

Asset Module

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 A-10 form 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. The form is not applicable for demand response taxi (DT).

Transit Way Mileage form (A-20)

The A-20 form 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 that operate on fixed guideway. Transit agencies complete separate forms for DO and for PT services by mode. The form is not applicable to ferryboat (FB), demand response (DR), demand response-taxi (DT), jitney (JT), publico (PB), and vanpool (VP) modes.

Revenue Vehicle Inventory form (A-30)

The A-30 form 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 DO and for PT services by mode.

2012 Annual Reporting Manual

Stations and Maintenance Facilities form (A-10)

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"/>					

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					
Close Form					
Line	a	b	c	g	
Maintenance Facilities					
General Purpose 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"/>					

Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help										
Form Name: Stations and Maintenance Facilities - PT (A-10)				Mode: Service: PT		Add Form Note		Close Form		
Line	a	d	e	f	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 by Service Provider	Owned by Public Agency for Service Provider	Leased by Public Agency for Service Provider	Leased by Service Provider	Total				
07	Serving under 200 vehicles	<input type="text"/>	<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"/>	<input type="text"/>				
09	Serving more than 300 vehicles	<input type="text"/>	<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"/>	<input type="text"/>				
11	Total Maintenance Facilities	<input type="text"/>	<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"/>										

Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help										
Form Name: Stations and Maintenance Facilities - PT (A-10)				Mode: Service: PT		Close Form				
Line	a	d	e	f	g					
Maintenance Facilities										
General Purpose Maintenance Facilities										
		Owned by Service Provider	Owned by Public Agency for Service Provider	Leased by Public Agency for Service Provider	Leased by Service Provider	Total				
07	Serving under 200 vehicles	<input type="text"/>	<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"/>	<input type="text"/>				
09	Serving more than 300 vehicles	<input type="text"/>	<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"/>	<input type="text"/>				
11	Total Maintenance Facilities	<input type="text"/>	<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"/>										

2012 Annual Reporting Manual

Overview

The purpose of the A-10 form 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. You should complete one form for each mode and type of service (TOS) except demand response taxi (DT)

What Has Changed from Prior Year

There are no changes to the A-10 form for the 2012 report year.

Approach

The reported data represents the inventory of passenger stations and maintenance facilities used for [directly operated](#) (DO) and [purchased transportation](#) (PT) services at the end of the fiscal year.

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.

Example 12 — Reporting Passenger Stations

Example: Coaster Transit Agency provides MB service to a FB passenger station that is owned by Coast Transportation Authority. How should the passenger station be reported?

Solution: Coaster Transit Agency should report 1 passenger station while Coast Transportation Authority also reports 1 passenger station as stations are report

0300ed by use, not ownership.

Station Criteria

One reporting consideration is the definition of a [passenger station](#). The intent of the definition 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 LR and CC passenger facilities in a separate ROW that have platforms are stations.
- All MB and TB passenger facilities in a separate 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 CC, LR, MB, and 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 are stations if they have an enclosed structure (building) for passengers for such items as ticketing, information, restrooms, concessions, and telephones.

Multi-Modal Stations

Another reporting consideration is the definition of a [multi-modal station](#). A station is defined as multi-modal if it serves one of your transit agency's modes and serves at least one 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 reporting 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 repairs are performed ([general purpose maintenance facility](#)) and, in larger transit agencies, where engine and other major unit rebuilds are performed ([heavy maintenance facility](#)). General purpose maintenance facilities generally also serve as operating garages where vehicles are stored and dispatched daily for [revenue service](#).

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

Ownership

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

For 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 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 PT service, or whether the PT provider owns its own facility or leases one from a private entity.

Size

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

Some transit agencies operate more than one [mode](#) from a facility or use the facility for both DO and PT services. The most common arrangement is the operation of bus (MB) and DR vehicles from a single facility. If a facility is shared by more than one mode or TOS, you should prorate among the modes and TOS so that, in total, only one facility is reported (e.g., 0.9 for MB/DO and 0.1 for DR/DO).

2012 Annual Reporting Manual

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, MB, TB, FB, and TR collects information about passenger stations. The non-scheduled services form for DR, VP, JT, and PB does not collect passenger station information.
- TOS. The forms for DO or PT have different ownership types for maintenance facilities.

Complete one form for each mode and TOS.

Passenger Stations

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

For rail modes, you should report the station in each rail mode and 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., DO heavy rail (HR), DO light rail (LR)) or two TOS (e.g., DO commuter rail (CR), purchased transportation (PT) 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 LR) or by a non-rail mode, typically MB. When the station is served by multiple rail modes, you should report the station as multi-modal on each form.

However, the “double-counting” rule does not apply when a station is served by rail modes and MB mode at the same station. You should only report the station only under the rail modes.

For non-rail modes, you should report the station in each mode and 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 MB service —DO bus and 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-ADA 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

You should 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 MB services, you should 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

You should 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.

You should 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

You should 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, you should report the facility under general purpose.

You should report maintenance facility ownership by category. The categories are different for DO and PT services. The form is tailored to reflect the data required for each TOS.

For 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 PT modes, there are four categories of ownership:

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



You should not report maintenance facilities if maintenance services are performed at any other facility. For example, a transit agency has a PT agreement with a taxicab company for DT service. The taxicab vehicles are taken to the local gasoline service station for routine repairs and servicing. You should not report the local gasoline service as a maintenance facility.

General Purpose Maintenance Facilities

You should 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.

You should report the facility size based on design capacity, not the number of vehicles assigned to the facility.

Example 13 — Serves versus Capacity

Example: Coaster Transit Agency operates 100 vehicles and owns a maintenance facility that can store 300 vehicles. How what type of general maintenance facility should be reported?

Solution: You should report the size of the general purpose maintenance facility as 1 Serving 200 – 300 vehicles.

For 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 repair of the revenue vehicles used under the PT agreement.

If the same facility serves more than one mode or TOS, you should prorate the facility's use by mode or TOS to one decimal place. See the example below.

Heavy Maintenance Facilities

You should report heavy maintenance facilities by ownership category. There is no distinction for the size of the facility.

For 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 engine and other major unit rebuilds of the revenue vehicles used under the PT agreement.

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

2012 Annual Reporting Manual

Example 14 — Reporting Maintenance Facilities

Example: Coaster Transit Agency uses one of its general purpose maintenance facilities for servicing both MB and DR vehicles for DO services, and for DR PT service. How should maintenance facilities be reported?

Solution: You should 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 TOS. You should report facilities prorated to each mode and TOS.

Mode	Vehicles	Ratio	Prorated Facilities		
	Serviced		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	

Line by Line Instructions Stations and Maintenance Facilities from (A-10)

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

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

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

Form Notes: A form note can be attached to any form. You should use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. You should 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. You should not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab you should use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: You should click on the **Save** button at the bottom of the screen to save the form. You should click on the **Close** button at the bottom of the screen to close the form without saving.

Passenger Stations

This section does not apply to demand response (DR), demand response-taxi (DT), 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 TOS that it is used.
 - For transit rail modes and 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 TOS that it is used.

Line 02, column a: ADA Non-Accessible Passenger Stations — Number of Facilities.

- Enter the number of transit passenger stations that do not meet ADA accessibility requirements for individuals with disabilities.
 - For transit rail modes, report the station in each mode and TOS that it is used.
 - For transit rail modes and 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 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, 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.

2012 Annual Reporting Manual

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 PT agreement.

- Column c: Leased from a Private Entity. If you are a private company filing an NTD Annual report as 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 PT agreement.
 - 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.
- 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. If you are a private company filing an NTD Annual report as 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 PT agreement.
 - 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.
- Column c: Leased from a Private Entity. If you are a private company filing an NTD Annual report as 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 PT agreement.
 - 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.
- 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. If you are a private company filing an NTD Annual report as 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 PT agreement.
 - 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.
- Column c: Leased from a Private Entity. If you are a private company filing an NTD Annual report as 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 PT agreement.
 - 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.
- 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. If you are a private company filing an NTD Annual report as 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 PT agreement.
 - Enter the number of heavy maintenance facilities that the transit agency leases from another public agency.
- Column c: Leased from a Private Entity. If you are a private company filing an NTD Annual report as 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 PT agreement.
 - Enter the number of 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 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.

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.

2012 Annual Reporting Manual

- 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 display 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.

Transit Way Mileage form (A-20)

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

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"/>

2012 Annual Reporting Manual

Overview

The purpose of the A-20 form 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 that operate on fixed guideway, must complete this form. You should complete one form for all rail modes and one form for all non-rail modes.

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

What Has Changed from Prior Year

There are no changes to the A-20 form for the 2012 report year.

Approach

The reported data represents the inventory of [fixed guideway](#) (FG) facilities with [fixed route](#), fixed schedule services for [rail](#) and [non-rail modes](#) at the end of the fiscal year.

You need to understand the following concepts to use this form:

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

Guideway Classification

The traditional definition of 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 FG.

For rail modes, you report miles of track by how the facility is constructed as follows:

- [At grade](#)
 - Exclusive right-of-way
 - With cross traffic
 - Mixed and cross traffic.
- [Elevated](#)
 - On structure
 - On fill.
- [Open cut](#) or [subway](#).

The concept of FG also has been extended to non-rail modes. TR operates over its own exclusive air space that is similar to and is considered its own FG.

By Federal statute, the ROW used by FB also is considered exclusive FG. However, although FB is a fixed route, fixed schedule mode, you are not required to report [lane miles](#) of waterway on this form.

The remaining two fixed route modes — MB and TB — sometimes operate on their own FGs, but often operate with other vehicles. For MB and TB, you report lane miles by two types of ROW that involve the exclusive use of the ROW for transit operations:

- [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) is third type of ROW in which there is no exclusive use of the ROW for transit operations. You do not report lane miles for mixed traffic ROW on this form.

Bus Guideway Safe Operation

Safe operation is a requirement that applies only to MB FG facilities. It only applies to priority lanes (e.g., on freeways / expressways / high speed facilities) used by both 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 FG for NTD reporting. Priority lanes restricted to only MB mode always qualify under NTD reporting as safely operated.

Priority lanes that are used by both MB and other HOV meet the safe operation requirement if there is safe separation between free flowing 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 — HOV lanes separated from general traffic lanes by double solid lines.



Safe Operation — HOV lanes separated from general traffic lanes by pylons.



Safe Operation — HOV lanes separated by fencing.



Safe Operation — 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, and Preferential Lane Longitudinal Markings.)

Multiple Modes or Types of Service on a Fixed Guideway Facility

You must report all FG facilities on which a mode was operated either directly or through a PT agreement. It is possible that different modes or TOS operated on the same facility or a portion (segment) of the facility. The following rules apply in these situations:

- You should report all segments for each mode, even if more than one mode operates over some or all of the same segments.

2012 Annual Reporting Manual

- If [directly operated](#) (DO) and [purchased transportation](#) (PT) service of the same mode operates on some or all of the same segments you should report these segments on both the DO and PT forms.
- If your report includes multiple [sellers](#) of service of the same mode that operate on common segments, you should report the segments only once on the 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 its report.

Detailed Instructions

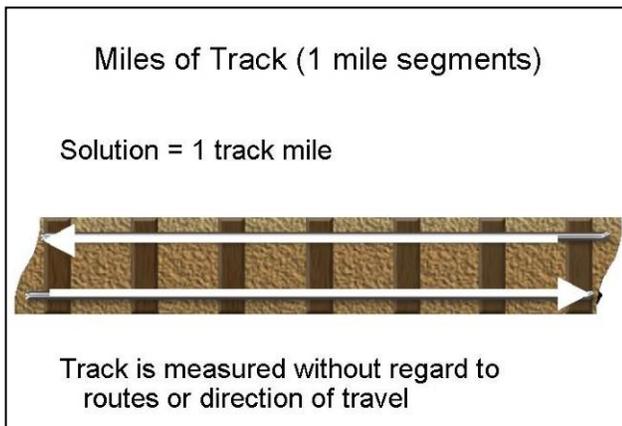
The form is tailored for rail modes and non-rail modes.

Rail Modes

You should 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](#), you should report the [number of crossings](#).

- Miles of Track: Length of track to nearest tenth of a mile per segment of 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 ROW for rail modes operating at grade.

The following graphics illustrate the reporting of miles of track.

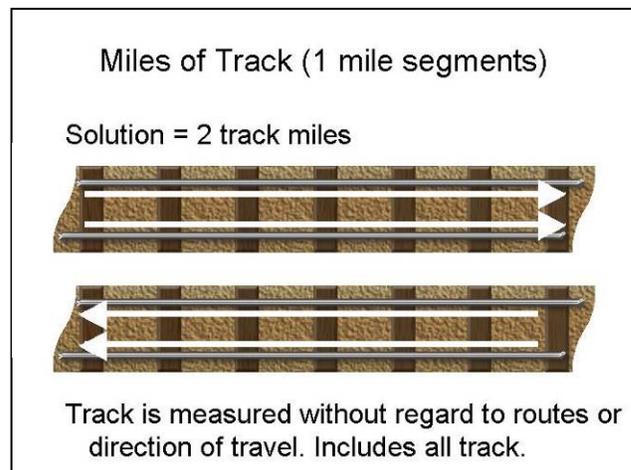


One track mile — service in two directions. How many Miles of Track?

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—AG, IP, CC and MO — you should report track miles and crossings as follows:

- AG and MO — you should report only total track miles as [elevated on structure](#). There are no track crossings.
- IP — you should report only total track miles as at grade, exclusive ROW. There are no track crossings.
- CC — you should report only total track miles and total number of crossings under at grade, mixed and cross traffic.

However, for the other rail modes —CR, HR, LR and AR — you should report the required data 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 ROW restricts all non-rail traffic from entering the 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 ROW above surface level categorized in two ways:

1. Elevated on structure (e.g., bridges, overpasses)
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 is covered and operates through an underground tunnel/tube.

Non-Rail Modes

For MB and TB, you should report lane miles for exclusive ROW and controlled access ROW only. For TR you should report total TR line miles.

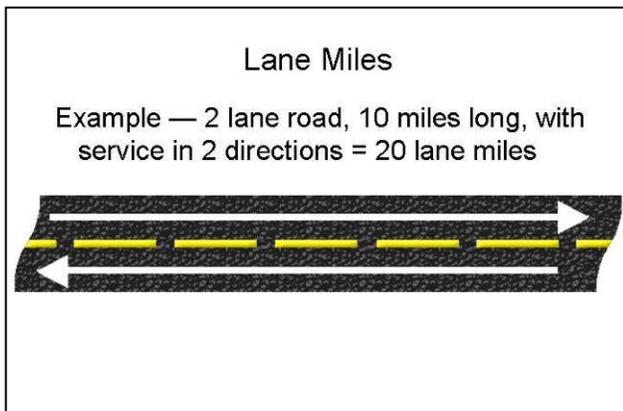
The example below describes how to determine lane miles on a HOV facility.

Example 15 — 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 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 Transit Way Mileage form (A-20)

Completing the Transit Way Mileage form (A-20)

You should complete one form for all rail modes and one for non-rail modes.

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

Form Note: A form note can be attached to any form. You should use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. You should 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. You should not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab You should use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: You should click on the **Save** button at the bottom of the screen to save the form. You should click on the **Close** button at the bottom of the screen to close the form without saving.

Rail Modes

Miles of Track by mode and type of service (TOS)

Line 01: At Grade: Exclusive Right-of-Way (ROW).

- 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.

- Enter the number of track miles, to the nearest tenth of a mile, on at grade, with cross traffic rail ROW, including yard and side track. Count all tracks regardless of direction or number of parallel tracks.
- Applicable for CR, HR, LR and AR modes.

Line 03: At Grade: Mixed and Cross Traffic.

- Enter the number of track miles, to the nearest tenth of a mile, on at grade, mixed and cross traffic rail ROW, including yard and side track. Count all tracks regardless of direction or number of parallel tracks.
- Applicable for CR, HR, LR, AR and cable car (CC) modes.

Line 04: Elevated on Structure.

- Enter the number of track miles, to the nearest tenth of a mile, on rail transit way elevated on structure, including yard and side track. Count all tracks regardless of direction or number of parallel tracks.
- Applicable for CR, HR, LR, AR, automated guideway (AG) and monorail (MO) modes.

Line 05: Elevated on Fill.

- Enter the number of track miles, to the nearest tenth of a mile, on rail transit way elevated on fill, including yard and side track. Count all tracks regardless of direction or number of parallel tracks.
- Applicable for CR, HR and LR modes.

Line 06: Open Cut. 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 CR, HR, LR and AR modes.

Line 07: Subway.

- 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 CR, HR, LR and 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 by mode and TOS

Line 09: At Grade Crossings: With Cross Traffic.

- Enter the number of rail ROW traffic crossings.

Line 10: At Grade Crossings: Mixed and Cross Traffic.

- Enter the number of rail 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 by mode and TOS

Line 12: Exclusive ROW.

- Enter the number of [lane miles](#) to the nearest tenth of a mile, on roadway or other transit 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 MB, TB and TR modes.

Line 13: Controlled Access ROW.

- Enter the number of lane miles to the nearest tenth of a mile, on roadway or other transit 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 MB and TB modes.

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

2012 Annual Reporting Manual

Revenue Vehicle Inventory form (A-30)

The screenshot shows the Revenue Vehicle Inventory form (A-30) interface. At the top, there is a navigation bar with tabs: Home, e-File, Annual, Monthly Ridership, Safety & Security, Notes, Issues, Reports, Communications, Sys Admin, Search, Summary, and Help. Below the navigation bar, the form title is "Form Name: Revenue Vehicle Inventory (A-30) Mode: DR Service: PT". The main area is a data entry table with columns labeled a through u. The columns are: a (Number of Vehicles in Total Fleet), b (Dedicated Fleet), c (Vehicle Type Code), d (Ownership Code), e (Funding Source), f (Year of Manufacture), g (Year of Recruit), h (Manufacturer Code), i (Model Number), j (Number of Active Vehicles in Fleet), k (Number of Americans with Disabilities Act of 1990 Accessible Vehicles), l (Number of Emergency Contingency Vehicles), m (Fuel Type Code), n (Vehicle Length (in feet)), o (Seating Capacity), p (Standing Capacity), q (Total Miles on Active Vehicles During the Period), r (Average Lifetime Miles per Active Vehicle), s (Supports Another Mode), t (Delete Vehicle Fleet), and u (checkbox). The table contains three rows of data, each with a "Select" dropdown menu in column h and a checkbox in column u. At the bottom of the form, there are "Close" and "Print" buttons.

Overview

The purpose of the A-30 form 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. You should complete one form for each mode and type of service (TOS).

What Has Changed from Prior Year

There are no changes to the A-30 form for the 2012 report year

Approach

The reported data represents the inventory of all [revenue vehicles](#) (i.e., those used to transport passengers) used to provide [public transportation](#) at the end of the fiscal year. For commuter rail (CR), both passenger cars and the locomotives used to pull or push them are included in the inventory.

This inventory identifies the [vehicles in total fleet](#). You should include all revenue vehicles in the inventory:

- 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 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 purchased transportation service.

The key considerations in the approach are:

- Vehicles operating in multiple modes
- Purchase transportation vehicles
- Non-dedicated vehicles
- Grouping Vehicles by Like Characteristics (Sub-Fleet).

Vehicles Operating in Multiple Modes

You should report revenue vehicles used in more than one [mode](#) or [type of service](#) (TOS) in each mode by type of service (TOS). If this is the case, you should use the **Supports Another Mode** drop-down menu to select the other mode. The vehicles reported as serving more than one mode or type of service (TOS) should have all fields reported as identical on all applicable forms.

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 PT service uses [non-dedicated vehicles](#) under the agreement (i.e., the vehicles are not used exclusively for the services under contract), you should report data for a representative subset (or sample) of the vehicles. The subset should be large enough to include the number of [vehicles operated in annual maximum service](#) (VOMS) and spare vehicles.

For example, a PT agreement is for 20 vehicles for annual maximum service and two spare vehicles. However, the seller used 50 different vehicles at various times throughout the reporting year to satisfy the agreement. You should report data for 22 vehicles that represent the type, age, and manufacturer of the vehicles predominantly used and that are still part of the vehicle inventory at the FYE.

There are reduced reporting requirements for non-dedicated vehicles including demand response –taxi mode (DT/PT).

Taxicab operations are unique in NTD reporting. Typically vehicles are independently owned by the driver. Not all of the vehicle characteristics apply, so the form will automatically classify vehicles for the DT/PT mode as non-dedicated. Also, it would be unusual to have inactive vehicles (e.g., vehicles in storage or awaiting sale) or vehicles purchased with public funding.

- 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](#) and [low floor, with ramp](#)) vehicles in fleet
- Fuel type code
- Seating capacity.

Grouping Vehicles by Like Characteristics (Sub-Fleet)

You should group all dedicated transit revenue vehicles in the transit agency's total fleet at the end of the fiscal year, by mode and 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.

You report data for each group of vehicles on one row.

2012 Annual Reporting Manual

Detailed Instructions

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

You should edit the pre-filled data as necessary and enter the required data for each group of vehicles. You should use the **Add Vehicle Fleet** button at the bottom of the form to enter data for a new group of vehicles. You should use the **Delete Vehicle Fleet** check box at the end of a row of pre-filled data to delete the row of data for a group of vehicles.

Dedicated Fleet menu selections:

Yes
No

Number of Vehicles in Total Fleet

You should 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 held at the end of the fiscal year, including those in storage, emergency contingency and awaiting sale.

Demand response-taxi (DT/PT) is a new mode beginning in the 2010 Report Year. Previously, taxicabs were part of the demand response mode. You must delete this information from DR vehicle inventory and re-enter under DT/PT mode with any edits.

Active vehicles are the vehicles available to operate in [revenue service](#). Active vehicles include spare vehicles and vehicles temporarily out of service for routine maintenance and minor repairs. Often the number of active vehicles equals or is very close to the number of [vehicles available for annual maximum service](#) reported on the Service form (S-10).

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). Inactive vehicles also include vehicles that have been pulled from the active fleet and are awaiting sale.

Dedicated Fleet

Dedicated fleet is applicable only to PT services. You should use the **Dedicated Fleet** drop-down menu to indicate that the fleet is dedicated: "Yes", i.e., the vehicles are used exclusively, for the service, otherwise, select "No".

Vehicle Type

You should select the [vehicle type](#) from the **Vehicle Type** drop-down menu.

Vehicle Type menu selections:

AB	Articulated bus	RL	Commuter rail locomotive
AG	Automated guideway vehicle	RP	Commuter rail passenger coach
AO	Automobile	RS	Commuter rail, self-propelled passenger car
BR	Over-the-road bus	SB	School bus
BU	Bus	TB	Trolleybus
CC	Cable car	TR	Aerial tramway
DB	Double decked bus	TS	Taxicab sedan
FB	Ferryboat	TV	Taxicab van
HR	Heavy rail passenger car	TW	Taxicab station wagon
IP	Inclined plane vehicle	VN	Van
LR	Light rail vehicle	VT	Vintage trolley / streetcar
MO	Monorail vehicle		

Ownership menu selections:

1. [LPPA – Leased under lease purchase agreement](#) by a public agency
2. [LPPE – Leased under lease purchase agreement](#) by a private 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

Ownership

The ownership categories are based on how 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)
 - by a Private entity (OOPE).
2. True lease
 - by a Public agency (TLPA)

- by a Private entity (TLPE).
3. Lease under a [lease purchase agreement](#)
- by a Public agency (LPPA)
 - by a Private entity (LPPE).

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

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

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 **Ownership** drop-down menu, you should select the type of vehicle ownership. If you select other (OR) ownership, you must describe the 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?

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

If vehicles were purchased using funds from the Urbanized Area Formula Program (UA) and if funds from other Federal programs and non-Federal sources were used in addition to UA funds, you should report the funding source as Urbanized Area Formula Program (UA) funds.

If vehicles were purchased through Federal Programs other than the FTA Urbanized Area Formula Program or administered through the Urbanized Area Formula Program Fund, you should report the funding source as Other Federal Funds (OF).

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

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

You should use the **Funding Source** drop-down menu to select the source of funding used to purchase or lease the vehicles.

Year of Manufacture

You should report the [year of manufacture](#) for the vehicles. This is when the vehicles were originally built.

2012 Annual Reporting Manual

Example 16 — Year of Manufacture versus Model Year

Example: A fleet of 20 buses were manufactured in 2008. The model year of the 20 buses was 2009 as they were presented in the late fall of 2008. What is the year of manufacture?

Solution: You should report the year of manufacture as 2008 as this was the year that the vehicles were originally built.

Year of Rebuild

If applicable, you should report the [year of rebuild](#) for the vehicles. This is for work done to vehicles to increase their useful lives so that they will operate longer at an acceptable level of reliability.

Manufacturer

You should report the original manufacturer of the vehicle. The manufacturer of the vehicle body (final vehicle manufacturer) is defined as the manufacturer (e.g., National Coach Corporation (NCC) is the manufacturer of a vehicle with an Escort chassis, but manufacture by NCC). For vehicles manufactured by Fixible Corporation, use the choice FLX – Fixible Corporation.

Rail Manufacturer Codes

ABB	Asea Brown Boveri Ltd.	DHI	Daewoo Heavy Industries	MSR	Market Street Railway
ACF	American Car and Foundry Company	DWC	Duewag Corporation	PCF	PACCAR (Pacific Car and Foundry Company)
AEG	AEG Transportation Systems	FCH	Ferries and Cliff House Railway	PST	Pullman-Standard
ALS	ALSTOM Transport	GEC	General Electric Corporation	PTC	Perley Thomas Car Company
ALW	ALWEG	GMC	General Motors Corporation	RHR	Rohr Corporation
AMI	Amrail Inc.	GTC	Gomaco Trolley Company	SDU	Siemens Mass Transit Division
ASK	AAI/Skoda	HIT	Hitachi	SFB	Societe Franco-Belge De Material
BBB	Blue Bird Corporation	HSC	Hawker Siddeley Canada	SFM	San Francisco Muni
BEC	Brookville Equipment Corporation	INE	Inekon Group, a.s.	SLC	St. Louis Car Company
BFC	Breda Transportation Inc.	JCC	Jewett Car Company	SOF	Soferval
BLM	Boise Locomotive Works	JHC	John Hammond Company	SOJ	Sojitz Corporation of America (formerly Nissho Iwai American)
BOM	Bombardier Corporation	KAW	Kawasaki Rail Car Inc. (formerly Kawasaki Heavy Industries)	SUM	Sumitomo Corporation
BUD	Budd Company	KIN	Kinksharyo USA	TCC	Tokyu Car Company
BVC	Boeing Vertol Company	MAF	Mafersa	USR	US Railcar (formerly Colorado Railcar Manufacturing)
CAF	Construcciones y Auxiliar de Ferrocarriles (CAF)	MBB	M.B.B.	UTD	UTDC Inc.
CBR	Carter Brothers	MBR	Mahoney Brothers	WAM	Westinghouse-Amrail
CSC	California Street Cable Railroad Company	MKI	American Passenger Rail Car Company (formerly Morrison-Knudsen)	WLH	W. L. Holman Car Company
CVL	Canadian Vickers Ltd.	MPT	Motive Power Industries (formerly Boise Locomotive)	ZZZ	Other (Describe)

Non-Rail Manufacturer Codes

			EIDorado National (formerly EI Dorado/EBC/National		
AAI	Allen Ashley Inc.	EDN	Coach/NCC	NEO	Neoplan - USA Corporation
ABI	Advanced Bus Industries	EII	Eagle Bus Manufacturing	NFA	New Flyer of America
	American Car and Foundry Company	ELK	Elkhart Coach (Divison of Forest River, Inc.)		
ACF				NOV	NOVA Bus Corporation Orion Bus Industries Ltd.
ACI	American Coastal Industries	FDC	Federal Coach Flyer Industries Ltd (also known as New Flyer Industries)	OBI	(formerly Ontario Bus Industries)
AEG	AEG Transportation Systems	FIL		OCC	Overland Custom Coach Inc.
AII	American Ikarus Inc.	FLT	Flxette Corporation	OTC	Oshkosh Truck Corporation
ALL	Allen Marine, Inc.	FLX	Flxible Corporation	PCI	Prevost Car Inc. Plymouth Division-Chrysler Corporation
ALX	Alexander Dennis Limited	FRC	Freightliner Corporation	PLY	
AMD	AMD Marine Consulting Pty Ltd	FRD	Ford Motor Corporation	PST	Pullman-Standard
AMG	AM General Corporation	FRE	Freeport Shipbuilding, Inc.	PTE	Port Everglades Yacht & Ship
AMT	AmTran Corporation	FSC	Ferrostaal Corporation	RIC	Rico Industries
ARB	Arboc Mobility LLC	GCC	Goshen Coach	SBI	SuperBus Inc.
ASK	AAI/Skoda	GCA	General Coach America, Inc.	SHI	Shepard Brothers Inc. Sabre Bus and Coach Corporation (formerly Sabre Carriage Comp.)
	American Transportation Corporation	GEO	GEO Shipyard, Inc.	SCC	
ATC				SPC	Startrans (Supreme Corporation)
AZD	Azure Dynamics Corporation	GIL	Gillig Corporation	SPC	Supreme Corporation
BBB	Blue Bird Corporation	GIR	Girardin Corporation	SPR	Spartan Motors Inc.
BFC	Breda Transportation Inc.	GLF	Gulf Craft, LLC	SSI	Stewart Stevenson Services Inc.
BIA	Bus Industries of America	GLH	Gladding Hearn	STE	Steiner Shipyards, Inc.
BLN	Blount Boats, Inc.	GLV	Glaval Bus		
BOM	Bombardier Corporation	GMC	General Motors Corporation	STR	Starcraft
				SUB	Name? Subaru of America or Fuji Heavy Industries Ltd.
BOY	Boyertown Auto Body Works	GML	General Motors of Canada Ltd.	SUL	Sullivan Bus & Coach Limited
BRA	Braun	GOM	Gomaco		
BRX	Breaux's Bay Craft, Inc.	HMC	American Honda Motor Company, Inc.	SVM	Specialty Vehicle Manufacturing Corporation
	Collins Bus Corporation (formerly Collins Industries Inc./COL)		Hawker Siddeley Canada IKU - Ikarus USA Inc.		
CBC		HSC		TBB	Thomas Built Buses
	Carpenter Industries LLC (formerly Carpenter Manufacturing Inc.)	INT	International	TEI	Trolley Enterprises Inc.
CBW		IRB	Name? Renault & Iveco	TMC	Transportation Manufacturing Company
CCC	Cable Car Concepts Inc. Chance Bus Inc. (formerly Chance Manufacturing Company/CHI)	KIA	Kia Motors	TOU	Tourstar
CCI				TOY	Toyota Motor Corporation
CEQ	Coach and Equipment Manufacturing Company Chance Manufacturing	KKI	Krystal Koach Inc.		
CHA	Company	MAN	American MAN Corporation	TRN	Transcoach
CHR	New Chrysler	MBZ	Mercedes Benz Motor Coach Industries International (DINA)	TRT	Name? Transteq
CMC	Champion Motor Coach Inc.	MCI		TRY	Name? Trolley Enterprises
CMD	Chevrolet Motor Division - GMC	MDI	Mid Bus Inc.	TTR	Terra Transit
CVL	Canadian Vickers Ltd.	MER	Ford or individual makes	TTT	Turtle Top
DAK	Dakota Creek Industries, Inc.	MNA	Mitsubishi Motors; Mitsubishi Motors North America, Inc.	VAN	Van Hool N.V.
DER	Derektor	MOL	Molly Corporation	VOL	Volvo
	Diamond Coach Corporation (formerly Coons Manufacturing	MTC	Metrotrans Corporation	VTH	VT Halter Marine, Inc. (includes Equitable Shipyards, Inc.)

2012 Annual Reporting Manual

DKK	Inc./CMI) Double K, Inc. (formerly Hometown Trolley)	NAB	North American Bus Industries Inc. (formerly Ikarus USA Inc./IKU)	WCI	Wheeled Coach Industries Inc.
DMC	Dina/Motor Coach Industries (MCI)	NAT	North American Transit Inc. Navistar International Corporation (also known as International/INT)	WDS	Washburn & Doughty Associates, Inc.
DTD	Dodge Division - Chrysler Corporation	NAV NBB	Nichols Brothers Boat Builders	WOC	Wide One Corporation World Trans Inc. (also Mobile- Tech Corporation)
DUC	Dutcher Corporation			WTI	Wayne Corporation (formerly Wayne Manufacturing Company/WAY)
DUP	Dupont Industries			WYC	Other (Describe)
EBC	EIDorado Bus (EBC Inc.)	NBC	National Mobility Corporation	ZZZ	
EBU	Ebus, Inc.	NCC	National Coach Corporation		

You should select the manufacturer of the vehicle from the **Manufacturer Codes** drop-down menu, by using the manufacturer name of the current corporation that manufactures the particular model. If the manufacturer is not listed, you should select ZZZ – Other Manufacturers. When you select type ZZZ Other for manufacturer, a description box is generated and you are required to describe the manufacturer.

Model Number

You should report the [model number](#) of the vehicle as used by the manufacturer. You should not use any spaces, dashes, or other punctuation when you enter the model number.

Example 17 — Manufacturer versus Model Number

Example: You have a fleet of Ford F-350 vehicles. What is reported as the manufacturer and what is reported as the model number?

Solution: The manufacturer should be reported as Ford (FRD) while the model number is reported as F-350.

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. If the model number is not available for heavy rail (HR) cars, you should use the most recent edition of *Roster of North American Rapid Transit Cars* from the American Public Transportation Association, www.apta.com.

Number of Active Vehicles in Fleet

You should 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](#).

If vehicles reported were not active at the fiscal year end (FYE) but remained in the fleet because they had not been disposed of, you should report the number of active vehicles as zero. When reporting zero active vehicles for a fleet, the number of Americans with Disabilities Act of 1990 (ADA) accessible vehicles, the total miles on active vehicles during the period and the average lifetime miles per active vehicle should also be reported as zero.

ADA Accessible Vehicles

You should report [active](#) vehicles that meet Americans with Disabilities Act of 1990 (ADA) requirements for accessibility. There are two types of vehicle design for accessibility:

1. Lift-equipped vehicles
2. Ramp / low floor vehicles.

Lift-equipped vehicles use wheelchair lifts. Low floor vehicles do not have stairs inside the front or rear doors. They are equipped usually with a front door accessible ramp and a kneeling feature. This allows easier access for persons with mobility aids, or who have difficulty climbing steps or who may use a wheelchair.

Number of Emergency Contingency Vehicles

You should report the number of vehicles in an approved Federal Transit Administration (FTA) Emergency Contingency Plan. These are vehicles that FTA normally requires your agency to dispose of when they are replaced by vehicles funded through FTA. However, FTA can permit your transit agency to keep the vehicles in an inactive fleet to be used in the event of energy and other local emergencies that requires more vehicles than are available in the active fleet.

Your agency must request FTA approval of its Emergency Contingency Plan for keeping replaced vehicles in an inactive fleet. If your agency makes substantial changes to an Emergency Contingency Plan (10 percent or more of the vehicles), it must request re-approval of the plan by FTA

Fuel Type

You should report the type of fuel used to move the revenue vehicles in revenue service. You should use the **Fuel Type** drop-down menu to select the type of fuel used for propulsion of the vehicles.

If a vehicle uses more than one type of fuel or a mixture of fuels, you should report the fuel type as dual fuel (DU) and click the **Add Form Notes** link to describe the types of fuel. You should report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.

There are special reporting rules [hybrid vehicles](#) — vehicles that use two or more sources of power:

- Internally generated electric power. You should report only the primary fuel source, such as gasoline (HG) or diesel (HD) that is used to propel the vehicle. NTD uses this reporting approach because it is difficult to measure the electric power that is generated and used to propel the vehicle.
- Externally-charged electric batteries. You should report the vehicle as a dual fuel (DU) if the “hybrid” vehicle uses batteries charged externally. You should click the **Add Form Notes** link to describe the types of fuel used which would include electric batteries charged externally. Then report each of these external fuel sources on the Energy Consumption form (R-30), for example, kilowatt hours to charge batteries and gallons of diesel.

Fuel Type menu selections:

BD	Bio-diesel
BF	Bunker fuel (low grade of diesel fuel often used in ferryboat operations)
CN	Compressed natural gas (CNG)
DF	Diesel fuel
DU	Dual fuel
EB	Electric battery
EP	Electric propulsion
ET	Ethanol
GA	Gasoline
GR	Grain additive (typical in Midwestern parts of the US)
HD	Hybrid diesel
HG	Hybrid gasoline
KE	Kerosene
LN	Liquefied natural gas (LNG)
LP	Liquefied petroleum gas (LPG)
MT	Methanol
OR	Other fuel (Describe)

You should select EP- Electric propulsion for the trolleybus (TB) mode and vehicle type. A TB is defined as a vehicle that draws its electrical power from overhead lines.



Some transit systems operate buses that are designed externally to look like trolleybuses. However, these “replica trolleybuses” are designed as motor buses and do not draw their electrical power from overhead lines. If your agency operates replica trolleybuses, you should report these buses as MB mode.

Vehicle Length

You should report the total length of the vehicles in feet (e.g. 30, 35, 40, 44, and 60).

Seating Capacity

You should 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

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

2012 Annual Reporting Manual

Total Miles on Active Vehicles during Period

You should 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 operated by the active vehicles during the current fiscal year that are in the revenue fleet at fiscal year end (FYE). The total miles operated includes: 1) the actual vehicle miles reported on the Service form (S-10) and: 2) 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, you should calculate the total miles by subtracting the odometer / hubodometer readings from the beginning of the fiscal year from those at the end of the fiscal year. If vehicles have damaged or defective odometers / hubodometers you should estimate total vehicle mileage from available records. You can start with mileage from schedules, subtract mileage for missed trips and add mileage for extra service that was operated and was not on the schedule. For non-scheduled services, you can use trip logs to estimate mileage.

Average Lifetime Mileage per Active Vehicle

You should 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 FYE. You should calculate the average lifetime mileage per active vehicle by dividing 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.



For rebuilt vehicles, average lifetime mileage does not re-start at the year of rebuild. Average lifetime mileage always begins with the original date of manufacture.

For vehicles with working odometers / hubodometers, you should calculate cumulative mileage by summing the odometer / hubodometer readings, from the date of manufacture through FYE, for all active vehicles. If vehicles have damaged or defective odometers / hubodometers you should estimate total vehicle mileage from available records.

Example 18 — Reporting Total Mileage During Period and Average Lifetime Mileage per Active Vehicle

Example of Working Odometers /Hubometers: A transit agency operates MB service with a fleet of 8 vehicles. The odometer / hubodometer readings for each vehicle and the vehicle status at 2010 FYE are shown below. All buses 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 A-30?

Vehicle Number	Odometer Reading at 2009 Fiscal Year End (FYE)	Odometer Reading at 2010 Fiscal Year End (FYE)	Mileage During 2010 Fiscal Year End (FYE)	Status at 2010 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 **2012** FYE:

1. Vehicles 1, 2, 4, 7 and 8 are active vehicles at 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.

2. 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): $(72,188 + 98,442 + 190,290 + 79,676 + 60,045) / 5$ vehicles = **100,042 miles**

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

A simplified way to calculate the average lifetime miles per active vehicle is to divided the total miles during the period (column r) by the number of active vehicles (column j) then add the prior report year's average lifetime mileage per active vehicle (column s).

Supports Another Mode

You should use the **Supports Another Mode** drop-down menu to indicate that all of the active vehicles are used to provide service on another mode of service. You should select only one mode. You should report a fleet group shared between modes on both A-30 forms for each mode for which it is used. All fields, for shared vehicles, should be identical on the A-30 forms for each applicable mode. You should only report this for vehicles that are used to provide service on both modes. If you use your buses to provide a bus bridge between rail stations during breakdowns or constructions, these buses are not reported as supporting the rail mode as the service they are providing is bus service, not rail. If only some of the active vehicles are used for other modes, you should 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 MB and DR mode. You should report the vehicles on two lines — one with fifteen vehicles and the other with five vehicles.

Delete Vehicle Fleet

You should click on the **Delete Vehicle Fleet** check box to remove a line (or row) of information. You generally remove this information for vehicles that were preloaded in Internet Reporting from the prior report year, but are no longer in the revenue vehicle inventory in the current report year.

Line by Line Instructions Revenue Vehicle Inventory form (A-30)

Completing the Revenue Vehicle Inventory form (A-30)

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

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

Form Notes: A form note can be attached to any form. You should use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. You should 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. You should not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab you should use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: You should click on the **Save** button at the bottom of the screen to save the form. You should click on the **Close** button at the bottom of the screen to close the form without saving.

Vehicle Fleet Data

Each line represents one vehicle fleet. You should 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](#). You should 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 PT 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 operate longer at an acceptable level of reliability.
- Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation PT 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. Enter the description of the manufacturer in the field that appears after selecting ZZZ.
- Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation PT 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 punctuation in the identification of the model number.
- Not required for non-dedicated vehicles. Non-dedicated applies only to PT 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 DR and 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 ADA Accessible Vehicles . 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, or using ramps or having 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 PT 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.

- 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.
- 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.
- 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 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 PT TOS.

Column r: Total Miles on Active Vehicles During the Period.

- 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.

2012 Annual Reporting Manual

- Not required for non-dedicated vehicles. Non-dedicated applies only to PT 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 PT TOS.
- For rebuilt vehicles, average lifetime mileage does not re-start at the year of rebuild. Average lifetime mileage always begins with the original date of manufacture.

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 fleet.

Column k: Number of 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](#) or 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.