

KDOT PUBLIC TRANSPORTATION
INCIDENT REPORT FORM

Employee Name: _____ Date: _____ Agency: _____

Point of Contact: _____ POC Email: _____ POC Phone: _____

Explanation of Incident: _____

Use additional pages as necessary.

Was a police report filed?: Yes No If so, police reporting number: _____

Has the FTA post-accident form been completed?: Yes No

Was anyone injured?: Yes No If so, who?: _____

Was a drug screening performed?: Yes No Did the driver pass the drug screening?: Yes No

Please do NOT send drug results to KDOT unless requested. Information contains PPI (Personal Identifying Information) that should be kept in the employee's file in a locked cabinet. KDOT, FTA, or other government agencies may reserve the right to access these if the situation escalates at a later date.

NTD Reportable Incidents:

A safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a transit maintenance facility or rail yard, during a transit related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions (please check any that apply):

- A fatality confirmed within 30 days of the event
- An injury requiring immediate medical attention away from the scene for one or more person
- Property damage equal to or exceeding \$25,000
- Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
- An evacuation for life safety reasons

Signature: _____ Date: _____

By Signing this form, you are attesting that the information above and on page 2 is complete and accurate to the best of your knowledge. If any new information comes to light, you are agreeing to immediately contact the KDOT Public Transit Team at KDOTtransit@ks.gov with the new information.

Safety Data

Physical Assaults

	Physical Assaults in Transit Vehicle	Physical Assaults in Revenue Facility	Physical Assaults in Non-Revenue Facility	Physical Assaults in Other Location
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Total event Counts

Major Safety and Security Events*
 Non-Major Events (non-injury) *

Injuries Counts

Operator injuries
 Other Transit Worker Injuries
 Other Injuries

Fatalities Counts

Operator Fatalities
 Other Transit Worker Fatalities
 Other Fatalities

Non-Physical Assaults

	Non-Physical Assaults in Transit Vehicle	Non-Physical Assaults in Revenue Facility	Non-Physical Assaults in Non-Revenue Facility	Non-Physical Assaults in Other Location
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Total event Counts

Major Safety and Security Events*
 Non-Major Events (non-injury) *

Injuries Counts

Operator injuries
 Other Transit Worker Injuries
 Other Injuries

Fatalities Counts

Operator Fatalities
 Other Transit Worker Fatalities
 Other Fatalities

All Other Reportable Safety & Security Data

Event Type	Major Events	Fatalities	Injuries
Collisions with Pedestrian(s)			
Collisions with Vehicle(s)			
Collisions with Other (e.g. animal, manhole, shopping cart, etc.)			
Other Major Events			

Total reportable injuries from non-major events*

* See Appendix C of the KDOT Policy Manual for NTD definitions of Major and Non-major incidents

[Microsoft Word - 2023 Public Transit Policy Manual.docx \(ksdot.gov\)](#)