

This module contains two forms:

1. Service form (S-10)
2. Fixed Guideway Segments form (S-20).

Service form (S-10)

The Service form (S-10) provides data on the transit service supplied by the transit agency and the transit service consumed by passengers.

This form is required for all transit agencies. Transit agencies complete separate forms for directly operated (DO) and for purchased transportation (PT) services by mode.

Fixed Guideway Segments form (S-20)

The Fixed Guideway Segments form (S-20) details segments of fixed guideway (FG) facilities in order to determine directional route miles (DRM) for service operated and for eligibility in FTA Federal funding programs.

Internet Reporting generates the data requirements for this form based on the mode of service operated. The data requirements vary by three modal groupings:

1. Bus (MB) mode
2. Trolleybus (TB) mode
3. All other fixed guideway (FG) modes.

This form is required for all transit agencies that operate service on fixed guideway (FG) facilities. Transit agencies complete separate forms for directly operated (DO) and purchased transportation (PT) services by mode.

2006 Urbanized Area Reporting Manual

NTD Internet Reporting - Service Non-Rail (S-10) (Bus) [Logout](#)

Agency ID: 0000 Agency Name: NTD Reporting Agency, Inc. Report: RY 2006 Working Data

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Form Name: Service Non-Rail (S-10) Mode: MB Service: [Add Form Note](#) [Close Form](#)

| Line | a | b | c | d | e | f | g | h | | |
|---------------------------------|--|----------------------|----------------------|----------------------|----------------------|-----------------------------|----------------------|----------------------|----------------------|----------------------|
| Maximum Service Vehicles | | | | | | | | | | |
| 01 | Vehicles operated in annual maximum service (VOMS) | # | | | | | | | | |
| 02 | Vehicles available for annual maximum service | <input type="text"/> | | | | | | | | |
| Periods of Service | | | | | | | | | | |
| | | Average Weekday | Average Saturday | Average Sunday | Annual Total | Auto Calculate Annual Total | AM Peak | Midday | PM Peak | Other |
| 03 | Time service begins | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 04 | Time service ends | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Service Supplied | | | | | | | | | | |
| 06 | Vehicles in operation | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 11 | Total actual vehicle miles | <input type="text"/> | | | | |
| 12 | Total actual vehicle revenue miles | <input type="text"/> | | | | |
| 13 | Total scheduled vehicle revenue miles | <input type="text"/> | | | | |
| 14 | Total actual vehicle hours | <input type="text"/> | | | | |
| 15 | Total actual vehicle revenue hours | <input type="text"/> | | | | |
| 16 | Charter service hours | | | | <input type="text"/> | | | | | |
| 17 | School bus hours | | | | <input type="text"/> | | | | | |
| Service Consumed | | | | | | | | | | |
| 18 | Unlinked passenger trips (UPT) | <input type="text"/> | | | | |
| 20 | Passenger miles (PM) | <input type="text"/> | | | | |
| Service Operated (Days) | | | | | | | | | | |
| | | Weekdays | Saturdays | Sundays | | | | | | |
| 21 | Days schedule operated | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 22 | Days not operated due to strikes | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 23 | Days not operated due to officially declared emergencies | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| Directional Route Miles | | | | | | | | | | |
| | | Total | | | | | | | | |
| 24 | Exclusive right-of-way (ROW) | <input type="text"/> | | | | | | | | |
| 25 | Controlled access right-of-way (ROW) | <input type="text"/> | | | | | | | | |
| 26 | Mixed traffic right-of-way (ROW) | <input type="text"/> | | | | | | | | |
| 27 | Total | <input type="text"/> | | | | | | | | |

2006 Urbanized Area Reporting Manual

NTD Internet Reporting - Service Rail (S-10)
Logout

Agency ID: 0000 Agency Name: NTD Reporting Agency, Inc. Report: RY 2006 Working Data

Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help

Form Name: Service Rail (S-10) Mode: Service: Add Form Note Close Form

| Line | a | b | c | d | e | f | g | h | | |
|---------------------------------|--|----------------------|----------------------|----------------------|----------------------|-----------------------------|----------------------|----------------------|----------------------|----------------------|
| Maximum Service Vehicles | | | | | | | | | | |
| 01 | Vehicles operated in annual maximum service (VOMS) | # | | | | | | | | |
| 02 | Vehicles available for annual maximum service | <input type="text"/> | | | | | | | | |
| Periods of Service | | | | | | | | | | |
| | | Average Weekday | Average Saturday | Average Sunday | Annual Total | Auto Calculate Annual Total | AM Peak | Midday | PM Peak | Other |
| 03 | Time service begins | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 04 | Time service ends | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Service Supplied | | | | | | | | | | |
| 05 | Trains in operation | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 06 | Passenger cars in operation | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 07 | Total actual train miles | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 08 | Total actual train hours | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 09 | Total actual train revenue miles | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 10 | Total actual train revenue hours | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 11 | Total actual passenger car miles | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 12 | Total actual passenger car revenue miles | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 13 | Total scheduled passenger car revenue miles | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 14 | Total actual passenger car hours | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 15 | Total actual passenger car revenue hours | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| Service Consumed | | | | | | | | | | |
| 18 | Unlinked passenger trips (UPT) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 20 | Passenger miles (PM) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| Service Operated (Days) | | | | | | | | | | |
| | | Weekdays | Saturdays | Sundays | | | | | | |
| 21 | Days schedule operated | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 22 | Days not operated due to strikes | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 23 | Days not operated due to officially declared emergencies | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| Directional Route Miles | | | | | | | | | | |
| | | Total | | | | | | | | |
| 27 | Total | <input type="text"/> | | | | | | | | |

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2006 Urbanized Area Reporting Manual

NTD Internet Reporting - Service Non-Rail (S-10) (Demand Response) [Logout](#)

Agency ID: 0000 Agency Name: NTD Reporting Agency, Inc. Report: RY 2006 Working Data

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[e-File](#)
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[Safety & Security](#)
[Notes](#)
[Issues](#)
[Reports](#)
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[Sys Admin](#)
[Help](#)

Form Name: Service Non-Rail (S-10) Mode: DR Service: DO [Add Form Note](#) [Close Form](#)

| Line | a | b | c | d | |
|---------------------------------|--|----------------------|----------------------|----------------------|----------------------|
| Maximum Service Vehicles | | | | | |
| 01 | Vehicles operated in annual maximum service (VOMS) | # | | | |
| 02 | Vehicles available for annual maximum service | <input type="text"/> | | | |
| Periods of Service | | | | | |
| | | Average Weekday | Average Saturday | Average Sunday | Annual Total |
| 03 | Time service begins | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 04 | Time service ends | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Service Supplied | | | | | |
| 06 | Vehicles in operation | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 11 | Total actual vehicle miles | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 12 | Total actual vehicle revenue miles | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 14 | Total actual vehicle hours | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 15 | Total actual vehicle revenue hours | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 16 | Charter service hours | | | <input type="text"/> | |
| 17 | School bus hours | | | <input type="text"/> | |
| Service Consumed | | | | | |
| 18 | Unlinked passenger trips (UPT) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 19 | Americans with Disabilities Act of 1990 (ADA) unlinked passenger trips (UPT) | | | <input type="text"/> | |
| 20 | Passenger miles (PM) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Service Operated (Days) | | | | | |
| | | Weekdays | Saturdays | Sundays | Annual Total |
| 21 | Days schedule operated | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 22 | Days not operated due to strikes | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 23 | Days not operated due to officially declared emergencies | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

2006 Urbanized Area Reporting Manual

NTD Internet Reporting - Service Non-Rail (S-10) (Trolleybus)
Logout

Agency ID: 0000 Agency Name: NTD Reporting Agency, Inc. Report: RY 2006 Working Data

Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help

Form Name: Service Non-Rail (S-10) Mode: TB Service: [Add Form Note](#) [Close Form](#)

| Line | a | b | c | d | e | f | g | h |
|---------------------------------|--|----------------------|----------------------|----------------------|----------------------|-----------------------------|----------------------|----------------------|
| Maximum Service Vehicles | | | | | | | | |
| 01 | Vehicles operated in annual maximum service (VOMS) | # | | | | | | |
| 02 | Vehicles available for annual maximum service | <input type="text"/> | | | | | | |
| Periods of Service | | | | | | | | |
| | | Average Weekday | Average Saturday | Average Sunday | Annual Total | Auto Calculate Annual Total | AM Peak | Midday |
| 03 | Time service begins | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> |
| 04 | Time service ends | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> |
| Service Supplied | | | | | | | | |
| 06 | Vehicles in operation | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> |
| 11 | Total actual vehicle miles | <input type="text"/> | | |
| 12 | Total actual vehicle revenue miles | <input type="text"/> | | |
| 13 | Total scheduled vehicle revenue miles | <input type="text"/> | | |
| 14 | Total actual vehicle hours | <input type="text"/> | | |
| 15 | Total actual vehicle revenue hours | <input type="text"/> | | |
| 16 | Charter service hours | | | <input type="text"/> | <input type="text"/> | | | |
| 17 | School bus hours | | | <input type="text"/> | <input type="text"/> | | | |
| Service Consumed | | | | | | | | |
| 18 | Unlinked passenger trips (UPT) | <input type="text"/> | | |
| 20 | Passenger miles (PM) | <input type="text"/> | | |
| Service Operated (Days) | | | | | | | | |
| | | Weekdays | Saturdays | Sundays | | | | |
| 21 | Days schedule operated | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |
| 22 | Days not operated due to strikes | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |
| 23 | Days not operated due to officially declared emergencies | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |
| Directional Route Miles | | | | | | | | |
| | | Total | | | | | | |
| 24 | Exclusive right-of-way (ROW) | <input type="text"/> | | | | | | |
| 25 | Controlled access right-of-way (ROW) | <input type="text"/> | | | | | | |
| 26 | Mixed traffic right-of-way (ROW) | <input type="text"/> | | | | | | |
| 27 | Total | <input type="text"/> | | | | | | |

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2006 Urbanized Area Reporting Manual

| NTD Internet Reporting - Service Non-Rail (S-10) (Vanpool) Logout | | | | |
|---|--|-------------------------------------|--|--------------------------------------|
| Agency ID: 0000 Agency Name: NTD Reporting Agency, Inc. Report: RY 2006 Working Data | | | | |
| Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help | | | | |
| Form Name: Service Non-Rail (S-10) Mode: VP Service: | | | Add Form Note Close Form | |
| Line | a | b | c | d |
| Maximum Service Vehicles | | | | |
| 01 | Vehicles operated in annual maximum service (VOMS) | # | | |
| 02 | Vehicles available for annual maximum service | <input type="text"/> | | |
| Periods of Service | | | | |
| | | Average Weekday | Average Saturday | Average Sunday |
| 03 | Time service begins | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 04 | Time service ends | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Service Supplied | | | | |
| 06 | Vehicles in operation | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 11 | Total actual vehicle miles | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 12 | Total actual vehicle revenue miles | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 14 | Total actual vehicle hours | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 15 | Total actual vehicle revenue hours | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 16 | Charter service hours | | | <input type="text"/> |
| 17 | School bus hours | | | <input type="text"/> |
| Service Consumed | | | | |
| 18 | Unlinked passenger trips (UPT) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 20 | Passenger miles (PM) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Service Operated (Days) | | | | |
| | | Weekdays | Saturdays | Sundays |
| 21 | Days schedule operated | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 22 | Days not operated due to strikes | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 23 | Days not operated due to officially declared emergencies | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | <input type="button" value="Save"/> | <input type="button" value="Close"/> | <input type="button" value="Close"/> |

2006 Urbanized Area Reporting Manual

NTD Internet Reporting - Service Non-Rail (S-10) (Jitney and Publico)
Logout

Agency ID: 0000 Agency Name: NTD Reporting Agency, Inc. Report: RY 2006 Working Data

Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help

Form Name: Service Non-Rail (S-10) Mode: JT, PB Service: [Add Form Note](#) [Close Form](#)

| Line | a | b | c | d | e | f | g | h | | |
|---------------------------------|--|----------------------|----------------------|----------------------|----------------------|-----------------------------|----------------------|----------------------|----------------------|----------------------|
| Maximum Service Vehicles | | | | | | | | | | |
| 01 | Vehicles operated in annual maximum service (VOMS) | # | | | | | | | | |
| 02 | Vehicles available for annual maximum service | <input type="text"/> | | | | | | | | |
| Periods of Service | | | | | | | | | | |
| | | Average Weekday | Average Saturday | Average Sunday | Annual Total | Auto Calculate Annual Total | AM Peak | Midday | PM Peak | Other |
| 03 | Time service begins | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 04 | Time service ends | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Service Supplied | | | | | | | | | | |
| 06 | Vehicles in operation | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 11 | Total actual vehicle miles | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 12 | Total actual vehicle revenue miles | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 14 | Total actual vehicle hours | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 15 | Total actual vehicle revenue hours | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 16 | Charter service hours | | | <input type="text"/> | | | | | | |
| 17 | School bus hours | | | <input type="text"/> | | | | | | |
| Service Consumed | | | | | | | | | | |
| 18 | Unlinked passenger trips (UPT) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 20 | Passenger miles (PM) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| Service Operated (Days) | | | | | | | | | | |
| | | Weekdays | Saturdays | Sundays | | | | | | |
| 21 | Days schedule operated | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 22 | Days not operated due to strikes | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |
| 23 | Days not operated due to officially declared emergencies | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | |

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2006 Urbanized Area Reporting Manual

NTD Internet Reporting - Service Non-Rail (S-10) (Ferryboat and Aerial Tramway) Logout

Agency ID: 0000 Agency Name: NTD Reporting Agency, Inc. Report: RY 2006 Working Data

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Form Name: Service Non-Rail (S-10) Mode: FB, TR Service: Add Form Note Close Form

| Line | a | b | c | d | e | f | g | h | | |
|---------------------------------|--|----------------------|----------------------|----------------------|----------------------|-----------------------------|----------------------|----------------------|----------------------|----------------------|
| Maximum Service Vehicles | | | | | | | | | | |
| 01 | Vehicles operated in annual maximum service (VOMS) | # | | | | | | | | |
| 02 | Vehicles available for annual maximum service | <input type="text"/> | | | | | | | | |
| Periods of Service | | | | | | | | | | |
| | | Average Weekday | Average Saturday | Average Sunday | Annual Total | Auto Calculate Annual Total | AM Peak | Midday | PM Peak | Other |
| 03 | Time service begins | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 04 | Time service ends | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Service Supplied | | | | | | | | | | |
| 06 | Vehicles in operation | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 11 | Total actual vehicle miles | <input type="text"/> | | | | |
| 12 | Total actual vehicle revenue miles | <input type="text"/> | | | | |
| 13 | Total scheduled vehicle revenue miles | <input type="text"/> | | | | |
| 14 | Total actual vehicle hours | <input type="text"/> | | | | |
| 15 | Total actual vehicle revenue hours | <input type="text"/> | | | | |
| 16 | Charter service hours | | | | <input type="text"/> | | | | | |
| Service Consumed | | | | | | | | | | |
| 18 | Unlinked passenger trips (UPT) | <input type="text"/> | | | | |
| 20 | Passenger miles (PM) | <input type="text"/> | | | | |
| Service Operated (Days) | | | | | | | | | | |
| | | Weekdays | Saturdays | Sundays | | | | | | |
| 21 | Days schedule operated | <input type="text"/> | | | | |
| 22 | Days not operated due to strikes | <input type="text"/> | | | | |
| 23 | Days not operated due to officially declared emergencies | <input type="text"/> | | | | |
| Directional Route Miles | | | | | | | | | | |
| | | Total | | | | | | | | |
| 27 | Total | <input type="text"/> | | | | | | | | |

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Service form (S-10)

Overview

The Service form (S-10) is used to report data on the transit service supplied by the transit agency and the transit service consumed by passengers on the system.

Reporting Requirements and Thresholds

All transit agencies must complete this form. Complete one form for each [mode](#) and [type of service](#) (TOS).

When completing this form, use bus (MB) mode for any [route deviation](#) or [point deviation](#) services operated. Typically, deviated services are used to comply with the [Americans with Disabilities Act of 1990](#) (ADA) requirements to provide [complementary paratransit service](#). See discussion in the Identification form (B-10).

What Has Changed from Prior Year

There are no changes for the 2006 report year.

However, following the 2008 mandatory sampling year for all transit agencies, those transit agencies not required to sample annually will be required to sample every three years. There will no longer be a five-year cycle. This is a result of SAFETEA-LU changes in the allocation of funds under the [Urbanized Area Formula Program](#) (Section 5307). SAFETEA-LU directs that there be a one percent takedown from the funds made available under Section 5307. This takedown amount will be for apportionment under the new [Small Transit Intensive Cities](#) (STIC) formula. Under the formula for STIC, funds are apportioned to UZAs with a population less than 200,000 that meet or exceed the average level of service for all UZAs with populations between 200,000 and 1,000,000. Three of the average level of service measurements in the formula allocation rely on passenger mile data. Because transit agencies in these smaller UZAs also depend on the data reported to the NTD for formula funding the mandatory sampling cycle is revised.

Approach

This form is used to report data for the revenue vehicles used to provide transit service:

- Vehicle requirements for maximum service
- Periods of service
- [Service supplied](#) (miles and hours)
- [Service consumed](#) (passenger boardings and miles)
- Days service operated
- [Directional route miles](#) (DRM).

Most data items are reported by four time periods:

- [Average weekday](#)
- [Average Saturday](#)
- [Average Sunday](#)
- Annual total.

Limited data are reported for weekday time periods — [AM peak](#), [midday](#), [PM peak](#), and [other](#).

The service supplied data are also distinguished by whether they are for [rail](#) or [non-rail](#) modes. Data are provided for rail service in terms of passenger car and train statistics while only vehicle statistics are provided for non-rail services.

Consistent with the general NTD reporting requirements, actual, not estimated, data are reported on this form. The only exceptions are the values reported for [passenger miles](#) (PM) and [unlinked passenger trips](#) (UPT). The sampling requirements for these data items are discussed later in this section under Passenger Mile and Unlinked Passenger Trip Data.

The discussion starts with understanding reporting by time period, rail and non-rail mode reporting, and then the data elements reported.

Reporting by Time Period

There are three basic time periods — average day (weekday, Saturday or Sunday), peak and off-peak periods for an average weekday, and annual.

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Average Daily Totals

Average daily data are reported for an [average weekday](#), [average Saturday](#) and [average Sunday](#).

Average daily data depends on whether services are fixed route or non-fixed route services:

- For scheduled, [fixed route services](#), such as bus (MB) and [rail modes](#), the average daily totals are for service that is usually operated, i.e., service operated on [typical days](#). Average daily totals do not include service operated for one-time or limited events such as day of the game football shuttles, extra holiday shopper service, or a visit to the city by the President of the United States. They also do not include severe inclement weather days such as hurricanes and snowstorms.
- For non-fixed route and [non-scheduled services](#) (i.e., demand response (DR) and vanpool (VP)) the average daily totals cover all days operated — typical and atypical.

The average daily data cover the service operated on typical days in accordance with the normal schedule (for fixed schedule service). Most transit agencies operate different schedules reflecting seasonal variation in demand for service. Additionally, transit agencies may add or delete service on certain routes during the year. The average daily totals must account for the seasonal variation in service.

A typical day is a day on which the transit agency:

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

The average daily totals apply to the schedules developed for these days. Often, transit systems operate the Sunday schedule on holidays that fall on Monday through Saturday. The data for these holidays should be included in the day the schedule is operated (e.g., Sunday).

A transit agency may calculate the average daily totals (weekday, Saturday and Sunday) in one of two ways:

1. The transit agency may calculate the mathematical average for the service operated on typical days, if it has accumulated the actual data. This is the total service supplied or service consumed data for typical days divided by the number of typical days.
2. The transit agency may estimate the average for the service operated on typical days based on a sample of representative days throughout the year, taking into account the different schedules in place throughout the year. This is the weighted average of the service operated on a sample of typical days throughout the year, weighted to the number of days each schedule was operated.

The following examples illustrate how to compute average daily totals.

| Example 20 — Computing Average Daily Data | | | |
|--|----------------------------|-------------------------|----------------------|
| Example 1: How to compute the actual vehicle miles for average weekday total for bus (MB). | | | |
| Solution: Calculate the mathematical average of total actual vehicle miles for typical weekdays. | | | |
| | Typical Weekday | Atypical Weekday | Total |
| | Day Operation | Day Operation | Days Operated |
| Total Vehicle Miles Operated | 6,993,520 | 562,330 | |
| Number of Days | 230 | 20 | 250 |
| Average Weekday Total | 30,407 | | |
| Average weekday total = 6,993,520 Actual vehicle miles / 230 days = 30,407 | | | |
| Example 2: How to compute actual vehicle miles for average weekday total for demand response (DR) (Same system as in Example 1). | | | |
| Solution: Calculate the mathematical average of total actual vehicle miles for total weekdays operated. | | | |
| | Total Days Operated | | |
| Total Actual Vehicle Miles Operated | 1,567,238 | | |
| Number of Days | 250 | | |
| Average Weekday Total | 6,269 | | |
| Average weekday total = 1,567,238 Actual vehicle miles / 250 days = 6,249 | | | |
| Example 3: How to compute the actual vehicle miles for average weekday total for bus (MB). | | | |
| Four seasonal schedules — spring, summer, fall and winter. (No count of actual vehicle hours operated). | | | |
| Solution: Record actual vehicle miles operated on several weekdays for each of the schedules and estimate the average actual vehicle miles operated for each schedule. Estimate the weighted average for the reporting period as the weighted average for the | | | |

Example 20 — Computing Average Daily Data

schedule estimates by the number of days each schedule was in operation.

| Schedule | Average Actual Vehicle Hours Operated on Sample Typical Days | Total Days Schedule Operated | Weighted Actual Vehicle Hours |
|---------------|--|------------------------------|-------------------------------|
| Spring | 6,012 | 75 | 450,900 |
| Summer | 5,608 | 60 | 336,480 |
| Fall | 6,258 | 75 | 469,350 |
| Winter | 6,123 | 42 | 257,166 |
| Annual | | 252 | 1,513,896 |

Average weekday total = 1,513,896 Actual vehicle miles / 252 weekdays = **6,008**

Average Weekday Time Periods

Average weekday time periods — [AM peak period](#), [midday period](#), [PM peak period](#) and [other period](#) — are used to report data on the number of [revenue vehicles](#) available and the maximum number used during typical service for the year.

The [average weekday](#) time periods are defined according to the local definitions used by the transit agency. The beginning and ending of these time periods is determined by changes in the normal vehicle [headway](#), i.e., scheduled time interval between vehicles traveling in the same direction on a route. The other category is used, as appropriate, to provide information on night service operating after the PM peak and before the AM peak.

Annual Totals

The annual totals are the total service for the year. Therefore, they include data for both typical and atypical days. Annual totals include:

- [Scheduled service](#)
plus
- Extra service operated for special events
less
- Scheduled service not operated for any reason such as:
 - Driver and equipment shortages
 - Breakdowns
 - Problems created by severe weather conditions.

The annual total fields equal:

- The total number of weekdays, Saturdays, and Sundays of service multiplied by the corresponding data for an average weekday, Saturday and Sunday for typical days, plus
- Corresponding data for atypical days.

The example below illustrates how to compute annual total data.

Example 21 – Computing Annual Total Data

Example 1: How to compute the actual vehicle miles for average weekday total for bus (MB) (Data from Example 18, Example 1).

| | Typical Weekday Day Operation | Atypical Weekday Day Operation | Total Actual Vehicle Miles Operated |
|--|-------------------------------|--------------------------------|-------------------------------------|
| Total Actual Vehicle Miles Operated | 6,993,520 | 562,330 | 7,555,850 |
| Number of Days | 230 | 20 | |

Solution: Report total actual vehicle miles operated = 7,555,850

Example 2: How to compute the actual vehicle miles for average weekday total for demand response (DR) (Data from Example 18, Example 2).

| | Total Days Operated |
|--|---------------------|
| Total Actual Vehicle Miles Operated | 1,567,238 |
| Number of Days | 250 |

Solution: Report total actual vehicle miles operated = 1,567,238

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Reporting for Rail and Non-Rail

The data for [service supplied](#), the miles and hours of service operated, are different for [rail](#) and [non-rail](#) modes. Rail mode reporting captures information on both the passenger cars (the [revenue vehicles](#) that carry passengers) and the [trains](#) (grouping of passenger cars that travel as one unit). Typically, rail modes such as heavy rail (HR) and light rail (LR) have two or more cars in a train. Other rail modes, such as cable car (CC) and inclined plane (IP) have only one car in a train.

Detailed Instructions

Report data by [mode](#) and [type of service](#) (TOS). Complete one form for each [directly operated](#) (DO) mode and for each [purchased transportation](#) (PT) mode.

The following sections of the form present the detailed instructions:

- Maximum service vehicles
- Periods of service
- [Service supplied](#)
- [Service consumed](#)
- Service operated
- [Directional route miles](#) (DRM).

Maximum Service Vehicles

The number of revenue vehicles required to meet and available for service requirements is reported as:

- Vehicles operated in annual maximum service (VOMS)
- Vehicles available for annual maximum service.

Vehicles Operated in Annual Maximum Service

Report the number of [vehicles operated in annual maximum service](#) (VOMS) as an annual total only. The number of vehicles operated in annual maximum service (VOMS) transfers automatically from the Identification form (B-10).

For commuter rail (CR), report both passenger cars and the locomotives used to pull them. Report locomotives whether or not they are used to carry passengers in [revenue service](#).

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. In most instances, this is the number of scheduled vehicles since most transit agencies have sufficient vehicles to operate the scheduled service. Vehicles operated in maximum service (VOMS) exclude atypical days or one-time special events.

Vehicles Available for Annual Maximum Service

Report the number of [vehicles available for maximum service](#) as an annual total only.

For commuter rail (CR), report both passenger cars and the locomotives used to pull them. Report locomotives whether or not they are used to carry passengers in revenue service.

Vehicles Available for Annual Maximum Service: The number of revenue vehicles available to meet the annual maximum service requirement. Vehicles available for maximum service include [spare vehicles](#), out of service vehicles and vehicles in or awaiting maintenance, but exclude vehicles awaiting sale and [emergency contingency vehicles](#).

Spare vehicles are needed to preserve and meet scheduled service. They are held in reserve to replace vehicles that break down or are involved in accidents. Spare vehicles also allow routine vehicle maintenance to be performed during the day when service is being operated.

Emergency contingency vehicles are [inactive revenue vehicles](#) that have reached their useful life and would normally be disposed. However, FTA allows the transit agency to retain the vehicles in the event of energy or local emergencies (floods, earthquakes, etc.) if they are in an FTA approved emergency contingency plan.

Unless there were changes in the vehicle inventory during the report year, the number of vehicles available for maximum service should be consistent with the active revenue vehicles reported on the Revenue Vehicle Inventory form (A-30).

The exhibit below illustrates the difference between vehicles operated in maximum service (VOMS) and vehicles available for maximum service.

Exhibit 13 – Vehicles Operated in Maximum Service and Vehicles Available in Maximum Service

Non-rail Modes

Vehicles Operated In Annual Maximum Service (VOMS)

Vehicles Available for Annual Maximum Service

Demand Response

The largest number of vehicles in revenue service at any one time during the reporting year (includes atypical service).

The largest number of vehicles in revenue service at any one time during the reporting year (includes atypical service) and all spare vehicles available outside of what is needed to provide maximum service.

All other non-rail modes

The largest number of scheduled revenue vehicles in service at any one time during the reporting year (excludes atypical service).

The largest number of scheduled revenue vehicles in service at any one time during the reporting year (excludes atypical service) and all the spare vehicles available to provide both typical and atypical service.

Rail Modes

Vehicles operated in Annual Maximum Service (VOMS)

Vehicles Available for Annual Maximum Service

Commuter Rail and Alaska Railroad

The largest number of passenger cars and locomotives scheduled for service at any one time during the reporting year (excludes atypical service). Passenger cars and locomotives each count as a vehicle in this case.

The largest number of passenger cars and locomotives scheduled for service at any one time during the reporting year (excludes atypical service). Passenger cars and locomotives each count as a vehicle in this case, and the total number of spare passenger cars and locomotives available to provide service.

All other rail modes

The largest number of passenger cars (vehicles) scheduled for service at any one time during the reporting year (excluding atypical service).

The largest number of passenger cars (vehicles) scheduled for service at any one time during the reporting year (excluding atypical service) and all spare passenger cars available to provide service.

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The following exhibit illustrates the difference between [trains in operation](#) and [passenger cars in operation](#).

| Exhibit 14 – Trains in Operation and Passenger Cars in Operation | | |
|--|---|---|
| | Commuter Rail and Alaska Railroad | All other rail modes |
| Trains in Operation | The largest number of locomotive / passenger car combinations scheduled to provide service on the average weekday / Saturday or Sunday (excludes atypical service) Example: One locomotive may pull three passenger cars and this would be reported as one train. | The largest number of single passenger cars or set of adjoining passenger cars scheduled for service on the average weekday / Saturday or Sunday (excludes atypical service). Example: Three adjoining passenger cars would be one train and one passenger car with no adjoining cars would also be considered one train. For agencies who operate only one passenger car at a time (single car trains), this number will be the same as passenger cars in operation. |
| Passenger Cars in Operation | The largest number of passenger cars (excluding locomotives) scheduled for service on the average weekday / Saturday or Sunday (excludes atypical service). This will not be equal to trains in operation. | The largest number of passenger cars scheduled for the average weekday / Saturday or Sunday (excludes atypical service). For agencies who operate only one passenger car at a time (single car trains), this number will be the same as trains in operation. |

Periods of Service

Time periods are reported for:

- [Average weekday](#) — AM peak, midday and PM peak
- Average weekday — whole day
- [Average Saturday](#) — whole day
- [Average Sunday](#) — whole day.

Time Service Begins

Report the beginning time for service on an average weekday by [AM peak period](#), [midday period](#), [PM peak period](#) and for the day. The beginning time for the AM peak and for the day is defined as the time when the first revenue service vehicle leaves the garage or point of dispatch. The peak periods are determined on the basis of service frequency ([headway](#)), not on the basis of the number of vehicles in service.

Report the beginning ([time service begins](#)) for service on an average Saturday and on an average Sunday. Use 2400-hour time (e.g., 2:00 PM = 1400).

Report the normal periods of service for a continuous day of operation. For example, if AM peak service begins at 4:45 AM and the last service of the day ends at 2:00 AM the following day, report the periods of service for an average weekday as 0445 and 0200.

For demand response (DR) and other service with no peak periods, complete only the average weekday, Saturday and Sunday columns.

Time Service Ends

Report the ending times for service on an average weekday by AM peak period, midday period, PM peak period and for the day. The ending time for the day is defined as the time when the last revenue service vehicle returns to the garage or point of dispatch. The peak periods are determined on the basis of service frequency (headway), not on the basis of the number of vehicles in service.

Report the ending times ([time service ends](#)) for service on an average Saturday and on an average Sunday. Use 2400-hour time (e.g., 2:00 PM = 1400).

Report the normal periods of service for a continuous day of operation. For example, if AM peak service begins at 4:45 AM and the last service of the day ends at 2:00 AM the following day, report the periods of service for an average weekday as 0445 and 0200.

For demand response (DR) and other service with no peak periods, complete only the average weekday, Saturday and Sunday columns.

Service Supplied

This section first provides a general discussion of the concepts relevant for reporting [service supplied](#) data. Detailed instructions for reporting service supplied data follow in the sections for [rail](#) and [non-rail](#) modes since they vary depending on whether the mode is a rail mode or a non-rail mode.

Key Service Supplied Concepts

Understanding the measures of service supplied and their components ([deadhead](#), [layover / recovery](#)) will help you determine the appropriate category of vehicle miles and hours for reporting. The basic concepts addressed below are:

- Revenue service
- Deadhead
- Total service
- Determining revenue and total service statistics
- Scheduled and actual service.

Revenue Service

[Revenue service](#) is when the transit vehicle is providing public transportation and is available to carry passengers. Revenue service excludes non-public transportation activities such as exclusive [school bus service](#) and [charter service](#). Vehicles operated in fare free service are considered in revenue service.

Revenue service is measured in terms of revenue hours and revenue miles. For non-rail services, the service is measured in [vehicle revenue hours](#) (VRH) and [vehicle revenue miles](#) (VRM). For rail services, the service is measured in two different ways — [train revenue hours](#) (miles) and [passenger car revenue hours](#) (miles).

Revenue hours and miles for conventionally scheduled services, are comprised of two elements:

1. [Running time](#), and
2. [Layover / recovery time](#).

Running time is the time it takes the transit vehicle to travel from the beginning to the end of the transit route. The passenger timetable typically shows the running times for all trips operated by a transit agency.

The layover / recovery time typically is scheduled at the end of each trip and usually ranges from 10 to 20 percent of the running time. The time is scheduled to provide the transit operator a rest break and to provide an opportunity to get the transit service back on schedule if it was running late on the last trip.

For demand response (DR) service, the definition of revenue service is slightly different than that for conventionally scheduled service. [Revenue time](#) includes all travel and time from the point of the first passenger pick-up to the last passenger drop-off, as long as the vehicle does not return to the dispatching point.

Deadhead

[Deadhead](#) is the operating time needed to move a transit vehicle before revenue service begins and after revenue service ends. When transit vehicles are deadheading, they operate closed-door and are not available to passengers. Deadhead in fixed route services can involve travel between:

- The garage and the beginning of a route
- The end of one route and the start of a second route, or
- The end of a route and the garage.

For non-fixed route services (demand response (DR), vanpool (VP)), deadheading can involve travel between:

- The garage and the dispatching point
- The garage and the first passenger pick-up
- The last passenger drop-off and the dispatching point
- The last passenger drop-off and the garage, or
- The dispatching point and the garage.

Deadhead does not include vehicle travel during other times when vehicles are not available to the general public. Examples include non-public transportation activities such as charter or exclusive school bus service and internal transit activities such as operator training and moving vehicles between maintenance or operations facilities.

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Total Service

[Total service](#) covers the time from when a transit vehicle starts (pull-out time) from a garage to go into revenue service to the time it returns to the garage (pull-in time) after completing its revenue service. Since total service covers the time between pull-out and pull-in, it therefore includes both deadhead and revenue service.

Total service is measured in terms of hours and miles. For [non-rail](#) services, the service is measured in [vehicle hours](#) and [vehicle miles](#). For [rail](#) services, the service is measured in two different ways — [train hours](#) (miles) and [passenger car hours](#) (miles).

Determining Revenue and Total Service Statistics

Revenue and total service hours (miles) can be calculated by examining the schedule for each revenue vehicle, commonly known as a vehicle block. The example below illustrates how to calculate the vehicle revenue hours (miles) and vehicle hours (miles) for a bus vehicle block.

| Example 22 — Calculating Vehicle Revenue and Vehicle Hours and Miles for Peak Periods | | | | | | |
|--|-----------------------|------------|----------|----------------|------------------|-------------------------|
| Example: How to compute vehicle revenue and vehicle hours and miles for a morning rush hour trip. | | | | | | |
| Starting Location | Ending Location | Start Time | End Time | Time (Minutes) | Distance (Miles) | Activity |
| Garage | Route 22 suburban end | 6:30 AM | 6:35 AM | 5 | 2.0 | Deadhead time |
| Route 22 suburban end | Route 22 CBD end | 6:35 AM | 7:25 AM | 50 | 15.3 | Running end time |
| Route 22 CBD end | Route 22 CBD end | 7:25 AM | 7:35 AM | 10 | 0.0 | Layover / recovery time |
| Route 22 CBD end | Route 22 suburban end | 7:35 AM | 8:25 AM | 50 | 15.3 | Running time |
| Running time | Garage | 8:25 AM | 8:30 AM | 5 | 2.0 | Deadhead time |
| Solution: | | | | | | |
| Vehicle revenue hours / miles = running time plus layover / recovery time | | | | | | |
| Vehicle revenue hours (VRH) = (50 + 10 + 50) / 60 = 110 / 60 = 1.83 | | | | | | |
| Vehicle revenue miles (VRM) = 15.3 + 15.3 = 30.6 | | | | | | |
| Vehicle hours / miles = running time plus layover / recovery time plus deadhead time | | | | | | |
| Vehicle hours = (5 + 50 + 10 + 50 + 5) / 60 = 120 / 60 = 2.0 | | | | | | |
| Vehicle miles = 2.0 + 15.3 + 15.3 + 2.0 = 34.6 | | | | | | |

Scheduled and Actual Service

[Scheduled service](#) refers to the service that was planned to be operated. Generally, this service is detailed in internal agency documents and provided to the users in public timetables.

Depending on the mode, different scheduled statistics are reported. For scheduled, non-rail services, the service is measured in [scheduled vehicle revenue miles](#). For rail services, the service is measured in [scheduled passenger car revenue miles](#). Scheduled service statistics are only reported for scheduled services and therefore, are not reported for demand response (DR), vanpool (VP), jitney (JT), and publico (PB) services.

[Actual service](#) refers to the service that was operated during the reporting period. The amount of actual service is very close to the amount of scheduled service except that adjustments must be made for two situations:

1. Missed service that may result from shortages of operators and [revenue vehicles](#), vehicle breakdowns, weather related cancellations of service, and other service interruptions.
2. Added service operated as needed to meet the expected high ridership for special events such as fairs, parades, and civic celebrations.

Except for [scheduled vehicle revenue miles](#) (non-rail) and [scheduled passenger car revenue miles](#), actual service data are required to be reported in the [service supplied](#) portion of this form.

Service Supplied (Non-Rail Modes) Instructions

The reporting requirements for service supplied data vary by the three types of service operated:

1. Scheduled fixed route — bus (MB), publico (PB), and jitney (JT)
2. Demand response (DR)
3. Vanpool (VP).

Scheduled Fixed Route Services

For scheduled, fixed route services (bus (MB), publico (PB), ferryboat (FB), aerial tramway (TR) and jitney (JT)), service supplied data cover service typically (or commonly) operated. The average daily totals do not include:

- Service operated for one-time or limited events such as day of the game football shuttles
- Extra holiday shopper service
- A visit to the city by the President of the United States.

Report service supplied data for average days ([weekday](#), [Saturday](#) and [Sunday](#)) and for the annual total.

Vehicles in Operation

Report the [vehicles in operation](#) for service that is typically operated. These are the maximum number of vehicles necessary to actually operate service excluding atypical days. In addition to average daily data, report vehicles in operation for the [AM peak](#), [midday](#) and [PM peak](#) time periods.

Actual Vehicle Miles and Hours, Actual Vehicle Revenue Miles and Hours

Report average daily and annual total data for [actual vehicle miles](#), [actual vehicle hours](#), [actual vehicle revenue miles](#) (VRM) and [actual vehicle revenue hours](#) (VRH). Actual vehicle revenue miles and hours are when the service is available to the general public. These are the miles and hours traveled by vehicles in carrying passengers, plus layover / recovery. It does not include the miles and hours for items such as [deadhead](#), [charter services](#), [school bus service](#), operator training or maintenance testing.

The following exhibit illustrates how to accumulate hours and miles for a vehicle in fixed route service.

| Exhibit 15 — Accounting for Miles and Hours for Bus Service | | | | |
|---|-----------------------|--------------|------------------------|--------------|
| Activity | Actual Vehicle | | Vehicle Revenue | |
| | Hours | Miles | Hours | Miles |
| Bus travels (deadheads) from dispatching point to start of route. | Yes | Yes | No | No |
| Bus travels from its route in scheduled revenue operation. Passengers board the vehicle. | Yes | Yes | Yes | Yes |
| Bus travels its route in scheduled revenue operation. No passengers board the vehicle. | Yes | Yes | Yes | Yes |
| Bus arrives at the end of the route, lays over. Passengers can board during layover. | Yes | N/A | Yes | N/A |
| Bus arrives at the end of the route, lays over. Passengers cannot board during layover. | Yes | N/A | Yes | N/A |
| Bus arrives at the end of the route, goes out of service. Resumes service in PM peak. | No | No | No | No |
| Bus arrives at the end of the route, travels (deadheads) and parks at storage lot. | Yes | Yes | No | No |
| Bus arrives at the end of the route, travels (deadheads) to another route to operate a scheduled trip. Passengers cannot board during deadhead. | Yes | Yes | No | No |
| Bus arrives at the end of the route, travels (deadheads) to the dispatching point. | Yes | Yes | No | No |
| From the garage the bus travels to another maintenance facility to perform routine maintenance. | No | No | No | No |
| Due to a collision with another vehicle, the trip is terminated and the bus travels to a maintenance facility. | Yes | Yes | No | No |
| Bus travels from start to end of a route for training. Vehicle is not in service and does not board passengers. | No | No | No | No |

Scheduled Vehicle Revenue Miles

Report [scheduled vehicle revenue miles](#) directly from your schedules, excluding any service interruptions or special additional services. [Average weekday](#) data are the sum of the scheduled service offered during all time segments of a typical weekday.

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Charter Service and School Bus Hours

Report [charter service hours](#) and [school bus hours](#). [Charter](#) and [school bus service](#) are not open to the general public, but serve a select group.

School bus service means the exclusive use of vehicles for carrying students. It does not mean additional services ([school trippers](#)) that a transit agency may operate on an existing route to meet the demands of traveling students. School trippers are included in revenue service.

It is extremely rare that a transit agency would operate charter or school bus service.

Modes Using Ferryboat Service

The reporting of ferryboat (FB) service has unique reporting requirements when other transportation [modes](#) also utilize the ferryboat (FB) service. These other transportation modes may be other public transit modes such as vanpool (VP) and bus (MB), or they may be private vehicles such as automobiles.

The following rules apply:

- Vehicle miles are reported only once, as ferryboat (FB) mode. Other public transit mode vehicles are stationary on the ferryboat and therefore cannot accumulate any vehicle mileage.
- Vehicle hours for other public transit modes however do accumulate as the vehicle spends time on the ferryboat. These hours are reported as revenue hours similar to “layover” since there are passengers on board these other public transit vehicles. These hours therefore are also part of actual and scheduled vehicle hours.

Non-Scheduled Non-Fixed Route Services

In the following, reporting instructions are given for two types of [non-scheduled services](#):

1. Demand response (DR)
2. Vanpool (VP).

Demand Response Service

The reporting of average daily totals is different for demand response (DR) than it is for scheduled, fixed route services. For demand response (DR) services (non-fixed route, non-scheduled), the average daily totals cover all days operated — typical and atypical.

Vehicles in Operation

Report the [vehicles in operation](#) for service that is operated. These are the maximum number of vehicles necessary to actually operate the demand response (DR) service.

Actual Vehicle Miles and Hours, Actual Vehicle Revenue Miles and Hours

Report average daily and annual total data for [actual vehicle miles](#), [actual vehicle hours](#), [actual vehicle revenue miles](#) (VRM) and [actual vehicle revenue hours](#) (VRH). This is when the service is available to the general public. For demand response (DR) service, vehicle revenue miles (VRM) and vehicle revenue hours (VRH) include all travel and time from the point of the first passenger pick-up to the last passenger drop-off, as long as the vehicle does not return to the dispatching point. In addition, vehicle revenue miles (VRM) and vehicle revenue hours (VRH) include the distance and time to pick-up the next passenger. Thus, actual vehicle miles and hours are usually only slightly larger than actual vehicle revenue miles (VRM) and hours (VRH).

The exhibit below illustrates how to accumulate hours and miles for a vehicle in demand response (DR) service.

| Exhibit 16 — Accounting for Miles and Hours for Demand Response Service | | | | |
|---|----------------|-------|-----------------|-------|
| Activity | Actual Vehicle | | Vehicle Revenue | |
| | Hours | Miles | Hours | Miles |
| Vehicle idles at the dispatching point. | No | N/A | No | N/A |
| Vehicle departs dispatching point to pick-up a passenger. | Yes | Yes | No | No |
| Vehicle waits for a passenger at the pick-up point. | Yes | N/A | Yes | N/A |
| After a passenger drop-off, the vehicle departs to pick-up another passenger with no passengers on-board. | Yes | Yes | Yes | Yes |

Exhibit 16 — Accounting for Miles and Hours for Demand Response Service

| | | | | |
|---|-----|-----|-----|-----|
| After a passenger drop-off, the driver goes to a restaurant for lunch. | No | No | No | No |
| Vehicle transports passengers from a community center to a shopping mall. | Yes | Yes | Yes | Yes |
| Vehicle returns to the dispatching point with no passengers on-board. | Yes | Yes | No | No |
| Vehicle waits at the dispatching point before returning to shopping mall. | No | N/A | No | N/A |
| Vehicle waits at the shopping mall until it is time to bring passengers back to the community center. | Yes | N/A | Yes | N/A |

Scheduled Vehicle Revenue Miles

These data are not reported since demand response (DR) is a non-scheduled service.

Charter Service and School Bus Hours

Report [charter service hours](#) and [school bus hours](#) operated for demand response (DR) mode. Charter and school bus service are not open to the general public, but serve a select group.

School bus service means the exclusive use of vehicles for carrying students. It does not mean additional services (school trippers) that a transit agency may operate on an existing route to meet the demands of traveling students. School trippers are included in revenue service.

It is extremely rare that a transit agency would operate charter or school bus service.

Vanpool Service

The reporting of average daily totals is the same as demand response (DR). For vanpool (VP) (non-fixed route, non-scheduled), the average daily totals cover all days operated — typical and atypical.

Vehicles in Operation

Report the [vehicles in operation](#) for service that is operated. These are the maximum number of vehicles necessary to actually operate the vanpool (VP) service.

Actual Vehicle Miles and Hours, Actual Vehicle Revenue Miles and Hours

For vanpool (VP), whether the driver is just the driver or whether he is a participant in the vanpool (VP), determines how to count miles and hours. The driver is considered a passenger if he makes a work trip or has another trip purpose and does not receive wages.

If the driver is a passenger, the travel from the driver’s home to the first passenger pick-up and the travel from the last passenger drop-off are included in [actual vehicle revenue miles](#) (VRM) and [hours](#) (VRH). If the driver is not a passenger, this travel is considered [deadheading](#) and is only included in vehicle miles and hours.

The reporting for vanpool (VP) should not include travel to or from maintenance facilities unless the vehicle is routinely (nightly) stored at these facilities. It also should not include the driver’s personal use of the vehicle in the reported vehicle miles and hours.

Similar to demand response (DR), [actual vehicle miles](#) and [hours](#) are usually only slightly larger than actual vehicle revenue miles (VRM) and hours (VRH).

Scheduled Vehicle Revenue Miles

These data are not reported since vanpool (VP) is a [non-scheduled](#) service.

Charter Service and School Bus Hours

Report [charter service hours](#) and [school bus hours](#) operated for vanpool (VP) mode. [Charter](#) and [school bus service](#) are not open to the general public, but serve a select group. School bus service means the exclusive use of vehicles for carrying students; it does not mean additional services ([school trippers](#)) that a transit agency may operate to meet demand for an existing route that it operates. School trippers are included in revenue service.

It is extremely rare that a transit agency would operate charter or school bus service.

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Service Supplied (Rail Modes) Instructions

Reporting for [rail modes](#) requires separate data for trains and for the [passenger cars](#) of each [train](#). A train is simply a group of passenger cars that move as one unit. For commuter rail (CR) mode, a train includes the locomotive that pulls the passenger cars; and, the locomotive may or may not carry passengers. For some rail modes, such as heavy rail (HR) and light rail (LR), a train consists of one or more passenger cars. For other rail modes, there may be only one car per train, such as cable car (CC), or inclined plane (IP).

Report service supplied data for average days ([weekday](#), [Saturday](#) and [Sunday](#)) and for the annual total.

Trains and Passenger Cars in Operation

Report the number of [trains in operation](#) and [passenger cars in operation](#) for service that is typically operated. These are the maximum number of trains and passenger cars necessary to actual operate service excluding atypical days. In addition to average daily data, report vehicles in operation for the AM peak, midday and PM peak time periods.

Actual Train and Passenger Car Miles and Hours, Actual Train and Passenger Car Revenue Miles and Hours

Report [actual train miles](#), [actual train hours](#), [actual train revenue miles](#) and [actual train revenue hours](#); and [actual passenger car miles](#), [actual passenger car revenue miles](#), [actual passenger car hours](#) and [actual passenger car revenue hours](#). For commuter rail (CR) mode, do not include locomotive miles when reporting passenger car miles and hours.

Examples of how these statistics are computed are shown in the following example.

Example 23 — Calculating Actual Train and Passenger Car Statistics

Example: A commuter rail (CR) train makes one round trip in the morning. The train consists of one locomotive and six passenger cars.

| Starting Location | Ending Location | Start Time | End Time | Time (Minutes) | Distance (Miles) | Activity |
|----------------------|----------------------|------------|----------|----------------|------------------|-------------------------|
| Maintenance facility | Line A suburban end | 5:30 AM | 5:40 AM | 10 | 3.0 | Deadhead time |
| Line A Suburban end | Line A CBD end | 5:40 AM | 7:00 AM | 80 | 32.6 | Running time |
| Line A CBD end | Line A CBD end | 7:00 AM | 7:20 AM | 20 | 0.0 | Layover / recovery time |
| Line A CBD end | Line A suburban end | 7:20 AM | 8:40 AM | 80 | 32.6 | Running time |
| Line A suburban end | Maintenance facility | 8:40 AM | 8:50 AM | 10 | 3.0 | Deadhead time |

Train miles / hours = Deadhead time + Running time + Layover / recovery time

Train miles = 3.0 + 32.6 + 32.6 + 3.0 = **71.2**

Train hours = (10 + 80 + 20 + 80 + 10) / 60 = 200 / 60 = **3.3**

Train revenue miles / hours = Running time + Layover / recovery time

Train revenue miles = 32.6 + 32.6 = **65.2**

Train revenue hours = (80 + 20 + 80) / 60 = 180 / 60 = **3.0**

Passenger car miles / hours = (Deadhead time + Running time + Layover / recovery time) X Number of passenger cars

Passenger car miles = (3.0 + 32.6 + 32.6 + 3.0) = 71.2 X 6 = **427.2**

Passenger car hours = [(10 + 80 + 20 + 80 + 10) X 6] / 60 = [200 X 6] / 60 = 1,200 / 60 = **20.0**

Passenger car revenue miles / hours = (Running time + Layover / recovery time) X Number of passenger cars

Passenger car revenue miles = (32.6 + 32.6) X 6 = 65.2 X 6 = **391.2**

Passenger car revenue hours = [(80 + 20 + 80) X 6] / 60 = [180 X 6] / 60 = 1,080 / 60 = **18.0**

Scheduled Passenger Car Revenue Miles

Report [scheduled passenger car revenue miles](#) directly from your schedules, excluding any service interruptions or special additional services. Average weekday data are the sum of the scheduled service offered during all time segments of a typical weekday.

The following exhibit illustrates how to accumulate hours and miles for [rail modes](#).

| Activity | Actual Vehicle | | Vehicle Revenue | |
|--|----------------|-------|-----------------|-------|
| | Hours | Miles | Hours | Miles |
| Train travels (deadheads) from the yard to the station where the trip is scheduled to start. | Yes | Yes | No | No |
| Train departs from the yard and travels to an adjacent station. The transit agency states that the train is in revenue service, however, no passengers are allowed to board. | Yes | Yes | No | No |
| Train travels from beginning to end of the line carrying passengers. | Yes | Yes | Yes | Yes |
| Train completes trip, lays over. Passengers cannot board during layover. | Yes | N/A | Yes | N/A |
| Train completes trip, lays over at a maintenance facility adjacent to the station. Passengers cannot board during layover. | Yes | N/A | Yes | N/A |
| Train completes trip, lays over. Passengers can board during layover. | Yes | N/A | Yes | N/A |
| Train departs from station A, breaks down at station B. Trip is terminated. Passengers alight at station B to board the next train. Trip operated from station A to station B. | Yes | Yes | Yes | Yes |
| Trip not operated beyond station B. | No | No | No | No |
| Train departs from station A, short turns at station B. Passengers alight at station B and board the next train. Trip operated from station A to station B. | Yes | Yes | Yes | Yes |
| Trip not operated beyond station B. | No | No | No | No |
| Train departs from station A, is expressed from station B to the end of the line. Passengers on-board can only alight at Station B or at end station. Trip operated from station A to station B. | Yes | Yes | Yes | Yes |
| Trip operated non-stop beyond station B. | Yes | Yes | Yes | Yes |
| Train completes a trip, deadheads to the end of another line to make another trip. | Yes | Yes | No | No |
| In the transition from AM to midday service, the train is put out of service at the end station. Service will resume for PM peak. | No | N/A | No | N/A |
| In the transition from AM to midday service, the train travels (deadheads) to the yard. | Yes | Yes | No | No |
| Train travels for operators' training and no passengers are allowed to board. | No | No | No | No |
| Train travels from the yard to a maintenance facility. | No | No | No | No |

Service Consumed

[Service consumed](#) data are measures of the use of public transportation. NTD collects data on two measures:

1. [Unlinked passenger trips](#) (UPT)
2. [Passenger miles](#) (PM).

In addition, NTD collects unlinked passenger trips (UPT) for [complementary paratransit](#) trips under the [Americans with Disabilities Act of 1990](#) (ADA) requirements. Americans with Disabilities Act of 1990 (ADA) related unlinked passenger trips (UPT) (complementary paratransit) are reported only for the demand response (DR) mode.

For ferryboat (FB) mode, there are also unique NTD reporting requirements for reporting unlinked passenger trips (UPT) and passenger miles (PM) when other transportation [modes](#) also utilize the ferryboat (FB) service. These other transportation modes may be other public transit modes such as vanpool (VP) and bus (MB), or they may be private vehicles such as automobiles.

The following rules apply:

- [Unlinked passenger trips](#) (UPT) may be counted for each occupant of the vehicle including the driver, whether the other transportation mode is public transit or private vehicles, and reported as ferryboat (FB) mode
- [Passenger miles](#) (PM) are counted only once as ferryboat (FB) mode. This is because the other public transit or private vehicle is not moving under its own power aboard the ferryboat (FB).

See also discussion above for reporting vehicle miles and hours, and in the Sources of Funds—Funds Expended and Funds Earned form (F-10) for reporting passenger fares and ferryboat (FB) ferriage fees.

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Unlike all other data reported in the NTD, passenger miles (PM) and unlinked passenger trips (UPT) may be an estimate based on a [sampling](#) procedure. Acceptable sampling procedures and requirements are discussed at the end of this section.

Unlinked Passenger Trips

Report unlinked passenger trips (UPT) (boardings) for an [average weekday](#), [average Saturday](#), [average Sunday](#) and the annual total. Unlinked passenger trips (UPT) are 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.

For demand response (DR) mode, include personal care attendants and companions as long as they are not employees of the transit agency. Attendants and companions are included regardless of whether or not they are fare-paying passengers.

If you operate [complementary paratransit](#) trips, report the number of the unlinked trips attributable to [Americans with Disabilities Act of 1990](#) (ADA) requirements (including personal care attendants and companions) under demand response (DR) mode. These unlinked passenger trips (UPT) should be less than or equal to the unlinked passenger trips (UPT) reported for all demand response (DR) service.

For vanpool (VP) service, commonly the driver is counted as a passenger since most drivers are not paid wages and they are commuting to work. However, in rare instances, the drivers are considered employees because, like other transit operators, they are paid wages and are not traveling for personal reasons (e.g., work commuting, shopping).

For [rail](#) systems, unlinked passenger trips (UPT) should not be confused with counts of passengers entering the systems through fare turnstiles. Often, rails systems allow passengers to transfer from one train to another train without exiting the rail system. In these systems, the turnstile counts always will be less than unlinked passenger counts because the turnstile counts do not include counts of boarding transfer passengers.

Passenger Mile Data

Report passenger miles (PM) for an average weekday, average Saturday, average Sunday and the annual total. Passenger miles (PM) are the other measure of service consumed by transit users. This measure tracks the distance traveled by each passenger, i.e., the distance from the time he boards until he gets off the vehicle. Passenger miles (PM) are the cumulative sum of the distances ridden by each passenger.

Sampling Procedures and Requirements for Passenger Miles and Unlinked Passenger Trips

The counting of all unlinked passenger trips or all passenger miles consumed is called a 100 percent count. If available and reliable, 100 percent counts of either or both passenger miles (PM) and unlinked passenger trips (UPT) must be reported, If 100 percent counts are not available and reliable, the passenger miles (PM) and unlinked passenger trips (UPT) values may be estimated and reported based on statistical sampling. This requirement applies to all modes and types of service.

If 100 percent counts of either or both passenger miles (PM) and unlinked passenger trips (UPT) are unavailable or unreliable, passenger miles (PM) and unlinked passenger trips (UPT) must be estimated and reported based on a [sampling](#) procedure. The Federal Transit Administration (FTA) requirements are:

- Minimum confidence of 95 percent, and
- Minimum precision level of ± 10 percent.

Passenger miles (PM) and unlinked passenger trips (UPT) are important NTD data items. The accuracy of the reported passenger miles (PM) and unlinked passenger trips (UPT) must be certified in the [Chief Executive Officer \(CEO\) Certification](#).

The 100 percent count method and sampling requirements and procedures are discussed below.

100 Percent Count of Unlinked Passenger Trips and Passenger Miles

This method involves counting passengers each time they board a vehicle and recording the distance traveled. This method is generally applicable to smaller systems, but its use is not precluded by a system's size. If 100 percent counts are available and reliable, they must be reported.

Transit agencies that attempt to do a 100 percent count may miss some of the vehicle trips because of personnel problems or equipment failures. If these vehicle trips are two percent or less of the total, then the transit agency should factor up the data to account for the missing percentage. If the missed vehicle trips are more than two percent of the total, then the transit agency must have a qualified statistician approve the methodology for factoring the data to account for the missing percentage.

Transit agencies using FTA C2710.2A for sampling demand response (DR) passenger miles must do a 100 percent count of unlinked passenger mile trips (UPT). Refer to FTA Approved Sampling Techniques below.

Passenger Mile Sampling

A transit agency may use any data sampling technique, by [mode](#) and [type of service](#) (TOS), which meets the 95 percent confidence and ± 10 percent precision levels. Reporters may use different sampling techniques for each mode / type of service (TOS) combination.

To assist transit agencies, FTA has developed acceptable [passenger mile](#) (PM) and [unlinked passenger trip](#) (UPT) sampling procedures for bus (MB) and demand response (DR) services. A transit agency may also use any other procedure (alternative technique) that meets FTA requirements.

If you sample, you must follow the sampling technique exactly. Do not change the prescribed number of trips in the sample.

The following items are discussed below:

- FTA approved sampling techniques
- Alternative [sampling](#) techniques
- Sampling for [purchased transportation](#) (PT) service
- Sampling cycles — mandatory sampling years
- Chief Executive Officer (CEO) certification of sampling techniques and data.

FTA Approved Sampling Techniques

There are two approved sampling techniques described in circulars that provide definitions, sampling procedures, data recording procedures, annual report compilation and sample selection information:

1. FTA C 2710.1A Sampling Techniques for Obtaining Fixed Route Bus (MB) Operating Data Required under the Section 15 Reporting System. Six sampling plans are presented. The minimum number of sample trips is 549 annually. The six sampling plans are for systems that operate daily service. Transit agencies that do not operate on a seven-day schedule should contact their NTD analyst for assistance. Do not submit documentation with your NTD Annual report, but retain it for your files.

This procedure was developed to provide an estimate of both passenger miles (PM) and unlinked passenger trips (UPT) for fixed route bus (MB) systems. However, if a 100 percent count of unlinked passenger trips (UPT) is available and reliable do not report the procedure's estimate for unlinked passenger trips (UPT), instead report the available full count of unlinked passenger trips (UPT). In this case, only use the procedure to estimate and report passenger miles (PM).

2. FTA C 2710.2A Sampling Procedures for Obtaining Demand Responsive (DR) Bus (MB) System Operating Data Required under the Section 15 Reporting System. The circular describes a method for sampling the service provided by one demand response (DR) vehicle on one day each week. The method is used to estimate annual passenger miles (PM) and requires transit agencies to collect 100 percent counts of unlinked passenger trips (UPT). The sampling circular includes the Annual Report to FTA — Demand Response (DR) form (406B). Do not submit this form with your NTD Annual report, but retain it for your files.

These circulars can be downloaded from the NTD Program website (www.NTDProgram.com).

Alternative Sampling Techniques

A transit agency may also use any other procedure (alternative technique) approved by a [qualified statistician](#). An alternative [sampling](#) technique is a statistically valid technique, other than a 100 percent count of both [unlinked passenger trips](#) (UPT) and [passenger miles](#) (PM).

FTA does not review or approve alternative sampling techniques. A qualified statistician must determine that the sampling technique meets FTA's confidence and precision levels.

A qualified statistician is someone who can ensure that FTA statistical sampling requirements are met. FTA does not prescribe specific statistician qualifications. Instead, it requires the transit agency to insure that the statistician is suitably qualified. The statistician may be an in-house staff person with a working knowledge and an education or background in statistics. The statistician also may be a hired consultant with appropriate qualifications. Larger transit agencies with more complex services and needs will probably require a person who can handle more sophisticated sample / statistical procedures.

The transit agency must document and retain in their files both the technique and the statistician's approval. The documentation should include:

- A description of the technique that includes:
 - The parameters used to estimate unlinked passenger trips (UPT) (e.g., unlinked passenger trips (UPT) per vehicle trip x number of vehicle trips operated) if a 100% count of unlinked passenger trips (UPT) is not available or reliable, and passenger miles (PM) (e.g., passenger miles (PM) per vehicle trip x number of vehicle trips operated), and

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- The rationale used to estimate the coefficient(s) of variation.
- A signed review of the technique by a qualified statistician including a statement that the technique meets FTA's confidence and precision levels.
- A summary of the statistician's education and experience that indicates that the statistician is qualified.

FTA considers FTA C 2710.4A Revenue Based Sampling Procedures for Obtaining Fixed Route Bus (MB) Operating Data Required under the Section 15 Reporting System an alternative sampling technique. Transit agencies that use C 2710.4A must have a qualified statistician review and approve the sampling parameters.

Automatic Passenger Counters (APC)

Some transit agencies are using [automatic passenger counters](#) (APC) for collecting unlinked passenger trip (UPT) and passenger mile (PM) data for bus (MB) mode, either through sampling or a 100% count of data. Some, but not all, of these transit agencies have asked what the requirements are for using APC data. These requirements include benchmarking the APC data for a year against sampled data for the same year.

Often these transit agencies only have a small percentage of their bus fleet equipped with APCs. The APC buses are often not randomly distributed over the bus routes, yielding biased data. Further, studies have shown that there can be significant problems with reliability and consistency. The APCs need to be calibrated and validated by each transit agency periodically in order to be used instead of sampling or 100% counts.

Therefore, effective with the 2005 Report Year, the requirement is that FTA approves the APC methodology, the implementation of a new APC system, and the APC maintenance and benchmarking plan for each transit agency. Failure to obtain prior FTA approval for Report Year 2005 and future report years will result in APC-derived passenger mile data not being included in the Urbanized Area Formula Program apportionment.

In order to ensure the reliability of the unlinked passenger trip (UPT) and passenger mile (PM) data FTA must approve the following:

- Implementation of a new APC system
- APC maintenance plan, i.e., periodic calibration of the APC equipment against benchmark dataset (i.e., developing adjustment factors for replicating UPT and PM data collected by ride checkers to APC derived UPT and PM data).

Specifically, this requires that for the first year the:

- APC, UPT and PM data are validated against a separate data sample covering a full year
- Data sampling meets FTA requirements for 95% confidence and 10% precision using:
 - A random sampling of vehicle trips
 - Assigning the buses with an APC to the vehicle trip sampling plan.

In subsequent years:

- Calibration of the APC equipment every year using a random sample of at least 100 bus vehicle trips using ride checkers to collect the UPT and PM data.
- The transit agency submits to FTA documentation of the UPT and PM data collected by ride checkers compared to APC derived UPT and PM data and the statistical variance between the two data sets.
- Submit the documentation to NTD using the **e-File** tab in Internet Reporting.

Sampling for Purchased Transportation Service

Rules have been developed for sampling [purchased transportation](#) (PT) services when the [buyer](#) also operates the same [mode](#) of service and when there is more than one seller. The guiding sampling rules for purchased transportation (PT) services included in the buyer's report are:

- Purchased transportation (PT) [sellers](#) may use different sampling techniques than those implemented by the transit agency for [directly operated](#) (DO) service
- The transit agency may apply one sample technique covering all purchased transportation (PT) contracts for a specific mode
- Each purchased transportation (PT) seller may use a different sampling technique.

Sampling Cycles — Mandatory Sampling Years

Transit agencies must sample or collect 100 percent counts of passenger miles (PM) in a mandatory year. The mandatory years are fixed in one-year, three-year or five-year cycles based on [urbanized area](#) (UZA) size, number of [vehicles operated in annual maximum service](#) (VOMS) and [type of service](#) (TOS). UZAs are determined from the 2000 US Census.

The cycles for mandatory year sampling are based on the type of service (TOS) operated UZAs served as follows:

Directly Operated Service

For transit agencies:

- Serving [urbanized areas](#) (UZAs) of 500,000 or more population with 100 or more directly operated (DO) vehicles in annual maximum service across all modes, every year is a mandatory year for submitting statistically sampled [passenger mile](#) (PM) data
- Serving UZAs of 500,000 or more population, if there are fewer than 100 directly operated (DO) vehicles in annual maximum service across all modes, the mandatory year for submitting statistically sampled passenger mile (PM) data occurs every three years
- Serving UZAs with a population of 200,000 to 499,999, the mandatory year for submitting statistically sampled passenger mile (PM) data occurs every three years, regardless of the number of vehicles directly operated (DO) in annual maximum service
- Serving UZAs with less than 200,000 population, the mandatory year for submitting statistically sampled passenger mile (PM) data occurs every three years.

Purchased Transportation Service

For transit agencies:

- Serving UZAs with a population of 200,000 or more, the mandatory year for submitting statistically sampled passenger mile (PM) data occurs every three years
- Serving UZAs with less than 200,000 population, the mandatory year for submitting statistically sampled passenger mile (PM) data occurs every three years.

The exhibit below summarizes mandatory year criteria for sampling passenger miles (PM).

| Exhibit 18 — Mandatory Year Criteria for Sampling Passenger Miles | | | |
|--|-----------------------|------------------------------|---|
| Directly Operated (DO) Service | | | Number of Directly Operated Vehicles In Annual Maximum Service Across all Modes |
| Mandatory Year Frequency | Mandatory Year | Population (UZA size) | |
| Every year | 2006 | ≥ 500,000 | ≥ 100 |
| Every 3rd year | 2008 | ≥ 500,000 | < 100 |
| Every 3rd year | 2008 | 200,000 - 499,999 | Any number |
| Every 3rd year | 2008 | < 200,000 | Any number |
| Purchased Transportation (PT) Service | | | Number of Purchased Transportation Vehicles in Annual Maximum Service (not filing separate report) |
| Mandatory Year Frequency | Mandatory Year | Population (UZA size) | |
| Every 3rd year | 2008 | ≥ 500,000 | Any number |
| Every 3rd year | 2008 | 200,000 - 499,999 | Any number |
| Every 3rd year | 2008 | < 200,000 | Any number |

If you are a transit agency reporting for the first time or if you started a new [mode / type of service](#) (TOS) during the report year, you must sample during your first report year even if it is not your mandatory year. Your next mandatory year occurs in the next fixed cycle for your transit agency. Similarly, if you are an existing reporter but missed a mandatory sampling year, you must sample the next report year and your next mandatory year occurs in the next fixed cycle for your transit agency.

Sampling Cycles — Non-Mandatory Sampling Years

In intermediate (non-mandatory) years, transit agencies may report [passenger mile](#) (PM) data in one of three ways:

1. Report 100 percent count.
2. Estimate passenger mile (PM) data using [average trip length](#) (passenger miles (PM) divided by unlinked passenger trips (UPT)) statistics by time period (for an average weekday, Saturday and Sunday) from the mandatory year multiplied by the unlinked passenger trips (UPT) (for weekday, Saturday and Sunday) for the current year. The unlinked passenger trips (UPT) must be a 100 percent count.
3. Continue sampling.

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Note that your [average trip length](#) for annual total data from the prior years can be viewed in Internet Reporting. Click on the **Reports** tab.

The example below illustrates how to estimate passenger mile (PM) data using the average trip length.

Example 24 — Using Average Trip Length to Estimate Passenger Mile Data

Example: Transit agency A serves an urbanized area (UZA) of 350,000 population. The transit agency directly operates (DO) bus (MB) and demand response (DR) modes with 110 and 34 vehicles operated in annual maximum service (VOMS), respectively. What are the NTD reporting requirements for passenger mile (PM) data?

Solution: Transit agency A is required to sample (or conduct 100% counts) every three years since it is in an urbanized area (UZA) between 200,000 and 500,000 population, regardless of the number of DO vehicles in annual maximum service. For intermediate years, the transit agency has three options:

1. Estimate PM data using the average trip factors from the mandatory year and a 100% count of unlinked passenger trips (UPT) in the current year, or
2. Use a statistically valid sampling technique to estimate PM, or
3. Make a 100% count of PM and UZA.

Transit agency A decides to do a 100% count for DR mode and to report MB data using average trip length statistics to estimate intermediate year data. The transit agency performs a 100% count of the UPT for MB in the current year. The following details the mandatory and current year data for MB:

| Mandatory Year | Weekday | Saturday | Sunday |
|--|----------------------------------|--------------------------------|------------------------------|
| PM | 50,000,000 | 7,000,000 | 3,000,000 |
| UPT | 10,000,000 | 2,000,000 | 750,000 |
| Average trip length | 5.0 | 3.5 | 4.0 |
| Current Year | | | |
| UPT | 10,500,000 | 2,100,000 | 800,000 |
| Estimated average trip length (mandatory year) | 5.0 | 3.5 | 4.0 |
| Estimated PM (current year) | 52,500,000 (5.0 x 10,500,000) | 7,350,000 (3.5 x 2,100,000) | 3,200,000 (4.0 x 800,000) |
| Estimated average trip length = PM / UPT | | | |
| Estimated PM = average trip length × UPT | | | |

CEO Certification of Sampling Techniques and Data

For both mandatory and intermediate years, your [Chief Executive Officer \(CEO\) Certification](#) verifies that the passenger mile (PM) data satisfy FTA requirements and describes how the passenger mile (PM) data were estimated.

The exhibit below summarizes the certification requirements for passenger mile (PM) data.

Exhibit 19 — Passenger Mile Chief Executive Officer Certification Requirements

Mandatory Sampling Year - Chief Executive Officer (CEO) Certification of Passenger Miles (PM):

- Verifies that the FTA standards for precision and accuracy of sampling are met
- Verifies how passenger mile (PM) data are collected:
 - Sample, or
 - 100% count.

Intermediate (Non-Mandatory Sampling) Years - Chief Executive Officer (CEO) Certification of Passenger Miles (PM):

- Verifies how PM data are collected:
 - Sample
 - 100% count, or
 - Estimate PM data using average trip length statistics from the mandatory year (for an average weekday, Saturday and Sunday) multiplied by the unlinked passenger trips (UPT) from the report year (for an average weekday, Saturday and Sunday).

Service Operated (Days)

Report the total number of days of service for the following categories:

- [Days Schedule Operated](#) — days that service was actually operated
- [Days Not Operated Due to Strikes](#) — days that service would normally have operated but was not due to a transit labor strike
- [Days Not Operated Due to Officially Declared Emergencies](#) — days that service would normally have operated but was not due to an officially declared emergency.

Within each of these categories, report the total number of days for [weekday](#), [Saturday](#) and [Sunday](#) service. Many transit systems operate different schedules on weekdays, Saturdays, and Sundays. The reported number of days reflects the number of days each schedule was operated. Report holiday service as the day that most closely reflects the [type of service](#) (TOS) operated. For example, if on Christmas day you operate a Sunday schedule of service, report this as a Sunday.

If you did not operate service on some days due to transit labor strikes or officially declared emergencies, Internet Reporting will display a box for you to describe the situation.

~~FTA will not grant special consideration to transit agencies or make adjustments to the apportionment formula due to strikes, labor disputes or work stoppages.~~

March 12, 2007 – Federal Transit Administration (FTA), National Transit Database (NTD), NTD Strike Language

For many years prior to 2005, it was the Federal Transit Administration's (FTA) policy not to make adjustments to the annual apportionment of transit agencies when strikes or labor disputes would occur. FTA has reconsidered and changed this policy. Effective with National Transit Database (NTD) Report Year (RY) 2005 data, and thereafter, FTA will now make hold harmless adjustments due to strikes, labor disputes, and work stoppages.

RY 2005 data are the actual data to be used in apportionment of Fiscal Year (FY) 2007 funds (in February, 2007). During your FY 2005, if your agency had a valid work stoppage that you want an adjustment for, please contact the NTD website. An adjustment can be made in the FY 2008 apportionment, next year.

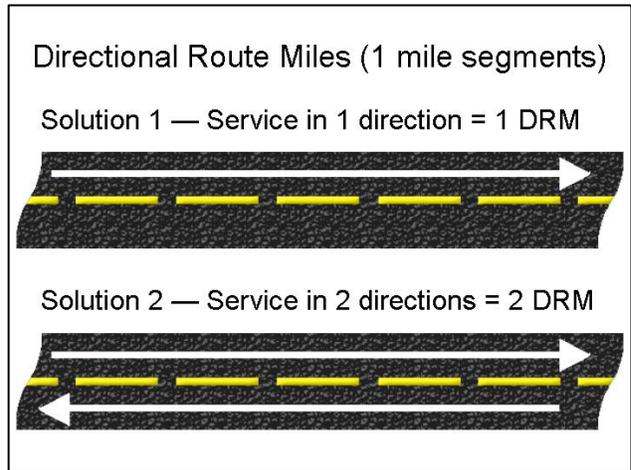
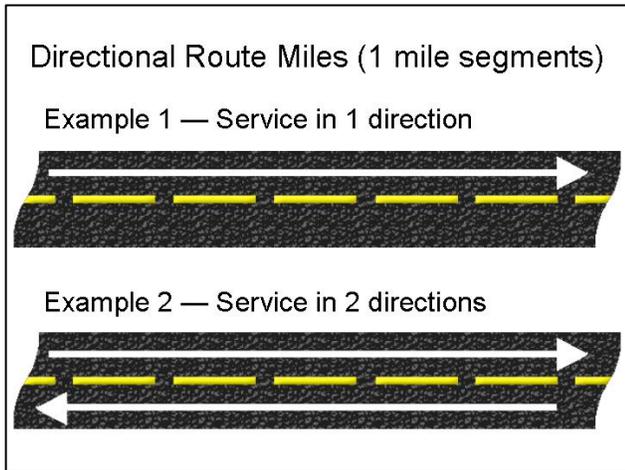
Effective with RY 2005 data, upon request of the CEO of the transit agency, adjustments will be made for work stoppages and strikes. For the period of the strike, for the transit mode affected (e.g., commuter rail), FTA will adjust certain annual data used in the apportionment. FTA's adjustments are final and not subject to appeal. The data to be adjusted are based on the number of days of the strike. Partial strike days will not count.

NTD apportionment data to be adjusted are unlinked trips, vehicle revenue miles, passenger miles and operating costs. For service lost, simple adjustments will be made based on the annual weekday, Saturday and Sunday averages during the entire year, or an entire year that FTA deems appropriate.

Directional Route Miles

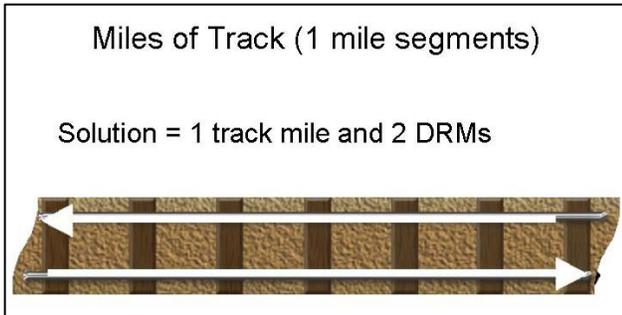
[Directional route miles](#) (DRM) are a measure of the service provided by your transit agency. They measure, by direction, the path of a vehicle in [revenue service](#). They are counted once for each path, i.e., they do not depend on frequency of service. They are computed with regard to direction of service, but without regard to the number of traffic lanes or rail tracks existing in the right-of-way (ROW).

This graphic illustrates reporting of directional route miles (DRM) for bus (MB) mode for different operations. The graphic illustrates the difference between service operated in one direction only and service operated in both directions.



Solution 1: Two bus (MB) routes operate in only one direction over a one-mile segment of Main Street. In this case, there is one directional route mile (DRM).

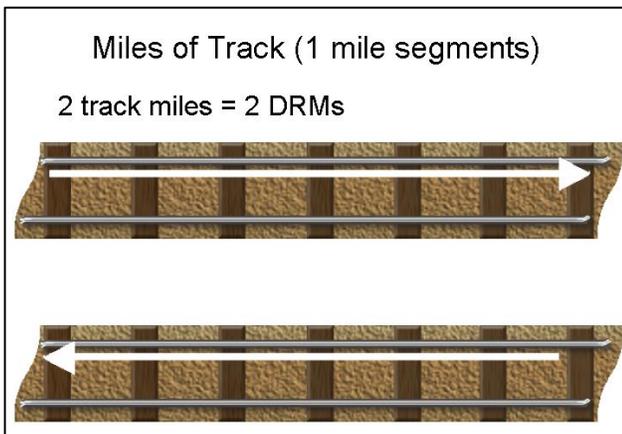
Solution 2: Two bus (MB) routes operate in both directions over the one-mile segment of Main Street. In this case, there are two directional route miles (DRM).



The graphic to the above illustrates reporting of [directional route miles](#) (DRM) for different [rail](#) operations.

Trains operate in both directions over a one-mile segment of track. In this case, one mile of track equals two directional route miles (DRM).

In the next graphic, [trains](#) operate in only one direction over two parallel tracks.



In this case, a one-mile segment equals two directional route miles (DRM).

Directional route miles (DRM) are reported for [fixed route services](#). Therefore, no data are reported for demand response (DR), jitney (JT), publico (PB), and vanpool (VP) services.

The discussion in this section covers:

- Guideway classification
- Bus (MB) reporting requirements
- Reporting requirements for non-bus modes.

Guideway Classification

Most data for directional route miles (DRM) are entered in the Fixed Guideway Segments form (S-20). These data are summarized and then transferred to the Service form (S-10). Fixed guideway (FG) is reported by [rail](#) and [non-rail](#) modes. The modes for which this form applies are:

Rail

Alaska railroad (AR)
 Automated guideway (AG)
 Cable car (CC)
 Commuter rail (CR)
 Heavy rail (HR)
 Inclined plane (IP)
 Light rail (LR)
 Monorail (MO)

Non-Rail

Aerial tramway (TR)
 Bus (MB)
 Ferryboat (FB)
 Trolleybus (TB)

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The data are entered in the Fixed Guideway Segments form (S-20) because [directional route miles](#) (DRM) are used to measure fixed guideway (FG). The traditional definition of [fixed guideway](#) (FG) is a separate right-of-way (ROW) for the exclusive use of public transportation vehicles. By this definition, all [rail modes](#) operate exclusively on fixed guideway (FG).

The concept of fixed guideway (FG) also has been extended to [non-rail modes](#). An aerial tramway (TR) operates over its own exclusive air space that is similar to and is considered its own fixed guideway (FG). By Federal statute, the right-of-way (ROW) used by ferryboats (FB) also is considered exclusive fixed guideway (FG).

Very detailed information is reported on the Fixed Guideway Segments form (S-20) for the [modes](#) that operate exclusively on fixed guideway (FG). However, only the total directional route miles (DRM) are transferred to the Service form (S-10).

The remaining two fixed route modes — bus (MB) and trolleybus (TB) — sometimes operate on their own fixed guideways (FG), but often operate in mixed traffic rights-of-way (ROW) with other vehicles. For these two modes, directional route miles (DRM) are reported and categorized by the type of right-of-way (ROW) in which the mode operates. The type is determined by the time of day during which the facility is operated (exclusive use of a facility for all, some or none), not the facility's physical construction as follows:

- [Exclusive rights-of-way](#) (ROW). Roadways reserved at all times for transit use and other high occupancy vehicles (HOV) such as carpools and vanpools (VP). Downtown transit malls and bus only roadways are examples exclusive rights-of-way (ROW).
- [Controlled access rights-of-way](#) (ROW). Roadways restricted during selected times of the day (usually commuting hours) and times of the week (usually weekdays) for use by transit vehicles and other high occupancy vehicles (HOV). High occupancy vehicle (HOV) lanes on freeways that are limited to transit vehicles, carpools, and vanpools (VP) during commuting hours are examples of controlled access rights-of-way (ROW).
- [Mixed traffic rights-of-way](#) (ROW). Conventional streets and roads over which transit vehicles share operating space with cars and trucks. Mixed traffic rights-of-way (ROW) are the most common right-of-way (ROW) used by buses.

Again, for the bus (MB) and trolleybus (TB), very detailed information is reported on the Fixed Guideway Segments form (S-20). The total directional route miles (DRM) in all three guideway categories for trolleybus (TB) are transferred to the Service form (S-10). However, only the directional route miles (DRM) for the exclusive and controlled access rights-of-way (ROW) are transferred for the bus (MB) mode.

The transferred values for directional route miles (DRM) describe the service operated by the transit agency. Although related, the transferred data are not necessarily a summary of the directional route miles (DRM) that are eligible for funding under the Urbanized Area Funding Program (UAF). The eligibility for the Urbanized Area Funding Program (UAF) is based on the data reported and summarized in the Fixed Guideway Segments form (S-20). See the discussion of the Fixed Guideway Segments form (S-20) for more details.

Reporting Requirements for Bus

Report [directional route miles](#) (DRM) for bus (MB) service operated in [mixed traffic rights-of-way](#) (ROW). Total directional route miles (DRM) are transferred from the Fixed Guideway Segments form (S-20) for [exclusive](#) and [controlled access rights-of-way](#) (ROW). See the discussion of the Fixed Guideway Segments form (S-20) for more details.

Reporting Requirements for Non-Bus Modes

There are no reporting requirements for non-bus modes in the Service form (S-10). The total directional route miles (DRM) are transferred automatically from the data entered in the Fixed Guideway Segments form (S-20). See the discussion of the Fixed Guideway Segments form (S-20) for more details.

Line by Line Instructions

Completing the Service form (S-10)

Complete one form for each [mode](#) and [type of service](#) (TOS).

Getting Help

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

A **Form Note** can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a **Form Note** from the **Notes** tab.

Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

| # | Column | Item | Action | Instruction |
|---------------------------------|--------|--|--|---|
| Maximum Service Vehicles | | | | |
| 01 | a | Vehicles Operated in Annual Maximum Service (VOMS) | Pre-filled field — pre-filled based on the data reported on the Identification form (B-10). | The number of vehicles operated on the maximum day of the year to provide peak period service. For commuter rail (CR), this includes passenger cars and locomotives. |
| 02 | a | Vehicles Available for Annual Maximum Service | | Enter the number of vehicles available on the maximum day of the year to provide peak period service (i.e., vehicles operated in annual maximum service (VOMS) plus spares, out of service vehicles, and vehicles in or awaiting maintenance; and excluding vehicles awaiting sale or emergency contingency fleet). For commuter rail (CR), include passenger cars and locomotives. |
| Periods of Service | | | | |
| 03 | a | Time Service Begins — Average Weekday | | Enter the time service begins for an average weekday . This is the time vehicles leave the garage or yard to begin the day's service. Use 2400-hour time (e.g., 2:00 PM = 1400). Report the normal periods of service for a continuous day of operation. For example, if AM peak service begins at 4:45 AM and the last service of the day ends at 2:00 AM the following day, report the periods of service for an average weekday as 0445 and 0200. |
| 03 | b | Time Service Begins — Average Saturday | | Enter the time service begins for an average Saturday . This is the time vehicles leave the garage or yard to begin the day's service. Use 2400-hour time (e.g., 2:00 PM = 1400). Report the normal periods of service for a continuous day of operation. For example, if AM peak service begins at 4:45 AM and the last service of the day ends at 2:00 AM the following day, report the periods of service for an average weekday as 0445 and 0200. |
| 03 | c | Time Service Begins — Average Sunday | | Enter the time service begins for an average Sunday . This is the time vehicles leave the garage or yard to begin the day's service. Use 2400-hour time (e.g., 2:00 PM = 1400). Report the normal periods of service for a continuous day of operation. For example, if AM peak service begins at 4:45 AM and the last service of the day ends at 2:00 AM the following day, report the periods of service for an average weekday as 0445 and 0200. |

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| Completing the Service form (S-10) | | | | |
|------------------------------------|---|---|--|--|
| 03 | e | Time Service Begins — AM Peak | | Does not apply to demand response (DR) and vanpool (VP) modes. Enter the time AM peak service begins for an average weekday . Use 2400-hour time (e.g., 2:00 PM = 1400). |
| 03 | f | Time Service Begins — Midday | | Does not apply to demand response (DR) and vanpool (VP) modes. Enter the time midday service begins for an average weekday . Use 2400-hour time (e.g., 2:00 PM = 1400). |
| 03 | g | Time Service Begins — PM Peak | | Does not apply to demand response (DR) and vanpool (VP) modes. Enter the time PM peak service begins for an average weekday . Use 2400-hour time (e.g., 2:00 PM = 1400). |
| 04 | a | Time Service Ends — Average Weekday | | Enter the time service ends for an average weekday . This is the time vehicles return to the garage or yard to end the day's service. Use 2400-hour time (e.g., 2:00 PM = 1400). Report the normal periods of service for a continuous day of operation. For example, if AM peak service begins at 4:45 AM and the last service of the day ends at 2:00 AM the following day, report the periods of service for an average weekday as 0445 and 0200. |
| 04 | b | Time Service Ends — Average Saturday | | Enter the time service ends for an average Saturday . This is the time vehicles return to the garage or yard to end the day's service. Use 2400-hour time (e.g., 2:00 PM = 1400). Report the normal periods of service for a continuous day of operation. For example, if AM peak service begins at 4:45 AM and the last service of the day ends at 2:00 AM the following day, report the periods of service for an average weekday as 0445 and 0200. |
| 04 | c | Time Service Ends — Average Sunday | | Enter the time service ends for an average Sunday . This is the time vehicles return to the garage or yard to end the day's service. Use 2400-hour time (e.g., 2:00 PM = 1400). Report the normal periods of service for a continuous day of operation. For example, if AM peak service begins at 4:45 AM and the last service of the day ends at 2:00 AM the following day, report the periods of service for an average weekday as 0445 and 0200. |
| 04 | e | Time Service Ends — AM Peak | | Does not apply to demand response (DR) and vanpool (VP) modes. Enter the time AM peak service ends for an average weekday . Use 2400-hour time (e.g., 2:00 PM = 1400). |
| 04 | f | Time Service Ends — Midday | | Does not apply to demand response (DR) and vanpool (VP) modes. Enter the time midday service ends for an average weekday . Use 2400-hour time (e.g., 2:00 PM = 1400). |
| 04 | g | Time Service Ends — PM Peak | | Does not apply to demand response (DR) and vanpool (VP) modes. Enter the time PM peak service ends for an average weekday . Use 2400-hour time (e.g., 2:00 PM = 1400). |

| Completing the Service form (S-10) | | | | |
|------------------------------------|---|--|--|--|
| Service Supplied | | | | |
| 05 | a | Trains in Operation — Average Weekday | | Applies to rail modes. Enter the number of trains in operation for an average weekday . |
| 05 | b | Trains in Operation — Average Saturday | | Applies to rail modes. Enter the number of trains in operation for an average Saturday . |
| 05 | c | Trains in Operation — Average Sunday | | Applies to rail modes. Enter the number of trains in operation for an average Sunday . |
| 05 | e | Trains in Operation — AM Peak | | Applies to rail modes. Enter the number of trains in operation for AM peak service . |
| 05 | f | Trains in Operation — Midday | | Applies to rail modes. Enter the number of trains in operation for midday service . |
| 05 | g | Trains in Operation — PM Peak | | Applies to rail modes. Enter the number of trains in operation for PM peak service . |
| 05 | h | Trains in Operation — Other | | Applies to rail modes. Enter the number of trains in operation for nighttime service after the PM peak and before the AM peak . This is sometimes referred to as night and owl services. |
| 06 | a | Vehicles / Passenger Cars in Operation — Average Weekday | | Non-rail modes use vehicles. Rail modes use passenger cars. Enter the number of vehicles / passenger cars in operation for an average weekday . |
| 06 | b | Vehicles / Passenger Cars in Operation — Average Saturday | | Non-rail modes use vehicles. Rail modes use passenger cars. Enter the number of vehicles / passenger cars in operation for an average Saturday . |
| 06 | c | Vehicles / Passenger Cars in Operation — Average Sunday | | Non-rail modes use vehicles. Rail modes use passenger cars. Enter the number vehicles / passenger cars in operation for an average Sunday . |
| 06 | e | Vehicles / Passenger Cars in Operation — AM Peak | | Non-rail modes use vehicles. Rail modes use passenger cars. Does not apply to demand response (DR) and vanpool (VP) modes. Enter the number of vehicles / passenger cars in operation for AM peak service . |
| 06 | f | Vehicles / Passenger Cars in Operation — Midday | | Non-rail modes use vehicles. Rail modes use passenger cars. Does not apply to demand response (DR) and vanpool (VP) modes. Enter the number of vehicles / passenger cars in operation for midday service . |
| 06 | g | Vehicles / Passenger Cars in Operation — PM Peak | | Non-rail modes use vehicles. Rail modes use passenger cars. Does not apply to demand response (DR) and vanpool (VP) modes. Enter the number of vehicles / passenger cars in operation for PM peak service . |

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| Completing the Service form (S-10) | | | | |
|------------------------------------|---|---|--|---|
| 06 | h | Vehicles / Passenger Cars in Operation — Other | | <p>Non-rail modes use vehicles. Rail modes use passenger cars. Does not apply to demand response (DR) and vanpool (VP) modes. Enter the number of vehicles / passenger cars in operation for nighttime service after the PM peak and before the AM peak. This is sometimes referred to as night and owl services.</p> |
| 07 | a | Total Actual Train Miles — Average Weekday | | <p>Applies to rail modes. Enter the total actual train miles for an average weekday. These are all the revenue and deadhead miles that the trains operated for an average weekday.</p> |
| 07 | b | Total Actual Train Miles — Average Saturday | | <p>Applies to rail modes. Enter the total actual train miles for an average Saturday. These are all the revenue and deadhead miles that the trains operated for an average weekday.</p> |
| 07 | c | Total Actual Train Miles — Average Sunday | | <p>Applies to rail modes. Enter the total actual train miles for an average Sunday. These are all the revenue and deadhead miles that the trains operated for an average weekday.</p> |
| 07 | d | Total Actual Train Miles — Annual Total | | <p>Applies to rail modes. Enter the annual total of train miles. Include service operated for one-time or limited events such as day of the game football shuttles, extra holiday shopper service, or a visit to the city by the President of the United States.</p> |
| 08 | a | Total Actual Train Hours — Average Weekday | | <p>Applies to rail modes. Enter the total actual train hours for an average weekday. These are all the revenue and deadhead hours that the trains operated for an average weekday.</p> |
| 08 | b | Total Actual Train Hours — Average Saturday | | <p>Applies to rail modes. Enter the total actual train hours for an average Saturday. These are all the revenue and deadhead hours that the trains operated for an average Saturday.</p> |
| 08 | c | Total Actual Train Hours — Average Sunday | | <p>Applies to rail modes. Enter the total actual train hours for an average Sunday. These are all the revenue and deadhead hours that the trains operated for an average Sunday.</p> |
| 08 | d | Total Actual Train Hours — Annual Total | | <p>Applies to rail modes. Enter the annual total of train hours. Include service operated for one-time or limited events such as day of the game football shuttles, extra holiday shopper service, or a visit to the city by the President of the United States.</p> |
| 09 | a | Total Actual Train Revenue Miles — Average Weekday | | <p>Applies to rail modes. Enter the total actual train revenue miles for an average weekday. These are all the miles that the trains operated in revenue service for an average weekday.</p> |
| 09 | b | Total Actual Train Revenue Miles — Average Saturday | | <p>Applies to rail modes. Enter the total actual train revenue miles for an average Saturday. These are all the miles that the trains operated in revenue service for an average Saturday.</p> |
| 09 | c | Total Actual Train Revenue Miles — Average Sunday | | <p>Applies to rail modes. Enter the total actual train revenue miles for an average Sunday. These are all the miles that the trains operated in revenue service for an average Sunday.</p> |

| Completing the Service form (S-10) | | | | |
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| 09 | d | Total Actual Train Revenue Miles — Annual Total | | Applies to rail modes. Enter the annual total of train revenue miles . Include service operated for one-time or limited events such as day of the game football shuttles, extra holiday shopper service, or a visit to the city by the President of the United States. |
| 10 | a | Total Actual Train Revenue Hours — Average Weekday | | Applies to rail modes. Enter the total actual train revenue hours for an average weekday . These are all the hours that the trains operated in revenue service for an average weekday. |
| 10 | b | Total Actual Train Revenue Hours — Average Saturday | | Applies to rail modes. Enter the total actual train revenue hours for an average Saturday . These are all the hours that the trains operated in revenue service for an average Saturday. |
| 10 | c | Total Actual Train Revenue Hours — Average Sunday | | Applies to rail modes. Enter the total actual train revenue hours for an average Sunday . These are all the hours that the trains operated in revenue service for an average Sunday. |
| 10 | d | Total Actual Train Revenue Hours — Annual Total | | Applies to rail modes. Enter the annual total of train revenue hours . Include service operated for one-time or limited events such as day of the game football shuttles, extra holiday shopper service, or a visit to the city by the President of the United States. |
| 11 | a | Total Actual Vehicle / Passenger Car Miles — Average Weekday | | Non-rail modes use vehicles. Rail modes use passenger cars. Enter the total actual vehicle / passenger car miles for an average weekday . These are all the revenue and deadhead miles that the vehicle / passenger cars operated for an average weekday. |
| 11 | b | Total Actual Vehicle / Passenger Car Miles — Average Saturday | | Non-rail modes use vehicles. Rail modes use passenger cars. Enter the total actual vehicle / passenger car miles for an average Saturday . These are all the revenue and deadhead miles that the vehicle / passenger cars operated for an average Saturday. |
| 11 | c | Total Actual Vehicle / Passenger Car Miles — Average Sunday | | Non-rail modes use vehicles. Rail modes use passenger cars. Enter the total actual vehicle / passenger car miles for an average Sunday . These are all the revenue and deadhead miles that the vehicle / passenger cars operated for an average Sunday. |
| 11 | d | Total Actual Vehicles / Passenger Car Miles — Annual Total | | Non-rail modes use vehicles. Rail modes use passenger cars. Enter the annual total of vehicle / passenger car miles . Include service operated for one-time or limited events such as day of the game football shuttles, extra holiday shopper service, or a visit to the city by the President of the United States. Demand response (DR), vanpool (VP), jitney (JT) and publico (PB) as non-scheduled services do not have extra service. |

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| Completing the Service form (S-10) | | | | |
|------------------------------------|---|--|--|--|
| 12 | a | Total Actual Vehicle / Passenger Car Revenue Miles — Average Weekday | | <p>Non-rail modes use vehicles. Rail modes use passenger cars. Enter the total actual vehicle / passenger car revenue miles for an average weekday. These are all the miles that the vehicle / passenger cars operated in revenue service for an average weekday.</p> |
| 12 | b | Total Actual Vehicle / Passenger Car Revenue Miles — Average Saturday | | <p>Non-rail modes use vehicles. Rail modes use passenger cars. Enter the total actual vehicle / passenger car revenue miles for an average Saturday. These are all the miles that the vehicle / passenger cars operated in revenue service for an average Saturday.</p> |
| 12 | c | Total Actual Vehicle / Passenger Car Revenue Miles — Average Sunday | | <p>Non-rail modes use vehicles. Rail modes use passenger cars. Enter the total actual vehicle / passenger car revenue miles for an average Sunday. These are all miles that the vehicle / passenger cars operated in revenue service for an average Sunday.</p> |
| 12 | d | Total Actual Vehicle / Passenger Car Revenue Miles — Annual Total | | <p>Non-rail modes use vehicles. Rail modes use passenger cars. Enter the annual total of vehicle / passenger car revenue miles. Include service operated for one-time or limited events such as day of the game football shuttles, extra holiday shopper service, or a visit to the city by the President of the United States. Demand response (DR), vanpool (VP), jitney (JT), and publico (PB) as non-scheduled services do not have extra service.</p> |
| 13 | a | Total Scheduled Vehicle / Passenger Car Revenue Miles — Average Weekday | | <p>Non-rail modes use vehicles. Rail modes use passenger cars. Does not apply to demand response (DR), jitney (JT), publico (PB), and vanpool (VP) modes. Enter the total scheduled vehicle / passenger car revenue miles for an average weekday. These are all the miles that the vehicle / passenger cars were scheduled to operate in revenue service for an average weekday.</p> |
| 13 | b | Total Scheduled Vehicle / Passenger Car Revenue Miles — Average Saturday | | <p>Non-rail modes use vehicles. Rail modes use passenger cars. Does not apply to demand response (DR), jitney (JT), publico (PB), and vanpool (VP) modes. Enter the total scheduled vehicle / passenger car revenue miles for an average Saturday. These are all the miles that the vehicle / passenger cars were scheduled to operate in revenue service for an average Saturday.</p> |
| 13 | c | Total Scheduled Vehicle / Passenger Car Revenue Miles — Average Sunday | | <p>Non-rail modes use vehicles. Rail modes use passenger cars. Does not apply to demand response (DR), jitney (JT), publico (PB), and vanpool (VP) modes. Enter the total scheduled vehicle / passenger car revenue miles for an average Sunday. These are all the miles that the vehicle / passenger cars were scheduled to operate in revenue service for an average Sunday.</p> |
| 13 | d | Total Scheduled Vehicle / Passenger Car Revenue Miles — Annual Total | | <p>Non-rail modes use vehicles. Rail modes use passenger cars. Does not apply to demand response (DR), jitney (JT), publico (PB), and vanpool (VP) modes.</p> |

| Completing the Service form (S-10) | | | |
|------------------------------------|---|---|--|
| | | | <p>Enter the annual total of scheduled vehicle / passenger car revenue miles.</p> <p>Equal to the sum of average weekday, Saturday and Sunday scheduled service multiplied by the respective days schedule operated on line 21.</p> <p>In the cell to the right, there is an auto calculation of annualized average daily data computed as the average weekday, average Saturday and average Sunday data multiplied by the number of days schedule operated for (line 21) weekdays (column a), Saturdays (column b) and Sundays (column c). This is the annual total to enter in column d.</p> |
| 14 | a | Total Actual Vehicle / Passenger Car Hours — Average Weekday | <p>Non-rail modes use vehicles. Rail modes use passenger cars.</p> <p>Enter total actual vehicle / passenger car hours for an average weekday. These are all the revenue and deadhead hours that the trains operated for an average weekday.</p> |
| 14 | b | Total Actual Vehicle / Passenger Car Hours — Average Saturday | <p>Non-rail modes use vehicles. Rail modes use passenger cars.</p> <p>Enter total actual vehicle / passenger car hours for an average Saturday. These are all the revenue and deadhead hours that the trains operated for an average Saturday.</p> |
| 14 | c | Total Actual Vehicle / Passenger Car Hours — Average Sunday | <p>Non-rail modes use vehicles. Rail modes use passenger cars.</p> <p>Enter total actual vehicle / passenger car hours for an average Sunday. These are all the revenue and deadhead hours that the trains operated for an average Sunday.</p> |
| 14 | d | Total Actual Vehicle / Passenger Car Hours — Annual Total | <p>Non-rail modes use vehicles. Rail modes use passenger cars.</p> <p>Enter the annual total of vehicle / passenger car hours.</p> <p>Include service operated for one-time or limited events such as day of the game football shuttles, extra holiday shopper service, or a visit to the city by the President of the United States.</p> <p>Demand response (DR), vanpool (VP), jitney (JT), and publico (PB) as non-scheduled services do not have extra service.</p> |
| 15 | a | Total Actual Vehicle / Passenger Car Revenue Hours — Average Weekday | <p>Non-rail modes use vehicles.</p> <p>Enter the total actual vehicle / passenger car revenue hours for an average weekday. These are all the hours that vehicle / passenger cars operated in revenue service for an average weekday.</p> |
| 15 | b | Total Actual Vehicle / Passenger Car Revenue Hours — Average Saturday | <p>Rail modes use passenger cars.</p> <p>Enter the total actual vehicle / passenger car revenue hours for an average Saturday. These are all the hours that vehicle / passenger cars operated in revenue service for an average Saturday.</p> |
| 15 | c | Total Actual Vehicle / Passenger Car Revenue Hours — Average Sunday | <p>Non-rail modes use vehicles.</p> <p>Enter the total actual vehicle / passenger car revenue hours for an average Sunday. These are all the hours that vehicle / passenger cars operated in revenue service for an average Sunday.</p> |
| 15 | d | Total Actual Vehicle / Passenger Car Revenue Hours — Annual Total | <p>Rail modes use passenger cars.</p> <p>Enter the annual total of actual vehicle / passenger car revenue hours.</p> |

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| Completing the Service form (S-10) | | | |
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| | | | <p>Include service operated for one-time or limited events such as day of the game football shuttles, extra holiday shopper service, or a visit to the city by the President of the United States.</p> <p>Demand response (DR), vanpool (VP), jitney (JT), and publico (PB) as non-scheduled services do not have extra service.</p> |
| 16 | d | Charter Service Hours — Annual Total | <p>Applies only to non-rail modes.</p> <p>Enter annual charter service hours only if the vehicle is used exclusively for service not available to the general public.</p> <p>Do not enter charter service hours as vehicle hours or vehicle revenue hours (VRH).</p> |
| 17 | d | School Bus Hours — Annual Total | <p>Applies only to non-rail modes.</p> <p>Enter annual school bus hours only if the vehicle is used exclusively to carry school passengers to and from their schools.</p> <p>Do not include school tripper service.</p> <p>Do not enter school bus hours as vehicle hours or vehicle revenue hours (VRH) above.</p> |
| Service Consumed | | | |
| 18 | a | Unlinked Passenger Trips (UPT) — Average Weekday | <p>Enter the total passenger boardings for an average weekday.</p> <p>Count passengers each time they board a vehicle. This is not the same as tickets / tokens sold as each unlinked passenger trip (UPT) is counted even if there was a transfer fare paid.</p> |
| 18 | b | Unlinked Passenger Trips (UPT) — Average Saturday | <p>Enter the total passenger boardings for an average Saturday.</p> <p>Count passengers each time they board a vehicle. This is not the same as tickets / tokens sold as each unlinked passenger trip (UPT) is counted even if there was a transfer fare paid.</p> |
| 18 | c | Unlinked Passenger Trips (UPT) — Average Sunday | <p>Enter the total passenger boardings for an average Sunday.</p> <p>Count passengers each time they board a vehicle. This is not the same as tickets / tokens sold as each unlinked passenger trip (UPT) is counted even if there was a transfer fare paid.</p> |
| 18 | d | Unlinked Passenger Trips (UPT) — Annual Total | <p>Enter the annual total of all unlinked passenger trips (UPT).</p> <p>Include service operated for one-time or limited events such as day of the game football shuttles, extra holiday shopper service, or a visit to the city by the President of the United States.</p> <p>Demand response (DR), vanpool (VP), jitney (JT), and publico (PB) as non-scheduled services do not have extra service.</p> |
| 19 | d | Americans with Disabilities Act of 1990 (ADA) Unlinked Passenger Trips (UPT) — Annual Total | <p>Applies to demand response (DR) mode only.</p> <p>Enter the number of unlinked passenger trip (UPT) for complementary paratransit trips under the Americans with Disabilities Act of 1990 (ADA) requirements.</p> |
| 20 | a | Passenger Miles (PM) — Average Weekday | <p>Enter the total passenger miles (PM) attributable to service on an average weekday. Derive passenger miles from sampling, 100 percent counts or estimate for intermediate years (non-mandatory sampling year).</p> |

| Completing the Service form (S-10) | | | | |
|------------------------------------|---|---|---|--|
| 20 | b | Passenger Miles (PM) — Average Saturday | | Enter the total passenger miles (PM) attributable to service on an average Saturday . Derive passenger miles from sampling, 100 percent counts or estimate for intermediate years (non-mandatory sampling year). |
| 20 | c | Passenger Miles (PM) — Average Sunday | | Enter the total passenger miles (PM) attributable to service on an average Sunday . Derive passenger miles (PM) from sampling, 100 percent counts or estimate for intermediate years (non-mandatory sampling year). |
| 20 | d | Passenger Miles (PM) — Annual Total | Form Note: Use the Add Form Note link at the top of the form and enter your note on the notes screen. | Enter the annual total number of passenger miles (PM). Include service operated for one-time or limited events such as day of the game football shuttles, extra holiday shopper service, or a visit to the city by the President of the United States. Demand response (DR), vanpool (VP), jitney (JT), and publico (PB) as non-scheduled services do not have extra service. Describe how you derived passenger mile (PM) data. |
| Service Operated (Days) | | | | |
| 21 | a | Days Schedule Operated — Average Weekday | | Enter the annual number of weekdays that service was operated for your transit agency (only service included in your report). |
| 21 | b | Days Schedule Operated — Average Saturday | | Enter the annual number of Saturdays that service was operated for your transit agency (only service included in your report). |
| 21 | c | Days Schedule Operated — Average Sunday | | Enter the annual number of Sundays that service was operated for your transit agency (only service included in your report). |
| 21 | d | Days Schedule Operated — Annual Total | Auto-Calc field — cannot be edited. | Equal to the sum of days operated on weekdays, Saturdays, and Sundays. |
| 22 | a | Days Not Operated Due to Strikes — Average Weekday | | Enter the annual number of weekdays that service was not operated due to strikes. See S-10 form for March 12, 2007 update. FTA will not grant special consideration to agencies or make adjustments to the apportionment formula due to strikes, labor disputes or work stoppages. |
| 22 | b | Days Not Operated Due to Strikes — Average Saturday | | Enter the annual number of Saturdays that service was not operated due to strikes . See S-10 form for March 12, 2007 update. FTA will not grant special consideration to agencies or make adjustments to the apportionment formula due to strikes, labor disputes or work stoppages. |
| 22 | c | Days Not Operated Due to Strikes — Average Sunday | | Enter the annual number of Sundays that service was not operated due to strikes . See S-10 form for March 12, 2007 update. FTA will not grant special consideration to agencies or make adjustments to the apportionment formula due to strikes, labor disputes or work stoppages. |
| 22 | d | Days Not Operated Due to Strikes — Annual Total | Auto-Calc field — cannot be edited. | Equal to the sum of days not operated due to strikes on weekdays, Saturdays, and Sundays. Describe the Days Not Operated Due to Strikes in the — Other description field. See S-10 form for March 12, 2007 update. FTA will not grant special consideration to agencies or make adjustments to the apportionment formula due to strikes, labor disputes or work stoppages. |

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| Completing the Service form (S-10) | | | | |
|------------------------------------|---|---|---|--|
| 23 | a | Days Not Operated Due to Officially Declared Emergencies — Weekdays | | Enter the annual number of weekdays that service was not operated due to officially declared emergencies . A person in authority (usually the mayor, county head or governor) must officially declare an emergency. |
| 23 | b | Days Not Operated Due to Officially Declared Emergencies — Saturdays | | Enter the annual number of Saturdays that service was not operated due to officially declared emergencies . A person in authority (usually the mayor, county head or governor) must officially declare an emergency. |
| 23 | c | Days Not Operated Due to Officially Declared Emergencies — Sundays | | Enter the annual number of Sundays that service was not operated due to officially declared emergencies . A person in authority (usually the mayor, county head or governor) must officially declare an emergency. |
| 23 | d | Days Not Operated Due to Officially Declared Emergencies — Annual Total | Auto-Calc field — cannot be edited. Form Note: Use the Add Form Note link at the top of the form and enter your note on the notes screen. | Equal to the sum of not operated due to officially declared emergencies on weekdays, Saturdays, and Sundays. Describe the Days Not Operated Due to Officially Declared Emergencies in the – Other description field. |
| Directional Route Miles | | | | |
| 24 | a | Exclusive Right-of-Way (ROW) | Non-editable Field: Data transfer automatically from the Fixed Guideway Segments form (S-20). This field cannot be edited. | Applicable only to bus (MB), trolleybus (TB), ferryboat (FB) and aerial tramway (TR) modes. The number of route miles, to the nearest 10th of a mile, on roadway or other transit right-of-way (ROW) reserved at all times of the day , over which transit vehicles travel in each direction while in revenue service. Directional route miles (DRM) are measured on the last day of the fiscal year. |
| 25 | a | Controlled Access Right-of-Way (ROW) | Non-editable Field: Data transfer automatically from the Fixed Guideway Segments form (S-20). This field cannot be edited. | Applicable only to bus (MB) and trolleybus (TB) modes. The number of route miles, to the nearest 10th of a mile, on roadway or other transit right-of-way (ROW) reserved for a portion of the day , over which transit vehicles travel in each direction while in revenue service. Directional route miles (DRM) are measured on the last day of the fiscal year. |
| 26 | a | Mixed Traffic Right-of-Way (ROW) | Non-editable Field: Data transfer automatically from the Fixed Guideway Segments form (S-20) for trolleybus (TB) mode. This field cannot be edited. Data are not transferred for bus (MB) mode. | Applicable only to bus (MB) and trolleybus (TB) modes. Enter the number of route miles to the nearest 10th of a mile, on roadway not reserved during any part of a day (transit vehicles travel with other vehicular traffic in same right-of-way (ROW)), over which transit vehicles travel in each direction while in revenue service . Directional route miles (DRM) are measured on the last day of the fiscal year. |

Completing the Service form (S-10)

| | | | | |
|----|---|-------|---|--|
| 27 | a | Total | <p>Non-editable Field: Data transfer automatically from the Fixed Guideway Segments form (S-20) for rail, ferryboat (FB) and aerial tramway (TR) modes. This field cannot be edited.</p> <p>Auto-Calc field — cannot be edited.</p> | <p>The total directional route miles (DRM) for rail, ferryboat (FB) and aerial tramway (TR) modes. Note that these modes are considered exclusive right-of-way (ROW). The total directional route miles (DRM) over exclusive, controlled access and mixed traffic right-of-way for bus (MB) and trolleybus (TB) modes.</p> |
|----|---|-------|---|--|

Saving the Service form (S-10)

Click on the **Save** button at the bottom of the screen to save the form.
 Click on the **Close** button at the bottom of the screen to close the form without saving.

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Fixed Guideway Segments form (S-20)

Overview

The Fixed Guideway Segments form (S-20) provides an inventory of fixed guideway (FG) facilities for their location, age, operating and physical characteristics. The form summarizes directional route miles (DRM) for service operated over segments of the fixed guideway (FG) facility. Once established, these segments typically remain unchanged in subsequent reports, but each year should be reviewed primarily for name changes and service characteristics.

Reporting Requirements and Thresholds

All transit agencies operating over fixed guideway (FG) must complete this form. Data are reported by [mode](#) and [type of service](#) (TOS) for each mode operating over fixed guideway (FG).

What Has Changed from Prior Year

The form incorporates additional enhancement and clarification of the high occupancy / toll lane requirements.

Approach

The Fixed Guideway Segments form (S-20) is used to identify each segment of transit operations over [fixed guideway](#) (FG), including [high occupancy vehicle \(HOV\) facilities](#).

There are three Fixed Guideway Segments forms (S-20) tailored for:

1. Bus (MB)
2. Trolleybus (TB)
3. Rail, ferryboat (FB) and aerial tramway (TR).

Internet Reporting summarizes [directional route miles](#) (DRM) on the Fixed Guideway Segments form (S-20) and automatically transfers relevant data to the Service form (S-10) and Federal Funding Allocation Statistics form (FFA-10).

The reporting of fixed guideway (FG) segments requires an understanding of:

- Guideway classification
- Directional route miles (DRM)
- Multiple users and modes
- Modifying, adding and deleting fixed guideway (FG) segments.

Guideway Classification

Fixed guideway (FG) is reported by [rail](#) and [non-rail](#) modes. The modes for which this form applies are:

Rail

Alaska railroad (AR)
Automated guideway (AG)
Cable car (CC)
Commuter rail (CR)
Heavy rail (HR)
Inclined plane (IP)
Light rail (LR)
Monorail (MO)

Non-Rail

Aerial tramway (TR)
Bus (MB)
Ferryboat (FB)
Trolleybus (TB)

All rail modes and aerial tramway (TR) operate exclusively on fixed guideway (FG). Except for bus (MB) and aerial tramway (TR) modes, non-rail modes always operate on non-fixed guideway (NFG), but by statute, the right-of-way (ROW) used by trolleybus (TB) and ferryboat (FB) is defined as [fixed guideway](#) (FG) for funding eligibility. The bus (MB) mode operates on fixed guideway (FG) only if it operates over exclusive or controlled access right-of-way (ROW).

Internet Reporting includes three Fixed Guideway Segments forms (S-20) tailored for reporting:

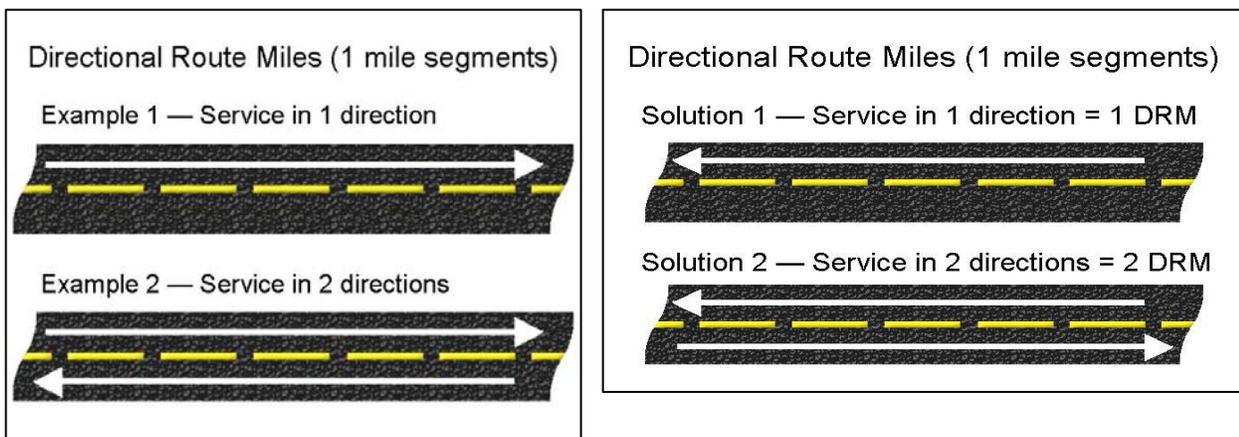
1. Bus (MB)
2. Trolleybus (TB), and
3. Rail, ferryboat (FB) and aerial tramway (TR) service.

Directional Route Miles

Directional route miles (DRM) are a measure of the service provided by a transit agency. Directional route miles (DRM) do not include staging or storage areas at the beginning or end of a route. Measure directional route miles (DRM) using the routes normally followed. Do not count mileage for temporary deviations (e.g., detours).

Internet Reporting automatically calculates the fixed guideway directional route miles (FG DRM) using the data reported for each fixed guideway (FG) segment. Fixed guideway directional route miles (FG DRM) are transferred automatically to the Service form (S-10) and the Federal Funding Allocation Statistics form (FFA-10).

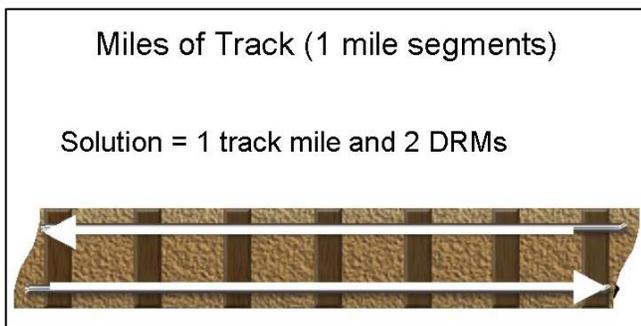
The graphic illustrates reporting of directional route miles (DRM) for bus (MB) mode for different operations. The graphic illustrates the difference between service operated in one direction only and service operated in both directions.



Solution 1: Two bus (MB) routes operate in only one direction over a one-mile segment of Main Street. In this case, there is one directional route mile (DRM).

Solution 2: Two bus (MB) routes operate in both directions over the one-mile segment of Main Street. In this case, there are two directional route miles (DRM).

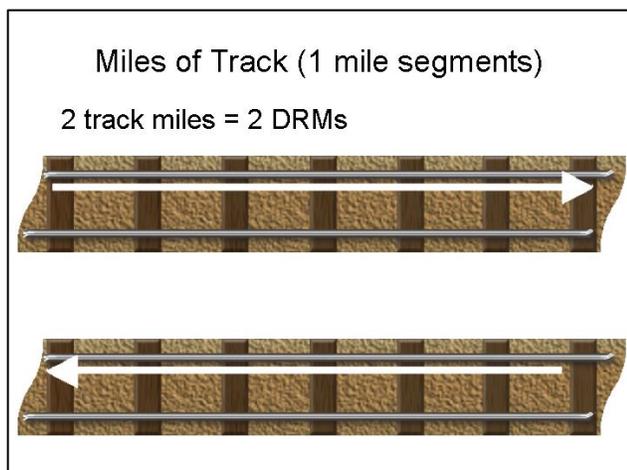
The graphic below illustrates reporting of directional route miles (DRM) for different rail operations.



Trains operate in both directions over a one-mile segment of track. In this case, one mile of track equals two directional route miles (DRM).

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In the next graphic, [trains](#) operate in only one direction over two parallel tracks.



In this case, a one-mile segment equals two directional route miles (DRM).

Average Monthly Directional Route Miles

If there were [fixed guideway](#) (FG) segments added (service start-ups) or removed (discontinued service) from revenue service during the report year, Internet Reporting calculates the [average monthly fixed guideway directional route miles](#) (FG DRM) over which service was operated. Average monthly directional route miles (DRM) are transferred automatically to the Federal Funding Allocation Statistics form (FFA-10).

Reporting Segments for Multiple Users and Modes

Transit agencies must report all segments on which a [mode](#) was operated either [directly](#) (DO) or through a [purchased transportation](#) (PT) agreement. It is possible that different modes or [types of service](#) (TOS) will operate on the same segment. The following rules should be followed in these situations:

- Report all segments for each mode, even if more than one mode operates over some or all of the same segments.
- If directly operated (DO) and purchased transportation (PT) of the same mode operate on a segment, report the segment on both the directly operated (DO) and purchased transportation (PT) forms. The agency must identify each segment as either directly operated (DO) or purchased transportation (PT) in the type of service (TOS) claimed field. The agency cannot identify a segment as being claimed as both purchased transportation (PT) and directly operated (DO). The claimed field is used to determine which [directional route miles](#) (DRM) are transferred to the Federal Funding Allocation Statistics form (FFA-10).
- If multiple [sellers](#) of service of the same mode in your report operate on common segments, report the segments only once on the Fixed Guideway Segments form (S-20) for purchased transportation (PT).
- If your agency operates over a segment but is not the primary agency using the segment, identify the agency claiming the segment in the NTD agency claiming segment field. The agency claiming segment field is used to determine which directional route miles (DRM) are transferred to the Federal Funding Allocation Statistics form (FFA-10).

Modify Existing Segment Data

Internet Reporting pre-fills the Fixed Guideway Segments form (S-20) with data from the prior year NTD submission. Transit agencies can modify data for existing fixed guideway (FG) segments. Transit agencies should not delete a segment and create a new segment in order to update a data field.

Transit agencies can edit the following data fields for existing segments without prior NTD approval:

- One-way / Two-way — This is a service characteristic of how transit services operate over the segment, either one-way or two-way operations. This generally does not change.
- Out of Revenue Service Date – This is the date that your transit agency stopped operating transit service on the segment. This field should only be completed if the service is discontinued. Do not include temporary reconstructions. Add a **Form Note** describing any temporary segment closures.

Click on the **Modify** button at the end of the row to make revisions to pre-filled data fields described above. Internet Reporting will generate a duplicate line with editable fields. Enter modifications in the appropriate field, such as out of revenue service date.

Without FTA approval, transit agencies cannot change the following data fields for existing segments:

- [Urbanized area](#) (UZA) — Urbanized areas (UZAs) are based on the 2000 U.S. census. Boundaries should not change unless the U.S. Bureau of the Census changes them. Therefore, segments should not change urbanized area (UZA) location.
- Segment Name — The name of the segment using conventional standards that makes the segment readily identifiable. Segment names do not usually change.
- Begins At and Ends At — The beginning and ending points of the segment. Beginning and ending points do not change. If service is discontinued on a portion of the segment or the segment is extended, the transit agency needs to add new segments (See discussion below).
- Length — The physical length of the segment reported to the nearest hundredth of a mile. Length should not change unless the segment was incorrectly measured or in the wrong location (UZA) in the prior report year.
- Segment Type (Bus (MB) fixed guideway (FG) only) — There are eight categories describing the physical construction of the segment. This should not change unless the segment was reconstructed and its category has changed or [high occupancy / toll \(HO/T\) lane](#) operation is allowed.
- Peak Level of Service (LOS) (Bus (MB) fixed guideway (FG) only) — Peak [level of service](#) (LOS) is periodically updated by state and local highway agencies. Transit agencies should check for updates to level of service (LOS) information. [Safe Operation](#) (Bus (MB) fixed guideway (FG) only) — This usually does not change, but should be reviewed.
- Hours Prohibited (Bus (MB) and trolleybus (TB) fixed guideway (FG) only) — This usually does not change, but should be reviewed.
- Enforcement Hours (Bus (MB) fixed guideway (FG) only) — This usually does not change, but should be reviewed.
- Original Date of Revenue Service — The date that public transit service was first operated on the segment by any transit agency. This date should not change.
- Agency Revenue Service Start Date — The date that your transit agency started operating revenue service.
- Months Operated – The number of months during the year that your transit agency operated on the segment. Unless your transit agency began or ended service on the segment during the year, this should be 12 months.
- [Type of service](#) (TOS) Claimed – This only applies if the transit agency operated both [directly operated](#) (DO) and [purchased transportation](#) (PT) services for the same [mode](#) on the same segment in their NTD Annual report. If a segment is added to both types of service (TOS) the segment must be identified on both Fixed Guideway Segments forms (S-20) as either purchased transportation (PT) or directly operated (DO). If during a prior year NTD Annual report both purchased transportation (PT) and directly operated (DO) were operated and only one type of service (TOS) is operated in the current year, the type of service (TOS) claimed may need to be corrected.
- NTD Agency Claiming Segment — This usually does not change unless agreed to by all the transit agencies operating service over the segment.

Transit agencies may request changes be made to the restricted data fields listed above which will be considered on a case-by-case basis. The changed segments are listed at the bottom of the form. The changes are not included in summaries of [directional route miles](#) (DRM) transferred to other forms. Requested changes do not take effect until after FTA approval. These requests should be made using the Fixed Guideway Changes selection under the **Add Correspondence** button of the **e-File** tab. The requests for data field changes must be received at least 60 calendar days prior to the report due date.

The requests for data field changes should:

- Identify the [fixed guideway](#) (FG) segment-by-segment code and segment name.
- Describe fully the requested changes. This description should provide the existing and requested values for each change in a data field.
- Detail the reason for each change. Most reasons are straightforward because there have been changes in the physical environment or changes in the services operated. However, some reasons may be based on corrections to data submitted in the prior year's report. If a correction is requested, the transit agency must provide detailed support for the correction and an explanation for why they submitted incorrect data in the prior year's report.
- If length is changed detailed maps depicting exact measurement must be mailed to your NTD transit analyst.

When a data change request is approved, NTD will make the requested changes in the Fixed Guideway Segments form (S-20) in Internet Reporting. The form will update to include the approved changes in the summary of [directional route miles](#) (DRM) transferred to other forms. The transit agency will be notified of the approval through the **e-File** tab.

Add Pre-Existing and New Segment Data

Transit agencies may add a segment that has been reported to the NTD in a prior report or may add a new segment by clicking on the **Add Segment** button on the form. A **Drop-Down** menu provides a list of previously reported segments by [urbanized area](#) (UZA) as well as a **Create New Segment** button. The following rules apply:

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- If your transit agency is operating on an existing segment for the first time, select the segment from the list. This is a listing of all existing fixed guideway (FG) segments in your area.
- If you are making edits, click the **Modify** button at the end of the row.
- Internet Reporting generates a duplicate line where you can enter modifications in the appropriate fields that allow edits. Note that segments older than seven years will not always have original date of revenue service listed.
- If your transit agency operates service on only a portion of a pre-existing segment, use the **Create New Segment** button. Report the same original date of revenue service. The segment code will appear as New under Proposed New Segments. NTD staff will reassign a segment code based on the pre-existing segment at the end of the validation process for all reporters. Also, in your request for Fixed Guideway (FG) changes you must identify the portions of the segment on which your transit agency operates.
- If your transit agency operates on a segment not in the list, use the **Create New Segment** button. The segment code will appear under Proposed New Segments. Complete all data fields and report the original date of revenue service and the agency revenue service start date. These should be the same and should be a date sometime during the current report year.
- All segments listed under Proposed New Segments will not be included in data calculations until after FTA approves the segments. You will be reminded upon saving this form to go to the **e-File** tab and submit your request for Fixed Guideway (FG) Changes.
- Transit agencies requesting new segments must send detailed maps to the NTD project site which:
 - Clearly identify each segment
 - Segment beginning and ending point
 - Segment length to the nearest hundredth of a mile, and other supporting documentation of the measurement
 - Proof of when the segment went into revenue service so that the agency revenue service start date can be verified
 - If the segments are reported as High Occupancy / Toll (HO/T) lanes, transit agencies must provide a copy of the State certification of the HO/T lanes.
- If approved by FTA, your NTD analyst will add the segments to your report, and the data will be included in your calculations.
- Requests for new segments must be submitted at least 60 calendar days prior to the report due date.
- For apportionment purposes, the 7-year age requirement for fixed guideway segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document a revenue service start date prior to the current NTD report year, FTA will only consider segments continuously reported to NTD.

Delete Segment Data

Check the **Delete** box at the end of the row to delete a segment that your transit agency incorrectly entered as a new or pre-existing segment for the current report year. You can only do this in the Working Data stage. You cannot delete segments that your transit agency reported in the prior report year

If you no longer operate service on a segment that your transit agency reported in the prior report year, enter under Out of Revenue Service Date, the date that transit service was terminated for this [mode](#) and [type of service](#) (TOS). If service ended in the prior report year, enter that date. If service was last operated on the last day of the prior report year, enter the date for the first day of the current report year.

Detailed Instructions

The detailed instructions are provided for the three FG segment forms:

1. Bus (MB)
2. Trolleybus (TB)
3. Rail, ferryboat (FB) and aerial tramway (TR).

Detailed Instructions for Bus Mode

For bus (MB) mode, transit agencies must comply with FTA requirements regarding [fixed guideway](#) (FG) segments that are either .25 miles or less in length or also used by toll-paying [single occupancy vehicles](#) (SOVs) on an incidental basis.

.25 Miles or Less Segments

Transit agencies must justify fixed guideway (FG) segments for bus (MB) mode that are less than or equal .25 miles unless they are operating on a bridge, in a tunnel or connect with a transit terminal. Follow instructions under the length field.

High Occupancy / Toll (HO/T) Lanes

SAFETEA-LU enhances and clarifies provisions governing the use and operation of HOV, in particular the use of HOV facilities by high occupancy / toll (HO/T) vehicles. These are vehicles that are not otherwise exempt to use the HOV facility (e.g., energy efficient vehicles) if the vehicle pays a toll. [HO/T toll lanes](#) allow [single occupancy vehicles](#) (SOVs) to gain access to high occupancy vehicle (HOV) facilities by paying a toll. If a transit agency has stricter requirements for [high occupancy vehicles \(HOV\) facilities](#) than the prohibition of single occupancy vehicles (SOVs), then those requirements apply to the high occupancy / toll (HO/T) lane.

A State agency with jurisdiction over the operation of a HOV facility must establish occupancy requirements for HOV lanes and for any exemptions. The State agency that chooses to allow exceptions to HOV requirements must certify to the US Secretary of Transportation that they have established a program to monitor, assess, and report on the operation of the facility and the impact of high occupancy / toll vehicles and other low emission and energy efficient vehicles. An adequate enforcement program is also required, and provision made for limiting or discontinuing the exemptions if the facility becomes seriously [degraded](#).

These provisions and clarifications also require that for excess toll revenues, priority consideration is to be given to projects for developing alternatives to single occupancy vehicle travel and for improving highway safety.

For NTD, transit agencies reporting HO/T lanes must provide a copy of the State's certification to the US Secretary of Transportation.

Each segment used as a high occupancy / toll (HO/T) lane must be identified by selecting the appropriate segment type in column h.

Follow the instructions for each data field on the form. Refer to the discussion above for Modify Segment Data and for Add Pre-existing and New Segment Data for reviewing and editing data on existing fixed guideway (FG) segments.

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Segment Code

This is a preset code created for NTD to assist in ongoing identification of [fixed guideway](#) (FG) segments. These codes may not be edited by transit agencies.

Urbanized Area

The [urbanized area](#) (UZA) number is pre-filled with data from the prior year NTD submission.

When adding a new segment, select the urbanized area (UZA) where the segment is geographically located from the **Drop-Down** menu. The **Drop-Down** menu incorporates all urbanized areas (UZAs) and [non-urbanized areas](#) (non-UZAs) identified on the Identification form (B-10).

Segment Name

The segment name is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, report the name of the segment. Provide enough detail to identify the segment and its location. Use route or line name, or the roadways where the facilities are located, to identify segments. Typically, this is a street name (e.g., Main Street) or highway number (e.g., I – 5) for bus (MB) and trolleybus (TB) modes.

Begins At

The location where the segment begins is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, report the point at which the segment begins in sufficient detail that it can be uniquely identified.

Use readily identifiable locations to describe segment endpoints. Do not use abbreviations in these endpoint descriptions because they need to be easily identifiable on maps, timetables and other materials during the validation process. Typically, an endpoint is an intersecting street or milepost marker for bus (MB) and trolleybus (TB) modes.

Ends At

The location where the segment ends is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, report the point at which the segment ends in sufficient detail that it can be uniquely identified.

Use readily identifiable locations to describe segment endpoints. Do not use abbreviations in these endpoint descriptions because they need to be easily identifiable on maps, timetables and other materials during the validation process. Typically, an endpoint is an intersecting street or milepost marker for bus (MB) and trolleybus (TB) modes.

Length

The length of the segment is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, report the length of the segment to the nearest hundredth of a mile. Reporting the segment length to the nearest hundredth of a mile provides the accuracy of the directional route miles to the nearest tenth for the Federal funding allocations.

Any segment for bus (MB) mode that is less than .25 miles will not be considered as [fixed guideway](#) (FG) unless it is running on a bridge, in a tunnel or connect with a transit terminal. In general, highway ramps, meter bypasses, and special turning facilities less than .25 miles must be justified and approved by FTA before it will be included as a fixed guideway (FG) segment. Most reporters have not chosen to report these segments in the past.

One-Way / Two-Way

A segment is one-way if travel always occurs in the same direction regardless of the time of day. A segment is two-way if travel occurs in both directions during the same period of time, or if travel is inbound during the [AM peak](#) and outbound during the [PM peak](#).

The number of directions in which vehicles may travel on the segment is pre-filled with data from the previous NTD report year submission.

One-Way / Two-Way menu selections:

1. One-way
2. Two-way

When adding a new segment or modifying data for an existing segment, select the number of directions in which vehicles may travel (one-way or two-way) on the segment from the **Drop-Down** menu.

Segment Type

The segment type refers to the physical construction of the segment and whether it is used as a [high occupancy / toll \(HO/T\) lane](#). The segment type is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, select the segment type from the **Drop-Down** menu.

Peak Level of Service

Peak [level of service](#) (LOS) is based on traffic conditions as defined in the Highway Capacity Manual. Level of service (LOS) provides a measure of the ease with which traffic moves on a roadway. There are six levels ranging from free flow conditions to gridlock.

In reporting level of service (LOS), this is the traffic condition on the lanes next to the bus (MB) [fixed guideway](#) (FG) segment or in the travel corridor. The peak period level of service (LOS) is reported for the:

- General traffic lanes for priority lanes on a multilane highway, or
- General traffic lanes for exclusive lanes parallel to a multilane highway, but physically separated from the general traffic lanes, or
- Corridor served by a stand-alone high occupancy roadway of which no lane is open to general traffic.

Peak level of service (LOS) is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, select the peak period level of service (LOS) ranging from A (best) to F (worst) traffic conditions from the **Drop-Down** menu. Note that segments with peak level of service A, B or C are not used in the FTA Federal formula allocations for funding, since these segments do not serve congested travel corridors.

Safe Operation

The [safe operation](#) requirements apply to priority lanes (e.g., on freeways / expressways / high-speed facilities) used by bus (MB) mode and other high occupancy vehicles (HOV); (i.e., vanpools (VP) and carpools), to ensure safe travel. For these lanes, there must be some indication of separation to ensure safe access between free flowing high occupancy vehicle (HOV) lanes and the congested, unrestricted lanes.

Information on signage can be found in the *Manual on Uniform Traffic Control Devices, Millennium Edition*, December 2001, Section 3B.23, Preferential Lane Longitudinal Markings.

Separation can be accomplished at least two ways:

1. Physical barriers such as cones, concrete dividers, medians
2. Pavement markings such as a double solid wide line, a single solid wide line, a single broken wide line, or a diagonally striped area between lanes.

The graphics below illustrate safe operation for bus (MB) [fixed guideway](#) (FG) utilizing double solid line lane striping, traffic pylons, fencing and a concrete barrier.

Segment type menu selections:

- A. Priority lane on a multilane highway
- B. Exclusive lane parallel to a multilane highway, physically separated from general traffic lanes
- C. Stand-alone high occupancy roadway, no lanes open to general traffic
- D. Exclusive access/egress lane to or from these lanes to a terminal facility
- E. Priority lane on a multilane highway used as a HO/T lane
- F. Exclusive lane parallel to multilane highway, physically separated from general traffic lanes used as a HO/T lane
- G. Stand-alone high occupancy roadway, used as a HO/T lane
- H. Exclusive access/egress lane to or from these lanes to a terminal facility used as a HO/T lane

Peak Level of Service menu selections:

- A. Indicates a relatively free flow of traffic, with little or no limitation on vehicle movement or speed.
- B. Describes a steady flow of traffic, with only slight delays in vehicle movement and speed. All queues clear in a single traffic signal cycle.
- C. Denotes a reasonably steady, high volume flow of traffic, with some limitations on movement and speed, and occasional backups on critical approaches.
- D. Designates the level where traffic nears an unstable flow. Intersections still function, but short queues develop and cars may have to wait through one cycle during short peaks.
- E. Represents traffic characterized by slow movement and frequent (although momentary) stoppages. This type of congestion is considered severe, but is not uncommon at peak traffic hours, with frequent stopping, long-standing queues, and blocked intersections.
- F. Describes unsatisfactory stop-and-go traffic characterized by traffic jams and stoppages of long duration. Vehicles at signalized intersections usually have to wait through one or more signal changes, and upstream intersections may be blocked by the long queues.

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Safe Operation — High occupancy vehicles (HOV) lanes separated from general traffic lanes by double solid lines.



Safe Operation — High occupancy vehicles (HOV) lanes separated by fencing.



Safe Operation — High occupancy vehicles (HOV) lanes separated from general traffic lanes by pylons.



Safe Operation — High occupancy vehicles (HOV) lanes separated from general traffic lanes by concrete barrier.



It is not sufficient to indicate [high occupancy vehicle \(HOV\) lanes](#) using only roadside or overhead signs, or with only a diamond symbol in the lane.

If a freeway facility does not meet the [safe operation](#) requirements, it is not fixed guideway (NFG) for NTD reporting.

Lanes restricted to bus (MB) mode qualify as safely operated.

Safe operation is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies. When adding a new segment, select whether or not safe operation requirements are met from the **Drop-Down** menu.

For all other segments (non-freeways), select yes.

Hours Prohibited

The number of hours per week during which [single occupancy vehicles](#) (SOVs) are legally prohibited from using any portion of the segment is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

If the prohibition is for all hours of the week, then the segment is [exclusive right-of-way](#) (ROW).

If the prohibition is for only some hours of the week, then the segment is [controlled access right-of-way](#) (ROW).

When adding a new segment, report the number of hours per week during which [single occupancy vehicles](#) (SOVs) are legally prohibited from using any portion of the segment. If your transit agency has stricter requirements for [high occupancy vehicle \(HOV\) facilities](#) than the prohibition of single occupancy vehicles (SOVs), such as three or more persons per vehicle, then those requirements apply to the [high occupancy toll \(HO/T\) lane](#), i.e., one and two-person vehicles would pay tolls.

Safe operation menu selections:

1. Yes, if high occupancy vehicle (HOV) lanes on freeways meet the safe operation requirements.
2. No, if high occupancy vehicle (HOV) lanes on freeways do not meet the safe operation requirements.

Enforced / Prohibited

The number of hours per week during which officers of the law enforce the prohibition is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies. There must be a level of enforcement sufficient to ensure that 95 percent of the vehicles using the [fixed guideway](#) (FG) segment are eligible to use it.

When adding a new segment, report the number of hours per week during which officers of the law enforce the prohibition throughout the segment.

Original Date of Revenue Service

For existing segments, the original date of [revenue service](#) is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

For new segments, this is the opening date of revenue service on this segment by any transit operator, even though your transit agency may not have been the original operator. If you are the first transit agency to operate on a new segment, the original date of revenue service will be the same as the agency revenue service start date.

Agency Revenue Service Start Date

The agency revenue service start date is the date that your transit agency begins operating revenue service on a new or preexisting segment. Internet reporting automatically determines and enters the number of months operated (Also see Months Operated below). For preexisting segments, it cannot be edited by transit agencies.

Out of Revenue Service Date

If your transit agency stopped operating transit service on the segment during the year, report the last date of revenue service. Other reporters may continue to operate on this segment.

If a segment is temporarily out of service for rehabilitation or reconstruction for less than 12 months, do not enter an Out of Revenue Service date. FTA allows the months operated as 12. If a segment is out of service for rehabilitation or reconstruction for more than 12 months, or for some other temporary stoppage of service, contact your NTD analyst.

Internet reporting automatically determines and enters the number of months operated (Also see Months Operated below).

Months Operated

The number of months of operation for pre-filled segments defaults to 12. For new segments or segments taken out of revenue service, Internet Reporting automatically determines and enters the number of months operated using the agency revenue service start date and out of revenue service date. Internet Reporting will round the number of months of operation to a whole number, reporting a full month for revenue service that begins between the first and 14th of the month; revenue service that begins from the 15th through the end of the month is not counted. If revenue service began in the last two weeks of your transit agency's fiscal year, Internet Reporting will indicate 0 months.

Type of Service Claimed

If [directly operated](#) (DO) and [purchased transportation](#) (PT) service for the same [mode](#) operate on the same segment, report the segment on both the directly operated (DO) and purchased transportation (PT) forms. However, the segment can only be claimed once for funding purposes. When adding a new segment, use the **Drop-Down** menu to select directly operated (DO) or purchased transportation (PT) to indicate the [type of service](#) (TOS) for which the segment is claimed on the Federal Funding Allocation Statistics form (FFA-10). This field applies only to transit agencies which operate both directly operated (DO) and purchased transportation (PT) for the same mode.

Type of service claimed menu selection:

1. Directly Operated (DO)
2. Purchased Transportation (PT)

NTD Agency Claiming Segment

The NTD Agency Claiming Segment is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, from the **Drop-Down** menu, select the NTD transit agency identification number for the transit agency claiming the segment for funding purposes on the Federal Funding Allocation Statistics form (FFA-10). Only one transit agency can claim the segment. However, all transit agencies report the segments over which they operated transit services during the report year.

The **Drop-Down** menu will be pre-filled with all of the NTD reporting agencies located within the urbanized areas (UZAs) and non-urbanized area reported on the Identification form (B-10).

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Modify / Delete Segment Data

Internet Reporting pre-fills the Fixed Guideway Segments form (S-20) with data from the prior year NTD submission. Some pre-filled data fields are not editable.

Transit agencies may modify selected data for a segment.

Transit agencies cannot delete pre-existing segments from prior report years. Transit agencies can only delete segments during the Working Data stage that they incorrectly added for the current report year.

If you no longer operate service on a segment that your transit agency reported in the prior report year, enter under Out of Revenue Service Date, the date that transit service was terminated for this [mode](#) and [type of service](#) (TOS). If service ended in the prior report year, enter that date. If service was last operated on the last day of the prior report year, enter the date for the first day of the current report year.

Directional Route Miles Summary

Internet Reporting automatically calculates the number of [directional route miles](#) (DRM) by [urbanized area](#) (UZA), [non-urbanized area](#) (non-UZA) and total for all approved segments, as follows:

All levels of service:

- Total [controlled access right-of-way](#) (ROW) @ fiscal year end (FYE)
- Average controlled access right-of-way (ROW)
- Total [exclusive right-of-way](#) (ROW) @ fiscal year end (FYE)
- Average exclusive right-of-way (ROW)
- Total controlled and exclusive right-of-way (ROW) @ fiscal year end (FYE)
- Average controlled and exclusive right-of-way (ROW).

Levels of service (LOS) D, E, and F:

- Total controlled access right-of-way (ROW) @ fiscal year end (FYE)
- Average controlled access right-of-way @ (ROW)
- Total exclusive right-of-way (ROW) @ fiscal year end (FYE)
- Average exclusive right-of-way (ROW)
- Total controlled and exclusive right-of-way (ROW) @ fiscal year end (FYE)
- Average controlled and exclusive right-of-way (ROW)
- Total average controlled and exclusive right-of-way (ROW) for funding.

Levels of service (LOS) D, E, F for segments \geq seven years @ Federal fiscal year end (FFYE):

- Total controlled access right-of-way (ROW)
- Total exclusive right-of-way (ROW)
- Total controlled and exclusive right-of-way (ROW)
- Total controlled and exclusive right-of-way (ROW) for funding.

All segments \geq seven years @ Federal fiscal year end (FFYE) are highlighted in a separate color.

Internet Reporting automatically transfers the data to the Service form (S-10):

- Total [controlled access right-of-way](#) (ROW) @ fiscal year end (FYE) is transferred to line 25
- Total [exclusive right-of-way](#) (ROW) @ fiscal year end (FYE) is transferred to line 24.

Internet Reporting automatically transfers the data to the Federal Funding Allocation Statistics form (FFA-10):

- Total average controlled and exclusive right-of-way (ROW) for funding is transferred to line 06
- Total controlled and exclusive right-of-way (ROW) for funding for segments \geq seven years @ Federal fiscal year end (FFYE) for levels of service (LOS) D, E, and F is transferred to line 14.

Line by Line Instructions for Bus Mode

Completing the Fixed Guideway Segments form (S-20) Bus

From the Forms Summary Screen, click on the **Fixed Guideway Segments form (S-20)** link for the [mode](#) and [type of service](#) (TOS) to open the Fixed Guideway Segments form (S-20).

The Fixed Guideway Segments form (S-20) is pre-filled with segment descriptions from the prior year NTD report submission. Additional segments may be added by using the **Add Segment** and **Create New Segment** buttons. Segments submitted under the **Create New Segment** button must receive FTA approval before they are added into calculations on the form.

Review and complete the Fixed Guideway Segments form (S-20) following the instructions in this section.

Getting Help

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

A **Form Note** can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a **Form Note** from the **Notes** tab.

Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

| # | Column | Item | Action | Instruction |
|---|--------|----------------------|---|---|
| a | | Segment Code | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: These pre-filled codes are for NTD internal use only. New segments: This field appears as New. A segment code will be assigned at the end of the validation process. |
| b | | Urbanized Area (UZA) | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: From the Drop-Down menu, select the number of the urbanized area (UZA) in which the segment is geographically located or select non-urbanized area (non-UZA) if the segment is not geographically located in UZA. A segment should not be entered as in an UZA and also in a non-UZA Segments should not cross UZA boundaries. |
| c | | Segment Name | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: Enter the name of the segment. Provide enough detail to identify the segment and its location. Use route or line name, or the roadways where the facilities are located, to identify segments. |
| d | | Begins At | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: Enter the point at which the segment begins, in sufficient detail that it can be uniquely identified. Use readily identifiable locations (e.g., intersections and mileposts) to describe segment endpoints. Do not use abbreviations in these endpoint descriptions because they need to be easily identifiable on maps, timetables and other materials during the validation process. |
| e | | Ends At | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: Enter the point at which the segment ends, in sufficient detail that it can be uniquely identified. Use readily identifiable locations (e.g., intersections and mileposts) to describe segment endpoints. Do not use abbreviations in these endpoint descriptions because they need to be easily identifiable on maps, timetables and other materials during the validation process. |
| f | | Length | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: Enter the segment length to the nearest hundredth of a mile. Reporting the segment length to the nearest hundredth of a mile provides the accuracy of the directional route miles to the nearest tenth for the Federal funding allocations. |

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| Completing the Fixed Guideway Segments form (S-20) Bus | | | |
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| g | One / Two-way | Pre-filled — with data from prior year. | <p>Pre-existing segments: Click on the Modify button to make revisions.</p> <p>For pre-existing and new segments: From the Drop-Down menu, select the number of directions in which vehicles may travel (one-way or two-way).</p> |
| h | Segment Type | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: From the Drop-Down menu, select the type of physical construction (segment type):</p> <ul style="list-style-type: none"> • Priority lane on a multilane highway • Exclusive lane parallel to a multilane highway, physically separated from general traffic lanes • Stand-alone high occupancy (HOV) roadway, no lanes open to general traffic • Exclusive access / egress lane to or from these lanes to a terminal facility • Priority lane on a multilane highway used as a high occupancy toll (HO/T) lane • Exclusive lane parallel to multilane highway, physically separated from general traffic lanes used as a high occupancy toll (HO/T) lane • Stand-alone high occupancy (HOV) roadway, used as a high occupancy toll (HO/T) lane • Exclusive access / egress lane to or from these lanes to a terminal facility used as a high occupancy toll (HO/T) lane. |
| i | Peak Level of Service (LOS) | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: From the Drop-Down menu, select the peak period level of service (LOS) ranging from A (best) to F (worst) traffic conditions as defined in the Highway Capacity Manual. In reporting level of service (LOS), this is the traffic condition on the lanes next to the bus (MB) fixed guideway (FG) segment or in the travel corridor. The peak period level of service (LOS) should be reported for the:</p> <ul style="list-style-type: none"> • General traffic lanes for priority lanes on a multilane highway, or • General traffic lanes for exclusive lanes parallel to a multilane highway, but physically separated from the general traffic lanes, or • Corridor served by a stand-alone high occupancy (HOV) roadway of which no lane is open to general traffic. <p>The levels of service are:</p> <ol style="list-style-type: none"> A. Indicates a relatively free flow of traffic, with little or no limitation on vehicle movement or speed. B. Describes a steady flow of traffic, with only slight delays in vehicle movement and speed. All queues clear in a single traffic signal cycle. C. Denotes a reasonably steady, high volume flow of traffic, with some limitations on movement and speed, and occasional backups on critical approaches. D. Designates the level where traffic nears an unstable flow. Intersections still function, but short queues develop and cars may have to wait through one cycle during short peaks. E. Represents traffic characterized by slow movement and frequent (although momentary) stoppages. This type of congestion is considered severe, but is not uncommon at peak traffic hours, with frequent stopping, long standing queues, and blocked intersections. F. Describes unsatisfactory stop-and-go traffic |

Completing the Fixed Guideway Segments form (S-20) Bus

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| | | | characterized by traffic jams and stoppages of long duration. Vehicles at signalized intersections usually have to wait through one or more signal changes, and upstream intersections may be blocked by the long queues. |
| j | Safe Operation | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: From the Drop-Down menu, select whether or not safe operation requirements are met, as follows:</p> <ul style="list-style-type: none"> • Select yes if high occupancy vehicle (HOV) lanes on freeways meet the safe operation requirements. • Select no if high occupancy vehicle (HOV) lanes on freeways do not meet the safe operation requirements. • For all other segments (non-freeways), select yes. <p>The safe operation requirements apply to priority lanes on freeways used by bus (MB) mode and other high occupancy vehicles (HOVs), such as vanpools (VP) and carpools, to ensure safe travel. For these lanes there must be some indication of separation to ensure safe access between free flowing high occupancy vehicle lanes and the congested, unrestricted lanes. Separation can be physical barriers or lane division markings, but not diamond markings, overhead signs or roadside signs. Lanes restricted to bus (MB) mode qualify as safely operated.</p> |
| k | Hours Prohibited | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Enter the number of hours per week during which single occupancy vehicles (SOVs) are legally prohibited from using any portion of the segment. If the prohibition is for all hours of the week, then the segment is exclusive right-of-way (ROW). If the prohibition is for only some hours of the week, then the segment is controlled access right-of-way (ROW). If your transit agency has stricter requirements for high occupancy vehicle (HOV) facilities than the prohibition of single occupancy vehicles (SOVs), for example, three or more persons per vehicle, then those requirements apply to the high occupancy toll (HO/T) lane, (i.e., one and two-person vehicles would pay tolls).</p> |
| l | Enforced / Prohibited | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Enter the number of hours per week during which officers of the law enforce the prohibition, throughout the segment. There must be a level of enforcement sufficient to ensure that 95 percent of the vehicles using the fixed guideway (FG) segment are eligible to use it.</p> |
| m | Original Date of Revenue Service | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Enter the opening date of revenue service on this segment by any transit operator, even though your transit agency may not have been the original operator.</p> <p>If you are the first transit agency to operate on a new segment, the original date of revenue service will be the same as the agency revenue service start date.</p> |
| n | Agency Revenue Service Start Date | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segment: Not an editable field</p> <p>New segments: Enter the date that your transit agency started operating revenue service.</p> <p>Internet reporting automatically determines and enters the number of months operated.</p> |
| o | Out of Revenue Service Date | | <p>Pre-existing segments: Click on the Modify button to make revisions.</p> <p>For pre-existing and new segments: Enter the last date of revenue service if your transit agency stopped operating</p> |

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| Completing the Fixed Guideway Segments form (S-20) Bus | | | |
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| | | | <p>transit service on the segment during the year. Other reporters may continue to operate on this segment.</p> <p>If a segment is temporarily out of service for rehabilitation or reconstruction for less than 12 months, do not enter an Out of Revenue Service date. FTA allows the months operated as 12.</p> <p>If a segment is out of service for rehabilitation or reconstruction for more than 12 months, or for some other temporary stoppage of service, contact your NTD analyst.</p> <p>Internet reporting automatically determines and enters the number of months.</p> |
| p | Months Operated | Pre-filled. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Internet Reporting automatically determines and enters the number of months operated using the agency revenue service start date. Internet Reporting will round the number of months of operation to a whole number, reporting a full month for revenue service that begins between the first and 14th of the month; revenue service that begins from the 15th through the end of the month is not counted. If revenue service began in the last two weeks of your transit agency's fiscal year, Internet Reporting will indicate 0 months.</p> <p>Pre-existing segments: If a segment is temporarily out of service for rehabilitation or reconstruction for less than 12 months, report the months operated as 12. If a segment is out of service for rehabilitation or reconstruction for more than 12 months, contact your NTD analyst.</p> |
| q | Type of service (TOS) Claimed | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Enter the type of service (TOS) claimed for the segment's directional route miles (DRM) on the Federal Funding Allocation Statistics form (FFA-10) — directly operated (DO) or purchased transportation (PT) service — if the same mode operates on the same segment for both the directly operated (DO) and purchased transportation (PT) service, report the segment on both the directly operated (DO) and purchased transportation (PT) forms.</p> |
| r | NTD Agency Claiming Segment | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Enter the NTD agency claiming the segment's directional route miles (DRM) on the Federal Funding Allocation Statistics form (FFA-10).</p> |
| Directional Route Miles Summary — All Levels of Service (LOS) | | | |
| 01 | Total Controlled Access Right-of-Way (ROW) @ Fiscal Year End (FYE) | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) for all segments on controlled access right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA) and total. Internet Reporting automatically transfers the total (all UZA and non-UZA) data to the Service form (S-10), line 25. |
| 02 | Average Controlled Access Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) for all segments on controlled access right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA) and total over the course of the report year. |
| 03 | Total Exclusive Right-of-Way (ROW) @ Fiscal Year End (FYE) | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) for all segments on exclusive right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA) and total. Internet Reporting automatically transfers the total (all UZA and non-UZA) data to the Service form (S-10), line 24. |
| 04 | Average Exclusive Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) for all segments on exclusive right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA) and total over the course of the report year. |

| Completing the Fixed Guideway Segments form (S-20) Bus | | | |
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| 05 | Total Controlled and Exclusive Right-of-Way (ROW) @ Fiscal Year End (FYE) | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) for all segments on controlled and exclusive right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA), and total. |
| 06 | Average Controlled and Exclusive Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) for all segments on controlled and exclusive right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA), and total over the course of the report year. |
| Levels of Service Levels (LOS) D, E, and F | | | |
| 07 | Total Controlled Access Right-of-Way (ROW) @ Fiscal Year End (FYE) | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) on controlled access right-of-way (ROW) for segments with peak levels of service (LOS) D, E, and F by urbanized area (UZA), non-urbanized area (non-UZA) and total. |
| 08 | Average Controlled Access Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) on controlled access right-of-way (ROW) for segments with peak levels of service (LOS) D, E, and F by urbanized area (UZA), non-urbanized area (non-UZA) and total over the course of the report year. |
| 09 | Total Exclusive Right-of-Way (ROW) @ Fiscal Year End (FYE) | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) on exclusive right-of-way (ROW) for segments with peak levels of service (LOS) D, E, and F by urbanized area (UZA), non-urbanized area (non-UZA) and total. |
| 10 | Average Exclusive Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) on exclusive right-of-way (ROW) for segments with peak levels of service (LOS) D, E, and F by urbanized area (UZA), non-urbanized area (non-UZA) and total over the course of the report year. |
| 11 | Total Controlled and Exclusive Right-of-Way (ROW) @ Fiscal Year End (FYE) | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) on controlled and exclusive right-of-way (ROW) for segments with peak levels of service (LOS) D, E, and F by urbanized area (UZA), non-urbanized area (non-UZA) and total. |
| 12 | Average Controlled and Exclusive Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) on controlled and exclusive right-of-way (ROW) for segments with peak levels of service (LOS) D, E, and F by urbanized area (UZA), non-urbanized area (non-UZA) and total over the course of the report year. These data are used in determining eligible segments for the Urbanized Area Formula Program (UAF). Vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE) can be claimed under fixed guideway (FG) on the Federal Funding Allocation Statistics form (FFA-10), lines 08 through 10. |
| 13 | Total Average Controlled and Exclusive Right-of-Way (ROW) for Funding | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) on controlled and exclusive right-of-way (ROW) for segments with peak levels of service (LOS) D, E, and F that are being claimed by the reporting agency for funding, by urbanized area (UZA), non-urbanized area (non-UZA) and total. Internet Reporting automatically transfers the total (UZA and non-UZA) data to the Federal Funding Allocation Statistics form (FFA-10), line 06. These are the eligible directional route miles (DRM) used for the Urbanized Area Formula Program (UAF). |
| Levels of Service (LOS) D, E, and F for Segments > Seven Years @ Federal Fiscal Year End (FFYE) | | | |
| 14 | Total Controlled Access Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The sum of directional route miles (DRM) \geq seven years on controlled access right-of-way (ROW) for segments with peak levels of service (LOS) D, E, and F by urbanized area |

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Completing the Fixed Guideway Segments form (S-20) Bus

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| | | | (UZA), non-urbanized area (non-UZA), and total. |
| 15 | Total Exclusive Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The sum of directional route miles (DRM) \geq seven years on exclusive right-of-way (ROW) for segments with peak levels of service (LOS) D, E, and F by urbanized area (UZA), non-urbanized area (non-UZA), and total. |
| 16 | Total Controlled and Exclusive Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | <p>The total number of directional route miles (DRM) \geq seven years on controlled access and exclusive right-of-way (ROW) for segments with peak levels of service (LOS) D, E, and F by urbanized area (UZA), non-urbanized area (non-UZA), and total.</p> <p>These data are used in determining eligible segments for the Fixed Guideway Modernization Program. Vehicle revenue miles (VRM) can be claimed under fixed guideway (FG) on the Federal Funding Allocation Statistics form (FFA-10), line 15.</p> |
| 17 | Total Controlled and Exclusive Right-of-Way (ROW) for Funding | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) $>$ seven years on controlled access and exclusive right-of-way (ROW) for segments with peak levels of service (LOS) D, E, and F that are being claimed by the reporting agency for funding, by urbanized area (UZA), non-urbanized area (non-UZA), and total. Internet Reporting automatically transfers the total (all UZA and non-UZA) data to the Federal Funding Allocation Statistics form (FFA-10), line 14. These are the eligible DRM used for the Fixed Guideway Modernization Program. |

Saving the Fixed Guideway Segments form (S-20)

Click on the **Save** button at the bottom of the form to save the form.

Click on the **Close** button at the bottom of the form to close the form without saving.

Detailed Instructions for Trolleybus Mode

Follow the instructions for each data field on the form. Refer to the discussion above for Modify Segment Data and for Add Pre-existing and New Segment Data for reviewing and editing data on existing [fixed guideway](#) (FG) segments.

Segment Code

This is a preset code created for NTD to assist in ongoing identification of fixed guideway (FG) segments. These codes may not be edited by transit agencies.

Urbanized Area

The [urbanized area](#) (UZA) number is pre-filled with data from the prior year NTD submission.

When adding a new segment, select the urbanized area (UZA) where the segment is geographically located from the **Drop-Down** menu. The **Drop-Down** menu incorporates all urbanized areas (UZAs) and [non-urbanized areas](#) (non-UZAs) identified on the Identification form (B-10).

Segment Name

The segment name is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, report the name of the segment. Provide enough detail to identify the segment and its location. Use route or line name, or the roadways where the facilities are located, to identify segments. Typically, this is a street name (e.g., Main Street) or highway number (e.g., I – 5) for bus (MB) and trolleybus (TB) modes.

Begins At

The location where the segment begins is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, report the point at which the segment begins in sufficient detail that it can be uniquely identified.

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Use readily identifiable locations to describe segment endpoints. Do not use abbreviations in these endpoint descriptions because they need to be easily identifiable on maps, timetables and other materials during the validation process. Typically, an endpoint is an intersecting street or milepost marker for bus (MB) and trolleybus (TB) modes.

Ends At

The location where the segment ends is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, report the point at which the segment ends in sufficient detail that it can be uniquely identified.

Use readily identifiable locations to describe segment endpoints. Do not use abbreviations in these endpoint descriptions because they need to be easily identifiable on maps, timetables and other materials during the validation process. Typically, an endpoint is an intersecting street or milepost marker for bus (MB) and trolleybus (TB) modes.

Length

The length of the segment is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, report the length of the segment to the nearest hundredth of a mile. Reporting the segment length to the nearest hundredth of a mile provides the accuracy of the directional route miles to the nearest tenth for the Federal funding allocations.

One-Way / Two-Way

A segment is one-way if travel always occurs in the same direction regardless of the time of day. A segment is two-way if travel occurs in both directions during the same period of time, or if travel is inbound during the [AM peak](#) and outbound during the [PM peak](#).

The number of directions in which vehicles may travel on the segment is pre-filled with data from the previous NTD report year submission.

When adding a new segment or modifying data for an existing segment, select the number of directions in which vehicles may travel (one-way or two-way) on the segment from the **Drop-Down** menu.

One-Way / Two-Way menu selections:

1. One-way
2. Two-way

Hours Prohibited

The number of hours per week during which [single occupancy vehicles](#) (SOVs) are legally prohibited from using any portion of the segment is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies. If your transit agency has stricter requirements for [high occupancy vehicle \(HOV\) facilities](#) than the prohibition of single occupancy vehicles (SOV), such as three or more persons per vehicle, then those requirements apply to the [high occupancy toll \(HO/T\) lane](#), (i.e., one and two-person vehicles would pay tolls).

If the prohibition is for all hours of the week, then the segment is [exclusive right-of-way](#) (ROW).

If the prohibition is for only some hours of the week, then the segment is [controlled access right-of-way](#) (ROW).

When adding a new segment report the number of hours per week during which single occupancy vehicles (SOV) are legally prohibited from using any portion of the segment.

Original Date of Revenue Service

For existing segments, the original date of revenue service is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

For new segments, report the opening date of [revenue service](#) on this segment by any transit operator, even though your transit agency may not have been the original operator. If you are the first transit agency to operate on a new segment, the original date of revenue service will be the same as the agency revenue service start date.

Agency Revenue Service Start Date

For existing segments, the agency revenue service start date is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies. The agency revenue service start date is the date that your transit agency begins operating revenue service on a new or preexisting segment. Internet reporting automatically determines and enters the number of months operated (Also see Months Operated below).

Out of Revenue Service Date

If your transit agency stopped operating transit service on the segment during the year, report the last date of revenue service. Other reporters may continue to operate on this segment.

If a segment is temporarily out of service for rehabilitation or reconstruction for less than 12 months, do not enter an Out of Revenue Service date. FTA allows the months operated as 12. If a segment is out of service for rehabilitation or reconstruction for more than 12 months, or for some other temporary stoppage of service, contact your NTD analyst.

Internet reporting automatically determines and enters the number of months operated (Also see Months Operated below).

Months Operated

The number of months of operation for pre-filled segments defaults to 12. For new segments or segments taken out of revenue service, Internet Reporting automatically determines and enters the number of months operated using the agency revenue service start date and out of revenue service date. Internet Reporting will round the number of months of operation to a whole number, reporting a full month for revenue service that begins between the first and 14th of the month; revenue service that begins from the 15th through the end of the month is not counted. If revenue service began in the last two weeks of your transit agency's fiscal year, Internet Reporting will indicate 0 months.

Type of Service Claimed

If [directly operated](#) (DO) and [purchased transportation](#) (PT) service for the same [mode](#) operate on the same segment, report the segment on both the directly operated (DO) and purchased transportation (PT) forms. However, the segment can only be claimed once for funding purposes. When adding a new segment, use the **Drop-Down** menu to select directly operated (DO) or purchased transportation (PT) to indicate the [type of service](#) (TOS) for which the segment is claimed on the Federal Funding Allocation Statistics form (FFA-10). This field applies only to transit agencies which operate both directly operated (DO) and purchased transportation (PT) for the same mode.

Type of service claimed menu selection:

1. Directly Operated (DO)
2. Purchased Transportation (PT)

NTD Agency Claiming Segment

The NTD Agency Claiming Segment is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, from the **Drop-Down** menu, select the NTD transit agency identification number for the transit agency claiming the segment for funding purposes on the Federal Funding Allocation Statistics form (FFA-10). Only one transit agency can claim the segment. However, all transit agencies report the segments over which they operated transit services during the report year.

The **Drop-Down** menu will be pre-filled with all of the NTD reporting agencies located within the urbanized areas (UZAs) and non-urbanized area (non-UZA) reported on the Identification form (B-10).

Modify / Delete Segment Data

Internet Reporting pre-fills the Fixed Guideway Segments form (S-20) with data from the prior year NTD submission. Some pre-filled data fields are not editable.

Transit agencies may modify selected data for a segment.

Transit agencies cannot delete pre-existing segments from prior report years. Transit agencies can only delete segments during the Working Data stage that they incorrectly added for the current report year.

If you no longer operate service on a segment that your transit agency reported in the prior report year, enter under Out of Revenue Service Date, the date that transit service was terminated for this [mode](#) and [type of service](#) (TOS). If service ended in the prior report year, enter that date. If service was last operated on the last day of the prior report year, enter the date for the first day of the current report year.

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Directional Route Miles Summary

Internet Reporting automatically calculates the number of [directional route miles](#) (DRM) by [urbanized area](#) (UZA), [non-urbanized area](#) (non-UZA) and total for all approved segments, as follows:

All segments:

- Total [mixed traffic right-of-way](#) (ROW) @ fiscal year end (FYE)
- Average [controlled access right-of-way](#) (ROW)
- Total [exclusive right-of-way](#) (ROW) @ fiscal year end (FYE)
- Average exclusive right-of-way (ROW)
- Total mixed traffic (ROW) @ fiscal year end (FYE)
- Average mixed traffic right-of-way (ROW)
- Average controlled, exclusive, and mixed traffic right-of-way (ROW)
- Average controlled, exclusive, and mixed traffic right-of-way (ROW) for funding
- Total controlled, exclusive, and mixed traffic right-of-way (ROW) @ fiscal year end (FYE).

Segments \geq seven years @ Federal fiscal year end (FFYE):

- Total controlled access right-of-way (ROW)
- Total exclusive right-of-way (ROW)
- Total mixed traffic (ROW)
- Total controlled, exclusive, and mixed traffic right-of-way (ROW)
- Total controlled, exclusive, and mixed traffic right-of-way (ROW) for funding.

All segments \geq seven years @ Federal fiscal year end (FFYE) are highlighted in a separate color.

Internet Reporting automatically transfers the data to the Service form (S-10):

- Total controlled access right-of-way (ROW) @ fiscal year end (FYE) is transferred to line 25
- Total exclusive right-of-way (ROW) @ fiscal year end (FYE) is transferred to line 24
- Total mixed traffic right-of-way (ROW) @ fiscal year end (FYE) is transferred to line 26.

Internet Reporting automatically transfers the data to the Federal Funding Allocation Statistics form (FFA-10):

- Average controlled, exclusive, and mixed traffic right-of-way (ROW) for funding is transferred to line 06
- Total controlled, exclusive, and mixed traffic right-of-way (ROW) for segments \geq seven years @ Federal fiscal year end (FFYE) for funding is transferred to line 14.

Line by Line Instructions for the Trolleybus Mode

Completing the Fixed Guideway Segments form (S-20) Trolleybus

From the Forms Summary Screen, click on the **Fixed Guideway Segments form (S-20)** link for the [mode](#) and [type of service](#) (TOS) to open the Fixed Guideway Segments form (S-20).

The Fixed Guideway Segments form (S-20) is pre-filled with segment descriptions from the prior year NTD report submission. Additional segments may be added to the form by using the **Add Segment** and **Create New Segment** buttons. Segments submitted under the **Create New Segment** button must receive FTA approval before they are added into calculations on the form.

Review and complete the Fixed Guideway Segments form (S-20) following the instructions in this section.

Getting Help

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

A **Form Note** can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a **Form Note** from the **Notes** tab.

Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

| # | Column | Item | Action | Instruction |
|---|--------|----------------------|---|---|
| | a | Segment Code | Pre-filled — with data from prior year — cannot be edited. | Pre-Existing Segments: These pre-filled codes are for NTD internal use only. New segments: This field appears as NEW. A segment code will be assigned at the end of the validation process. |
| | b | Urbanized Area (UZA) | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field New segments: From the Drop-Down menu, select the number of the urbanized area (UZA) in which the segment is geographically located or select non-urbanized area (non-UZA) if the segment is not geographically located in an UZA. A segment should not be entered as in a UZA and also in a non-UZA Segments should not cross UZA boundaries. |
| | c | Segment Name | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: Enter the name of the segment. Provide enough detail to identify the segment and its location. Use route or line name, or the roadways where the facilities are located, to identify segments. |
| | d | Begins At | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: Enter the point at which the segment begins, in sufficient detail that it can be uniquely identified. Use readily identifiable locations (e.g., intersections and mileposts) to describe segment endpoints. Do not use abbreviations in these endpoint descriptions because they need to be easily identifiable on maps, timetables and other materials during the validation process. |
| | e | Ends At | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: Enter the point at which the segment ends, in sufficient detail that it can be uniquely identified. Use readily identifiable locations (e.g., intersections and mileposts) to describe segment endpoints. Do not use abbreviations in these endpoint descriptions because they need to be easily identifiable on maps, timetables and other materials during the validation process. |
| | f | Length | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field New segments: Enter the segment length to the nearest hundredth of a mile. Reporting the segment length to the nearest hundredth of a mile provides the accuracy of the directional route miles to the nearest tenth for the Federal funding allocations. |

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| Completing the Fixed Guideway Segments form (S-20) Trolleybus | | | |
|---|-----------------------------------|---|---|
| g | One / Two-way | Pre-filled — with data from prior year. | <p>Pre-existing segments: Click on the Modify button to make revisions.</p> <p>For pre-existing and new segments: From the Drop-Down menu, select the number of directions in which vehicles may travel (one-way or two-way).</p> |
| k | Hours Prohibited | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Enter the number of hours per week during which single occupancy vehicles (SOVs) are legally prohibited from using any portion of the segment. If the prohibition is for all hours of the week, then the segment is exclusive right-of-way (ROW). If the prohibition is for only some hours of the week, then the segment is controlled access right-of-way (ROW).</p> |
| m | Original Date of Revenue Service | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Enter the opening date of revenue service on this segment by any transit operator, even though your transit agency may not have been the original operator.</p> <p>If you are the first transit agency to operate on a new segment, the original date of revenue service will be the same as the agency revenue service start date.</p> |
| n | Agency Revenue Service Start Date | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segment: Not an editable field</p> <p>New segments: Enter the date that your transit agency started operating revenue service.</p> <p>Internet reporting automatically determines and enters the number of months operated.</p> |
| o | Out of Revenue Service Date | | <p>Pre-existing segments: Click on the Modify button to make revisions.</p> <p>For pre-existing and new segments: Enter the last date of revenue service if your transit agency stopped operating transit service on the segment during the year. Other reporters may continue to operate on this segment.</p> <p>If a segment is temporarily out of service for rehabilitation or reconstruction for less than 12 months, do not enter an Out of Revenue Service date. FTA allows the months operated as 12.</p> <p>If a segment is out of service for rehabilitation or reconstruction for more than 12 months, or for some other temporary stoppage of service, contact your NTD analyst.</p> <p>Internet reporting automatically determines and enters the number of months.</p> |
| p | Months Operated | Pre-filled. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Internet Reporting automatically determines and enters the number of months operated using the agency revenue service start date. Internet Reporting will round the number of months of operation to a whole number, reporting a full month for revenue service that begins between the first and 14th of the month; revenue service that begins from the 15th through the end of the month is not counted. If revenue service began in the last two weeks of your transit agency's fiscal year, Internet Reporting will indicate 0 months.</p> <p>Pre-existing segments: If a segment is temporarily out of service for rehabilitation or reconstruction for less than 12 months, report the months operated as 12. If a segment is out of service for rehabilitation or reconstruction for more than 12 months, contact your NTD analyst.</p> |
| q | Type of service (TOS) Claimed | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Enter the type of service (TOS) claimed for the segment's directional route miles (DRM) on the Federal Funding Allocation Statistics form (FFA-10) — directly</p> |

Completing the Fixed Guideway Segments form (S-20) Trolleybus

| | | | |
|---------------------------------|---|---|---|
| | | | operated (DO) or purchased transportation (PT) service — if the same mode operates on the same segment for both the directly operated (DO) and purchased transportation (PT) service, report the segment on both the directly operated (DO) and purchased transportation (PT) forms. |
| r | NTD Agency Claiming Segment | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field New segments: Enter the NTD agency claiming the segment's directional route miles (DRM) on the Federal Funding Allocation Statistics form (FFA-10). |
| Directional Route Miles Summary | | | |
| 01 | Total Controlled Access Right-of-Way (ROW) @ Fiscal Year End (FYE) | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) for all segments on controlled access right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA) and total. Internet Reporting automatically transfers the total (all UZA and non-UZA) data to the Service form (S-10), line 25. |
| 02 | Average Controlled Access Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) for all segments on controlled access right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA), and total over the course of the report year. |
| 03 | Total Exclusive Right-of-Way (ROW) @ Fiscal Year End (FYE) | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) for all segments on exclusive right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA) and total. Internet Reporting automatically transfers the total (all UZA and non-UZA) data to the Service form (S-10), line 24. |
| 04 | Average Exclusive Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) for all segments on exclusive right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA), and total over the course of the report year. |
| 05 | Total Mixed Traffic Right-of-Way (ROW) @ Fiscal Year End (FYE) | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) for all segments on mixed traffic right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA) and total. Internet Reporting automatically transfers the total (all UZA and non-UZA) data to the Service form (S-10), line 26. |
| 06 | Average Mixed Traffic Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) for all segments on mixed traffic right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA), and total over the course of the report year. |
| 07 | Average Controlled, Exclusive, and Mixed Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) for all segments on controlled access , exclusive and mixed traffic right-of-way (ROW) by urbanized area (UZA), non-urbanized area (non-UZA) and total over the course of the report year. These data are used in determining eligible segments for the Urbanized Area Formula Program (UAF). Vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE) can be claimed under fixed guideway (FG) on the Federal Funding Allocation Statistics form (FFA-10), lines 08 through 10. |
| 08 | Average Controlled, Exclusive, and Mixed Traffic Right-of-Way (ROW) for Funding | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) on controlled access , exclusive , and mixed traffic right-of-way (ROW) for all segments that are being claimed by the reporting agency for funding by urbanized area (UZA), non-urbanized area (non-UZA) and total over the course of the report year. Internet Reporting automatically transfers the total (all UZA and non-UZA) data to the Federal Funding Allocation Statistics form (FFA-10), line 06. These are the eligible directional route miles (DRM) used for the Urbanized Area Formula Program (UAF). |

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| Completing the Fixed Guideway Segments form (S-20) Trolleybus | | | |
|--|---|--|---|
| 09 | Total Controlled, Exclusive, and Mixed Traffic Right-of-Way (ROW) @ Fiscal Year End (FYE) | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) on controlled access , exclusive , and mixed traffic right-of-way (ROW) for all segments by urbanized area (UZA), non-urbanized area (non-UZA) and total. |
| All Segments ≥ Seven Years @ Federal Fiscal Year End (FFYE) | | | |
| 10 | Total Controlled Access Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The number of directional route miles (DRM) on controlled access right-of-way (ROW) for segments ≥ seven years by urbanized area (UZA), non-urbanized area (non-UZA), and total. |
| 11 | Total Exclusive Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The number of directional route miles (DRM) on exclusive right-of-way (ROW) for segments ≥ seven years by urbanized area (UZA), non-urbanized area (non-UZA), and total. |
| 12 | Total Mixed Traffic Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The number of directional route miles (DRM) on mixed traffic right-of-way (ROW) for segments ≥ seven years by urbanized area (UZA), non-urbanized area (non-UZA), and total. |
| 13 | Total Controlled, Exclusive, and Mixed Traffic Right-of-Way (ROW) | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) on controlled access , exclusive and mixed traffic right-of-way (ROW) for segments ≥ seven years by urbanized area (UZA), non-urbanized area (non-UZA), and total. These data are used in determining eligible segments for the Fixed Guideway Modernization Program (UAF). Vehicle revenue miles (VRM) can be claimed under fixed guideway (FG) on the Federal Funding Allocation Statistics form (FFA-10), line 15. |
| 14 | Total Controlled, Exclusive, and Mixed Traffic Right-of-Way (ROW) for Funding | Auto-Calc field — cannot be edited. | The total number of directional route miles (DRM) on controlled access , exclusive and mixed traffic right-of-way (ROW) for segments ≥ seven years that are being claimed by the reporting agency for funding, by urbanized area (UZA), non-urbanized area (non-UZA), and total. Internet Reporting automatically transfers the total (all UZA and non-UZA) data to the Federal Funding Allocation Statistics form (FFA-10), line 14. These are the eligible directional route miles (DRM) used for the Fixed Guideway Modernization Program. |
| Saving the Fixed Guideway Segments form (S-20) | | | |
| Click on the Save button at the bottom of the form to save the form. | | | |
| Click on the Close button at the bottom of the form to close the form without saving. | | | |

Detailed Instructions for Rail, Ferryboat and Aerial Tramway Modes

For ferryboat (FB) mode, [directional route miles](#) (DRM) are based on the most direct route between terminals over navigable water in statute miles. This route may not be the length of the actual path followed. If there are several terminals connected by multiple routes, measure the directional route miles (DRM) as the minimum path connecting all the terminals.

Follow the instructions for each data field on the form. Refer to the discussion above for Modify Segment Data and for Add Pre-existing and New Segment Data for reviewing and editing data on existing fixed guideway (FG) segments.

Segment Code

This is a preset code created for NTD to assist in ongoing identification of [fixed guideway](#) (FG) segments. These codes may not be edited by transit agencies.

Urbanized Area

The [urbanized area](#) (UZA) number is pre-filled with data from the prior year NTD submission.

When adding a new segment, select the urbanized area (UZA) where the segment is geographically located from the **Drop-Down** menu. The **Drop-Down** menu incorporates all urbanized area (UZA) and [non-urbanized areas](#) (non-UZAs) identified on the Identification form (B-10).

Segment Name

The segment name is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, report the name of the segment. Provide enough detail to identify the segment and its location. Use route or line name, or the roadways where the facilities are located, to identify segments. For most [rail](#) systems, this is typically the name of the rail line (e.g., Red Line). For commuter rail (CR) and ferryboat (FB) modes, this is often the name of the route.

Begins At

The location where the segment begins is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, report the point at which the segment begins in sufficient detail that it can be uniquely identified.

Use readily identifiable locations to describe segment endpoints. Do not use abbreviations in these endpoint descriptions because they need to be easily identifiable on maps, timetables and other materials during the validation process. For

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commuter rail (CR) systems, an endpoint is often a milepost marker. For most other [rail](#) systems, an endpoint is typically a passenger station name. For ferryboat (FB) mode, an endpoint is often the dock location where passengers board and de-board (e.g., Brooklyn Ferry from Manhattan to Brooklyn).

Ends At

The location where the segment ends is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, report the point at which the segment ends in sufficient detail that it can be uniquely identified.

Use readily identifiable locations to describe segment endpoints. Do not use abbreviations in these endpoint descriptions because they need to be easily identifiable on maps, timetables and other materials during the validation process. For commuter rail (CR) systems, an endpoint is often a milepost marker. For most other rail systems, an endpoint is typically a passenger station name. For ferryboat (FB) mode, an endpoint is often the dock location where passengers board and de-board (e.g., Brooklyn Ferry from Manhattan to Brooklyn).

Length

The length of the segment is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, report the length of the segment to the nearest hundredth of a mile. Reporting the segment length to the nearest hundredth of a mile provides the accuracy of the directional route miles to the nearest tenth for the Federal funding allocations.

One-Way / Two-Way

A segment is one-way if travel always occurs in the same direction regardless of the time of day. A segment is two-way if travel occurs in both directions during the same period of time, or if travel is inbound during the [AM peak](#) and outbound during the [PM peak](#).

The number of directions in which vehicles may travel on the segment is pre-filled with data from the previous NTD report year submission.

When adding a new segment or modifying data for an existing segment, select the number of directions in which vehicles may travel (one-way or two-way) on the segment from the **Drop-Down** menu.

One-Way / Two-Way menu selections:

1. One-way
2. Two-way

Original Date of Revenue Service

For existing segments, the original date of [revenue service](#) is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

For new segments, this is the opening date of revenue service on this segment by any transit operator, even though your transit agency may not have been the original operator. If you are the first transit agency to operate on a new segment, the original date of revenue service will be the same as the agency revenue service start date.

Agency Revenue Service Start Date

For existing segments, the agency [revenue service](#) start date is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies. The agency revenue service start date is the date that your transit agency begins operating revenue service on a new or preexisting segment. Internet reporting automatically determines and enters the number of months operated (Also see Months Operated below).

Out of Revenue Service Date

If your transit agency stopped operating transit service on the segment during the year, report the last date of revenue service. Other reporters may continue to operate on this segment.

If a segment is temporarily out of service for rehabilitation or reconstruction for less than 12 months, do not enter an Out of Revenue Service date. FTA allows the months operated as 12. If a segment is out of service for rehabilitation or reconstruction for more than 12 months, or for some other temporary stoppage of service, contact your NTD analyst.

Internet reporting automatically determines and enters the number of months operated (Also see Months Operated below).

Months Operated

The number of months of operation for pre-filled segments defaults to 12. For new segments or segments taken out of revenue service, Internet Reporting automatically determines and enters the number of months operated using the agency revenue service start date and out of revenue service date. Internet Reporting will round the number of months of operation to a whole number, reporting a full month for revenue service that begins between the first and 14th of the month; revenue service that begins from the 15th through the end of the month is not counted. If revenue service began in the last two weeks of your transit agency's fiscal year, Internet Reporting will indicate 0 months.

Type of Service Claimed

If [directly operated](#) (DO) and [purchased transportation](#) (PT) service for the same [mode](#) operate on the same segment, report the segment on both the directly operated (DO) and purchased transportation (PT) forms. However, the segment can only be claimed once for funding purposes. When adding a new segment, use the **Drop-Down** menu to select directly operated (DO) or purchased transportation (PT) to indicate the [type of service](#) (TOS) for which the segment is claimed on the Federal Funding Allocation Statistics form (FFA-10). This field applies only to transit agencies which operate both directly operated (DO) and purchased transportation (PT) for the same mode.

Type of service claimed menu selection:

1. Directly Operated (DO)
2. Purchased Transportation (PT)

NTD Agency Claiming Segment

The NTD Agency Claiming Segment is pre-filled with data from the previous NTD report year submission. It cannot be edited by transit agencies.

When adding a new segment, from the **Drop-Down** menu, select the NTD transit agency identification number for the transit agency claiming the segment for funding purposes on the Federal Funding Allocation Statistics form (FFA-10). Only one transit agency can claim the segment. However, all transit agencies report the segments over which they operated transit services during the report year.

The **Drop-Down** menu will be pre-filled with all of the NTD reporting agencies located within the urbanized areas (UZA) and non-urbanized area (non-UZA) reported on the Identification form (B-10).

Modify / Delete Segment Data

Internet Reporting pre-fills the Fixed Guideway Segments form (S-20) with data from the prior year NTD submission. Some pre-filled data fields are not editable.

Transit agencies may modify selected data for a segment.

Transit agencies cannot delete pre-existing segments from prior report years. Transit agencies can only delete segments during the Working Data stage that they incorrectly added for the current report year.

If you no longer operate service on a segment that your transit agency reported in the prior report year, enter under Out of Revenue Service Date, the date that transit service was terminated for this [mode](#) and [type of service](#) (TOS). If service ended in the prior report year, enter that date. If service was last operated on the last day of the prior report year, enter the date for the first day of the current report year.

2006 Urbanized Area Reporting Manual

Directional Route Miles Summary

Internet Reporting automatically calculates the number of [directional route miles](#) (DRM) by [urbanized area](#) (UZA), [non-urbanized area](#) (non-UZA) and total for all approved segments, as follows:

All Segments:

- Total for all segments @ fiscal year end (FYE)
- Average monthly for all segments
- Average monthly for all segments for funding.

All segments \geq seven years @ Federal fiscal year end (FFYE):

- Total for all segments \geq seven years
- Total for all segments \geq seven years for funding.

All segments \geq seven years @ Federal fiscal year end (FFYE) are highlighted in a separate color.

Internet Reporting automatically transfers the data to the Service form (S-10):

- Total for all segments @ fiscal year end (FYE) is transferred to line 24.

Internet Reporting automatically transfers the data to the Federal Funding Allocation Statistics form (FFA-10):

- Average for all segments for funding is transferred to line 06
- Total for all segments \geq seven years @ Federal fiscal year end (FFYE) for funding is transferred to line 14.

Line by Line Instructions for Rail, Ferryboat and Aerial Tramway Modes

Completing the Fixed Guideway Segments form (S-20) Rail, Ferryboat and Aerial Tramway Modes

From the Forms Summary Screen, click on the **Fixed Guideway Segments form (S-20)** link for the [mode](#) and [type of service](#) (TOS) to open the Fixed Guideway Segments form (S-20).

The Fixed Guideway Segments form (S-20) is pre-filled with segment descriptions from the prior year NTD report submission. Additional segments may be added to the form by using the **Add Segment** and **Create New Segment** buttons. Segments submitted under the **Create New Segment** button must receive FTA approval before they are added into calculations on the form.

Review and complete the Fixed Guideway Segments form (S-20) following the instructions in this section.

Getting Help

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

A **Form Note** can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a **Form Note** from the **Notes** tab.

Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

| # | Column | Item | Action | Instruction |
|---|--------|----------------------|---|---|
| a | | Segment Code | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: These pre-filled codes are for NTD internal use only. New segments: This field appears as NEW. A segment code will be assigned at the end of the validation process. |
| b | | Urbanized Area (UZA) | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: From the Drop-Down menu, select the number of the urbanized area (UZA) in which the segment is geographically located or select non-urbanized area (non-UZA) if the segment is not geographically located in an UZA. A segment should not be entered as in a UZA and also in a non-UZA. Segments should not cross UZA boundaries. |
| c | | Segment Name | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: Enter the name of the segment. Provide enough detail to identify the segment and its location. Use route or line name, or the roadways where the facilities are located, to identify segments. |
| d | | Begins At | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: Enter the point at which the segment begins, in sufficient detail that it can be uniquely identified. Use readily identifiable locations (e.g., intersections and mileposts) to describe segment endpoints. Do not use abbreviations in these endpoint descriptions because they need to be easily identifiable on maps, timetables and other materials during the validation process. |
| e | | Ends At | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: Enter the point at which the segment ends, in sufficient detail that it can be uniquely identified. Use readily identifiable locations (e.g., intersections and mileposts) to describe segment endpoints. Do not use abbreviations in these endpoint descriptions because they need to be easily identifiable on maps, timetables and other materials during the validation process. |
| f | | Length | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: Enter the segment length to the nearest hundredth of a mile. Reporting the segment length to the nearest hundredth of a mile provides the accuracy of the directional route miles to the nearest tenth for the Federal funding allocations. |

2006 Urbanized Area Reporting Manual

| Completing the Fixed Guideway Segments form (S-20) Rail, Ferryboat and Aerial Tramway Modes | | | |
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| g | One / Two-way | Pre-filled — with data from prior year. | <p>Pre-existing segments: Click on the Modify button to make revisions.</p> <p>For pre-existing and new segments: From the Drop-Down menu, select the number of directions in which vehicles may travel (one-way or two-way).</p> |
| m | Original Date of Revenue Service | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Enter the opening date of revenue service on this segment by any transit operator, even though your transit agency may not have been the original operator.</p> <p>If you are the first transit agency to operate on a new segment, the original date of revenue service will be the same as the agency revenue service start date.</p> |
| n | Agency Revenue Service Start Date | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segment: Not an editable field</p> <p>New segments: Enter the date that your transit agency started operating revenue service.</p> <p>Internet reporting automatically determines and enters the number of months operated.</p> |
| o | Out of Revenue Service Date | | <p>Pre-existing segments: Click on the Modify button to make revisions.</p> <p>For pre-existing and new segments: Enter the last date of revenue service if your transit agency stopped operating transit service on the segment during the year. Other reporters may continue to operate on this segment.</p> <p>If a segment is temporarily out of service for rehabilitation or reconstruction for less than 12 months, do not enter an Out of Revenue Service date. FTA allows the months operated as 12.</p> <p>If a segment is out of service for rehabilitation or reconstruction for more than 12 months, or for some other temporary stoppage of service, contact your NTD analyst.</p> <p>Internet reporting automatically determines and enters the number of months.</p> |
| p | Months Operated | Pre-filled. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Internet Reporting automatically determines and enters the number of months operated using the agency revenue service start date. Internet Reporting will round the number of months of operation to a whole number, reporting a full month for revenue service that begins between the first and 14th of the month; revenue service that begins from the 15th through the end of the month is not counted. If revenue service began in the last two weeks of your transit agency's fiscal year, Internet Reporting will indicate 0 months.</p> <p>Pre-existing segments: If a segment is temporarily out of service for rehabilitation or reconstruction for less than 12 months, report the months operated as 12. If a segment is out of service for rehabilitation or reconstruction for more than 12 months, contact your NTD analyst.</p> |
| q | Type of service (TOS) Claimed | Pre-filled — with data from prior year — cannot be edited. | <p>Pre-existing segments: Not an editable field.</p> <p>New segments: Enter the type of service (TOS) claimed for the segment's directional route miles (DRM) on the Federal Funding Allocation Statistics form (FFA-10) — directly operated (DO) or purchased transportation (PT) service — if the same mode operates on the same segment for both the directly operated (DO) and purchased transportation (PT) service, report the segment on both the directly operated (DO) and purchased transportation (PT) forms.</p> |

| Completing the Fixed Guideway Segments form (S-20) Rail, Ferryboat and Aerial Tramway Modes | | | |
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| r | NTD Agency Claiming Segment | Pre-filled — with data from prior year — cannot be edited. | Pre-existing segments: Not an editable field. New segments: Enter the NTD agency claiming the segment's directional route miles (DRM) on the Federal Funding Allocation Statistics form (FFA-10). |
| Directional Route Miles Summary | | | |
| 01 | Total for All Segments @ Fiscal Year End (FYE) | Auto-Calc field — cannot be edited. | The number of directional route miles (DRM) by urbanized area (UZA), non-urbanized area (non-UZA) and total. Internet Reporting automatically transfers the total (all UZAs and non-UZAs) data to the Service form (S-10), line 27. |
| 02 | Average Monthly for All Segments | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) by urbanized area (UZA), non-urbanized area (non-UZA) and total over the course of the report year. |
| 03 | Average Monthly for All Segments for Funding | Auto-Calc field — cannot be edited. | The average number of directional route miles (DRM) by urbanized area (UZA), non-urbanized area (non-UZA) and total for the segments that the reporting agency is claiming over the course of the reporting year. Internet Reporting automatically transfers the total (all UZAs and non-UZAs) data to the Federal Funding Allocation Statistics form (FFA-10), line 06. These are the eligible DRM used for the Urbanized Area Formula Program (UAF). |
| All Segments \geq Seven years @Federal Fiscal Year End (FFYE) | | | |
| 04 | Total for Segments \geq Seven Years | Auto-Calc field — cannot be edited. | The number of directional route miles (DRM) at least seven years old by urbanized area (UZA), non-urbanized area (non-UZA) and total. These data are used in determining eligible segments for the Fixed Guideway Modernization Program. Vehicle revenue miles (VRM) can be claimed under fixed guideway (FG) on the Federal Funding Allocation Statistics form (FFA-10), line 15. |
| 05 | Total for Segments \geq Seven Years @ for Funding | Auto-Calc field — cannot be edited. | The number of directional route miles (DRM) at least seven years old by urbanized area (UZA), non-urbanized area (non-UZA) and total for the segments that the reporting agency is claiming. Internet Reporting automatically transfers the total (all UZAs and non-UZAs) data to the Federal Funding Allocation Statistics form (FFA-10), line 14. These are the eligible directional route miles (DRM) used for the Fixed Guideway Modernization Program. |
| Saving the Fixed Guideway Segments form (S-20) Click on the Save button at the bottom of the form to save the form. Click on the Close button at the bottom of the form to close the form without saving. | | | |