

The Asset Module contains three forms:

1. Stations and Maintenance Facilities form (A-10)
2. Transit Way Mileage form (A-20)
3. Revenue Vehicle Inventory form (A-30).

Stations and Maintenance Facilities form (A-10)

The Stations and Maintenance Facilities form (A-10) collects data on passenger stations and maintenance facilities.

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.

Transit Way Mileage form (A-20)

The Transit Way Mileage form (A-20) collects mileage data on all fixed route and fixed schedule modes.

This form is required for all transit agencies with fixed route and fixed schedule modes. Transit agencies complete separate forms for directly operated (DO) and for purchased transportation (PT) services by mode. The form is not applicable to ferryboat (FB), demand response (DR), jitney (JT), publico (PB), and vanpool (VP) modes.

Revenue Vehicle Inventory form (A-30)

The Revenue Vehicle Inventory form (A-30) collects data on the revenue vehicle inventory at the end of the fiscal year and identifies the characteristics of the vehicles in the fleet.

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.

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Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help					
Form Name: Stations and Maintenance Facilities - DO (A-10) Mode: Service: DO				Add Form Note	Close Form
Line	a	b	c	g	
Passenger Stations					
Number of Facilities					
01	Americans with Disabilities Act of 1990 (ADA) accessible	<input type="text"/>			
02	Americans with Disabilities Act of 1990 (ADA) non-accessible	<input type="text"/>			
03	Total Stations	<input type="text"/>			
04	Number of Multi-Modal Stations	<input type="text"/>			
05	Escalators	<input type="text"/>			
06	Elevators	<input type="text"/>			
Maintenance Facilities					
General Purpose Maintenance Facilities					
		Owned	Leased from Another Public Agency	Leased from a Private Entity	Total
07	Serving under 200 vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08	Serving 200 - 300 vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
09	Serving more than 300 vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	Number of Heavy Maintenance Facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	Total Maintenance Facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="button" value="Save"/>	<input type="button" value="Close"/>	<input type="button" value="Print"/>	

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Line	a	b	c	g	
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		<input type="button" value="Save"/>	<input type="button" value="Close"/>	<input type="button" value="Print"/>	

Home						e-File						Annual						Monthly Ridership						Safety & Security						Notes						Issues						Reports						Communications						Sys Admin						Help																							
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Stations and Maintenance Facilities form (A-10)

Overview

The purpose of the Stations and Maintenance Facilities form (A-10) is to collect data on the number of passenger stations, both accessible and non-accessible, in accordance with the Americans with Disabilities Act of 1990 (ADA), the number of elevators and escalators within passenger stations, and the number of maintenance facilities by size and ownership categories.

Reporting Requirements and Thresholds

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

What Has Changed from Prior Year

There are no changes for the 2007 report year.

Approach

At the end of the fiscal year, the transit agency takes an inventory of passenger stations and maintenance facilities used for [directly operated](#) (DO) and [purchased transportation](#) (PT) services.

Passenger Stations

The passenger station information is only reported for [fixed route](#), fixed schedule services (rail modes, bus (MB), trolleybus (TB), ferryboat (FB), aerial tramway (TR)). All passenger stations are reported, even though the NTD reporter may not own them. The key reporting criterion is that the passenger stations are served by the [public transportation](#) services contained in the NTD Annual report.

Station Criteria

The most important step is to determine what is considered a [passenger station](#). The intent is to capture significant structures in separate rights-of-way (ROW). This usually means a [platform](#) area for [rail modes](#) and something more than a street stop or street side passenger shelter for [non-rail modes](#).

The following rules apply:

- All rail passenger facilities (except light rail (LR) and cable car (CC)) are stations.
- All light rail (LR) and cable car (CC) passenger facilities in a separate right-of-way (ROW) that have platforms are stations.
- All bus (MB) and trolleybus (TB) passenger facilities in a separate right-of-way (ROW) that have an enclosed structure (building) for passengers for such items as ticketing, information, restrooms, concessions, and telephones are stations.
- Stops on street or in medians for cable car (CC), light rail (LR), bus (MB), and trolleybus (TB) are not stations if at most they have shelters, canopies, lighting, signage or ramps for accessibility requirements, (i.e., no separate, enclosed buildings).
- All transportation, transit or transfer centers, park-and-ride facilities and transit malls, if they have an enclosed structure (building) for passengers for such items as ticketing, information, restrooms, concessions, and telephones are stations.

Multi-Modal Stations

Another consideration is to determine what is considered a [multi-modal station](#). Multi-modal stations serve any of the following:

- Other transit [modes](#) whether by your transit agency or another transit agency
- Amtrak ([non-transit services](#))
- Airports
- [Intercity bus](#) (non-transit services such as Greyhound and Trailways)
- Water transportation (non-transit services).

ADA Accessibility

The last consideration is whether the station meets the [Americans with Disabilities Act of 1990](#) (ADA) accessibility requirements. To meet other Federal requirements, your transit agency probably has made this assessment.

Maintenance Facilities

Maintenance facilities are reported by:

- Type – general purpose or heavy maintenance
- Ownership – owned or leased
- Size – the number of revenue vehicles that can be serviced.

Type

Maintenance facilities are the garages and buildings where routine maintenance and minor repairs are performed ([general purpose maintenance facility](#)) and, in larger transit agencies, where major repairs and engine and other major unit rebuilds are performed ([heavy maintenance facility](#)). General purpose maintenance facilities generally also serve as operating garages where vehicles are dispatched daily for [revenue service](#).

In some transit agencies, the same facility is used for both general purpose and heavy maintenance. This joint general purpose / heavy maintenance facility is reported as a general purpose maintenance facility.

Ownership

Maintenance facility ownership is reported based on [type of service](#) (TOS) — [directly operated](#) (DO) or [purchased transportation](#) (PT).

For directly operated (DO) service, the interest is in whether the facility is publicly owned, either by the transit agency itself or by another [public entity](#), such as a city highway department maintenance facility, or whether the facility is leased from a private entity.

For purchased transportation (PT) service, the interest is in whether there is public involvement in the maintenance facility either as a public facility owned or leased by the [buyer](#) of the purchased transportation service (PT), or whether the purchased transportation (PT) provider owns its own facility or leases one from a private entity.

Maintenance facilities are not reported if maintenance services are performed at any other facility. For example, a transit agency has a purchased transportation (PT) agreement with a taxicab company for demand response (DR) service. The taxicab vehicles are taken to the local gasoline service station for routine repairs, oil changes, etc. The local gasoline service station is not reported.

Size

The size of the facility is based on how many [revenue vehicles](#) can be serviced. It is a measure of capacity of the facility, not the number of revenue vehicles currently operated.

Shared Facilities

Some transit agencies operate more than one [mode](#) from a facility or use the facility for both directly operated (DO) and purchased transportation (PT) services. The most common arrangement is the operation of bus (MB) and demand response (DR) vehicles from a single facility. If facilities are shared by more than one mode or type of service (TOS), they are prorated among the modes and types of service (TOS).

Detailed Instructions

This form is tailored to meet the different reporting requirements for:

- Scheduled versus non-scheduled services. The fixed schedule services form for rail modes, bus (MB), trolleybus (TB), ferryboat (FB), and aerial tramway (TR) collects information about passenger stations. The non-scheduled services form for demand response (DR), vanpool (VP), jitney (JT), and publico (PB) does not collect passenger station information.
- Type of service (TOS). The forms for directly operated (DO) or purchased transportation (PT) have different ownership types for maintenance facilities.

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

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Passenger Stations

Report the number of transit [passenger stations](#) distinguishing between [Americans with Disabilities Act of 1990 \(ADA\) accessible stations](#) and [non-Americans with Disabilities Act of 1990 \(ADA\) accessible stations](#), and in total, which are [multi-modal stations](#). Report the number of stations that serve transit passengers, regardless of ownership.

For [rail modes](#), report the station in each mode and type of service (TOS) that it is used. This may result in the “double counting” of some stations since they might be served by two rail modes (e.g., directly operated (DO) heavy rail (HR), directly operated (DO) light rail (LR)) or two types of service (TOS) (e.g., directly operated (DO) commuter rail (CR), purchased transportation (PT) commuter rail (CR)).

Many rail stations also should be counted as multi-modal stations since they are served by two or more rail modes (e.g., heavy rail (HR) and light rail (LR)) or by a non-rail mode, typically bus (MB). When the station is served by multiple rail modes, count the station as multi-modal on each form. For transit rail modes and bus (MB) mode at the same station, count the station only under the rail modes.

For [non-rail modes](#), report the station in each mode and type of service (TOS) that it is used. This may result in the “double counting” of some stations, in most cases because they are served by two types of bus (MB) service — directly operated (DO) bus and purchased transportation (PT) bus.

Americans with Disabilities Act of 1990 Accessible Stations

Accessible stations do not have physical barriers that would prevent or restrict access by individuals with disabilities, including individuals who use wheelchairs. To meet other Federal requirements, your transit agency probably has identified accessible stations.

Non-Americans with Disabilities Act of 1990 Accessible Stations

Non-accessible stations do not provide easy access, (i.e., do not meet accessibility requirements with regards to physical barriers, signage and other aids to enable individuals with disabilities, including individuals who use wheelchairs), to use public transit.

Multi-Modal Passenger Stations

Report the total number of passenger stations serving multiple modes. Modes include other transit modes, AMTRAK, airports, water transportation, and intercity bus.

If a rail passenger station also has bus (MB) services, report it as a multi-modal passenger station if it has more than three bus bays or one bay with capacity for more than three buses.

Escalators and Elevators

Report the number of [escalators](#) and [elevators](#) within the passenger stations. These are used to transfer passengers between levels in a station or parking facility or between each other. Elevators and escalators exclude moving sidewalks.

Do not include non-passenger escalators and elevators used only for freight, or by transit staff, or as a back-up if passenger escalators and elevators break down.

Maintenance Facilities

Report the type of maintenance facility based on the type of work performed — for general maintenance or for heavy maintenance. If there is only one facility that is used for both general and heavy maintenance, report the facility under general purpose.

Report maintenance facility ownership by category. The categories are different for [directly operated](#) (DO) and [purchased transportation](#) (PT) services. The form is tailored to reflect the data required for each [type of service](#) (TOS).

For directly operated (DO) modes, there are three categories of ownership:

1. Owned facilities
2. Facilities leased from another public agency
3. Facilities leased from a private entity.

For purchased transportation (PT) modes, there are four categories of ownership:

1. Owned by service provider — facility owned by [seller](#) of purchased transportation (PT) service ([public entity](#) or private operator)
2. Owned by public agency for service provider — facility owned by [public agency](#) buying purchased transportation (PT) (reporter)

3. Leased by public agency for service provider — facility leased by public agency buying purchased transportation (PT) service (reporter) from a third party
4. Leased by service provider — facility leased by seller of purchased transportation (PT) service (public entity or private operator) from a third party.



Do not report maintenance facilities if maintenance services are performed at any other facility. For example, a transit agency has a purchased transportation (PT) agreement with a taxicab company for demand response (DR) service. The taxicab vehicles are taken to the local gasoline service station for routine repairs, oil changes, etc. The local gasoline service station is not reported.

General Purpose Maintenance Facilities

Report [general purpose maintenance facilities](#) by:

- Ownership – owned or leased
- Size – the number of [revenue vehicles](#) that can be serviced.

Size is divided into three categories based on the number of revenue vehicles that can be serviced:

1. Under 200 vehicles
2. 200 – 300 vehicles
3. More than 300 vehicles.

Facility size is determined by design capacity, not the number of vehicles assigned to the facility.

For purchased transportation (PT) service, these are the facilities owned or leased by the buyer for the seller, or the facilities owned or leased by the seller for inspection, service and minor repair of the revenue vehicles used under the purchased transportation (PT) agreement.

If the same facility serves more than one mode or type of service (TOS), prorate the facility's use by mode or type of service (TOS) to one decimal place. See the example below.

Heavy Maintenance Facilities

Report [heavy maintenance facilities](#) by ownership category. There is no distinction for size of facility.

For purchased transportation (PT) service, these are the facilities owned or leased by the [buyer](#) for the [seller](#), or the facilities owned or leased by the seller for major repairs, engine and other major unit rebuilds of the revenue vehicles used under the purchased transportation (PT) agreement.

If the same facility serves more than one [mode](#) or [type of service](#) (TOS), prorate the facility's use by mode or type of service (TOS) to one decimal place. Do not include [service vehicles](#) when prorating maintenance facilities. See the example below.

Example 17 — Reporting Maintenance Facilities

Example: Coaster Transit Agency uses one of its general purpose maintenance facilities for servicing both bus (MB) and demand response (DR) vehicles for directly operated (DO) services, and for demand response (DR) purchased transportation (PT) service. How should maintenance facilities be reported?

Solution: Prorate the facility based on usage. One way to estimate usage is to prorate the number of vehicles available in annual maximum service for each mode and type of service (TOS). Report facilities prorated to each mode and type of service (TOS).

Mode	Vehicles		Prorated Facilities		
	Serviced	Ratio	Reported		
MB/DO	240	.8	.8	Line 08, column a	Owned / public agency
DR/DO	30	.1	.1	Line 08, column a	Owned / public agency
DR/PT	20	.1	.1	Line 08, column d	Owned / public agency for service provider
Total	290		1.0	Serving 200-300 vehicles	

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Line by Line Instructions

Completing the Stations and Maintenance Facilities form (A-10)

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

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.

Saving or Closing the Form

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.

Completing the Form

Passenger Stations

This section does not apply to demand response (DR), jitney (JT), publico (PB), and vanpool (VP) modes.

Line 01, column a: Americas with Disabilities Act of 1990 (ADA) Accessible Passenger Stations — Number of Facilities.

- Enter the number of transit [passenger stations](#) that do not restrict access to individuals with disabilities under [Americas with Disabilities Act of 1990](#) (ADA) requirements.
- For transit [rail modes](#), report the station in each mode and type of service (TOS) that it is used.
- For transit rail modes and bus (MB) mode at the same station, count the station only under the rail mode.
- For transit [non-rail modes](#), report the station in each mode and type of service (TOS) that it is used.

Line 02, column a: Americas with Disabilities Act of 1990 (ADA) Non-Accessible Passenger Stations — Number of Facilities.

- Enter the number of transit passenger stations that do not meet Americas with Disabilities Act of 1990 (ADA) accessibility requirements for individuals with disabilities.
- For transit rail modes, report the station in each mode and type of service (TOS) that it is used.
- For transit rail modes and bus (MB) mode at the same station, count the station only under the rail mode.
- For transit non-rail modes, report the station in each mode and type of service (TOS) that it is used.

Line 03, column a: Total Stations — Number of Facilities. This is an **auto-calculated** field and cannot be edited. This field displays the total number of ADA accessible and non-ADA accessible passenger stations.

Line 04, column a: Number of Multi-Modal Stations — Number of Facilities. Of the total number of transit passenger stations, enter the number of those serving multiple transit modes, AMTRAK, airports or [intercity](#) bus. If the primary mode is rail and the passenger station has more than three bus bays or one bay with capacity for three buses (MB), report it as a [multi-modal passenger station](#).

Line 05, column a: Escalators — Number of Facilities. Enter the number of [escalators](#) in passenger stations whose primary purpose is to transfer passengers between levels in a station or parking facility or between each other, exclude moving sidewalks.

Line 06, column a: Elevators — Number of Facilities. Enter the number of [elevators](#) in passenger stations whose primary purpose is to transfer passengers between levels in a station or parking facility or between each other, excluding moving sidewalks.

Maintenance Facilities

Directly Operated service

Line 07: General Purpose Maintenance Facilities Serving under 200 Vehicles

- Column a: Owned. Enter the number of [maintenance facilities](#) that are owned by the transit agency and that are designed to service up to 200 [revenue vehicles](#).

- Column b: Leased from Another Public Agency. Enter the number of maintenance facilities that the transit agency leases from another [public agency](#) and that are designed to service up to 200 revenue vehicles. If you are a private company filing an NTD Annual report as directly operated (DO) service, select this category if you are using any public agency facility for maintenance whether it is leased or owned by the [buyer](#) for your use under the [purchased transportation](#) (PT) agreement.
- Column c: Leased from a Private Entity. Enter the number of maintenance facilities that the transit agency leases from a private entity and that are designed to service up to 200 revenue vehicles. If you are a private company filing an NTD Annual report as directly operated (DO) service, select this category if you are using any private facility for maintenance whether it is leased by the buyer or by yourself for your use under the purchased transportation (PT) agreement.
- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities that are designed to service up to 200 revenue vehicles.

Line 08: General Purpose Maintenance Facilities Serving 200-300 Vehicles

- Column a: Owned. Enter the number of maintenance facilities that are owned by the transit agency and that are designed to service 200 to 300 revenue vehicles.
- Column b: Leased from another Public Agency. Enter the number of maintenance facilities that the transit agency leases from another public agency and that are designed to service 200 to 300 revenue vehicles. If you are a private company filing an NTD Annual report as directly operated (DO) service, select this category if you are using any public agency facility for maintenance whether it is leased or owned by the buyer for your use under the purchased transportation (PT) agreement.
- Column c: Leased from a Private Entity. Enter the number of maintenance facilities that the transit agency leases from a private entity and that are designed to service 200 to 300 revenue vehicles. If you are a private company filing an NTD Annual report as directly operated (DO) service, select this category if you are using any private facility for maintenance whether it is leased by the buyer or by yourself for your use under the purchased transportation (PT) agreement.
- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities that are designed to service 200 to 300 revenue vehicles.

Line 09: General Purpose Maintenance Facilities Serving more than 300 Vehicles

- Column a: Owned. Enter the number of maintenance facilities that are owned by the transit agency and that are designed to service more than 300 revenue vehicles.
- Column b: Leased from another Public Agency. Enter the number of maintenance facilities that the transit agency leases from another public agency and that are designed to service more than 300 revenue vehicles. If you are a private company filing an NTD Annual report as directly operated (DO) service, select this category if you are using any public agency facility for maintenance whether it is leased or owned by the buyer for your use under the purchased transportation (PT) agreement.
- Column c: Leased from a Private Entity. Enter the number of maintenance facilities that the transit agency leases from a private entity and that are designed to service more than 300 revenue vehicles. If you are a private company filing an NTD Annual report as directly operated (DO) service, select this category if you are using any private facility for maintenance whether it is leased by the buyer or by yourself for your use under the purchased transportation (PT) agreement.
- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities that are designed to service more than 300 revenue vehicles.

Line 10: Heavy Maintenance Facilities

- Column a: Owned. Enter the number of [heavy maintenance facilities](#) that are owned by the transit agency.
- Column b: Leased from another Public Agency. Enter the number of heavy maintenance facilities that the transit agency leases from another public agency. If you are a private company filing an NTD Annual report as directly operated (DO) service, select this category if you are using any public agency facility for maintenance whether it is leased or owned by the buyer for your use under the purchased transportation (PT) agreement.
- Column c: Leased from a Private Entity. Enter the number of heavy maintenance facilities that the transit agency leases from a private entity. If you are a private company filing an NTD Annual report as directly operated (DO) service, select this category if you are using any private facility for maintenance whether it is leased by the buyer or by yourself for your use under the purchased transportation (PT) agreement.

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- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of heavy maintenance facilities.

Line 11: Total Maintenance Facilities

- Column a: Owned. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that are owned by the transit agency.
- Column b: Leased from another Public Agency. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that the transit agency leases from another public agency.
- Column c: Leased from a Private Entity. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that the transit agency leases from a private entity.
- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities.

Purchased Transportation service

Line 07: General Purpose Maintenance Facilities Serving under 200 Vehicles

- Column a: Owned by Service Provider. Enter the number of maintenance facilities that are owned by the service provider and that are designed to service up to 200 revenue vehicles.
- Column d: Owned by Public Agency for Service Provider. Enter the number of maintenance facilities that are owned by the public agency for the service provider and that are designed to service up to 200 revenue vehicles.
- Column e: Leased by Public Agency for Service Provider. Enter the number of maintenance facilities that are leased by the public agency for the service provider and that are designed to service up to 200 revenue vehicles.
- Column f: Leased by Service Provider. Enter the number of maintenance facilities that are leased by the service provider and that are designed to service up to 200 revenue vehicles.
- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field display the total number of general purpose maintenance facilities that are designed to service up to 200 revenue vehicles.

Line 08: General Purpose Maintenance Facilities Serving 200-300 Vehicles

- Column a: Owned by Service Provider. Enter the number of maintenance facilities that are owned by the service provider and that are designed to service 200 to 300 revenue vehicles.
- Column d: General Purpose Maintenance Facilities Serving 200-300 Vehicles — Owned by Public Agency for Service Provider. Enter the number of maintenance facilities that are owned by the public agency for the service provider and that are designed to service 200 to 300 revenue vehicles.
- Column e: General Purpose Maintenance Facilities Serving 200-300 Vehicles — Leased by Public Agency for Service Provider. Enter the number of maintenance facilities that are leased by the public agency for the service provider and that are designed to service 200 to 300 revenue vehicles.
- Column f: General Purpose Maintenance Facilities Serving 200-300 Vehicles — Leased by Service Provider. Enter the number of maintenance facilities that are leased by the service provider and that are designed to service 200 to 300 revenue vehicles.
- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field display the total number of general purpose maintenance facilities that are designed to service 200 to 300 revenue vehicles.

Line 09: General Purpose Maintenance Facilities Serving more than 300 Vehicles

- Column a: Owned by Service Provider. Enter the number of maintenance facilities that are owned by the service provider and that are designed to service more than 300 revenue vehicles.
- Column d: General Purpose Maintenance Facilities Serving 200-300 Vehicles — Owned by Public Agency for Service Provider. Enter the number of maintenance facilities that are owned by the public agency for the service provider and that are designed to service more than 300 revenue vehicles.
- Column e: General Purpose Maintenance Facilities Serving 200-300 Vehicles — Leased by Public Agency for Service Provider. Enter the number of maintenance facilities that are leased by the public agency for the service provider and that are designed to service more than 300 revenue vehicles.

- Column f: General Purpose Maintenance Facilities Serving 200-300 Vehicles — Leased by Service Provider. Enter the number of maintenance facilities that are leased by the service provider and that are designed to service more than 300 revenue vehicles.
- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities that are designed to service more than 300 revenue vehicles.

Line 10: Heavy Maintenance Facilities

- Column a: Owned by Service Provider. Enter the number of heavy maintenance facilities that are owned by the service provider.
- Column d: Owned by Public Agency for Service Provider. Enter the number of heavy maintenance facilities that are owned by the public agency for the service provider.
- Column e: Leased by Public Agency for Service Provider. Enter the number of heavy maintenance facilities that are leased by the public agency for the service provider.
- Column f: Leased by Service Provider. Enter the number of heavy maintenance facilities that are leased by the service provider.
- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of heavy maintenance facilities.

Line 11: Total Maintenance Facilities

- Column a: Owned by Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that are owned by the service provider.
- Column d: Owned by Public Agency for Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that are owned by the public agency for the service provider.
- Column e: Leased by Public Agency for Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that are leased by the public agency for the service provider.
- Column f: Leased by Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose and heavy maintenance facilities that are leased by the service provider.
- Column g: Total. This is an **auto-calculated** field and cannot be edited. This field displays total number of general purpose and heavy maintenance facilities.

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Form Name: Transit Way Mileage Rail (A-20)		Add Form Note		Close Form	
Line	a	b	c		
Mode/Service	Mode/Service	Mode/Service	Mode/Service		
Guideway Classification	Miles of Track	Miles of Track	Miles of Track		
01	At grade: Exclusive right-of-way (ROW)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
02	At grade: With cross traffic	<input type="text"/>	<input type="text"/>	<input type="text"/>	
03	At grade: Mixed and cross traffic	<input type="text"/>	<input type="text"/>	<input type="text"/>	
04	Elevated-on-structure	<input type="text"/>	<input type="text"/>	<input type="text"/>	
05	Elevated-on-fill	<input type="text"/>	<input type="text"/>	<input type="text"/>	
06	Open-cut	<input type="text"/>	<input type="text"/>	<input type="text"/>	
07	Subway	<input type="text"/>	<input type="text"/>	<input type="text"/>	
08	Total Miles	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		Crossings	Crossings	Crossings	
09	At grade crossings: With cross traffic	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10	At grade crossings: Mixed and cross traffic	<input type="text"/>	<input type="text"/>	<input type="text"/>	
11	Total Crossings	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Close"/> <input type="button" value="Print"/>					

Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help					
Form Name: Transit Way Mileage Non-Rail (A-20)		Add Form Note		Close Form	
Line	a	b	c		
Mode/Service	Mode/Service	Mode/Service	Mode/Service		
Guideway Classification	Lane Miles	Lane Miles	Lane Miles		
12	Exclusive right-of-way (ROW)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
13	Controlled access right-of-way (ROW)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
08	Total Miles	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Close"/> <input type="button" value="Print"/>					

Transit Way Mileage form (A-20)

Overview

The purpose of the Transit Way Mileage form (A-20) is to collect data for rail modes on system track and its construction, and for non-rail modes, on lane mileage (bus (MB), trolleybus (TB)) or line mileage (aerial tramway (TR)) for fixed guideway (FG).

Reporting Requirements and Thresholds

All transit agencies operating fixed route, fixed schedule service must complete this form. Complete one form for all rail modes and one form for all non-rail modes.

This form is not applicable to demand response (DR), jitney (JT), publico (PB), vanpool (VP) and ferryboat (FB) modes.

What Has Changed from Prior Year

There are no changes for the 2007 report year.

Approach

At the end of the fiscal year, the transit agency takes an inventory of [fixed guideway](#) (FG) facilities with [fixed route](#), fixed schedule services for [rail](#) and [non-rail modes](#).

The following areas are necessary to understand how to report:

- Guideway classification
- Rail and non-rail modes
- Guideway construction
- Bus guideway safe operation
- Multiple [modes](#) or [types of service](#) (TOS) operating on a fixed guideway (FG) facility.

Guideway Classification

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, (i.e., 24 hours per day and seven days per week), 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). However, although ferryboat (FB) is a fixed route, fixed schedule mode, [lane miles](#) of waterway are not considered an asset under NTD reporting. Ferryboat (FB) is a fixed guideway (FG) mode whose directional route miles (DRM) are reported in the Service and Federal Funding Allocation Statistics Modules.

The remaining two fixed route modes — bus (MB) and trolleybus (TB) — sometimes operate on their own fixed guideways (FG), but often operate with other vehicles. For bus (MB) and trolleybus (TB) fixed guideway (FG) is determined 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 transit operations — for all, some or none), not the facility's physical construction. [Exclusive right-of-way](#) (ROW) is operated at all times — 24 hours per day, seven days per week. [Controlled access right-of-way](#) (ROW) is only operated sometimes — less than 24 hours per day or not all days of the week. [Mixed traffic right-of-way](#) (ROW) has no time restrictions. Only exclusive and controlled access rights-of-way (ROW) are fixed guideway (FG). Trolleybus (TB) right-of-way (ROW) is a fixed guideway (FG) mode only for funding and whose [directional route miles](#) (DRM) are reported on the Federal Funding Allocation Statistics form (FFA-10).

Mode 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)
Trolleybus (TB)

All fixed guideway (FG) is reported for rail modes and for aerial tramway (TR). However, only [exclusive right-of-way](#) (ROW) and [controlled access right-of-way](#) (ROW) are reported for bus (MB) and trolleybus (TB) since [mixed traffic right-of-way](#) (ROW) is not considered [fixed guideway](#) (FG) in the Asset Module.

Exhibit 12 — Right-of-Way Reporting Categories – Bus and Trolleybus

Mode	Exclusive	Controlled Access	Mixed Traffic
Bus (MB)	Yes	Yes	No
Trolleybus (TB)	Yes	Yes	No

Guideway Construction

For rail modes, the form collects data on how the facility is constructed:

- [At grade](#)
- [Elevated](#)
- [Open cut](#) or [subway](#).

For bus (MB) and trolleybus (TB) (non-rail) modes, data on how the facility is constructed is collected at the segment level on the Fixed Guideway Segments form (S-20), in the segment type field:

- Priority lane on 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.

The following exhibit summarizes the data collection for right-of-way (ROW) operation and construction of fixed guideway (FG) on the Transit Way Mileage form (A-20) and the Fixed Guideway Segments form (S-20). As described above, all rail modes operate as exclusive right-of-way (ROW) (24 hours per day, seven days per week).

Exhibit 13 — Right-of-Way Reporting for Operations and Construction on the Transit Way Mileage form (A-20), Service form (S-10) and Fixed Guideway Segments form (S-20)

ROW	Guideway	Rail	Bus	Trolleybus	Ferryboat	Aerial Tramway
Exclusive	Operations	—	A-20 lane miles	A-20 lane miles	—	A-20 lane miles
		S-20 DRM	S-20 DRM	S-20 DRM	S-20 DRM	S-20 DRM
	Construction	A-20 track miles	S-20 DRM	—	—	—
Controlled Access	Operations	—	A-20 lane miles	A-20 lane miles	—	—
			S-20 DRM	S-20 DRM	—	—
	Construction	—	S-20 DRM	—	—	—
Mixed Traffic	Operations	—	S-10 DRM	S-10 DRM	—	—
				S-20 DRM	—	—
	Construction	—	—	—	—	—

Bus Guideway Safe Operation

Safe operation is a requirement that applies only to bus (MB) [fixed guideway](#) (FG) facilities. It only applies to priority lanes (e.g., on freeways / expressways / high speed facilities) used by both bus (MB) mode and other [high occupancy vehicles](#) (HOV); (i.e., vanpools and carpools) to ensure safe travel. If the priority lanes do not meet the safe operation requirements, they are not classified as fixed guideway (FG) for NTD reporting. Priority lanes restricted to only bus (MB) mode always qualify under NTD reporting as safely operated.

Priority lanes that are used by both bus (MB) and other high occupancy vehicles (HOV) meet the safe operation requirement if there is safe separation between free flowing high occupancy vehicle (HOV) lanes and the congested, unrestricted lanes. Safe separation can be provided in 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.

See below for graphic illustrations of safe operation designs.

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



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



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



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



Sometimes [high occupancy vehicle \(HOV\) lanes](#) are identified by roadside or overhead signs, or by a diamond symbol in the lane. By themselves, roadside or overhead signs or diamond symbols do not meet the NTD requirements for safe operation. Priority lanes only meet the NTD requirements if one of the two ways discussed above — physical barriers or specific pavement markings — is provided. (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.)

Multiple Modes or Types of Service on a Fixed Guideway Facility

Transit agencies must report all [fixed guideway](#) (FG) facilities on which a mode was operated either directly or through a purchased transportation (PT) agreement. It is possible that different [modes](#) or [types of service](#) (TOS) operated on the same facility or a portion (segment) of the facility. The following rules apply 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) service of the same mode operates on some or all of the same segments report these segments on both the directly operated (DO) and purchased transportation (PT) forms.
- If your report included multiple [sellers](#) of service of the same mode that operate on common segments, report the segments only once on the purchased transportation (PT) form.
- If the seller files a separate report, then the seller reports all segments over which it operates, even if the [buyer](#) of service operates over some or all of the same segments and includes them in their report.

Detailed Instructions

The form is tailored for [rail modes](#) and [non-rail modes](#). The rail form is a more detailed description of the type of guideway construction.

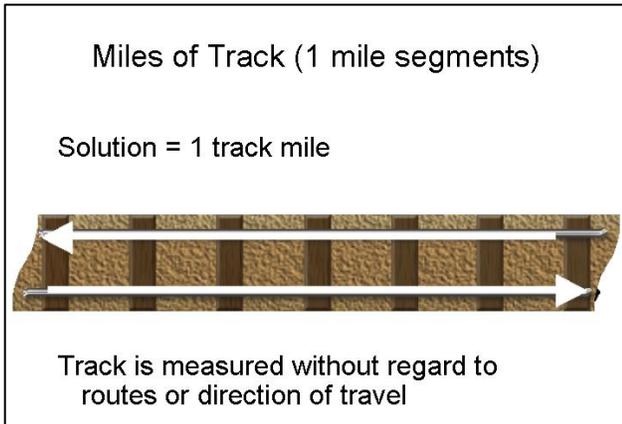
Rail Modes

Report the [miles of track](#) for all rail modes. If the track is [at grade with cross traffic](#) or [at grade with mixed and cross traffic](#), report the [number of crossings](#).

- Miles of Track: Length of track to nearest 1/10 of mile per segment of right-of-way (ROW). Miles of track are measured without regard to whether or not rail traffic can flow in only one direction on the track. All track is counted, including yard track and sidings.
- Number of Crossings: The number of locations at which other traffic may traverse the right-of-way (ROW) for rail modes operating at grade.

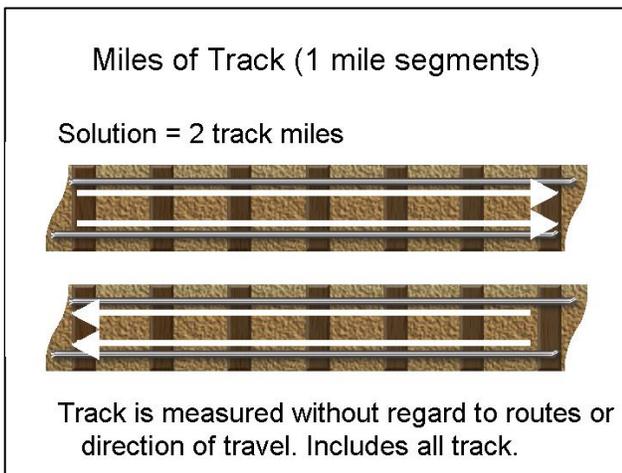
The following graphics illustrate the reporting of miles of track.

One track mile — service in two directions. How many Miles of Track?



A one-mile segment of track allows trains to operate in both directions. This is reported as one mile of track.

One track mile — service in two directions. How many Miles of Track?



This example illustrates a one-mile segment with inbound and outbound parallel tracks. This is reported as two miles of track.

Track Construction

For selected [rail modes](#) — automated guideway (AG), inclined plane (IP), cable car (CC) and monorail (MO) — track miles and crossings should be reported as follows:

- Automated guideway (AG) and monorail (MO) — report only total track miles as [elevated on structure](#). There are no track crossings.
- Inclined plane (IP) — report only total track miles as [at grade, exclusive right-of-way](#) (ROW). There are no track crossings.
- Cable car (CC) — report only total track miles and total number of crossings under [at grade, mixed and cross traffic](#).

However, for the other rail modes — commuter rail (CR), heavy rail (HR), light rail (LR) and Alaska railroad (AR) — the required data are reported based on the physical construction of the rail segment. Track construction is summarized for at grade, elevated, open cut and subway segments.

At grade (surface level) rail is divided into three categories based on traffic restrictions for [non-rail](#) traffic.

1. [At grade, exclusive right-of-way](#) (ROW) restricts all non-rail traffic from entering the right-of-way (ROW)
2. [At grade, with cross traffic](#) restricts all non-rail traffic from entering the right-of-way (ROW) except to cross at grade level crossings
3. [At grade, mixed and cross traffic](#) has no restrictions; non-rail traffic moving in the same direction or cross directions may pass.

Elevated guideway is exclusive right-of-way (ROW) above surface level categorized in two ways:

1. [Elevated on structure](#) (e.g., bridges, overpasses)

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2. [Elevated on fill](#) (solid ground such as dirt, concrete).

The last two classifications are below surface level:

1. [Open cut](#) is an excavated opening without a cover constructed over it
2. [Subway tunnel / tube](#) has a cover over the opening in the ground or is an underground tunnel / tube.

Non-Rail Modes

For bus (MB) and trolleybus (TB), report [lane miles](#). Lane miles are reported for [exclusive right-of-way](#) (ROW) and [controlled access right-of-way](#) (ROW) only. For aerial tramways (TR) report total [aerial tramway \(TR\) line miles](#). No reporting is required for ferryboats (FB).

The example below describes how to determine lane miles on a [high occupancy vehicle \(HOV\) facility](#).

Example 18 — Calculating Lane Miles

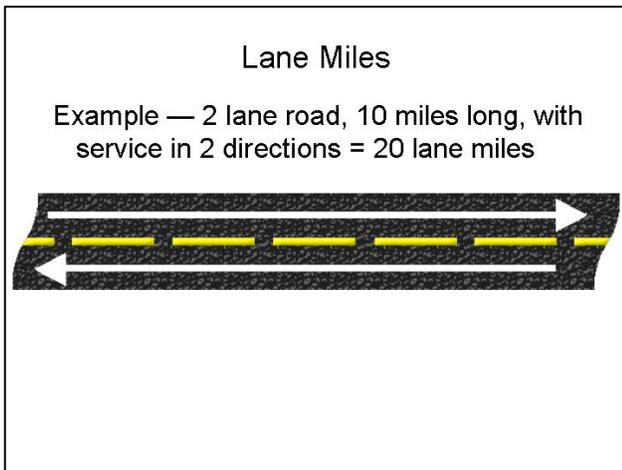
Example 1: There is a high occupancy vehicle (HOV) facility ten miles long with one traffic lane running northbound and one traffic lane running southbound.

Solution: 10 miles for the northbound lane + 10 miles for the southbound lane = **20 lane miles**.

Example 2: There is a reversible high occupancy vehicle (HOV) facility ten miles long with one traffic lane (operated north bound in the morning and south bound in the evening)

Solution: There is only one lane = **10 lane miles**.

The following graphic illustrates the reporting of lane miles.



Line by Line Instructions

Completing the Transit Way Mileage form (A-20)

Complete one form for all [rail modes](#) and one for [non-rail modes](#).

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.

Saving or Closing the Form

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.

Completing the Form

Rail modes

Miles of Track

Line 01: At Grade: Exclusive Right-of-Way (ROW). By [mode](#) and [type of service](#) (TOS), enter the number of track miles, to the nearest tenth of a mile, on [at grade, exclusive rail right-of-way](#) (ROW), including yard and side track. Count all tracks regardless of direction or number of parallel tracks. Applicable for commuter rail (CR), heavy rail (HR), light rail (LR), Alaska railroad (AR) and inclined plane (IP) modes.

Line 02: At Grade: With Cross Traffic. By mode and type of service (TOS), enter the number of track miles, to the nearest tenth of a mile, on [at grade, with cross traffic](#) rail right-of-way (ROW), including yard and side track. Count all tracks regardless of direction or number of parallel tracks. Applicable for commuter rail (CR), heavy rail (HR), light rail (LR) and Alaska railroad (AR) modes.

Line 03: At Grade: Mixed and Cross Traffic. By mode and type of service (TOS), enter the number of track miles, to the nearest tenth of a mile, on [at grade, mixed and cross traffic](#) rail right-of-way (ROW), including yard and side track. Count all tracks regardless of direction or number of parallel tracks. Applicable for commuter rail (CR), heavy rail (HR), light rail (LR), Alaska railroad (AR) and cable car (CC) modes.

Line 04: Elevated on Structure. By mode and type of service (TOS), enter the number of track miles, to the nearest tenth of a mile, on rail transitway [elevated on structure](#), including yard and side track. Count all tracks regardless of direction or number of parallel tracks. Applicable for commuter rail (CR), heavy rail (HR), light rail (LR), Alaska railroad (AR), automated guideway (AG) and monorail (MO) modes.

Line 05: Elevated on Fill. By mode and type of service (TOS), enter the number of track miles, to the nearest tenth of a mile, on rail transitway [elevated on fill](#), including yard and side track. Count all tracks regardless of direction or number of parallel tracks. Applicable for commuter rail (CR), heavy rail (HR) and light rail (LR) modes.

Line 06: Open Cut. By mode and type of service (TOS), enter the number of track miles, to the nearest tenth of a mile, in [open cut](#) rail transitway, including yard and side track. Count all tracks regardless of direction or number of parallel tracks. Applicable for commuter rail (CR), heavy rail (HR), light rail (LR) and Alaska railroad (AR) modes.

Line 07: Subway. By mode and type of service (TOS), enter the number of track miles, to the nearest tenth of a mile, of [subway, tunnel or tube](#). Count all tracks regardless of direction or number of parallel tracks. Applicable for commuter rail (CR), heavy rail (HR), light rail (LR) and Alaska railroad (AR) modes.

Line 08: Total Miles. This is an **auto-calculated** field and cannot be edited. This field displays the total miles of track.

Crossings

Line 09: At Grade Crossings: With Cross Traffic. By mode and type of service (TOS), enter the number of rail right-of-way (ROW) traffic crossings.

Line 10: At Grade Crossings: Mixed and Cross Traffic. By mode and type of service (TOS), enter the number of rail right-of-way (ROW) traffic crossings.

Line 11: Total Crossings. This is an **auto-calculated** field and cannot be edited. This field displays the total traffic crossings.

Non-Rail modes

Lane Miles

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Line 12: Exclusive Right-of-Way (ROW). By mode and type of service (TOS), enter the number of [lane miles](#) (bus (MB), trolleybus (TB)) or line miles (aerial tramway (TR)), to the nearest tenth of a mile, on roadway or other transit right-of-way (ROW) reserved at all times of the day over which transit vehicles travel. Count all lanes / lines regardless of direction or number of parallel lanes / lines. Applicable for bus (MB), trolleybus (TB) and aerial tramway (TR) modes.

Line 13: Controlled Access Right-of-Way (ROW). By mode and type of service (TOS), enter the number of lane miles (bus (MB), trolleybus (TB)), to the nearest tenth of a mile, on roadway or other transit right-of-way (ROW) reserved for a portion of the day over which transit vehicles travel. Count all lanes regardless of direction or number of parallel lanes. Applicable for bus (MB) and trolleybus (TB) modes.

Line 08: Total Miles. This is an **auto-calculated** field and cannot be edited. This field displays the total lane miles.

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Form Name: Revenue Vehicle Inventory (A-30) Mode: Service:																		Add Form Note		Close Form	
Line	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u
	Number of Vehicles in Total Fleet	Dedicated Fleet	Vehicle Type Code	Ownership Code	Funding Source	Year of Manufacture	Year of Rebuild	Manufacturer Code	Model Number	Number of Active Vehicles in Fleet	Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles wth Lifts	Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles wth Ramps / Low Floor	Number of Emergency Contingency Vehicles	Fuel Type Code	Vehicle Length (in feet)	Seating Capacity	Standing Capacity	Total Miles on Active Vehicles During the Period	Average Lifetime Miles per Active Vehicle	Supports Another Mode	Delete Vehicle Fleet
01	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="checkbox"/>
Total	<input type="text"/>									<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					<input type="text"/>			

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Revenue Vehicle Inventory form (A-30)

Overview

The purpose of the Revenue Vehicle Inventory form (A-30) is to detail the characteristics of all vehicles in the revenue vehicle inventory at the end of the fiscal year.

Reporting Requirements and Thresholds

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

What Has Changed from Prior Year

There are no changes for the 2007 report year.

Approach

At the end of the fiscal year, the transit agency takes an inventory of all [revenue vehicles](#) (i.e., those used to transport passengers) used to provide [public transportation](#). For commuter rail (CR), both passenger cars and the locomotives used to pull them are included in the inventory.

This inventory identifies the [vehicles in total fleet](#). The inventory includes all revenue vehicles:

- Vehicles in operation, (i.e., providing [revenue service](#))
- [Spare vehicles](#)
- New vehicles purchased and delivered (but not yet put into revenue service)
- Vehicles out for long term repair
- Vehicles in storage
- Vehicles in a Federal Transit Administration (FTA) approved emergency contingency plan
- Vehicles awaiting sale.

The inventory includes only revenue vehicles at the fiscal year end (FYE). Vehicles in total fleet do not include vehicles that were in use part of the year but were sold or scrapped, and therefore, do not appear on the transit agency books at the fiscal year end (FYE).

The NTD reporting requirements focus on the public transportation use of the revenue vehicles and not on how they were funded or their ownership. All revenue vehicles are reported, whether purchased with Federal, state, local or directly generated funds, or by a seller of transportation service.

Vehicles Operating in Multiple Modes

Revenue vehicles used in more than one [mode](#) or [type of service](#) (TOS) should be reported in each mode by type of service (TOS). If this is the case, use the **Drop-Down** menu for supports another mode to select the other mode.

Purchased Transportation

For [purchased transportation](#) (PT) modes, the vehicle data cover only the revenue vehicles that the [seller](#) uses under the purchased transportation agreement.

Non-Dedicated Vehicles

When the [seller](#) of [purchased transportation](#) (PT) service uses [non-dedicated vehicles](#) under the agreement (i.e., the vehicles are not used exclusively for the services under contract), the data are reported for a representative subset (or sample) of the vehicles. The subset includes the number of [vehicles operated in annual maximum service](#) (VOMS) and [spare vehicles](#).

For example, a purchased transportation (PT) agreement is for 20 vehicles for annual maximum service and two spare vehicles; however, the seller may actually use 50 different vehicles at various times throughout the reporting year to satisfy the agreement. The reported data would be for 22 vehicles that represent the type, age, manufacturer, and other relevant information regarding vehicles predominantly used and that are still part of the vehicle inventory at the fiscal year end (FYE).

There are reduced reporting requirements for non-dedicated vehicles (including taxi cabs). The following data items are not required for non-dedicated vehicles:

- Year of manufacture
- Year of rebuild
- Manufacturer code
- Model number
- [Emergency contingency vehicles](#)
- Vehicle length
- Standing capacity
- Total miles on active vehicles during the period
- Average lifetime mileage per active vehicle.

Thus, when non-dedicated vehicles are used to provide purchased transportation (PT) service, the following data are reported for the representative vehicles:

- Number of vehicles in total fleet
- Vehicle type code
- Ownership code
- Funding source
- Number of active vehicles in fleet
- Number of [Americans with Disabilities Act of 1990](#) (ADA) accessible ([lift-equipped](#)) vehicles in fleet
- Number of Americans with Disabilities Act of 1990 (ADA) accessible ([low floor, with ramp](#)) vehicles in fleet
- Fuel type code
- Seating capacity.

Grouping Vehicles by Like Characteristics (Sub-Fleet)

Group all dedicated transit revenue vehicles in the transit agency's total fleet at the end of the fiscal year, by [mode](#) and [type of service](#) (TOS), according to identical characteristics for the following:

- [Vehicle type](#)
- Ownership
- [Funding source](#)
- [Year of manufacture](#)
- [Year of rebuild](#)
- Manufacturer
- [Model number](#)
- Fuel type
- Vehicle length
- Seating capacity
- Standing capacity.

One row of data is reported for each group of vehicles.

Detailed Instructions

Except for mileage data, Internet Reporting pre-fills the Revenue Vehicle Inventory form (A-30) from the prior year NTD.

Edit the pre-filled data if necessary and enter the required data for each group of vehicles. Use the **Add Vehicle Fleet** button at the bottom of the form to enter data for a new group of vehicles. Use the **Delete Vehicle Fleet Check-Off** box at the end of a row of pre-filled data to delete the row of data for a group of vehicles.

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Number of Vehicles in Total Fleet

Report the number of [vehicles in the total fleet](#) at fiscal year end (FYE) for the group of vehicles. Total vehicles include both [active](#) vehicles and [inactive](#) vehicles.

Vehicles in Total Fleet: All revenue vehicles held at the end of the fiscal year, including those in storage, emergency contingency and awaiting sale.

Active vehicles are the vehicles available to operate in [revenue service](#). Typically these are the [vehicles available for annual maximum service](#) reported on the Service form (S-10). Thus, it includes [spare vehicles](#) and vehicles temporarily out of service for routine maintenance and minor repairs.

Inactive vehicles are either not readily available to be used in revenue service, (i.e. vehicles in storage, [emergency contingency vehicles](#), and vehicles out of service for an extended period of time for major repairs); or, the vehicles have been pulled from the active fleet and are awaiting sale.

Dedicated Fleet

Dedicated fleet is applicable only to [purchased transportation](#) (PT) services. Use the **Drop-Down** menu to indicate that the fleet is dedicated: "Yes", i.e., the vehicles are used exclusively, for the service, otherwise, select "No".

Dedicated Fleet menu selections:

1. Yes
2. No

Vehicle Type

Select the [vehicle type](#) from the **Drop-Down** menu.

Vehicle Type menu selections:

- | | |
|--|--|
| 1. AB – Articulated bus | 12. RL – Commuter rail locomotive |
| 2. AG – Automated guideway vehicle | 13. RP – Commuter rail passenger coach |
| 3. AO – Automobile | 14. RS – Commuter rail, self-propelled passenger car |
| 4. BU – Bus | 15. SB – School bus |
| 5. CC – Cable car | 16. TB – Trolleybus |
| 6. DB – Double decked bus | 17. TR – Aerial tramway |
| 7. FB – Ferryboat | 18. TS – Taxicab sedan |
| 8. HR – Heavy rail passenger car | 19. TV – Taxicab van |
| 9. IP – Inclined plane vehicle | 20. TW – Taxicab station wagon |
| 10. LR – Light rail vehicle | 21. VN – Van |
| 11. MO – Monorail vehicle | 22. VT – Vintage trolley / streetcar |

Ownership

The emphasis of the ownership categories is now to determine whether public or private entities are involved in the ownership or leasing of revenue vehicles.

The three common ownership types are:

1. [Owned outright](#) by a
 - Public agency (OOPA)
 - Private entity (OOPE).
2. [True lease](#) by a
 - Public agency (TLPA)
 - Private entity (TLPE).
3. Lease under a [lease purchase agreement](#)
 - Public agency (LPPA)
 - Private entity (LPPE).

There is one type not as commonly used: [Leased or borrowed from related parties](#) by

- Public agency (LRPA)
- Private entity (LRPE).

The categories are based on whether the [revenue vehicle](#) is owned outright by a [public agency](#) or by a private entity, (i.e., the vehicle is an asset); or, whether the vehicle is still under lease at the end of the fiscal year. The differences for the leasing types are described below. Owned outright also includes safe harbor leasing agreements where only the tax title is sold.

Under a true lease, the public agency or private entity does not acquire the capital appreciation of the vehicle with each lease payment. Typically, at the end of the lease, the vehicle belongs to the leasing company and the public agency or private entity has to enter into a new lease agreement, usually for a new vehicle. However, some leases have the option where the vehicle can be bought at the end of the lease. If the vehicle is bought, then the vehicle ownership becomes owned outright.

With a lease under lease purchase agreement the public agency or private entity acquires the capital appreciation of the vehicles with each lease payment, and when all payments are made, it owns the vehicles. When the lease is over, the vehicle ownership becomes owned outright.

With public transit agencies, sometimes the vehicles are owned by another public entity and either leased to the transit agency or provided at no cost under a leased or borrowed from related parties arrangement. This may be due to legal ownership restrictions whereby the transit agency cannot own the title to the vehicles or simply as an economic consideration where one agency buys all the vehicles and leases the vehicles back to the participating agencies. Often, these agreements are at below market value. The vehicle is not a capital asset of the reporting agency and is reported as leased.

From the **Drop-Down** menu, select the type of vehicle ownership. Describe other (OR) ownership using the **Add Form Notes** link.

Funding Source

The [funding source](#) used to purchase or lease vehicles is categorized by three considerations:

1. Were public funds used?
2. If public funds were used, were Federal funds used?
3. If Federal funds were used, were Urbanized Area Formula Program (UA) funds used?

If vehicles were purchased using funds from the Urbanized Area Formula Program (UA) as well as funds from other Federal programs and non-Federal sources, report the funding source as Urbanized Area Formula Program (UA) funds.

If vehicles were purchased using non-Federal funds from both other public and private sources, report the funding source as non-Federal public agency funds (NFPA).

Ownership menu selections:

1. [LPPA – Leased under lease purchase agreement](#) by a public agency
2. [LPPE – Leased under lease purchase agreement](#) by a public entity
3. [LRPA – Leased or borrowed from related parties](#) by a public agency
4. [LRPE – Leased or borrowed from related parties](#) by a private entity
5. [OOPA – Owned outright](#) by public agency (includes safe harbor leasing agreements where only the tax title is sold)
6. [OOPE – Owned outright](#) by private entity (includes safe harbor leasing agreements where only the tax title is sold)
7. [TLPA – True lease](#) by a public agency
8. [TLPE – True lease](#) by a private entity
9. OR - Other

Funding Source menu selections:

1. [UA – Urbanized Area Formula Program](#)
2. [OF – Other Federal funds](#)
3. NFPA - Non-Federal public funds
4. NFPE - Non-Federal private funds

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If vehicles were not purchased using any funds from Federal and non-Federal public sources, report the funding source as non-Federal private entity funds (NFPE).

From the **Drop-Down** menu, select the source of funding used to purchase or lease the vehicles.

Year of Manufacture

Report the [year of manufacture](#) for the vehicles. This is when the vehicles were originally constructed.

Year of Rebuild

Report the [year of rebuild](#) for the vehicles, if applicable. This is for work done to vehicles to increase their useful lives so that they will last longer or to enhance their reliability.

Manufacturer

Report the original manufacturer of the vehicle. Use the manufacturer of the vehicle body (final vehicle manufacturer) as the manufacturer (e.g., enter a vehicle with an Escort chassis, but manufactured by National Coach Corp., as NCC). Use the manufacturer name of the current corporation that manufactures the particular model. For vehicles manufactured by Flexible Corporation, use the choice FLX – Flexible Corporation. If the manufacturer is not listed, select ZZZ – Other Manufacturers.

From the **Drop-Down** menu, select the manufacturer of the vehicle.

Rail Manufacturer Codes

- | | |
|---|---|
| 1. ABB - Asea Brown Boveri Ltd. | 19. MAF - Mafersa |
| 2. ACF - American Car and Foundry Company | 20. MBB - M.B.B. |
| 3. AEG - AEG Transportation Systems | 21. MKI - American Passenger Rail Car Company (formerly Morrison-Knudsen) |
| 4. AMI - Amrail Inc. | 22. MPT - Motive Power Industries (formerly Boise Locomotive) |
| 5. ASK - AAI/Skoda | 23. PST - Pullman-Standard |
| 6. BBB - Blue Bird Corporation | 24. PTC - Perley Thomas Car Company |
| 7. BFC - Breda Transportation Inc. | 25. RHR - Rohr Corporation |
| 8. BOM - Bombardier Corporation | 26. SDU - Siemens Mass Transit Division |
| 9. BUD - Budd Company | 27. SFB - Societe Franco-Belge De Material |
| 10. BVC - Boeing Vertol Company | 28. SLC - St. Louis Car Company |
| 11. CVL - Canadian Vickers Ltd. | 29. SOF - Soferval |
| 12. DWC - Duewag Corporation | 30. SUM - Sumitomo Corporation |
| 13. GEC - General Electric Corporation | 31. TCC - Tokyo Car Company |
| 14. GMC - General Motors Corporation | 32. UTD - UTDC Inc. |
| 15. GTC - Gomaco Trolley Company | 33. WAM - Westinghouse-Amrail |
| 16. HIT - Hitachi | 34. ZZZ - Other Manufacturers |
| 17. HSC - Hawker Siddeley Canada | |
| 18. KAW - Kawasaki Rail Car Inc. (formerly Kawasaki Heavy Industries) | |

Non-Rail Manufacturer Codes

1. AAI - Allen Ashley Inc.
2. ACF - American Car and Foundry Company
3. ACI - American Coastal Industries
4. AEG - AEG Transportation Systems
5. AII - American Ikarus Inc.
6. AMG - AM General Corporation
7. AMT - AmTran Corporation
8. ASK - AAI/Skoda
9. ATC - American Transportation Corporation
10. BBB - Blue Bird Corporation
11. BFC - Breda Transportation Inc.
12. BIA - Bus Industries of America
13. BOM - Bombardier Corporation
14. BOY - Boyertown Auto Body Works
15. BRA - Braun
16. CBC - Collins Bus Corporation (formerly Collins Industries Inc./COL)
17. CBW - Carpenter Industries LLC (formerly Carpenter Manufacturing Inc.)
18. CCC - Cable Car Concepts Inc.
19. CCI - Chance Bus Inc. (formerly Chance Manufacturing Company/CHI)
20. CEQ - Coach and Equipment Manufacturing Company
21. CHA - Chance Manufacturing Company
22. CMC - Champion Motor Coach Inc.
23. CMD - Chevrolet Motor Division - GMC
24. CVL - Canadian Vickers Ltd.
25. DIA - Diamond Coach Corporation (formerly Coons Manufacturing Inc./CMI)
26. DMC - Dina/Motor Coach Industries (MCI)
27. DTD - Dodge Division - Chrysler Corporation
28. DUC - Dutcher Corporation
29. EBC - EIDorado Bus (EBC Inc.)
30. EDN - EIDorado National (formerly El Dorado/EBC/National Coach/NCC)
31. EII - Eagle Bus Manufacturing
32. FDC - Federal Coach
33. FIL - Flyer Industries Ltd (also known as New Flyer Industries)
34. FLT - Fixette Corporation
35. FLX - Flexible Corporation
36. FRC - Freightliner Corporation
37. FRD - Ford Motor Corporation
38. FSC - Ferrostaal Corporation
39. GCC - Goshen Coach
40. GIL - Gillig Corporation
41. GIR - Girardin Corporation
42. GLV - Glaval Bus
43. GMC - General Motors Corporation
44. GML - General Motors of Canada Ltd.
45. GOM - Gomaco
46. HSC - Hawker Siddeley Canada
47. IKU - Ikarus USA Inc.
48. INT - International
49. KKI - Krystal Koach Inc.
50. MAN - American MAN Corporation
51. MBZ - Mercedes Benz
52. MCI - Motor Coach Industries International (DINA)
53. MDI - Mid Bus Inc.
54. MTC - Metrotrans Corporation
55. NAB - North American Bus Industries Inc. (formerly Ikarus USA Inc./IKU)
56. NAT - North American Transit Inc.
57. NAV - Navistar International Corporation (also known as International/INT)
58. NBC - National Mobility Corporation
59. NCC - National Coach Corporation
60. NEO - Neoplan - USA Corporation
61. NFA - New Flyer of America
62. NOV - NOVA Bus Corporation
63. OBI - Orion Bus Industries Ltd. (formerly Ontario Bus Industries)
64. OCC - Overland Custom Coach Inc.
65. OTC - Oshkosh Truck Corporation
66. PCI - Prevost Car Inc.
67. PLY - Plymouth Division - Chrysler Corporation
68. PST - Pullman-Standard
69. RIC - Rico Industries
70. SBI - SuperBus Inc.
71. SCC - Sabre Bus and Coach Corporation (formerly Sabre Carriage Comp.)
72. SHI - Shepard Brothers Inc.
73. SPC - Startrans (Supreme Corporation)
74. SPC - Supreme Corporation
75. SPR - Spartan Motors Inc.
76. SSI - Stewart Stevenson Services Inc.
77. STR - Starcraft
78. SVM - Specialty Vehicle Manufacturing Corporation
79. TBB - Thomas Built Buses
80. TEI - Trolley Enterprises Inc.
81. TMC - Transportation Manufacturing Company
82. TOU - Tourstar
83. TRN - Transcoach
84. TTR - Terra Transit
85. TTT - Turtle Top
86. VAN - Van Hool N.V.
87. VOL - Volvo
88. WCI - Wheeled Coach Industries Inc.
89. WOC - Wide One Corporation
90. WTI - World Trans Inc. (also Mobile-Tech Corporation)
91. WYC - Wayne Corporation (formerly Wayne Manufacturing Company/WAY)
92. ZZZ - Other Manufacturers

Model Number

Report the [model number](#) of the vehicle as used by the manufacturer. For heavy rail (HR) cars, if the model number is not available, use the most recent edition of Roster of North American Rapid Transit Cars, 1993 from the American Public Transportation Association, www.apta.com. Do not use any spaces, dashes, or other punctuation in the identification of the

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model number. You are not required to report vehicle model numbers for automobiles and vans used in revenue service, such as those used for demand response (DR) and vanpool (VP) services.

Number of Active Vehicles in Fleet

Report the number of [active vehicles in fleet](#), which are vehicles used in [revenue service](#) during the year and still active at fiscal year end (FYE). These include spares and vehicles that are in for scheduled preventive maintenance and minor repairs. Active vehicles do not include [emergency contingency vehicles](#).

Accessible Vehicles

Report [active](#) vehicles that meet [Americans with Disabilities Act of 1990](#) (ADA) requirements for accessibility in two categories:

1. [Lift-equipped vehicles](#)
2. [Ramp / low floor vehicles](#).

Americans with Disabilities Act of 1990 Accessible Vehicles with Lifts

Report the [active](#) number of vehicles in the fleet that are accessible using wheelchair lifts and meet Americans with Disabilities Act of 1990 (ADA) accessibility requirements.

Americans with Disabilities Act of 1990 Accessible Vehicles with Ramps

Report the [active](#) number of vehicles in the fleet that are accessible using ramps or have low floors and meet Americans with Disabilities Act of 1990 (ADA) accessibility requirements. Low floor buses (MB) are a type of ramp-equipped vehicle. Low floor buses (MB) do not have stairs inside the front or rear doors. They are equipped usually with a front door accessible ramp and a kneeling feature that permits easier access for persons with mobility aids or who have difficulty climbing steps or who may use a wheelchair.

Number of Emergency Contingency Vehicles

Report the [active](#) number of vehicles in an approved Federal Transit Administration (FTA) Emergency Contingency Plan. These are vehicles that normally the agency would dispose of at the end of their useful life. However, FTA allows the transit agency to keep the vehicles in an inactive fleet to be used in the event of energy and other local emergencies causing increased transit demand, and thus requiring more vehicles than are available in the active fleet. Substantial changes to an Emergency Contingency Plan require re-approval by FTA (10 percent or more of the vehicles).

Fuel Type

Report the type of fuel used to move the [revenue vehicles](#) in revenue service.

A new category of fuel type is now included for [hybrid vehicles](#). Since it is difficult to measure the secondary power if it is generated as part of the vehicle design, report only the primary fuel source, such as gasoline (HG) or diesel (HD) that is used to produce electrical power to help propel the vehicle. If the "hybrid" vehicle uses batteries charged externally, then report the vehicle as a dual fuel for fuel type, with fuel consumed in each category on the Energy Consumption form (R-30), for example, kilowatt hours to charge batteries and gallons of diesel.

If a vehicle uses more than one type of fuel or a mixture of fuels, report the fuel type as dual fuel (DU). Using the **Add Form Notes** link, describe other type of fuel. For dual fuel type, all fuels are from sources external to the vehicle.

The trolleybus (TB) mode and vehicle type are defined as drawing electrical power from overhead lines. Buses (MB) that have been designed to look like a trolleybus (TB), but that do not use this electric power source, are reported as bus (MB) mode.

From the **Drop-Down** menu, select the type of fuel used for propulsion of the vehicles.

Fuel Type menu selections:

1. BD - Bio-diesel
2. BF - Bunker fuel (low grade of diesel fuel often used in ferryboat operations)
3. CN - Compressed natural gas (CNG)
4. DF - Diesel fuel
5. DU - Dual fuel
6. EB - Electric battery
7. EP - Electric propulsion
8. ET - Ethanol
9. GA - Gasoline
10. GR - Grain additive (typical in Midwestern parts of the US)
11. HD - Hybrid diesel
12. HG - Hybrid gasoline
13. KE - Kerosene
14. LN - Liquefied natural gas (LNG)
15. LP - Liquefied petroleum gas (LPG)
16. MT - Methanol
17. OR - Other fuel

Vehicle Length

Report the total length of the vehicles in feet (e.g. 30, 35, 40, 44, 60).

Seating Capacity

Report the [seating capacity](#) of the vehicle. This is the actual number of seats on-board the vehicle and generally is cited in the specification used in manufacturing the vehicle.

Standing Capacity

Report the [standing capacity](#) of the vehicle. This is the number of standees allowed by transit agency policy. If local policy prohibits standing, report zero. If there is no local policy on the maximum number of standees, report the manufacturers rated standing capacity.

Total Miles on Active Vehicles and Average Lifetime Mileage per Active Vehicle

Two statistics are reported:

1. [Total miles on active vehicles during period](#)
2. [Average lifetime mileage per active vehicle.](#)

Total Miles on Active Vehicles during Period

Report the total miles accumulated by [revenue vehicles](#) in the active fleet during the fiscal year.

Total miles on [active vehicles](#) during the period are only for mileage put on active vehicles during the current fiscal year that are in the revenue fleet at fiscal year end (FYE). This is all mileage put on the vehicles including the actual vehicle miles reported on the Service form (S-10) and other miles operated during the reporting period such as mileage accumulated in operator training when the vehicle is not in revenue service, and mileage accumulated moving vehicles between and within maintenance facilities / garages. For vehicles with working odometers / hubodometers, the total miles operated is the sum of the differences in odometer / hubodometer readings from the beginning of the fiscal year to the end of the fiscal year.

Average Lifetime Mileage per Active Vehicle

Report the average mileage on the vehicles at the end of the fiscal year.

Average lifetime mileage per active vehicle is average mileage, since the date of manufacture, on active vehicles that are in the revenue fleet at fiscal year end (FYE). To derive the average lifetime mileage per active vehicle, divide the cumulative mileage on the active vehicles at the end of the fiscal year by the number of active vehicles at the end of the fiscal year. Cumulative mileage is obtained by summing the odometer / hubodometer readings, from the date of manufacture through fiscal year end (FYE), for all active vehicles.

If vehicles have damaged or defective odometers / hubodometers estimate total vehicle mileage from available records. Derive mileage from schedules, adjusting for missed trips and additional trips (extra service not on the schedule). For non-scheduled services, use trip logs to derive mileage. See the example below.

Example 19 — Reporting Total Mileage During Period and Average Lifetime Mileage per Active Vehicle

Example: A transit agency operates bus (MB) service with a fleet of 8 vehicles. The odometer / hubodometer readings for each vehicle and the vehicle status at 2007 fiscal year end (FYE) are shown below. All buses (MB) have the same vehicle type, fuel type, ownership code, funding source, year of manufacture, manufacturer code, model number and capacity (seating and standing). How does the transit agency report on the Revenue Vehicle Inventory form (A-30)?

Vehicle Number	Odometer Reading at 2007 Fiscal Year End (FYE)	Odometer Reading at 2008 Fiscal Year End (FYE)	Mileage During 2008 Fiscal Year End (FYE)	Status at 2008 Fiscal Year End (FYE)
1	35,005	72,188	37,183	In revenue operation
2	47,410	98,442	51,032	In revenue operation
3	20,115	25,776	5,661	Performing major overhaul
4	140,020	190,290	50,270	In revenue operation
5	38,732	68,333	29,601	Performing major overhaul
6	150,043	155,747	5,704	Emergency contingency vehicle
7	40,555	79,676	39,121	In revenue operation
8	30,080	60,045	29,965	Spare used in revenue operation

If odometer readings are not available or not reliable, derive mileage from schedules, adjusting for missed trips and additional trips (extra service not on the schedule). For non-scheduled services, use trip logs to derive mileage.

Solution:

Determine active vehicles at **2007** fiscal year end (FYE):

- Vehicles 1, 2, 4, 7 and 8 are active vehicles at fiscal year end (FYE) (includes vehicles currently in revenue operation and temporarily out of service for routine preventive maintenance).

Vehicles 3, 5 and 6 are not part of the active fleet.

- Calculate and report average lifetime mileage per active vehicle and total mileage on active vehicles during the period:

Average lifetime mileage per active vehicle (column s): $(72,188 + 98,442 + 190,290 + 79,676 + 60,045) / 5 \text{ vehicles} = \mathbf{100,042 \text{ miles}}$

Total mileage on active vehicles during period (column r): $(37,183 + 51,032 + 50,270 + 39,121 + 29,965) = \mathbf{207,571 \text{ miles}}$

Supports Another Mode

Use the **Drop-Down** menu to indicate that all of the active vehicles are used to support another [mode](#) of service. Select only one mode.

If only some of the [active vehicles](#) are used for other modes, report the grouped characteristics on two lines (rows).

For example, one grouping of vehicles has twenty vehicles with the same characteristics, except five of the vehicles are used for both bus (MB) and demand response (DR) mode. The vehicles should be reported on two lines — one with fifteen vehicles and the other with five vehicles.

A fleet group shared between modes should be indicated on both Revenue Vehicle Inventory forms (A-30) for each mode for which it is used.

Delete Vehicle Fleet

Click on the delete vehicle fleet **Check-Off** box to remove a line (or row) of information. The delete vehicle fleet feature is useful for vehicles that are no longer in the revenue vehicle inventory in the current report year, but were preloaded in Internet Reporting from the prior report year.

Line by Line Instructions

Completing the Revenue Vehicle Inventory form (A-30)

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

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.

Saving or Closing the Form

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.

Completing the Form

Vehicle Fleet Data

Each line represents one vehicle fleet. Group vehicles by [vehicle type](#), ownership, [funding source](#), [year of manufacture](#), [year of rebuild](#), manufacturer, [model number](#), fuel type, vehicle length, [seating capacity](#) and [standing capacity](#). Edit **pre-filled** information or enter data using the **Add Vehicle Fleet** button.

Column a: Number of Vehicles in Total Fleet. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Enter the number of [revenue vehicles](#) in the total fleet on the transit agency's property at fiscal year end (FYE). Include vehicles in storage, [emergency contingency vehicles](#) and vehicles awaiting sale.

Column b: Dedicated Fleet. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Use the **Drop-Down** menu to indicate that the fleet is dedicated, (i.e., used exclusively), for the service. This is applicable only to [purchased transportation](#) (PT) services.

Column c: Vehicle Type. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Select only one item for vehicle type from the **Drop-Down** menu.

Column d: Ownership. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Complete the information based on whether the revenue vehicle is owned outright (i.e., the vehicle is an asset) or whether the vehicle is under a lease at the end of the fiscal year. Select only one item for ownership from the **Drop-Down** menu.

Column e: Funding Source. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Select only one item for funding source from the **Drop-Down** menu.

- If vehicles were purchased using funds from the [Urbanized Area Formula Program](#) (UAF) as well as funds from other Federal programs and non-Federal sources, report the funding source as Urbanized Area Formula Program funds (UA).
- If vehicles were purchased using non-Federal funds from both other public and private sources, report the funding source as non-Federal public agency funds.
- If vehicles were not purchased using any funds from Federal and non-Federal public sources, report the funding source as non-Federal private entity funds.

Column f: Year of Manufacture. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Enter the original year of manufacture of the vehicle. Not required for [non-dedicated vehicles](#). Non-dedicated applies only to purchased transportation (PT) type of service (TOS).

Column g: Year of Rebuild. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Enter the year of rebuild for the vehicles, if applicable. This is for work done to vehicles to increase their useful lives or to enhance their reliability. Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation (PT) type of service (TOS).

Column h: Manufacturer. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Select only one item for the original manufacturer of the vehicle from the **Drop-Down** menu. See detailed list included with Manufacturer discussion. Select ZZZ-Other Manufacturers for a manufacturer not listed in the menu. Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation (PT) type of service (TOS).

Column i: Model Number. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Enter the model number of the vehicle as used by the manufacturer. Do not use any spaces, dashes, or other

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punctuation in the identification of the model number. Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation (PT) type of service (TOS).

- For [heavy rail cars](#), use the most recent edition of Roster of North American Rapid Transit Cars.
- You are not required to report vehicle model numbers for automobiles and vans used in revenue service, such as those used for demand response (DR) and vanpool (VP) services.

Column j: Number of Active Vehicles in Fleet. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Enter the number of [active vehicles](#) available for [revenue service](#), including [spares](#) and vehicles in for scheduled preventive maintenance and minor repairs. Do not include emergency contingency vehicles.

Column k: Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles with Lifts. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Of the active vehicles, enter the number that are accessible using wheelchair lifts and meet [Americans with Disabilities Act of 1990 \(ADA\)](#) accessibility requirements.

Column l: Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles with Ramps / Low Floor. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Of the active vehicles, enter the number that are accessible using ramps or have low floors and meet Americans with Disabilities Act of 1990 (ADA) accessibility requirements. Low floor buses are a type of [ramp-equipped](#) vehicle. Low floor buses do not have stairs inside the front or rear doors. They are equipped usually with a front door accessible ramp and a kneeling feature that permits easier access for persons with mobility aids or who have difficulty climbing steps or who may use a wheelchair.

Column m: Number of Emergency Contingency Vehicles. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Enter the number of [inactive vehicles](#) stored and maintained under an FTA approved emergency contingency plan. Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation (PT) type of service (TOS).

Column n: Fuel Type. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Select only one item for the fuel used to propel revenue vehicles from the **Drop-Down** menu.

- For [hybrid vehicles](#) report only the primary fuel source, such as gasoline or diesel that is used to produce electrical power to help propel the vehicle. If the “hybrid” vehicle uses batteries charged externally, then report the vehicle as a dual fuel for fuel type, with fuel consumed in each category on the Energy Consumption form (R-30), for example, kilowatt hours to charge batteries and gallons of diesel.
- If a vehicle uses more than one type of fuel or a mixture of fuels, select dual fuel (DU). For dual fuel type, all fuels are from sources external to the vehicle.
- Using the **Add Form Notes** link, describe other type of fuel.

Column o: Vehicle Length. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Enter the length of the vehicle in feet to the nearest whole foot. Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation (PT) type of service (TOS).

Column p: Seating Capacity. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Enter the number of seats on the vehicle.

Column q: Standing Capacity. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Enter the number of standing passengers that can be accommodated aboard the vehicle during a normal full load (non-crush) in accordance with established loading policy, or, in the absence of a policy, the manufacturer’s rated standing capacity figure. If local policy prohibits standees, enter zero. Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation (PT) type of service (TOS).

Column r: Total Miles on Active Vehicles During the Period. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Enter the total number of miles that active vehicles have accumulated during the report year. Include only vehicles that are active at the end of the fiscal year. Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation (PT) type of service (TOS).

Column s: Average Lifetime Miles per Active Vehicle. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Enter the [average lifetime mileage per active vehicle](#). This is the average mileage since the date of manufacture, on active vehicles that are in the revenue fleet at fiscal year end (FYE). Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation (PT) type of service (TOS).

- To derive the average lifetime mileage per active vehicle, divide the cumulative mileage on the active vehicles at the end of the fiscal year by the number of active vehicles at the end of the fiscal year. Cumulative mileage is obtained by summing the odometer readings, from the date of manufacture through fiscal year end (FYE), for all active vehicles.

- If vehicles have damaged or defective odometers, estimate total vehicle mileage from available records. Derive mileage from schedules, adjusting for missed trips and additional trips (extra service not on the schedule). For [non-scheduled services](#), use trip logs to derive mileage.

Column t: Supports Another Mode. This field is **pre-filled**, unless **Add Vehicle Fleet** is selected. Review for accuracy, edit as necessary. Use the **Drop-Down** menu to indicate that all of the active vehicles are used to support another mode of service. Select a mode from the menu. A fleet group shared between modes should be indicated on both Revenue Vehicle Inventory forms (A-30) for each mode for which it is used.

Column u: Delete Vehicle Fleet. Click on the delete vehicle fleet **check-box** to remove a line of information.

Totals

Column a: Number of Vehicles in Total Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of revenue vehicles in the fleet.

Column j: Number of Active Vehicles in Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of [active revenue vehicles in the fleet](#).

Column k: Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles with Lifts. This is an **auto-calculated** field and cannot be edited. This field displays the total number of [active revenue vehicles](#) that are [lift-equipped](#) and meet Americans with Disabilities Act of 1990 (ADA) accessibility requirements.

Column l: Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles with Ramps / Low Floor. This is an **auto-calculated** field and cannot be edited. This field displays the total number of active revenue vehicles that are [low floor / ramp-equipped](#) and meet Americans with Disabilities Act of 1990 (ADA) accessibility requirements.

Column m: Number of Emergency Contingency Vehicles. This is an **auto-calculated** field and cannot be edited. This field displays the total number of inactive vehicles stored and maintained under an FTA Emergency Contingency Plan.

Column r: Total Miles on Active Vehicles During the Period. This is an **auto-calculated** field and cannot be edited. This field displays the total number of miles that active vehicles have accumulated during the report year.

