Summary Report section of this manual.

Form Name	Form Purpose	Submission Frequency	Forms Submitted
Incident Mode Service	Gives NTD the information needed to generate all of the safety and security forms the agency will need to complete for the reporting year.	Annual	One per agency
Ridership Activity	Provides NTD with monthly/quarterly information on service provided by the transit agency.	Monthly/quarterly (dependent on agency size)	One per mode/service type combination
Security Configuration	Reports the number and type of police/security personnel used to provide security at a transit agency	Annual	One per mode
Major Incident Reporting	Provides detailed information on the most serious safety and security incidents occurring at a transit agency	Monthly/quarterly (dependent on agency size) – only if a Major Incident has occurred	One per major incident occurring at the agency
Non-Major Summary Report	Provides summary information on less serious safety and security incidents occurring at a transit agency	Monthly/quarterly (dependent on agency size)	One per mode/service type combination

Note that by entering the required information on the Incident Mode Service form, the NTD will generate a list of the Safety and Security forms that are required by the agency.

Informational Forms

Incident Mode Service Form

The Incident Mode Service form is used to collect the number of vehicles operated in maximum service by the transit agency. The information entered by the transit agency on this form is used by the NTD to customize the incident reporting forms for the transit agency.

By completing this form, the NTD has all of the information it needs to decide which safety and security forms must be completed by the transit agency for the year; a custom list of blank forms is automatically generated for the transit agency to ensure the right forms are completed by the agency over the course of the year. For example, quarterly forms are automatically generated if the agency is deemed to be a quarterly reporter; monthly forms are generated for those agencies that are monthly reporters. By completing the Incident Mode Service form, the NTD has the information to generate one form per mode of service operated by the transit agency, for forms that require submission of data by mode.

Incident Mode Service must be completed before any other Safety or Security forms can be generated or completed.

Opening the Form

Select the Safety & Security Tab. When entering this area the first time, only the Incident Mode Service form will be visible. The completion and submission of this form will trigger the generation of each of the other Safety and Security forms.

Form Name	Mode/Service	Report Date	Update User	Update Date	Submit Date	Revision #	No Major Data	No Minor Data
Incident Mode Service			smaia	1/31/02				

[Add Incident](#)

To open the Incident Mode Service form, click on *Incident Mode Service*. The Incident Mode Service form will open on the screen.

Reporting Instructions

When the form is opened, it will be pre-populated with data. This information has been transferred from the last report submitted by the transit agency. *Please review this information for accuracy, since the data will have most likely changed since your agency last submitted an NTD report.*

The Incident Mode Service form is completed once per reporting year to provide a snapshot of the transit fleet at that time. Unless an error is found in data submitted by the agency or an entirely new mode/service type is added by the agency during the course of the calendar year, please do not modify and resubmit the Incident Mode Service form to reflect fluctuations in vehicle inventory that occur over the course of the year.

NTD Internet Reporting - Incident Mode Service
[Logout](#)

Agency ID: 1268 Agency Name: Centre Area Transportation Authority

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Form Name: Incident Mode Service Mode: Service: [Close Form](#)

Vehicles Operated by Mode and Types of Service
(Complete all boxes that apply. If entering a new mode add the begin date of the mode)

Report Monthly

Directly Operated			Purchased Transportation		
	Vehicle Count	Begin Date		Vehicle Count	Begin Date
Automated Guideway	<input type="text" value="0"/>	<input type="text"/>	Automated Guideway	<input type="text" value="0"/>	<input type="text"/>
Cable Car	<input type="text" value="0"/>	<input type="text"/>	Cable Car	<input type="text" value="0"/>	<input type="text"/>
Commuter Rail	<input type="text" value="0"/>	<input type="text"/>	Commuter Rail	<input type="text" value="0"/>	<input type="text"/>
Heavy Rail	<input type="text" value="0"/>	<input type="text"/>	Heavy Rail	<input type="text" value="0"/>	<input type="text"/>
Inclined Plane	<input type="text" value="0"/>	<input type="text"/>	Inclined Plane	<input type="text" value="0"/>	<input type="text"/>
Light Rail	<input type="text" value="0"/>	<input type="text"/>	Light Rail	<input type="text" value="0"/>	<input type="text"/>
Monorail	<input type="text" value="0"/>	<input type="text"/>	Monorail	<input type="text" value="0"/>	<input type="text"/>
Demand Response	<input type="text" value="0"/>	<input type="text"/>	Demand Response	<input type="text" value="0"/>	<input type="text"/>
Ferryboat	<input type="text" value="0"/>	<input type="text"/>	Ferryboat	<input type="text" value="0"/>	<input type="text"/>
Jitney	<input type="text" value="0"/>	<input type="text"/>	Jitney	<input type="text" value="0"/>	<input type="text"/>
Bus	<input type="text" value="0"/>	<input type="text"/>	Bus	<input type="text" value="0"/>	<input type="text"/>
Publico	<input type="text" value="0"/>	<input type="text"/>	Publico	<input type="text" value="0"/>	<input type="text"/>
Trolleybus	<input type="text" value="0"/>	<input type="text"/>	Trolleybus	<input type="text" value="0"/>	<input type="text"/>
Aerial Tramway	<input type="text" value="0"/>	<input type="text"/>	Aerial Tramway	<input type="text" value="0"/>	<input type="text"/>
Vanpool	<input type="text" value="0"/>	<input type="text"/>	Vanpool	<input type="text" value="0"/>	<input type="text"/>
Other	<input type="text" value="0"/>	<input type="text"/>	Other	<input type="text" value="0"/>	<input type="text"/>

Report Monthly

If your agency is only required to report quarterly (fewer than 100 vehicles operated in maximum service and no rail operations), you may elect to report monthly but are not required to do so. For example, some agencies may already collect and report safety and security statistics on a month-to-month basis, so monthly reporting may be preferable to quarterly. In this case, check the Report Monthly box at the top of this form to generate monthly, rather than quarterly, forms for the year.

Vehicle Count

The cells on this form are organized into four columns. For each mode of service provided by your agency, enter the number of vehicles operated in maximum service (VOMS) by your agency in one of the two columns marked Vehicle Count. In the first column on this form, enter the number of VOMS for service directly operated by the transit agency. In the third column, enter the number of VOMS for purchased transportation service. Completing this form may require coordination with the transit agency Operations department or other agency personnel to obtain this information.

Begin Date

The columns marked Begin Date are **only used** if a new mode of service/ service type is added during the reporting year. If your agency adds a new mode of service or service type (directly operated or purchased services), please enter the date that this service began and the number of vehicles operated in maximum service. Otherwise, leave the cells in these columns blank.

Completing the Form

Initially, the options of Save, Close, and Submit will appear. As the form is being completed, changes can be saved by clicking the **Save Button**. **NTD Internet Reporting will log the user out after one hour if the form is neither saved nor submitted. All data entered during that time will be lost.**

NTD Internet Reporting - Safety & Security Summary [Logout](#)

Agency ID: 1268 Agency Name: Centre Area Transportation Authority Report: Safety CY 2002

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Form Name	Mode/Service	Report Date	Update User	Update Date	Submit Date	Revision #	No Major Data	No Minor Data
Incident Mode Service			smaia	2/1/02	2/1/02			
Non-Major Summary Report	CC DO	January	ADMIN	2/1/02				
Non-Major Summary Report	CC DO	February	ADMIN	2/1/02				
Non-Major Summary Report	CC DO	March	ADMIN	2/1/02				
Non-Major Summary Report	CC DO	April	ADMIN	2/1/02				
Non-Major Summary Report	CC DO	May	ADMIN	2/1/02				
Non-Major Summary Report	CC DO	June	ADMIN	2/1/02				
Non-Major Summary Report	CC DO	July	ADMIN	2/1/02				
Non-Major Summary Report	CC DO	August	ADMIN	2/1/02				
Non-Major Summary Report	CC DO	September	ADMIN	2/1/02				
Non-Major Summary Report	CC DO	October	ADMIN	2/1/02				
Non-Major Summary Report	CC DO	November	ADMIN	2/1/02				
Non-Major Summary Report	CC DO	December	ADMIN	2/1/02				
Non-Major Summary Report	LR PT	January	ADMIN	2/1/02				
Non-Major Summary Report	LR PT	February	ADMIN	2/1/02				
Non-Major Summary Report	LR PT	March	ADMIN	2/1/02				
Non-Major Summary Report	LR PT	April	ADMIN	2/1/02				
Non-Major Summary Report	LR PT	May	ADMIN	2/1/02				
Non-Major Summary Report	LR PT	June	ADMIN	2/1/02				
Non-Major Summary Report	LR PT	July	ADMIN	2/1/02				
Non-Major Summary Report	LR PT	August	ADMIN	2/1/02				
Non-Major Summary Report	LR PT	September	ADMIN	2/1/02				
Non-Major Summary Report	LR PT	October	ADMIN	2/1/02				
Non-Major Summary Report	LR PT	November	ADMIN	2/1/02				
Non-Major Summary Report	LR PT	December	ADMIN	2/1/02				
Non-Major Summary Report	MB DO	January	ADMIN	2/1/02				
Non-Major Summary Report	MB DO	February	ADMIN	2/1/02				
Non-Major Summary Report	MB DO	March	ADMIN	2/1/02				
Non-Major Summary Report	MB DO	April	ADMIN	2/1/02				
Non-Major Summary Report	MB DO	May	ADMIN	2/1/02				
Non-Major Summary Report	MB DO	June	ADMIN	2/1/02				
Non-Major Summary Report	MB DO	July	ADMIN	2/1/02				
Non-Major Summary Report	MB DO	August	ADMIN	2/1/02				
Non-Major Summary Report	MB DO	September	ADMIN	2/1/02				
Non-Major Summary Report	MB DO	October	ADMIN	2/1/02				
Non-Major Summary Report	MB DO	November	ADMIN	2/1/02				
Non-Major Summary Report	MB DO	December	ADMIN	2/1/02				
Ridership Activity	CC DO		ADMIN	2/1/02				
Ridership Activity	LR PT		ADMIN	2/1/02				
Ridership Activity	MB DO		ADMIN	2/1/02				
Security Configuration	LR		ADMIN	2/1/02				
Security Configuration	MB		ADMIN	2/1/02				
Security Configuration	CC		ADMIN	2/1/02				

[Add Major Incident](#)

When all data have been entered into the form and verified for accuracy, the form can be submitted to FTA by clicking on the **Submit Button**. Click on **Close** to return to the Safety & Security screen.

Note that once the form has been submitted, only the options of Close and Submit are available. This allows the agency to amend the form at a later date by modifying the information and clicking on the **Submit Button**. If, for example, a new mode of service is added during the course of the reporting year, the number of vehicles operated in maximum service and the date service began can be noted.

Unless a mode of service is added or removed during the course of the year, please do not modify and resubmit the Incident Mode Service form to reflect fluctuations in vehicle inventory.

Using the information in this form, the module will automatically list the monthly and quarterly incident forms that must be completed by the agency for the year. In addition, if a new mode of service or service type is added during the course of the year, entering this information and the Begin Date will generate the necessary safety and security forms for that mode for the remainder of the year.

Example

As of January 2002, City Transit directly operates bus service (27 buses in maximum service) and purchases demand response service (13 vehicles in maximum service). The NTD reporter at City Transit enters the Safety and Security Module for the first time at the beginning of the year to complete the Incident Mode Service form. Twenty-seven is entered under Directly Operated Vehicle Count (Bus). Thirteen is entered under Purchased Transportation Vehicle Count (Demand Response). The form is submitted in February.

In August, City Transit begins directly operating light rail service – with 3 vehicles in maximum service. At this time, City Transit revises its Incident Mode Service form by opening the existing Incident Mode Service form under the Safety and Security Tab, entering a “3” under Directly Operated Vehicle Count (Light Rail). Under Directly Operated Begin Date (Light Rail), City Transit enters the date this service began: 08/01/2002. The revised form is submitted by using the Submit button.

In November, City Transit begins purchasing bus service (in addition to the directly operated service it already provides) – with 10 vehicles in maximum service. At this time, City Transit revises its Incident Mode Service form again by opening the existing Incident Mode Service form under the Safety and Security Tab, entering a “10” under Purchased Transportation Vehicle Count (Bus). Under Purchased Transportation Begin Date (Light Rail), City Transit enters the date this service began: 11/01/2002. The revised form is submitted by using the Submit button.

In December, City Transit adds 10 more buses to the fleet of 13 buses already directly operated in maximum service. No changes are made to the Incident Mode Service form, since this represents a change in vehicle inventory, not the addition of a new mode of service or service type.

Ridership Activity Form

Ridership Activity is collected within the Safety and Security Module, since FTA requires ridership information more than once per year (all other financial and operating information is reported only annually, at most).

Opening the Form

From the Safety & Security Tab, click on the Ridership Activity report that you would like to complete. One Ridership Activity form appears for each mode and service combination entered in the Incident Mode Service form.

Reporting Instructions

Those personnel assigned to complete the Safety and Security module typically are not responsible for maintaining ridership information; however, it is the responsibility of the individual submitting safety and security information to obtain the data (from the transit agency's Operations or other department) and to submit the information with the safety and security reports.

NTD Internet Reporting - Ridership Activity [Logout](#)

Agency ID: 1268 Agency Name: Centre Area Transportation Authority

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Form Name: Ridership Activity Mode: CC Service: DO [Close Form](#)

Month	Unlinked Trips	Unlinked Avg Weekday Trips	Vehicle Revenue Hours	Vehicle Revenue Miles	Vehicles Operated in Maximum Service	Submit Date	
January	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="button" value="Submit"/>
February	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="button" value="Submit"/>
March	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="button" value="Submit"/>
April	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="button" value="Submit"/>
May	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="button" value="Submit"/>
June	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="button" value="Submit"/>
July	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="button" value="Submit"/>
August	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="button" value="Submit"/>
September	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="button" value="Submit"/>
October	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="button" value="Submit"/>
November	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="button" value="Submit"/>
December	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="button" value="Submit"/>

Enter the number of unlinked trips, unlinked weekday trips, vehicle revenue hours, vehicle revenue miles, and vehicles operated in maximum service by month. Each form captures data for a particular mode/service combination. These service data provided monthly need not be audited. It is understood that monthly ridership data available to the transit agency (the type of data reported to board members or other management personnel) often are subject to change or corrections when year-end total ridership data are available. Please report the best information that you have available at the time the report is submitted.

Completing the Form

As the form is being completed, changes can be saved by clicking the **Save Button**. **NTD Internet Reporting will log the user out after one hour if the form is neither saved nor submitted. All data entered during that time will be lost.**

When all data have been entered for a particular month, and the data have been verified for accuracy, the month's data can be submitted to FTA by clicking the **Submit Button** for that row. The form can be closed by clicking on the **Close Button**.

Security Configuration Form

The Security Configuration form collects information regarding the number and type of police/security personnel used to provide security at a transit agency. One form will be generated for each mode operated by the transit agency. It is not necessary to update this form over the course of the year to reflect changes in staffing. Please complete and submit the form once a year (during the first reporting period of the year) to provide FTA with a snapshot of security configuration and staffing.

Opening the Form

Click the Safety & Security Tab, which will open the Safety and Security Screen, listing the Security Configuration form. One form will appear for each mode operated by the transit agency. Selecting the Security Configuration form will open the form.

The screenshot shows a web application interface for "NTD Internet Reporting - Security Configuration". At the top right is a "Logout" link. Below the header, it displays "Agency ID: 1268 Agency Name: Centre Area Transportation Authority". A navigation bar contains tabs for "Home", "Safety & Security" (which is active), "Reports", "Sys Admin", and "Help". Below the navigation bar, it shows "Form Name: Security Configuration Mode: CC Service:" and a "Close Form" link. The main content area includes a text input field for "Total Number of FTE Security Personal" with the value "0". Below this is a section for "Primary Security Configuration" with a dropdown menu and a "Number" input field with the value "0". A section for "Secondary Security Configuration" includes the instruction "(Check all that apply)" and a list of six options, each with an unchecked checkbox: "Dedicated Transit Police Force", "Dedicated (Transit) Unit of Local Police", "Contracted Local Police", "Transit Agency Security Force", "Contracted Security Force", and "Use of Local Police (Non-Contracted)". At the bottom of the form are three buttons: "Save", "Close", and "Submit Report".

Reporting Instructions

Total Number of Security Personnel

Enter the number of security or police personnel (full time equivalent) dedicated to providing security at the transit agency. Include security guards and police officers hired by the transit agency as well as local police officers specifically dedicated to providing transit security (for example, a transit unit of a local police department).

Primary Security Configuration

Select the primary security configuration for your transit agency, that is, the primary means of providing security, using the box corresponding to the security configuration.

- **Dedicated Transit Police Force**—Select if your agency operates a (sworn) transit police force.
- **Dedicated (Transit) Unit of Local Police**—Select if your agency makes use of a municipal police force (not paid for directly by your agency) that has a specific transit unit or department.
- **Contracted Local Police**—Select if your agency contracts with a local police force (police department or sheriff's department, for example) to provide officers or deputies who provide security services at the transit agency.
- **Transit Agency Security Force**—Select if your agency uses in-house non-sworn security guards (i.e., not sworn police officers).
- **Contracted Security Force**—Select if your agency uses contracted non-sworn security guards (i.e., not sworn police officers).
- **Use of Local Police (Non-Contracted)**—Select if your agency relies on a local police department for security. Select this option if your agency does not pay for this coverage through a contractual arrangement.

Enter the number of personnel used in this primary configuration in the field labeled Number. For agencies that use local police (non-contracted), no estimate of the number of personnel is required (the Number field will not appear).

Secondary Security Configuration

Select all other security configurations that are used by your agency (see above for definition of choices). Check as many boxes as apply.

Example

A transit agency uses 12 security guards to patrol its non-revenue facilities as well as to respond to any incidents that may occur on its buses. In addition, local police are called occasionally to respond to more serious events. The agency, however, considers the security guards to constitute its primary security configuration. The Contracted Security Force button is selected; twelve is entered for total personnel and for primary configuration. The box for Use of Local Police (non contracted) is selected for secondary configuration.

Example

A transit agency uses a transit police force of 15 officers, which it considers to be its primary means of providing security. In addition, the agency hires 20 security guards to patrol parking lots and calls the local police department to respond to incidents occasionally. Enter the number 35 for total personnel. Select the Dedicated Transit Police Force button for primary configuration and enter 15 in the Number field. Check the boxes corresponding to Contracted Security Force and Use of Local Police (non contracted).

Note that information is requested by mode. If security/police personnel are used to provide security across multiple modes of service, please estimate the number of security/police personnel by mode. Often, security/police personnel time is spent on issues that are not obviously tied to any mode in

particular (such as providing security services at general administrative buildings). In these cases, the transit agency may use any reasonable method to allocate personnel across modes. For example, if six officers are used to provide security at a transit center that operates bus, demand response, and light rail service, two officers may be reported for each mode. Or, if one night guard is used at an administrative facility, the agency may choose to report this guard on its motorbus form, if the agency provides primarily bus services. Again, the form is used to provide a general snapshot of the way in which the agency provides security. Use any reasonable method to allocate these personnel across modes.

Example

A transit agency operates both motorbus and light rail service. It uses 12 security guards to patrol its non-revenue facilities. It uses an additional 5 guards to respond to incidents on its rail vehicles. The agency estimates that the security guards spend about half of their time at non-revenue facilities on issues related to motorbus security and half of their time on issues related to light rail security. In completing its motorbus Security Configuration Form, the Contracted Security Force button is selected. Six (half of the 12 security guards) is entered for total personnel and for primary configuration. In completing its light rail Security Configuration Form, the Contracted Security Force button is selected. Eleven (the other half of the 12 security guards plus the five individuals used to respond to light rail events) is entered for total personnel and for primary configuration.

Completing the Form

As the form is being completed, changes can be saved by clicking the **Save Button**. **NTD Internet Reporting will log the user out after one hour if the form has not been saved nor submitted. All data entered during that time will be lost.** When all data have been entered into the form and verified for accuracy, the form can be submitted to FTA by clicking the Submit Button. The form can be closed by clicking the **Close Button**.

Again, it is not necessary to update this form over the course of the year to reflect changes in staffing. Please complete and submit the form once a year (during the first reporting period of the year) to provide FTA with a snapshot of security configuration and staffing.

Completing the Informational Forms

Starting Informational Forms

- From the **Safety and Security Tab**, click on a form
- Complete the forms following the instructions in this section.

Data Item	Software Function	Detailed Instruction
<i>Incident Mode Service</i>		
One Incident Mode Service form is completed per agency per year.		
Report Monthly		For quarterly reporters who elect to report on a monthly basis, check this box to generate monthly forms.
Vehicle Count		For each mode of service provided by your agency, enter the number of vehicles operated in maximum service (VOMS) by your agency in one of the two columns marked Vehicle Count. In the first column on this form, enter the number of VOMS for service directly operated by the transit agency. In the third column, enter the number of VOMS for purchased transportation service.
Begin Date		The columns marked Begin Date are only used if a new mode of service/ service type is added during the reporting year. If your agency adds a new mode of service or service type (directly operated or purchased services), please enter the date that this service began and the number of vehicles operated in maximum service. Otherwise, leave the cells in these columns blank.
Completing the Form		When all data have been entered into the form and verified for accuracy, the form can be submitted to FTA by clicking Submit . Click on Close to return to the Safety & Security Tab .
<i>Ridership Activity Form</i>		
One Ridership Activity form appears for each mode and service combination entered in the Incident Mode Service form.		
Ridership Activity Data		Enter the number of unlinked trips, unlinked weekday trips, vehicle revenue hours, vehicle revenue miles, and vehicles operated in maximum service by month. These service data provided monthly need not be audited.
Completing the Form		When all data have been entered for a particular month, and the data have been verified for accuracy, the month's data can be submitted to FTA by clicking Submit for that row. Click on Close to return to the Safety & Security Tab .
<i>Security Configuration Form</i>		
One form must be completed for each mode operated by the transit agency.		
Total Number of Security Personnel		Enter the number of security or police personnel (full time equivalent) dedicated to providing security at the transit agency. Include security guards and police officers hired by the transit agency as well as local police officers specifically dedicated to providing transit security (for example, a transit unit of a local police department).
Primary Security Configuration		Select the primary security configuration for your transit agency.
Number		Enter the number of personnel used in this primary configuration in the field labeled Number. For agencies that use local police (non-contracted), no estimate of the number of personnel is required.

Completing the Informational Forms		
Secondary Security Configuration		Select all other security configurations that are used by your agency (see above for definition of choices). Check as many boxes as apply.
Completing the Form		When all data have been entered into the form and verified for accuracy, the form can be submitted to FTA by clicking Submit . Click on Close to return to the Safety & Security Tab .

Incident Forms

Incident Data Collection Basics

Classification of Incidents

Throughout the Safety and Security Module, incidents are classified in two ways (described below):

1. By individuals involved
2. By incident location

Individuals Involved

The NTD, in previous years, has required that the consequences of incidents, such as fatalities and injuries, be categorized according to the types of individuals involved (e.g., employees). **In a significant change from previous reporting years**, six categories of individuals are now used:

1. Passengers
2. Transit Facility Occupants
3. Employees
4. Other Workers
5. Trespassers
6. Others

Passengers: In a change from previous reporting years, a new category, **passenger**, is being introduced. The term, passenger, refers to a person who is on-board a transit vehicle or who is boarding or alighting, including those using ramps or lifts. This term is more restrictive than the term “patrons” used in past years that also encompassed those who had just used or intended to use the transit system.

Passenger
A person who is on board, boarding, or alighting from a transit vehicle for the purpose of travel, without participating in its operation.

Transit Facility Occupants: The term **transit facility occupant** describes an individual who is in a **transit revenue facility** (e.g., on a rail station platform or in a transit center waiting for a bus) not on board a transit vehicle. A transit facility occupant does not describe a person waiting on a publicly-owned sidewalk (e.g., a bus stop) or a paratransit passenger being picked up or dropped off on private property or a city street.

Transit Facility Occupant

A person who is inside the public passenger area of a transit revenue facility. Employees, other workers, or trespassers are not transit facility occupants.

Revenue Facility

A facility or an area of a facility that is used to enable individuals to board or alight transit vehicles and that is controlled by the transit system.

To decide whether an area is a revenue facility, it must meet the following criteria:

- (1) It must be a facility or area of a facility that is used to 'load' or 'unload' passengers.
- (2) It must be controlled by the transit system.

A facility is "controlled by the transit system" if it is owned, maintained, and/or repaired by the transit system. Examples of areas that are considered revenue facilities include:

- Rail platforms or stations
- Bus bays or platforms within transit centers owned by either the transit agency or the city
- Transit maintained portions of facilities (maintained by the rail transit agency) that are owned by the transit agency, the city, commuter rail agencies, or other entities (e.g., a mall or Greyhound)

A revenue facility is a passenger boarding/deboarding facility with a platform, a plaza flanked by several bus bays, or a dock. Some revenue facilities have elevators, escalators, faregates or turnstiles, a building with a waiting room, ticket office or machines, restrooms, or concessions. Others only have an open-air area with a canopy and/or with a wind shelter. All underground, elevated, rail (except for some cable car and light rail locations), ferryboat, transportation or transit center, and busway locations are revenue facilities. Those park-and-ride facilities and transit malls having such infrastructure are also revenue facilities; those that don't are stops.

Examples of areas that are not considered revenue facilities include:

- A bus stop on a city sidewalk. **A bus stop on a city street is not considered a revenue facility since the city street or public sidewalk is not controlled by the transit system.**
- A non-transit portion of a shared facility used to provide transit services (e.g., an Amtrak or Greyhound platform within a jointly-used transportation facility)
- An area of a transit facility not used to load or unload passengers (e.g., an operator break room)

In cases involving bus shelters that are not clear-cut, apply the following test:

*If the transit system is responsible for maintaining and **repairing** the platform/walkway/pathway on which the facility rests, then the facility is under the control of the transit system.*

Employee: **Employees** are those individuals who have been hired by the transit agency. This category does not include other workers, whose services are contracted on a sporadic basis to perform work at the agency. If a transit agency completes this module for purchased transportation service in the NTD report, include employees of the purchased service involved in safety incidents. Do not report employees involved in safety incidents for purchased transportation service in a separate NTD report.

Employee

An individual who is compensated by the transit agency as follows: For directly operated services, the labor expense for the individual is reported in object class 501 labor. For purchased transportation service, the labor expense for the individual meets the same criteria as object class 501 labor.

Other Worker: **Other worker** is a category that describes persons who are neither employed by a transit agency nor a purchased transportation provider. An other worker typically is employed by a separate entity that has a services contract with the transit agency. The expenses of an other worker are recorded in object class 503 Services. For example, an other worker may be used to perform occasional activities such as tree trimming. A conductor or an individual performing daily maintenance (employed by a transit agency or a purchased transportation provider) would not be considered an other worker. An individual in this category may also be someone hired or contracted by another party to do work on transit property such as telephone company employees checking fiber optic cable on a transit right of way.

Other Worker

An individual who is neither an employee of a transit agency or a purchased transportation provider and who is providing specific services at a transit agency.

Trespassers: **Trespassers** are individuals who enter locations that are always prohibited for use by the general public. The category of trespassers would encompass, for example, persons who have entered tunnels, yards, or maintenance facilities but would not include individuals who are on station platforms or riding on transit vehicles without paying the applicable fare, since transit platforms and vehicles are intended for public use. Consequences of safety incidents to trespassers, such as injuries to trespassers as a result of collisions, are reported on appropriate safety screens, rather than on security forms.

Trespasser

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

Others: The term, **others**, describes individuals that do not fall into any of the above categories. A pedestrian in a crosswalk, a driver of a motor vehicle that strikes a bus, and an individual at a bus stop are categorized as others.

Others

An individual who is neither a transit passenger, transit facility occupant, an employee/other worker at the transit agency, nor a trespasser.

Incident Location

In addition to being categorized by those individuals involved, incidents are classified by location. Four general locations are used in the Major Incident Reporting form:

1. On vehicle
2. Revenue facility
3. Non-revenue facility
4. Roadway or right-of-way

Each category is described in more detail in the sections that follow. Note that not all incident locations are applicable to all incident types. In addition, incidents involving some classes of individuals are not reported for all incident types.

In vehicle: Incidents occurring in **vehicle** are those that occur on board transit revenue vehicles, including incidents occurring on vehicles stairs, lifts and ramps.

Vehicle

The rolling or floating stock used to provide revenue service for passengers.

In revenue facility: Incidents in the **revenue facility** category include events occurring at transit stations and transit centers, for example. A facility is “controlled by the transit system” if it is maintained and repaired by the system. Such facilities (or portions of facilities) may include bus bays within transit centers owned by a city or rail transit maintained portions of facilities (maintained by the rail transit agency) that are owned by commuter rail agencies. A bus stop on a city street is not a facility.

Revenue facility

A facility or an area of a facility that is used to enable individuals to board or alight transit vehicles and that is controlled by the transit system.

In non-revenue facility: Incidents in the **non-revenue facility** category include events occurring at administrative and maintenance buildings and transit-owned parking facilities, for example.

Non-revenue facility

A facility or an area that is not used to enable individuals to board or alight transit vehicles, and that is primarily staffed by transit employees.

On roadway or right-of-way: Incidents in this category include, for example, a bus collision with a pedestrian in a public street or a light rail derailment on a rail mainline.

Reporting Frequency

Reporting frequency depends on the size of the transit agency; Safety and Security forms are submitted either monthly or quarterly.

Monthly submissions: Agencies with 100 or more vehicles operated in maximum service (including directly operated and/or purchased transportation) must submit Safety and Security forms monthly for all modes and types of service.

Example

A transit agency directly operates bus service (99 vehicles) and purchases demand response service (89 vehicles). The agency reports monthly (all modes) because the total number of vehicles operated in maximum service ($99+89=188$) is greater than 100.

Quarterly submissions: All agencies not meeting the criteria for monthly reporting are required to submit all Safety and Security forms at least quarterly. Agencies may elect to report more frequently (i.e., monthly).

Example

An agency directly operates bus service (42 vehicles in maximum service) and purchases or directly operates demand response service (23 vehicles in maximum service). The agency is to report at least quarterly for all modes, since the total number of vehicles operated in maximum service ($42+23=65$) is less than 100 vehicles.

Major Incident Reporting forms. All agencies must complete one Major Incident Reporting form for each major incident occurring during the reporting period and submit all Major Incident Reporting forms for the period either monthly or quarterly (at minimum), depending on agency reporting frequency (described above). Major Incident Reporting forms are due thirty days after the close of the reporting period during which the major incident occurred. Agencies, however, may complete and submit the Major Incident Reporting form any time before this deadline. That is, an agency may find it more convenient to complete and submit the form within a few days after the occurrence of an incident rather waiting to submit all Major Incident Reporting forms thirty days after the end of the reporting period.

Major incident

An event involving a transit vehicle or occurring on transit-controlled property, involving one or more of the following:

- A fatality
- Injuries requiring immediate medical attention away from the scene for two or more persons
- Property damage equal to or exceeding \$25,000
- An evacuation due to life safety reasons
- A collision at a grade crossing
- A main-line derailment
- A collision with person(s) on a rail right of way resulting in injuries that require immediate medical attention away from the scene for one or more persons
- A collision between a rail transit vehicle and another rail transit vehicle or a transit non-revenue vehicle resulting in injuries that require immediate medical attention away from the scene for one or more persons

Non-Major Summary Report form. Agencies must complete one Non-Major Summary Report form for each mode and type of service. This form is due either monthly or quarterly, depending on agency reporting frequency (described above). Non-Major Summary Report forms are due thirty days after the close of the reporting period.

Commuter Rail Reporting

Commuter rail agencies are not required to report commuter rail *safety* incidents to NTD. Commuter rail agencies are to report safety incidents to the Federal Railroad Administration, as currently required. Commuter rail agencies are required, however, to report *security* incidents to NTD using the Major Incident Reporting form and the Non-Major Summary Report form.

Major Incident Reporting

Reporting Requirement

Agencies must complete one Major Incident Reporting form for each major incident occurring during the reporting period, except for incidents involving commuter rail operations. Safety incident reporting by commuter rail agencies to the Federal Railroad Administration currently is performed.

Major Incident Reporting forms are due thirty days after the close of the reporting period during which the major incident occurred. Agencies with 100 or more vehicles operated in maximum service (including directly operated and/or purchased transportation) must report monthly for all modes and types of service. All other agencies must report quarterly. Agencies, however, may complete and submit Major Incident Reporting forms at any time within the reporting period.

New Features

The Major Incident Reporting form is a new form that has been added this year.

Overview of Form

The Major Incident Reporting form is designed to capture detailed information on the most severe safety and security incidents occurring in the transit environment. Detailed data, available from sources such as accident, incident, or police reports, are used to complete Major Incident Reporting forms. The information required on the form is intended to be of a level that can be collected at or near the time of the incident occurrence. Incident descriptive data should not be based on claims filed or on the final legal disposition of the incident. The completion of this form is typically performed by safety personnel or others having transit safety responsibility.

Reporting Thresholds

Both safety and security occurrences are reported on the Major Incident Reporting form. For an incident to be reportable on this form, it must involve a transit vehicle or occur on transit-controlled property, and it must involve one or more of the following:

- A fatality
- Injuries requiring immediate medical attention away from the scene for two or more persons
- Property damage equal to or exceeding \$25,000
- An evacuation due to life safety reasons
- A collision at a grade crossing
- A main-line derailment
- A collision with person(s) on a rail right of way resulting in injuries that require immediate medical attention away from the scene for one or more persons
- A collision between a rail transit vehicle and another rail transit vehicle or a transit non-revenue vehicle resulting in injuries that require immediate medical attention away from the scene for one or more persons

If an incident involves one or more of these eight events (either due to safety or security incidents), the transit agency is required to complete a Major Incident Reporting form. If, for example, an incident results in a main line derailment and property damage exceeding \$25,000, only one Major Incident Reporting form is completed.

Fatality: Safety and security incidents resulting in **fatalities** are reported on the Major Incident Reporting form. **Suicides are not reported on this form; all suicides are reported on the Summary Security Report.** Further, deaths resulting from illnesses *are not reported*. For example, if a person in a rail facility sustains a fatal heart attack, this event would **not be reported** in any section of NTD.

Fatality

A transit-caused death confirmed within 30 days of a transit incident, which occurs under the collision, derailment, fire, evacuation, security incident, vehicle leaving the roadway, or not otherwise classified categories.

Example

A passenger fires a weapon on a transit vehicle, killing one passenger. A Major Incident Reporting form is completed, noting one fatality in the security detail portion of the form.

Two or more injuries: In a change from previous reporting years, the definition of **injury** requires immediate medical attention *away from the scene*. Immediate medical attention includes, but is not limited to, transport to the hospital by ambulance. If an individual is transported immediately from the incident scene to a hospital or physician's office by another type of emergency vehicle, by passenger vehicle, or through other means of transport, this is also considered an injury. An individual seeking medical care several hours after an incident or in the days following an incident is not considered to have received "immediate medical attention." In cases that are less clear-cut, agencies should apply their judgment in determining whether the injury sustained caused the individual to immediately seek medical attention.

Injury

Any physical damage or harm to persons as a result of an incident that requires immediate medical attention away from the scene.

The medical attention received must be at a location **other than** the location at which the incident occurred. The intent of this distinction is to exclude incidents that only require minor first aid or other assistance received at the scene.

This distinction is not, however, intended to be burdensome for the transit agency. It is not a requirement that an agency follow up on each person transported by ambulance, for example, to ensure that they actually *received* medical attention at the hospital. It is acceptable to count each person immediately transported by ambulance as an injury. If, however, an agency representative *does choose to* follow-up with the hospital and finds that, though an individual was transported to the hospital, he *did not receive any medical attention*, this individual does not need to be reported as an injury.

Both safety and security incidents (the results of accidents and of homicides, for example) resulting in major injuries are reported using the Major Incident Reporting form. As with fatalities, however, injuries resulting from illnesses *should not be reported* in any section of the NTD.

Example

An ambulance transports three passengers who were hurt in a collision from the site of the accident. This incident requires the completion of a Major Incident Reporting form (two or more passengers requiring immediate medical attention away from the scene). Three injuries reported.

Example

Three passengers are hurt in a collision. Rather than wait for an ambulance to arrive, a security guard drives them to a nearby hospital. This incident requires the completion of a Major Incident Reporting form (two or more passengers requiring immediate medical attention away from the scene). Three injuries reported.

Example

Three passengers are hurt in a collision. Each sees a physician the next day and subsequently submits a claim to the transit agency. No incident is reported on a Major Incident Reporting form or any other NTD Safety and Security form (unless some other factor associated with the incident other than these injuries requires the completion of a Major Incident Reporting form – e.g., a fatality).

\$25,000 total incident damage: Incidents involving **property damage** of or exceeding \$25,000 require the completion of a Major Incident Reporting form. The amount paid (or an estimate made for insurance purposes) is reported for damage. **In a change from previous reporting years, property damage to both transit and non-transit property is included in this estimate.**

Property damage

The dollar amount required to repair or replace all vehicles (transit and non-transit) and all property/facilities (track, signals, and buildings) damaged during an incident to a state equivalent to that which existed prior to the incident.

Example

A rail vehicle collides with a passenger car. The passenger car is totaled; the train will require a new coupler and incurred body damage. The car has an estimated value of \$8,000 (transit agency uses the car's Blue Book value or other reasonable estimate of present value). The cost of the coupler is \$30,000; other bodywork to the train is estimated at \$10,000. \$48,000 is entered for property damage.

Evacuation due to a life safety event: **Evacuations** that result from life safety events require the completion of a Major Incident Reporting form. Evacuations of vehicles, and not evacuations of facilities, are reportable to NTD.

Evacuation

A condition requiring all passengers and employees to depart a transit vehicle and enter onto the transit right of way or roadway under emergency circumstances.

Life safety event

A situation, such as a fire, the presence of smoke, fuel leak, or electrical hazard that constitutes an imminent danger to passengers, employees, contractors, or other persons.

Note that the term “evacuation” refers to the evacuation of a transit **vehicle** not a **transit facility**. Evacuations of transit facilities are not automatically reported as major events, unless one of the other thresholds for reportability is met (e.g., property damage exceeding \$25,000).

The requirement that a reportable incident involves a **life safety event** is intended to capture events that pose serious threats to those in the transit environment, rather than operations-related events. For example, a situation requiring that transit passengers leave a vehicle due to a flammable fuel leak or due to a passenger firing a weapon on a vehicle is reported to NTD. A situation requiring that passengers be transferred from one transit vehicle to another due to a service breakdown is *not* reported.

Example

A bus is evacuated because of a CNG leak on the vehicle. No one is injured. Because all evacuations due to life safety reasons are reported, regardless of the number of injuries resulting, a major incident is reported. No injuries are reported.

Collision at a grade crossing: Collisions at grade crossings are reported on the Major Incident Reporting form.

Collision

A vehicle accident in which the first harmful event is the impact of a road vehicle in transport with another vehicle, an object, or person(s).

Grade crossing

An intersection of roadways, railroad tracks, or dedicated transit rail tracks that run across mixed traffic situations with motor vehicles, light rail, commuter rail, heavy rail or pedestrian traffic either in mixed traffic or semi-exclusive situations.

Example

A collision at a grade crossing involving a light rail vehicle injures one passenger who is transported to a hospital via ambulance. Because all grade crossing collisions are considered major incidents, one injury is reported on the Major Incident Reporting form. No injuries are reported in the Non-Major Summary Report form.

Example

An agency uses an outside firm to do periodic track maintenance. A light rail vehicle strikes an individual working for this firm at a grade crossing. A Major Incident Reporting form is completed because the event occurred at a grade crossing. The individual is not an employee or working for a firm that provides purchased transportation service, so the event is not categorized under 'employee.' One 'other worker' injury is reported.

A main line derailment: All derailments occurring on main line track are reported using the Major Incident Reporting form.

Derailment

A non-collision incident in which one or more wheels of a transit vehicle unintentionally leaves the rails.

Main line

Primary rail over which rail transit vehicles travel between stations; it excludes yard and siding track.

Incidents occurring in yards or on other non-main line track are reported on the Non-Major Summary Report form rather than the Major Incident Reporting form, unless one of the other seven threshold requirements is met (for example, a fatality or two or more injuries).

Right of way collision with person: *This threshold applies only to rail incidents (other than commuter rail).* All **collisions with persons** occurring on main line track (rail vehicle striking an individual) that result in injuries requiring immediate medical attention away from the scene for one or more persons. Note that for other types of events, two or more injuries are required to trigger a major incident. In the case of a rail vehicle striking a person, only one injury is necessary to constitute a major incident.

Rail collision with person

An incident in which a rail transit vehicle strikes an individual. Incidents involving suicides and attempted suicides are excluded from this category.

Right of way collision with transit vehicle: *This threshold applies only to rail incidents (other than commuter rail).* All rail transit vehicle **collisions with transit vehicles** occurring on main line track that result in injuries requiring immediate medical attention away from the scene for one or more persons. This category of events includes collisions between rail transit vehicles and other rail transit vehicles or transit non-revenue vehicles. Note that for other types of events, two or more injuries are required to trigger a major incident. In the case of a rail vehicle striking another train or a transit work vehicle, only one injury is necessary to constitute a major incident.

Rail collision with transit vehicle

An incident in which a rail transit vehicle strikes or is struck by another transit vehicle (either a revenue vehicle or a non-revenue vehicle).

Opening the Form

From the **Safety & Security Tab**, click on the **Add Major Incident Button** (at the bottom of the page) in order to open a new Major Incident Reporting form. To edit a Major Incident Reporting form that has already been created, click on that form listed in the **Safety & Security Tab**.

Reporting Instructions

This section describes in detail how to complete each element of the Major Incident Reporting form.

Fields marked with a red asterisk (*) are always mandatory, indicating that the forms cannot be submitted unless these fields are complete. Please complete ALL of the fields that apply to the incident, however, whether marked with an asterisk or not.

Agency ID: 1268 Agency Name: Centre Area Transportation Authority

Home Safety & Security Reports Sys Admin Help

Form Name: Major Incident Mode: Service: [Close Form](#)

Update User: Update Date: Submit Date: Revision # 0

Mode/Service* Cable Car / DIRECTLY OPERATED

Date and Time of Incident

Date* Hour* Minutes* AM/PM* Time Zone*

Incident Location

City* State*

Station Name, Route or Street*

Latitude Longitude

Vehicles Involved

Add Vehicle

Delete

Pedestrians Involved

Add Pedestrian

Delete

Incident Categorization

Primary Event (Select one)

- Collision
- Security Incident
- Derailment
- Evacuation
- Fire
- Vehicle Leaving Roadway
- Fatalities / Injuries Not Otherwise Classified (NOC)

- [Collision Detail](#)
- [Security Incident Detail](#)
- [Derailment Detail](#)
- [Evacuation Detail](#)
- [Fire Event Detail](#)
- [Vehicle Leaving Roadway Detail](#)
- [Fatality / Injury NOC Detail](#)

Secondary Events (Select all that apply)

- Derailment [Derailment Detail](#)
- Evacuation [Evacuation Detail](#)
- Fire [Fire Event Detail](#)
- Vehicle Leaving Roadway [Vehicle Leaving Roadway Detail](#)

Consequences of Incident

Total Estimated Property Damage (\$) 0

	Transit Passengers	Transit Facility Occupants	Transit Employees	Other Workers	Trespassers	Other
Fatalities	0	0	0	0	0	0
Injuries	0	0	0	0	0	0

Additional Detail (complete if applicable)

Rail Alignment Type

Grade Crossing Control

Intersection Controls

Additional Detail (Use this box to specify other alignment types, grade crossing controls and intersection controls)

Description of Incident (Use this box to provide any other relevant incident information)

Actions of Others Involved

Passenger(s) actions (describe)

Other individual(s) actions (describe)

Other vehicle(s) actions (describe)

Actions / Existing Conditions (Rail Modes)*

- External : Rails and rail anchoring device
- External : Roadbed
- External : Switches, frogs, and track appliances
- External : Power/propulsion component: Third rail

Action Description (Use this box to specify information from Actions or Existing Conditions pull-down boxes)

Environmental Conditions

Weather Right of Way / Roadway Conditions

Traffic Right of Way / Roadway Configuration

Lighting Right of Way / Roadway Type

Environment Conditions Descriptions (Use this box to describe environmental conditions not captured in pull-downs)

Contact Information for Person Reporting Incident

Name* Phone*

Title* Email*

As the form is being completed, changes can be saved by clicking **Save**. **NTD Internet Reporting will log the user out after one hour if the form has not been saved or submitted. All data entered during that time will be lost.**

General Information

The following information does not require data entry by transit agency personnel, it is pre-filled or captured when data is input and saved on the form. This information is found at the top of the Major Incident Reporting form.

- **Agency ID Number:** Unique number assigned to the transit agency by FTA.
- **Agency Name:** Legal name of the transit agency as entered in the NTD.
- **Report Data Set:** Identifies the Report Year (RY), sequential submission number and date of the submission.

Menu Selections:

Aerial Tramway
Automated Guideway
Cable Car
Commuter Rail
Demand Response
Ferryboat
Heavy Rail
Inclined Plane
Jitney
Light Rail
Monorail
Motorbus
Publico
Trolleybus
Vanpool
Other
(Directly operated and purchased transportation appear for each mode)

The following fields are system generated:

- **Update User:** Identifies the transit agency individual, user identification, entering/modifying the data
- **Update Date:** Identifies the date of entry/modification
- **Incident Number:** Assigned by the system to uniquely identify the incident
- **Submit Date:** If this report has been previously submitted, identifies the date this action was performed

Mode & Service Type

In the Mode and Service Type selection, choose from the drop down menu the mode and service combination on which the major incident occurred. Based on the information supplied by the agency in the Incident Mode Service form, only those modes and service types operated/purchased by the agency will appear.

Mode

A system for carrying transit passengers described by specific right-of-way, technology and operational features.

Two service types are possible, but do not apply to all agencies for all modes: **directly operated service** and **purchased transportation service**.

Directly Operated Service

Transportation service provided directly by a transit agency, using their employees to supply the necessary labor to operate the revenue vehicles. This includes instances where an agency's employees provide purchased transportation services to the agency through a contractual agreement.

Purchased Transportation Service

Transportation service provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract. The provider is obligated in advance to operate public transportation services for a public transit agency or governmental unit for a specific monetary consideration, using its own employees to operate revenue vehicles. Purchased transportation does not include franchising, licensing operations, management services, cooperative agreements or private conventional bus service.

Some safety incidents are difficult to directly associate with a particular mode. In these cases, select a mode and describe the situation in the Description field. The agency should apply a consistent rule in these cases, such as to report the mode that has the largest number of passengers served at the location. For example, an employee dies as a result of a homicide in the entrance to a transit center. The transit agency may report this incident under bus mode if bus services constitute the majority of transit services provided at the transit center.

Day and Time of Incident

Report the day and time that the incident occurred using the Month, Day, and Year using mm/dd/yyyy format and using drop down menus provided for Hours, Minutes, AM/PM, and Time Zone.

Incident Location

Describe where the incident occurred, including sufficient information to readily identify the incident location. Enter the city where the incident occurred. Select the appropriate State from the drop down menu. Use the Station Name, Route, or Street field to provide further detailed location information.

Example

- Bus route 47 at the intersection of 4th and Main
- 4700 Wilson Boulevard
- On right of way, one mile north of Union Station

Latitude and Longitude

If known, report the latitude and longitude of the incident. Enter the latitude and longitude as decimal degrees using degrees (dd) and minutes (mm.m) for latitude and degrees (ddd) and minutes (mm.m) for longitude. Also select North or South (latitude) and West or East (longitude) from the drop down menus:

- Latitude: N 40 24.1
- Longitude: W 102 23.8

Vehicles Involved

This section of the Major Incident Reporting form allows the reporter to select those vehicles involved in the major incident.

For each vehicle involved in the incident, click the Add Vehicle button. Each time this button is clicked, two fields will appear (Vehicle Type and Vehicle Description) that allow the reporter to add information about that vehicle. If multiple vehicles are involved, continue to select Add Vehicle until all vehicles have been described. If, for example, there were three vehicles involved in the incident, click the Add Vehicle button three times. The following detail fields will appear:

- Vehicle 1 Type
- Vehicle 1 Description
- Vehicle 2 Type
- Vehicle 2 Description
- Vehicle 3 Type
- Vehicle 3 Description

If there are no vehicles involved in the incident (for example, in the case of a fire on a rail station platform), do not click the Add Vehicle button. No vehicle information is required. Click the Delete Vehicle button to remove any excess vehicles that you may have selected.

Menu Selections:

- Transit: Aerial Tramways
- Transit: Articulated Buses
- Transit: Automated Guideway Vehicles
- Transit: Automobiles
- Transit: Buses
- Transit: Cable Cars (CC)
- Transit: Double Decked Buses
- Transit: Ferryboats
- Transit: Heavy Rail Passenger Cars
- Transit: Inclined Plane Vehicles
- Transit: Light Rail Vehicles (Streetcars)
- Transit: Monorail Vehicles
- Transit: Commuter Rail Locomotives
- Transit: Commuter Rail Passenger Coaches
- Transit: Commuter Rail Self Propelled Passenger Cars
- Transit: School Buses Transit: Taxicabs
- Transit: Trolleybuses
- Transit: Vans
- Transit: Non-Revenue
- Personal: Passenger vehicle
- Personal: Motorcycle
- Personal: Recreational boat
- Commercial: Rail
- Commercial: Highway
- Commercial: Marine
- Other (specify in Vehicle description box)

Complete the information for each field as described below. Note: For rail vehicles, treat multi-car trains as one vehicle. That is, for a six-car train, do not enter six separate vehicles. Click the button once and describe the train as one 'vehicle.'

Vehicle type

For each vehicle, select the type of vehicle involved from the drop down menu.

The transit vehicle is always entered as the first vehicle. If multiple transit vehicles are involved in the incident, transit vehicles may be entered as other than the first vehicle using the Add Vehicle button.

Personal: Passenger Vehicle encompasses multiple types of non-commercial, non-passenger vehicles such as automobiles, minivans, and pickup trucks.

Aerial Tramways
Unpowered passenger vehicles suspended from a system of aerial cables and propelled by separate cables attached to the vehicle suspension system. Engines or motors at a central location, not on board the vehicle, power the cable system.
Articulated Buses
Extra long (54 feet to 60 feet) buses with 2 connected passenger compartments. The rear body section is connected to the main body by a joint mechanism that allows the vehicles to bend when in operation for sharp turns and curves and yet have a continuous interior.
Automated Guideway Vehicles
Guided transit passenger vehicles operating under a fully automated system (no crew on transit units).
Automobiles
Passenger cars, up to and including station wagons in size.
Buses
Rubber tired passenger vehicles powered by diesel, gasoline, battery or alternative fuel engines contained within the vehicle.
Cable Cars
Streetcar type of passenger vehicles operating by means of an attachment to a moving cable located below the street surface and powered by engines or motors at a central location not on board the vehicles.
Double Decked Buses
High capacity buses having 2 levels of seating, 1 over the other, connected by 1 or more stairways. Total bus height is usually 13 to 14.5 feet, and typical passenger seating capacity ranges from 40 to 80 people.
Ferryboats
Vessels for carrying passengers and/or vehicles over a body of water. The vessels are generally steam or diesel powered conventional ferry vessels. They may also be hovercraft, hydrofoil and other high speed vessels.
Heavy Rail Passenger Cars
Rail cars with motive capability, driven by electric power taken from overhead lines or third rails, configured for passenger traffic and usually operated on exclusive right-of-way.
Inclined Plane Vehicles
Special type of passenger vehicles operating up and down slopes on rails via a cable mechanism.
Light Rail Vehicles (Streetcars)
Rail cars with motive capability, usually driven by electric power taken from overhead lines, configured for passenger traffic and usually operating on non-exclusive right-of-way.
Monorail Vehicles
Guided passenger vehicles operating on or suspended from a single rail, beam or tube.
Commuter Rail Locomotives
Commuter rail vehicles used to pull or push commuter rail passenger coaches. Locomotives do not carry passengers themselves.

Commuter Rail Passenger Coaches
Commuter rail passenger vehicles not independently propelled and requiring 1 or more locomotives for propulsion.
Commuter Rail Self Propelled Passenger Cars
Commuter rail passenger vehicles not requiring a separate locomotive for propulsion.
School Buses
Passenger vehicles which are designed or used to carry more than 10 passengers in addition to the driver, used primarily for the purpose of transporting preprimary, primary, or secondary school students to such schools from home or from such schools to home.
Taxicabs
Three categories of vehicles based upon size: sedan (TS), van (TV), and station wagon (TW).
Trolleybuses
Rubber tired, electrically powered passenger vehicles operated on city streets drawing power from overhead lines with trolleys.
Vans
Vehicles having a typical seating capacity of 5 to 15 passengers and classified as a van by vehicle manufacturers. A modified van is a standard van that has undergone some structural changes, usually made to increase its size and particularly its height. The seating capacity of modified vans is approximately 9 to 18 passengers.

Vehicle description

For each vehicle, supply an associated vehicle description (a few words in length). Do not supply the same description for more than one vehicle. These descriptions will appear in pull down menus on other parts of the form and should be distinct enough allow you to distinguish between the vehicles involved in the incident. The description should include the vehicle make and model, if known.

Example
A bus is involved in collision with a passenger vehicle. The first vehicle is entered as type Transit: Bus; the corresponding description contains the make and model of the bus. The second vehicle is entered as type Personal: Passenger vehicle; the make and model of each vehicle is entered in the Vehicle Description fields.

Pedestrians Involved

This section of the Major Incident Reporting form allows the agency to select those pedestrians involved in the major incident.

For each pedestrian involved in the incident, click the Add Pedestrian button. Each time this button is clicked, one field will appear (Pedestrian Description) that allows the reporter to add information about that pedestrian. If multiple pedestrians are involved, continue to select Add Pedestrian until all vehicles have been described. If, for example, there were three pedestrians involved in the incident, click the Add Pedestrian button three times. The following detail fields will appear:

- Pedestrian 1 Description

- Pedestrian 2 Description
- Pedestrian 3 Description

If there are no pedestrians involved in the incident (for example, in the case of a transit vehicle colliding with a passenger vehicle), do not click the Add Pedestrian button. No pedestrian information is required. Click on the Delete Pedestrian button to remove any unneeded pedestrians.

Pedestrian description

For each pedestrian, supply a description (a few words in length). Do not supply the same description for more than one pedestrian. These descriptions will appear in pull down menus on other parts of the form and should be distinct enough allow you to distinguish between the pedestrians involved in the incident.

Examples:

- Pedestrian in crosswalk 1
- Pedestrian in crosswalk 2
- Individual waiting at stop

Incident Categorization

Menu Selections:
Collision
Security Incident
Derailment
Evacuation
Fire
Vehicle Leaving Roadway
Fatality/Injury Not Otherwise Classified

Often events such as fires or derailments occur as the result of other occurrences (e.g., a collision). This section of the Major Incident Reporting form requires that the reporter enumerate each of the events involved in an incident (e.g., collision, fire, derailment, evacuation) and categorize each as a primary event or as secondary events.

Primary Event

The primary event is the first harmful occurrence in an incident. Select the only one primary event from the incidents listed below by clicking on the corresponding incident detail button.

Example

A fatality occurs as a result of a homicide. A Major Incident Reporting form must be completed because a fatality occurred. Homicide is a security incident and is selected as the primary event on the Major Incident Reporting form.

Secondary Events

Menu Selections:
Derailment
Evacuation
Fire
Vehicle leaving roadway

Secondary events are events that occur as a result of the primary event. Multiple secondary events may be selected from the following incidents by clicking on the corresponding check boxes.

In previous years, in cases of multiple events, agencies only reported the event that represented the first occurrence (the primary event). Reporters are now required to enumerate all secondary events.

Example

A light rail vehicle collides with a passenger car at a grade crossing and subsequently derails, then catches fire. All passengers are evacuated. A Major Incident Reporting form is completed because the incident occurred at a grade crossing. Collision is selected as the primary event. Derailment, fire, and evacuation are ALL selected as secondary events.

Collision Detail

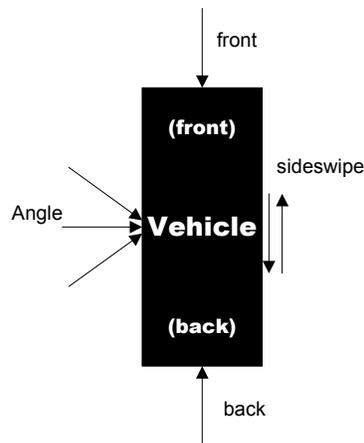
When the blue Collision button is clicked under Primary Event, a Collision Detail screen appears. The following information must be completed.

Collision Type

Menu Selections:

Front
Back
Angle
Sideswipe
Fixed object
Other (specify in box below)

Collision type describes the orientation of the vehicles involved in a collision. If the transit vehicle is involved in a collision with another vehicle, select the orientation that is most appropriate for the collision in the drop down menu. Each choice is from the point of view of the **transit vehicle**. That is, Back means that another vehicle hit the Back of the **transit vehicle**. If the transit vehicle strikes a fixed object rather than a vehicle, do not select an orientation; select Fixed object.



Example

A transit vehicle is rear ended. Select Back.

Example

A bus strikes a utility pole head on (i.e., with the front of the bus). Do not select Front. Select fixed object because the incident involved a stationary object rather than another vehicle.

Total Estimated Property Damage

Enter the estimated dollar amount required to repair or replace all vehicles (including transit revenue and non-revenue and non-transit vehicles) or public or private property/facilities (including track, signals, buildings, and private facilities damaged) involved in the incident to a state equivalent to that which existed prior to the incident. **In a change from previous year reporting, estimated damage is for the entire incident and includes damage to other vehicles and property involved in the incident and not owned by the transit agency.**

The amount paid (or an estimate made for insurance purposes) is reported for property damage. In the case where replacement is necessary, the depreciated replacement cost is reported. The cost of clearing wreckage or damage to non-transit agency property *is also included in the property damage value*. Do not include damage to personal property, such as the value of laptops or other items damaged or destroyed in an incident.

Property damage includes but is not limited to the following:

- Transit and non-transit vehicle damage
- Stations as well as non-transit facilities
- Rights-of-way and items surrounding rights of way, such as utility poles
- Bus stops
- Maintenance facilities and other private property

In cases in which replacement is necessary, the agency supplies the depreciated replacement cost.

Menu Selections:

With person (pedestrian)
With object: Animal
With object: Other object
(Specify in box below)
With vehicle: Motor vehicle
With vehicle: Other vehicle
(specify in box below)

Manner of Collision

The Manner of Collision drop down menu is used to specify the object or person (other than the transit vehicle) that is involved in the collision.

Example

A paratransit vehicle hits a fire hydrant. As a result, the operator and two passengers are injured seriously enough as to require immediate medical attention at a nearby hospital. The three injuries require the completion of a Major Incident Reporting form. For Manner of Collision, the reporting agency selects With object: Other object and notes in the field that the object struck was a fire hydrant.

Example

A trolleybus strikes a motorcyclist, who dies three days later due to injuries sustained in this incident. For Manner of Collision, With vehicle: Motor vehicle is selected.

Menu Selections:

Going Straight
Parked
Standing/stopped
Stopping/starting
Maneuvering to avoid object,
person, or vehicle
Turning: Left Turn
Turning: Right Turn
Changing Lanes or Merging
Negotiating a Curve
Backing
Other (specify in box below)

Vehicle Action

For each vehicle type and description entered on the main screen of the Major Incident Reporting form (using Add Vehicle), a vehicle action is requested on the Collision Detail screen. Identify each vehicle involved in the incident from the list of vehicles. Then, select the vehicle action that most closely describes the last action that vehicle's operator was engaged in either just prior to the impact or just before the operator of this vehicle realized the impending danger. If a situation occurs that cannot be described adequately using one of these drop down menu options, use the text field on this detail screen to provide details.

Example

A light rail vehicle strikes a passenger car idling at a grade crossing. A Major Incident Reporting form is completed because the incident involved a grade crossing collision. On the main screen of the Major Incident Reporting form, the agency selects Add Vehicle and chooses a vehicle type of Transit: Light rail for Vehicle 1. The reporter clicks on Add Vehicle again and enters a vehicle type of Personal: Passenger vehicle for Vehicle 2.

On the Collision detail screen, when the drop down menu marked Select Vehicle Type is opened, two entries appear: *Transit: Light rail* and *Personal: Passenger vehicle*. *Transit: Light Rail* is selected, and in the corresponding drop down menu, the vehicle action of Going Straight is selected. Next, *Personal: Passenger vehicle* is selected, and in the corresponding drop down menu, the vehicle action of Standing/stopped is selected.

Menu Selections:

Crossing/entering roadway: In crosswalk
Crossing/entering roadway: Not in crosswalk
On roadway/right of way
Other (specify in box below)

Pedestrian action

For each pedestrian identified, select the pedestrian action that most closely describes the action that an involved pedestrian was engaged in just prior to the impact or just before the pedestrian realized the impending danger. If a situation occurs that cannot be described adequately using one of these drop down menu options, use the text field on this detail screen to provide details.

Menu Selections:

Revenue facility: Transit center
Revenue facility: Platform
Revenue facility: Other revenue facility (specify below)
Non-revenue facility
Right of way/roadway: Grade crossing
Right of way/roadway: Intersections
Right of way/roadway: Other
Private property: Shopping center
Private property: Residential
Private property: Commercial
Private property: Non-profit facility
Other (specify in box below)

Collision location

Select the collision location that most closely describes the site at which the collision took place. If a situation occurs that cannot be described adequately using one of these drop down menu options, use the text field on this detail screen to provide details.

Fatalities and Injuries

Each of the detail screens contains an area in which to enter fatalities and injuries associated with an incident. Enter the numbers of passengers, transit facility occupants, employees, other workers, trespassers, and others killed or receiving injuries in a collision.

Example

A heavy rail vehicle collides with a passenger car at a grade crossing. This incident is reported on the Major Incident reporting form because it is a grade crossing collision. The passenger car is totaled; the train will require a new coupler and some bodywork. The car has an estimated value of \$8,000 (transit agency uses the car's Blue Book value or other reasonable estimate of present value). The cost of the coupler is \$30,000; other bodywork to the train is estimated at \$10,000. \$48,000 is entered for property damage.

Security Incident Detail

When the blue Security Incident button is clicked under Primary Event, the Security Detail screen appears. Those security incidents resulting in fatalities, major injuries, or property damage exceeding \$25,000 are to be reported on the Major Incident Reporting form, noting the type of security incident(s)

Menu Selections:

- Aggravated assault
- Arson
- Bombing
- Bomb threat
- Burglary
- Chemical or biological release
- Hijacking
- Homicide
- Larceny/Theft
- Motor vehicle theft
- Robbery
- Sabotage
- Vandalism

responsible for the incident. Any security incidents not meeting the thresholds described above are to be reported within the Summary Security Module. In neither case should consequences of security incidents (i.e., crimes) be reported as safety statistics. For example, injuries or deaths resulting from assaults, arsons, and homicides are not safety-related.

Security incident type

Only those security incidents that meet the threshold for Major Incident Reporting require the completion of a Major Incident Reporting form (i.e., fatality, two or more injuries, property damage over \$25,000). An abbreviated list of security incidents is included in the box, since lesser crimes such as fare evasion would not create an incident that would meet the reporting threshold. Select the security incident type from the drop down menu.

Each of the security incident types is defined in the Non-Major Summary Report form, except Homicide, which is always a Major Incident.

Homicide

The killing of one human being by another, including the following:

(a) Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

(b) Negligent Manslaughter - The killing of another person through gross negligence.

Note that homicide excludes deaths caused by negligence, suicides, accidental deaths, and traffic fatalities. In addition, attempts to kill and assaults to kill (i.e., "Assault to Murder" and "Attempted Murder") are excluded and are to be reported as Aggravated Assault.

Total Estimated Property Damage

Enter the estimated dollar amount required to repair or replace all vehicles (including transit revenue and non-revenue and non-transit vehicles) or public or private property/facilities (including track, signals, buildings, and private facilities damaged) involved in the incident to a state equivalent to that which existed prior to the incident. **In a change from previous year reporting, estimated damage is for the entire incident and includes damage to other vehicles and property involved in the incident and not owned by the transit agency.**

Do not include the cost of personal property such as laptop computers or wallets that are stolen, damaged, or destroyed as a result of a security incident.

Menu Selections:

- In vehicle
- Revenue facility: Transit center
- Revenue facility: Platform
- Revenue facility: Other (specify in box below)
- Non-revenue facility
- Right of way/roadway: Grade crossing
- Right of way/roadway: Intersection
- Right of way/roadway: Other
- Private property: Shopping center
- Private property: Residential
- Private property: Commercial
- Private property: Non-profit facility
- Other (specify in box below)

Security location

The security location is a description of where the incident took place. Select the appropriate security location from the drop down menu.

Fatalities and Injuries

Enter the numbers of those passengers, transit facility occupants, employees, other workers, trespassers, and others killed or receiving injuries in a security incident.

Derailment Detail

When the blue Derailment button is clicked under Primary or Secondary Event, the Derailment Detail screen appears. The following information must be completed.

Menu Selections:

- Switch
- Curve
- Tangent Track

Derailment location

Derailment location describes the type of track on which the derailment took place, including **switch**, **curve**, and **tangent track**. Select the appropriate location from the drop down menu.

Switch
Track device to diverge cars/trains to another track.
Tangent track
Straight track.

Total Estimated Property Damage

Enter the estimated dollar amount required to repair or replace all vehicles (including transit revenue and non-revenue and non-transit vehicles) or public or private property/facilities (including track, signals, buildings, and private facilities damaged) involved in the incident to a state equivalent to that which existed prior to the incident. **In a change from previous year reporting, estimated damage is for the entire incident and includes damage to other vehicles and property involved in the incident and not owned by the transit agency.**

Fatalities and Injuries

Enter the numbers of those passengers, transit facility occupants, employees, other workers, trespassers, and others killed or receiving injuries in the derailment incident.

Vehicle Action

Menu Selections:

Going Straight
Proceeding through switch
Stopping/starting
Negotiating a Curve
Other (specify in box below)

For each vehicle type and description entered on the main screen of the Major Incident Reporting form, a vehicle action is requested on the Derailment Detail screen. Identify each vehicle involved in the incident from the list of vehicles. Then, select the vehicle action that most closely describes the last action that vehicle's operator was engaged in either just prior to the derailment or just before the operator of this vehicle realized the impending danger.

If a situation occurs that cannot be described adequately using one of these drop down menu options, use the text field on this detail screen to provide details.

Again, on the main screen, multi-car trains should have been entered as a single 'vehicle.' Consequently, on this Derailment Detail screen, a single vehicle action is entered for the entire train rather than a separate vehicle action for each car of a multi-car train.

Example

A derailment of three cars of a six-car train occurs. One vehicle action is reported for the entire train, rather than for each of the three derailing cars or each of the six cars of the train.

Evacuation Detail

When the Evacuation button is clicked under Primary or Secondary Event, the Evacuation Detail screen appears. The following information must be completed.

Menu Selections:

Due to fire/smoke
Due to security incident
Due to flammable fuel
Due to hazardous material
Due to other (specify in box below)

Evacuation type

Select the event from the drop down menu that caused the evacuation. If multiple events prompted a derailment (e.g., smoke and a flammable fuel leak), select one evacuation type and note any others in the text box. If a vehicle was evacuated because one of the situations in the drop down menu was suspected (e.g., fuel leak was suspected), but later investigation shows did not occur (e.g., fluid turned out to be water), the event is not reported.

Example

A bus begins to fill with smoke and is evacuated. Select "Due to fire/smoke." The choice "Due to flammable fuel" was not selected. Though the ignition of flammable fuel is certainly a concern in cases of fire/smoke, flammable fuel is selected in cases where there is a fuel leak or spill.

Example

A train breaks down between stations and passengers must be evacuated onto the right of way to reach the nearest station; passengers are required to leave the vehicle due only to the breakdown and not any overriding safety concerns. This is not a major incident. No NTD Safety or Security reporting is required. Reporting of evacuations must be due to life safety reasons – not operational issues.

Example

An evacuation occurs due to a CNG leak in a vehicle. Select “Due to flammable fuel” and use Fuel Type drop down menu below to specify the type of fuel involved in the incident.

Total Estimated Property Damage

Enter the estimated dollar amount required to repair or replace all vehicles (including transit revenue and non-revenue and non-transit vehicles) or public or private property/facilities (including track, signals, buildings, and private facilities damaged) involved in the incident to a state equivalent to that which existed prior to the incident. **In a change from previous year reporting, estimated damage is for the entire incident and includes damage to other vehicles and property involved in the incident and not owned by the transit agency.**

Menu Selections:

Biodiesel (BD)
Bunker fuel (BF)
Compressed Natural Gas/CNG (CN)
Diesel fuel (DF)
Dual fuel (DU)
Electric propulsion (EP)
Electric Battery (BP)
Ethanol (ET)
Gasoline (GA)
Grain additive (GR)
Hydrogen (HY)
Kerosene (KE)
Liquefied Natural Gas/LNG (LN)
Liquefied Petroleum Gas/LPG (LP)
Methanol (MT)
Propane (PR)
Other (specify in box below)

Fuel type

If the evacuation was related to fuel, enter the fuel type.

Fatalities and Injuries

Enter the numbers of those passengers, transit facility occupants, employees, other workers, trespassers, and others killed or receiving injuries in the evacuation incident.

Vehicle Action

For each vehicle type and description entered on the main screen of the Major Incident Reporting form, a vehicle action is requested on the Evacuation Detail screen. Identify each vehicle involved in the incident from the list of vehicles. Then, select the vehicle action that most closely describes the last action that vehicle’s operator was engaged in just before the operator of this vehicle realized the impending danger.

Menu Selections:

- Going Straight
- Parked
- Standing/stopped
- Stopping/starting
- Maneuvering to avoid object, person, or vehicle
- Turning: Left Turn
- Turning: Right Turn
- Changing Lanes or Merging
- Negotiating a Curve
- Backing
- Other (specify in box below)

If a situation occurs that cannot be described adequately using one of these drop down menu options, use the text field on this detail screen to provide details.

Vehicle evacuations themselves occur when a transit vehicle is stopped or parked. Note that the directions above require that the action of the vehicle when the need for an evacuation became evident.

Fire Event Detail

When the blue Fire Event button is clicked under Primary or Secondary Event, the Fire Detail screen appears. The following information must be completed.

Menu Selections:

- Fuel fire
- Electrical fire: Cable fire
- Electrical fire: Other electrical fire (specify in box below)
- Smoking materials (i.e., cigarettes)
- Battery fire
- Other (specify in box below)

Fire details

Provide information, using the drop down menu, on the nature of the **fire**. Arsons are not reported as fires, but as security incidents.

Note that the definition of fires requires that fire suppression personnel (e.g., fire fighters or in-house personnel) or equipment (e.g., fire extinguishers or hoses) be involved for the incident to be considered reportable.

Fire

Uncontrolled combustion made evident by flame and/or smoke that requires suppression by equipment or personnel.

Example

A patron drops a lit cigarette in a station. The fire causes extensive damage and requires fire suppression equipment to put out. Select "Smoking materials (i.e., cigarettes)."

Total Estimated Property Damage

Enter the estimated dollar amount required to repair or replace all vehicles (including transit revenue and non-revenue and non-transit vehicles) or public or private property/facilities (including track, signals, buildings, and private facilities damaged) involved in the incident to a state equivalent to that which existed prior to the incident. **In a change from previous year reporting, estimated damage is for the**

entire incident and includes damage to other vehicles and property involved in the incident and not owned by the transit agency.

Menu Selections:
Biodiesel (BD)
Bunker fuel (BF)
Compressed Natural Gas/CNG (CN)
Diesel fuel (DF)
Dual fuel (DU)
Electric propulsion (EP)
Electric Battery (BP)
Ethanol (ET)
Gasoline (GA)
Grain additive (GR)
Hydrogen (HY)
Kerosene (KE)
Liquefied Natural Gas/LNG (LN)
Liquefied Petroleum Gas/LPG (LP)
Methanol (MT)
Propane (PR)
Other (specify in box below)

Fuel type

If the fire was related to fuel, the fuel type drop down menu will be activated, and the fuel type must be entered.

Menu Selections:
In vehicle
Revenue facility: Transit center
Revenue facility: Platform
Revenue facility: Other (specify in box below)
Non-revenue facility
Right of way/roadway/ waterway: Grade crossing
Right of way/roadway/ waterway: Intersection
Right of way/roadway: Other
Other (specify in box below)

Fire location

The fire location is a description of where the incident took place. Select the appropriate location from the drop down menu.

Fatalities and Injuries

Enter the numbers of those passengers, transit facility occupants, employees, other workers, trespassers, and others killed or receiving injuries in the fire.

Menu Selections:
Going Straight
Parked
Standing/stopped
Stopping/starting
Maneuvering to avoid object, person, or vehicle
Turning: Left Turn
Turning: Right Turn
Changing Lanes or Merging
Negotiating a Curve
Backing
Other (specify in box below)

Vehicle Action

For each vehicle type and description entered on the main screen of the Major Incident Reporting form, a vehicle action is requested on the Fire Event Detail screen. Identify each vehicle involved in the incident from the list of vehicles. Then, select the vehicle action that most closely describes the last action that vehicle’s operator was engaged in either just prior to the fire or just before the operator of this vehicle realized the impending danger. If a situation occurs that cannot be described adequately using one of these drop down menu options, use the text field on this detail screen to provide details.

Vehicle Leaving Roadway Detail

When the blue Vehicle Leaving Roadway button is clicked under Primary or Secondary Event, the Vehicle Leaving Roadway screen appears. The following information must be completed.

Vehicle leaving roadway
A non-collision incident in which a transit vehicle leaves the road on which it travels.

Total Estimated Property Damage

Enter the estimated dollar amount required to repair or replace all vehicles (including transit revenue and non-revenue and non-transit vehicles) or public or private property/facilities (including track, signals, buildings, and private facilities damaged) involved in the incident to a state equivalent to that which existed prior to the incident. **In a change from previous year reporting, estimated damage is for the entire incident and includes damage to other vehicles and property involved in the incident and not owned by the transit agency.**

Fatalities and Injuries

Menu Selections:
Going Straight
Stopping/starting
Maneuvering to avoid object, person, or vehicle
Turning: Left Turn
Turning: Right Turn
Changing Lanes or Merging
Negotiating a Curve
Backing
Other (specify in box below)

Enter the numbers of those passengers, transit facility occupants, employees, other workers, trespassers, and others killed or receiving injuries in the **vehicle leaving roadway** incident.

Vehicle Action

For each vehicle type and description entered on the main screen of the Major Incident Reporting form, a vehicle action is requested on the Vehicle Leaving Roadway screen. Identify each vehicle involved in the incident from the list of vehicles. Then, select the vehicle action that most closely describes the last action that vehicle’s operator was engaged in either just prior to the vehicle leaving roadway or just before the operator of this vehicle realized the impending danger. If a

situation occurs that cannot be described adequately using one of these drop down menu options, use the text field on this detail screen to provide details.

Not Otherwise Classified Detail

When the Not Otherwise Classified (NOC) button is clicked under Primary Event, the Not Otherwise Classified Detail screen appears.

Incidents in this category were previously called “personal casualties.” As explained above, one or more of the eight criteria for a major incident must be met (e.g., fatality or two or more injuries) to require the completion of a Major Incident Reporting form. It is expected that far fewer Not Otherwise Classified Incidents will be reported than in past years under the category of Personal Casualties.

The screen primarily is used to describe individually, for each person killed and injured in a NOC event, how that fatality or injury occurred by using buttons and drop downs to select the consequence, the involved party, the incident type, and the incident location. The Add Involved Party is used to list as many individuals as were killed or injured in a NOC event

<p>Menu Selections: Fatality Injury</p>	<p>Consequence</p> <p>On this detail screen, each consequence is individually listed and described. If one person is injured and three persons killed in a single NOC incident, the Add Involved Party button is used to select three persons. The Consequence radio buttons are used to indicate one injury and two fatalities.</p>
<p>Menu Selections: Passengers Transit Facility Occupants Employees Other Workers Trespassers Others</p>	<p>Involved Party Type</p> <p>For each consequence listed (fatality or injury) the corresponding involved party is selected.</p>
<p>Menu Selections: Slip and fall Electric shock Abrupt stop, turning motion, start Other (specify in box below)</p>	<p>Incident type</p> <p>One of the types of NOC incidents is selected from the drop down menu. If a situation occurs that cannot be described adequately using one of these drop down menu options, use the text field on this detail screen to provide details.</p>

Example

A patron falls down inside a light rail station, breaking his leg and requiring immediate transport to a hospital. This incident does not require that a Major Incident Reporting form be completed since only one injury occurred. Report this incident on the Non-Major Summary Report form.

Example

A patron falls down inside a heavy rail station and sees his physician the next day for back injuries sustained in the fall. This incident is not reported on either the Major Incident Reporting form or the Non-Major Summary Report form since immediate medical attention was not received away from the scene.

Example

A bus stops abruptly in traffic. No collision occurs, but two passengers and the operator require immediate medical attention at a local hospital due to injuries sustained. Select "Abrupt stop, turning motion, start" for Not Otherwise Classified type.

Example

A patron in a light rail station enters the right of way, makes contact with the live third rail, and is killed. Select "Electric shock" for Not Otherwise Classified type.

Menu Selections:

In vehicle: Boarding/alighting: Level floor
In vehicle: Boarding/alighting: Low floor: Associated with ramp
In vehicle: Boarding/alighting: Low floor: Not associated with ramp
In vehicle: Boarding/alighting: Vehicle with stairs: Associated with lifts
In vehicle: Boarding/alighting: Vehicle with stairs: Not associated with lifts
In vehicle: Other in-vehicle: Securement issue
In vehicle: Other in-vehicle: Not a securement issue
In revenue facility: Associated with elevators
In revenue facility: Associated with escalators
In revenue facility: Ramps
In revenue facility: Stairways
In revenue facility: Platform/stop/waiting areas
In revenue facility: Other (specify in box below) In non-revenue location:
Parking facility
In non-revenue location: In yard or other non-revenue area
Other location: On right of way/roadway
Other location: At other locations (specify in box below)

Location

The NOC location is a description of where the incident took place.

If a situation occurs that cannot be described adequately using one of these drop down menu options, use the text field on this detail screen to provide details.

Example

A patron is killed on an escalator. Select "In revenue facility: Associated with elevators" for NOC location.

Example

An improperly secured wheelchair topples in a bus, injuring four passengers. Select "In vehicle: Other in-vehicle: Securement issue" for NOC location

Total Estimated Property Damage

Enter the estimated dollar amount required to repair or replace all vehicles (including transit revenue and non-revenue and non-transit vehicles) or public or private property/facilities (including track, signals, buildings, and private facilities damaged) involved in the incident to a state equivalent to that which existed prior to the incident. **In a change from previous year reporting, estimated damage is for the**

entire incident and includes damage to other vehicles and property involved in the incident and not owned by the transit agency.

Additional Detail

Menu Selections:

Exclusive right of way: Tunnel
Exclusive right of way: Elevated structure
Exclusive right of way: At grade
Semi-exclusive right of way
Non-exclusive right of way: Mixed traffic/LRT
Non-exclusive right of way: Transit mall
Non-exclusive right of way: LRT/pedestrian mall
Shared track/corridor (LRT/FRA): Temporal separation
Shared track/corridor (LRT/FRA): Non-temporal separation
Other non-exclusive (specify in box below)

Rail alignment type

If the agency has selected a rail mode at the top of the form (AG, CC, HR, IP, LR, or MO), the rail alignment type drop down menu will be activated. Select the rail alignment type that most closely describes the configuration and use of the track.

Menu Selections:

Active Devices: Gates (median barrier)
Active Devices: Gates (no median barrier)
Active Devices: Flashing Lights
Active Devices: Traffic Signal
Active Devices: Train Approaching Sign
Active Devices: Quad Gates
Passive Devices: Stop Sign
Passive Devices: Cross Bucks
No control device

Grade crossing control

Select the grade crossing control that most closely describes the traffic control or other devices present in incidents related to grade crossings.

Menu Selections:

Traffic signal
Police officer, flagman, or other individual
Sign: Stop sign
Sign: Yield sign
Sign: Other signs (specify in box below)
Crossing gate
Other (specify in box below)
No control device, individual, or sign

Intersection control

Select the intersection control that most closely describes the traffic control device or person controlling traffic, if any, in use at the time of the incident. Complete only if incident occurred at an intersection. This drop down menu appears for the following modes: DR, JT, MB, PB, TB, and VP.

If there is additional relevant information that cannot be described adequately using the drop down menus, use the text field to provide details.

Description of Incident

Complete a brief description of significant incident details not captured in other fields.

Other Individuals Involved

Complete a brief description of significant incident details related to actions of individuals not associated with the transit agency (i.e., passenger, other individual, and motorist actions).

Example
Following a vehicle collision, the agency enters the following in the Other Individuals Involved field, "Driver of passenger vehicle did not stop for red light and hit bus in the intersection."
Example
Following a collision with a pedestrian, the agency enters the following in the Other Individuals Involved field, "Pedestrian tripped on sidewalk and fell in front of bus."

Actions or Existing Conditions

Select actions or existing conditions from the drop down menu for the transit mode involved in the incident. One of three Actions or Existing Conditions drop down menus will appear on the Major Incident Reporting form, depending on the mode selected.

Menu Selections:
External: Rails and rail anchoring device
External: Roadbed
External: Switches, frogs, and track appliances
External: Power/propulsion component: Third rail
External: Power/propulsion component: Cable
External: Power/propulsion component: Catenary
External: Signage
External: Fencing
External: Other (specify in box below)
Vehicle Equipment: Body (including doors, frame, stairs)
Vehicle Equipment: Coupler system
Vehicle Equipment: Propulsion unit (power unit failure)
Vehicle Equipment: Wheel/Brake
Vehicle Equipment: Collector shoe/pantograph
Vehicle Equipment: Other (specify in box below)
Signal/Communications Equipment
Human Factors (transit operator): Drugs and/or alcohol
Human Factors (transit operator): Operating rule/procedure violation
Human Factors (transit operator): Fatigue
Human Factors (transit operator): Other (specify in box below)
Maintenance Condition
Other (specify in box below)

A determination of cause or accident preventability is not being requested, as the accident investigation may still be in progress. Instead, select those factors that are relevant to the incident. If multiple factors are relevant, **select as many Actions or Existing Conditions as apply to the incident.** To choose multiple selections on the list, hold down the Control key while clicking as many items from the list as apply.

For rail modes (AG, CC, CR, HR, IP, and LR), these menu selections are available.

Note that human factors conditions only describe the condition of the transit operator not the condition a driver of another vehicle involved in the incident.

Actions or Existing Conditions: Non-Rail Except Ferry

Menu Selections:
External: Trolley wire
External: Roadway features
External: Signage
External: Other (specify in box below)
Vehicle Equipment: Batteries and Electrical System
Vehicle Equipment: Brake System
Vehicle Equipment: On-board fuel storage (tanks, cylinders, etc.)
Vehicle Equipment: Propulsion System
Vehicle Equipment: Safety Devices (pressure relief devices, gas detectors)
Vehicle Equipment: Steering System
Vehicle Equipment: Tires, Wheels, and Axles
Vehicle Equipment: Wheelchair securement device
Vehicle Equipment: Other (specify in box below)
Signal/Communications Equipment
Human Factors (transit operator): Drugs and/or alcohol
Human Factors (transit operator): Operating rule/procedure violation
Human Factors (transit operator): Fatigue
Human Factors (transit operator): Other (specify in box below)
Maintenance Condition
Other (specify in box below)

For non-rail modes except ferry (DR, JT, MB, PB, TB, TR, and VP), these menu selections are available.

Note that human factors conditions only describe the condition of the transit operator not the condition a driver of another vehicle involved in the incident.

Actions or Existing Conditions: Ferry boat

Menu Selections:
External: Congested Waters
External: Hazardous Waters/Heavy Weather Conditions
External: Signage
External: Other (specify in box below)
Vessel Equipment: Propulsion unit
Vessel Equipment: Vessel
Vessel Equipment: Other (specify in box below)
Signal/Communications Equipment
Human Factors Conditions (transit operator): Drugs and/or alcohol
Human Factors Conditions (transit operator): Operating rule/procedure violation
Human Factors Conditions (transit operator): Fatigue
Human Factors Conditions (transit operator): Other (specify in box below)
Maintenance Conditions
Other (specify in box below)

For ferryboats (FB), these menu selections are available.

Note that human factors conditions only describe the condition of the transit operator not the condition a driver of another vessel involved in the incident.

Environmental Conditions

Menu Selections:

Clear
Cloudy
Fog/Mist
Rain
Snow or Sleet
Other (specify)

Weather

Report weather conditions as they relate to the incident, if weather conditions are relevant to the incident. It is not necessary to report weather conditions for security incidents, for example.

Do not complete this field for incidents occurring indoors.

Example

A paratransit van leaves the roadway in clear weather conditions. Select Clear

Example

A paratransit van leaves the roadway in foggy conditions. The fog need not have been a factor in the incident. Select Fog/Mist.

Example

A patron is killed as a result of an incident involving an elevator in a station. It is not necessary to complete this box. The incident happened indoors.

Menu Selections:

Heavy
Medium
Light

Traffic

Report whether traffic was heavy, medium, or light at the time and location of the incident, if applicable. This classification is dependent on prevailing local conditions, and transit agencies should apply standards appropriate to their locality (e.g., heavy traffic similar to rush hour; light traffic typical of that late at night).

Example

A bus is involved in a serious collision at rush hour at a busy intersection. Select Heavy.

Example

A trespasser is struck by a subway vehicle in a tunnel. Traffic conditions are not applicable to this situation since the train was operating on an exclusive right of way. Do not answer this question.

Menu Selections:

Daylight
Dawn or dusk
Dark: Street lights
Dark: No street lights

Lighting

Select the most applicable type of lighting that was present at the time of the incident. Do not complete this field for incidents occurring indoors (e.g., in a station).

Right of way/roadway conditions

Menu Selections:
Dry
Wet
Snow/slush
Ice
Gravel
Debris
Other (specify in box below)

Select the condition of right of way/roadway surface at the time of the incident. Do not complete this field for incidents occurring indoors (e.g. in a tunnel).

Right of way/roadway configuration

Menu Selections:
Straight
Curve
Level
Uphill
Downhill

Select the alignment of right of way/roadway in which the incident occurred.

Right of way/roadway type

Menu Selections:
Divided highway
Ramp
Bridge
Intersection/grade crossing
Tunnel
Private property

Select the type of right of way/roadway in which the incident occurred.

Contact Information for Person Reporting Incident

Include information to allow follow-up FTA contact concerning details that may not be clear or to further clarify data. Provide the following information for an agency contact for the Major Incident Reporting form: name, title, phone number, and email address. This contact may be the individual completing the form or another agency-designated contact.

Completing the Form

As the form is being completed, changes can be saved by clicking on the **Save Button**. **Continue to click on Save as you work, since the system will log the user out after an hour if nothing has been saved within this time period.** When all data has been entered into the form and verified for accuracy, the form can be submitted to FTA by clicking on the **Submit Report Button**. The form can be closed by clicking on the **Close Button**. Any reports that are saved will appear in the list of current forms in the **Safety and Security tab**. The form can be deleted by clicking on the **Delete Report Button**.

If the reporter wishes to amend a report once it has already been submitted (for example, if further data is obtained after form submission or the agency discovers an error in form content), open the Major Incident Reporting form, make any changes to the form needed, and click on the **Submit Report Button**. Both the old form and the new (revised) form will appear in the list of current forms under the **Safety and Security Tab**. The revised form will be designated as Revision 1.

If your agency has had no major incidents for the reporting period for a particular mode and service type, select the Non-Major Summary Report form for that mode and service type and check the **No Major Incident Data to Report** box.

Completing the Major Incident Reporting form		
Complete one form for each major incident occurring.		
Starting the Major Incident Reporting Form		
From the Safety and Security Tab , click on Add Major Incident.		
Complete the Major Incident Reporting form following the instructions in this section.		
Item	Software Function	Detailed Line Instruction
General Information		
Mode and Service Type		Choose from the drop down menu the mode and service combination on which the major incident occurred.
Day and Time of Incident		Report the day and time that the incident occurred using the Month, Day, and Year field and the drop down menus provided for Hours, Minutes, AM/PM, and Time Zone.
Incident Location		Describe where the incident occurred, including sufficient information to readily identify the incident location.
Latitude and Longitude		If known, report the latitude and longitude of the incident.
Vehicles Involved		For each vehicle involved in the incident, click the Add Vehicle button.
Vehicle type		For each vehicle, select the type of vehicle involved from the drop down menu.
Vehicle description		For each vehicle, supply an associated vehicle description.
Pedestrians Involved		For each pedestrian involved, click the Add Pedestrian button.
Pedestrian description		For each pedestrian, supply a description (a few words in length).
Primary Event		Select the only one primary event from the incident choices by clicking on the corresponding incident detail button.
Secondary Events		Multiple secondary events may be selected from the following incidents by clicking on the corresponding check boxes.
Collision Detail		
Collision Type		If the transit vehicle is involved in a collision with another vehicle, select the orientation that is most appropriate for the collision in the drop down menu.
Total Estimated Property Damage		Enter the estimated dollar amount required to repair or replace all vehicles or public or private property/facilities involved in the incident to a state equivalent to that which existed prior to the incident.

Completing the Major Incident Reporting form		
Manner of Collision		The Manner of Collision drop down menu is used to specify the object or person (other than the transit vehicle) that is involved in the collision.
Vehicle Action		For each vehicle type and description entered on the main screen of the Major Incident Reporting form (using Add Vehicle), a vehicle action is requested on the Collision Detail screen.
Pedestrian action		For each pedestrian identified, select the pedestrian action that most closely describes the action that an involved pedestrian was engaged in just prior to the impact or just before the pedestrian realized the impending danger.
Collision location		Select the collision location that most closely describes the site at which the collision took place.
Fatalities and Injuries		Enter the numbers of passengers, transit facility occupants, employees, other workers, trespassers, and others killed or receiving injuries in a collision.
Security Incident Detail		
Security incident type		Select the security incident type from the drop down menu.
Total Estimated Property Damage		Enter the estimated dollar amount required to repair or replace all vehicles or public or private property/facilities involved in the incident to a state equivalent to that which existed prior to the incident.
Security location		Select the appropriate security location from the drop down menu.
Fatalities and Injuries		Enter the numbers of passengers, transit facility occupants, employees, other workers, trespassers, and others killed or receiving injuries in a collision.
Derailment Detail		
Total Estimated Property Damage		Enter the estimated dollar amount required to repair or replace all vehicles or public or private property/facilities involved in the incident to a state equivalent to that which existed prior to the incident.
Fatalities and Injuries		Enter the numbers of those passengers, transit facility occupants, employees, other workers, trespassers, and others killed or receiving injuries in the derailment incident.
Evacuation Detail		
Evacuation type		Select the event from the drop down menu that caused the evacuation.
Total Estimated Property Damage		Enter the estimated dollar amount required to repair or replace all vehicles or public or private property/facilities involved in the incident to a state equivalent to that which existed prior to the incident.
Fuel type		If the evacuation was related to fuel, enter the fuel type.
Fatalities and Injuries		Enter the numbers of those passengers, transit facility occupants, employees, other workers, trespassers, and others killed or receiving injuries in the evacuation incident.
Vehicle Action		Select the vehicle action that most closely describes the last action that vehicle's operator was engaged in just before the operator of this vehicle realized the impending danger.

Completing the Major Incident Reporting form		
Fire Event Detail		
Fire details		Provide information, using the drop down menu, on the nature of the fire.
Total Estimated Property Damage		Enter the estimated dollar amount required to repair or replace all vehicles or public or private property/facilities involved in the incident to a state equivalent to that which existed prior to the incident.
Fuel type		If the fire was related to fuel, the fuel type drop down menu will be activated, and the fuel type must be entered.
Fire location		Select the appropriate location from the drop down menu.
Fatalities and Injuries		Enter the numbers of those passengers, transit facility occupants, employees, other workers, trespassers, and others killed or receiving injuries in the fire.
Vehicle Action		Select the vehicle action that most closely describes the last action that vehicle's operator was engaged in either just prior to the fire or just before the operator of this vehicle realized the impending danger.
Vehicle Leaving Roadway Detail		
Total Estimated Property Damage		Enter the estimated dollar amount required to repair or replace all vehicles or public or private property/facilities involved in the incident to a state equivalent to that which existed prior to the incident.
Fatalities and Injuries		Enter the numbers of those passengers, transit facility occupants, employees, other workers, trespassers, and others killed or receiving injuries in the incident.
Vehicle Action		Identify each vehicle involved in the incident from the list of vehicles.
Not Otherwise Classified Detail		
Consequence		On this detail screen, each consequence is individually listed and described.
Involved Party Type		For each consequence listed (fatality or injury) the corresponding involved party is selected.
Incident type		One of the types of NOC incidents is selected from the drop down menu.
Location		Use the drop down menu to describe where the incident took place.
Total Estimated Property Damage		Enter the estimated dollar amount required to repair or replace all vehicles or public or private property/facilities involved in the incident to a state equivalent to that which existed prior to the incident.
Additional Detail		
Rail alignment type		Select the rail alignment type that most closely describes the configuration and use of the track.
Grade crossing control		Select the grade crossing control that most closely describes the traffic control or other devices present in incidents related to grade crossings.
Intersection control		Select the intersection control that most closely describes the traffic control device or person controlling traffic, if any, in use at the time of the incident.

Completing the Major Incident Reporting form		
Description of Incident		Complete a brief description of significant incident details not captured in other fields.
Other Individuals Involved		Complete a brief description of significant incident details related to actions of individuals not associated with the transit agency.
Actions or Existing Conditions		Select any applicable actions or existing conditions from the list
Environmental Conditions		
Weather		Report weather conditions as they relate to the incident, if weather conditions are relevant to the incident.
Traffic		Report whether traffic was heavy, medium, or light at the time and location of the incident, if applicable.
Lighting		Select the most applicable type of lighting that was present at the time of the incident.
Right of way/roadway conditions		Select the condition of right of way/roadway surface at the time of the incident.
Right of way/roadway configuration		Select the alignment of right of way/roadway in which the incident occurred.
Right of way/roadway type		Select the type of right of way/roadway in which the incident occurred.
Contact Information for Person Reporting Incident		Include information to allow follow-up FTA contact concerning details that may not be clear or to further clarify data.
Saving the Form:		
Click the Save button prior to exiting the form and continuing with the report. Click the Submit button to submit the form. If there are no major incidents for the reporting period for a particular mode and service type, select the Non-Major Summary Report form for that mode and service type and check the No Major Incident Data to Report box.		

Non-Major Summary Report

Reporting Requirement

One Non-Major Summary Report form must be completed for each mode and each type of service operated or purchased by the agency with the following exceptions:

- Transit agencies (directly operated and purchased service) in or serving an urbanized area (UZA) of 200,000 or more population must complete security information. Security screens will not appear for agencies serving smaller areas.
- The safety portion of the Non-Major Summary Report form need not be completed for commuter rail operations (only security data need be completed).

These forms are due either monthly or quarterly, depending on agency reporting frequency. Non-Major Summary Report forms are due thirty days after the close of the reporting period. Agencies with 100 or more vehicles operated in maximum service (including directly operated and/or purchased transportation) must report monthly for all modes and types of service. All other agencies must report quarterly.

New Features

The Non-Major Summary Report form is a new form, based on Form 405 used in previous years. Thresholds for safety reporting are increased; injuries must now require immediate medical attention away from the scene for reportability and property damage thresholds have been increased from \$1,000 to \$7,500. For security reporting, some lesser crimes have been deleted this year. In addition, a number of terrorism related infractions have been added as well as an annual requirement that agencies report the type of security personnel used by their agency.

Reporting is now performed on a monthly or quarterly basis, depending on agency fleet size.

Overview of Form

The Non-Major Summary Report form is designed to collect information on less severe safety- and security-related incidents than are gathered on the Major Incident Reporting form. Therefore, incidents reported on a Major Incident Reporting form are not reported on the Non-Major Reporting forms to prevent double counting.

The Non-Major Summary Report form is similar in concept to reporting done in past years to NTD. This form summarizes the number of safety and security incidents that have occurred in a fixed number of categories that are not reported on the Major Incident Reporting form. One form is completed per reporting period.

The Non-Major Summary Report form is used to report safety and security incidents that do not qualify as Major incidents.

With regard to safety incidents, for every incident reported in each form, there may not be a resulting injury. But if an injury is reported, a corresponding incident that caused the injury must be reported. One incident may result in one or more injuries.

With regard to security incidents, the definitions, categories, and instructions used in this form are based on the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) Program. The FBI's UCR Program, which began in 1929, collects information on the following crimes reported law enforcement authorities: homicide, forcible rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft, and arson. Arrests are reported for 21 additional crime categories.

This nationwide program encourages uniformity among reporters of crime data. In 1999, law enforcement agencies active in the UCR Program represented approximately 260 million United States inhabitants — 95 percent of the total population. The UCR-based definitions therefore have been incorporated into the NTD as a recognized standard.

The Uniform Crime Reporting Program classifies offenses into two groups: Part I and Part II. Each month contributing agencies submit information on the number Part I (Crime Index) offenses known to law enforcement. Contributors provide only arrest data for Part II offenses.

Example

An agency experienced three incidents of arson (none involving injuries), yielding \$55,000 in damage, \$4,500 in damage, and \$1,200 in damage. The first instance requires a Major Incident Reporting form be completed. In addition, two arsons are reported on the Non-Major Summary Report as a security incident. No descriptive information would be required for the latter two arsons. None of these incidents would be reported as safety incidents, since arsons are security events.

Reporting Thresholds

The Non-Major Summary Report form is designed to capture information on safety incidents and all security incidents that have not been reported on the Major Incident Reporting form.

For safety incidents, the following thresholds apply:

One injury: Incidents involving fewer than injuries are reportable on the Non-Major Summary Report form if they do not qualify as Major Incidents. In a change from previous years, the definition of **injury** requires immediate medical attention away from the scene. Immediate medical attention includes, but is not limited to, transport to the hospital by ambulance. If an individual is transported to a hospital or physician's office by another type of emergency vehicle, by passenger vehicle, or through other means of transport, this is also considered an injury. If an individual seeks medical care several hours after an incident or in the days following an incident, this is not considered "immediate medical attention." In cases that are less clear-cut, agencies should apply their judgment in determining whether the injury sustained caused the individual to immediately seek medical attention.

Injury

Any physical damage or harm to persons as a result of an incident that requires immediate medical attention away from the scene.

The medical attention received must be at a location other than the location at which the incident occurred. The intent of this distinction is to exclude incidents that only require minor first aid or other assistance received at the scene. This distinction is not, however, intended to be burdensome for the agency. It is not necessary for the agency to follow up on each person transported by ambulance, for example, to ensure that they actually received medical attention at the hospital.

Illnesses are not reported in the Non-Major Summary Report form. For example, if an individual in a rail facility has a heart attack and is transported to the hospital via ambulance, this event would not be reported as a safety occurrence or in any portion of the NTD.

Property damage exceeding \$7,500 but less than \$25,000: Total incident **property damage** greater than \$7,500 but less than \$25,000 (property damage exceeding \$25,000 requires completion of a Major Incident Reporting form). The amount paid (or an estimate made for insurance purposes) is reported for damage. **In a change from previous reporting years**, property damage to both transit and non-transit property is included in this estimate.

Property damage

The dollar amount required to repair or replace all vehicles (transit and non-transit) and all property/facilities (track, signals, and buildings) damaged during an incident to a state equivalent to that which existed prior to the incident.

Fire: All non-arson **fires** that are not reported on the Major Incident Reporting form (there is no minimum dollar threshold for fires) are to be reported on the Non-Major Summary Report form. Note that the definition of fires requires that fire personnel or suppression equipment, including fire extinguishers, be involved for the incident to be considered reportable.

Fire

Uncontrolled combustion made evident by flame and/or smoke that requires suppression by equipment or personnel.

Example

An electrical short in a bus fare box creates a smoky condition. Turning off the electrical systems in the bus controls the situation. No incident is reported to the NTD.

Example

A piece of trash catches fire on the rail tracks. The trash is allowed to burn out on its own. No incident is reported to NTD.

For security incidents, the threshold is as follows:

Report all applicable incidents in the requested categories (Part I, Part II, Other Incidents, and Suicides) that have not been reported on the Major Incident Reporting form.

Opening the Form

Select the **Safety & Security Tab**, which will present a listing of all forms, including the Non-Major Summary Report form. Selecting a Non-Major Summary Report form will open the screen.

A summary screen appears, which is designed to assist in guiding the reporter through the reporting process. From this screen, buttons along the left side of the screen open detailed screens that allow the reporter to enter information regarding safety incidents. The information reported on these detail screens is automatically transferred to the summary screen.

If there is no non-major safety or security information to report, the No Non-Major Incident Data to Report box must be checked.

Enter all data based on the first occurrence so that each safety incident appears on one line only. Whenever there are multiple events as a result of one incident, such as a collision with an object causing a yard derailment, report data based only on the first occurrence (the collision); and count all injuries only once under the collision category. The exception is fires. All fires, even those occurring as a result of

another incident are reported. Further instructions for reporting fires are included in the Fire section that follows.

NTD Internet Reporting - Non-Major Summary Report [Logout](#)

Agency ID: 1268 Agency Name: Centre Area Transportation Authority

Home Safety & Security Reports Sys Admin Help

Form Name: Non-Major Summary Report Mode: CC Service: DO [Close Form](#)

Report Date: January Update User: ADMIN Update Date: 02/01/2002 Submit Date: Revision # 0

No Non-Major Incident Data to Report

No Major Incident Data to Report

	Safety Related Injuries						Incidents	
	Transit Passengers	Transit Facility Occupants	Transit Employees	Other Workers	Trespassers	Others	Total Injuries	Total Incidents
Collisions	0	0	0	0	0	0	0	0
Derailments	0	0	0	0	0	0	0	0
Vehicle Leaving Roadway	0	0	0	0	0	0	0	0
Fires	0	0	0	0	0	0	0	0
Not Otherwise Classified	0	0	N/A	0	0	0	0	0

	Security Related Incidents				Total Incidents
	In Vehicle	In Revenue Facility	In Non-Revenue Facility	On Right Of Way	
Security	0	0	0	0	0

Total Property Damage (\$) 0

Save Close Submit Report

Reporting Instructions

The Non-Major Summary Report form is divided into two sections: Safety Related incidents and Security Related incidents.

Safety Related Incidents

There are five safety-related event types reported on this form, those reportable incidents that have NOT been reported on the Major Incident Reporting form that fall into the following categories:

- Collisions
- Derailments
- Vehicles Leaving Roadway

- Fires
- Not Otherwise Classified

Collisions

In order to bring up the Collisions screen, the reporter clicks the collision button on the left hand side of the summary screen. Information is entered for the number of Injuries and the number of Incidents related to non-major collisions. Only information that has not been reported in Major Incident Reporting form is entered on the Collision Detail screen.

As with other NTD data (see introduction to Safety and Security Module), information is categorized by individual involved and by incident location. In addition, on the Collisions screen, information is supplied by collision type: **collision with object**, **collision with person**, and **collision with vehicle**.

Collision with object
An incident in which a transit vehicle strikes an obstacle other than a vehicle or person (e.g., building or utility pole).
Collision with person
An incident in which a transit vehicle strikes an individual. Incidents involving suicides and attempted suicides are excluded from this category.
Collision with vehicle
An incident in which a transit vehicle strikes or is struck by another vehicle.

Enter the number of injuries occurring during the reporting period (by category) in the appropriate box. The values in the rows will sum automatically in the Total Injuries column.

Provide the total amount of Property Damage associated with all of these incidents (combined) in the property damage field. A large number of collisions with vehicles or objects are often an indicator that reportable property damage has occurred.

Click on the **Close Button** to return to the summary screen.

Derailments

In order to bring up the **Derailments** screen, the reporter clicks the **Derailment Button** on the left hand side of the summary screen. Information is entered for the number of Injuries and the number of Incidents related to non-major Derailments. Only information that has not been reported in Major Incident Reporting form is entered on the Derailments screen.

Derailment
A non-collision incident in which one or more wheels of a transit vehicle unintentionally leaves the rails.

Since all **main line** derailments always require the completion of a Major Incident Reporting form, injuries are only categorized by Yard and Other Trackage locations, rather than main line. Other Trackage is non-mainline or yard track (e.g., pocket track, tail track, or sidings). Enter the number of injuries occurring during the reporting period (by category) in the appropriate box. The values in the row will sum automatically in the Total Injuries column.



Provide the total number of incidents and the amount of Property Damage associated with all of these incidents (combined).

Click on the **Close Button** to return to the summary screen.

Vehicle Leaving Roadway

In order to bring up the **Vehicle Leaving Roadway** screen, the reporter clicks the Vehicle Leaving Roadway button on the left hand side of the summary screen. Information is entered for the number of injuries and the number of Incidents related to non-major Vehicles Leaving Roadway. Only information that has not been reported in Major Incident Reporting form is entered on this screen.



Enter the number of injuries occurring during the reporting period (by category) in the appropriate box. The values in the row will sum automatically in the Total Injuries column.

Provide the total amount of Property Damage associated with all incidents (combined) in the property damage field.

Click on the **Close Button** to return to the summary screen.

Fire

In order to bring up the Fires screen, the reporter clicks the Fires button on the left hand side of the summary screen. Information is entered for the number of injuries and the number of incidents related to non-major Fires. Only information that has not been reported in Major Incident Reporting form is entered on this screen. For injuries, incidents, and property damage separate areas are included for Primary Fires and for Secondary Fires. Primary Fires are those that are the first harmful event in an incident; secondary fires are those that result from another primary event (e.g., fire resulting from a collision).

Fire
Uncontrolled combustion made evident by flame and/or smoke that requires suppression by equipment or personnel.

Enter the number of injuries occurring during the reporting period (by category) in the appropriate box. The values in the rows will sum automatically in the Total Injuries column.

Primary fires are those fires that occur as the first occurrence. Secondary fires are those fires that occur as a result of another incident (e.g., a collision). Provide the total amount of property damage associated with all primary incidents (combined) and all secondary incidents (combined) in the property damage fields.

Click on the **Close Button** to return to the summary screen.

Other Injuries and Incidents Not Otherwise Classified

In order to bring up the **Not Otherwise Classified** screen, the reporter clicks the Not Otherwise Classified button on the left hand side of the summary screen. Information is entered for the number of injuries and the number of incidents related to non-major Not Otherwise Classified incidents. Only information that has not been reported in Major Incident Reporting form is entered on this screen.

Not Otherwise Classified
Incidents other than collisions, derailments, vehicles leaving roadway, evacuations, fires, or security incidents that involve (a) injuries or fatalities to passengers, transit facility occupants, other workers, trespassers, or others or (b) property damage in excess of \$7,500.

Note: Information on employee injuries is not collected on this screen. Therefore, employee trip and fall incidents or industrial safety incidents occurring in a garage are not captured. In order to avoid duplication with data collection efforts such as those required by OSHA, NTD does not collect employee-related NOC injury data.

Enter the number of injuries occurring during the reporting period (by category) in the appropriate box. The values in the rows will sum automatically in the Total Injuries column.

Provide the total amount of property damage associated with all incidents (combined) in the property damage field.

Click on the **Close Button** to return to the summary screen.

Example
A bus stops abruptly in traffic and a wheelchair, which was improperly secured, breaks free, injuring one passenger who is then transported to the hospital due to injuries sustained. Record one incident under Passenger/Other In Vehicle: Securement Issue.

Security

In order to bring up the Security screen, the reporter clicks the **security button** on the left hand side of the summary screen. Information is entered for the number of Incidents related to non-major security incidents. Only information that has not been reported in Major Incident Reporting form is entered on this screen.

Again, the property damage, injury, and other thresholds do not apply to the non-major **security incidents**. Security incidents that fall into the specified categories: Part I, Part II, and Other Security Issues are to be reported, subject to the rules discussed below.



Part I Offenses

Hierarchy Reporting Rule

In situations in which more than one Part I crime is committed against a person or property (called a multiple offense, these offenses are categorized based on a hierarchy rule, which prioritizes offenses according to their severity. When the hierarchy rule is applied to a multiple offense, each of the offenses is identified. The hierarchy for Part I offenses is the following:

1. Forcible rape
2. Robbery
3. Aggravated assault
4. Burglary
5. Larceny/theft
6. Motor vehicle theft
7. Arson

The Security screen lists Part I crimes in this order. The hierarchy rule requires counting only the highest offenses on the list and ignoring all others. **The only exception is arson.** Arson is always reported, even in multiple offense situations.

In a change from previous reporting years, homicides are not included in the Non-Major Summary Report form. The occurrence of a homicide requires, instead, that a Major Incident Reporting form be submitted. In addition, attempts to kill and assaults to kill (i.e., “Assault to Murder” and “Attempted Murder”) are to be reported as aggravated assaults.

Example

An individual attempts to kill an employee in order to steal a transit agency service vehicle valued at \$20,000. The victim is transported to the hospital and survives, but sustains serious injuries. This incident does not require the completion of a Major Incident Reporting form (no fatalities, fewer than two injuries, less than \$25,000 property damage, and no vehicle evacuation required). Since, however, one or more of the offenses listed in Non-Major Summary occurred, a Non-Major Summary must be completed. Two offenses are identified: an attempted homicide (which, as per the instructions, is counted as an aggravated assault) and a motor vehicle theft. Applying the hierarchy rule, one aggravated assault against an employee is entered in the Non-Major Summary Report form.

Occurrences versus Arrests

For each offense, transit agencies are required to submit either the number of “occurrences” or “arrests,” as indicated for each offense (NTD follows the UCR system for recording occurrences versus arrests for various offenses).

- Part I Offenses are counted based on reports of occurrences.
- Part II Offenses are counted based on arrests made (except in the case of fare evasion, for which the number of citations is submitted).
- Other Security Issues are counted based on reports of occurrences.

Occurrences
The number of offenses known by the transit agency to have taken place.
Arrest
To take a person into custody, by authority of law, for the purpose of charging him/her with a criminal offense.

Occurrences (reported for Part I crimes and Other Security Issues) are the unlawful acts reported to a law enforcement agency or the transit agency. The number of occurrences equals the number of crimes that occurred. Arrests are those individuals seized/held by law enforcement agencies for involvement in an unlawful act. The number of arrests equals the number of people held legally responsible for a crime. The number of occurrences and arrests for a particular crime type will usually not be the same.

Part I Offenses

Forcible rape

Forcible rapes and attempted forcible rapes are included in this category.

Forcible Rape
The carnal knowledge of a person, forcibly and/or against that person's will.

The number of occurrences is reported.

Robbery

The number of occurrences is reported for **robbery**.

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

Aggravated assault

Aggravated assaults involve the use or threat of use of a weapon or result in severe injuries.

Aggravated Assault
An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury.

“Bodily injuries” that result may involve apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. The offense also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease). For the purposes of the above definition, a “weapon” is a commonly known weapon (e.g., a gun, knife, or club.) or any other item which, although not usually thought of as a weapon, becomes one when used in a manner that could cause the types of severe bodily injury described in the above definition. A “severe laceration” is one that should receive medical attention. A “loss of consciousness” must be the direct result of force inflicted on the victim by the offender.

The number of occurrences is reported; attempts are **not** reported as aggravated assaults.

Burglary/breaking and entering

Burglary includes both forced and unforced entry. A “forced entry” is where force of any degree, or a mechanical contrivance of any kind (including a passkey or skeleton key), is used to unlawfully enter a building or other structure. An “unforced entry” is one where the unlawful entry is achieved without force through an unlocked door or window.

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

The number of occurrences is reported; attempts are **not** reported as burglaries.

Larceny/theft

Larceny/theft

The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person. Attempted larcenies are excluded.

Larceny/theft is comprised of a number of offenses:

- (a) *Pocket-picking*. The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
- (b) *Purse-snatching*. The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. Note that if more force was used than actually necessary to wrench the purse from the grasp of the person, then a strong-arm Robbery occurred, rather than Purse-snatching.
- (c) *Theft From Building*. A theft from within a building that is either open to the general public or where the offender has legal access.
- (d) *Theft From Coin-Operated Machine or Device*. A theft from a machine or device that is operated or activated by the use of coins (for example, a ticket vending machine or other vending machine).
- (e) *Theft From Motor Vehicle*. The theft of articles from a motor vehicle, whether locked or unlocked.
- (f) *Theft of Motor Vehicle Parts or Accessories*. The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner that would make the item an attachment of the vehicle, or necessary for its operation.
- (g) *All Other Larceny*. All thefts that do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above, including theft of bicycles.

The number of occurrences is reported; attempts are **not** reported as larcenies/thefts.

Motor vehicle theft

The number of occurrences is reported for motor vehicle thefts; attempts are not reported as motor vehicle thefts. Count each motor vehicle theft as a separate occurrence, even if more than one vehicle was stolen during the same incident.

Motor vehicle theft

The theft of a motor vehicle. A "motor vehicle" is a self-propelled vehicle that runs on the surface of land and not on rails.

Arson

The value of property burned, including incidental damage resulting from fighting the fire, is reported.

Arson

To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

The number of occurrences is reported; attempts are **not** reported as arsons.

Example

A group of individuals burglarize a transit agency's administrative offices. They steal office equipment valued at \$5,000 and set fire to the building (causing \$6,000 damage) to cover the theft. This incident does not meet the threshold for Major Incident Reporting. It is a multiple offense crime: burglary, larceny/theft, and arson. The hierarchy rule applies to the burglary and larceny/theft. Since arson is involved, this is also reported. The crime occurs in the administrative offices and is not associated with any one mode. Select an appropriate mode (for example LR, if the facility is mostly used to support light rail services) under which to report the incident. Report one incident for the burglary in non-revenue facilities. Report one incident for arson in non-revenue facility.

The data entered for In Vehicle, In Revenue Vehicle, In Non Revenue Vehicle, and On Right of Way will sum automatically to the total column.

Part II Offenses

Part II Offenses (other assaults, vandalism, trespassing, and fare evasion) are less serious crimes than Part I Offenses and are counted based on arrests. The exception is fare evasion. Instead of arrests, citations should be reported for fare evasion, since many agencies aggressively cite, but rarely arrest, fare evaders.

If a person is arrested for multiple violations on this list, report all of the Part II violations; there is no hierarchy rule for Part II offenses.

Example

An individual is arrested for trespassing and vandalism, report one instance of trespassing and one instance of vandalism.

Fare evasion

The number of citations for **fare evasion** is reported. Report citations as opposed to arrests.

Fare Evasion

The unlawful use of transit facilities by riding without paying the applicable fare.

Citation

A writ or order commanding a person to appear in court as a notice to a person that he or she is charged with a petty offense.

Example

A transit agency's police department reported 15 incidents of fare evasion on the light rail system; citations were made, but no arrests were made. Fifteen incidents of Fare Evasion are reported corresponding to the number of citations imposed.

Other Assault

For the purposes of the definition of **other assault**, "intimidation" means to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Other Assault

An unlawful attack or attempt by one person upon another where no weapon was used or which did not result in serious or aggravated injury to the victim. This includes simple assault, minor assault, assault and battery, injury by culpable negligence, intimidation, coercion, hazing, and all attempts to commit these offenses.

The number of arrests is reported.

Trespass

The number of arrests for trespass is reported.

Trespass

The unauthorized entry of transit-owned land, structure, or other real property not intended for public use.

For purposes of reporting in the NTD, failing to pay a fare and entering a transit facility or transit vehicle is not considered trespass.

Vandalism

Vandalism includes a broad range of injury to property, from deliberate, extensive destruction of property at one extreme to mischievous, less extensive damage at the other extreme. In addition, the launching of missiles at transit vehicles (e.g., the throwing of rocks and bottles) are also reportable offenses within this category. Incidents of arson are excluded.

Vandalism

The willful or malicious destruction or defacement of transit property or vehicles that has the potential of causing injury.

The method of determination of property damage is left to the discretion of the reporting agency and should not require burdensome damage assessments.

Property damage resulting from these offenses as well as the number of arrests is reported.

The data entered for In Vehicle, In Revenue Vehicle, In Non Revenue Vehicle, and On Right of Way will sum automatically to the total column.

Other Security Issues

Other Security Issues is a new category of offenses added this year to collect information on terrorism, terrorism-related activities, and acts of extreme violence. Offenses in this category are reported based on occurrences. Do not report incidents that have already been reported as Part I offenses.

Bomb Threat

Note that only **credible** bomb threats are reportable. For an incident to meet this standard, some action must be taken by the transit agency in reaction to the threat (e.g., having an employee check a vehicle for a device, calling the local bomb squad, canceling a route). Other bomb threats are not reportable.

Bomb Threat
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.

The number of occurrences is reported.

Bombing

The number of occurrences is reported.

Bombing
The unlawful and intentional delivery, placement, discharge, or detonation of an explosive or other lethal device in, into, or against a public transport facility, a public transportation system (including vehicles), or an infrastructure facility, or conspiracy, instigation, or attempts to commit such acts (a) with the intent to cause death or serious bodily injury or (b) with the intent to cause extensive damage to, or destruction of such a place, facility or system, where such destruction results in or is likely to result in major economic loss.

Chemical, biological, or nuclear release

The number of occurrences is reported.

Chemical or biological release

The unlawful and intentional delivery, placement, discharge, or detonation of a biological, chemical, or nuclear lethal device in, into, or against a public transport facility, a public transportation system (including vehicles), or an infrastructure facility, or conspiracy, instigation, or attempts to commit such acts. Chemical or biological releases involve: (a) solids, liquids, or gases that have chemical properties that produce lethal or serious effects in human beings or (b) any weapon involving a disease organism.

Included in this definition is the release of mace, pepper spray, or similar agent.

Cyber incident

The number of occurrences is reported.

Cyber Incident

Involves the targeting of transit facilities, personnel, information, or computer, or telecommunications systems associated with transit agencies. Proscribed activities include: (a) denial or disruption of computer or telecommunications services, especially train control systems; (b) unauthorized monitoring of computer or telecommunications system; (c) unauthorized disclosure of proprietary or classified information stored within or communicated through computer or telecommunications systems; (d) unauthorized modification or destruction of computer programming codes, computer network databases, stored information or computer capabilities; or (e) manipulation of computer or telecommunications services resulting from fraud, financial loss, or other criminal violations.

Hijacking

The number of occurrences is reported.

Hijacking

Any person who, unlawfully, by force or threat thereof, or by any other form of intimidation, seizes or exercises control of a transit vehicle with the intent to: (a) cause any person on board the vehicle to be detained against his or her will; (b) cause any person on board the vehicle to be transported against his or her will to any place other than the next scheduled stop; or (c) cause that vehicle to deviate from its schedule.

Non-Violent Civil Disturbance

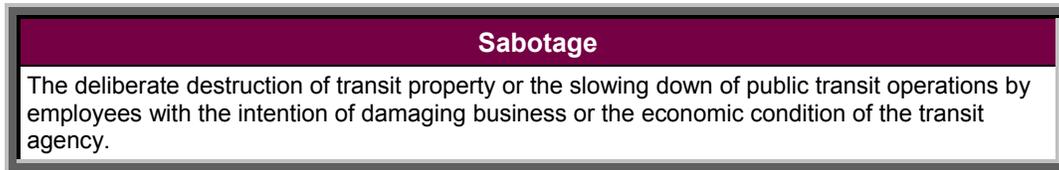
The number of occurrences is reported.

Non-violent civil disturbance

Incidents such as strikes and blockages that result in the disruption of transit service.

Sabotage

The number of occurrences is reported. Cyber-sabotage or destruction of transit information systems meeting the criteria in the definition is included.



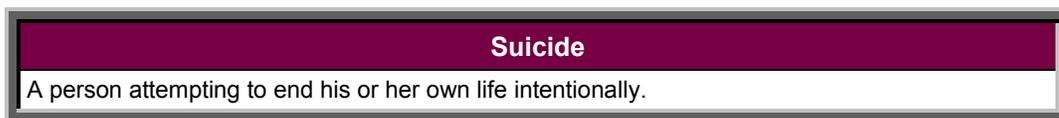
The data entered for In Vehicle, In Revenue Vehicle, In Non Revenue Vehicle, and On Right of Way will sum automatically to the total column.

Property Damage

Enter all property damage incurred as a result of offenses, including property losses and damages from robbery, burglary and theft. There is no dollar threshold.

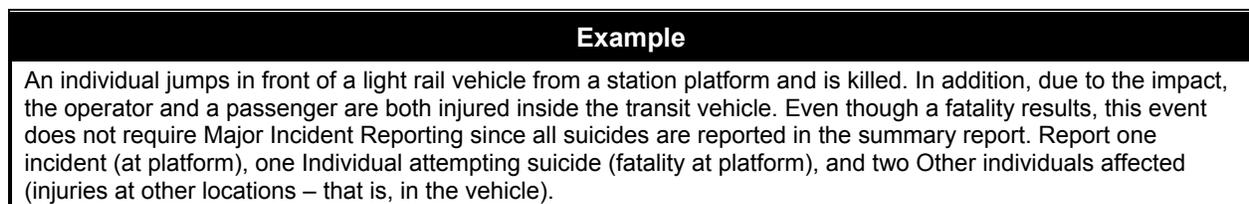
Suicides

Click the **Suicide Button** on the Security screen to enter details regarding suicides. All suicides must be entered in this area. Deaths due to suicides are never reported on the Major Incident Reporting form.



Information regarding location of suicides (platforms, grade crossings, and other locations) and the consequences of incidents (number of incidents and fatalities/injuries) is collected.

The term "Suicides" also includes attempts. An individual who is injured (though not killed) while attempting suicide is also reported on this screen. In addition, any others injured as the result of a suicide are also included on this screen under Other Individuals Affected.



Completing the Form

As the form is being completed, changes can be saved by clicking the **Save Button**. **Continue to Save as you work, since the system will log the user out after an hour if nothing has been saved within**

this time period. When all data have been entered into the form and verified for accuracy, the form can be submitted to FTA by clicking on the **Submit Report Button**. The form can be closed by clicking the **Close Button**.

If the agency wishes to amend a report once it has already been submitted (for example, if further data is obtained after form submission or the agency discovers an error in form content), open the form, make any changes to the form needed, and click on the **Submit Report Button**.

Completing the Non-Major Summary Report form		
<p>One Non-Major Summary Report form must be completed for each mode and each type of service operated or purchased by the agency with the following exceptions:</p> <ul style="list-style-type: none"> ▪ Transit agencies (directly operated and purchased service) in or serving an urbanized area (UZA) of 200,000 or more population must complete security information. Security screens will not appear for agencies serving smaller areas. ▪ The safety portion of the Non-Major Summary Report form need not be completed for commuter rail operations (only security data need be completed). 		
<p>Starting the Non-Major Summary Report form</p> <ul style="list-style-type: none"> ▪ From the Safety and Security Tab, click on a Non Major Summary Report ▪ Complete the Non-Major Summary Report form for each mode and service type following the instructions in this section. 		
Data Item	Software Function	Detailed Instruction
Safety Related Incidents		
Collisions		In order to bring up the Collisions screen, the reporter clicks the Collision button on the left hand side of the summary screen.
Injuries		Enter the number of injuries occurring during the reporting period (by category) in the appropriate box. The values in the rows will sum automatically in the Total Injuries column.
Incidents		Provide the total number of Incidents in the Incident fields.
Property Damage		Provide the total amount of Property Damage associated with all of these incidents (combined) in the property damage field.
Derailments		In order to bring up the Derailments screen, the reporter clicks the Derailments button on the left hand side of the summary screen.
Injuries		Enter the number of injuries occurring during the reporting period (by category) in the appropriate box. The values in the rows will sum automatically in the Total Injuries column.
Incidents		Provide the total number of Incidents in the Incident fields.
Property Damage		Provide the total amount of Property Damage associated with all of these incidents (combined) in the property damage field.
Vehicle Leaving Roadway		In order to bring up the Vehicle Leaving Roadway screen, the reporter clicks the Vehicle Leaving Roadway button on the left hand side of the summary screen.
Injuries		Enter the number of injuries occurring during the reporting period (by category) in the appropriate box. The values in the rows will sum automatically in the Total Injuries column.
Incidents		Provide the total number of Incidents in the Incident fields.

Completing the Non-Major Summary Report form		
Property Damage		Provide the total amount of Property Damage associated with all of these incidents (combined) in the property damage field.
Fire		In order to bring up the Fires screen, the reporter clicks the Fires button on the left hand side of the summary screen. Information is entered for the number of injuries and the number of incidents related to non-major Fires. Only information that has not been reported in Major Incident Reporting form is entered on this screen. For injuries, incidents, and property damage separate areas are included for Primary Fires and for Secondary Fires. Primary Fires are those that are the first harmful event in an incident; secondary fires are those that result from another primary event (e.g., fire resulting from a collision).
Injuries		Enter the number of injuries occurring during the reporting period (by category) in the appropriate box. The values in the rows will sum automatically in the Total Injuries column.
Incidents		Provide the total number of Incidents in the Incident fields.
Property Damage		Primary fires are those fires that occur as the first occurrence. Secondary fires are those fires that occur as a result of another incident (e.g., a collision). Provide the total amount of property damage associated with all primary incidents (combined) and all secondary incidents (combined) in the property damage fields.
Not Otherwise Classified		In order to bring up the Not Otherwise Classified screen, the reporter clicks the Not Otherwise Classified button on the left hand side of the summary screen. Information is entered for the number of injuries and the number of incidents related to non-major Not Otherwise Classified incidents. Only information that has not been reported in Major Incident Reporting form is entered on this screen. Note: Information on employee injuries is not collected on this screen.
Injuries		Enter the number of injuries occurring during the reporting period (by category) in the appropriate box. The values in the rows will sum automatically in the Total Injuries column.
Incidents		Provide the total number of Incidents in the Incident fields.
Property Damage		Provide the total amount of property damage associated with all incidents (combined) in the property damage field.
Security Incidents		Click the security button on the left hand side of the summary screen to report non-major Security incidents. Information is entered for the number of Incidents related to non-major security incidents. Only information that has not been reported in Major Incident Reporting form is entered on this screen.
Incidents		Enter the number of Part I occurrences, Part II arrests/citations, and Other Security Incident occurrences
Property Damage		Enter all property damage incurred as a result of offenses, including property losses and damages from robbery, burglary and theft. There is no dollar threshold.
Suicides		Click the Suicide button on the Security screen to enter details regarding suicides. All suicides must be entered in this area. Deaths due to suicides are never reported on the Major Incident Reporting form.
Location		Information regarding location of suicides (platforms, grade crossings, and other locations) is entered.

Completing the Non-Major Summary Report form

Consequences

Information regarding the consequences of incidents (number of incidents and fatalities/injuries) is collected.