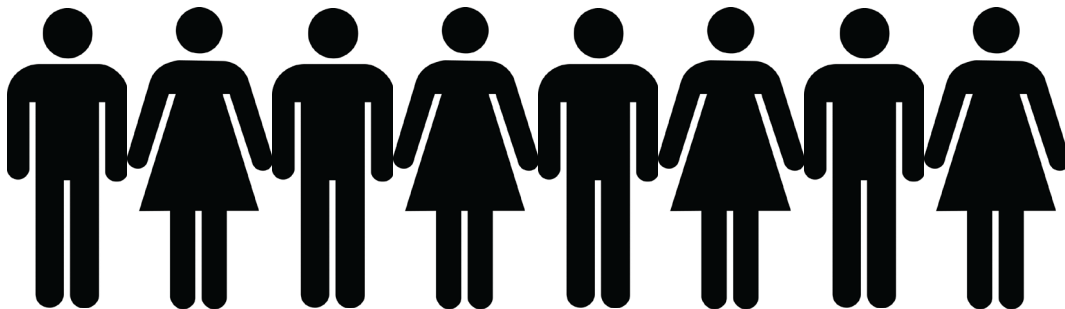
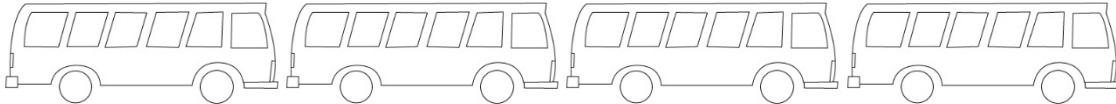




**INSTRUCTIONAL MANUAL FOR THE  
OPERATING STATISTICS**

**AND TRANSIT DATA REPORTING WORKBOOK**



UPDATED FOR STATE FISCAL YEAR 2023 – 2024 DATA SUBMISSION

**DUE TO SCDOT NO LATER THAN Friday, October 25, 2024**

Office of Public Transit

SCDOT DIVISION OF INTERMODAL & FREIGHT PROGRAMS

Updated September 12, 2024

<http://www.scdot.org/getting/publicTransit.aspx>

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**OPERATING STATISTICS AND TRANSIT DATA REPORTING  
INSTRUCTIONAL MANUAL**

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## WHAT IS THE OPERATING STATISTICS AND TRANSIT DATA REPORTING PROCESS

The Operating Statistics (OPSTATS) and Transit Data Reporting process is a method employed to gather and analyze transportation program data from sub-recipients of the SCDOT's Office of Public Transit.

## WHICH AGENCIES MUST COMPLETE THE REPORT

All current Federal Transit Administration (FTA) **Section 5307 and Section 5311 and State Mass Transit Fund (SMTF)** general public transit provider sub-recipients in South Carolina are required to complete and submit the OPSTATS report.

## WHAT SERVICE PERIOD DOES THE OPSTATS REPORT COVER

The OPSTATS Report should be completed for transportation services provided during the South Carolina State Fiscal Year (July 1 through June 30)

## WHEN IS THE OPSTATS REPORT DUE TO SCDOT

General public transportation providers of the SCDOT Office of Public Transit must have the completed OPSTATS Report emailed to SCDOT **on or before Friday, October 25, 2024.**

## WHAT IS THE PURPOSE OF THE OPSTATS REPORTING PROCESS

### I. Reporting to the National Transit Database

The data acquired through the OPSTATS report is used primarily to report to the National Transit Database.

The National Transit Database (NTD) was established by Congress to be the Nation's primary source for information and statistics on the transit systems of the United States. Recipients or beneficiaries of grants from the Federal Transit Administration (FTA) under the **Urbanized Area Formula Grants (§5307)** or **Rural Area Formula Grants (§5311)** are required by statute to submit data to the NTD. Over 660 transit providers in urbanized areas currently report to the NTD through the Internet-based reporting system. Each year, **NTD performance data is used to apportion FTA funds to states and transit agencies.** Annual national NTD reports are submitted to Congress summarizing transit service and safety data.

The legislative requirement for the NTD is found in Title 49 U.S.C. 5335:

SECTION 5335: National Transit Database

(a) NATIONAL TRANSIT DATABASE — To help meet the needs of individual public transportation systems, the United States Government, State and local governments, and the public for information on which to base public transportation service planning, the Secretary of Transportation shall maintain a reporting system, using uniform categories to accumulate public transportation financial and operating information and using a uniform system of accounts. The reporting and uniform systems shall contain appropriate information to help any level of government make a public sector investment decision. The Secretary may request and receive appropriate information from any source.

(b) REPORTING AND UNIFORM SYSTEMS — the Secretary may award a grant under Section 5307 or 5311 only if the applicant and any person that will receive benefits directly from the grant, are subject to the reporting and uniform systems.

As such, in order to comply with the reporting requirement established under Section 5335, the OPSTATS form is sent out each year to recipients of 5307, 5311 and/or SMTF to gather the data needed for inclusion in the NTD.

## II. Other Uses

Vehicle Needs Assessment-Vehicle utilization for the purpose of identifying needs may be tracked via the data submitted on the OPSTATS Report.

Funding Needs Assessment-Data reported via the OPSTATS process may be used with other non-performance regional data as part of an on-going evaluation of funding needs.

Trend Analysis-Data across different periods will be used in ongoing operational analysis of transit systems.

Performance Measurement-Performance measures and ratios will be employed as additional tools to assess agency-level and statewide transit functioning.

Year-End Reporting-The data will be used in agency-level and required accountability updates to the State Legislature and the SCDOT Commission.

## REPORTING COORDINATED HUMAN SERVICES TRANSPORTATION DATA

The National Transit Database (NTD) issued a final rule clarifying *charter service* that specified the inclusion of certain sponsored service activities with reported public transportation data (Federal Register/Volume 74, Number 41/Wednesday, March 4, 2009). This clarification addressed FTA grantees and sub-recipients that provide **demand response** transportation services sponsored by a separate entity, organization or group. Accordingly, OPSTATS data collection also includes the following activities as reportable general public transportation service activity:

1. Demand responsive service to an exclusive group but allows shared-rides with unrelated parties, or
2. Demand response service to an exclusive group but there are multiple points of origin or multiple destinations, or
3. Demand response service to an exclusive group with a common point of origin and a single destination, but is a regular and continuing service activity, or
4. Demand responsive service to an exclusive group that is arranged and operated under the same terms and conditions as with general public demand response systems.

Any one of the four conditions listed is sufficient to consider service to an exclusive group as general public service and reportable for both NTD and OPSTATS purposes. Coordinated human service transportation services can be contract services or services provided under a brokerage arrangement. Coordinated services should be placed under the Demand Response Sponsored column in the OPSTATS workbook. The following should prove helpful in addressing issues related to reporting coordinated human services transportation data:

Coordinated transit or transportation services would include all demand response activities provided to third-party agencies, including those activities categorized as contract and other. Charter service is not counted as coordinated transit services. If none of the four conditions above are met with a particular sponsored demand response service, the service must be considered to be Charter and is subject to charter service regulations for transit recipients of FTA funds.

Coordinated Human Service Transportation activities should be recorded in the Demand Response Sponsored column in the OPSTATS Workbook, as mentioned previously. If a provider participated in a brokerage arrangement that generated demand response trips, the provider should report the activity, not the broker.

An evaluation flow chart designed to facilitate distinguishing between sponsored transportation services that can be reported as general public demand response and sponsored transportation activities that are considered charter services, is located at the end of this manual.

**CHARTER SERVICE IS NOT TO BE REPORTED AS GENERAL PUBLIC TRANSPORTATION SERVICE AND IS NOT TO BE REPORTED ON THE OPSTATS REPORT.**

**IMPORTANT REMINDERS REGARDING THE OPSTATS REPORTING PROCESS**

Transit data reporting by SCDOT Office of Public Transit sub-recipients is on an annual basis. The OPSTATS Report must be completed for the entire South Carolina State Fiscal Year, which runs from July 1 through June 30.

**All OPSTATS transit report submittals must be made electronically via email.** New and current SCDOT Office of Public Transit sub-recipients will need to have access to a working email address as well as access to Microsoft Excel and Microsoft Word to fully participate in the OPSTATS data reporting process. Accommodations may be made for agencies that use different spreadsheet or database technologies, or that have limited or no email capabilities.

**Use Accrual Accounting principles when completing financial sections of the OPSTATS Report.** Accrual accounting is a method of financial accounting where revenues are recorded when earned instead of when received, and expenses are recorded when incurred instead of when paid. *Please do not leave any fields blank. If a particular field is not applicable to your agency, please enter zero "0" in the field.*

There are six (6) service categories or transit modes that are captured individually on the OPSTATS Report. Those categories are: Bus mode, Commuter Bus, Vanpool services, Sponsored Demand Response service, Non-sponsored Demand Response service and Non-emergency Medicaid services (Title XIX Medicaid transportation service). The following table should facilitate the process of identifying the appropriate service columns that should be filled in for each transit provider.

**TABLE 1: OPSTATS TRANSIT SERVICE AND MODAL CATEGORIES**

TRANSIT CATEGORY	ACTIVITY/MODAL DEFINITION	OPSTATS COLUMN
<b>BUS MODE</b>	Services are provided based upon a set schedule along a specific route, includes Flex Route and Route Deviation services with bus mode. A similar route arrangement that does not have an underlying set of fixed destinations for the transit vehicle is not Fixed Route.	Use the first service column on the OPSTATS Report, labeled as “Bus Mode: Fixed Route, Deviated Fixed Route”.
<b>COMMUTER BUS</b>	A <b>fixed-route</b> bus system that primarily connects outlying areas with a central city through bus service that operates with at least five (5) miles of continuous closed-door service. This service usually features peak scheduling, multiple-trip tickets, and multiple stops in outlying areas with limited stops in the central city.	Use the second column on the OPSTATS Report labeled “Commuter Bus”.
<b>VANPOOL</b>	Transit service operating as a ride sharing arrangement providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver. Vanpool(s) must also be open to the public and that availability must be made known. Does not include ridesharing coordination.	Use the third column on the OPSTATS Report labeled “Vanpool”.
<b>SPONSORED DEMAND RESPONSE</b>	Demand Response (DR) service is the shared use of transit vehicles operating in response to request from transit passengers for specific destinations. Sponsored DR is paid for in whole or in part by an entity other than the passenger. Sponsored DR includes most contracts with human service agencies to provide transportation services. Common sponsors include the Veterans Administration, Medicare, sheltered workshops, the Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs.	Use the fourth column labeled as “Demand Response/ Sponsored”
<b>NON-SPONSORED DEMAND RESPONSE</b>	Non-sponsored DR is a flexible shared service responding to specific requests from passengers.	Use the fifth column labeled as “Demand Response/Non-Sponsored”
<b>NON-EMERGENCY MEDICAID TRANSPORTATION</b>	Transportation services provided to eligible and approved Medicaid clients in accordance with an agreement between the transportation provider and the contracting Medicaid entity.	Use the sixth column on the OPSTATS Report labeled “Title XIX Medicaid”

Exclusive Charter services are not general public transportation activities and should not be reported on the OPSTATS Report.

## LAYOUT OF THE OPSTATS WORKBOOK

Depending upon the reporter, the OPSTATS workbook is an Excel-based data entry template that contains between four (4) and seven (7) tabulated worksheets for data entry and analysis. Providers who report urban data only will have four worksheets, providers who report rural data only will have five worksheets and reporters which report both urban and rural data will have seven worksheets. The sections of the workbook are outlined below

**Operating Data Sheet:** This worksheet serves as the section of the OPSTATS report where data regarding vehicles, hour, miles, trips and safety data is to be recorded. The worksheet also provides a summary of revenues and expenses for public providers and highlights surpluses or deficits. The worksheet for 2023-2024 also includes data from the previous fiscal year and a field which shows the variance between the data for current fiscal year and the data for previous fiscal year. Providers are required to explain any variance +/- 10% or greater. Data fields seen without any colors in the field require that the data for the field be entered by the provider. **Data fields seen with green, yellow, blue or orange in the field are self-calculating and require no action on the part of the respondent.**

**Expenses:** Detailed expense report for Public Providers. Expenses are recorded when incurred instead of when paid. The expense data is entered according to category (Administrative expenses, Operating expenses and Capital expenses) and by type of expense (wages, benefits, etc.) and is spread across the different mode of service. **All data should be entered as whole dollars. Please do not enter any cents.** The worksheet for 2023-2024 also includes data from the previous fiscal year along with a field showing the variance between the data for current fiscal year and the data for previous fiscal year. Providers are required to explain any variance +/-10% or greater. Data fields seen without any colors in the field require that the data for the field be entered by the provider. **Data fields seen with green, yellow or blue in the field are self-calculating and require no action on the part of the respondent.**

**Revenue:** Detailed revenue report for Public Providers. Revenues are recorded when earned instead of when received. The revenue data is entered according to category (Administrative expenses, Operating expenses and Capital expenses) and by type of expense (wages, benefits, etc.) and is spread across the different modes of service. **All data should be entered as whole dollars. Please do not enter any cents.** The worksheet for 2023-2024 includes data from the previous fiscal year along with a field showing the variance between the data for current fiscal year and the data for previous fiscal year. Providers are required to explain any variance +/-10% or greater. Data fields seen without any colors in the field require that the data for the field be entered by the provider. **Data fields seen with green, yellow or blue in the field are self-calculating and require no action on the part of the respondent.**



**Operating Reconciliation:** Revenue and expense totals are shown on this page. This page also lists end-of-year surplus/deficit and serves as the overall signature page. While some data on this worksheet is self-calculated, other data on this worksheet requires provider input. Any data field with a “0” already seen in the field is self-calculating and requires no action on the part of the provider.

**Asset Sheets (Applicable only to agencies providing rural service):** A series of worksheets included to record information on the agency’s maintenance facilities and revenue vehicles. Asset 1 requires data input. ASSET2 through ASSET4 may or may not be needed, depending upon the overall size of the fleet of revenue vehicles.

## DIRECTIONS FOR COMPLETING THE TEMPLATES IN THE OPSTATS WORKBOOK

**Operating Data Sheet:** To be completed by SCDOT sub-recipients that operate general public transportation services.

1. Provide name of transit provider.
2. Provide the acronym of the transit agency (if applicable).
3. Provide the name of report preparer and authorized contact person for the transit agency.
4. Provide P.O. Box or other mailing address for transit agency.
5. List city or town, state and mailing zip code for agency.
6. List area code and telephone number.
7. Provide agency's website address (if applicable).
8. Agency Type: Provide information on agency type (Private Not for Profit, Public Tribal agency, Public agency/State DOT, Public Agency/Not a State DOT nor Tribal, Private for Profit Agency).
9. Service Area Category: Place an "X" in the appropriate box (Urban, Non-Urban or Both).
10. Service Area Category: Answer "Yes" or "No" if the provider is a Municipal provider.
11. Service Area Category: Answer "Yes" or "No" if the provider is a Single-County provider.
12. Service Area Category: Multi-County: Answer "Yes" or "No" if the provider is a Multi-County provider.
13. If you check "Multi-County" (line #12), list the counties served by the transit agency in the 6 spaces provided on the OPSTATS workbook.
14. Volunteer Drivers: If applicable, please provide the number of volunteer drivers used by the agency to provide transit service.
15. Personal vehicles: If applicable, please provide the number of personal vehicles used by the agency to provide transit service.
16. Contracted Management or Operations Data: Please answer Yes or No if the management or operating activities of the transit agency are contracted to a third party.

17. Contracted Management or Operations Data: If management or operating activities of the transit agency are contracted to a third party, provide name of contracting operator, with contract dates (if applicable).

### SYSTEMWIDE ANNUAL OPERATING STATISTICS

18. Total Revenue Vehicles: *Self Calculating Field; do not enter data in the field.*
19. Seating capacity of revenue vehicles: Please provide the seating capacity of all revenue vehicles. (Note: This is **not** a self-calculating field; action is required on the part of the reporter)
20. Number of revenue vehicles in agency's fleet which are ADA accessible: *Self Calculating Field; do not enter data in the field.*
21. Number of revenue vehicles required during peak period operation: *Self Calculating Field; do not enter data in the field.*
22. Spare Vehicles Available: Please provide the number spare revenue vehicles available in your fleet. (Note: This is **not** a self-calculating field; action is required on the part of the reporter)

#### Comparison of data from FY 2022-2023 to FY 2023-2024

After each line item, there are two fields seen in light blue. The first light blue field contains data reported in the 2022-2023 OPSTATS report. The second light blue field represents the variance between the data reported for 2023-2024 and the data reported for 2022-2023. **If a variance of +/-10% or greater is seen, please provide a detailed explanation for the variance on the accompanying Data Information Sheet.**

**REMINDER If you do not provide an explanation for variances of +/-10% or greater, your report will be returned to you for revision.**

### Urbanized Area Service Data Only

23. Type /Mode of Service: Place an “X” under the appropriate service type/mode operated by the transit agency (Bus, Commuter Bus, Vanpool, Demand Response, Subscription, Medicaid, Contract and/or Other).

*Line items 24 through 31 apply only to Urbanized Area service, and require data breakout by service type (Bus Mode, Commuter Bus, Vanpool, Demand Response – Sponsored and Non- Sponsored, and/or Title XIX Medicaid transportation services). Report deviated fixed route and flex route transit services as “Bus Mode” on the OPSTATS Form. Report subscription and prearranged services as “Demand Response”. Contract transportation services, transportation services sponsored by a separate agency, and those services previously categorized as Other exclusive of charter service should be recorded under the Demand Response Sponsored column. The “Total Service” column to the far right of the OPSTATS workbook is self-calculating.*

24. In the applicable categories, enter the number of Revenue Vehicles used in the delivery of service.
25. In the applicable categories, enter the number of ADA accessible vehicles used in the delivery of service.
26. In the applicable categories, enter the number of Revenue Vehicles used to provide service during peak service demand periods.
27. In the applicable categories, enter the number of Vehicle Revenue Hours.
28. In the applicable categories, enter the number of Vehicle Revenue Miles.
29. In the applicable categories, enter the number of Total Vehicle Hours.
30. In the applicable categories, enter the number of Total Vehicle Miles.
31. In the applicable categories, enter the number of Total Passenger Trips

Following Line 31, seven lines are seen. **These fields are self-calculating; do not enter data in the fields.**

**Use Accrual Accounting principles when completing financial sections of the OPSTATS Report.** Accrual accounting is a method of financial accounting where revenues are recorded when earned instead of when received, and expenses are recorded when incurred instead of when paid.

The first three lines are shaded in green. The first green line represents the total OPERATING REVENUES across the six categories along with a grand total of revenues received. The second

green line represents the total OPERATING EXPENSES across the six categories along with a grand total of funds expended. The third green line represents the difference between operating revenues and operating expenditures for each category.

The next three lines are shaded in yellow. The first yellow line represents the total CAPITAL REVENUES across the six categories along with a grand total of revenues received. The second yellow line represents the total CAPITAL EXPENDITURES across the six categories along with a grand total of funds expended. The third yellow line represents the difference between operating revenues and operating expenditures for each category.

The last line in this section is shaded in light blue along with a single cell shaded in gray. The gray field calculates the difference between total revenues and total expenses. Please use this line to examine your financial data entries for any needed corrections. Balanced accounts will appear as “zero” dollars (\$0) in the field. Budget surpluses will show the dollar amount above the total expenditure. Budget deficits will appear in parenthesis and in red font. **This field should reflect a zero dollar (\$0). There should not be any variance between total revenues and total expenditures.** If your report is submitted and the revenues and expenses are not balanced, your report will be returned to you for revision.

### SYSTEMWIDE PERFORMANCE DATA

**Line item numbers 32 through 49 are self-calculating; do not enter data in the fields**

50. Enter the number of Section 5310 Seniors and Individuals with Disabilities-funded passenger trips provided by the transit agency for Urbanized service areas.
51. ~~Enter the number of Section 5316 Job Access & Reverse Commute (JARC) funded passenger trips provided by the transit agency for Urbanized service areas.~~

### SYSTEMWIDE SAFETY DATA

52. Enter the number incidents experienced by the provider in the Urbanized service area for FY 2023-2024. Incidents are defined as a safety or security incident occurring on transit property or otherwise affecting revenue service that results in a fatality, an injury or property damage equal to or exceeding \$25,000 (see “**Reportable Incidents**” in glossary). **Note: An incident may result in multiple injuries or deaths. Report only the total number of incidents which resulted in accidents, injuries or deaths. The numbers of accidents, injuries and deaths associated with an incident are to be reported on lines 53-55.**
53. Enter the number of accidents experienced by the provider in the Urbanized service which resulted in property damage that was greater than \$25,000 for FY 2023-2024.
54. Enter the number of fatalities experienced by the provider in the Urbanized service area for FY 2023-2024. Fatalities are defined as transit-caused deaths confirmed within 30 days of

a transit incident (see “**Fatalities**” in glossary).

55. Enter the number of injuries experienced by the provider in the Urbanized service area for FY 2023-2024. Injuries occur when immediate medical attention away from scene for two or more persons is required.

Comparison of data from FY 2022-2023 to FY 2023-2024

After each line item, there are two fields seen in light blue. The first light blue field contains data reported in the 2022-2023 OPSTATS report. The second blue field represents the variance between the data reported for 2023-2024 and the data reported for 2022-2023. **If a variance of +/-10% or greater is seen, please provide a detailed explanation for the variance on the accompanying Data Information Sheet.**

**REMINDER If you do not provide an explanation for variances of +/-10% or greater, your report will be returned to you for revision.**

### Non-Urbanized Area Service Data Only

23. Type /Mode of Service: Place an “X” under the appropriate service type/mode operated by the transit agency (Bus, Commuter Bus, Vanpool, Demand Response, Subscription, Medicaid, Contract and/or Other).

*Line items 24 through 31 apply only to Non-Urbanized Area service, and require data breakout by service type (Bus Mode, Commuter Bus, Vanpool, Demand Response – Sponsored and Non- Sponsored, and/or Title XIX Medicaid transportation services). Report deviated fixed route and flex route transit services as “Bus Mode” on the OPSTATS Form. Report subscription and prearranged services as “Demand Response”. Contract transportation services, transportation services sponsored by a separate agency, and those services previously categorized as Other exclusive of charter service should be recorded under the Demand Response Sponsored column. The “Total Service” column to the far right of the OPSTATS workbook is self-calculating.*

24. In the applicable categories, enter the number of Revenue Vehicles used in the delivery of service.
25. In the applicable categories, enter the number of ADA accessible vehicles used in the delivery of service.
26. In the applicable categories, enter the number of Revenue Vehicles used to provide service during peak service demand periods.
27. In the applicable categories, enter the number of Vehicle Revenue Hours.
28. In the applicable categories, enter the number of Vehicle Revenue Miles.
29. In the applicable categories, enter the number of Total Vehicle Hours.
30. In the applicable categories, enter the number of Total Vehicle Miles.
31. In the applicable categories, enter the number of Total Passenger Trips

Following Line 31, seven lines are seen. **These fields are self-calculating; do not enter data in the fields.**

**Use Accrual Accounting principles when completing financial sections of the OPSTATS Report.** Accrual accounting is a method of financial accounting where revenues are recorded when earned instead of when received, and expenses are recorded when incurred instead of when paid.

The first three lines are shaded in green. The first green line represents the total OPERATING

REVENUES across the six categories along with a grand total of revenues received. The second green line represents the total OPERATING EXPENSES across the six categories along with a grand total of funds expended. The third green line represents the difference between operating revenues and operating expenditures for each category.

The next three lines are shaded in yellow. The first yellow line represents the total CAPITAL REVENUES across the six categories along with a grand total of revenues received. The second yellow line represents the total CAPITAL EXPENDITURES across the six categories along with a grand total of funds expended. The third yellow line represents the difference between operating revenues and operating expenditures for each category.

The last line in this section is shaded in light blue along with a single cell shaded in gray. The gray field calculates the difference between total revenues and total expenses. Please use this line to examine your financial data entries for any needed corrections. Balanced accounts will appear as “zero” dollars (\$0) in the field. Budget surpluses will show the dollar amount above the total expenditure. Budget deficits will appear in parenthesis and in red font. **This field must reflect a zero dollars (\$0). There cannot be any variance between total revenues and total expenditures.** If your report is submitted and the revenues and expenses are not balanced, your report will be returned to you for revision.

### SYSTEMWIDE PERFORMANCE DATA

**Line item numbers 32 through 49 are self-calculating; do not enter data in the fields**

50. Enter the number of Section 5310 Seniors and Individuals with Disabilities-funded passenger trips provided by the transit agency for Non-Urbanized service areas.
51. ~~Enter the number of Section 5316 Job Access & Reverse Commute (JARC)-funded passenger trips provided by the transit agency for Non-Urbanized service areas.~~

### SYSTEMWIDE SAFETY DATA

52. Enter the number incidents experienced by the provider in the Non-Urbanized service area for FY 2023-2024. Incidents are defined as a safety or security incident occurring on transit property or otherwise affecting revenue service that results in a fatality, an injury or property damage equal to or exceeding \$25,000 (see “**Reportable Incidents**” in glossary). **Note: An incident may result in multiple injuries or deaths. Report only the total number of incidents which resulted in accidents, injuries or deaths. The numbers of accidents, injuries and deaths associated with an incident are to be reported on lines 53-55.**
53. Enter the number of accidents experienced by the provider in the Non-Urbanized service which resulted in property damage that was greater than \$25,000 for FY 2023-2024.
54. Enter the number of fatalities experienced by the provider in the Non-Urbanized service



area for FY 2023-2024. Fatalities are defined as transit-caused deaths confirmed within 30 days of a transit incident (see “**Fatalities**” in glossary).

55. Enter the number of injuries experienced by the provider in the Non-Urbanized service area for FY 2023-2024. Injuries occur when immediate medical attention away from scene for two or more persons is required.

Comparison of data from FY 2022-2023 to FY 2023-2024

After each line item, there are two fields seen in light blue. The first light blue field contains data reported in the 2022-2023 OPSTATS report. The second blue field represents the variance between the data reported for 2023-2024 and the data reported for 2022-2023. **If a variance of +/-10% or greater is seen, please provide a detailed explanation for the variance on the accompanying Data Comparison Questionnaire.**

**REMINDER If you do not provide an explanation for variances of +/-10% or greater, your report will be returned to you for revision.**

### Combined Urban And Non-Urbanized Area Service Data

23. Type /Mode of Service: Place an “X” under the appropriate service type/mode operated by the transit agency (Bus, Commuter Bus, Vanpool, Demand Response, Subscription, Medicaid, Contract and/or Other).

*Line items 24 through 31 apply only to Urbanized Area service, and require data breakout by service type (Bus Mode, Commuter Bus, Vanpool, Demand Response – Sponsored and Non- Sponsored, and/or Title XIX Medicaid transportation services). Report deviated fixed route and flex route transit services as “Bus Mode” on the OPSTATS Form. Report subscription and prearranged services as “Demand Response”. Contract transportation services, transportation services sponsored by a separate agency, and those services previously categorized as Other exclusive of charter service should be recorded under the Demand Response Sponsored column. The “Total Service ” column to the far right of the OPSTATS workbook is self- calculating.*

24. In the applicable categories, enter the number of Revenue Vehicles used in the delivery of service.
25. In the applicable categories, enter the number of ADA accessible vehicles used in the delivery of service.
26. In the applicable categories, enter the number of Revenue Vehicles used to provide service during peak service demand periods.
27. In the applicable categories, enter the number of Vehicle Revenue Hours.
28. In the applicable categories, enter the number of Vehicle Revenue Miles.
29. In the applicable categories, enter the number of Total Vehicle Hours.
30. In the applicable categories, enter the number of Total Vehicle Miles.
31. In the applicable categories, enter the number of Total Passenger Trips

Following Line 31, seven lines are seen. **These fields are self-calculating; do not enter data in the fields.**

**Use Accrual Accounting principles when completing financial sections of the OPSTATS**

**Report.** Accrual accounting is a method of financial accounting where revenues are recorded when earned instead of when received, and expenses are recorded when incurred instead of when paid.

The first three lines are shaded in green. The first green line represents the total OPERATING REVENUES across the six categories along with a grand total of revenues received. The second green line represents the total OPERATING EXPENSES across the six categories along with a grand total of funds expended. The third green line represents the difference between operating revenues and operating expenditures for each category.

The next three lines are shaded in yellow. The first yellow line represents the total CAPITAL REVENUES across the six categories along with a grand total of revenues received. The second yellow line represents the total CAPITAL EXPENDITURES across the six categories along with a grand total of funds expended. The third yellow line represents the difference between capital revenues and capital expenditures for each category.

The last line in this section is shaded in light blue along with a single cell shaded in gray. The gray field calculates the difference between total revenues and total expenses. Please use this line to examine your financial data entries for any needed corrections. Balanced accounts will appear as “zero” dollars (\$0) in the field. Budget surpluses will show the dollar amount above the total expenditure. Budget deficits will appear in parenthesis and in red font. **This field should reflect a zero dollars (\$0). There should not be any variance between total revenues and total expenditures.** If your report is submitted and the revenues and expenses are not balanced AND/OR you have not provided an explanation for variances of +/-10% or greater, your report will be returned to you for revision.

32. Type /Mode of Service: Place an “X” under the appropriate service type/mode operated by the transit agency (Bus, Commuter Bus, Vanpool, Demand Response, Subscription, Medicaid, Contract and/or Other).

*Line items 33 through 40 apply only to Non-Urbanized Area service, and require data breakout by service type (Bus Mode, Commuter Bus, Vanpool, Demand Response – Sponsored and Non- Sponsored, and/or Title XIX Medicaid transportation services). Report deviated fixed route and flex route transit services as “Bus Mode” on the OPSTATS Form. Report subscription and prearranged services as “Demand Response”. Contract transportation services, transportation services sponsored by a separate agency, and those services previously categorized as Other exclusive of charter service should be recorded under the Demand Response Sponsored column. The “Total Service ” column to the far right of the OPSTATS workbook is self- calculating.*

33. In the applicable categories, enter the number of Revenue Vehicles used in the delivery of service.

34. In the applicable categories, enter the number of ADA accessible vehicles used in the

delivery of service.

35. In the applicable categories, enter the number of Revenue Vehicles used to provide service during peak service demand periods.
36. In the applicable categories, enter the number of Vehicle Revenue Hours.
37. In the applicable categories, enter the number of Vehicle Revenue Miles.
38. In the applicable categories, enter the number of Total Vehicle Hours.
39. In the applicable categories, enter the number of Total Vehicle Miles.
40. In the applicable categories, enter the number of Total Passenger Trips

Following Line 40, seven lines are seen. **These fields are self-calculating; do not enter data in the fields.**

**Use Accrual Accounting principles when completing financial sections of the OPSTATS Report.** Accrual accounting is a method of financial accounting where revenues are recorded when earned instead of when received, and expenses are recorded when incurred instead of when paid.

The first three lines are shaded in green. The first green line represents the total OPERATING REVENUES across the six categories along with a grand total of revenues received. The second green line represents the total OPERATING EXPENSES across the six categories along with a grand total of funds expended. The third green line represents the difference between operating revenues and operating expenditures for each category.

The next three lines are shaded in yellow. The first yellow line represents the total CAPITAL REVENUES across the six categories along with a grand total of revenues received. The second yellow line represents the total CAPITAL EXPENDITURES across the six categories along with a grand total of funds expended. The third yellow line represents the difference between capital revenues and capital expenditures for each category.

The last line in this section is shaded in light blue along with a single cell shaded in gray. The gray field calculates the difference between total revenues and total expenses. Please use this line to examine your financial data entries for any needed corrections. Balanced accounts will appear as “zero” dollars (\$0) in the field. Budget surpluses will show the dollar amount above the total expenditure. Budget deficits will appear in parenthesis and in red font. **This field must reflect a zero dollars (\$0). There cannot be any variance between total revenues and total expenditures.** If your report is submitted and the revenues and expenses are not balanced, your report will be returned to you for revision.

## SYSTEMWIDE PERFORMANCE DATA

**Line item numbers 41 through 76 are self-calculating; do not enter data in the fields**

- 77. Enter the number of Section 5310 Seniors and Individuals with Disabilities-funded passenger trips provided by the transit agency for Urban and Non-Urbanized service areas.
- 78. ~~Enter the number of Section 5316 Job Access & Reverse Commute (JARC) funded passenger trips provided by the transit agency for Urban and Non-Urbanized service areas.~~

## SYSTEMWIDE SAFETY DATA

- 79. Enter the number incidents experienced by the provider in the Urbanized service area for FY 2023-2024. Incidents are defined as a safety or security incident occurring on transit property or otherwise affecting revenue service that results in a fatality, an injury or property damage equal to or exceeding \$25,000 (see “**Reportable Incidents**” in glossary). **Note: An incident may result in multiple injuries or deaths. Report only the total number of incidents which resulted in accidents, injuries or deaths. The numbers of accidents, injuries and deaths associated with an incident are to be reported on lines 80-82.**
- 80. Enter the number of accidents experienced by the provider in the Urbanized service which resulted in property damage that was greater than \$25,000 for FY 2023-2024.
- 81. Enter the number of fatalities experienced by the provider in the Urbanized service area for FY 2023-2024. Fatalities are defined as transit-caused deaths confirmed within 30 days of a transit incident (see “**Fatalities**” in glossary).
- 82. Enter the number of injuries experienced by the provider in the Urbanized service area for FY 2023-2024. Injuries occur when immediate medical attention away from scene for two or more persons is required.
- 83. Enter the number incidents experienced by the provider in the Non-Urbanized service area for FY 2023-2024. Incidents are defined as a safety or security incident occurring on transit property or otherwise affecting revenue service that results in a fatality, an injury or property damage equal to or exceeding \$25,000 (see “Reportable Incidents” in glossary). **Note: An incident may result in multiple injuries or deaths. Report only the total number of incidents which resulted in the accidents, injuries or deaths. The numbers of accidents, injuries and deaths associated with an incident are to be reported on lines 84-86.**
- 84. Enter the number of accidents experienced by the provider in the Non-Urbanized service which resulted in property damage that was greater than \$25,000 for FY 2023-2024.
- 85. Enter the number of fatalities experienced by the provider in the Non-Urbanized service area for FY 2023-2024. Fatalities are defined as transit-caused deaths confirmed within 30

days of a transit incident (see “Fatalities” in glossary).

86. Enter the number of injuries experienced by the provider in the Non-Urbanized service area for FY 2023-2024. Injuries occur when immediate medical attention away from scene for two or more persons is required.

Comparison of data from FY 2022-2023 to FY 2023-2024

After each line item, there are two fields seen in light blue. The first light blue field contains data reported in the 2022-2023 OPSTATS report. The second light blue field represents the variance between the data reported for 2023-2024 and the data reported for 2022-2023. **If a variance of +/-10% or greater is seen, please provide a detailed explanation for the variance on the accompanying Data Information Sheet.**

**REMINDER: If you do not provide an explanation for variances of +/-10% or greater, your report will be returned to you for revision.**

## FINANCIAL INFORMATION

For all financial reporting, use accrual accounting principles.

### Accrual Accounting and Grants

**Reporting of funds expended follows accrual accounting principles.** Accrual accounting is a method of financial accounting where revenues are recorded when earned instead of when received, and expenses are recorded when incurred instead of when paid. Reportable expenditures (liabilities) and resulting revenues (reimbursement) include those between **July 1 and June 30**.

Most Federal, State and local grants are earned on a reimbursement basis. Following accrual accounting procedures, grant funds are not reported until the expenditure is incurred (vs. paid). Report grant funds as they are earned (vs. received). Do not report the total amount of funding in an approved grant application (unless the expenditures are incurred and the grant funds are earned in the period).

### Expenses Worksheet

**Expenses:** For General Public services (Urbanized, Non-Urbanized or both)-Expenses are to be broken out in six columns (Bus Mode, Commuter Bus, Vanpool, Demand Response - Sponsored, Demand Response – Non-Sponsored, and Title XIX Medicaid services).

#### Administrative Expenses (Enter Amounts as Applicable)

1. Enter all Wages paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Wages paid in the fiscal year.
2. Enter all Benefits paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of All expenditures related to Benefits paid in the fiscal year.
3. Enter amount of Management Service Fees paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Management Service Fees paid in the fiscal year.
4. Enter amount related to Professional and Technical Services paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Professional and Technical Services paid in the fiscal year.
5. Enter the amount related to Contract Maintenance Services paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Contract Maintenance Services paid in the fiscal year.

6. Enter the amount related to Custodial Services paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Custodial Services paid in the fiscal year.
7. Enter the amount related to Other Services paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Other services paid in the fiscal year.
8. Enter the amount of Materials and Supplies paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Materials and Supplies paid in the fiscal year.
9. Enter the amount related to Utilities paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Utilities paid in the fiscal year.
10. Enter the amount related to Casualty and Liability paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Casualty and Liability paid in the fiscal year.
11. Enter the amount related to Dues and Subscriptions paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Dues and Subscriptions paid in the fiscal year.
12. Enter the amount related to Travel paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Travel paid in the fiscal year.
13. Enter the amount related to Tolls paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Tolls paid in the fiscal year.
14. Enter the amount related to Advertising and Promotion paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Advertising and Promotion paid in the fiscal year.
15. Enter the amount related to Other Miscellaneous Expenses paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Other Miscellaneous paid in the fiscal year. **Please enter the data in the fields below line 15. Line 15 is a self-calculating total of Other Miscellaneous Expenses.**
16. Enter the amount related to Leases and Rental paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Leases and Rentals paid in the fiscal year.



Operations Expenses (Enter Amounts as Applicable)

17. Enter all Wages paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Wages paid in the fiscal year.
18. Enter the amount of Overtime paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Overtime paid in the fiscal year.
19. Enter all Benefits paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Benefit paid in the fiscal year.
20. Enter amount of Management Service Fees paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Management Service Fees paid in the fiscal year.
21. Enter the amount related to Advertising Fees paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Advertising Fees paid in the fiscal year.
22. Enter amount related to Professional and Technical Services paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Professional and Technical Services paid in the fiscal year.
23. Enter the amount related to Contract Maintenance Services paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Contract Maintenance Services paid in the fiscal year.
24. Enter the amount related to Custodial Services paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to operating Custodial Services paid in the fiscal year.
25. Enter the amount related to Other services paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Other services paid in the fiscal year.
26. Enter the amount related to Fuel and Lubricants paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Fuel and Lubricants paid in the fiscal year.
27. Enter the amount related to Tubes and Tires paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Tubes and Tires paid in the fiscal year.

28. Enter the amount of Other Materials and Supplies paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Other Materials and Supplies paid in the fiscal year.
29. Enter the amount related to Casualty and Liability paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Casualty and Liability paid in the fiscal year.
30. Enter the amount related to Utilities paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Utilities paid in the fiscal year.
31. Enter the amount related to Vehicle Leasing and Fees paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Vehicle Leasing and Fees paid in the fiscal year.
32. Enter the amount related to Miscellaneous Expenses paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Miscellaneous paid in the fiscal year. **Please enter the data in the fields below line 32. Line 32 is a self-calculating total of Miscellaneous Expenses.**

Operating Expenses-Preventative Maintenance (Enter Amounts as Applicable)

33. Enter all Wages paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Wages paid in the fiscal year.
34. Enter the amount of Overtime paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Overtime paid in the fiscal year.
35. Enter all Benefits paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Benefit paid in the fiscal year.
36. Enter the amount related to Miscellaneous Expenses paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Miscellaneous paid in the fiscal year.
37. Enter the amount related to Contracted Preventative Maintenance paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Contract Maintenance Services paid in the fiscal year.
38. Enter the amount related to Spare Parts paid in SFY 2023-2024 by mode. The amount

seen in the Total Column should equal the total of all expenditures related to Spare Parts paid in the fiscal year.

39. Enter the amount related to Radios paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Radios paid in the fiscal year.
40. Enter the amount related to Shop Equipment paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Shop Equipment paid in the fiscal year.
41. Enter the amount related to Miscellaneous Equipment paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Miscellaneous Equipment paid in the fiscal year.
42. Enter the amount related to any Third Party Contracts paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Third Party Contracts paid in the fiscal year.

#### Subtotal Operating Expense

After line 42, a green line is seen which is marked “Subtotal Operating Expense”. **The fields in this line are self-calculating; do not enter data in the fields.**

#### Comparison of data from FY 2022-2023 to FY 2023-2024

After each line item, there are two fields seen in light blue. The first light blue field contains data reported in the 2022-2023 OPSTATS report. The second light blue field represents the variance between the data reported for 2023-2024 and the data reported for 2022-2023. **If a variance of +/-10% or greater is seen, please provide a detailed explanation for the variance on the accompanying Data Information Sheet.**

**REMINDER: If you do not provide an explanation for variances of +/-10% or greater, your report will be returned to you for revision.**

Capital/Preventative Maintenance Expenses (Enter Amounts as Applicable)

43. Enter all Preventative Maintenance Wages paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to all Preventative Maintenance Wages paid in the fiscal year.
44. Enter the amount of Preventative Maintenance Overtime paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Preventative Maintenance Overtime paid in the fiscal year.
45. Enter all Preventative Maintenance Benefits paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Preventative Maintenance Benefit paid in the fiscal year.
46. Enter the amount related to Miscellaneous Expenses paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Miscellaneous paid in the fiscal year.
47. Enter the amount related to Contracted Preventative Maintenance paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Contract Maintenance Services paid in the fiscal year.
48. Enter an amount related to Rehabilitation/Rebuild of Vehicle paid for in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Rehabilitation/Rebuild of Vehicle paid in the fiscal year.
49. Enter an amount related to Spare Parts paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Spare Parts paid in the fiscal year.
50. Enter an amount related to Radios paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Radios paid in the fiscal year.
51. Enter an amount related to Shop Equipment paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Shop Equipment paid in the fiscal year.
52. Enter an amount related to Storage Facilities paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Storage Facilities paid in the fiscal year.
53. Enter an amount related to ADP Hardware paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to ADP Hardware paid in the fiscal year.

54. Enter an amount related to ADP Software paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to ADP Software paid in the fiscal year.
55. Enter an amount related to Mobility Management paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Mobility Management paid in the fiscal year.
56. Enter an amount related to Communication Equipment paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Communication Equipment paid in the fiscal year.
57. Enter the amount related to Miscellaneous Equipment paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Miscellaneous Equipment paid in the fiscal year.
58. Enter an amount related to any Third Party Contracts paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to Third Party Contracts paid in the fiscal year.

Capital Expenses-Vehicle Acquisition (Enter Amounts as Applicable)

**For Lines 59-62**, if your agency purchased an expansion vehicle in the fiscal year, please report the vehicle make and model on the line provided and record the cost of that vehicle in the appropriate mode of service.

Capital Expense-Facilities Acquisition (Enter Amounts as Applicable)

63. List expenses related to Facilities Acquisition paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to acquisition of facilities paid in the fiscal year.

Capital Expense-Equipment Acquisition (Enter Amounts as Applicable)

64. List expenses related to Equipment Acquisition paid in SFY 2023-2024 by mode. The amount seen in the Total Column should equal the total of all expenditures related to acquisition of equipment paid in the fiscal year.

### Subtotal Capital Expense

After line 64, a yellow line is seen which is marked “Subtotal Capital Expense”. **The fields in this line are self-calculating; do not enter data in the fields.**

### Total Expenses (Operating and Capital)

After the Subtotal Capital Expense line, a dark blue line is seen which is marked “Total Expenses (Operating and Capital)”. **The fields in this line are self-calculating; do not enter data in the fields.**

### Comparison of data from FY 2022-2023 to FY 2023-2024

After each line item, there are two fields seen in light blue. The first light blue field contains data reported in the 2022-2023 OPSTATS report. The second light blue field represents the variance between the data reported for 2023-2024 and the data reported for 2022-2023. **If a variance of +/-10% or greater is seen, please provide a detailed explanation for the variance on the accompanying Data Information Sheet.**

**REMINDER: If you do not provide an explanation for variances of +/-10% or greater, your report will be returned to you for revision.**

## Revenues Worksheet

**Revenues:** For General Public services (Urbanized, Non-Urbanized or both)-Revenue are to be broken out in six columns (Bus Mode, Commuter Bus, Vanpool, Demand Response - Sponsored, Demand Response – Non-Sponsored, and Title XIX Medicaid services)

1. Enter farebox revenue amount by category for each of the six columns.
2. Federal Operating and Administrative Assistance
  - 2(a) Enter total FTA Section 5307 revenue received for operating and administrative assistance.
  - 2(b) Enter total FTA Section 5309 revenue received for operating and administrative assistance.
  - 2(c) Enter total FTA Section 5310 revenue received for operating and administrative assistance.
  - 2(d) Enter total FTA Section 5311 revenue received for operating and administrative assistance.
  - 2(e) Enter total FTA Section 5316 revenue received for operating and administrative assistance.
  - 2(f) Enter total FTA Section 5317 revenue received for operating and administrative assistance.
  - 2(g) *This row is reserved for future use.*
  - 2(h) *This row is reserved for future use.*
  - 2(i) *This row is reserved for future use.*
  - 2(j) Other FTA revenue received for operating and administrative assistance. If Other FTA funds were received in the 2023-2024 Fiscal Year for operating and administrative assistance, please list the fund on the line provided and under the appropriate mode, record the amount received. **Please enter the data in the fields below line 2(j). Line 2(j) is a self-calculating total of Other FTA Funds.**
  - 2(k) Other Federal revenue received for operating and administrative assistance. If Other Federal funds were received in the 2023-2024 Fiscal Year for operating and administrative assistance, please list the fund on the line provided and under the appropriate mode, record the amount received. **Please enter the data in the fields below line 2(k). Line 2(k) is a self-calculating total of Other Federal Operating Funds.**

3. Total Federal Operating and Administrative Assistance (**Self Calculating Fields; do not enter data in the fields**)
4. Revenue Received from Local Sources-Please identify the sources of local funding on the lines provided and under the appropriate mode, enter the amount of revenue received for the mode. **Please enter the data in the fields below line 4. Line 4 is a self-calculating total of Locally Receive Operating and Administrative Assistance Funds.**
5. Revenue Received from Contract Passenger Revenue-Enter revenue amount received from contract passenger revenue in the appropriate mode.
6. State Mass Transit Fund-In the appropriate mode, enter revenue amount received from State Mass Transit Fund (SMTF) if applicable.
7. Other Revenue-Identify the sources of other revenue on the lines provided and in the appropriate mode, enter the amount of revenue received for the mode. **Please enter the data in the fields below line 7. Line 7 is a self-calculating total of Other Revenue.**
8. TOTAL OPERATING REVENUE SUMMARY (FEDERAL, STATE, LOCAL, OTHER)  
(**Self Calculating Fields; do not enter data in the fields**)
9. FEDERAL CAPITAL ASSISTANCE
  - 9(a) Enter total FTA Section 5307 revenue received for capital assistance.
  - 9(b) Enter total FTA Section 5309 revenue received for capital assistance.
  - 9(c) Enter total FTA Section 5310 revenue received for capital assistance.
  - 9(d) Enter total FTA Section 5311 revenue received for capital assistance.
  - 9(e) Enter total FTA Section 5316 revenue received for capital assistance.
  - 9(f) Enter total FTA Section 5317 revenue received for capital assistance.
  - 9(g) *This row is reserved for future use.*
  - 9(h) *This row is reserved for future use.*
  - 9(i) *This row is reserved for future use.*
  - 9(j) Enter total FTA Section 5339 revenue received for capital assistance



9(k) Other FTA revenue received for capital assistance. If Other FTA funds were received in the 2023-2024 Fiscal Year for capital assistance, please list the fund on the line provided and under the appropriate mode, record the amount received. **Please enter the data in the fields below line 9(k). Line 9(k) is a self-calculating total of Other FTA Capital Funds.**

9(l) Other Federal revenue received for capital assistance. If Other Federal funds were received in the 2023-2024 Fiscal Year for capital assistance, please list the fund on the line provided and under the appropriate mode, record the amount received. **Please enter the data in the fields below line 9(l). Line 9(l) is a self-calculating total of Other Federal Capital Funds.**

10. TOTAL FEDERAL CAPITAL ASSISTANCE (Self Calculating Fields; do not enter data in the fields)
11. Revenue Received from Local Sources-Please identify the sources of local funding on the lines provided and under the appropriate mode, enter the amount of revenue received for the mode. **Please enter the data in the fields below line 11. Line 11 is a self-calculating total of Locally Received Capital Revenue.**
12. State Mass Transit Fund-In the appropriate mode, enter revenue amount received from State Mass Transit Fund (SMTF) if applicable.
13. Other Revenue-Identify the sources of other revenue on the lines provided and in the appropriate mode, enter the amount of revenue received for the mode. **Please enter the data in the fields below line 13. Line 13 is a self-calculating total of Other Capital Revenue.**
14. TOTAL CAPITAL REVENUE FROM ALL SOURCES (Self Calculating Fields; do not enter data in the fields)
15. TOTAL REVENUE OPERATING & CAPITAL (Self Calculating Fields; do not enter data in the fields)

Comparison of data from FY 2022-2023 to FY 2023-2024

After each line item, there are two fields seen in light blue. The first light blue field contains data reported in the 2022-2023 OPSTATS report. The second blue field represents the variance between the data reported for 2023-2024 and the data reported for 2022-2023. **If a variance of +/-10% or greater is seen, please provide a detailed explanation for the variance on the accompanying Data Information Sheet.**

**REMINDER: If you do not provide an explanation for variances of +/-10% or greater, your report will be returned to you for revision.**

## Operating Reconciliation (Oper. Recon.) Worksheet

- Revenues-Administration and Operating (Self Calculating Fields, do not enter data)
- Expenses-Administration and Operating (Self Calculating Fields, do not enter data)
  - Any surplus or deficit is automatically calculated in the Totals Column.
  - In the Surplus and/or Deficit fields, please enter the dollar amount that represents the purpose of any surplus realized during the reporting period.
  - **Note:** Revenues and Expenses should balance and a surplus or deficit should not materialize.
- If any part of the surplus was intended for purposes other than Operating Reserves or Capital Reserves, place that amount in the field labeled “Other”, and identify that purpose in the Surplus Line.
- If the agency had a deficit for the reporting period, please indicate the funding amounts from the listed sources (Local Deficit, Operating Reserves or Other Agency Funds) to be used to address the deficit.
- Signature of workbook preparer and date signed. Enter the name of the person who prepared the OPSTATS report and date prepared. The preparer must forward the report to the agencies executive director/general manager for review prior to submission to the Office of Public Transit.
- Signature of Authorized Representative and date signed. Prior to signing the completed OPSTATS report, the Executive Director of the agency must review and authorize its submission. By submitting the report via the executive officer’s email address, the report will be accepted as having been reviewed and authorized by the current executive officer. An OPSTATS report which is not submitted via the executive officer’s email address will not be accepted by the SCDOT Office of Public Transit.
- **OPSTATS Report is due to SCDOT on or before Friday, October 25, 2024.**

## FACILITIES AND REVENUE VEHICLE WORKSHEET

### ASSET TAB SERIES (ASSET1 THROUGH ASSET4): FACILITIES AND REVENUE VEHICLE DATA WORKSHEETS

#### APPLICABLE ONLY FOR NON-URBANIZED (RURAL) DATA

The facilities and revenue vehicle worksheet has been added to the OPSTATS report to provide fiscal year data and information about the vehicles and facilities that were used to support public transit service in rural service areas. Urban transit operations should not be included in this section. **The data submitted for FY 2022-2023 has been retained for the FY 2023-2024 reporting cycle. Please edit the data as needed.**

The ASSET1 Tab may be sufficient for most operations (those agencies having 60 revenue vehicles or less or having less than 60 different categories of revenue vehicles that are similar). If your agency requires the use of more than the 60 rows provided on ASSET1 to report revenue vehicle details, then ASSET2 and the subsequent ASSET tabs should be used. The facility's data only needs to be recorded on ASSET1, regardless of the subsequent number of ASSET tabs that are used to report revenue vehicle data. The directions below begin with the top section of the tab labeled, ASSET1.

1. Number of Maintenance Facilities: Enter the number of general purpose maintenance facilities used by the transit operation, corresponding to the four ownership status fields (Maintenance Facilities Owned by Service Provider, Owned by Public Agency for Service Provider, Leased by Public Agency for Service Provider or Leased by Service Provider). **Total Number of Facilities is a self-calculating field; do not enter data in the field.**
2. Transit Agency Information: Please complete the spaces provided to gather information about your transit agency. This includes:
  - *Transit Agency* (Name of Transit Agency)
  - *Street Address of Transit Agency*
  - *City/Town Where Agency is Located*
  - *State and Zip Code of Agency*
  - *Telephone Number of Agency*
  - *Agency Web Address*

3. **Vehicle Data:** Below the transit agency information section is the vehicle data section. This section is where agencies should provide information related to their vehicles. The data sought is identified in the grey headings atop each column immediately below the transit agency information. Revenue vehicles should be grouped according to common characteristics and place on the same line. If the number of similar revenue vehicle groups exceeds the number of lines on the ASSET1 worksheet, there is additional space on the subsequent sheets (ASSET2 through ASSET4).

**Year of Manufacture:** In the first column, for each vehicle owned by the agency, please place the four-digit year of manufacture of the revenue vehicle in this column.

**Vehicle Type:** In the second column, please use the appropriate code to indicate the body type of the revenue vehicle or vehicles described on each line. If a transit vehicle used in revenue service does not correspond to any of the vehicle body types listed in the table below, please categorize that vehicle as Other, place OR in the Vehicle Type field, and briefly describe the actual vehicle type in the gray field immediately next to the OR entry.

**TABLE 3: VEHICLE TYPE CODES**

<b>VEHICLE TYPE</b>	<b>COD</b>
Automobile	A
Bus	B
Minivan	M
Cutaway	C
School Bus	S
Van	V
Other	O
Over-the-Road Bus	B
Sport Utility Vehicle	S

**Vehicle Length in Feet:** Enter the length of the revenue vehicle to the nearest whole foot.

**Seating Capacity:** Enter the actual number of seats on the revenue vehicle, excluding the driver's seat. If the vehicle has an adjustable seating capacity, report the seating capacity of the adjustable option that provides the greatest number of passenger seats. **The total number of rural service seats is self-calculated at the bottom of the column.**

**Number of Vehicles in Fleet:** Enter the number of revenue vehicles that have the same value or characteristics across all of the factors (same Year of Manufacture, Body Type, Vehicle Length, Seating Capacity, Largest Funding Source and ADA status). **The total number of rural service vehicles is self-calculated at the bottom of the column.**

**Total Seating Capacity:** This figure is **self-calculating** based upon the seating capacity on the revenue vehicle multiplied by the number of vehicles in the fleet. **The total rural service seating capacity is self-calculated at the bottom of the column.**

**Largest Source of Funding for Purchase/Leased Vehicles:** Please list the largest source of funding for vehicles (FTA, Other Federal, Private, State or Local).

**Number of ADA Accessible Vehicles:** Enter the number of ADA Accessible Vehicles; include revenue vehicles equipped with wheelchair lifts, ramps or low floors. **The total number of rural service ADA vehicles is self-calculated at the bottom of the column.**

**Ownership Code:** Enter the ownership code for each revenue vehicle based upon the key seen at the top of the column.

## OPSTATS TERMS AND DEFINITIONS

### **Accrual Accounting**

A method of financial accounting where revenues are recorded when earned instead of when received, and expenses are recorded when incurred instead of when paid.

### **Act of God**

A natural and unavoidable catastrophe that interrupts the expected course of events, such as earthquakes, floods, hurricanes, tornados, other high winds, lightning, snow and ice storms.

### **Active Vehicles**

The vehicles available to operate in revenue service at the end of your fiscal year, including:

- Spares
- Vehicles temporarily out of service for routine maintenance and minor repairs
- Operational vehicles

### **Active Vehicles in Fleet**

The vehicles in a particular fleet at year-end that are available to operate in revenue service, including:

- Spares
- Vehicles temporarily out of service for routine maintenance and minor repairs

### **Actual**

An adjective to describe something existing or current, not something expected or estimated. Examples include actual liability and actual losses, which represent the real (not estimated) amounts of losses and liabilities incurred by the transit agency.

### **Actual Service**

The total service operated during each time period. Actual service is measured by vehicles in service, in miles and hours.

Actual service excludes:

- Missed trips
- Service interruptions (e.g., strikes, emergency shutdowns)

### **Actual Vehicle Hours**

The hours that vehicles travel while in revenue service plus deadhead hours. Actual vehicle hours include:

- Revenue service
- Deadhead
- Layover/recovery time

Actual vehicle hours exclude:

- Hours for charter service
- School bus service
- Operator training
- Vehicle maintenance testing

### **Actual Vehicle Miles**

The miles that vehicles travel while in revenue service (actual vehicle revenue miles (VRM)) plus deadhead miles. Actual vehicle miles include:

- Revenue service
- Deadhead

Actual vehicle miles exclude:

- Miles for charter service
- School bus service
- Operator training
- Vehicle maintenance testing

### **Actual Vehicle Revenue Hours (VRH)**

The hours that vehicles travel while in revenue service. Vehicle revenue hours (VRH) include:

- Revenue service
- Layover/recovery time

Actual vehicle revenue hours exclude:

- Deadhead
- Operator training
- Maintenance testing
- School bus and charter service

### **Actual Vehicle Revenue Miles (VRM)**

The miles that vehicles travel while in revenue service. Vehicle revenue miles (VRM) include:

- Revenue service

Actual vehicle revenue miles exclude:

- Deadhead
- Operator training
- Maintenance testing
- School bus and charter services

## **ADA**

Americans with Disabilities Act of 1990

### **Americans with Disabilities Act of 1990 (ADA)**

The legislation requires transportation providers to make transportation accessible to individuals with disabilities, and specifies agencies' responsibilities in this effort.

### **Americans with Disabilities Act of 1990 (ADA) Accessible Stations**

Public transportation passenger facilities which, in compliance with ADA requirements, provide ready access and do not have physical barriers that prohibit and/or restrict access by individuals with disabilities, including individuals who use wheelchairs.

### **ADA Accessible Vehicles**

Public transportation revenue vehicles which, in compliance with ADA requirements, do not restrict access, are usable, and provide allocated space and/or priority seating for individuals who use wheelchairs, and which are accessible using lifts or ramps.

### **Americans with Disabilities Act of 1990 (ADA) Related Unlinked Passenger Trips (UPT)**

The number of passengers who board public transportation vehicles for complementary paratransit services (demand response (DR)) associated or attributed to the Americans with Disabilities Act of 1990 (ADA) compliance requirements. The number of Americans with Disabilities Act of 1990 (ADA) unlinked passenger trips (UPT) should be less than or equal to the total number of unlinked passenger trips. These trips are reported only for demand response (DR) mode. ADA-related service reported to NTD should not include any categorical service (i.e. Services that are not available to the general public such as: Medicaid, Meals-On-Wheels, Head Start, sheltered workshops, independent living centers, etc.) Also not included is service funded by the New Freedom program.

### **Administrative Buildings**

Facilities and offices which house the executive management and supporting activities for overall transit operations such as accounting, finance, engineering, legal, safety, security, customer services, scheduling and planning. They include separate buildings for customer information or ticket sales, which are owned by the transit agency and which are not part of passenger stations.

### **Advertising Revenues**

Revenue earned from displaying advertising materials on transit agency vehicles and property. The amounts should be net of any fees paid to advertising agencies, which place the advertisement with the transit agency.



**Atypical Day**

A day on which the transit agency either:

- Does not operate its normal, regular schedule; or
- Provides extra service to meet demands for special events such as conventions, parades, or public celebrations, or operates significantly reduced service because of unusually bad weather (e.g., snowstorms, hurricanes, tornadoes, earthquakes) or major public disruptions (e.g., terrorism).

Atypical days should not be included in the computation of average daily service.

**Average Saturday**

A typical, representative Saturday in the operation of the transit system, weighted to reflect seasonal variations in service, and not including atypical days.

**Average Sunday**

A typical, representative Sunday in the operation of the transit system, weighted to reflect seasonal variations in service, and not including atypical days.

**Average Trip Length**

The average distance ridden for an unlinked passenger trip (UPT) by time period (weekday, Saturday, Sunday) computed as passenger miles traveled (PMT) divided by unlinked passenger trips (UPT). May be determined by sampling, or calculated based on actual data.

**Average Weekday**

A typical, representative weekday in the operation of the transit system, weighted to reflect seasonal variations in service, and not including atypical days.

**Bus (MB)**

A transit mode comprised of rubber-tired passenger vehicles operating on fixed routes and schedules over roadways. Vehicles are powered by:

- Diesel
- Gasoline
- Battery, or
- Alternative fuel engines contained within the vehicle.

**Bus Stop**

Pre-defined location for passengers to board and/or alight the transit vehicle, typically on-street, at the curb, or in a median, sometimes with a shelter, sign, or lighting.

**Buses (BU)**

Rubber-tired passenger vehicles powered by diesel, gasoline, battery or alternative fuel engines contained within the vehicle. Vehicles in this category do not include articulated, double-decked, or school buses. Includes cutaway/body-on-chassis vehicles for urban reporting.

**Buyer**

The NTD reporter contracting with a seller under a purchased transportation agreement to provide transit services. The contractor may be a public transit agency or a private company.

**Capital**

Projects related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of:

- The capitalization level established by the government unit for financial statement purposes, or
- \$5,000.

Capital expenses do not include operating expenses (OE) that are eligible to use capital funds, such as preventive maintenance.

**Capital Asset**

Capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that have useful lives over one year.

**Capital Assistance**

Financial funding to help cover the costs of equipment necessary to support transit services. Equipment is tangible property having a useful life of more than one year, e.g., vehicles, buildings, passenger stations and fixed guideway (FG) facilities. See capital expenses for requirements.

**Capital Expenses**

The expenses related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of:

- The capitalization level established by the government unit for financial statement purposes, or
- \$5,000

Capital expenses do not include operating expenses that are eligible to use capital funds.

**Charter Service**

A vehicle hired for exclusive use that does not operate over a regular route, on a regular schedule and is not available to the general public.

**Chief Executive Officer (CEO)**

The principal executive in charge of and responsible for the transit agency.

**Collision**

A vehicle accident in which the first harmful event is the impact of a road vehicle in transport with:

- Another vehicle
- An object,
- Person(s)
- An animal
- A rail vessel
- A vessel or
- A dock

**Community**

Service operated primarily within the boundaries of a community that is not considered a municipality, county, independent city or parish.

**Commuter Bus**

Fixed-route bus systems that are primarily connecting outlying areas with a central city through bus service that operates with at least five miles of continuous closed-door service. This service may operate motorcoaches (aka over-the-road buses), and usually features peak scheduling multiple-trip tickets and limited stops in the central city.

**Complementary Paratransit Services**

Transportation service required by the Americans with Disabilities Act (ADA) for individuals with disabilities who are unable to use fixed route transportation systems. This service must be comparable to the level of service provided to individuals without disabilities who use the fixed route system and meet the requirements specified in Sections 37.123-137.133 of *Transportation Services for Individuals with Disabilities (Part 37), Code of Federal Regulations, Title 49, Volume 1*. The complementary services must be origin-to-destination service (demand response (DR)) or on-call demand response (DR) service to an accessible fixed route where such service enables the individual to use the fixed route bus (MB) system for his or her trip. Service must be provided in a corridor  $\frac{3}{4}$  of a mile on either side of the bus routes.

**Contract Revenues**

Reimbursement by any organization, government, agency, or company, as a result of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers.

**County**

A small administrative district of a country; esp., the largest local administrative subdivision of most States of the U.S. For Rural NTD reporting, the term county is a county, independent city, parish (Louisiana), borough (Alaska) or US Census area (Alaska).

**County/Independent City**

Service operated primarily within the boundaries of a single county/independent city or parish.

**Customer**

An individual on board a revenue transit vehicle or an intending/deboarded passenger in a transit facility.

**Cutaways (CU)**

A vehicle in which a bus body is mounted on the chassis of a van or light-duty truck. The original van or light-duty truck chassis may be reinforced or extended. Cutaways typically seat 15 or more passengers, and typically may accommodate some standing passengers.

**Days not Operated due to Officially Declared Emergencies**

The number of days that service did not operate due to emergencies, such as:

- Floods
- Snowstorms
- Tornados

A person in authority (usually the mayor, county head or governor) must officially declare an emergency.

**Days Operated**

The number of days that service was actually operated according to the schedule of service. For non-scheduled services such as demand response (DR) and vanpool (VP), days schedule operated refers to the days when service normally was operated.

**Deadhead (Miles and Hours)**

The miles and hours that a vehicle travels when out of revenue service.

Deadhead includes:

- Leaving or returning to the garage or yard facility
- Changing routes
- When there is no expectation of carrying revenue passengers.

However, deadhead does not include:

- Charter service
- School bus service
- Operator training
- Maintenance training

**Dedicated Fleet**

Vehicles used exclusively for public transit service of a modal classification.

**Demand Response (DR)**

A transit mode comprised of passenger cars, vans or small buses operating in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations. A demand response (DR) operation is characterized by the following:

- The vehicles do not operate over a fixed route or on a fixed schedule except, perhaps, on a temporary basis to satisfy a special need, and
- Typically, the vehicle may be dispatched to pick up several passengers at different pick-up points before taking them to their respective destinations and may even be interrupted en route to these destinations to pick up other passengers.

The following types of operations fall under the above definitions provided they are not on a scheduled fixed route basis:

- Many origins — many destinations
- Many origins — one destination
- One origin —many destinations, and
- One origin —one destination

**Deviated Fixed Route Service**

Transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested the deviation.

**Directly Operated (DO)**

Transportation service provided directly by a transit agency, using their employees to supply the necessary labor to operate the revenue vehicles. This includes instances where an agency's employees provide purchased transportation (PT) services to the agency through a contractual agreement.

**Employee**

An individual who is compensated by the transit agency as follows:

- For directly operated (DO) services, the labor expense for the individual is reported in object class (501) labor, and
- For purchased transportation (PT) service, the labor expense for the individual meets the same criteria as object class (501) labor
- Applies to Transit Employees and Contractors

**Evacuation**

A condition occurs when passenger or patrons are necessarily withdrawn or removed from transit vehicles or facilities due to hazardous or potentially hazardous conditions. This includes self-evacuation, and evacuation to a location that may put passengers or patrons in imminent danger (such as the rail-right-of way).

**Facility Maintenance**

An Operating Expense Function that captures activities related to keeping buildings, structures, roadways, track, and other non-vehicle assets operational and in good repair, including administrative and clerical support. Sub-functions under Facility Maintenance are:

- Maintenance of Vehicle Operations Equipment
- Maintenance of Roadway and Track
- Maintenance of Tunnels, Bridges, and Subways
- Maintenance of Passenger Stations and Stops
- Maintenance of Operating and Maintenance Buildings, Grounds, and Equipment
- Maintenance of Administrative Buildings, Grounds, and Equipment
- Operation and Maintenance of Electric Power Facilities
- Administration of Facility Maintenance

**Fare Revenues**

All income received directly from passengers, paid either in cash or through pre-paid tickets, passes, etc. It includes donations from those passengers who donate money on the vehicle. It includes the reduced fares paid by passengers in a user-side subsidy arrangement. It also includes payments made through an agreement to provide fare-free service for a certain group, e.g. payments from a university to provide free service to students.

**Fatality**

A death or suicide Confirmed within 30 days of a reportable event. This excludes deaths in or on transit property that are a result of illness or other natural causes.

**Federal Government Funds**

Financial assistance obtained from the Federal government to assist with paying the costs of providing transit services.

**Fixed Route Service**

Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed route trip serves the same origins and destinations, such as rail and bus (MB); unlike demand responsive (DR) and vanpool (VP) services.

**FTA**

Federal Transit Administration

**FTA Alternative Transportation in Parks and Public Lands (Section 5320)**

Financial assistance from Section 5320 of the Federal Transit Act. This is a program to support public transportation projects in parks and public lands. Funds may be used for planning and capital projects in or in the vicinity of any federally owned or managed park, refuge, or recreational area that is open to the general public.

**FTA Bus and Bus Facilities (Section 5339)**

The FTA Bus and Bus Facilities Program (§5339) is a formula program that finances capital projects to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities. Grants received under the old §5309 Bus and Bus Facilities program should be reported under §5309; this category should be used only for new grants made under MAP-21.

**FTA Capital Program (Section 5309)**

Financial assistance from Section 5309 of the Federal Transit Act. This program provides capital assistance for three primary activities:

- New and replacement buses and facilities
- Modernization of existing fixed guideway (FG) systems
- New fixed guideway (FG) systems

**FTA Clean Fuels Program (Section 5308)**

Financial assistance from Section 5308 of the Federal Transit Act. This program supports the use of alternative fuels in air quality maintenance or nonattainment areas for ozone or carbon monoxide, both for urbanized and other than urbanized areas. Funds may be used for the purchase or lease of clean fuel buses, the construction of clean fuel electrical recharging facilities, improvement to existing facilities to accommodate clean fuel buses, and the re-powering and retrofit or rebuild of pre-1993 engines if before a mid-life rebuild.

## **FTA Grant Program**

Financial assistance programs from FTA. These funds include:

- FTA Capital Program (Section 5309)
- FTA Urbanized Area Formula Program (Section 5307)
- FTA Clean Fuels Program (Section 5308)
- FTA Metropolitan Planning (Section 5303)
- FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (Section 5310)
- FTA Other Than Urbanized Area Formula Program (Section 5311)
- FTA Research, Development, Demonstration and Training Projects (Section 5312) FTA Job Access and Reverse Commute Formula Program (Section 5316)
- FTA New Freedom Program (Section 5317)
- FTA Transit in the Park (Section 5320)
- FTA State of Good Repair (Section 5337)
- FTA Bus and Bus Facility (Section 5339)
- Interstate Transfer Program

## **FTA Growing States and High Density States Formula (Section 5340)**

New Growing States and High Density States Formula Factors: Section 5340 of the Federal Transit Act that establishes new factors to distribute funds to the urbanized area formula and rural formula programs. One-half of the funds that are made available under the Growing States factors are apportioned by a formula based on state population forecasts for 15 years beyond the most recent census; amounts apportioned for each state are then distributed between urbanized areas and rural areas based on the ratio of urban/rural population within each state. The High Density States factors distribute the other half of the funds to states with population densities in excess of 370 persons per square mile. These funds are apportioned only to urbanized areas within those states.



### **FTA Job Access and Reverse Commute Formula Program (JARC) (Section 5316)**

Financial assistance from Section 5316 of the Federal Transit Act. This program pertains to:

- Access to jobs projects for the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment, including:
  - Transportation projects to finance planning, capital, and operating costs of providing access to jobs;
  - Promoting public transportation by low-income workers, including the use of public transportation by workers with nontraditional work schedules;
  - Promoting the use of transit vouchers for welfare recipients and eligible low-income individuals
  - Promoting the use of employer-provided transportation, including the transit pass benefit program under section 132 of the Internal Revenue Code of 1986.
- Reverse commute projects for public transportation designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities, including any projects to:
  - Subsidize the costs associated with adding reverse commute bus, train, carpool, van routes, or service from urbanized areas and other than urbanized areas to suburban workplaces
  - Subsidize the purchase or lease by a nonprofit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace
  - Or otherwise facilitate the provision of public transportation services to suburban employment opportunities.

### **FTA New Freedom Program (Section 5317)**

Financial assistance from Section 5317 of the Federal Transit Act. This is a formula program to encourage services and facility improvements to address the transportation needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act. Funds may be used for associated capital and operating costs.

### **FTA Other Than Urbanized Area Formula (Section 5311)**

Financial assistance from Section 5311 of the Federal Transit Act. This program provides formula funding to States and Indian Tribes for the purpose of supporting public transportation in areas with a population of less than 50,000. Funding may be used for capital, operating, State administration, and project administration expenses. Under Section 5311, SAFETEA-LU also includes provisions for Growing States and High Density States Factors.

**FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (Section 5310)**

Financial assistance from Section 5310 of the Federal Transit Act. This program provides capital assistance to state and local governments and private non-profit groups in meeting the transportation needs of elderly individuals and individuals with disabilities. Up to 45% of a participating State's apportioned Section 5310 funds may be used for operating expenses. The State (or State-designated agency) administers the section 5310 program.)

**FTA Urbanized Area Formula Program (Section 5307)**

Financial assistance from Section 5307 of the Federal Transit Act. This program makes Federal resources available for capital and operating assistance for transit in urbanized areas (UZAs). The Urbanized Area Formula Program also supports planning, in addition to that funded under the Metropolitan Planning program (Section 5303). Funding is apportioned directly to each UZA with a population of 200,000 or more, and to the State Governors for UZAs with populations between 50,000 and 200,000. Generally, operating assistance is not an eligible expense for UZAs with populations of 200,000 or more. However, there are several exceptions to this restriction (See MAP-21). Under Section 5307, MAP-21 also includes provisions for Small Transit Intensive Cities (STIC) Formula and Growing States and High Density States Factors.

**Fuel and Lubricants**

The costs of gasoline, diesel fuel, propane, lubricating oil, transmission fluid, grease, etc., for use in vehicles.

**Full Time Employees**

Employees of the transit agency meeting the local definition of full time hours. Normally, these persons are entitled to receive the full benefits package (e.g., sick leave, vacation and insurance benefits).

**GAAP**

Generally Accepted Accounting Principles

**GASB**

Governmental Accounting Standards Board

## **General Administration**

All activities associated with the general administration of the transit agency, including:

- Transit service development
- Injuries and damages
- Safety
- Personnel administration
- Legal services
- Insurance
- Data processing
- Finance and accounting Purchasing and stores Engineering
- Real estate management
- Office management and service
- Customer services
- Promotion
- Market research
- Planning

## **General Purpose Maintenance Facilities**

Facilities used for inspecting, servicing and performing light maintenance work upon revenue vehicles. Light maintenance includes the following:

- Brake adjustments
- Engine degreasing
- Tire work
- Minor body repairs
- Painting

## **Governmental Accounting Standards Board (GASB)**

Affiliated with the FASB, it specializes in accounting principles within government agencies in the United States.

## **Grant**

An award of financial assistance, including Cooperative Agreements, in the form of money, or property in lieu of money, by the federal government to an eligible grantee or recipient.

## **Head-on**

A collision type where two vehicles coming from opposite directions impact each other straight on in the front; or in a T-Bone or broadside collision, where the front of a vehicle (head-on) impacts the side (Angle) of another vehicle.

**Headway**

The time interval between vehicles moving in the same direction on a particular route.

**Heavy Maintenance Facilities**

Facilities used for performing heavy maintenance work on revenue vehicles. Heavy maintenance includes the following:

- Unit rebuild
- Engine overhaul
- Significant body repairs
- Other major repairs

**High Intensity Motorbus**

A new category of guideway distinct from fixed guideway, defined by MAP-21. High Intensity Motorbus (or Bus; HIB) comprises lanes that are exclusive to transit vehicles at some, but not all, times, and lanes that are restricted to transit vehicles, HOV, and HO/T. HIB lanes do not have their own funding tier under UAFP, but do receive State of Good Repair funding once they reach seven years of age.

**Hybrid Vehicle**

A vehicle that combines two or more sources of power that can directly or indirectly provide propulsion power, so as to increase efficiency and thereby reduce emissions. A hybrid vehicle uses a mixture of technologies such as internal combustion engines, electric motors, gasoline, and batteries. Does not include dual fuel vehicles, for example a bus that can run on regular diesel or biodiesel.

**IAS**

Independent Auditor Statement

**IAS - FD**

Independent Auditor Statement for Financial Data

**IAS - FFA**

Independent Auditor Statement for Federal Funding Allocation Data

**IB**

Mode: Intercity Bus (Rural Module)

**ID**

NTD identification number

**In-Kind Services**

A type of contributed service reported only if there is no obligation to pay for the service.

## **Inactive Vehicles**

The vehicles

- In storage
- Emergency contingency vehicles
- Vehicles pulled from the active fleet but awaiting sale
- Vehicles out of service for an extended period of time

## **Incidental Service**

The provision of transit rides when existing public transportation services cannot meet demand. This is often done through a Guaranteed Ride Home program or policy. There are three common cases:

- Transit agency works with employers to ensure employees who took transit to work and who must leave work for a personal emergency (illness, family crisis) or have unscheduled overtime, have a ride home
- Transit vehicle breakdowns or other service interruptions
- Demand response mode when reserved passenger trips cannot be met.

## **Incomplete Report**

NTD report:

- Not containing all the required reporting forms and data,
- Not in conformance with the NTD requirements, or
- Not containing the chief executive officer (CEO) certification and Independent Auditor Statements (IAS), as applicable

## **Independent Auditor Statement (IAS)**

A letter signed by an independent public accountant or other independent entity (such as a state audit agency). There are two Independent Auditor Statements (IAS):

- Independent Auditor Statement for Financial Data (IAS□FD)
- Independent Auditor Statement for Federal Funding Allocation Data (IAS□FFA)

## **Independent Auditor Statement for Federal Funding Allocation Data (IAS-FFA)**

A letter signed by an independent public accountant or other independent entity (such as a state audit agency) that he has conducted a review of the data used in the FTA Urbanized Formula Program (UAF) and FTA Capital Program for Fixed Guideway Modernization funding allocations. This letter is required for transit agencies with 100 or more vehicles operated in annual maximum service (VOMS) across all modes and types of service (TOS) and serving a primary urbanized area (UZA) with 200,000 or more population.

### **Independent Auditor Statement for Financial Data (IAS-FD)**

A letter signed by an independent public accountant or other independent entity (such as a state audit agency) that he has conducted a review of all NTD financial forms to ensure that a transit agency's accounting system follows the Uniform System of Accounts (USOA), that accrual accounting or a directly translatable method is used, and that all data are in accordance with NTD requirements.

### **Information Systems**

Systems for processing data including computers, monitors, printers, scanners, data storage devices and associated software that support transit operations such as general office, accounting, scheduling, planning, vehicle maintenance, non-vehicle maintenance and customer service functions.

### **Injury**

Any physical damage or harm to persons as a result of an incident that requires immediate medical attention away from the scene.

### **Inspection and Maintenance of Revenue Vehicles**

Component activities include:

- Inspecting revenue vehicle components on a scheduled preventive maintenance basis (e.g., engine and transmission, fuel system, ignition system, chassis, body - exterior and interior, electrical system, lubrication system, trolleys, pantographs and third rail shoes, trucks, braking system, air conditioning system)
- Changing lubrication fluids
- Replacing minor repairable
- Making road calls to service revenue vehicle breakdowns
- Towing and shifting revenue vehicles to maintenance facilities
- Rebuilding and overhauling repairable components
- Performing major repairs on revenue vehicles on a scheduled or unscheduled basis (this work is generally done by the following facilities: machine shop; sheet metal shop; welding and blacksmith shop; woodworking shop)
- Replacing major repairable units of vehicles
- Repairing damage to vehicles resulting from collisions, floods, fires, or other Events

### **Intercity Bus Service**

Regularly scheduled bus (MB) service for the general public, using an over-the-road bus (MB), that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity or connecting one or more rural communities with an urban area not in close proximity;

- Has the capacity for transporting baggage carried by passengers; and
- Makes meaningful connections with scheduled intercity bus (MB) service to more distant points.

### **JARC**

FTA Job Access and Reverse Commute Program

### **Layover / Recovery Time**

Hours scheduled at the end of the route before the departure time of the next trip. This time is scheduled for two reasons:

- To provide time for the vehicle operator to take a break (layover)
- To provide time to get back on schedule before the next trip departs if the trip arrives late at the end of the route (recovery)

### **Lease under Lease Purchase Agreement by a Private Entity (LPPE or LPAA)**

Vehicles leased under a closed end agreement whereby the lessee acquires the capital appreciation of the vehicles as lease payments are made. At the end of the lease, the lessee owns the vehicles. The lessee may be a private entity or public agency

### **Leased or Borrowed from Related Parties by a Private Entity (LRPE)**

Vehicles leased or borrowed from a related party. For example, a state may purchase all vehicles (hold title) and distribute the vehicles to private providers.

### **Leased or Borrowed from Related Parties by a Public Agency (LRPA)**

Vehicles leased or borrowed through a public entity as the result of legal or governmental agreements or restrictions. For example, a state may purchase all vehicles (hold title) and distribute the vehicles to transit agencies; or vehicles may be owned by a county government and least to a public transit authority that is legally prohibited from owning the vehicles.

### **Life Safety Event**

A situation, such as a fire, the presence of smoke, fuel leak, electrical or other hazard, that constitutes an imminent danger to passengers, employees, contractors, or other persons.

### **Local Government Funds**

Financial assistance from local governments (below the state level) to help cover the costs of providing transit services. Does not include funds generated directly by the transit agency.

### **Maintenance Administration — Facilities (Non-Vehicles)**

Component activities include:

- Providing supervision and clerical support for the administration of transit way and structures maintenance and other buildings, grounds and equipment maintenance
- Preparing and updating records for transit way and structures maintenance and other buildings, grounds and equipment maintenance records
- Providing technical training to facilities maintenance personnel; and
- Engineering maintenance of transit way and structures, and of other buildings, grounds and equipment

### **Maintenance Administration — Vehicles**

Component activities include:

- Providing supervision and clerical support for the administration of vehicle maintenance
- Preparing and updating vehicle maintenance records
- Accumulating and computing vehicle performance data (e.g., mileage, fuel and oil consumption)
- Providing technical training to vehicle maintenance personnel
- Appearing as a witness to provide information on vehicle maintenance

### **Maintenance Buildings**

Facilities where maintenance activities are conducted including garages, shops (e.g., body, paint, machine) and operations centers. Include in maintenance buildings, equipment that enhances the maintenance function, for example: bus (MB) diagnostic equipment. Do not include information systems such as computers that are used to process maintenance data.

### **Maintenance of Communication Systems**

Inspecting, cleaning, repairing and replacing all components of communication systems (e.g., office telephone, public address units), other than those devoted to the vehicle movement control function which are included in maintenance of vehicle movement control systems.

### **Maintenance of Fare Collection and Counting Systems**

Inspecting, cleaning, repairing and replacing all components of fare collection and counting equipment (e.g., fare boxes, vaults, counters, changers and sorters).



### **Maintenance of Garages and Shop Buildings, Grounds and Equipment**

Component activities include:

- Inspecting, repairing and replacing components of garage and shop buildings and equipment; and
- Providing custodial services for garage and shop buildings and grounds.

### **Maintenance of General Administration Buildings, Grounds and Equipment**

Component activities include:

- Inspecting, cleaning, repairing and replacing components of buildings and equipment used for general administration; and
- Providing custodial services for buildings and grounds used for general administration.

### **Maintenance of Operating Station Buildings, Grounds and Equipment**

Component activities include:

- Inspecting, repairing and replacing components of operating station buildings and equipment; and
- Providing custodial services for operating station buildings and grounds.

### **Maintenance of Passenger Stations**

Component activities include:

- Inspecting, repairing and replacing components of passenger station buildings and equipment; and
- Providing custodial services for passenger station buildings and grounds.

### **Major Mechanical System Failure**

A failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

### **Mass Transportation**

Synonymous term with public transportation

### **MB**

Bus

### **Mode**

A system for carrying transit passengers described by specific right-of-way (ROW), technology and operational features.

### **Multi-County/Independent City**

Service operated primarily within the boundaries of two or more counties/independent cities or parishes.

**Municipality**

A town, village, or other district having powers of local self-government. For Rural NTD reporting, the term municipality does not include a city or county.

**Net Income**

Net income is the transit agency's total earnings or profit. Net income is calculated by subtracting operating expenses, depreciation, interest, taxes and other expenses from the agency's revenues for the reporting period.

**Non-ADA Accessible Stations**

Public transportation passenger facilities which do not provide ready access by individuals with disabilities, including individuals who use wheelchairs.

**Non-Dedicated Vehicles**

Vehicles not used exclusively for NTD-reported service.

**Non-Federal Private funds (NFPE)**

Vehicles purchased without any type of public funding

**Non-Federal Public funds (NFPA)**

Vehicles purchased without Federal funding, but with some other public funding, e.g. state funds

**Non-public Transportation Revenues**

The revenue earned from transportation which is not public passenger transportation. The most common examples are revenue from charter service and carrying freight.

**Non-Revenue Vehicles**

Non-revenue vehicles are vehicles that are not used to transport passengers.

**Non-Scheduled Services**

Services provided on demand, rather than with predetermined fixed time points, i.e., a schedule.

Nonscheduled services are:

- Demand response (DR)
- Demand response taxi (DT)
- Vanpool (VP)
- Jitney (JT)
- Publico (PB) services

**Non-Transit Services**

Non-public transportation services, such as intercity bus (MB) and rail operations that do not meet the requirements of the Federal Transit Act for public transportation.

### **Non-Transportation Funds**

The revenue earned from activities not associated with the provision of transit service. Non-transportation funds include:

- Investment earnings
- Other non-transportation sources, including:
  - o Revenues earned from sales of maintenance services on property not owned or used by the transit agency
  - o Rentals of revenue vehicles to other operators
  - o Rentals of transit agency buildings and property to other organizations
  - o Parking fees generated from parking lots not normally used as park-and-ride locations
  - o Donations
  - o Grants from private foundations
  - o Development fees
  - o Rental car fees
  - o Other

### **Non-UZA**

Other than Urbanized Area

### **Non-Vehicle Maintenance**

All activities associated with facility maintenance, including:

- Administration
- Repair of buildings, grounds and equipment as a result of accidents or vandalism
- Operation of electric power facilities
- Maintenance of: Vehicle movement control systems
- Fare collection and counting equipment
- Structures, tunnels and subways
- Roadway and track
- Passenger stations, operating station buildings, grounds and equipment
- Communication systems
- General administration buildings, grounds and equipment
- Electric power facilities

### **NTD**

National Transit Database

### **NTD ID**

NTD Identification Number

### **NTD Identification Number (NTD ID)**

A unique FTA-assigned number (NTD ID) that each transit agency must have before filing a report.

**Number of Active Vehicles in Fleet**

The total number of operational revenue vehicles in the fleet available for general public transit service, including spare or back up revenue vehicles. The total should also include any operational revenue vehicles used by contractors in general public transit service. Non-revenue service vehicles and personal vehicles should not be included.

**Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles in Fleet**

The number of active vehicles in the fleet, which meet all ADA accessibility requirements.

**Operating Assistance**

Financial funding to help cover the operating costs of providing transit services. The agency classifies operating costs by function or activity and the goods and services purchased.

**Operating Expenses (OE)**

The expenses associated with the operation of the transit agency, and classified by function or activity, and the goods and services purchased. The basic functions and object classes are defined in Section 5.2 and 6.2 of the Uniform System of Accounts (USOA). These are consumable items with a useful life of less than one year or an acquisition cost which is less than the capitalization level established by the governmental unit for financial statement purposes.

**Other Capital Projects**

Any item not described as guideway, passenger stations, administrative buildings, maintenance buildings, revenue vehicles, service vehicles, fare revenue collection equipment or systems including:

- Furniture and equipment that are not an integral part of buildings and structures; and
- Shelters, signs and passenger amenities (e.g., benches) not in passenger stations.

**Other FTA Funds**

Any FTA funds not reported as FTA Capital Program (Section 5309) and FTA Urbanized Area Formula Program (5307) funds. These funds include:

- FTA Metropolitan Planning (Section 5303)
- FTA Clean Fuels Program (Section 5308)
- FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (Section 5310)
- FTA Other Than Urbanized Area Formula Program (Section 5311)
- FTA Research, Development, Demonstration and Training Projects (Section 5312)
- FTA Job Access and Reverse Commute Formula Program (Section 5316)
- FTA New Freedom Program (Section 5317)
- FTA Alternative Transportation in Parks and Public Lands (Section 5320)
- Interstate Transfer Program

**Other Materials and Supplies**

The costs of materials and supplies not specifically identified in object classes fuel and lubricants and tires and tubes issued from inventory or purchased for immediate consumption.

**Other Reconciling Items**

Any other costs that cannot be captured in the object classes of interest expenses (511), leases and rentals (512), depreciation (513), purchase lease agreements (514) and related parties lease agreements (515).

**Other than Urbanized Area (Non-UZA)**

An area (a population of fewer than 50,000) so designated by the U.S. Bureau of the Census.

**Other Transportation Revenues**

Revenues generated from nonpublic transportation, including:

- School bus revenues
- Charter bus revenues
- Freight tariffs

**Other US Department of Transportation (USDOT) Grant Programs**

Financial assistance from non-FTA programs of the US Department of Transportation (USDOT). These funds include:

- Federal Railroad Administration (including Amtrak)
- Other

**Over-the-Road Bus**

A bus characterized by an elevated passenger deck located over a baggage compartment.

**Owned Outright by a Private Entity (OOPE)**

Vehicles owned outright by a private entity or as part of a safe harbor leasing agreement where only the tax title is sold.

**Owned Outright by a Public Agency (OOPA)**

Vehicles owned outright by a public agency or as part of a safe harbor leasing agreement where only the tax title is sold.

**Paratransit**

Types of passenger transportation which are more flexible than conventional fixed-route transit but more structured than the use of private automobiles. Paratransit includes demand response (DR) transportation services, shared-ride taxis, carpooling and vanpooling (VP), and jitney (JT) services. Most often refers to wheelchair-accessible, demand response (DR) service.

**Part Time Employees**

Employees of the transit agency who work less than the local definition of full time. Normally, these persons are not provided the full benefits package (e.g., sick leave, vacation and insurance benefits) associated with full time employment. Full time employees working part of their time in a function or mode are not part time employees.

**Park-and-Ride Parking Revenue**

Revenues earned from parking fees paid by passengers who drive to park-and-ride lots operated by the transit agency to use transit service.

**Passenger**

An individual on board, boarding, or alighting from a revenue transit vehicle. Excludes operators, transit employees and contractors

**Passenger Fares**

Revenue earned from carrying passengers in regularly scheduled and demand response (DR) services. Passenger fares include:

- Base fare
- Zone or distance premiums
- Express service premiums
- Extra cost transfers
- Quantity purchase discounts applicable to the passenger's ride
- Special transit fares

**Passenger Miles Traveled (PMT)**

The sum of the distances ridden by each passenger.

**Personal Vehicles in Service**

Vehicles that are used by the transit provider to transport passengers in revenue service but are owned by private individuals, typically an employee of the agency or a volunteer driver.

**Point Deviation**

A method of providing transit service to all origins and destinations within a corridor, defined by a prescribed distance from a street (e.g.,  $\frac{3}{4}$  mile), making scheduled stops at mandatory time points along the corridor on a predetermined schedule. This type of service (TOS) does not follow a fixed route because the path is determined based on the origins and destinations of the passengers.

Passengers can use the service in three ways:

- By traveling between mandatory time points on the schedule
- By advising the bus operator if they want to be taken to a destination that is not a scheduled time point when boarding
- If they want to be picked up at a location that is not a scheduled time point, by calling the transit system and requesting a pickup

### **Preventive Maintenance Costs**

All the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such asset.

These capital maintenance expenses are eligible to use FTA formula funding programs for these functions:

- Vehicle maintenance function
- Non-vehicle maintenance

### **PT**

Purchased Transportation

### **Public Agency**

Any of the following three categories (49CFR37):

- Any state or local government
- Any department, agency, special purpose district, or other instrumentality of one or more state or local governments
- The National Railroad Passenger Corporation (Amtrak) and any commuter authority

### **Public Transportation**

As defined in the Federal Transit Act, "transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by the entity described in chapter 243 (or a successor to such entity)."

Notes: (1) Passenger rail transportation refers to Amtrak. (2) This definition does not affect the eligibility of intercity bus service under the Section 5311 Other Than Urbanized Area (Rural) Formula Program. (3) The intercity bus and intercity rail (Amtrak) portion of Intermodal terminals is however an eligible capital cost.

### **Purchased Transportation (PT)**

Transportation service provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract. The provider is obligated in advance to operate public transportation services for a public transit agency or governmental unit for a specific monetary consideration, using its own employees to operate revenue vehicles. Purchased transportation (PT) does not include:

- Franchising
- Licensing operations
- Management services
- Cooperative agreements
- Private conventional bus service

**Rear-ended**

A collision type where a vehicle is impacted on its back end by the front of another vehicle.

**Reportable Incident**

A safety or security incident occurring on transit property or otherwise affecting revenue service that results in one or more of the following conditions:

- A fatality confirmed within 30 days of the incident
- An injury requiring immediate medical attention away from the scene for one or more persons
- Property damage equal to or exceeding \$25,000
- An evacuation for life safety reasons

**Revenue Service**

The time when a vehicle is available to the general public and there is an expectation of carrying passengers. These passengers either:

- Directly pay fares
- Are subsidized by public policy
- Provide payment through some contractual arrangement

Vehicles operated in fare free service are considered in revenue service. Revenue service includes:

- Layover / recovery time.

Revenue service excludes

- Deadhead
- Vehicle maintenance testing
- School bus service
- Charter service.

**Revenue Vehicle**

The floating and rolling stock used to provide revenue service for passengers.

**Revenue Vehicle Operation**

Component activities include:

- Moving revenue vehicles along transit routes while boarding and discharging passengers
- Moving revenue vehicles from operating stations to route termini or between route termini (e.g., deadheading)
- Laying over at route termini for an operator's rest period
- Moving operators to and from relief points
- Providing non-driving assistance in passenger loading



**Scheduled Revenue Trip**

Revenue service that is provided for picking up and discharging passengers on a continuing and regular basis, i.e., "scheduled." A scheduled revenue trip appears on internal transit agency planning documents (e.g., run paddles, trip tickets and public timetables).

**Scheduled Service**

The total service scheduled to be provided for picking up and discharging passengers. Scheduled service is computed from internal transit agency planning documents (e.g., run paddles, trip tickets and public timetables). Scheduled service excludes special additional services.

**Scheduled Vehicle Revenue Miles**

The vehicle revenue miles computed from the scheduled service. It includes only the scheduled vehicle revenue miles from the whole trip. It excludes:

- Deadhead
- Special additional services

**Seating Capacity**

The number of seats that are actually installed in the vehicle

**Service Area**

A measure of access to transit service in terms of population served and area coverage (square miles). The reporting transit agency determines the service area boundaries and population for most transit services using the definitions contained in the Americans with Disabilities Act of 1990 (ADA), i.e. a corridor surrounding the routes  $\frac{3}{4}$  of a mile on either side, or for rail, a series of circles of radius  $\frac{3}{4}$  mile centered on each station.

### **Service Area — Bus**

A measure of access to transit service in terms of population served and area coverage (square miles). The reporting transit agency determines the service area boundaries and population for most transit services using the definitions contained in the Americans with Disabilities Act of 1990 (ADA):

"Bus. (i) The entity shall provide complementary paratransit service to origins and destinations within corridors with a width of three-fourths of a mile on each side of each fixed route. The corridor shall include an area with a three-fourths of a mile radius at the ends of each fixed route. (ii) Within the core service area, the entity also shall provide service to small areas not inside any of the corridors but which are surrounded by corridors. (iii) Outside the core service area, the entity may designate corridors with widths from three-fourths of a mile up to one and one-half miles on each side of a fixed route, based on local circumstances. (iv) the core service area is that area in which corridors with a width of three-fourths of a mile on each side of each fixed route merge together such that, with few and small exceptions, all origins and destinations within the area would be served."

This definition is taken in part from the U. S. Department of Transportation Federal Register, Vol. 56, No. 173, Rules and Regulations, Americans with Disabilities Act of 1990 (ADA).

### **Service Area — Demand Response**

As Demand Response does not operate over a fixed route, but rather serves a broad area, the service area cannot be measured by corridors (see Service Area — Bus (MB)). Therefore, the service area for demand response (DR) is the area encompassing the origin to destination points wherever people can be picked up and dropped off.

### **Service Consumed**

The amount of service actually used by passengers and which is measured by unlinked passenger trips and passenger miles traveled.

### **Service Supplied**

The amount of service scheduled or actually operated. Service supplied is measured in vehicles, miles and/or hours that were operated.

## **Service Vehicles**

The vehicles used to support revenue vehicle operations and that are not used to carry transit passengers. Types of service vehicles include

- Tow trucks
- Supervisor vans
- Transit police cars
- Staff cars
- Maintenance vehicles for maintaining passenger facilities and rights-of-way (ROW) (rail stations, bus shelters, track, etc.).

## **Services**

Labor and other work provided by outside organizations for fees and related expenses. In most instances, services from an outside organization are procured as a substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees in the first place. The substitution is usually made because the skills offered by the outside organization are needed for only a short period of time or are better than internally available skills. The charge for these services is usually based on the labor hours invested in performing the service. Services include:

- Management service fees
- Advertising fees
- Professional and technical services
- Temporary help
- Contract maintenance services
- Custodial services and security services

## **Servicing and Fuel of Service Vehicles**

Component activities include:

- Providing supervision and clerical support for the servicing of service vehicles;
- Washing and cleaning exterior of service vehicles;
- Washing and cleaning interior of service vehicles;
- Hostling service vehicles throughout service area (within operating station or garage); and
- Refueling and adding oil and water to service vehicles.

## **Servicing Revenue Vehicles**

Component activities include:

- Providing supervision and clerical support for servicing revenue vehicles;
- Washing and cleaning revenue vehicles;
- Hostling revenue vehicles throughout service area (within operating station or garage); and
- Refueling and adding oil and water to revenue vehicles.

**Side Impact**

A collision type in which a vehicle was impacted on one of its sides, including being T-boned or broadsided, or sustaining impact to a side mirror.

**Sideswipe**

A collision type in which two vehicles traveling in the same direction or opposite directions contact each other along the side in a scraping-type action, or a moving vehicle scraping its side against a stationery object.

**Spare Vehicles**

The revenue vehicles maintained by the transit agency to:

- Meet routine and heavy maintenance requirements
- Meet unexpected vehicle breakdowns or accidents
- Preserve scheduled service operations

**Sponsored Service**

Public transportation services that are paid, in whole or in part, directly to the transit provider by a third party. These services 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 Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs.

**Standing Capacity**

The number of standing passengers that can be accommodated aboard the revenue vehicle during a normal full load (non-crush) in accordance with established loading policy or, in absence of a policy, the manufacturer's rated standing capacity figures.

**State Government Funds**

Financial assistance obtained from a state government(s) to assist with paying the costs of providing transit services.

**State Transportation Funds**

Many states set up a State Transportation Fund that is separate from the General Fund. It usually has several dedicated sources of funding, often including funding sources such as fuel taxes and vehicle registration fees.

**Station Concessions**

The revenue earned from granting operating rights to businesses (e.g., concessionaires, newsstands, candy counters) on property maintained by the transit agency.

**Subscription Service**

Shared use transit service operating in response to on-going reservations made by passengers to the transit operator, who can schedule in advance a consistent trip to pick up the passenger and transport them to their destination.

**Subsidies from other Sectors of Operations**

The funds obtained from other sectors of a transit agency's operations to help cover the cost of providing transit service.

**Ticketing and Fare Collection**

Component activities include:

- Providing supervision and clerical support for fare collection and counting activities
- Producing fare media
- Controlling tickets and tokens in the custody of sales agents
- Pulling vaults and downloading credit and debit card data from fare collection devices
- Transporting cash, credit card and debit card data to accounting facilities
- Counting cash, transfers and tokens
- Performing the accounting for credit and debit card sales
- Destroying used fare media
- Providing security for the fare collection process
- Auditing and controlling fare collection including reconciling readings to cash, credit card and debit card collections

**Time Service Begins**

Start of morning transit service, i.e., the time when the first revenue service vehicle leaves the garage or point of dispatch

**Time Service Ends**

End of night transit service; i.e., the time when a revenue service vehicle returns to the garage or point of dispatch

**Tires and Tubes**

The lease payments for tires and tubes rented on a time period or mileage basis, or the cost of tires and tubes for replacement of tires and tubes on vehicles

**Total Miles on Active Vehicles during the Period**

The total miles accumulated during the period on all active vehicles, based on the end of period inventory.

**Transit**

Synonymous term with public transportation

**Transit Controlled Property**

Property owned by the transit agency and areas utilized by a transit agency to provide revenue service such as bus stops, transit centers, and parking lots.

**Transit Employee/Contractor**

An individual who is compensated by the transit agency as follows:

- For directly operated (DO) services, the labor expense for the individual is reported in object class 501 labor; and
- For purchased transportation (PT) service, the labor expense for the individual meets the same criteria as object class 501 labor.

**Transit Facility Occupant**

A person who is inside the public passenger area of a transit revenue facility. Employees, other workers, or trespassers are not transit facility occupants.

**Transit Passenger**

A person who is:

- On board
- Boarding
- Alighting from a transit vehicle for the purpose of travel

Excludes operators, transit employees, and contractors.

**Transit System**

A public entity that provides public transportation services. It may be a state or local government, or any department, special purpose district (e.g. transit or transportation district), authority or other instrumentality of one or more state or local governments (e.g., joint powers agency).

**Transportation Administration and Support**

Component activities include:

- Supervising station and terminal transportation activities
- Providing clerical support for transportation administration activities
- Making operators available for revenue vehicle operation (i.e., report, standby, breaks other than layovers, and turn-in time)
- Instructing operators, except that instructor's base pay for platform instruction time is included in revenue vehicle operation
- Inspecting operator performance by service inspector
- Reporting accidents and appearing as a witness
- Selecting runs during sign-up
- Representing union
- Administering sign-ups

**Type of Service (TOS)**

Describes how public transportation services are provided by the transit agency: directly operated (DO) or purchased transportation (PT) services.

**Typical Day**

A day on which the transit agency operates its normal, regular schedule and there are no anomalies such as extra service added for a convention or reduced service as a result of weather.

**UAF**

FTA Urbanized Area Formula Program

**Unlinked Passenger Trips (UPT)**

The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

**Urbanized Area (UZA)**

An area defined by the U. S. Census Bureau that includes

- One or more incorporated cities, villages, and towns (central place)
- The adjacent densely settled surrounding territory (urban fringe) that together have a minimum of 50,000 persons

The urban fringe generally consists of contiguous territory having a density of at least 1,000 persons per square mile. Urbanized areas do not conform to congressional districts or any other political boundaries.

**Urbanized Area Formula Program (UA)**

The Urbanized Area Formula Funding program (49 U.S.C. 5307) provides federal resource to urbanized areas for transit capital and operating assistance and for transit related planning. An urbanized area is an incorporated area with a population of 50,000 or more that is designated as such by the U.S. Department of Commerce, Bureau of the Census.

**Useful Life**

The expected lifetime of property, or the acceptable period of use in service. Useful life of revenue rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service.

**Utilities**

Payments made to various utilities for utilization of their resources (e.g., electric, gas, water, telephone, etc.). Utilities include:

- Propulsion power purchased from an outside utility company and used for propelling electrically driven vehicles
- Other utilities such as electrical power for purposes other than for electrically driven vehicles, water and sewer, gas, garbage collection and telephone

**Vandalism**

The willful or malicious destruction or defacement of transit property or vehicles.

**Vandalism Repairs of Buildings, Grounds and Equipment**

Repairing all special damage to buildings, grounds and equipment resulting from willful or malicious destruction or defacement.

**Vandalism Repairs of Revenue Vehicles**

Repairing all special damage to revenue vehicles resulting from willful or malicious destruction or defacement.

**Vanpool (VP)**

A transit mode comprised of vans, small buses and other vehicles operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver. For inclusion in the NTD, it is considered mass transit service if it meets the requirements for public mass transportation and is publicly sponsored.

Public mass transportation for vanpool programs must:

- Be open to the public and that any vans that are restricted by rule to particular employers in the public ride-matching service of the vanpool are excluded from the NTD report;
- Be actively engaged in advertising the vanpool service to the public and in matching interested members of the public to vans with available seats;
- Whether operated by a public or private entity, be operated in compliance with the Americans with Disabilities Act of 1990 and implementing regulations at 49 CFR 37.31; and
- Have a record-keeping system in place to meet all NTD Reporting Requirements, consistent with other modes, including collecting and reporting fully-allocated operating and capital costs for the service.

Publicly sponsored service is:

- Directly-operated by a public entity
- Operated by a public entity via a contract for purchased transportation service with a private provider
- Operated by a private entity as a grant recipient or subrecipient from a public entity
- Operated by an independent private entity with approval from a public entity that certifies that the vanpool program is helping meet the overall transportation needs of the local urbanized area



### **Vanpool Service**

Transit service operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver. Vanpool(s) must also be open to the public and that availability must be made known. Does not include ridesharing coordination.

### **Vans (VN)**

An enclosed vehicle having a typical seating capacity of 8 to 18 passengers and a driver. A van is typically taller and with a higher floor than a passenger car, such as a hatchback or station wagon. Vans normally cannot accommodate standing passengers.

### **Vehicle Maintenance**

All activities associated with revenue and non-revenue (service) vehicle maintenance, including:

- Administration
- Inspection and maintenance
- Servicing (cleaning, fueling, etc.) vehicles

In addition, vehicle maintenance also includes repairs due to vandalism and accident repairs of revenue vehicles.

### **Vehicle Operations**

All activities associated with vehicle operations, including:

- Transportation administration and support
- Revenue vehicle movement control
- Scheduling of transportation operations
- Revenue vehicle operation
- Ticketing and fare collection
- System security

### **Vehicle Type**

The form of passenger conveyance used for revenue operations

### **Vehicles Available for Annual Maximum Service**

Number of revenue vehicles available to meet the annual maximum service requirement.

Vehicles available for maximum service include:

- Operational vehicles
- Spares
- Out of service vehicles
- Vehicles in or awaiting maintenance

Vehicles available for maximum service exclude:

- Vehicles awaiting sale
- Emergency contingency vehicles

**Vehicles in Operation**

The maximum number of vehicles actually operated to provide service on an average weekday, average Saturday and average Sunday.

**Vehicles in Total Fleet**

All revenue vehicles held at the end of the fiscal year, including those:

- In service
- In storage
- Emergency contingency
- Awaiting sale

**Vehicles Operated in Annual Maximum Service (VOMS)**

The number of revenue vehicles operated to meet the annual maximum service requirement.

This is the revenue vehicle count during the peak season of the year, on the week and day that maximum service is provided. Vehicles operated in maximum service (VOMS) exclude

- Atypical days
- One-time special events.

**Volunteer Drivers**

Individuals who drive vehicles in revenue service to transport passengers for the transit provider but are not employees of the transit provider and are not compensated for their labor.

**Weekday Morning Peak Period**

The period in the morning when additional services are provided to handle higher passenger volumes. The period begins when normal scheduled headways are reduced and ends when headways return to normal.

**Weekday Midday Period**

The period between the end of the morning peak and the beginning of the afternoon peak.

**Weekday Other Period**

The nighttime period after the PM peak and before the AM peak when normal scheduled headways are reduced. This is sometimes referred to as night and owl services.

**Weekday Afternoon Peak Period**

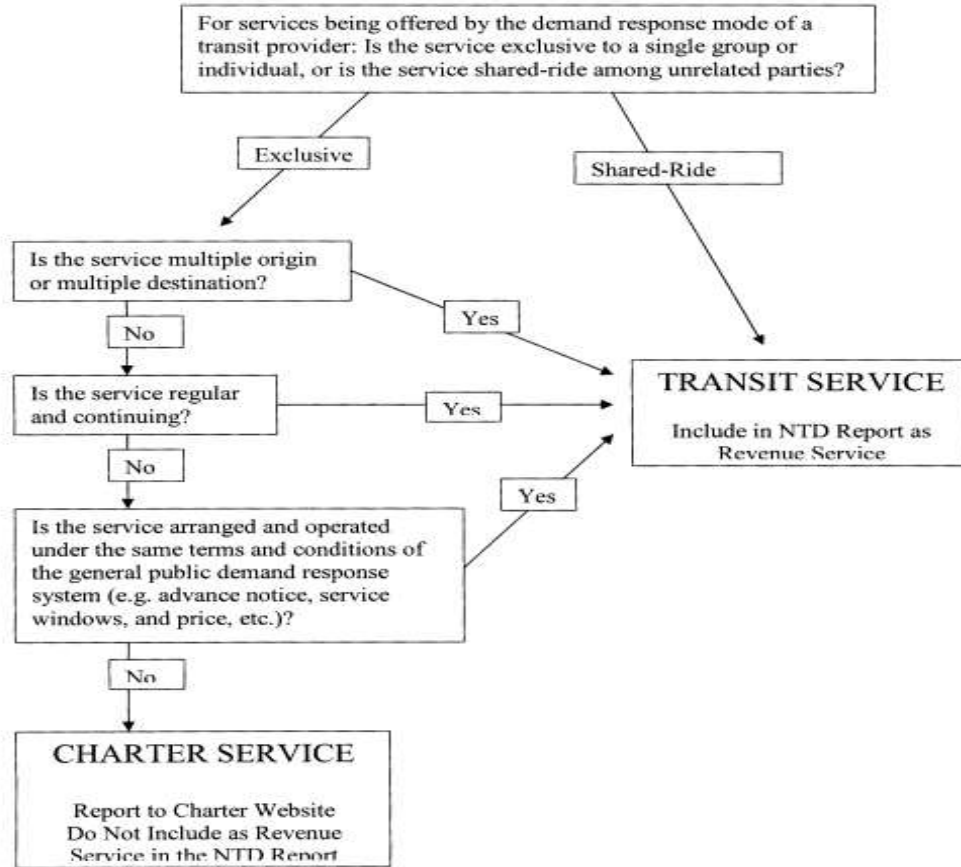
The period in the afternoon or evening when additional services are provided to handle higher passenger volumes. The period begins when normal headways are reduced and ends when headways are returned to normal.

**Year of Manufacture**

The year of original manufacture of the vehicle. Not the same as model year: a model 2013 vehicle was likely manufactured in 2012.

# EVALUATION OF TRANSIT DEMAND RESPONSE VS. CHARTER

## Evaluation of Transit Demand Response vs. Charter



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