

SAFETYNET 101

1. Welcome to SAFETYNET

Welcome to your guide to the SAFETYNET Operator's role. We hope this presentation gives you an overview of SAFETYNET and an understanding of the link between data quality and the Department of Transportation's safety mission.

2. Data Quality Overview

The Federal Motor Carrier Safety Administration, or FMCSA, is one Agency within the Department of Transportation, or the DOT. The primary mission of FMCSA is to reduce crashes, injuries and fatalities involving large trucks and buses. As a State SAFETYNET Operator, you now play a vital role in fulfilling the National safety mission.

Data quality helps your State focus resources to further reduce crashes. Because behind every data point is a person, a vehicle, and a story. And if we can gather quality data, FMCSA and your State can, as Partners, focus on saving lives.

As we've discussed, data quality is integral to both the National safety mission and State safety mission. Each State collects information and records related to crashes and inspections. SAFETYNET Operators input and collect the data ensuring fast, complete, and accurate documentation. Quality data helps ensure that inspections and crashes are attributed to the correct driver and carriers, helping to keep our roads safe by targeting those most at risk for safety violations.

DQ Performance Measures

In order to ensure that each state is providing complete, accurate, and timely data, FMCSA gives each state an Overall State Rating of Good, Fair, or Poor based on its data quality.

The Overall State Rating is based on the data from nine performance measures and one Crash Consistency Indicator. Crash Measures include Crash Timeliness, Crash VIN Accuracy, Crash Accuracy, Crash Record Completeness, and Fatal Crash Completeness. Inspection Measures include Inspection Timeliness, Inspection VIN Accuracy, Inspection Accuracy, and Inspection Record Completeness.

Each measure maintains different rating requirements to receive a Good, Fair, or Poor rating. For example, a "good" rating for the Timeliness Measure is between 90 and 100 percent, while a "good" rating for the Accuracy measure is between 95 and 100 percent.

“Good data,” or Complete, Accurate, and Timely carrier, driver, and vehicle information, helps your State and FMCSA promote safety. It does this by: 1) associating a crash or inspection with the right carrier; 2) identifying carriers that reincarnate” in order to avoid the consequences of safety violations; and 3) populating safety systems with the most current crash and inspection activity.

3. SAFETYNET Basics

What is SAFETYNET?

SAFETYNET is an automated information management system. It allows States to keep up-to-date records that monitor the safety performance of motor carriers. This allows FMCSA to partner with States, using State data to promote its National safety mission.

SAFETYNET collects Crash and Inspection data on commercial motor vehicles. The Crash and Inspection modules in SAFETYNET receive, store, and produce reports gathered from a number of different sources.

It is essential to maintain up-to-date records for both Crash and Inspection data. Crash Data arrives in SAFETYNET from paper forms and other collection systems. Inspection Data arrives in paper forms, ASPEN, and other collection systems. All data are monitored and stored in SAFETYNET.

Once the data are uploaded to SAFETYNET, a range of people in a variety of positions access the data and use it to support their work. As a result, SAFETYNET data promotes informed decision-making, good roadside data, and the prioritization of unsafe motor carriers.

SAFETYNET Login

The first screen you will see after logging in is the SAFETYNET interface. Your account will be a part of a Group. Depending on the Group you have been assigned to, you will have access to some menu items and will be prevented from viewing others.

The SAFETYNET main form consists of a title bar, a menu bar, a toolbar, a grid, a status bar, and a summary.

When you open a record you will see that some fields are blue while others are white. Blue fields are required, and these fields make up the minimum set of data needed to be able to import a record and save it in SAFETYNET. If a record is missing any required field information, it is going to be rejected by both SAFETYNET and MCMIS. FMCSA requests that all fields in the record be filled in, including those that are optional.

MCMIS

What is MCMIS?

MCMIS is an information system used by FMCSA that captures data from each state through SAFETYNET and other sources. MCMIS is a source for inspection, crash, intervention, safety audit, and registration data.

Each State maintains its own SAFETYNET database. State SAFETYNET data is uploaded in MCMIS, FMCSA's national data management information system. States use MCMIS data to help support State safety programs. Together, quality State and National data promote safety on the roads.

4. Crash Module

In the Crash module you will either be creating new records or manipulating those that exist. In order to enter a new Crash record, you will:

1. Select the Record/Add menu command
2. Click the Add toolbar button
3. Right-click the mouse and select Add from the pop-up menu

Once you enter a new record you can work within the record to input the correct information. The following slides will take you through the different tabs.

Report/Location

The Report/Location tab allows you to select or edit drop-down lists and entry boxes to show report information and location details. The Report Information section contains the event information, including the report number and the report date and time. Crash records may have an identical date and time if multiple vehicles were involved in the crash.

The Reporting Agency field has a search function that displays a list of standard agency names for your state. If the agency name in the record does not match the standard name in the list, you can populate the agency name by selecting a standard name or typing one in.

Carrier

The Carrier tab allows you to select or edit drop-down lists and entry boxes in the Carrier Identification section. The Crash record must be assigned to the correct carrier. Correct and accurate data are essential for targeting high-risk carriers.

Enter all the carrier information and click on the Search button. If a match is found in

the census, SAFETYNET is going to return the found data and highlight it in yellow. You can verify that it is the correct carrier and then click on the “Copy Search Data” button.

Driver/Vehicle

The Driver/Vehicle tab allows you to select or edit drop-down lists and entry boxes in the following sections: Driver Identification, Vehicle Information, and Hazardous Materials (HM) Information.

You are required to fill out all fields in the Driver and Vehicle information tab. The “HM Placard” field refers to the physical presence of a HAZMAT placard. Be sure to enter any applicable information.

Conditions/Events/Outcome

The Conditions/Events/Outcome tab allows you to select or edit drop-down lists and entry boxes in the following sections: Crash Conditions, Crash Events, and Crash Outcome.

The “Crash Conditions” section describes the conditions of the road, weather, and lighting. The “Crash Events” section allows you to select a sequence of events associated with each crash for that vehicle. The “Crash Outcome” section describes whether the report should be uploaded to MCMIS. The record should be uploaded if any vehicle’s passengers suffered from a Fatality, an individual was transported away from the scene to receive medical attention, or a vehicle was towed-away due to disabling damage.

Notes & Locally Defined Fields

The crash “Notes” section provides a field for you to enter any comments associated with the crash. These notes are not uploaded to MCMIS. They are for State-use only.

Similarly, the “Locally Defined Fields” tab allows you to enter optional information for State-use only. This could include details like if alcohol was involved in the incident.

Adding Additional Record

Once you enter and save the record data, you will be asked if you would like to enter another Crash record.

If more than one Commercial Vehicle was involved in the crash, click the checkbox to copy the common fields and select “yes.” A new record will appear with the common fields already populated.

5. Inspection Module

There are three different ways to enter a new Inspection Record. You can:

1. Select the Record/Add menu command
2. Click the Add toolbar button
3. Right-click the mouse and select Add from the pop-up menu

The Inspection Record includes seven different tabs located at the top of the interface. We will walk through each in more detail.

Location/Activities

The Location/Activities tab includes the report number, report date and time, inspection level, inspector code, and special activities. The Location and Activities tab includes multiple fields for inputting information about the type of Inspection and the reason it was initiated.

Carrier

The Carrier tab lets you select or edit drop-down lists and data entry boxes in the Carrier Identification section. The Inspection record must be assigned to the correct carrier. Correct and accurate data are essential for targeting high-risk carriers and promoting safety.

In the carrier tab, enter all the carrier information and click on the Search button. If a match is found in the census, SAFETYNET is going to return the found data and highlighted it in yellow. Verify that this is the correct carrier and then click on the Copy Search Data button.

Driver/Shipper

The Driver/Shipper tab lets you select or edit drop-down lists and data entry boxes in the following sections: Driver Identification, though this is not applicable to Level 5 inspections; Co-Driver Identification, also not applicable to Level 5 inspections, and Shipper Identification.

In the Driver/Shipper tab, you must enter the name, date of birth, and license state of the driver involved. Note that not all Inspections will have Co-Driver or Shipper Information. Enter the data only if provided.

Vehicle/Hazardous Materials

The Vehicle/HM tab lets you select or edit drop-down lists and data entry boxes in the following sections: Vehicle Information, and Hazardous Materials (HM) Information.

The Vehicle Information section provides a grid for inserting information. Use the plus sign in order to add a unit of a vehicle, and the negative sign in order to delete a unit of a vehicle. This allows you to edit up to six records of units. You can also insert and delete up to three distinct hazardous material codes.

Violations

The Violation tab lets you record violations, brake adjustments, and PBBT measurements. The Violations section allows you to enter and edit up to 100 records of alleged violations. Use the plus sign in order to add a violation, and the negative sign in order to delete a violation. The Brake Adjustments and PBBT Measurements sections provide a grid for inserting, deleting, and editing up to 14 axle records per Inspection.

Notes/Special Study

The Notes/Special Study tab lets you select or edit entry boxes in the inspection notes and special study fields.

The Inspection Notes section provides a field in which you can enter any additional comments associated with the Inspection. These notes are for State use only. They will not be uploaded to MCMIS, but they are uploaded to Query Central and can be read by other officers and inspectors.

The Special Study Fields are used to collect information requested by FMCSA. Do not input additional state data into these fields.

Locally Defined Fields

In the Locally Defined Fields tab, you are asked to enter data in the required fields, which are in blue, as well as the optional white fields, as defined by your local office. Note that some states may choose not use this tab.

6. Support Modules

You can access Support Modules from the Main Menu by selecting a drop-down from the top menu. Support modules are interactive with the primary modules and provide

administrative and functional support for the entire SAFETYNET System.

The **System** tab allows you to login and logout of SAFETYNET; navigate among the primary modules, access Activity Logs, select preferences, exit the system. The **Record** tab lets you add, edit, delete, and tag records; select commands to find, query, and sort records; and modify fields shown in the grid. The **Database** tab permits you to access the import and export functions and the archive database. The **Search** tab allows you to verify correctness of a USDOT number if one has already been assigned to an Inspection or Crash record. The **Reports** tab lets you produce activity and management reports using SAFETYNET. And the **Communications** tab grants you access to all functions related to communicating with the USDOT's Motor Carrier Management Information System, Safety and Fitness Electronic Records System (MCMIS), and Activity Logs.

Imports

The import process allows easy transfer of Inspection and Crash data from state collection systems into SAFETYNET. In order to begin the process, navigate to "Database" in the top bar of SAFETYNET and select "Import."

The Inspection import interface provides two options for importing records, including the Communications Inbox and a Directory or Path. The Crash Module includes one option for import: Directory or Path.

Communications Inbox

If you select "Communications Inbox" within the Inspection Module, a new window will appear. Click the Inbox icon on the left column to display a list of files ready to be processed. Files coming from ASPEN will have the .xml file name, which can be found under the File Name column. Select the files to be processed by clicking on the Tag checkbox. To finish, select the "Process" icon from the middle row.

When you are done, an Activity Log pop-up window will ask if you want to view the Activity Log. Always click "yes." The Activity Log allows you to see the number of records imported and any errors that could cause their rejection.

Directory or Path

If you would like to import your files through "Directory or Path" in the Crash or Inspections modules, select the ellipses. An Open dialogue window will appear. Navigate to the directory or folder where the files have been saved, allowing the text

field in the Import interface to populate with the path and name of the file. Remember to view the Activity Log.

Activity & Communication Logs

As we've discussed, the Activity Log window allows you to view, print, and delete daily logs that show system activity and status information, as well as system errors.

Communication Logs are written whenever a user attempts communication with MCMIS or SAFER. They let you view, print, and delete daily logs that list file transfers and other communications activity.

7. Additional Resources

Please be sure to reach out to FMCSA's technical support team if you have any questions about SAFETYNET. You can learn more about your own State's data by going to <http://ai.fmcsa.dot.gov/DataQuality>.

7. Conclusion

Thank you for participating in the interactive guide to SAFETYNET. We appreciate your commitment to safety and look forward to supporting you as you transition into your important role.