

Safety and Security Module: Key Information

Informational Forms

Incident Mode Service must be completed first. The form collects current information on the number of vehicles operated in maximum service by the transit agency and is used to customize the incident reporting forms for the transit agency. One form is completed annually for each mode/service combination. Updates are submitted by the agency only when a mode/service combination is added or eliminated by the agency.

Ridership Activity reports service provided by the transit agency. Information is submitted by the agency each reporting period using this 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 is completed for each mode. The form is completed once annually.

Incident Reporting Forms

The **Major Incident Reporting** form captures detailed information regarding the most severe incidents occurring in the transit environment. Both safety and security occurrences are reported on this Report. One report is completed for each incident meeting the criteria listed below, and information is supplied on an incident level.

Threshold – 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

The **Non-Major Summary Report** form is designed to collect information on less severe safety and security related incidents and is similar in concept to NTD forms used in past years. One report is completed per reporting period. Includes both safety and security incidents that have not been reported on the Major Incident Reporting form.

Threshold – Non-Major Incident

An event involving a transit vehicle or occurring on transit-controlled property, involving one or more of the following and involving incidents *that have not been reported on the Major Incident Reporting form:*

- Injuries requiring immediate medical attention away from the scene for one person
- Property damage equal to or exceeding \$7,500 (less than \$25,000)
- All non-arson fires not qualifying as Major Incidents

Individuals Involved

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 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.

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

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.

Trespasser

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

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

- On vehicle
- Revenue facility
- Non-revenue facility
- Roadway or right-of-way

Reporting Frequency

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. Forms are due thirty days after the close of the month.

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). Forms are due thirty days after the close of the quarter.