

**National Transit Database**  
***NTD Data and Reporting***  
***Requirements: Report Year 2023***

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# Presenters

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# Agenda

Introduction to the National Transit Database

Key Definitions and Examples

Module Review: Profile, Basic, Asset, Financial, Service, Safety

Data Validation and Common Reporting Challenges

# Session Objectives

To provide information and resources for you to effectively address challenges that commonly arise with NTD reporting.

We will focus on these objectives:

- Understanding fundamental NTD Policies and Requirements
- What makes a complete report
- How to address data validation

# Session Target Audience

The contents of this presentation is tailored toward rural reporter types (Rural General Public Transit subrecipients)

Urban Small Systems and Full Reporters will benefit from the information presented today, but urban reporting requirements are more extensive than rural requirements

Full Reporters may find more information in the [NTD Reporting Policy Manual](#) posted online, or check the [National Transit Institute](#) website for upcoming courses for Full Urban Reporters (Spring 2024).

# What is the National Transit Database?

Congress established the NTD to be the Nation's primary source for information and statistics on all ***public transportation*** modes of the United States.

NTD Data is used for:

- Conditions and Performance Report
  - FTA's biennial report on the nationwide capital investment needs for public transportation
- Performance measurement benchmarking
- Research at the federal, state, and local levels

# Who Reports?

All recipients and subrecipients of FTA Chapter 53 funding ( § 5307, § 5310, § 5311 , § 5339, etc.)

- States report on behalf of current rural § 5311 and/or § 5310 subrecipients (subgrantees) that operate public transportation.

Previous subrecipients of § 5311 funds that have continuing grant requirements

Future subrecipients of 5311 funding (voluntary reporters)

# Why Do I Report?

The Secretary shall:

“award a grant under section... § 5311 only if the applicant, and any person that will receive benefits directly from the grant, are subject to the reporting and uniform systems.”

- Chapter 53 of Title 49 U.S. Code, § 5335(b)

# Reporting Requirements

Each transit operator that benefits from § 5307 or § 5311 grants must submit an annual report containing information on capital investment, operations, and service provided with the funds received, including:

- Total annual operating costs
- Total annual capital costs
- Assets used to supply public transit
- Revenue vehicle miles
- Ridership



“Cutaway” small bus

# Data Validation

Agencies (including State DOTs) who report to the NTD are assigned a Validation Analyst. Analysts validate the data that agencies submit, as well as provide policy guidance and/or technical assistance for the online reporting system.

When NTD analysts have questions about submitted data during the validation process, transit agencies may:

- Revise the data to reflect accurate information; or
- Provide an explanation or documentation to establish accuracy.

# NTD Key Reference Documents

***Reduced Reporting Policy Manual:*** Issued annually to provide detailed guidance on what data to report to NTD.

<https://www.transit.dot.gov/ntd/manuals>

***Uniform System of Accounts (USOA):*** Outlines the basic accounting structure all NTD reporters must follow.

- <https://www.transit.dot.gov/ntd/ntd-uniform-system-accounts>

***NTD Glossary:*** Glossary of NTD terms.

<https://www.transit.dot.gov/ntd/national-transit-database-ntd-glossary>

## NTD Key Reference Documents Cont.

***TAM Facility Performance Measure Reporting Guidebook:*** Details the methods for transit agencies regarding measuring and reporting TAM facility condition assessments to NTD.

- <https://www.transit.dot.gov/regulations-and-guidance/asset-management/tam-facility-performance-measure-reporting-guidebook>

***Presentations and Webinars page:*** Published recordings of training webinars for review during the Report Year

- <https://www.transit.dot.gov/ntd/presentations-and-webinars>

## *Key Definitions and Examples*



NTD Key Definitions and Examples

# WHAT IS PUBLIC TRANSPORTATION?



# Definition

The term “public transportation,” (also referred to as “transit” or “mass transportation”) is defined by law at 49 U.S.C. § 5302(14) as follows:

- (A) means regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and
- (B) does not include —
  - (i) intercity passenger rail transportation provided by the entity described in chapter 243<sup>1</sup> (or a successor to such entity)
  - (ii) intercity bus service
  - (iii) charter bus service
  - (iv) school bus service
  - (v) sightseeing service
  - (vi) courtesy shuttle service for patrons of one or more specific establishments, or
  - (vii) intra-terminal or intra-facility shuttle services

# Breaking the Definition Down

Public Transportation	Non-Public Transportation
<p><b>Regular and continuing:</b> Operates continuously and on a regular schedule throughout the year.</p> <p><b>Example:</b> Fixed route bus service</p>	<p><b>Irregular:</b> Does not operate continuously or on a regular basis.</p> <p><b>Example:</b> Charter service and special event shuttles</p>
<p><b>Shared-ride:</b> Passengers are grouped together whenever feasible for the agency.</p> <p><b>Example:</b> Two passengers heading to similar destinations are grouped in the same vehicle by the agency's dispatch.</p>	<p><b>Non-Shared Ride:</b> There is no attempt made by the agency to ride-share.</p> <p><b>Example:</b> A passenger hails a taxi cab from the street, rather than calling an agency to schedule a ride in advance.</p>
<p><b>Surface transportation:</b> Operates on roadway, track, cable, or water.</p> <p><b>Example:</b> Buses, trains, and ferryboats.</p>	<p><b>Non-surface transportation:</b> Free-traveling air travel or submersible water travel.</p> <p><b>Example:</b> Aircrafts and submarines</p>
<p><b>Open to the public:</b> Anyone from the public, or a segment of the public (seniors, persons with disabilities, etc.) may use the service.</p> <p><b>Example:</b> Independent or governmental transit authorities, councils on aging, non-profits.</p>	<p><b>Not open to the public:</b> The service is restricted only to certain patrons of an establishment, or otherwise restricted to the general public.</p> <p><b>Example:</b> Casino shuttles, sightseeing services, school bus service, and interterminal shuttles.</p>

# Breaking the Definition Down, Continued

<b>Public Transportation</b>	<b>Non-Public Transportation</b>
<p><b>General service area:</b> passengers may ride from any origin to any destination within the agency's regular service area.</p> <p><b>Example:</b> A passenger rides from the grocery store to the post office, or from his house to a local clinic.</p>	<p><b>Client-based service area:</b> anyone from the public may ride, but either the destination or origin point are restricted to one location.</p> <p><b>Example:</b> A passenger may only ride to or from a local nursing home. Rides must either begin or end at the nursing home.</p>
<p><b>Advertised or marketed:</b> information about the service, including information on how to ride, is made available to the public.</p> <p><b>Example:</b> Website with routes and schedules; pamphlets or brochures; radio or TV ads, billboard signs, or other public advertisements.</p>	<p><b>Not advertised or marketed:</b> Passengers only know to ride via word of mouth or through personal connections.</p> <p><b>Example:</b> Employer shuttles restricted to company employees or a university bus system that only students and faculty may ride</p>



NTD Key Definitions and Examples

## **MODES AND TYPES OF SERVICE**



# Rail and Non-Rail Modes

Rail	Non-Rail
Alaska Railroad (AR)	Aerial Tramway (TR)
Cable Car (CC)	Commuter Bus (CB)
Commuter Rail (CR)	Bus (MB)
Heavy Rail (HR)	Bus Rapid Transit (RB)
Hybrid Rail (YR)	Demand Response (DR)
Inclined Plane (IP)	Demand Response – Taxi (DT)
Light Rail (LR)	Ferryboat (FB)
Monorail/Automated Guideway (MG)	Jitney (JT)
Streetcar Rail (SR)	Público (PB)
	Trolleybus (TB)
	Vanpool (VP)



## Bus (MB)

Uses rubber-tired passenger vehicles operating on fixed routes and schedules over roadways.

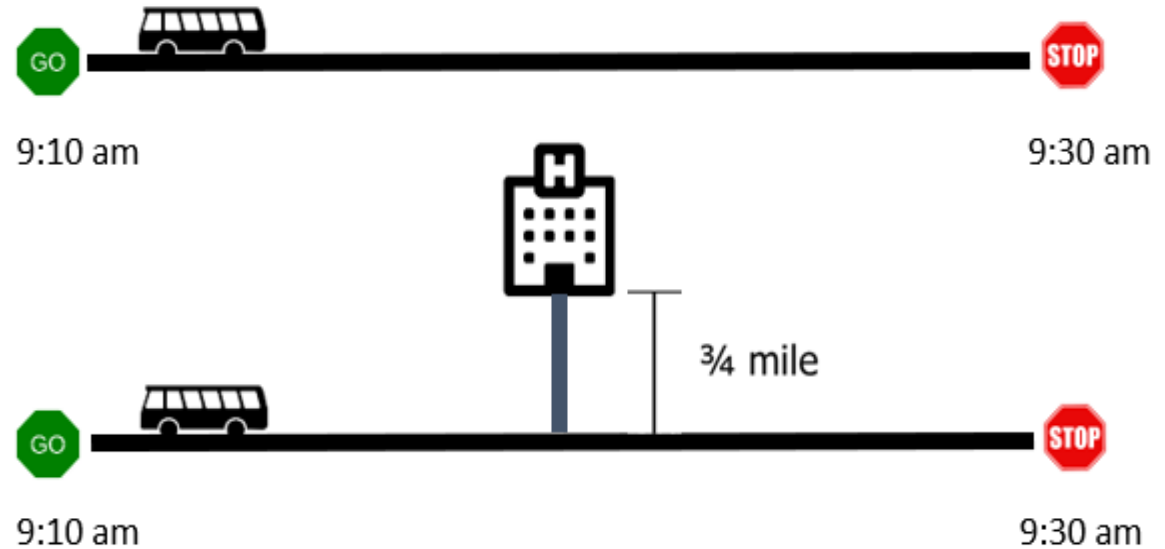
- Vehicles are powered by a motor and fuel or electricity stored on board the vehicle.

Transit agencies must report any **route-deviated or point-deviated service (may be confused with Demand Response)** as MB.

# Route Deviation

Operates as a conventional bus route.

Deviates from route within fixed distance (ex.  $\frac{3}{4}$  mile).



# Demand Response (DR)

Operates on roadways in response to requests from passengers or their agents to the transit operator, who groups rides together when possible and dispatches a vehicle to provide the rides.

Vehicles do not operate over a fixed route or on a fixed schedule unless temporarily satisfying a special transit need.

Many transit systems operate DR service to meet the requirements of the ADA.



# Commuter Bus (CB)

Commuter Bus is local, fixed-route bus transportation that primarily connects outlying areas with a central city and operates predominantly in one direction during **peak periods**.

It has limited stops in outlying areas, limited stops in the central city, and at least five miles of closed-door service.



## CB and MB: When is a mode Commuter Bus?

Same type of vehicles consistently operated on service

Example: conventional buses versus over-the-road coaches

Driver work assignments (runs) aren't mixed between vehicle types.

Example: do not operate conventional bus on local bus route in morning, then operate over-the-road coach in the afternoon

# Types of Service

Directly Operated (DO)

Purchased Transportation (PT)

Purchased Transportation – Taxi (TX)

Purchased Transportation – Transportation Network Company (TN)



## Directly Operated (DO)

Transit agencies report service as directly operated if they use their own employees (drivers, schedulers, dispatchers, street supervisors) to operate the transit vehicles.

# Purchased Transportation (PT)

A public or private transportation provider provides service to a public transit agency or governmental unit based on a written contract.

- Based on a written contract with determined terms of service (example: 12 months, 2 years).
- Seller to provide NTD statistics to the buyer.
- Buyer pays the **full cost** of the service.
- Service carries the buyer's brand.

## Purchased Transportation - Taxi (TX)

Uses commercial taxi companies with non-dedicated fleets for regular demand response service.

**If taxi companies use dedicated vehicles, then report as standard purchased transportation (PT).**

Do not report taxi voucher programs unless dispatching operations involve shared riding.

# Purchased Transportation – Transportation Network Company (TN)

Service provided by a transportation network company (e.g., Uber, Lyft) on behalf of a public transportation agency using nondedicated vehicles.

Dispatched by the transportation network company using a mobile application

Must be **regular, continuing, shared-ride** to be reportable

NTD Key Definitions and Examples

# REVENUE SERVICE



# Revenue Service Definition

*A transit vehicle is in revenue service when it is providing public transportation and is available to carry passengers.*

## Service data should **include**:

- Miles and hours when vehicle is in revenue service (running time)
- Layover/Recovery Time

## Service data should **exclude**:

- Deadhead
- Training
- School Bus or Charter Service
- Maintenance Testing
- Fueling
- Lunch Breaks



# Deadhead

Agencies must **exclude deadhead** when reporting service data

When transit vehicles are deadheading, they operate closed-door and do not carry passengers. Deadhead includes:

- Leaving the garage or facility to go to the starting point of revenue service
- Returning to the garage or facility from the ending point of revenue service
- Changing routes
- When there is no expectation of carrying passengers

# Understanding Revenue Service

Key acronyms related to revenue service operations:

- Vehicle Revenue Miles (VRM)
- Vehicle Revenue Hours (VRH)

Vehicle Revenue Miles are used in FTA's 5311 formula apportionments; these data are validated closely.

# Bus Revenue Service

## Vehicle Revenue Miles/Hours

Starts at first stop of the route.

- Includes scheduled revenue service even if no passengers are on board the vehicle.

Ends when the bus leaves revenue service.

- The bus goes back to the garage.
- The driver goes on lunch break.
- The trip is terminated due to a collision with another vehicle.

\*Commuter bus follows the bus modes revenue service guidelines.

# Demand Response Revenue Service

## Vehicle Revenue Miles/Hours

From first passenger pick-up to last passenger drop-off

- Even when traveling empty to pick up the next passenger
- Time spent waiting for a passenger at the pick-up point counts as revenue service

Definition applies as long as

- Vehicle does not return to garage
- Breaks not scheduled (lunch, vehicle fueling)

NTD Key Definitions and Examples

# ACCOUNTING REQUIREMENTS



# Accounting Requirements

The Generally Accepted Accounting Principles (GAAP) requires that all financial data in the NTD Annual Report follow **accrual accounting principles**:

- Agencies record revenues when they earn them, regardless of whether they actually receive the revenue in the same fiscal year; and
- Agencies record expenditures as soon as they owe an entity, regardless of if they actually pay the funds for the expenditure in the same fiscal year.

*If a transit agency uses a cash-based accounting system, it must adjust its data to report on an accrual basis.*

## Accrual Accounting: Example

An employee receives a paycheck in the new fiscal year. The paycheck was for work completed 10 days before, at the end of the prior fiscal year.

**Report the expense in the prior fiscal year; this is when the transit agency incurred the liability for payment.**

## Awarded vs. Spent Funds

For NTD reporting, report the funding you spent (expended) during the fiscal year, not the amount you may have been awarded (earned).

**Example:** An agency receives an award of \$275,000 in 5311 grant funding from the State, and expends \$178,000 during the fiscal year.

**Solution:** The agency reports an expenditure of \$178,000 to the NTD under the 5311-funding type

# Interim Financing Mechanisms

Agencies may incur costs with the intention to use a Federal grant (e.g., 5311 funds) to pay for the cost. The agency finances the cost using other sources of funds and expects to be reimbursed with Federal funds.

Report the *final source* used to pay for the cost, not the interim financing mechanism.

**Example:** an agency records \$20,000 in expenses against the 5311 program when the agency has pre-award authority. The agency reports \$20,000 in expenses under the 5311 program in the NTD report (not under Local Funds).

# Reporting Fully Allocated Costs

Transit agencies must report the full costs associated with transit service.

Examples:

- An agency that pays for the full cost of the service itself, and did not perform any non-transit-related activities, simply reports all the costs that it incurred during the fiscal year.
- If a city government has a transit department and the reporting entity is the city government, report all the costs incurred by the city to support transit service.

# Reporting the Original Source of Funds

Transit agencies must ensure that they report contributions by the original source of funds.

This could be reported as:

- Local providers (local funds)
- Non-Full Cost contracts (Other Directly Generated Funds)
- Federal Programs (5311 or 5310)

# Activity



## Exercise: Is it Public Transportation?

Scenario	Yes	No
Valley Senior Center transports senior citizens from their homes to the center, or from the center to their homes. They also transport seniors from the center to special event destinations and back.		✓
Mountain Transportation operates a local fixed-route service that runs year-round, and advertises their system map, schedule, fares, and rider policies online.	✓	
Downtown Tours transports patrons to view historic urban landmarks and attractions, and has on-board narration. Passengers board and alight at the same stop after completing the tour loop.		✓
River Transit operates a demand-based transit service that requires 24 hour advance trip scheduling. River Transit groups passengers with similar origins or destinations together, when possible.	✓	



## Exercise: DO or PT?

Scenario	DO	PT
Green County operates a deviated fixed route system using buses operated by Green County employees.	✓	
Green County has a contract with Blue Bus to provide demand response service. The contract specifies all details of the service and is a full cost contract. Blue Bus uses its own employees and vehicles, but vehicles carry the Green County logo.		✓
Yellow County gives Green County \$10,000 per year to pay its share of the operating deficit of the bus routes that Green County operates in Yellow County.	✓	

## Exercise: Bus Revenue Service

Winslow County Bus (WCB) operates a fixed route service.

Their garage is located **6 minutes** and **2 miles** away from the first stop on Route One.

Route One starts at **6:00 am** and ends at **2:00 pm** and includes a layover.

Travel to 6 stops along a **15-mile** route takes **1 hour** to complete.

What are the Vehicle Revenue Miles and Vehicle Revenue Hours?

### Revenue Service Data:

- 120 Vehicle Revenue Miles (VRM)
- 8 Vehicle Revenue Hours (VRH)

## Exercise: Demand Response Service

Riders call in to schedule a pickup from a community center to the shopping market. Apple's Dial-a-Ride cutaway departs from garage at 10:50 and drives 3 miles to the community center.

It arrives at 11:00 and passengers board vehicle at 11:02.

It drops off passengers at the grocery store, 8 miles away, at 11:30.

What are the Vehicle Revenue Miles and Vehicle Revenue Hours?

### Revenue Service Data:

- 8 Vehicle Revenue Miles (VRM)
- 0.5 Vehicle Revenue Hours (VRH)

# ***NTD Profile***

# NTD Profile

In the NTD Reporting System, the profile section houses data that typically doesn't change year to year:

- **Basic Information (P-10)**
  - New field for Report Year 2023
- Reporter Modes (P-20)
- Reporter Users (P-30)
- **General Transit Feed Specification (P-50)**
  - New form for Report Year 2023

## Basic Information (P-10)

The P-10 form contains your agency's Unique Entity ID, name, and address, which populate based on existing information in Sam.gov

### **Emergency Contact is a new field in the P-10 form for Report Year 2023**

- Ideally an individual affiliated with emergency preparedness or response functions (e.g., an emergency liaison officer, a facility or building emergency response team member, etc.)
- Will facilitate communication between FTA and the agency during emergencies
- After RY 2023, certify and/or update emergency contact information annually

NTD Profile

# GENERAL TRANSIT FEED SPECIFICATION



# General Transit Feed Specification

- General Transit Feed Specification (GTFS) is a common format that allows public transit agencies to publish their transit data in a format that can be consumed by many software applications
- Agencies with Fixed Route modes must submit General Transit Feed Specification (GTFS) links to the NTD beginning in RY2023.
  - Each fixed route Mode/TOS combination will require a link to the mode's GTFS data

# General Transit Feed Specification

- GTFS links must be static and not password protected
- GTFS is not identical to an agency's published system map (e.g., routes and schedules posted online)
- After RY 2023, agencies must certify their GTFS links each report year
  - Include any updates to fixed route service in the GTFS links with annual report submission

# GTFS Upload Portal

The P-50 form provides an upload portal for GTFS links per fixed route mode/TOS

- Similar to the current National Transit Map (NTM) Interface

If your agency currently cannot host a link, you may directly upload your GTFS zip file. You must provide an explanation for why hosting a link is not possible for your agency at the time.

# General Transit Feed Specification

GTFS links must contain the following underlying text files:

- Agency
- Stops
- Routes
- Trips
- Stop Times
- Calendar or Calendar dates.txt.
- *Feed Info.txt is optional but recommended*
- *Shape.txt file is optional but recommended*

Links may be hosted on different domains, as long as they are public and accessible

# GTFS Resources and Technical Assistance

The Rural Transit Assistance Program (RTAP) offers resources for transit agencies who would like guidance or support for building their GTFS feeds

- RTAP GTFS Builder
  - <https://www.nationalrtap.org/Technology-Tools/GTFS-Builder>
- RTAP Builder Support
  - <https://www.nationalrtap.org/Technology-Tools/GTFS-Builder/Support>

National RTAP offers free, live GTFS support Thursdays between 1:00-1:30 PM ET

# ***NTD Basic Module***



NTD Basic Module

# AGENCY IDENTIFICATION



# Identification: General Information

Agencies report two primary data points:

## **Organization Type**

Independent public agency or authority of transit service; city, county, or local government unit department of transportation, area agency on aging, etc.

## **Fiscal Year End Date**

Represents the 12-month period that corresponds to the report data (e.g., 6/30/2023)



## Identification: Auxiliary Sections

Agencies may indicate unique circumstances in which their service or asset data is captured in another agency's NTD report:

- Modes Filing a Separate NTD Report
- RGPT Separately Reported Assets
- Separate Assets

Auxiliary Sections are rare for rural agencies; State's analyst will follow up with the State if these sections are newly completed in a given Report Year.

NTD Basic Module

# GEOGRAPHIC AREA COVERAGE



# Geospatial Data for Demand Response

Beginning in RY2023, Demand Response (DR) modes must report data related to their geospatial data, including geographic service area coverage data

Agencies will respond to 10 questions for each DR mode/TOS (e.g., DR/DO, DR/PT)

Certain questions interact with each other, and are dynamic based on reported responses

# Geographic Area Coverage: Questions 1-3

(1) Do you serve residents in another State besides your State?

- Select Yes or No

(2) Select the Counties that you serve, either in whole or in part, where you pick up residents for a new trip origination.

- Select a State, then select a County, until the list is complete

(3) Select Census `Places' served in these counties; indicate whether these Places ( e.g., Township) are served, and whether these Places are partially or wholly served.

- Census Designated Places (CDPs) populate based on the counties selected in question 2
- CDP Crosswalk recently published for reporting assistance: <https://www.transit.dot.gov/ntd/b-15-cdp-counties-crosswalk>



## Geographic Area Coverage: Questions 4-5

(4) Is your demand response service intended to meet the Americans with Disabilities Act (ADA) complementary paratransit requirements for a fixed route system?

- Select Yes or No

(5) If yes to #4, is your service area limited to the ADA complementary paratransit distance for:

(a) Your own NTD Reporter ID

- Select Yes or No

(b) Select all those that are not your NTD Reporter ID.

- Only populates if you select “No” to 5a

## Geographic Area Coverage: Questions 6-7

(6) Within your service area, do you have different passenger eligibility requirements or different terms and conditions of service?

- Select Yes or No

(7) How many days per week do you operate?

- Select the days of the week you operate, which will carry over to question 8



## Geographic Area Coverage: Question 8

(8) For each day of the week, what are your hours of operation, and is your service open to:

- (a) Only those persons found eligible for complementary paratransit under the ADA through your local eligibility process?
- (b) Another specific segment of the population defined by age or disability?
- (c) The general population?

Report your “Service Begin Time” and “Service End Time” for each day that you selected in question 7. Respond to options (a) (b) (c) above for each day.

## Geographic Area Coverage: Questions 9-10

(9) What is the minimum advanced reservation time for your service? Select days or hours.

- Report the numeric minimum, then select whether that refers to Hours or Days

(10) What is the base fare charged?

- If base fares vary, report the most commonly fare charged for your service

# ***NTD Asset Inventory Module***



NTD Asset Module

# STATIONS AND MAINTENANCE FACILITIES



# Maintenance Facilities

Report a count of maintenance facilities based on ownership type

Do not report third party facility (Jiffy Lube)

## Directly Operated

- Owned
- Leased from Another Public Agency
- Leased from a Private Entity

## Purchased Transportation

- Owned by Service Provider
- Owned by Public Agency for Service Provider
- Leased by Public Agency for Service Provider
- Leased by Service Provider

# Allocating Maintenance Facilities

If facility services vehicles for more than one mode, report a pro-rated share based on the number of vehicles it services

An agency operates Demand Response (DR) and fixed-route bus (MB), and owns 1 maintenance facility used by both modes

Facility services 20 vehicles total – 15 DR vehicles and 5 MB vehicles

- DR A-10 Form shows **0.75** under Owned (15 DR Vehicles/20 Total Vehicles)
- MB A-10 Form shows **0.25** under Owned (5 MB Vehicles/20 Total Vehicles)

*Allocated facilities must total a whole number*

NTD Asset Module

# FACILITIES INVENTORY



# Capital Responsibility

An agency has direct capital responsibility for an asset if the agency

- owns the asset,
- jointly owns the asset with another entity, **or**
- is responsible for replacing, overhauling, refurbishing, or conducting major repairs on an asset, or the cost of those activities is itemized as a capital line item in the agency's budget.

# Facility Types

**Passenger:** Stations or facilities that passengers use in revenue service.

**Parking:** Parking garages and lots that supplement passengers' access to revenue services.



*Bus Transfer Center*

**Administrative:** facilities and offices which house the executive management and supporting activities for transit operations.

**Maintenance:** facilities where routine maintenance and repairs or heavy maintenance or unit rebuilds are conducted.

# Facilities Inventory: What to Report

Administrative and Maintenance Facilities for which the agency has **Capital Responsibility**.

- General purpose maintenance facilities, administrative office/sales office, vehicle washing facility, etc.

Passenger and Parking Facilities that are **used in revenue service** — regardless of Capital Responsibility.

- Parking structures or lots for passengers, bus transfer centers, ferryboat terminals, etc.

## Facilities: Incidental Use

Administrative and Maintenance facilities must only be inventoried on form A-15 if the agency has capital responsibility for the facility *and the transit use is greater than incidental.*

Facilities that are only **incidentally** used for public transportation should not be inventoried on the report.

- Administrative facilities: use is incidental when **50 percent or less** of the facility's physical space is dedicated to the provision of public transportation service.
- Maintenance facilities: agencies may compare transit vehicles vs. non-transit vehicles serviced at the facility to estimate this percentage.

# Reported Facility Information

- Name
- Primary Mode - MB/DO, DR/DO, etc.
- Secondary Modes - Other modes that use the facility
- Private Mode — Airport, Ferry, etc.
- Facility Type — Administrative Building, etc.
- Year Build or Reconstructed as New – YYYY format
- Square Feet/Parking Spaces – Based on type of facility
- Capital Responsibility – Entered as percentage
- Address – enter the street address of the facility

# Condition Assessment and Estimated Date of Assessment

Transit agencies report a Condition Assessment for all facilities for which they have capital responsibility, based on FTA's Transit Economic Requirements Model (TERM) scale. Condition assessments must be updated every four years at minimum.

Rating	Condition	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may be slightly defective or deteriorated, but is overall functional
3	Adequate	Moderately deteriorated or defective; but has not exceeded useful life
2	Marginal	Defective or deteriorated in need of replacement; exceeded useful life
1	Poor	Critically damaged or in need of immediate repair; well past useful life

Report the estimated date on which the facility's Condition Assessment took place

NTD Asset Module

# REVENUE VEHICLE INVENTORY



# A-30 Form – Revenue Vehicle Inventory

## What to Report?

- All vehicles used to provide revenue service *as of the last day of the fiscal year*
- New vehicles that were put into revenue service during the fiscal year

Report all vehicles regardless of funding source (do not limit inventory to federally-funded vehicles)

## New Field for Report Year 2023

- Fuel Type



# Revenue Vehicle Inventory

Captures characteristics of all revenue vehicles

Identifies vehicles in total fleet at FYE

- **Active** – operate in revenue service (includes spare vehicles and vehicles temporarily out of service)
- **Inactive** – not readily available for revenue service (e.g., vehicles in storage, emergency contingency vehicles, vehicles awaiting sale)
- **Retired** – Vehicles sold or disposed of during the fiscal year.

# Fleet Details: Basic Information

**Vehicle Type:** Bus, Cutaway, etc.

**Ownership Type:** Ownership relationship (owned/leased/borrowed), and the ownership type (public agency/private entity)

- Example: Owned Outright by Public Agency (OOPA)

**Funding Type:** The original funds used to initially purchase the vehicle.

- Examples: Other Federal, EMSID (5310), RAFP (5311), etc.

**Agency Fleet ID:** Agency-specific identifier

**ADA Accessible Vehicles:** Vehicles that meet ADA requirements for accessibility

## Fleet Details: Vehicle Information

**Vehicle Length:** From front to back of vehicle, measured in feet

**Seating Capacity:** Number of passenger seats in the vehicle

- If vanpool, include driver's seat; all other modes exclude driver's seat

**Fuel Type:** Diesel fuel, gasoline, etc.

**Manufacture Year:** Year vehicle was built (may differ from vehicle model year)

- Correctly labeling this will help determine the useful life benchmark of the vehicle and fleet.

*Urban Reporters report additional information including Manufacturer, Standing Capacity, Average Lifetime Miles*

# Useful Life Benchmark (ULB)

Expected lifecycle or the acceptable period of use in service for an asset as determined by transit provider *OR*

Default benchmark provided by FTA

ULB considers a provider's unique operating environment (e.g., geography, service frequency, climate)

ULB ≠ Useful life for FTA grant programs

Exhibit 59: Revenue Vehicle Default Useful Life Benchmarks

Vehicle Type	Default ULB (in years)
Articulated Bus (AB)	14
Automated Guideway Vehicle (AG)	31
Automobile (AO)	8
Over-the-road Bus (BR)	14
Bus (Bu)	14
Cable Car (CC)	112
Cutaway Bus (CU)	10
Double Decked Bus (DB)	14
Ferryboat (FB)	42
Heavy Rail Passenger Car (HR)	31
Inclined Plane Vehicle (IP)	56
Light Rail Vehicle (LR)	31
Monorail Vehicle (MO)	31
Minivan (MV)	8
Commuter Rail Locomotive (RL)	39
Commuter Rail Passenger Coach (RP)	39
Commuter Rail Self-Propelled Passenger Car (RS)	39
School Bus (SB)	14
Streetcar (SR)	31
Sports Utility Vehicle (SV)	8
Trolleybus (TB)	13
Aerial Tramway (TR)	12

NTD Asset Module

# SERVICE VEHICLE INVENTORY



# Service Vehicles

Agencies are required to report service vehicle fleets for which they have capital responsibility.

**Service Vehicles** are road-worthy, self-propelled, or major pieces of construction equipment that are used to support revenue operations, maintain revenue vehicles, or perform transit-oriented administrative activities.

Examples: Cars used for admin staff, transit police cars, tow trucks, service trucks, etc.

- Agencies should not report small forklifts, golf carts, etc.

# Service Fleet Information Part 1

**Fleet Name** and **Agency Fleet Id**: Agency's ID naming

**Primary Mode** and **Secondary Modes**: DR/DO for example

## **Vehicle Type:**

- Automobiles: Sedans, up to and including station wagons
- Trucks and Other Rubber Tire Vehicles: Anything larger than a station wagon (SUVs, vans/minivans, pickup trucks)
- Steel Wheel Vehicles: Rare selection for rural agencies

# Service Fleet Information Part 2

- **Total Vehicles:** Number of vehicles with matching details
- **Useful Life Benchmark:** FTA's default populates, but you may update if needed.
- **Year Manufactured:** Same definition as the A-30
- **Notes:** Optional
- **Transit Agency Capital Responsibility (%)**
  - The degree of capital responsibility for each fleet as a percentage
  - Tip: Do not report the percent of match your agency put towards the vehicle

# Service Fleet Information Part 3

## Estimated Cost

- Full cost to replace the fleet
- The most recent estimate of the full cost to replace the assets

## Year Dollars of Estimated Cost

- Corresponding year to the dollar value reported
  - If your agency does not have a recent estimate and does not know the insured value, and you report the original cost of the assets, then report the year that you purchased the asset

NTD Asset Module

# TRANSIT ASSET MANAGEMENT PERFORMANCE MEASURE TARGETS



# Performance Measure Targets

Agencies report the portion of their assets that have met or exceeded the “Useful Life Benchmark.”

Compares current-year targets to actual data pulled from current-year asset forms.

- Revenue and Service Vehicles: Useful Life Benchmark
- Facilities: Condition Assessment

# Performance Measure Target Sections

## Section 1: Rolling Stock (A-30)

- Report the percentage of vehicles that you expect will exceed their Useful Life Benchmarks next year.

## Section 2: Equipment (A-35)

- Report the percentage of vehicles that you expect will exceed their Useful Life Benchmarks next year.


## Section 3: Facilities (A-15)

- Report the percentage of facilities that rate below a 3 on the condition scale.

Indicate any asset type that does not apply to your agency by selecting N/A

# Narrative Report

- Outlines performance targets and your agency's progress toward those targets and may include any changes to the transit system.
- FTA provides a template online
- Must contain a text narrative (different from full TAM plan)



FEDERAL TRANSIT ADMINISTRATION

### National Transit Database Narrative Report Example Format

Under the FAST Act and MAP-21, "transit providers are required to submit an annual narrative report to the NTD that provides a description of any change in the condition of its transit system from the previous year and describes the progress made during the year to meet the targets previously set for that year."

This template is provided for your agency's convenience. These questions are **not required** to be answered, but are meant to facilitate narrative reports that meet the federal requirements while also supporting your agency's recordkeeping and justification of its TAM program. The information in each section is intended to illustrate the type of information that could be included rather than an exhaustive list.


**Agency Information**


- Agency Name:
- NTD ID:
- Contact Information:
  - Name of Point of Contact:
  - Job Title of Point of Contact:
  - Email Address:
  - Phone Number:
  - Address:
- Person Preparing This Narrative (if different from POC):
- Job Title of Person Preparing This Narrative (if different from POC):
- Reporting Year:
- Date This Narrative Was Prepared:

**Targets**

Please provide your agency's targets and vehicle ULBs for the asset classes below that are relevant to your system. You may delete the rows that are not relevant. ULBs can be copied from vehicle asset inventory files and targets can be copied from the performance measure and target form (A-90) in the NTD reporting package.

Revenue Vehicles	Target	ULB	Service Vehicles	Target	ULB
<b>Rail Vehicles</b>			Automobiles		
Aerial Tramway			Trucks and other Rubber		
Automated Guideway			Steel Wheel Vehicles		
Cable Car			<b>Facilities</b>		
Commuter Rail			Administrative	Target	NA
Locomotive			Maintenance		NA
Passenger Coach			Parking		NA
Commuter Rail Self-Propelled			Passenger		NA
Passenger Car			<b>Infrastructure</b>		
Heavy Rail Passenger Car			Alaska Railroad	Target	NA
Inclined Plane Vehicle			Cable Car		NA
Light Rail Vehicle			Commuter Rail		NA
Monorail Vehicle			Heavy Rail		NA
Streetcar Rail			Hybrid Rail		NA
<b>Bus Vehicles</b>			Inclined Plane		NA
Articulated Bus	Target	ULB	Light Rail		NA
Bus			Monorail/Automated		NA
Double Decker Bus			Streetcar Rail		NA
Over-the-Road Bus					
School Bus					
Trolleybus					
Vintage Trolley					
<b>Van/Cutaway</b>					
Cutaway	Target	ULB			
Van					
<b>Other</b>					
Automobile	Target	ULB			
Ferry					
Minivan					
Other					
SUV					



 TAM Narrative Report Example Template, February 2021, Page 3 of 6

# Activity



# Reporting Facilities #1

## Scenario 1:

City of Townsville owns 1 maintenance facility that is dedicated to transit-related maintenance activity.

Should this facility be inventoried for NTD Reporting Purposes?

**Yes**, this facility is dedicated to transit and should be reported to NTD

## Reporting Facilities #2

### Scenario 2:

Township of Smallville owns 1 maintenance facility. This is the city's public works building, and it services several departments including transit. The facility services over 200 vehicles for the township. The transit agency operates MB/DO and DR/DO modes and owns a total of 20 vehicles: 15 vehicles are used for the MB mode, and 5 are used for the DR mode.

Should this facility be inventoried for NTD Reporting Purposes?

**No**, the transit agency's use of the facility is less than incidental

## Reporting Facilities #3

### Scenario 3:

City of Glenwood takes their transit vehicles to the local body shop for repairs. The body shop services the city's MB/DO and DR/DO vehicles, as well as other customers' vehicles.

Should this facility be inventoried for NTD Reporting Purposes?

**No**, agencies should not inventory third party vendor facilities.

# Revenue Vehicles #1

## Scenario 1:

City of Brownsville disposed of a fleet of five buses in the middle of their fiscal year period. The fleet was captured in their previous NTD reports as 5 Total Vehicles and 5 Active Vehicles. How do they report this fleet for the corresponding report year?

Total Vehicles:    

Active Vehicles:    

Is this fleet retired? Yes / No



# Revenue Vehicles #1 Solution

## Scenario 1:

City of Brownsville disposed of a fleet of five buses in the middle of their fiscal year period. The fleet was captured in their previous NTD reports as 5 Total Vehicles and 5 Active Vehicles.

How do they report this fleet for the corresponding report year?

Total Vehicles: 5

Active Vehicles: 0

Is this fleet retired? Yes

## Revenue Vehicles #2

### Scenario 2:

City of Clifton plans to sell a fleet of five buses and has taken the vehicles out of service. As of the last day of their fiscal year, the fleet was still in the city's possession. The fleet was captured in prior NTD reports as 5 Total Vehicles and 5 Active Vehicles.

How do they report this fleet?

Total Vehicles:     

Active Vehicles:     

Is this fleet retired? Yes / No

# Revenue Vehicles #2 Solution

## Scenario 2:

City of Clifton plans to sell a fleet of five buses and has taken the vehicles out of service. As of the last day of their fiscal year, the fleet was still in the city's possession. The fleet was captured in prior NTD reports as 5 Total Vehicles and 5 Active Vehicles.

How do they report this fleet?

Total Vehicles: 5

Active Vehicles: 0

Is this fleet retired? No

# Performance Targets #1

Your agency has capital responsibility for 10 Buses.

This year, 2 of the 10 buses have met or exceeded their Useful Life Benchmarks.

*Hint: this year's Performance Measure is 20%*

Next year, your agency expects that 3 more buses in the fleet will meet their Useful Life Benchmarks. Your agency does not plan to purchase new buses or retire current buses.

What should you report as next year's Performance Target for Bus?

Bus: \_\_\_\_ %

# Performance Targets #1 Solution

Your agency has capital responsibility for 10 Buses.

This year, 2 of the 10 buses have met or exceeded their Useful Life Benchmarks.

*Hint: this year's Performance Measure is 20%*

Next year, your agency expects that 3 more buses in the fleet will meet their Useful Life Benchmarks. Your agency does not plan to purchase new buses or retire current buses.

What should you report as next year's Performance Target for Bus?

Bus: 50 %

(5/10 vehicles expected to meet or exceed their ULBs next year)

## Performance Targets #2

Your agency has capital responsibility for 4 Cutaways.

This year, all 4 cutaways have met or exceeded their Useful Life Benchmarks.

*Hint: this year's Performance Measure is 100%*

Next year, your agency plans to retire all of these cutaways, and replace them with 6 new cutaways.

What should you report as next year's Performance Target for Cutaway?

Cutaway: \_\_\_\_%

## Performance Targets #2 Solution

Your agency has capital responsibility for 4 Cutaways.

This year, all 4 cutaways have met or exceeded their Useful Life Benchmarks.

*Hint: this year's Performance Measure is 100%*

Next year, your agency plans to retire all of these cutaways, and replace them with 6 new cutaways.

What should you report as next year's Performance Target for Cutaway?

Cutaway: 0%

(0/6 vehicles expected to meet or exceed their ULBs next year)

**10 Minute Break**

# ***NTD Financial Module***

NTD Financial Module

# ACCOUNTING OVERVIEW



# Operating Expenses

Day-to-day expenses that a transit agency incurs, such as: operating and maintaining vehicles; maintaining other equipment, buildings, and grounds; general administration

## Examples:

- Fuel
- Salaries, Wages, Benefits
- Materials and Supplies
- Utilities
- Insurance

# Capital Expenses

Expenses related to the purchase of equipment. Equipment means an article of non-expendable personal property having a useful life of more than one year.

An acquisition cost which equals the lesser of

- The capitalization level established by the government unit for financial statement purposes
- \$5,000 (Office of Management and Budget)

## Examples:

- Vehicles
- Maintenance Facilities
- Equipment

# Capital Assistance Spent on Operations

Reported when capital funding is spent on activities that are normally considered operating. These activities typically require 20 percent local match.

## Examples:

- Preventive maintenance
- Purchase of tires

# Direct vs. Shared Expenses

**If you operate two or more modes:** Report the total costs of delivering each mode of transportation, by calculating both the direct and shared costs of providing the service.

- Determine which expenses are direct expenses traced to a particular mode.
- Determine which expenses are shared between modes.

Once the shared expenses have been identified and separated from direct expenses, you may allocate the shared expenses based on an approved cost allocation method.



# Cost Allocation

## Direct Costs

Costs that are identifiable to one mode/TOS

### Examples:

Labor costs for MB/DO operators driving vehicles for one mode of transit service, and scheduling and software for the DR/DO mode.

## Shared Costs

Costs associated with more than one mode/TOS and cannot be separated

### Examples:

The agency operates MB/DO and DR/DO. Labor costs for general managers, shared mechanics, overhead costs such as electricity



# Common Allocation Factors

**Common allocation variables include, but are not limited to:**

- Vehicle hours and miles
- Vehicles operated in annual maximum service
- Number of employees
- Direct expenses
- Ridership (Unlinked Passenger Trips)

# Pass-through Funds

Funds that a transit agency receives from a government entity and gives to another transit agency.

Funding **is not used** for the designated recipient's transit service.

Funding **is used** to fund the services provided by the agency ultimately receiving the funds.

Transit agencies **do not report pass-through funds** that they provide to other agencies on their Annual Report.

NTD Financial Module

# FUNDING SOURCES



# Fares

## Passenger-Paid Fares

Captures the more direct type fares that are traditionally considered as passenger fares

**Examples:** Full Adult Fares, Senior Citizen Fares, Student Fares, Child Fares, Fares for Individuals with Disabilities, No-show Fines

## Organization-Paid Fares

Captures fares earned from organizations for providing transit service

**Examples:** Universities, State and Local Government, Reduced Fare Reimbursements, Special Route Guarantees, Other Special Contract Transit Fares

# Fare Reporting Rules

Donations that are made on a revenue vehicle or at a farebox should be reported as passenger-paid fares.

- Passenger fares do not include subsidies

Does not include fare assistance from other entities, such as governments, to provide a reduced fare or free fare for a general class of users

# Other Directly Generated Funds

## Examples:

- Advertising Revenues, Concession Revenues, Fundraisers, Park and Ride Revenues, Interest on Investments, Donations and Insurance Recoveries
- **Partial Cost Contracts** where the agency is unable to report the original source of funds

Provide a description of these funds if you report to this field.

# Revenues Accrued through a PT Agreement

If your agency is a seller of service in a **Full Cost Contract** (Please refer to Purchased Transportation)

- Indicate whether the relationship is with another NTD Reporter, or a Non-NTD Provider
- Do not include passenger fares for PT services from service provided under the agreement

*These fields are rare selections for rural agencies*

# Non-Federal Funds

## Local Funds:

- Tax levies, General Funds, Specified contribution, Finances from the local entities

## State Funds:

- State programs that support public transit, includes State portions of Medicaid Fund

# Federal Funds: FTA Formula Grants for Rural Areas ( § 5311)

Federal operating and capital assistance under § 5311 includes any Chapter 53 funds that the State may transfer to the program.

- This program also includes any flexible highway funds the State administers through the § 5311 program.
- 50% Federal Share for Operating Funding
- 80% Federal Share for Capital Funding

Includes CARES Act 5311, CRRSA Act 5311, ARP Act 5311

# Federal Funds: FTA Enhanced Mobility of Seniors & Individuals with Disabilities ( § 5310)

Provides assistance to State and local governments and private nonprofit groups to meet the transportation needs of elderly individuals and individuals with disabilities.

# Federal Funds: Other FTA/Other Federal Examples

- Other FTA Funds

- Funds from an FTA grant not listed
- FTA Clean Fuels Program (5308)

- Other Federal Funds

- Funds from a Federal grant not listed
- Housing and Urban Development (HUD), Department of Health and Human Services (DHHS)

“Other” Funding types require an explanation; specify the funding source using the full name of the program/department (e.g., do not enter “Misc. funding” or “Other Funding”)

# Activity



# Accounting Activity Pt. 1

<b>Source of Funds</b>	<b>Funding Type</b>
Funds received from the State's Rural Area Formula Grant Funds	5311 – RAFP Funding
Funds received from the State transportation fund	State Funds
Funds received from 5310 program spent on preventive maintenance	5310 – Capital Assistance
Funds received from a non full-cost contract	Other Directly Generated
Funds received from a sponsored trip paid with Federal Medicaid	Organization-Paid Fares
Funds received from 5310 program for operations	5310 – EMSID Operating
Funds provided by USC to provide free transportation to its students	Organization-Paid Fares
Funds earned from selling DR service to another transit agency with a full-cost contract	Funds Accrued thru a PT Agreement
Donations received on board a vehicle in lieu of a fare	Passenger-Paid Fares

## Accounting Activity Pt. 2

<b>Awarded or Spent (Fiscal Year is 2023)</b>	<b>Report in RY23</b>
Agency is awarded \$50,000 for planning new routes, but does not incur reimbursable expenses by FYE.	No
Agency buys a new vehicle using 5311 funds. The agency receives and accepts the vehicle, and uses it in active revenue service, before FYE.	Yes
Agency incurs payroll expenses at the end of FY23 but doesn't pay the employees until FY24.	Yes
Agency expends \$116,692 in 5311 funding.	Yes
Agency earns and spends \$31,075 in fare revenues.	Yes

# *NTD Service Module*



# Review: Revenue Service Definition

*A transit vehicle is in revenue service when it is providing public transportation and is available to carry passengers.*

## Service data should **include**:

- Miles and hours when vehicle is in revenue service (running time)
- Layover/Recovery Time

## Service data should **exclude**:

- Deadhead
- Training
- School Bus or Charter Service
- Maintenance Testing
- Fueling
- Lunch Breaks

# Common Service Abbreviations

**VRM** – Vehicle Revenue Miles

**VRH** – Vehicle Revenue Hours

**UPT** – Unlinked Passenger Trips

**SUPT** – Sponsored Unlinked Passenger Trips

**VOMS** – Vehicles Operated in Maximum Service

## VRM and VRH

Vehicle Revenue Miles (VRM) and Vehicle Revenue Hours (VRH) are figures that take into account the miles and hours a vehicle travels while in **revenue service**.

Excludes deadhead (when there is no expectation of carrying passengers):

- Garage or facility to the starting point of revenue service
- Ending point of revenue service to the garage or facility
- Changing routes, switching out vehicles for mechanical issues

# UPT

Unlinked Passenger Trips are Total passenger trips (**regular + sponsored trips**). These are the number of passengers who board public transit vehicles.

Passengers are counted each time they board the vehicle, no matter how many vehicles they use from their origin to their destination. If a passenger rides round-trip, this counts as 2 UPT (1 UPT from origin to destination, 1 UPT riding back to origin)

For Demand Response modes, personal care attendants should be included in the UPT count, even if they ride fare-free.

# Sponsored UPT

Sponsored service is paid in whole or in part by a third party who, in many cases, handles trip arrangements.

- Medicaid
- Meals-On-Wheels
- Head Start
- The Arc of the United States
- Shelter workshops
- Independent living centers

Transit agencies must include sponsored UPT in their total UPT for the mode (DR).

# Reporting UPT and Sponsored UPT - Example

An agency's annual ridership includes the following:

- 120,000 non-sponsored passenger trips
- 40,000 sponsored passenger trips

Report to the NTD:

Unlinked Passenger Trips: **160,000** (non-sponsored + sponsored)

Sponsored Services: **40,000**

# VOMS

Vehicles Operated in Annual Maximum Service is the number of revenue vehicles an agency operates to meet the annual maximum service requirement.

Count VOMS based on a snapshot of the busiest day (peak season during the year).

- Includes: volunteer vehicles running during peak time
- Excludes: atypical days or one-time special events for non-demand response modes.
- Do not report highest number of vehicles *available* for service; report vehicles actually operated.

## Service Data Example – VRM, VRH, UPT, SUPT

### Medicaid sponsors a passenger's trip on Apple's Dial-A-Ride

- A passenger travels on a demand response vehicle from their home to an appointment at a medical center 6 miles away.
- The passenger boards the vehicle on time, and it takes 15 minutes for the driver to reach the center and 15 to return the passenger home.
- The driver waits for the passenger at the center for 30 minutes and does not go on break.

#### **Resulting Data:**

- Vehicle Revenue Miles = 12 (6 miles each way)
- Vehicle Revenue Hours = 1 (0.25 each way and 0.5 wait time)
- Unlinked Passenger Trips = 2 (passenger on board)
- Sponsored Service Unlinked Passenger Trips = 2 (Medicaid sponsored trip)

# Activity



# Revenue Service Activity Pt. 1

<b>Demand Response - Action</b>	<b>VRH</b>	<b>VRM</b>
Vehicle idles at dispatching point.	No	No
Vehicle leaves the dispatching point with an assignment to pick up a passenger at their home.	No	No
Vehicle waits for the passenger at the passenger's home.	Yes	No
The vehicle leaves with the passenger and takes them to their destination (supermarket).	Yes	Yes
Passenger is dropped off at the supermarket, and the vehicle departs to pick up another passenger, with no passengers on board.	Yes	Yes
After dropping off all passengers, the driver goes on lunch break.	No	No
Vehicle transports a passenger from their home to a doctor's appointment.	Yes	Yes
Vehicle waits at the doctor's appointment until it is time to bring the passenger back to their home.	Yes	No

## Revenue Service Activity Pt. 2

<b>Bus - Action</b>	<b>VRH</b>	<b>VRM</b>
Vehicle travels from garage to the start of the route.	No	No
Vehicle travels its route (and any route deviations) and picks up passengers.	Yes	Yes
Bus arrives at the end of a route and incurs layover. Passengers may or may not board during the layover.	Yes	No
Vehicle arrives at end of route and travels to the storage lot and parks.	No	No
Vehicle arrives at the end of the route, travels to another route to operate a scheduled trip. Passengers cannot board during the travel time.	No	No
Trip is terminated due to a collision with another vehicle, and the bus travels to a maintenance facility.	No	No
Vehicle is used for training or maintenance repair runs.	No	No



# ***NTD Safety Module***



# Safety & Security Reporting

The Bipartisan Infrastructure Law (BIL) requires NTD to collect expanded safety and security data:

- Physical Assaults on Transit Workers
- Non-Physical Assaults on Transit Workers
- All Other Reportable Safety & Security Data

New annual report form: Safety Data (S&S-60)

## Assault on a Transit Worker - Definition

*[A] circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.*

- 49 U.S.C. 5302(1), as amended by the BIL

# Assault on a Transit Worker - Types

## Physical Assault

Assault involved physical contact with the transit worker. This could include any physical contact with the attacker's body, a weapon, a projectile or other item.

## Non-Physical Assault

Assault involved no physical contact. May include threats or intimidation or interfering with the workers duties.

*Report transit worker assaults regardless of whether they result in an injury*

# Assault on a Transit Worker – Reporting Options

## Location

- In Transit Vehicle
- In Revenue Facility
- In Non-Revenue Facility
- In Other Location

## Person Type (if reporting Injuries and Fatalities)

- Operator
- Other Transit Worker
- Other

Example: A Physical Assault in a Transit Vehicle results in 1 Operator Injury.

(assault type)

(location)

(person type)

# All Other Reportable Safety & Security Data

Former safety reporting fields have been expanded to include:

- Collisions with Pedestrians(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

# Expanded Collision Data Collection

Collisions were already reported to the NTD, but were reported as an annual count of Major Safety Events.

## Previous Report Years: “**3 Reportable Events**”

- Events were unspecified and could include any combination of collisions, fires, hazardous materials spills, etc.

## Current Report Year: “**1 Collision with Vehicle, 1 Collision with Other, 1 Other Major Event**”

- Allows for better understanding of event types

# Other Major Events

Report non-assault, non-collision safety events that meet a reporting threshold as Other Major Events. The reporting thresholds for Major Events are:

- A fatality (including suicide) confirmed within 30 days of the event;
- An injury requiring immediate medical attention away from the scene for one or more persons;
- Estimated 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; meet an injury, fatality, property damage, or evacuation threshold; include suicides, attempted suicides, assaults, or homicides resulting in an injury or fatality that involve contact with a transit vehicle; or includes collisions that do not involve a transit revenue vehicle but meet a threshold;
- Evacuation of a transit facility or vehicle for life-safety reasons.

## Total Reportable Injuries from Non-Major Events

Events that are NOT a result of collisions, fires, security events, hazardous material spills, acts of God, or derailments. **Includes:** slips, trips, falls, smoke events, fumes, and electric shock.

Only report these events as major events *when they meet either the fatality, evacuation, or property damage threshold or result in two or more injured persons.*

## Injuries from Non-Major Events: Example #1

An operator brakes hard to avoid colliding with a personal vehicle. One passenger falls from the hard brake, resulting in a sprained wrist. The passenger is transported to seek medical attention.

Since the event type is a “slip/trip/fall” that resulted in **1 injury**: report 1 Injury under “Total reportable injuries from non-major events”

## Injuries from Non-Major Events: Example #2

An operator brakes hard to avoid colliding with a personal vehicle. Two passengers fall from the hard brake, and both are transported to seek medical attention.

Since the event type is a “slip/trip/fall” that resulted in **2 injuries**: report 2 Injuries under “Other Major Events”

# Activity

# Safety Reporting Activity, Scenario 1

A passenger spits on a bus operator after refusing to pay the fare. The operator denies transport for medical attention and resumes service.

1. Is this reportable as a transit worker assault?

- A. Yes, Physical Assault
- B. Yes, Non-Physical Assault
- C. Not reportable

2. If yes to #1, where did the assault occur?

- A. In Transit Vehicle
- B. In Revenue Facility
- C. In Non-Revenue Facility
- D. In Other Location

3. Do you report an Injury or Fatality?

- A. Yes, 1 Operator Injury
- B. Yes, 1 Other Transit Worker Injury
- C. Yes, 1 Other Injury
- D. No reportable injuries

# Safety Reporting Activity, Scenario 1 Solution

A passenger spits on a bus operator after boarding the bus and refusing to pay the fare. The operator denies transport for medical attention and resumes service.

1. Is this reportable as a transit worker assault?

**A. Yes, Physical Assault**

B. Yes, Non-Physical Assault

C. Not reportable

2. If yes to #1, where did the assault occur?

**A. In Transit Vehicle**

B. In Revenue Facility

C. In Non-Revenue Facility

D. In Other Location

3. Do you report an Injury or Fatality?

A. Yes, 1 Operator Injury

B. Yes, 1 Other Transit Worker Injury

C. Yes, 1 Other Injury

**D. No reportable injuries**

## Safety Reporting Activity, Scenario 2

A cutaway vehicle collides with a personal vehicle. One passenger cites back pain and is transported for medical attention. Two passengers are examined by emergency personnel at the scene, but decline transport for further medical attention.

1. Is this reportable as a major safety event?

- A. Yes, Collision with Pedestrian(s)
- B. Yes, Collision with Vehicle(s)
- C. Yes, Collision with Other
- D. Yes, Other Major Events
- E. Not reportable

2. If yes to #1, do you report any fatalities or injuries?

- A. Yes, report 1 injury
- B. Yes, report 2 injuries
- C. Yes, report 3 injuries
- D. No reportable injuries

## Safety Reporting Activity, Scenario 2 Solution

A cutaway vehicle collides with a personal vehicle. One passenger cites back pain and is transported for medical attention. Two passengers are examined by emergency personnel at the scene, but decline transport for further medical attention.

1. Is this reportable as a major safety event?

- A. Yes, Collision with Pedestrian(s)
- B. Yes, Collision with Vehicle(s)**
- C. Yes, Collision with Other
- D. Yes, Other Major Events
- E. Not reportable

2. If yes to #1, do you report any fatalities or injuries?

- A. Yes, report 1 injury**
- B. Yes, report 2 injuries
- C. Yes, report 3 injuries
- D. No reportable injuries

## Safety Reporting Activity, Scenario 3

During fixed route revenue service, a passenger suffers a heart attack while riding a transit vehicle. The heart attack did not result from a transit-related safety event such as a collision, fire, or hazardous material spill. The passenger is immediately transported to the hospital and passes away.

1. Is this reportable as a major safety event?
  - A. Yes, 1 Major Event with 1 Fatality
  - B. Not reportable

## Safety Reporting Activity, Scenario 3 Solution

During fixed route revenue service, a passenger suffers a heart attack while riding a transit vehicle. The heart attack did not result from a transit-related safety event such as a collision, fire, or hazardous material spill. The passenger is immediately transported to the hospital and passes away.

1. Is this reportable as a major safety event?
  - A. Yes, 1 Major Event with 1 Fatality
  - B. Not reportable**

# *Data Validation*



# Validation Process

Analysts validate for:

- Deviation from reporting requirements, missing data and data irregularities
- Significant data fluctuations from previous report year
- Incomplete forms
- Data reported to an incorrect field

Validation checks can fire automatically in the reporting system, or they can be manually added by the analyst during their review. All validation issues must be addressed prior to submitting the report.

# How to Address Validation

## Address Validation by:

Providing a detailed explanation about your operations or changes from last year

Explaining service/route changes, staff changes, funding changes

If last year's data is wrong, explain why it was reported incorrectly in the prior year

Provide detailed responses

## Avoid the following:

Providing generalized answers i.e., “data is correct”

Entering placeholder comments

Citing last year's data as incorrect with no further information

## Validation Example: Address via Response

Your agency's MB/DO Vehicle Revenue Miles increased from **205,395** last year to **277,283** this year, which represents a 35% VRM increase. This increase was driven by 3 new route additions early in the year, as well as an expansion of weekend service.

A validation check automatically fires in the system when you Save and Validate this form. The checks asks you to explain this year's increase in VRM.

*Address the validation check by explaining the specific service increases, including the new routes and added weekend service.*

## Validation Example: Address via Data Revision

Your agency has a new fleet of vans in its revenue vehicle inventory. Because all of the vans are new, the A-90 Performance Measure for Vans for this year is 0%.

You erroneously report a Performance Target of **100%** for next year, thinking that the percentage refers to vehicles that will be *within* their Useful Life Benchmarks, rather than vehicles that will have *met or exceeded* their Useful Life Benchmarks. The target should have been reported as 0%.

The State's analyst adds a check requesting an explanation, since it seems unusual for the percentage to jump from 0% this year to 100% next year.

*Address the validation check by revising the Performance Target from 100% to 0%.*

# Validation Process

Analysts return reports to the State to resolve open issues. Each time the report is sent back, the timetable to resubmit is shortened.

Be sure to address and correct any issues cited in the previous year closeout letter or noted to you by the State DOT.

Any issues that aren't resolved from the prior year report may be marked as Questionable.

# Activity

## Completing Validation



# Validation Exercise #1

## Scenario 1:

After saving the A-30 form, the system yields a validation check asking about Vehicle Length for one of your fleets. The check states that you reported a new bus as being 46 feet long, which is unusually long for the bus vehicle type. This issue was caused by a data entry error: the bus is actually 36 feet long.

## How do you resolve this issue?

- A. Delete the fleet and enter a new fleet with the correct specifications.
- B. Provide a comment explaining that 36 feet is the correct Vehicle Length.
- C. Email the NTD HelpDesk confirming that 36 is the correct Vehicle Length.
- D. Update the data from 46 to 36 and re-save form.

# Validation Exercise #1 - Solution

## Scenario 1:

After saving the A-30 form, the system yields a validation check asking about Vehicle Length for one of your fleets. The check states that you reported a new bus as being 46 feet long, which is unusually long for the bus vehicle type. This issue was caused by a data entry error: the bus is actually 36 feet long.

## How do you resolve this issue?

- A. Delete the fleet and enter a new fleet with the correct specifications.
- B. Provide a comment explaining that 36 feet is the correct Vehicle Length.
- C. Email the NTD HelpDesk confirming that 36 is the correct Vehicle Length.
- D. Update the data from 46 to 36 and re-save form.**

## Validation Exercise #2

### Scenario 2:

The validation check states that your agency's DR/DO average Cost per Hour increased from \$24 last year to \$36 this year. The VRH has been consistent year over year, but the DR/DO Operating Expenses increased this year, as your agency hired an additional part-time paratransit driver and a full-time dispatcher. *(Hint: Cost per Hour is calculated by dividing Operating Expenses by Vehicle Revenue Hours.)*

### How do you resolve this issue?

- A. Update your data to be more consistent with last year's numbers.
- B. Enter a response stating that the data is correct for both this year and last year.
- C. Enter a response that cites the new employees as the primary reason for the increased Operating Expenses for DR/DO.
- D. Enter a response stating that Cost per Hour increased due to an increase in Operating Expenses.

# Validation Exercise #2 - Solution

## Scenario 2:

The validation check states that your agency's DR/DO average Cost per Hour increased from \$24 last year to \$36 this year. The VRH has been consistent year over year, but the DR/DO Operating Expenses increased this year, as your agency hired an additional part-time paratransit driver and a full-time dispatcher. *(Hint: Cost per Hour is calculated by dividing Operating Expenses by Vehicle Revenue Hours.)*

## How do you resolve this issue?

- A. Update your data to be more consistent with last year's numbers.
- B. Enter a response stating that the data is correct for both this year and last year.
- C. Enter a response that cites the new employees as the primary reason for the increased Operating Expenses for DR/DO.**
- D. Enter a response stating that Cost per Hour increased due to an increase in Operating Expenses.

# Validation Exercise #3

## Scenario 3:

You have received a validation check on your report, but you are unsure of what the check means or what action you should take to resolve it. The check is currently listed as Open and is preventing you from completing your report.

### What is your next step?

- A. Request further guidance from the State DOT. If the State is unable to clarify the issue, the State will follow up with the NTD Analyst for more information.
- B. Copy and paste a response from a different validation check.
- C. Enter a placeholder response advising you are still looking into this check.
- D. Ask the State for the NTD Analyst's contact information and reach out to the analyst directly.

# Validation Exercise #3 - Solution

## Scenario 3:

You have received a validation check on your report, but you are unsure of what the check means or what action you should take to resolve it. The check is currently listed as Open and is preventing you from completing your report.

### What is your next step?

- A. **Request further guidance from the State DOT. If the State is unable to clarify the issue, the State will follow up with the NTD Analyst for more information.**
- B. Copy and paste a response from a different validation check.
- C. Enter a placeholder response advising you are still looking into this check.
- D. Ask the State for the NTD Analyst's contact information and reach out to the analyst directly.

# Validation Exercise #4

## Scenario 3:

You reported “Other Funds” on the RR-20 with a description of “Miscellaneous Revenue.” The analyst added a validation check requesting clarification about the source of these funds. You responded the funds came from advertising revenue. The analyst entered a follow-up comment advising you to move the funds from “Other Funds” to “Other Directly Generated Funds.”

### What is your next step?

- A. Update the description for “Other Funds” from “Miscellaneous Revenue” to “Advertising Revenue” on the RR-20.
- B. Enter a new comment in validation reiterating that the funds came from advertising revenue.
- C. Delete the funds from “Other Funds,” move the funds to “Other Directly Generated Funds,” and enter a description of “Miscellaneous Revenue.”
- D. Delete the funds from “Other Funds,” move the funds to “Other Directly Generated Funds,” and enter a description of “Advertising Revenue.”

# Validation Exercise #4 - Solution

## Scenario 3:

You reported “Other Funds” on the RR-20 with a description of “Miscellaneous Revenue.” The analyst added a validation check requesting clarification about the source of these funds. You responded the funds came from advertising revenue. The analyst entered a follow-up comment advising you to move the funds from “Other Funds” to “Other Directly Generated Funds.”

## What is your next step?

- A. Update the description for “Other Funds” from “Miscellaneous Revenue” to “Advertising Revenue” on the RR-20.
- B. Enter a new comment in validation reiterating that the funds came from advertising revenue.
- C. Delete the funds from “Other Funds,” move the funds to “Other Directly Generated Funds,” and enter a description of “Miscellaneous Revenue.”
- D. **Delete the funds from “Other Funds,” move the funds to “Other Directly Generated Funds,” and enter a description of “Advertising Revenue.”**

## *Common Reporting Challenges*



# Challenge 1: Insufficient Validation Explanations

## 1) Providing thorough and detailed explanations can help lower the report revision count.

- Provide a detailed explanation when you respond to validation.
- Direct the question to the appropriate channel(s) at your agency or to the State DOT.
- Explain why the data is correct as reported or how the data changed from last year.

## Example 1

MB/DO Unlinked Passenger Trips increased from 60,427 last year to 91,007 this year.

Insufficient Responses	Acceptable Responses
“Data is correct.”	“We lowered our adult fare rates this year, leading to increased ridership.”
“We had more ridership this year.”	“We added several new routes and expanded evening service hours, leading to increased ridership.”
“UPT increased due to more passengers.”	“Increase in marketing efforts led to more awareness of our service this year, leading to increased ridership.”

## Challenge 2: Keeping Modes in Mind

**2) If you operate more than one mode, ensure that you provide a response for the correct mode.**

- Many validation checks are mode-specific.
- Do not respond with an explanation related to the incorrect mode.

## Example 2

DR/DO Vehicle Revenue Miles decreased from 201,741 last year to 152,089 this year.

Insufficient Responses	Acceptable Responses
“We consolidated two of our bus routes into one new route.”	“We had fewer long-distance trips this year due to a new local clinic opening.”
“We had some buses out for repairs and had to reduce our fixed route service.”	“Several former regular passengers have begin using personal transportation.”
“We reduced headway on three of our less popular bus routes this FY period.”	“We had several paratransit driver positions vacant throughout the year.”

## Challenge 3: Understanding Average Rates

**3) Some validation checks are “ratio” or “rate” checks that compare two different data points.**

A.  $VRM / VRH = \text{Revenue Speed (miles per hour)}$

- Looks at average revenue speed year over year and checks for significant fluctuations.

If your MB/DO average revenue speed is 25 mph one year and 15 mph another year, what about your service has change to cause this?

## Challenge 3: Understanding Average Rates

**3) Some validation checks are “ratio” or “rate” checks that compare two different data points.**

B.  $\text{Operating Expenses} / \text{VRH} = \text{Cost per Hour}$

- Looks at average cost efficiency of a mode.

If your DR/DO average operating cost was \$30 per hour last year and is \$45 per hour this year, what change caused this increase?

## Challenge 3: Understanding Average Rates

**3) Some validation checks are “ratio” or “rate” checks that compare two different data points.**

C.  $\text{Fare Revenues} / \text{UPT} = \text{Fare per passenger}$

- Looks at the average fare each person paid.

If your CB/DO average fare per trip was \$5 last year but is \$12 this year, did your agency increase its rates? Were there more reduced-fare passengers (students, seniors, etc.) last year than this year? Did your agency run fare-free for some of last year but not this year?



## Challenge 4: Addressing the Right Issue

### 4) Only enter responses in validation that address the issue at hand.

- A report is considered incomplete if it does not include responses to all validation inquiries.
- Entering non-responses will require the analyst to return the report for another revision cycle.
- If you need clarification for a validation check, reach out to the State first, then enter your response after you have prepared it.

## Challenge 5: Understanding Historical Continuity

**5) NTD data reported by all agencies is used in reporting time series. Do not repeatedly cite the prior year's data as incorrect.**

- Sometimes, agencies will find that certain data in their previous NTD report was incorrect.
- You cannot update the report once it is closed out.
- Explain why or how the data was incorrect in the prior report, avoid simply stating “Last year's data was wrong.”
- Do not provide this response year over year.

# *State Reporting Requirements*



# State Responsibilities

- Collect data from subrecipients
- Enter data into annual report forms
- Enter Statewide Characteristics
- Address validation issues by coordinating with subrecipients
- Review report for completeness and accuracy
- Submit the report

# Subrecipient Types and Management



# Rural General Public Transit

**Definition:** Providers of rural service that either receive or benefit from § 5311 funding or report voluntarily (excludes those receiving § 5307 funding or Tribes).

## Required Forms:

B-10: Identification

B-15: Geographic Area Coverage (DR modes only)

A-10: Stations and Maintenance Facilities (one per mode)

A-15: Transit Asset Management Facilities Inventory

A-30: Revenue Vehicle Inventory (one per mode)

A-35: Service Vehicle Inventory

A-90: Transit Asset Management Performance Measure Targets

RR-20: Reduced Reporting

S&S-60: Safety Data

# Reduced Asset Subrecipient

**Definition:** Agency that receives or benefits from FTA funding (Chapter 53) other than § 5307 or § 5311 funding (e.g., § 5310), and owns, manages, or operates an FTA-funded capital asset used in providing public transportation services.

## Required Forms:

B-10: Identification

A-15: Transit Asset Management Facilities Inventory

A-30: Revenue Vehicle Inventory (one per mode)

A-35: Service Vehicle Inventory

S&S-60: Safety Data (assault data only)

# Urban/Tribal Subrecipients

**Definition:** Transit agencies that commonly provide service to both Urban and Rural areas and may receive or benefit from § 5307 funding.

## Required Forms:

B-10: Identification

RR-20: Urban/Tribal Subrecipient

- Summary of § 5311 expenses

# Intercity Bus Subrecipients

**Definition:** Regularly scheduled bus service for the general public that:

- Operates with limited stops between two urbanized areas;
- Connects rural areas to an urbanized area; or
- Has the capacity for transporting luggage.

## **Required Information:**

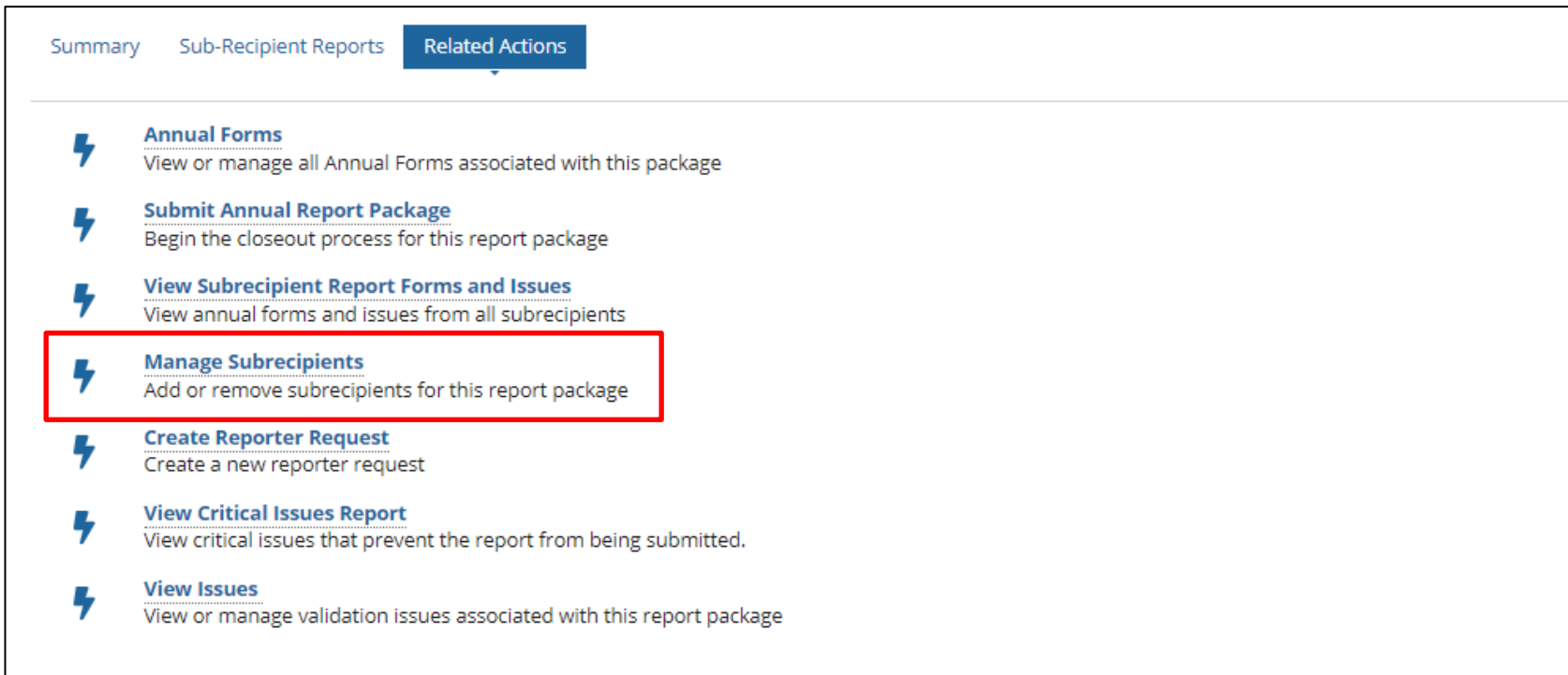
B-10 - Identification

RR-20 - Intercity Bus Subrecipient

- Section 5311 Funds
- Vehicle Revenue Miles traveled during § 5311 revenue service
- Unlinked Passenger Trips during § 5311 revenue service

# Managing Subrecipients Pt. 1

From the State's report, open **Related Actions**, then **Manage Subrecipients**.



The screenshot shows a navigation menu with three tabs: 'Summary', 'Sub-Recipient Reports', and 'Related Actions'. The 'Related Actions' tab is active and expanded, displaying a list of actions, each preceded by a lightning bolt icon. The 'Manage Subrecipients' action is highlighted with a red border.

- Annual Forms**  
View or manage all Annual Forms associated with this package
- Submit Annual Report Package**  
Begin the closeout process for this report package
- View Subrecipient Report Forms and Issues**  
View annual forms and issues from all subrecipients
- Manage Subrecipients**  
Add or remove subrecipients for this report package
- Create Reporter Request**  
Create a new reporter request
- View Critical Issues Report**  
View critical issues that prevent the report from being submitted.
- View Issues**  
View or manage validation issues associated with this report package



# Managing Subrecipients Pt. 2

Use the drop-down and select either **Add New Subrecipient** or **Remove Existing Subrecipient**.

Manage Subrecipient

**Add or Remove Subrecipient**

Please indicate whether you would like to add or remove subrecipients for this report package.

Add New Subrecipient

Add New Subrecipient

Remove Existing Subrecipient

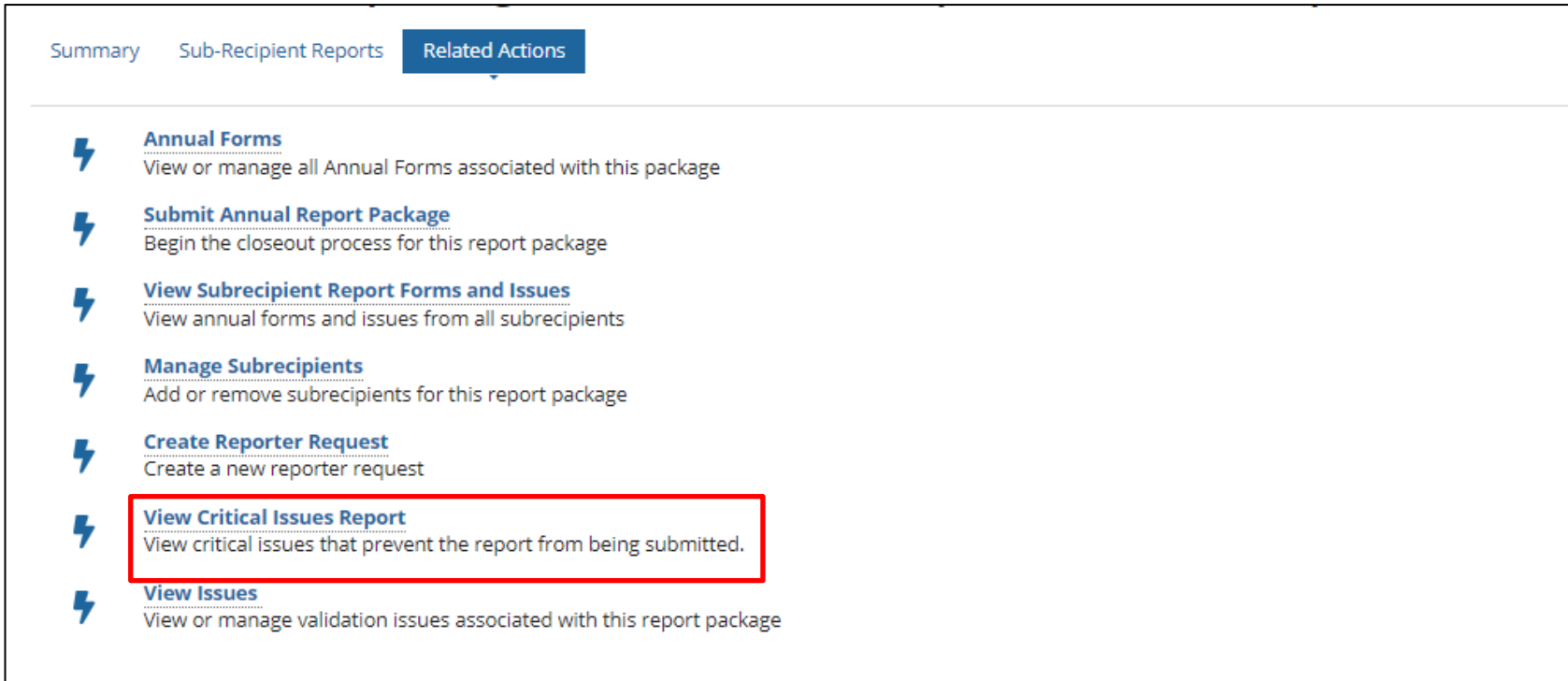
CONTINUE CANCEL

When adding a subrecipient, you will either select from a list of existing subrecipients or add a brand new one.

When removing a subrecipient, you will select an agency and remove them.

# Critical Issues Report

Select **View Critical Issues Report** to review any unvalidated forms, outstanding validation issues, or incomplete fields that will prevent report submission.



Summary Sub-Recipient Reports **Related Actions**

- Annual Forms**  
View or manage all Annual Forms associated with this package
- Submit Annual Report Package**  
Begin the closeout process for this report package
- View Subrecipient Report Forms and Issues**  
View annual forms and issues from all subrecipients
- Manage Subrecipients**  
Add or remove subrecipients for this report package
- Create Reporter Request**  
Create a new reporter request
- View Critical Issues Report**  
View critical issues that prevent the report from being submitted.
- View Issues**  
View or manage validation issues associated with this report package

# Questions and Comments

## NTD Operations Center

Monday – Friday

8:00 a.m. – 7:00 p.m. (ET)

[NTDHelp@dot.gov](mailto:NTDHelp@dot.gov)

**Chelsea Champlin, Program Manager**

[chelsea.champlin@dot.gov](mailto:chelsea.champlin@dot.gov)

**Bailey Krouse, Rural Validation Manager**

[bailey.krouse.ctr@dot.gov](mailto:bailey.krouse.ctr@dot.gov)

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**Melissa Conte, Ops Center Deputy Manager**

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# Appendix: Forms

# NTD FORMS BY MODULE: Rural and Urban Small Systems

Basic Information	Asset	Reduced Reporting	Safety & Security	Urban Only: Federal Funding and Declarations
<ul style="list-style-type: none"><li>• Identification (B-10)</li><li>• Geographic Area Coverage (B-15)</li></ul>	<ul style="list-style-type: none"><li>• Stations and Maintenance Facilities (A-10)</li><li>• Transit Asset Management Facilities Inventory (A-15)</li><li>• Revenue Vehicle Inventory (A-30)</li><li>• Service Vehicle Inventory (A-35)</li><li>• Transit Asset Management Performance Measure Targets (A-90)</li></ul>	<ul style="list-style-type: none"><li>• Reduced Reporting (RR-20)</li></ul>	<ul style="list-style-type: none"><li>• Safety &amp; Security (S&amp;S-60)</li></ul>	<ul style="list-style-type: none"><li>• Federal Funding Allocation Statistics (FFA-10)</li><li>• CEO Certification (D-10) form</li></ul>

# Beginning the Report

## Annual Forms

Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
<a href="#">Identification (B-10)</a>				0	0	
<a href="#">Geographic Area Coverage (B-15)</a>	DR DO			0	0	
<a href="#">Stations and Maintenance Facilities - DO - (A-10)</a>	DR DO			0	0	
<a href="#">Stations and Maintenance Facilities - DO - (A-10)</a>	MB DO			0	0	
<a href="#">Transit Asset Management Facilities Inventory (A-15)</a>				0	0	
<a href="#">Revenue Vehicle Inventory (A-30)</a>	DR DO			0	0	
<a href="#">Revenue Vehicle Inventory (A-30)</a>	MB DO			0	0	
<a href="#">Service Vehicle Inventory (A-35)</a>				0	0	
<a href="#">Transit Asset Management Performance Measure Targets (A-90)</a>				0	0	
<a href="#">Reduced Reporting (RR-20) - General Public Transit</a>				0	0	
<a href="#">Safety Data (S&amp;S-60)</a>				0	0	
						11 items

# B-10: Identification

## Identification (B-10)

96788 - Greene Valley Transit (Rural Reporter) - RY23 Revision 1 (Working Data)

There are currently no open issues on this form.

### General Information

Organization Type \*

3. City, County or Local Government Unit or Department of Transportation

Fiscal Year End Date

06/30/2023



### Auxiliary Sections

Auxiliary sections are addition sections that only apply to some users:

- Mode Filing a Separate NTD Report - Select Purchased Transportation modes where the associated service data are reported by the other party in their own NTD report.
- RGPT Separately Reported Assets - Select modes where the assets are reported in a different State NTD report.
- Separate Assets - Select modes from another NTD report where you have capital responsibility for assets used in their service.

Select any of the auxiliary sections to add them to the B-10. An auxiliary section cannot be deselected if the section contains data.


- Modes Filing a Separate NTD Report
- RGPT Separately Reported Assets
- Separate Assets



# B-10: General Information

### General Information

**Organization Type \*** **Fiscal Year End Date**

3. City, County or Local Government Unit or Department of Transportation 06/30/2023 

## General Information

- Organization Type
  - Populates from last year's report; only update if Org Type has changed.
- Fiscal Year End Date
  - Coordinate with State if your FY period differs from the State's.

# B-10: Separately Reported Assets

## Auxiliary Sections

Auxiliary sections are additional sections that only apply to some users:

- Mode Filing a Separate NTD Report - Select Purchased Transportation modes where the associated service data are reported by the other party in their own NTD report.
- RGPT Separately Reported Assets - Select modes where the assets are reported in a different State NTD report.
- Separate Assets - Select modes from another NTD report where you have capital responsibility for assets used in their service.

Select any of the auxiliary sections to add them to the B-10. An auxiliary section cannot be deselected if the section contains data.

- Modes Filing a Separate NTD Report
- RGPT Separately Reported Assets
- Separate Assets

## Auxiliary Sections

Rare selections for RGPT subrecipients: if selected, the analyst will ask for clarification during validation.



# B-15: Questions 1-3

HOME MY TASKS (3) REPORTS ACTIONS Federal Transit Administration

## FY 2023 Rural Reporting - 96788 - Greene Valley Transit

Summary **Related Actions**

### Geographic Area Coverage (B-15) DR DO

There are currently no open issues on this form.

**1. Do you serve residents in another State besides your State?**

Yes  
 No

**2. Select the Counties that you serve, either in whole or in part, where you pick up residents for a new trip origination.**

State	County	Remove
No County Selected		
<a href="#">Add</a>		

**3. Select Census 'Places' served in these counties; indicate whether these Places (e.g., Township) are served, and whether these Places are partially or wholly served.**

Place	Service Level	Remove
No Places Selected		

# B-15: Questions 4-5

▼4. Is your demand response service intended to meet the Americans with Disabilities Act (ADA) complementary paratransit requirements for a fixed route system?

Yes  
 No

▼5. If yes to #4, is your service area limited to the ADA complementary paratransit distance for:

A. Your own NTD Reporter ID

Yes  
 No

B. Select all those that are not your NTD Reporter ID

NTD ID

Results

<input type="checkbox"/>	NTD ID	Reporter Name	State
No items available			

NTD IDs Associated with B-15

<input type="checkbox"/>	NTD ID	Reporter Name	State
No items available			

# B-15: Questions 6-8

▼6. Within your service area, do you have different passenger eligibility requirements or different terms and conditions of service?

Yes  
 No

▼7. Which days per week do you operate?

Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday  
 Sunday

Select one or more days of the week and press the 'Create Days of the Week' button.

[CREATE DAYS OF THE WEEK](#)

▼8. For each day of the week, what are your hours of operation, and is your service open to:

Day of the Week	Service Begin Time	Service End Time	Ends Next Day	Complementary Paratransit Eligible ⓘ	Age or Disability ⓘ	General Population ⓘ
No Days Of Operation Selected						

# B-15: Questions 9-10

▼ **9. What is the minimum advanced reservation time for your service? Select days or hours.**

Hours  
 Days

▼ **10. What is the fare charged?**

## A-10: Stations & Maintenance Facilities

**Maintenance Facilities**

Type	Owned	Leased from Another Public Agency	Leased from a Private Entity	Totals
General Purpose Maintenance Facilities				0.00

[SAVE AND VALIDATE](#) [SAVE](#) [VIEW ISSUES](#) [PRINT DOCUMENT](#) [CLOSE](#)

Report number of maintenance facilities that are used for your agency's operations.

Indicate whether facility is owned or leased.

Do not report third-party facilities (Jiffy Lube, local gasoline service or body shop).

# A-10: Reporting by Mode

Annual Forms						
Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
<a href="#">Identification (B-10)</a>				0	0	
<a href="#">Geographic Area Coverage (B-15)</a>	DR DO			0	0	
<a href="#">Stations and Maintenance Facilities - DO - (A-10)</a>	DR DO			0	0	
<a href="#">Stations and Maintenance Facilities - DO - (A-10)</a>	MB DO			0	0	
<a href="#">Transit Asset Management Facilities Inventory (A-15)</a>				0	0	
<a href="#">Revenue Vehicle Inventory (A-30)</a>	DR DO			0	0	
<a href="#">Revenue Vehicle Inventory (A-30)</a>	MB DO			0	0	
<a href="#">Service Vehicle Inventory (A-35)</a>				0	0	

Complete one A-10 form for each mode/type of service.

If facility is used for more than one mode, report an allocated share based on the number of vehicles it services.

# A-10: How to Allocate a Facility

## Stations and Maintenance Facilities A-10 - DR/DO

Maintenance Facilities				
Type	Owned	Leased from Another Public Agency	Leased from a Private Entity	Totals
General Purpose Maintenance Facilities	0.75			0.75

## Stations and Maintenance Facilities A-10 - MB/DO

Maintenance Facilities				
Type	Owned	Leased from Another Public Agency	Leased from a Private Entity	Totals
General Purpose Maintenance Facilities	0.25			0.25

- DR/DO A-10: 15 DR Vehicles/20 Total Vehicles = **0.75 owned**
- MB/DO A-10: 5 MB Vehicles/20 Total Vehicles = **0.25 owned**

# A-15: Summary

## Transit Asset Management Facilities Inventory (A-15)

96788 - Greene Valley Transit (Rural Reporter) - RY23 Revision 1 (Working Data)

There are currently no open issues on this form.

> Filters



### Facilities

ADD NEW

ADD SHARED

EDIT SELECTED

DELETE SELECTED

<input type="checkbox"/>	ID ↑	Name	Facility Type	Address	Primary Mode	Year Built	Condition Assessment	Edit
<input type="checkbox"/>	NEW	Bus Garage	General Purpose Maintenance Facility/Depot	25 Main Street Ocean City, CA 12345	MB - Bus	2002	4	
<input type="checkbox"/>	NEW	Admin Building	Administrative Office / Sales Office	650 Pine Street Ocean City, CA 12345	MB - Bus	2018	5	

Batch Size: [10](#) [25](#) [50](#) [100](#) | [Deselect All](#) |

No Data to Report 

SAVE AND VALIDATE

SAVE

VIEW ISSUES

IMPORT DATA

EXPORT DATA

PRINT DOCUMENT

CLOSE



# A-15: How to Add a Facility

## Transit Asset Management Facilities Inventory (A-15)

96788 - Greene Valley Transit (Rural Reporter) - RY23 Revision 1 (Working Data)

There are currently no open issues on this form.

> Filters

### Facilities

**ADD NEW** ADD SHARED EDIT SELECTED DELETE SELECTED

<input type="checkbox"/>	ID ↑	Name	Facility Type	Address	Primary Mode	Year Built
<input type="checkbox"/>	NEW	Bus Garage	General Purpose Maintenance Facility/Depot	25 Main Street Ocean City, CA 12345	MB - Bus	2002
<input type="checkbox"/>	NEW	Admin Building	Administrative Office / Sales Office	650 Pine Street Ocean City, CA 12345	MB - Bus	2018

To begin, click “Add New” (may add multiple facilities at once if needed).

- Three sections: Update Facility Information, Update Condition Assessment, and Update Address

# A-15: Update Facility Information

**Update Facility Information**

ID	Name	Primary Mode	Non-Agency Mode	Secondary Modes	Private Mode	Facility Type	Year Built or Reconstructed as New	SqFt	Parking Spaces	Transit Agency Capital Responsibility (%)	Notes		
NEW	<input type="text"/>	<i>Please select a value</i> ▾	<i>Please select a value</i> ▾	<input type="text"/>	<i>Please select a value</i> ▾	<i>Please select a value</i> ▾	<i>Please select a value</i> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖

[+ Add Facility](#)

- **Name**
- **Primary Mode** — Drop-down Menu
- **Non-Agency Mode** — Drop-down Menu
- **Secondary Modes** — Type two-letter code
- **Private Mode** — Drop-down Menu

# A-15: Update Facility Information cont'd

**Update Facility Information**

ID	Name	Primary Mode	Non-Agency Mode	Secondary Modes	Private Mode	Facility Type	Year Built or Reconstructed as New	SqFt	Parking Spaces	Transit Agency Capital Responsibility (%)	Notes		
NEW	<input type="text"/>	<i>Please select a value</i> ▾	<i>Please select a value</i> ▾	<input type="text"/>	<i>Please select a value</i> ▾	<i>Please select a value</i> ▾	<i>Please select a value</i> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖

[+ Add Facility](#)

- **Facility Type** — Drop-down Menu
- **Year Built or Reconstructed as New**
- **Square Feet/Parking Spaces** — Choice based on facility type
- **Capital Responsibility** – Enter a percentage
- **Notes** – Optional

# A-15: Update Condition Assessment

Update Condition Assessment				
ID	Name	Condition Assessment	Est. Date of Condition Assessment	
NEW		Please select a value	mm/dd/yyyy	X
+ Add Facility				

- Report a Condition Assessment if you have capital replacement responsibility, except for facilities under construction.
  - Drop-down of integer values 1-5.
  - **Methodology:** See the *TAM Facility Performance Measure Reporting Guidebook: Condition Assessment Calculation* (April 2017).
- Report the date the Condition Assessment was completed.

# A-15: Update Address

**Update Address**

Select Search by Latitude & Longitude if you do not have a street address (e.g., cross streets or mile marker).

ID	Name	Section of Larger Facility?	Search by Address	Search by Latitude & Longitude	Street	City	State	Zip	Lat	Long	
NEW		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Please select a value ▾				✗

[+ Add Facility](#)

Enter the address of the facility.

- Search by Address or Search by Latitude & Longitude

When complete, click “Continue.”

# A-15: Summary and Saving

**Facilities**

ADD NEW ADD SHARED EDIT SELECTED DELETE SELECTED

<input type="checkbox"/>	ID	↑ Name	Facility Type	Address	Primary Mode	Year Built	Condition Assessment	Edit
No items available								

Batch Size: 10 25 50 100 | Deselect All |

**No Data to Report** ?

SAVE AND VALIDATE SAVE VIEW ISSUES PRINT DOCUMENT CLOSE

Select “No Data to Report” if you do not have reportable facilities

Once all information is entered, you can edit, delete, or **Save and Validate** the data entered.

# A-30: Summary

## Fleet Totals

Total Vehicles	Active Fleet Vehicles	ADA Accessible Vehicles
0	0	0

## Fleets

[Clear Filters](#)

RVI ID	Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Year Manufactured	Useful Life Remaining (Years)	Vehicle Length	Seating Capacity	ADA Accessible Vehicles	Funding Type	Ownership Type	
No items available												

Batch Size: [10](#) [25](#) [50](#) [100](#)

# A-30: How to Add a Fleet

0		0								
<b>Fleets</b>										
<input type="text" value="Search RVI ID"/>			<input type="text" value="Agency Fleet ID"/>			<input type="text" value="--- Vehicle Type(s) ---"/>				
<input type="button" value="ADD NEW FLEET"/>		<input type="button" value="ADD EXISTING FLEET"/>								
RVI ID	Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Year Manufactured	Useful Life Remaining (Years)	Vehicle Length	Seating Capacity	ADA Accessible Vehicles	Funding Type
No items available										

- Fleet information pre-populates from the previous Report Year.
- Add new fleets or edit existing fleets as needed.

# A-30: Add/Edit Fleet Details

**Vehicle Information**  
**Vehicle Length \***  
  
**Seating Capacity \***  
  
**Fuel Type \***

**Year Manufactured \***  
  
**Useful Life Benchmark \***  
  
**Useful Life Remaining (Years)**  

Year Manufactured and Useful Life Benchmark must be provided to calculate Useful Life Remaining.

\*New for RY23

- Fleets will appear on summary page after you add them.
- System will generate an RVI ID after you save the form.
- Edit fleets as needed by selecting their RVI ID.

# A-30: Add Existing Fleet

**Fleets**

Search RVI ID  Agency Fleet ID  --- Vehicle Type(s) ---

[Clear Filters](#)

RVI ID	Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Year Manufactured	Useful Life Remaining (Years)	Vehicle Length	Seating Capacity	ADA Accessible Vehicles	Funding Type	Ownership Type	
NEW		6	6	BU	2014	5	40	36		RAFP	OOPA	✘
NEW		3	3	CU	2016	3	30	16		RAFP	OOPA	✘

Batch Size: [10](#) [25](#) [50](#) [100](#)


- Select **Add Existing Fleet** to copy over a fleet from one mode to another.
- For example, add a fleet to the MB/DO A-30 form, then open the DR/DO A-30 form and select Add Existing Fleet.

# A-35: Summary

### Service Fleets

<input type="checkbox"/>	ID ↑	Agency Fleet Id	Fleet Name	Vehicle Type	Primary Mode	Year Manufactured	Estimated Cost	Status	Edit
No items available									

Batch Size: [10](#) [25](#) [50](#) [100](#) | [Deselect All](#) | **Total Vehicles** 0

**No Data to Report** 

---

# A-35: How to Add a Fleet

**Service Fleets**

<input type="checkbox"/>	ID ↑	Agency Fleet Id	Fleet Name	Vehicle Type	Primary Mode	Year Manufactured	Estimated Cost
No items available							

Batch Size: [10](#) [25](#) [50](#) [100](#) | [Deselect All](#) | **Total Vehicles** 0

**No Data to Report** [?](#)

- Select **Add New** to begin.
- Identical vehicles must be grouped into fleets.

# A-35: Add Service Fleet

**Update Service Fleet Information**

ID	Fleet Name	Agency Fleet Id	Primary Mode	Secondary Modes	Vehicle Type	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	Transit Agency Capital Responsibility (%)	Estimated Cost	Year Dollars of Estimated Cost		
NEW	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖

[+ Add Service Fleet](#)

[CONTINUE](#) [BACK](#)

- Select **Add Service Fleet** on the next page.

# A-35: Update Service Fleet Information

### Update Service Fleet Information

ID	Fleet Name	Agency Fleet Id	Primary Mode	Secondary Modes	Vehicle Type	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	Transit Agency Capital Responsibility (%)	Estimated Cost	Year Dollars of Estimated Cost	
NEW	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<a href="#">+ Add Service Fleet</a>													

CONTINUE
BACK

- **Fleet Name** and **Agency Fleet Id**: Agency's ID naming
- **Primary Mode** and **Secondary Modes**: DR/DO for example
- **Vehicle Type**: Automobiles, Trucks and Other Rubber Tire Vehicles, or Steel Wheel Vehicles

# A-35: Vehicle Types

**Update Service Fleet Information**

ID	Fleet Name	Agency Fleet Id	Primary Mode	Secondary Modes	Vehicle Type	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	Transit Agency Capital Responsibility (%)	Estimated Cost	Year Dollars of Estimated Cost		
NEW	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖

[+ Add Service Fleet](#)

[CONTINUE](#) [BACK](#)

- **Automobiles:** Sedans, up to and including station wagons
- **Trucks and Other Rubber Tire Vehicles:** Anything larger than a station wagon (SUVs, vans/minivans, pickup trucks)
- **Steel Wheel Vehicles:** Rare selection for rural agencies

# A-35: Update Service Fleet Information

**Update Service Fleet Information**

ID	Fleet Name	Agency Fleet Id	Primary Mode	Secondary Modes	Vehicle Type	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	Transit Agency Capital Responsibility (%)	Estimated Cost	Year Dollars of Estimated Cost	
NEW	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖

[+ Add Service Fleet](#)

**CONTINUE** **BACK**

- **Total Vehicles**
- **ULB:** FTA's default populates, but you may update if needed.
- **Year Manufactured**
- **Notes:** Optional

# A-35: Update Financials

### Update Service Fleet Information

ID	Fleet Name	Agency Fleet Id	Primary Mode	Secondary Modes	Vehicle Type	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	Transit Agency Capital Responsibility (%)	Estimated Cost	Year Dollars of Estimated Cost		
NEW	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖
<a href="#">+ Add Service Fleet</a>														

**CONTINUE** **BACK**

- **Transit Agency Capital Responsibility (%)**
- **Estimated Cost**
- **Year Dollars of Estimated Cost**

# A-90: Rolling Stock


▼ 1) Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark

Performance Measure	2023 Target (%)	2023 Performance (%)	2023 Difference	2024 Target (%)	N/A ⓘ
AB - Articulated Bus					<input type="checkbox"/>
AO - Automobile					<input type="checkbox"/>
BR - Over-the-road Bus					<input type="checkbox"/>
BU - Bus					<input type="checkbox"/>
CU - Cutaway					<input type="checkbox"/>
DB - Double Decker Bus					<input type="checkbox"/>
MV - Minivan					<input type="checkbox"/>
OR - Other					<input type="checkbox"/>
SB - School Bus					<input type="checkbox"/>
SV - Sports Utility Vehicle					<input type="checkbox"/>
VN - Van					<input type="checkbox"/>

Interacts with live A-30 data for the current year  
Report Performance Targets for all applicable asset types  
Select N/A for non-applicable asset types

# A-90: Equipment

## ▼ 2) Equipment - Percent of service vehicles that have met or exceeded their useful life benchmark

Performance Measure	2023 Target (%)	2023 Performance (%)	2023 Difference	2024 Target (%)	N/A 
Automobiles				<input type="text"/>	<input type="checkbox"/>
Trucks and other Rubber Tire Vehicles				<input type="text"/>	<input type="checkbox"/>
Steel Wheel Vehicles				<input type="text"/>	<input type="checkbox"/>


Interacts with live A-35 data for the current year

Report Performance Targets for all applicable asset types

Select N/A for non-applicable asset types

# A-90: Facilities

▼3) Facility - Percent of facilities rated below 3 on the condition scale


Performance Measure	2023 Target (%)	2023 Performance (%)	2023 Difference	2024 Target (%)	N/A 
Passenger / Parking Facilities				<input type="text"/>	<input type="checkbox"/>
Administrative / Maintenance Facilities				<input type="text"/>	<input type="checkbox"/>

Interacts with live A-15 data for the current year  
Report Performance Targets for all applicable asset types  
Select N/A for non-applicable asset types

# A-90: Narrative Report

▼ Narrative Report

Upload New Narrative Report ⓘ

UPLOAD  Drop files here

---

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Upload your agency's Narrative Report for the current year  
Must contain a text narrative (e.g., not an excel spreadsheet with TAM Plan)



# RR-20: Fare Revenues

Fare Revenue			
Mode	Revenues	Funds Expended On Operations	Funds Expended On Capital
DR DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
MB DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
	Total	\$0	\$0

- Report expenses from Fare Revenues next
- Fare revenues represent all income received and expended directly from passengers, including donations made onboard the vehicle.

# RR-20: Other Directly Generated Funds

▼ Other Directly Generated Funds		
Funding Source	Funds Expended On Operations	Funds Expended On Capital
Other Directly Generated Funds		

▼ Revenues Accrued Through a PT Agreement		
Agreement Type	Funds Expended On Operations	Funds Expended On Capital
With an NTD Reporting Agency		
With an non-NTD Reporting Agency		

- Other Directly Generated Funds:
  - Advertising Revenues, Concession Revenues, Fundraisers, Park and Ride Revenues, Interest on Investments, Non-full cost contracts, Donations and Insurance Recoveries

# RR-20: Revenues Accrued Through PT

▼ Other Directly Generated Funds		
Funding Source	Funds Expended On Operations	Funds Expended On Capital
Other Directly Generated Funds		

▼ Revenues Accrued Through a PT Agreement		
Agreement Type	Funds Expended On Operations	Funds Expended On Capital
With an NTD Reporting Agency		
With an non-NTD Reporting Agency		

- Revenues Accrued Through a PT Agreement
  - Applies when your agency is the seller of service in a Purchased Transportation agreement (full cost contract).
  - Rare selection for rural agencies; analyst will ask for clarification if you report new funds to this field.

# RR-20: Non-Federal Funds

Non-Federal Funds		
Funding Sources	Funds Expended on Operations	Funds Expended on Capital
Local Funds		
State Funds		
Other Funds		
Total	\$0	\$0

- Local Funds:
  - Tax levies, General Funds, Specified contribution, Finances from the local entities
- State Funds:
  - State programs that support public transit, Includes State portions of Medicaid Fund
- Other Funds
  - Requires a description

# RR-20: Federal Funds

<span style="font-size: 1.2em;">▼</span> Federal Funds		
Federal Funding Source	Funds Expended on Operations	Funds Expended on Capital
+ FTA Capital Investment Grants (§5309)	\$0	\$0
+ FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (§5310)	\$0	\$0
+ FTA Formula Grants for Rural Areas (§5311)	\$0	\$0
+ FTA Job Access and Reverse Commute Formula Program (§5316)	\$0	\$0
+ FTA New Freedom Program (§5317)	\$0	\$0
+ FTA Transit in Parks (§5320)	\$0	\$0
+ FTA State of Good Repair Program (§5337)	\$0	\$0
+ FTA Bus and Bus Facilities (§5339)	\$0	\$0
+ ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds	\$0	\$0
+ Other FTA Funds	\$0	\$0
+ Funds Received from Other USDOT Grant Programs	\$0	\$0
+ Other Federal Funds	\$0	\$0
Total	\$0	\$0

- Select all applicable Federal Funding sources to expand sections.

# RR-20: Select Federal Funds

Federal Funding Source	Funds Expended on Operations	Funds Expended on Capital
+ FTA Capital Investment Grants (§5309)	\$0	\$0
+ FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (§5310)	\$0	\$0
- FTA Formula Grants for Rural Areas (§5311)	\$0	\$0
FTA Formula Grants for Rural Areas (§5311)		
Capital Assistance Spent on Operations (§5311)		
FTA ARRA Other than Urbanized Area Program Funds (§5311)		
FTA ARRA Capital Assistance Spent on Operations (including maintenance expenses) (§5311)		
FTA Tribal Transit Funds (§5311)		
ARRA Tribal Transit Funds (§5311)		
CARES Act Rural Area Program Funds (§5311)		
CARES Act Public Transportation on Indian Reservations Program Funds (§5311)		
CRRSA Act Rural Area Program Funds (§5311)		
CRRSA Act Public Transportation on Indian Reservations Program Funds (§5311)		
American Rescue Plan Act of 2021 Rural Area Program Funds (§5311)		
American Rescue Plan Act of 2021 Public Transportation on Indian Reservations Program Funds (§5311)		

- Subsections will appear on the right side (e.g., FTA 5311 program).

# RR-20: Other FTA, Other Federal Funds

+ FTA Bus and Bus Facilities (§5339)	\$0	\$0
+ ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds	\$0	\$0
- Other FTA Funds	\$0	\$0
Other FTA Funds	<input type="text"/>	<input type="text"/>
Other FTA Funds: Capital Assistance Spent on Operations	<input type="text"/>	<input type="text"/>
+ Funds Received from Other USDOT Grant Programs	\$0	\$0
- Other Federal Funds	\$0	\$0
Other Federal Funds	<input type="text"/>	<input type="text"/>
Total	\$0	\$0

- “Other” funds (Other FTA, Other USDOT, Other Federal) require a text description if you report funds to these fields.

# RR-20: Other Resources

Other Resources	
Number of Volunteer Drivers *	Number of Personal Vehicles in Service *
<input type="text"/>	<input type="text"/>

## Other Resources

- Report the number of Volunteer Drivers at Fiscal Year End.
  - The volunteer driver is a part of the transit agency's regular service (driver provides advanced notice to the dispatchers).
  - There is an attempt to share a ride.
  - Agency keeps records for all public transit service per NTD reporting requirements.
- Report the number of Personal Vehicles in Service at Fiscal Year End.

# RR-20: Service Data

Annual Service Data *					
Mode Service	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips	Vehicles Operated in Annual Maximum Service	Sponsored Services UPT
DR DO					
MB DO					N/A
Total	0	0	0	0	0

## Service Data

- Report Vehicle Revenue Miles, Vehicle Revenue Hours, Unlinked Passenger Trips, Vehicles Operated in Annual Maximum Service, Sponsored Services UPT.
- Report per mode/type of service.

# RR-20: Unlinked Passenger Trips

Annual Service Data *					
Mode Service	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips	Vehicles Operated in Annual Maximum Service	Sponsored Services UPT
DR DO					
MB DO					N/A
Total	0	0	0	0	0

- Unlinked Passenger Trips are Total passenger trips (regular + sponsored trips)
  - These are the number of passengers who board public transit vehicles.
  - Passengers are counted each time they board the vehicle no matter how many vehicles they use from their origin to their destination.

# RR-20: Sponsored Service

**Annual Service Data \***

Mode Service	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips	Vehicles Operated in Annual Maximum Service	Sponsored Services UPT
DR DO					
MB DO					N/A
Total	0	0	0	0	0

- Sponsored service is paid, in whole or in part, directly to transit provider by a third party.
  - May be offered by transit providers as part of a Coordinated Human Services Transportation Plan.
  - Common sponsors include the Veterans Administration, Medicare, sheltered workshops, the Arc, and assisted living centers.

# RR-20: VOMS

Annual Service Data *					
Mode Service	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips	Vehicles Operated in Annual Maximum Service	Sponsored Services UPT
DR DO					
MB DO					N/A
Total	0	0	0	0	0

- Vehicles Operated in Annual Maximum Service (VOMS)
  - The number of revenue vehicles an agency operates to meet the annual maximum service requirement.

# S&S-60: Physical Assaults

## Safety Data (S&S-60)

There are currently no open issues on this form.

### Physical Assaults

	Physical Assaults in Transit Vehicle	Physical Assaults in Revenue Facility	Physical Assaults in Non-Revenue Facility	Physical Assaults in Other Location <a href="#">?</a>
<b>Total event Counts</b>				
Major Safety and Security Events *	0			
Non-Major Events (non-injury) *				
<b>Injuries Counts</b>				
Operator Injuries				
Other Transit Worker Injuries				
Other Injuries				
<b>Fatalities Counts</b>				
Operator Fatalities				
Other Transit Worker Fatalities				
Other Fatalities				

# S&S-60: Non-Physical Assaults

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 <a href="#">?</a>
<b>Total event Counts</b>				
Major Safety and Security Events *	0			
Non-Major Events (non-injury) *				
<b>Injuries Counts</b>				
Operator Injuries				
Other Transit Worker Injuries				
Other Injuries				
<b>Fatalities Counts</b>				
Operator Fatalities				
Other Transit Worker Fatalities				
Other Fatalities				
<b>Additional Details <a href="#">?</a></b>				

# S&S-60: All Other Reportable Safety & Security Data

## All Other Reportable Safety & Security Data

Event Type	Major Events	Fatalities	Injuries
Collisions with Pedestrian(s)	0		
Collisions with Vehicle(s)			
Collisions with Other (e.g. animal, manhole, shopping cart, etc.)			
Other Major Events			
Total reportable injuries from non-major events *			0

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- Report non-assault safety & security events here
- *Major events + non-major events that result in two or more injuries*



# RU-30 (State DOT Form)

## Statewide Characteristics (RU-30)

4R01 - Alabama Department of Transportation

---

There are currently no open issues on this form.

### Counties Served

<b>Number of Counties Statewide</b>	<b>Number of Counties with §5311 Service *</b>
10	<input type="text" value="0"/>
	Enter number of Counties

### Administrative Costs

**§5311 Funds Expended on State Administration \***

Enter number of dollars

---

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- Report number of counties with 5311 service
  - Includes counties served by tribes with 5311-funded service
- Report 5311 Funds Expended on State Administration
  - Funds expended as a result of administering the program