



NATIONAL TRANSIT DATABASE SAFETY & SECURITY NEWSLETTER

SPRING 2003 VOLUME 1 ISSUE 1

Introducing the NTD Safety & Security Newsletter

This publication represents the first issue of the new *NTD Safety & Security Newsletter*. Reporting to the NTD Safety & Security Module began in January 2002. This bulletin, which will be produced quarterly, will provide assistance to reporters, supply timely information regarding training and other events, announce changes to NTD Safety & Security reporting, and provide an overview of the state of transit safety and security through presentation of statistics available from the NTD. The NTD represents the most comprehensive source of transit safety and security data in the industry.

Your feedback and recommendations on content, scope, and inclusiveness are welcome and will assist us in addressing issues in future publications. Send your comments and suggestions to: Amy.Jernigan@fta.dot.gov. To receive email updates from FTA on current programs, publications, and events in the area of safety and security, sign up at: <http://transit-safety.volpe.dot.gov>.



SIGNIFICANT CHANGES TO NTD SAFETY AND SECURITY

In 2000, FTA undertook the most comprehensive revision to NTD safety and security reporting in a decade. Prior to the 2002 reporting year, grantees were required to complete the annual Form 405. Under the new reporting system, some substantial changes have been made to both the scope and type of information reported prior to 2002. A number of issues prompted this revision:

Collection of Causal Data: Congress, in mandating a revision, required that FTA study contributing factors to transit incidents.

Uniform Data Reporting: Changes were made to maximize the consistency of definitions and thresholds both across other modes of transportation (ex., aviation, railroad, pipeline, and motor carrier) and across transit modes (e.g., rail transit, bus, ferry, and demand response).

Timely Reporting: Monthly and quarterly reporting is now required in order to identify and address trends quickly and effectively.

Accurate Reporting: New NTD reporting presents transit fatality, injury, offense, and arrest information in a more uniform format, distinguishing passengers from employees and others, and safety incidents from security incidents.

Inside This Issue

NTD Safety and Security Module Basics	2
Results Collected to Date	3
NTD Reporting Seminars Coming to a City Near You	3
Reporting Focus: Grade Crossings	6
Reporting to the NTD	7
Definitions and Thresholds	9
Tips for Reporting	11

NATIONAL TRANSIT DATABASE SAFETY & SECURITY NEWSLETTER

NTD SAFETY & SECURITY MODULE BASICS

This article describes who needs to report, how often to report, and reporting deadlines

Understanding the Requirements

The following is a description of who needs to report, reporting frequency and deadlines, and other details for ensuring that your agency meets all requirements.

Reporters

Grantees who are required to report other NTD data are generally required to report both safety and security information to the NTD (The Safety and Security Module is a separate system that requires a separate user ID and password). Exemptions include the following:

- Grantees with nine or fewer vehicles are not required to report safety or security information.
- Grantees in or serving an urbanized area (UZA) with a population of 200,000 or less are not required to complete security information, though they are encouraged to do so.
- Commuter rail operations are not required to complete safety data but are required to provide security data, including suicides.

Reporting Frequency

Reporting frequency depends on the size of the grantee with forms submitted either monthly or quarterly. Agencies with 100 or more vehicles operated in maximum service (including directly operated and/or purchased transportation) and agencies operating rail service must submit Safety and Security forms monthly for all modes and types of service. All agencies not meeting these criteria are required to submit all Safety and Security forms at least quarterly, though they may elect to report more frequently (ex. monthly).

Reporting Deadlines

Safety and Security forms are due 30-days after the close of the reporting period. Agencies, however, may complete and submit forms any time before, this deadline. Even if an agency has had no incidents during the reporting period, it is required to file a report (a box is provided to indicate "no incidents").

Assistance Available

For more assistance, you can do any of the following:

- Call the NTD program line at 703-205-2475
- Contact your NTD analyst
- Get a reporting manual, which is posted on the NTD program web site (www.ntdprogram.com) by clicking on "Publications"
- Visit NTD program web site and click on "Safety and Security Home"

Reporting Deadline						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NATIONAL TRANSIT DATABASE SAFETY & SECURITY NEWSLETTER

RESULTS COLLECTED TO DATE

Compilation of NTD Safety of Security Statistics

The NTD Safety and Security Module was launched in January 2002 with reporters submitting data either monthly or quarterly. It has taken some reporters additional time to get on line, to become accustomed to the system, and to begin reporting fully and accurately. All reporters, however, should have submitted at least one full year of data at this point. As a preview of the analysis that will be provided quarterly by FTA, 2002 Safety & Security data are presented here. Information collected is more comprehensive than in past years, and the following represents a high-level overview of information gathered to date. These data encompass the 2002 reporting year, which are assumed to be reasonably complete at this time. The safety figures for Commuter Rail are derived from the FRA Railroad Accident Incident Reporting System (RAIRS).

NTD REPORTING SEMINARS COMING TO A CITY NEAR YOU

Do you need some in-depth training on using the National Transit Database (NTD) to report your accident information? Then we invite you to attend a National Transit Database (NTD) Reporting Seminar. These seminars are two-day sessions where you will be afforded the opportunity to closely examine the latest developments to the NTD, including the Safety and Security Module, launched in January 2002, and to pose your reporting questions in an interactive environment. You will also be able to talk with FTA's NTD staff directly, about issues specific to your agency.

These seminars are conducted several times a year, in at least one location that is convenient for you to attend. For the latest dates and locations, as well as details on how to register for a seminar, go to the website: <http://www.ntdprogram.com>, then click on Seminars.



For the latest seminar
dates and locations,
go to the website:
<http://www.ntdprogram.com>

NATIONAL TRANSIT DATABASE SAFETY & SECURITY NEWSLETTER

RESULTS COLLECTED TO DATE Continued

Light Rail (LR) fatalities were at their lowest level in the last five years

Fatalities

The data presented in the table below show the overall number of fatalities (excluding suicides) experienced by involved individual (e.g., passenger and trespasser) for 2002.

The total number of fatalities is 285 for 2002, with individuals in the category "Others" comprising most of this total. Occupants of motor vehicles involved in a transit-related collision would fall into this category, for example.

As illustrated in the chart on fatality and injury data, note that only 18% of fatalities (not including suicides) involved passengers (that is, persons on board transit vehicles other than employees) or revenue facility occupants, for example, a person waiting at a station.

Light Rail (LR) fatalities were at their lowest level in the last five years, while LR passenger miles have increased over 30% in the same time period. Bus fatalities were at their lowest level since 1995 (when there were approximately 5000 less buses). Heavy Rail (HR) and Commuter Rail (CR) fatalities increased in 2002. HR fatalities were well within normal range and an overall downward trend continues. CR fatalities, however, have trended upwards in the last two years, and were up significantly in 2002.

Injuries

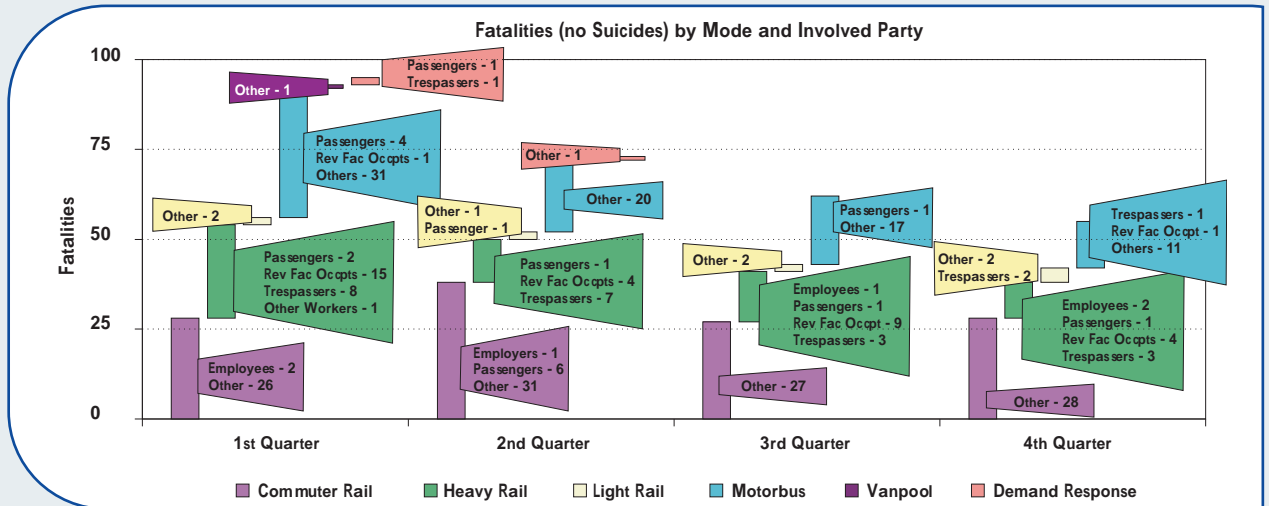
Injuries are running at approximately one third of the levels seen in the past NTD reporting years. This is due to the increased severity required to meet the injury-reporting threshold in 2002. In previous years, essentially all injuries reported to the transit agency were reported to NTD. Currently, only those injuries requiring immediate medical attention away from the scene of the incident are reported to NTD. This threshold was modified to provide more accurate data that was more in line with information gathered by other modes of transportation so that cross-modal comparisons could be performed. Note that 77% of injuries involved passengers and facility occupants, compared to a 18% of fatalities that involved these groups.

Involved Party	Totals			
	Major Incidents		Non-Major Incidents	
	Fatalities	Injuries	Suicides	Injuries
Employees	6	406		1,833
Passengers	18	3,611		9,778
Revenue Facility Occupants	34	86		2,522
Trespassers	25	23		21
Others	201	1,065		1,823
Other Workers	1	15		99
Individuals Attempting/Committing Suicide			58	21
Other Individuals Affected (Suicide)			1	1
TOTAL	285	5,206	59	16,098

Fatality and Injury Data for the Year 2002

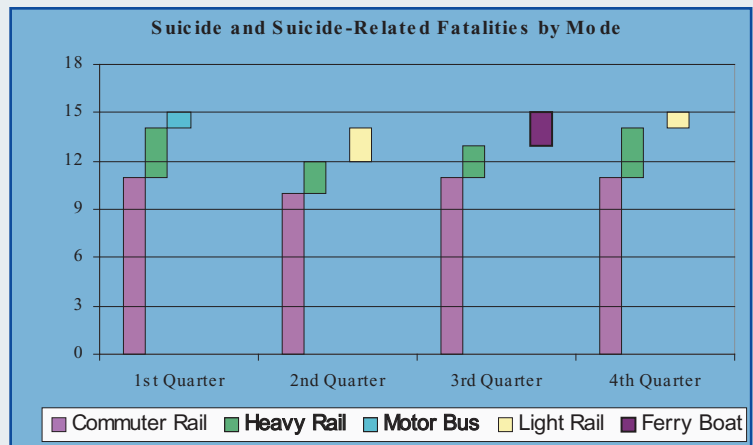
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RESULTS COLLECTED TO DATE



The figure above shows additional detail from the fatality information that was presented in the table on the previous page, reflecting the breakout of these fatalities and injuries by mode as well as individual involved. CR sustained the greatest number of fatalities, with an overwhelming number of those fatalities in the "Others" category. FRA RAIRS data only encompasses three 'involved party' types: employees, passengers, and others. As such, the "Others" category would generally include mostly trespasser fatalities, because CR operates on exclusive right-of-ways. In HR, the fatalities are generally in the revenue facility occupant and trespasser categories.

The suicide trend broken out by mode is shown below. Suicides tend to occur predominately, though not exclusively, in rail service, and overwhelmingly on CR modes.



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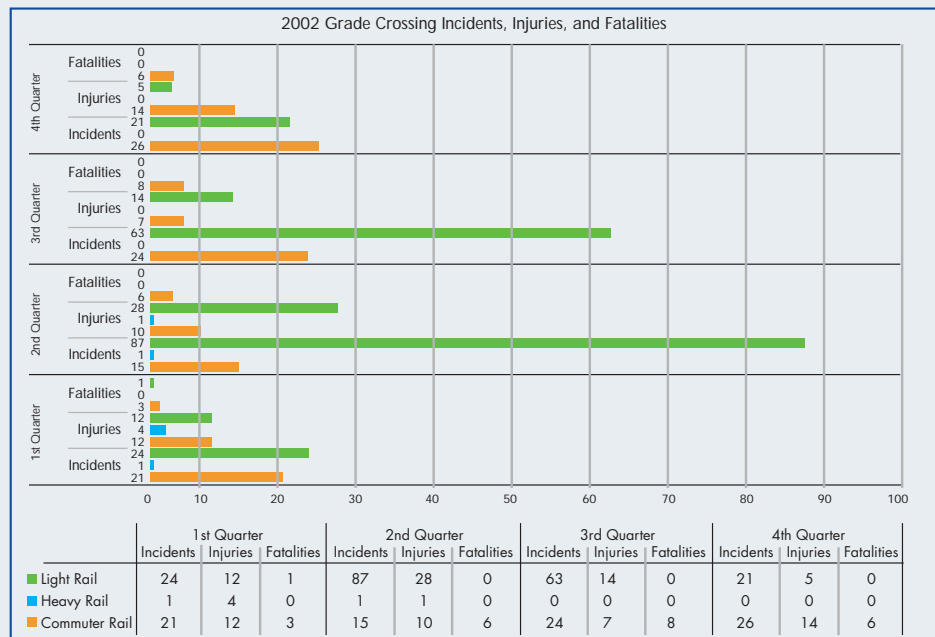
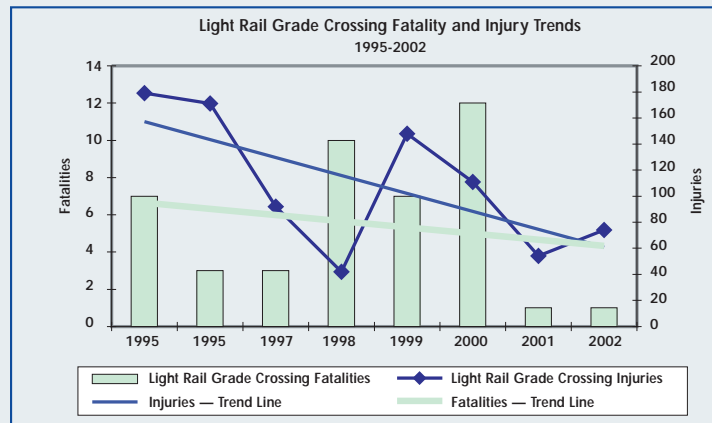
REPORTING FOCUS: GRADE CROSSINGS

Each quarter, data stemming from a particular safety or security issue will be highlighted (for example, terrorism-related issues or derailments). FTA intends to target industry attention and programs to particular areas of concern. Grade crossing data are presented in this issue.

The change in the reporting threshold is a departure from previous NTD reporting. Incidents of grade crossing events are now reported independent of other thresholds. That is, due to the potential consequences of this type of incident, all grade crossing collisions are reported regardless of the number of injuries or property damage resulting from an incident. A higher threshold for reporting grade crossing incidents is being implemented in order to limit the need to report incidents of a very minor nature.

In 2001, fatalities at Light Rail (LR) grade crossings dropped to one from 12 in 2000. This positive trend has continued in 2002 as there was also just one fatality. LR injuries and fatalities at grade crossings continue to trend downward (as displayed in the graph below) while LR route miles and passenger trips increase nationally.

2002 results (incidents, fatalities, injuries) for all rail modes are displayed in the bottom graph. Commuter Rail (CR) results are generated from Federal Railroad Administration (FRA) data.



NATIONAL TRANSIT DATABASE SAFETY & SECURITY NEWSLETTER

REPORTING TO NTD

THE NEED TO REPORT

Reporting to the NTD Safety and Security Module began in January 2002, replacing the annual Form 405. All grantees required to report to the rest of NTD data are required to report either monthly or quarterly to the NTD Safety & Security Module, depending on fleet size.

CONSEQUENCES OF NOT REPORTING

Agencies who have not reported or who do not report in a timely or accurate manner jeopardize funding received by FTA. If your agency did not begin reporting in January 2002, you are required to bring your reports up to date.

WHERE TO BEGIN

If you need help reporting, you can find the NTD Safety & Reporting Module at www.ntdprogram.com. If you need any assistance, including help logging into the system, your NTD analyst can help.

Accessing the System

The NTD Safety & Security Module has a separate logon screen from the annual portion of the NTD. It requires a separate password and user ID to access. You can access the Safety & Security Module by going to www.ntdprogram.com and clicking on the Safety and Security Home button, which will bring up the screen below.

Welcome to the **NTD** National Transit Database Internet Reporting

User Name:

Password:

WARNING
This is a DOT computer system. DOT computer systems are provided for the processing of Official U.S. Government information only. All data contained on DOT computer systems may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel.

THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on DOT computer systems.

USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING and DISCLOSURE.

Your agency has been sent a username and password to access the system. If you encounter any difficulties, the best source of information is the NTD Program line at 703-205-2475. Your agency has been assigned an analyst who will help you through the process of reporting.

Successful logon will bring up a screen from which you can navigate to forms, reports, help, and other information.

NTD Internet Reporting - Home Logout

Agency ID: 0001 Agency Name: King County Department of Transportation - Metro Transit Div. Report: Safety_CY_2003

Home Safety & Security Reports Rys Admin Help

Welcome Jerry to NTD Internet Reporting

Agency: 0001 - King County Department of Transportation - Metro Transit Div.

Analyst Contact Information	
Contact	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Announcements	
Date	Title
February 14, 2003	FFA-10 Data Transfers
December 20, 2002	Report Printing
November 20, 2002	NTD Blank Forms
October 29, 2002	Required Rules of Behavior Document (necessary for all system users)
October 22, 2002	Accessing the print capability using Crystal Reports downloadable viewer.
October 7, 2002	Welcome

Reporting Definitions and Thresholds

The best source of information for using the system is the NTD Safety & Security Manual, which is available at www.ntdprogram.com under Publications or under the Help tab once you have logged onto the system. The following introduces the basic screens.

NATIONAL TRANSIT DATABASE SAFETY & SECURITY NEWSLETTER

REPORTING TO NTD Continued

The system is comprised of five forms. Three are informational:

Major Incident Report form – used to collect incident level data on the most serious safety and security incidents occurring (e.g., fatalities and multiple injuries).

Non-Major Incident Report form – used to collect incident level data on less serious safety and security incidents occurring (e.g., collisions not resulting in fatalities, multiple injuries, or over \$25,000 in damage).

	Safety Related Injuries						Total Incidents
	Transit Facility	Passengers	Occurrences	Employees	Other Workers	Thespassers	
Collisions	0	0	0	0	0	0	0
Derailments	0	0	0	0	0	0	0
Vehicle Leaving Roadway	0	0	0	0	0	0	0
Evacuations	0	0	0	0	0	0	0
Fire	0	0	0	0	0	0	0
Not Otherwise Classified	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

Security Configuration form – used to provide an annual snapshot of how your agency's police and security personnel.

Incident Mode Service form (Setup form) – used to generate all of the other forms annually.

Directly Operated			Purchased Transportation		
Mode	Vehicle Count	Begin Date	Mode	Vehicle Count	Begin Date
Automated Guideway	1		Automated Guideway	1	
Cable Car	1		Cable Car	0	
Commuter Rail	11		Commuter Rail	0	
Heavy Rail	10		Heavy Rail	0	
Inclined Plane	0		Inclined Plane	0	
Light Rail	111		Light Rail	0	
Monorail	44		Monorail	0	

Ridership Information form – used to provide basic service information at intervals matching incident data.

Month	Unlinked Trips	Unlinked Avg Weekday Trips	Vehicle Revenue Hours	Vehicle Revenue Miles
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
July	0	0	0	0

DEFINITIONS AND THRESHOLDS

Major Incident

What is a major incident?

A transit related incident 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 (Note that the threshold for grade crossing collisions will be changing soon. Watch for future discussions in newsletters. The definition will be those grade crossing collisions that result in damage over \$7500 or those that involve any injuries requiring immediate medical assistance away from the scene)
- 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 Incident

What is a non-major incident?

Non-major safety incidents are incidents involving one of the following:

- Incidents involving injuries (requiring immediate medical attention away from the scene) that have not been reported as a major incident
- Property damage equal to or exceeding \$7,500 (but less than \$25,000)

All fires that have not been reported as major incidents are to be reported, regardless of property damage. Reportable fires are only those fires that require the use of suppression equipment or personnel. Non-major security incidents involve occurrences or arrests as a result of a fixed set of security events. A complete list is included in the Safety and Security Manual and on the reporting forms.

NATIONAL TRANSIT DATABASE SAFETY & SECURITY NEWSLETTER

DEFINITIONS AND THRESHOLDS Continued

Injury

What is an "injury?"

An injury is defined as any physical damage or harm to persons as a result of an incident that requires **immediate medical attention away from the scene**. Immediate medical attention includes, but is not limited to, transport to the hospital by ambulance or by other means. 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."

Patrons vs. Passengers

In past years, the term "patrons" was used. Is this different than "passengers?"

In a change from previous reporting years, a new category, passenger, was introduced. The term, passenger, refers to a person who is physically on-board a transit vehicle or who is in the act of 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.

Calculating Property Damage

How is property damage calculated?

Property damage is calculated as 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 reporting prior to 2002, 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. FTA will be developing an estimation guide to assist reporters in reporting this information.

Reporting Suicides

Where is a suicide reported?

To report a suicide, open the Non-Major Summary form and click on the Suicide button. Suicides are never reported using the Major Incident Reporting form. Again, commuter rail reporters are required to report suicides, though no safety data are required for this mode. It should be noted that trespass incidents should not be reported as suicides unless the information derived from the investigation confirms the intent to commit suicide.

TIPS FOR REPORTING

PT Reporters

To date, FTA has hosted eleven dedicated one-day NTD Safety and Security Training seminars. The seminars yielded invaluable feedback from participants, which has been used to improve the reporting system. The seminars also provided the opportunity for users to discuss their reporting experiences, which enabled FTA to develop a few tips to ease reporting.

Make hard-copy forms available for PT reporters

As requested, FTA has developed a set of the appropriate Safety and Security forms agencies can provide to the purchased transportation (PT) providers. These are Excel forms that can be completed in paper format or emailed to those who do not have access to the system. This will simplify the reporting process by providing the PT agencies with straightforward paper forms they can fill out and return to the reporting agency.

System Time-Out

Save information often to avoid loss due to system time-out

The system will time out after one hour of non-use. If the system experiences more than one hour of non-use, it will time out without saving information. Reporters should consistently save all information, particularly if reporting will be disrupted.

Mandatory Field

In major incident reporting, fill out mandatory fields first

Mandatory fields must be filled out in order to save. If a reporter cannot complete the major incident report in one sitting, they should fill in the required fields (indicated by the red asterisks) first as those fields are required in order to save. It is good practice to fill in these fields first as unanticipated emergencies could draw reporters away from their reports, chancing lost information.

No Incidents? Still Submit

Submission is still required even if no incidents were experienced

Agencies are required to submit a form even if they experienced no incidents. This will ensure that FTA is aware that you have not forgotten to submit a form or that your form is late. Fortunately the process for submitting in this case is simple.

- Open the Non-Major Summary form.
- If there is no non-major safety or security information to report, check the No Non-Major Incident Data to Report box.
- If there is no non-major safety or security information to report, check the No Major Incident Data to Report box.

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USDOT – John A. Volpe
National Transportation
Systems Center
Kendall Square
55 Broadway
Cambridge, MA 02142

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In an attempt to keep each transit system well informed, we need to reach the correct person within each organization. If you are not responsible for entering data for the Safety and Security Module of the National Transit Database, please forward this newsletter to the person(s) who is and notify us of the correct listing. If you know of others who would benefit from this publication, please contact us at the following address:

National Transit Database
P.O. Box 457, Merrifield, VA 22116-0457
Email: NTD_Program@signalcorp.com Phone: 703-205-2475