



Procedures for Reporting Transit Vehicle Incidents

Form PTN-101
(Rev. 9/22)
Instructions

The Public Transportation Division (PTN) shall be notified of each incident involving a TxDOT-PTN funded transit vehicle.

The definition of transit vehicle includes buses, rubber-wheeled trolleys, standard vans, conversion vans, or automobiles. Notification shall be made regardless of the funding source of the vehicle or whether the service is directly operated or purchased transportation.

The agency should complete the attached PTN-101 form and submit the form to the PTN Public Transportation Coordinator (PTC) by email within five (5) days of the occurrence or discovery of each reportable incident (TAC 43 §31.48), or within 24 hours in cases of fatality. The PTC will document the information into PTAMS and send a copy to PTN Compliance.

A reportable incident is one with any of the following consequences:

1. An individual dies within 30 days of a transit incident, this includes collisions with pedestrians, vehicles, animals, or inanimate objects;
 - ***If a fatality occurs on scene, the PTN-101 form must be submitted to PTN within 24 hours of the incident.***
2. An individual suffers bodily injury and immediately receives medical treatment away from the scene of the incident. Medical attention sought after leaving the scene of an accident is not reportable;
3. Total damage exceeds \$25,000 (including other vehicles and property);
4. The transit vehicle incurs disabling damage as the result of the incident and is removed from revenue service;
5. A non-arson fire occurs in any vehicle, revenue facility, or non-revenue facility involved in the accident.

If the incident results in a lawsuit, the agency must notify the PTC in writing within five (5) days of receiving notice.

Disabling damage means damage that prevents the transit vehicle from departing the scene of the incident in its usual manner, including vehicles that could have been operated but would have been further damaged if so operated. This does not include damage that could be remedied temporarily at the scene of the accident with standard tools or parts. Tire disablement or inoperable headlights, taillights, turn signals, horn, or windshield wipers are not considered disabling damages.

Transit vehicle equipment failures, which result in a reportable incident, should be noted in the incident description section. Examples of vehicle equipment include batteries, the electrical system, brakes, fuel tanks, the propulsion system, safety devices, the steering system, tires, wheels, axles, and wheelchair securement devices.

The incident description should include, but is not limited to, the following basic information: causal factors of the incident, the direction in which the vehicles were traveling, and road and weather conditions. Law enforcement reports should also be submitted when available.

FTA Post-Accident Drug & Alcohol (D&A) Testing Requirements

A DOT D&A test must be performed when there is an occurrence associated with the operation of a mass transit vehicle, if as a result:

Fatal Incident:

1. An individual dies (**No exemptions**)

Non-Fatal Incident:

2. An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or
3. A vehicle (including non-transit vehicle) incurs disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle; or
4. The public transportation vehicle is removed from operation (if the vehicle is a rail car, trolley car, trolley bus, or vessel)

FTA Post-Incident testing is not required for non-fatal incidents when the employer determines, using the best available information at the time of the determination, that the employee's performance could not have contributed to the incident. Such a decision must be documented in detail, including the decision-making process used to reach the decision not to test. Any questions regarding this reporting form should be directed to the PTN PTC.

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled upon request to be informed about the information that we collect about you. Under §552.021, §552.023, and §559.004 of the Texas Government Code (TAC), you are entitled to receive and review the information and to have us correct erroneous information.



Transit Vehicle Incident Reporting Form

TRANSIT AGENCY:

Safety Contact Person:

Area Code and Phone Number:

REPORTABLE FOR THE FOLLOWING REASON(S)

1. Individual died	3. Total damage exceeded \$25,000
1a. Collision type	4. Transit vehicle is towed away and removed from revenue service
2. Injury requiring immediate medical treatment away from the scene	5. Non-arson fire

DATE of INCIDENT:	INCIDENT TIME:	AM	PM
ESTIMATED TOTAL DAMAGE: \$	COUNTY:		
LOCATION:			
# OF FATALITIES:	# OF PERSONS TRANSPORTED FOR MEDICAL TREATMENT:		

AGENCY VEHICLE INFORMATION

LICENSE NO.:	MAKE:
YEAR:	MODEL:
ODOMETER READING:	FUNDING SOURCE:
ESTIMATED VEHICLE DAMAGE: \$	
DAMAGE DESCRIPTION:	
DID VEHICLE EQUIPMENT FAIL TO OPERATE PROPERLY? (IF YES, EXPLAIN ON THE FOLLOWING PAGE)	YES NO
WAS THE AGENCY VEHICLE TOTALED?	YES NO
WERE DRUG & ALCOHOL TESTS PERFORMED?	YES NO
IF NOT TESTING, PLEASE EXPLAIN (attach all support documentation):	

DESCRIPTION OF INCIDENT (attach law enforcement reports(s) if available):

PREPARED BY:	DATE:
TITLE:	PHONE NUMBER: