

Appendix D – TxDOT Reporting Form for Transit Vehicle Incidents

Form PTN-101 (Rev. 7/2002)
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TEXAS DEPARTMENT OF TRANSPORTATION (TxDOT) PROCEDURES FOR REPORTING TRANSIT VEHICLE INCIDENTS

The Public Transportation Division (PTN) shall be notified of each incident involving a transit vehicle used in the Section 5307 (small urban), 5310, or 5311 programs. Section 5307 (MTA) transit providers are required only to report fatalities.

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.

Notification shall occur by mail, E-mail, or facsimile, within five (5) days of the occurrence or discovery of each reportable incident. The information on this form shall be reported directly to the district Public Transportation Coordinator (PTC), who will then forward the form and any additional documentation to PTN.

PTN defines a reportable incident as one with any of the following consequences:

- An individual dies within 30 days of a transit incident;
- 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 incident is not reportable;
- Total damage exceeds \$7,500 (including other vehicles and property);
- The transit vehicle incurs disabling damage as the result of the incident and is removed from revenue service;
- A non-arson fire occurs in any vehicle involved in the incident, revenue facility, or non-revenue facility.

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 incident 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.

Any questions regarding this reporting form should be directed to the district 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, you are entitled to receive and review the information and to have us correct erroneous information.



TRANSIT VEHICLE INCIDENT REPORTING FORM

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TRANSIT AGENCY:
Safety Contact Person:
Area Code and Phone Number:

REPORTABLE FOR THE FOLLOWING REASON(S)

Individual died	<input type="checkbox"/>	Transit vehicle is towed away and removed from revenue service	<input type="checkbox"/>
Injury requiring immediate medical treatment away from the scene	<input type="checkbox"/>	Non-arson fire	<input type="checkbox"/>
Total damage exceeded \$7,500	<input type="checkbox"/>		

DATE of INCIDENT:	INCIDENT TIME:	AM <input type="checkbox"/>	PM <input type="checkbox"/>
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 <input type="checkbox"/>	NO <input type="checkbox"/>
WAS THE AGENCY VEHICLE TOTALED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
WERE DRUG & ALCOHOL TESTS PERFORMED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

