

2007 Monthly Ridership Reporting Manual

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NTD



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Federal Transit Administration

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This section provides an overview of the National Transit Database (NTD) Monthly Ridership reporting requirements, including the following:

What is the National Transit Database?

This section provides the legislative basis for the NTD reporting system.

Changes in 2007 Reporting

This section summarizes the changes in reporting requirements implemented in FY 2007.

Who Reports, What to Report, How to Report, When to Report, and Where to Report

This section provides answers to basic reporting questions.

Reference Information

This section presents key definitions as well as reference resources and publications for further detail on issues related to reporting.

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What is the National Transit Database?

The National Transit Database (NTD) is the Federal Transit Administration's (FTA's) primary national database for statistics on the transit industry. Recipients of FTA's [Urbanized Area Formula Program](#) (Section 5307) and Nonurbanized Area Formula Program (Section 5311) grants are required by statute to submit data to the NTD. Over 650 transit agencies and authorities file annual reports to FTA through the internet-based reporting system. Each year, NTD performance data are used to apportion over \$4 billion of FTA funds to transit agencies in [urbanized areas](#) (UZAs). Annual NTD reports are submitted to Congress summarizing transit service and safety data.

The NTD is the system through which FTA collects uniform data needed by the Secretary of Transportation to administer department programs. The data consist of selected financial and operating data that describe public transportation characteristics. The legislative requirement for the NTD is found in Title 49 U.S.C. 5335(a):

SECTION 5335. NATIONALTRANSIT DATABASE.

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

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

The NTD reporting system evolved from the transit industry initiated Project [FARE](#) (Uniform Financial Accounting and Reporting Elements). Both the private and public sectors have recognized the importance of timely and accurate data in assessing the continued progress of the nation's public transportation systems.

Funding for Agencies Serving Urbanized Areas under 200,000 Population

The NTD data are also used in the formula allocations of Federal transit funds. Prior to the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), only NTD data for urbanized areas with populations of 200,000 or more were used. With the passage of SAFETEA-LU, NTD data for urbanized areas with fewer than 200,000 population are also used in the allocation of Federal transit funding.

SAFETEA-LU directed that there be a one percent takedown from the funds made available under Section 5307. This takedown amount will be for apportionment under the new Small Transit Intensive Cities (STIC) formula. Under the formula for STIC, funds are apportioned to UZAs with a population less than 200,000 that meet or exceed the average level of service for all UZAs with populations between 200,000 and 1,000,000.

SAFETEA-LU also establishes new Growing States and High Density States formula factors (Section 5340) to distribute funds to the section 5307 and section 5311 programs. One-half of the funds are made available under the Growing States factors and are apportioned by a formula based on State population forecasts for 15 years beyond the most recent Census. Amounts apportioned for each State are then distributed between UZAs and nonurbanized areas based on the ratio of urbanized / nonurbanized population within each State. The High Density States factors distribute the other half of the funds to States with population densities in excess of 370 persons per square mile. These funds are apportioned only to UZAs within those States.

For more information on SAFETEA-LU, contact your regional administrator or go to www.fta.dot.gov.

Changes in 2007 Reporting

In its ongoing efforts to improve upon the NTD Internet Reporting system and to be responsive to the needs of the transit agencies reporting to NTD and the transit community, FTA continues to refine and clarify reporting requirements and Internet Reporting.

Reporting changes for the 2007 NTD are highlighted below. Specific changes are discussed in detail in the applicable sections of this manual.

Reporting Form Changes

The following exhibit describes changes by reporting form.

Exhibit 1 — FY 2007 Reporting Changes and Highlights

Mode Service Operated form (MR-10) — *One Change*

1. A checkmark is now required for each mode/type of service (TOS) operated by the agency. Vehicles operated in maximum service (VOMS) is no longer captured on this form.

Ridership Activity form (MR-20) — *Four Changes*

1. The number of regular service days (column e) will only accept a value between 0 and 23.
2. All reporting fields are required and must have a value entered before each month's data can be date stamped.
3. Monthly data fields and the Edit Date button are no longer available before the month actually occurs.
4. Column a is now labeled estimated unlinked passenger trips (EUPT).

Who Reports

Transit agencies that receive or benefit from [Urbanized Area Formula Program \(UAF\) funds](#) must submit or coordinate the submittal of the Monthly Ridership report. These transit agencies or organizations are generally referred to as recipients or beneficiaries.

Recipients and Beneficiaries of Urbanized Area Formula Program Grants

Transit agencies that are recipients or beneficiaries of FTA Urbanized Area Formula Program (UAF) funds and that manage transit activities must submit the NTD report, regardless of whether they [directly operate](#) (DO) or [purchase](#) (PT) their transit services. These recipients or beneficiaries can be public entities directly operating services or contracting for all or part of the total transit service provided. The transit agency must report all of the service they provide or purchase, excluding services provided under demonstration grants or test projects funded through the [Congestion Mitigation and Air Quality](#) (CMAQ) program or other funds transferred into the Urbanized Area Formula Program (UAF). The following are typical NTD reporters and requirements for recipients and beneficiaries of Urbanized Area Formula Program (UAF) funds.

Public Transit Agencies

[Public transit agencies](#) must submit a NTD report through the life of the grant and / or the life of the capital equipment obtained through the grant (continuing requirements). If a transit agency does not spend funds from the grant for either [capital expenses](#) or [operating assistance](#) for the year, the transit agency must still file a NTD report if the grant is still active or capital equipment still has remaining useful life.

Example 1 — Continuing Requirements

A transit agency purchases a vehicle with Urbanized Area Formula Program (UAF) funds.

The vehicle, a 40-foot bus (MB), has a useful life of 12 years or 500,000 miles.

The transit agency must report under the NTD program throughout the useful life of the vehicle regardless of whether or not the transit agency receives Urbanized Area Formula Program (UAF) funds during a particular year.

Operators of Purchased Transportation Services

Private carriers operating [purchased transportation](#) (PT) services that provide public transportation services under contract to recipients or beneficiaries of Urbanized Area Formula Program (UAF) funds must report data to the public transit agency for inclusion in the public transit agency's NTD Annual report. These private providers must supply the purchased transportation data to the buyer for inclusion in the buyer's report and will no longer submit a separate NTD Annual report for that data. The data pertain only to the services under contract. This applies to almost all [private providers](#).

Contractual agreements between public NTD reporting agencies for [purchased transportation](#) (PT) services can either be reported by the seller or buyer of service as directly operated (DO) service. Therefore, when a public agency is the buyer of service and is reporting purchased transportation (PT) service on behalf of the public agency which is selling service, the seller must supply the data to the buyer so that it is reported in the buyer's report as directly operated (DO) service. Additionally, when the seller is reporting the service in their report, the purchased transportation (PT) services are reported as directly operated (DO) service.

Consolidated NTD Reporters

Consolidated NTD reporters are a collection of transit agencies filing one report. One reporter may file a consolidated report on behalf of other reporters if it is easier to collect and control the quality of the data. This often occurs when one transit

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agency coordinates the development and funding of public transportation services in an area. Transit agencies filing a consolidated report must operate within the same [urbanized area](#) (UZA).

Transit agencies that wish to file a consolidated report must submit a request to FTA in writing. Such requests for consolidations are subject to FTA approval and must include the following:

- Name of the transit agencies to be included
- Fiscal year end dates for each transit agency
- Previous [NTD identification numbers](#) (NTD ID) of the transit agencies
- Date for the first consolidated report.

Nine or Fewer Vehicles Waiver

Transit agencies with nine or fewer [vehicles in annual maximum service](#) (VOMS) that operate only [non-fixed guideway](#) (NFG) systems are not required to file a Monthly Ridership report.

Voluntary Reporters

[Voluntary NTD reporters](#) are those transit agencies, [public](#) or [private](#), which are not recipients or beneficiaries of [Urbanized Area Formula Program](#) (UAF) grants.

Public Carriers

Public carriers that do not use or do not have continuing requirements of Urbanized Area Formula Program (UAF) or Nonurbanized Area Formula Program funds may voluntarily submit a complete NTD report.

Private Carriers

Private carriers that are not under contract to an Urbanized Area Formula Program (UAF) or Nonurbanized Area Formula Program funds recipient or beneficiary may voluntarily submit a complete NTD report.

FTA encourages all voluntary public and private providers of public transportation services to report their services to the NTD program. Through the submission of complete and accurate reports, the NTD will be more reflective of the entire transit industry. Voluntary reporters that chose to report a complete NTD report are required to complete Safety and Security (if applicable) and Monthly Ridership reports.

What to Report

The Monthly Ridership report consists of a series of forms that collect monthly ridership data providing FTA with monthly trends in ridership throughout the year. It must contain all the [public transportation](#) service, including [complementary paratransit services](#) required by the [Americans with Disabilities Act of 1990](#) (ADA), which the transit agency provides or purchases.

For [purchased transportation](#) (PT) service, the report must contain data only for those services under contract.

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

Reporting Modules and Forms

All agencies are required to submit Ridership data on a monthly basis. The following exhibit presents a summary of NTD reporting requirements.

Exhibit 2 — Summary of NTD Reporting Requirements	
NTD Monthly Ridership Report	
Mode Service Operated form (MR-10)	All reporters
Ridership Activity form (MR-20)	All reporters

Calendar Year Data

Unlike the NTD Annual report, which covers the 12-month fiscal year period, the data in the NTD Monthly Ridership report covers a 12-month period corresponding to the calendar year.

How to Report

This section describes the following:

- NTD identification number (NTD ID)
- Internet reporting
- Reporting format
- Purchased transportation (PT).

The NTD Identification Number

Each transit agency is assigned a unique FTA [NTD identification number](#) (NTD ID) to be used in the NTD report and all correspondence. Each transit agency must have a NTD identification number before filing a report. If you are a new reporter and do not have a NTD identification number, please refer to the New Reporters discussion in the Urbanized Area Reporting Manual.

Internet Reporting

All required forms are completed using Internet Reporting which is accessible from the NTD website at www.ntdprogram.com. Completing the Mode Service Operated form (MR-10) automatically generates the required Ridership Activity forms (MR-20) for the transit agency.

This manual contains all information necessary to complete the Monthly Ridership report using Internet Reporting. See the Internet Reporting section of this manual for specifics. FTA provides Internet Reporting user names and passwords to transit agencies.

Reporting Format

Transit agencies must submit their reports via the Internet Reporting system. A transit agency must file a complete report by the report due date. See the When to Report section below to determine your due date.

General Formatting Rules

Data reported must adhere to the following rules:

- Follow rounding directions for each form
- Unless otherwise indicated, report data as whole numbers
- Use four digits for year entries.

Internet Reporting incorporates these rules, formatting data automatically when you complete a cell entry.

Reporting Purchased Transportation

[Purchased transportation](#) (PT) service is service provided to a [public transit agency](#) or governmental unit from a [public](#) or [private](#) transportation provider based on a written contract. A contractual relationship exists only if all the following criteria are met:

- The [seller](#) is obligated in advance of the time the service is furnished to provide the operations for which the operating statistics are being reported for a specific [monetary consideration](#).
- A written agreement exists that specifies the contractual relationship for the time period and the specific service generating the operating statistics included in the NTD report.
- The written agreement is signed by authorized representatives of both the [buyer](#) and the seller, and should detail the services to be provided, and the nature and amount of the monetary consideration.

Granting a transportation provider permission to operate certain services through a franchise or license does not, in itself, constitute purchased transportation (PT). Also, management services contracts, in which all or some personnel or services are provided to manage or operate the transit agency, are not purchased transportation (PT). Generally, the service is part of the public transit agency's directly operated (DO) service.

[Cooperative agreements](#) between public transit agencies or governmental units should not be reported as purchased transportation (PT) services.

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When to Report

Exhibit 3 — NTD Monthly Ridership Requirements and Timelines			
Form Name	Form Purpose	Reporting Frequency	Forms Submitted
Mode Service Operated form (MR-10)	Gives NTD the information needed to generate the ridership activity forms the transit agency will need to complete for the reporting year.	Annually (January) and when a mode or type of service is added or deleted	One per transit agency
Ridership Activity form (MR-20)	Provides NTD with monthly information on service provided by the transit agency.	Monthly	One per mode / type of service (TOS) combination
Monthly Reporting Due Dates			
Month		Due Date	
January		February 28	
February		March 31	
March		April 30	
April		May 31	
May		June 30	
June		July 31	
July		August 31	
August		September 30	
September		October 31	
October		November 30	
November		December 31	
December		January 31 of following year	

Failure to Report, Late Report or Incomplete Letters

NTD requires transit agencies to submit complete reports according to the due date schedule. [Failure to report](#) results from not submitting a report, submitting a [late report](#) or submitting an [incomplete report](#). As a result, your transit agency's data may not be included in the NTD. Furthermore, FTA may declare your transit agency ineligible to receive any [Urbanized Area Formula Program](#) (UAF) grants during an entire Federal fiscal year. This ineligibility applies to all transit agencies, regardless of the size of the [urbanized area](#) (UZA) served.

A report is considered late if it is not submitted by the due date. Refer to Exhibit 3 — NTD Monthly Ridership Requirements and Timelines for due dates.

The system will auto-generate a series of three e-mails sent per reporting due date:

1. A reminder will be sent to the NTD Contact 10 days prior to the due date.
2. A second reminder will be sent to the NTD Contact and CEO one day following the due date if no report has been received.
3. A late notice will be sent to the NTD Contact and CEO three days following the due date if no report has been received.

Please do not respond to these e-mails. These notices are auto-generated by the system the morning it is sent out, and should be disregarded if you submitted your report within the last few hours.

Transit agencies are required to respond to validation inquiries. Failure to respond within the prescribed timeframe may result in Failure to Report status, which may affect your [Urbanized Area Formula Program](#) (UAF) funding eligibility and the amount of funding the UZA receives. If your transit agency serves a UZA with a population of 200,000 or more, data will not be entered into the formula for selected formula statistics.

Where to Report

Transit agencies submit all NTD reports via Internet Reporting at the project's website, www.ntdprogram.com.

FTA assigns an NTD analyst to each reporting transit agency to assist reporters throughout the year. Please feel free to contact your NTD analyst if there are any questions, or if FTA can do anything to assist you in reporting.

Exhibit 4 — NTD Contact Information	
<p>Mailing Address</p> <p>You can write to the FTA NTD Project Office at the following address:</p> <p style="padding-left: 40px;">Federal Transit Administration National Transit Database P.O. Box 457 Merrifield, VA 22116-0457</p> <p>Please use the U.S. Postal Service for deliveries to this P.O. Box.</p>	<p>Telephone</p> <p>Your NTD analyst and other NTD staff can be contacted by telephone on weekdays. For telephone information and assistance, call the FTA NTD Project Office at:</p> <p style="text-align: center;">703.462.5220</p> <p>The FTA NTD Project Office is open from 7:30 am to 5:30 pm (Eastern Time). If your NTD analyst is unavailable, you may use the voice-mail system and your call will be returned, or you may forward your call to another NTD analyst.</p>
<p>Express Delivery Address</p> <p>Express deliveries can be made to the following address:</p> <p style="padding-left: 40px;">Federal Transit Administration National Transit Database 3040 Williams Drive, Suite 100 Fairfax, VA 22031</p>	<p>E-mail</p> <p>You can contact your NTD analyst by using the e-mail address located on the Transit Agency Home tab at:</p> <p style="text-align: center;">www.ntdprogram.com</p> <p>Or contact your NTD analyst for individual e-mail addresses.</p>
<p>Fax</p> <p>The FTA NTD Project Office also maintains a 24-hour FAX service. You may FAX correspondence to the FTA NTD Project Office at:</p> <p style="text-align: center;">703.462.5219</p> <p>An original of all faxed documents must also be mailed to the FTA NTD Project Office.</p>	<p>Internet</p> <p>Finally, the FTA NTD Project Office manages a website at the following address:</p> <p style="text-align: center;">www.ntdprogram.com</p> <p>NTD publications and reference documents are available on the FTA NTD website.</p>

Reference Information

This section contains two items necessary to understanding NTD reporting:

1. Transit terminology and parameters
2. Reference documents.

Transit Terminology and Parameters

Reporting data for the NTD requires an understanding of the following transit concepts and terms:

- Public transportation
- Mode
- Type of service (TOS)
- Maximum service vehicles.

Each of these terms is described in further detail in the sections that follow.

Public Transportation

The definition of [public transportation](#) is important because the purpose of the NTD is to collect information on public transportation. As defined in the Federal Transit Act, public transportation means transportation by bus (MB) or [rail](#), or other conveyance, either [publicly](#) or [privately](#) owned, providing to the public general or special service (but not including [school buses](#) or [charter](#) or [sightseeing](#) service) on a regular and continuing basis. Public transportation is also synonymous with the terms mass transportation and transit.

Public availability is a key part of the definition. Services defined as public transportation are available to any person who pays a prescribed fare and meets other availability requirements, such as the [Americans with Disabilities Act of 1990](#) (ADA). Charter and school bus services are not considered public transportation because they serve specific groups of people and cannot be used by people not belonging to these groups. Service must be open to the general public, not only to specific categorical groups, such as school children.

NTD reporting is a requirement for recipients and beneficiaries of [Section 5307 Urbanized Area Formula Program](#) (UAF) (see the NTD Urbanized Area Reporting Manual for Section 5307 requirements) and Section 5311 Nonurbanized Area Formula Program of the Federal Transit Act. Under the Urbanized Area Formula Program (UAF), the term public

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transportation usually applies to area-wide services primarily within an [urbanized area](#) (UZA). Since Congress uses NTD performance data in statutory formulae to apportion FTA funding to UZAs, the NTD can only contain public transportation or transit data. Transportation service that is not public transportation service should not be reported to the NTD. Public transportation is predominantly commuter service. For the purposes of the NTD, a commuter is a transit rider that travels back and forth during the same day primarily within a UZA. [Intercity bus services](#) are excluded under the Urbanized Area Formula Program (UAF). However, some commuter rail and ferryboat intercity services are permitted, if a person travels and returns on the same day. (Refer to the Basic Information module, Identification form (B-10) for NTD modal definitions and requirements).

For NTD reporting, FTA reserves the right to evaluate transit services as public transportation by requiring a written description of the transit services including availability and public notification of the availability of service, compliance with Americans with Disabilities Act of 1990 (ADA) requirements, service area maps, schedules and public timetables, and other materials as necessary. In the case of new modes or significant expansion of transit services, FTA reserves the right to request passenger surveys.

Mode

A variety of transit modes are operated in the United States. The NTD reporting system groups transit modes into two broad categories — [rail modes](#) and [non-rail modes](#) — as follows:

Rail	Non-Rail
Alaska railroad (AR)	Aerial Tramway (TR)
Automated guideway (AG)	Bus (MB)
Cable car (CC)	Demand response (DR)
Commuter rail (CR)	Ferryboat (FB)
Heavy rail (HR)	Jitney (JT)
Inclined plane (IP)	Publico (PB)
Light rail (LR)	Trolleybus (TB)
Monorail (MO)	Vanpool (VP)
	Other (OR)

Modal definitions are used in the NTD reporting system in different ways. Transit agencies are required to report data according to the detailed modal definitions on most reporting forms (e.g., bus (MB), demand response (DR), vanpool (VP) and light rail (LR)). On selected forms (e.g., Transit Way Mileage form (A-20), Service form (S-10), Energy Consumption form (R-30), Federal Funding Allocation Statistics form (FFA-10)), different data items are required for rail and [non-rail](#) modes.

Type of Service

[Public transportation](#) can be provided in two ways:

1. [Directly operated](#) (DO) service, in which the NTD reporting agency, usually the public transit agency, uses its own employees to operate the transit vehicles and provide the transit service.
2. [Purchased transportation](#) (PT) in which the NTD reporting agency, usually the public transit agency, contracts with a [public](#) or [private](#) provider to operate the transit vehicles, employs the [operators](#), and provide the transit service.

[Type of service](#) (TOS) is an important element of NTD reporting. On most reporting forms, transit agencies are required to report data by type of service (TOS).

Maximum Service Vehicles

The maximum service operated during the year is an important determinant of a transit system's size and resulting performance. Transit agencies are required to report data on two measures of maximum service:

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

[Vehicles operated in annual maximum service](#) (VOMS) is a count of the [revenue vehicles](#) scheduled for the peak day and operating period of the peak service season or schedule of the year. The revenue count is the typical number of vehicles operated and does not consider the number of vehicles operated on atypical days such as holiday celebrations (e.g., Fourth of July), or one-time special events (e.g., World Series celebrations, political conventions).

[Vehicles available in annual maximum service](#) is a count of the revenue vehicles available to meet the maximum service requirement (revenue vehicles necessary to meet peak demand) for the fiscal year. This count of revenue vehicles includes:

- Vehicles operated in maximum service (VOMS)
- Spare vehicles.

The count of vehicles does not include:

- Vehicles out for extended major repair or rehabilitation
- Emergency contingency vehicles.

[Spare vehicles](#) are revenue vehicles used to accommodate routine maintenance and repair operations, and to replace vehicles in scheduled service that breakdown or are involved in accidents.

[Emergency contingency vehicles](#) are inactive revenue vehicles that normally would have been disposed of at the end of their useful life. FTA allows transit agencies to retain these vehicles if they are stored and maintained, and part of an approved FTA Emergency Contingency Plan.

Reference Documents

The FTA [Uniform System of Accounts](#) (USOA) and Uniform System of Accounts and Records and Reporting System; Final Rule (CFR Part 630) is essential to understanding the forms and instructions presented in this manual. You can obtain these documents, as well as the other reference documents listed in the exhibit below, by visiting the NTD Project website at www.ntdprogram.com or calling the NTD Project Office at (703) 462-5220.

The following exhibit provides a list of other documents necessary for NTD reporting.

Exhibit 5 — Reference Documents

2007 NTD Urbanized Area Reporting Manual

FTA National Transit Database Uniform System of Accounts (USOA), January 1995

Overview

Transit agencies must use the National Transit Database (NTD) Internet Reporting system to provide their data via reports to the Federal Transit Administration (FTA). NTD Internet Reporting is the online means for transit agencies to enter, save, review and revise data, and submit reports. It provides for timely and accurate reporting as all tasks and requirements for the NTD can be fulfilled via this system.

This section provides Internet Reporting information for the NTD Monthly Ridership report. Separate instructions for Annual and Safety and Security Internet Reporting are included in the Urbanized Area Reporting Manual and the Safety and Security Reporting Manual.

What Has Changed from Prior Year

A checkmark is now required for each mode/type of service (TOS) operated by the agency. Vehicles operated in maximum service (VOMS) is no longer captured on the MR-10 form.

On the MR-20 form, the number of regular service days (column e) will only accept a value between 0 and 23.

All reporting fields are required and must have a value entered before each month's data can be date stamped.

Monthly data fields and the Edit Date button are no longer available before the month actually occurs.

Column a is now labeled estimated unlinked passenger trips (EUPT).

Internet Reporting System Security

Numerous measures have been taken to ensure that all data entered into the Internet Reporting system are safe and available only to those with proper access. The NTD servers and network are secured behind a firewall. The website operates the secured web protocol, https, and the entire site is password protected. Additionally, multiple server and database protection layers protect the database files.

Detailed Instructions

Accessing Internet Reporting

Internet Reporting is accessed from the **NTD Homepage**.

To access Internet Reporting:

- Connect to the Internet via your Internet service provider (ISP)
- Verify your Internet browser settings
- Access the Internet Reporting website at www.ntdprogram.com
- Access your transit agency's NTD report via the **Internet Reporting Login** link.

Connecting to the Internet

Use your Internet service provider (ISP) to connect to the Internet. Internet Reporting requires a web browser that is at least a 6.x version (Internet Explorer 6.0).

If you don't have the latest version of the browser, go to Microsoft.com to download the latest version free of charge.

Verifying Your Internet Browser Settings

Verify that your browser is set to check for newer versions of stored pages with each visit to the page.

In Internet Explorer, this is done by accessing Tools / Internet Options / General / Temporary Internet Files Settings / Every Visit to Page.

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The National Transit Database Website



The **NTD Homepage** offers the following information and data for reporters and others interested in the NTD:

- **Internet Reporting Login** link.
- **What is the NTD?:** An overview of the NTD program, milestones in transit history, how to obtain and NTD ID number and an overview of the NTD reporting forms.
- **Urbanized Area (Annual) and Monthly Ridership Reporting Information:** Access to .html and .pdf versions of the current Urbanized Area and Monthly Ridership Reporting Manuals, Glossary, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Safety and Security Reporting Information:** Access to .html and .pdf versions of the current Safety and Security Reporting Manual, Glossary, Newsletters, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Nonurbanized Area (Rural) Information:** Access to the Nonurbanized Area (Rural) Reporting Manual, Glossary, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Asset and Condition Reporting Information:** Future link.
- **NTD Publications and Reference Materials:** HTML and downloadable .pdf publications, including the Data Tables, Profiles, National Transit Summaries and Trends and other related NTD reference materials.
- **NTD Data and Analysis Tools:** View, print or download NTD databases, historical data, special reports and future analysis tools.
- **FTA / NTD Presentations, Announcements and Updates:** FTA will be posting PowerPoint slides presented by FTA / NTD staff attending various meetings, new and useful information and interim updates to reporting requirements, etc.
- **NTD Feedback and Photo Gallery:** The mailing address, telephone number and fax number for the NTD Project site as well as an opportunity to provide comments or suggestions regarding the NTD Program. Also, NTD invites all reporting agencies to submit transit related photos via this link. Along with the photos, please provide the agency name and a brief description of the photo.
- **Seminars and Training:** NTD Reporting Seminars and In-house Training information and registration
- **Transit Agency Information and Links:** Contact information for transit agencies reporting to the National Transit Database (NTD). Links to:
 - Federal Transit Administration (FTA)
 - FTA Safety and Security Office
 - U. S. Department of Transportation (USDOT)
 - National Transit Library
 - American Public Transportation Association (APTA)
 - Bureau of Transportation Statistics
 - Accessibility.

Accessing the Monthly Ridership Report

Click the **Internet Reporting Login** link to open the Internet Reporting **Login** page. Enter your user name and password to gain access to Monthly Ridership Reporting.

Levels of Access

Internet Reporting provides four levels of access to the NTD Report:

1. **CEO access:** Edit forms (data entry), approve Chief Executive Officer (CEO) Certification and submit report
2. **Contact Person access:** Edit forms (data entry) and submit report (administrator)
3. **Editor access:** Edit forms (data entry), cannot submit report
4. **Viewer access:** View only including forms, issues, notes and correspondence.

User Names and Password

The system access level is determined by the user name. The first three characters of the user name define the access level and the last four digits represent the transit agency's NTD ID. There are four types of user names corresponding to the four access levels available within the NTD Report:

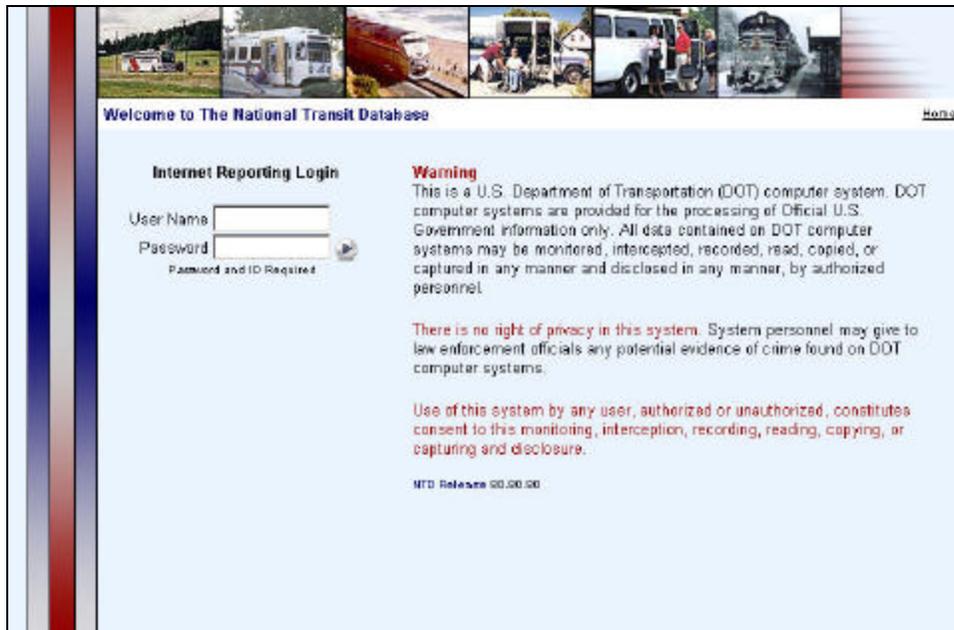
1. CEO — CEOxxxx
2. Contact person — NTDxxxx
3. Editor — EDTxxxx
4. Viewer — VWRxxxx.

Each transit agency is e-mailed this set of user names with a password for each. Transit agencies determine access within their organizations and distribute user names and passwords accordingly.

A user can change his / her password at any time. Refer to Sys Admin: Changing Your Password for additional information on this topic. Users should be aware that passwords expire every ninety days.



The CEO and Contact Person (if the NTD Contact Person is the same individual that is responsible for the Safety and Security report), if they wish, may use the same password for both the Urbanized Area Report and the Safety and Security Report.



The screenshot shows the 'Internet Reporting Login' page. At the top, there is a banner with several small images of transit vehicles (buses, trains, and a van). Below the banner, the text reads 'Welcome to The National Transit Database' with a 'Home' link on the right. The main content area is titled 'Internet Reporting Login' and contains two input fields: 'User Name' and 'Password'. Below the 'Password' field, it says 'Password and ID Required'. To the right of the login fields, there is a 'Warning' section in red text: 'This is a U.S. Department of Transportation (DOT) computer system. DOT computer systems are provided for the processing of Official U.S. Government information only. All data contained on DOT computer systems may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel.' Below the warning, there is another red text block: 'There is no right of privacy in this system. System personnel may give to law enforcement officials any potential evidence of crime found on DOT computer systems.' At the bottom, there is a red text block: 'Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure.' At the very bottom, it says 'NTD Release 00.00.00'.

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NTD Report Structure

Monthly Ridership Reporting includes the following tabs:

- **Home:** The starting point when entering the NTD report. It displays the transit agency's NTD analyst information and any project related announcements.
- **e-File:** Currently provides a listing of all declarations, waivers, other general correspondence and current year report submission stages associated with the Annual report.
- **Annual:** Access to the Annual reporting modules and forms.
- **Monthly Ridership:** The NTD contact person is responsible for completing and submitting these two forms. The information is used by the NTD to collect monthly information regarding transit service provided by the transit agency.
- **Safety and Security:** Access to the Safety and Security forms.
- **Notes:** Internet Reporting allows the transit agency to create Form Notes to provide additional information applicable to the overall form. Displays all the Form Notes added to the transit agency's report.
- **Issues:** Currently displays only those Issues generated for the transit agency's NTD Annual report.
- **Reports:** Print and export reports. All reports have been developed to allow the transit agency to print each form or report without altering print settings to fit a form on the page. The reports listed will vary depending on access level.
- **Communications:** The **Communications** screen lists a record of the report submissions the agency has made to NTD, including any comments from the agency and the review status of the report.
- **Sys Admin:** Change NTD passwords—CEO, NTD Contact Person, Editor and Viewer. You may only change your password. Should you need assistance, contact your NTD analyst.
- **Help:** Online version of the Reporting Manual.

Home: The Monthly Ridership Report Homepage

The screenshot shows the 'Home' page of the NTD reporting system. At the top, there is a navigation bar with tabs for Home, e-File, Annual, Monthly Ridership, Safety & Security, Notes, Issues, Reports, Communications, Sys Admin, and Help. The 'Home' tab is selected. Below the navigation bar, there is a section titled 'Analyst Contact Information' with a table containing the following data:

Contact	Analyst Name
Phone	(703) 205-2475
Email	analyst@ntdprogram.com

Below this table is a section titled 'Announcements' with a table containing the following data:

Date	Message
February 14, 2006	Welcome

After completing the logon process you will be taken to the **Monthly Ridership Report Homepage**. Click the **Home** tab near the top of any screen to return to the **Home** tab from another area.

The screenshot shows the 'Monthly Ridership' screen. At the top, there is a navigation bar with tabs for Home, e-File, Annual, Monthly Ridership, Safety & Security, Notes, Issues, Reports, Communications, Sys Admin, and Help. The 'Monthly Ridership' tab is selected. Below the navigation bar, there is a table with the following data:

Form Name	Mode / Service	Update User	Update Date	Submit Date
Mode Service Operated (MR-10)		NTD000	2/29/06	2/29/06
Ridership Activity (MR-20)	DR DO	System	2/29/06	
Ridership Activity (MR-20)	DR PT	System	2/29/06	
Ridership Activity (MR-20)	MB DO	System	2/29/06	
Ridership Activity (MR-20)	VP DO	System	2/29/06	

Monthly Ridership: Providing Ridership Data to NTD

Click on the **Monthly Ridership** tab to open the **Monthly Ridership** screen. This screen provides links to the Monthly Ridership forms that your agency is required to complete.

Initially, the **Monthly Ridership** screen only provides access to one form:

1. Mode Service Operated form (MR-10)

Review, complete and save the Mode Service Operated form (MR-10) to automatically generate the Ridership Activity form(s) (MR-20) for each mode / type of service operated by the agency.



Form name	Mode / Service	Note type	Note category	Comments	User ID	Date	
Ridership Activity Form	MB/DO	Comment		Added new service..	NTD0000	03/24/2006	Edit Note

Notes: Providing Additional Information

Click on the **Notes** tab to open the **Notes Summary** screen. Internet Reporting allows the transit agency to create a form note to explain unusual circumstances or data discrepancies that impact the data being submitted to the NTD.

Creating a Form Note

To create a form note click on the **Add Form Note** link at the top right of the form you are editing or viewing. Internet Reporting will take you to the **Form Notes** screen for the specific form. Internet Reporting will pre-fill the mode and type of service (if applicable) for which the note is created. The transit agency completes the note comment.

To save a form note, click on the **Save** button at the bottom of the screen. To return to the form being edited without saving the note, click on the **Cancel** button.

Reviewing Form Notes

Click on the **Notes** tab to view the **Notes Summary** screen. You can review the form notes associated with a specific form or all form notes for the report. While working in a form click on the **Notes** tab to display the **Form Notes** screen for the form. The form name and mode / type of service will be displayed just beneath the tabs.

Editing Notes

While you are entering and saving monthly ridership data for any given month, you can edit a note for that month after it has been created. Click on the **Edit Note** link in the far right column on the **Notes** screen. Once the monthly ridership data for any given month is date stamped, the notes are frozen and cannot be edited. However, if needed, additional form notes can be added.



Notes are frozen each time the **Edit Date** button is clicked. If the report is edited and redated, the previously submitted notes will not be affected.

Printing Form Notes

All form notes can be printed from the **Reports** tab by clicking the **All Form Notes** link.

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Date	Agency	Analyst	Leader	Process	Comm. Type	Subject	Attachment
10/28/2005	0007	jhatch	CEO0007	Annual Report	Message	Report Submission	
10/28/2005	0007	jhatch	CEO0007	null	Message		Open 1258026 bytes
10/28/2005	0007	jhatch	CEO0007	null	Message		Open 467733 bytes

Communications Summary: Viewing a History of Correspondence with NTD

The **Communications** tab gives transit agencies a centralized area in which to view past correspondence with the Federal Transit Administration's (FTA) National Transit Database (NTD) program. In addition, the correspondence view can be filtered to show only certain processes or communication types.



Sys Admin: Changing Your Password

The **Sys Admin** screen provides the ability to change your NTD password.

All passwords expire every ninety days. You can change your password at anytime on the **Sys Admin** screen by specifying your current and new password. To be valid, a password must be at least eight characters long and contain at least one letter and one number. It cannot contain spaces. Passwords are case-sensitive. If you do not update your password within the ninety-day term, you will be forced to update your password when you first access the system once the ninety-day period has expired. The screen is similar to the one available on the **Sys Admin** screen and the same password rules apply.

Far help in completing the 2006 Monthly Ridership Internet Reporting select from one of the following files; for prior year reporting manuals, please visit the "Publications" section of www.ntdprogram.com

Viewing the 2006 Monthly Ridership Reporting Manual
Each module of the manual is presented as an Adobe Portable Document Format (PDF) file. To view these PDF files you must first have Adobe Acrobat Reader 5.0 or higher installed on your computer. If you do not have the Adobe software installed, you can go to [Adobe's website](http://adobe.com) and download the latest version of the software for your operating system (for free) directly from the Adobe website.

Downloading Instructions
Please download to your desktop or network drive prior to printing if viewing an open file, click on File > Save As... and save to your desktop or hard drive.

Printing Instructions
After downloading, to print an open file, click the Print button or choose File > Print. Specify the printer, page range, number of copies, and other options, and click OK. Most of the options are the same as they are for other applications.

[2006 Monthly Ridership Reporting Manual](#)

For help in viewing, printing, and exporting reports on the Reports tab:
[Reports Help](#)

Click here to download latest version of Acrobat Reader.

Help: Obtaining More Information

Click on the **Help** tab to display the **Help** screen. The **Help** screen provides access to the 2007 Monthly Ridership Reporting Manual for additional help in completing the NTD report forms. The **Help** screen displays the table of contents for the Monthly Ridership Reporting Manual with links to each section of the manual.

Tips for Using Internet Reporting

Navigating Between Screens

Do not use the browser **Back** and **Forward** buttons to navigate between screens. Instead, use the Internet Reporting system buttons, tabs and links.

Saving a Form

A **Save** button is provided at the bottom of each Internet Reporting form. When entering information into a form it is strongly recommended that you save the form frequently. This will prevent the loss of data if your Internet connection is unexpectedly lost. Also, Internet Reporting has an automatic time-out feature which will log you off of the system after a period of inactivity. It is strongly recommended that you save your work every 15 minutes. Otherwise, there is a risk that the next action you take on the system will result in the closure of the screen displayed in your browser and the loss of any data that you had not saved.

Printing a Form Report from a Form Screen

Click on the **Print** button at the bottom of the form screen to display the report in **Adobe Acrobat Viewer**. Click the **Print** button  in the upper left corner of the viewer. Then click the **Okay** button on the resulting **Print** window.

Note: Only forms for 2006 or later will print using the **Adobe Acrobat Viewer**. Previous years' forms will print using the **Crystal Reports Viewer** and function the same as forms printed from the **Reports** tab.

Printing a Form from the Reports Tab

Forms can be printed using the **Crystal Reports Viewer**. For troubleshooting information refer to the Announcement section of the **Monthly Ridership Report Homepage**.

Downloading the Crystal Reports Viewer

In order to facilitate printing of forms Internet Reporting utilizes the Crystal Reports downloadable viewer and writer. You will be prompted to download the **Crystal Smart Viewer** for Active X free of charge the first time the print functionality is accessed, (a report link is clicked on the **Reports** tab or the **Print** button is clicked on a form page). This download occurs only once and is absolutely necessary to view or print a report.

This module contains two forms:

1. Mode Service Operated form (MR-10)
2. Ridership Activity form (MR-20).

Transit agencies with a [Nine or Fewer Vehicles Waiver](#) are not required to complete a Monthly Ridership report.

Mode Service Operated form (MR-10)

The Mode Service Operated form (MR-10) is completed once at the beginning of the calendar year and revised only if there is a new mode and type of service (TOS) added or discontinued during the reporting period. This form is used to identify the modes and types of service (TOS) operated by the transit agency. Internet Reporting uses this information to generate the appropriate ridership activity forms for the transit agency.

This form is required for all transit agencies, except those agencies with a Nine or Fewer Vehicles Waiver.

Ridership Activity form (MR-20)

The Ridership Activity form (MR-20) collects monthly information regarding transit service provided by the agency. These data provide FTA with monthly trends in passenger usage and service levels.

This form is required for all transit agencies, except those agencies with a Nine or Fewer Vehicles Waiver.

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

Form Name: Mode Service Operated form (MR-10) [Close Form](#)

Check all boxes that apply.

Vehicles Operated by Mode and Type of Service

Line	a Directly Operated	b Purchased Transportation
01 Aerial Tramway (TR)	<input type="checkbox"/>	<input type="checkbox"/>
02 Alaska Railroad (AR)	<input type="checkbox"/>	<input type="checkbox"/>
03 Automated Guideway (AG)	<input type="checkbox"/>	<input type="checkbox"/>
04 Bus (MB)	<input type="checkbox"/>	<input type="checkbox"/>
05 Cable Car (CC)	<input type="checkbox"/>	<input type="checkbox"/>
06 Demand Response (DR)	<input type="checkbox"/>	<input type="checkbox"/>
07 Commuter Rail (CR)	<input type="checkbox"/>	<input type="checkbox"/>
08 Ferryboat (FB)	<input type="checkbox"/>	<input type="checkbox"/>
09 Heavy Rail (HR)	<input type="checkbox"/>	<input type="checkbox"/>
10 Inclined Plane (IP)	<input type="checkbox"/>	<input type="checkbox"/>
11 Jitney (JT)	<input type="checkbox"/>	<input type="checkbox"/>
12 Light Rail (LR)	<input type="checkbox"/>	<input type="checkbox"/>
13 Monorail (MO)	<input type="checkbox"/>	<input type="checkbox"/>
14 Publico (PB)	<input type="checkbox"/>	<input type="checkbox"/>
15 Trolleybus (TB)	<input type="checkbox"/>	<input type="checkbox"/>
16 Vanpool (VP)	<input type="checkbox"/>	<input type="checkbox"/>
17 Other (OR)	<input type="checkbox"/>	<input type="checkbox"/>

Describe Other *

[Close](#) [Submit](#) [Print](#)

Mode Service Operated form (MR-10)

Overview

The Mode Service Operated form (MR-10) is used to identify the modes and types of service (TOS) operated by the transit agency. Internet Reporting uses this information to generate the appropriate ridership activity forms for the transit agency. This form is completed once at the beginning of the calendar year and revised only if there is a mode added or discontinued during the reporting period.

Reporting Requirements and Thresholds

All agencies must complete the Mode Service Operated form (MR-10) annually. The exception is transit agencies with a Nine or Fewer Vehicles Waiver, who need not complete this form. Data for the 2007 reporting year must be submitted by February 28, 2008.

What Has Changed from Prior Year

A checkmark is now required for each mode/type of service (TOS) operated by the agency. Vehicles operated in maximum service (VOMS) is no longer captured on the MR-10 form.

Approach

The Mode Service Operated form (MR-10) is used to identify the modes and types of service (TOS) operated by the transit agency. The data reported on this form is used by Internet Reporting to generate the appropriate Ridership Activity forms (MR-20) for the transit agency for the calendar year.

Internet Reporting prepares one set of monthly forms for each mode / type of service (TOS) operated by the transit agency.

Detailed Instructions

When the Mode Service Operated form (MR-10) is accessed, use the check-boxes to indicate which modes/types of service (TOS) are operated by your agency. Once the form has been saved and submitted, the check boxes are no longer active.

If you need to add or delete a mode or type of service (TOS) during the report year, use the **Add / Delete Mode / Type of Service** button at the bottom of the screen. Common reasons for a mode / type of service being added or deleted:

- A mode / type of service (TOS) was discontinued,
- A mode / type of service (TOS) was inadvertently reported / omitted on the Mode Service Operated form (MR-10), or
- A new mode / type of service (TOS) began operation during the year.

Mode

Transit agencies operate one or more modes of transit service. A [mode](#) is a system for carrying transit passengers described by specific right-of-way (ROW), technology and operational features.



The Glossary at the end of this manual contains the detailed NTD modal definitions.

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The NTD recognizes the following modes of public transit service:

Aerial Tramway (TR) Non-Rail – Fixed Guideway



A system of aerial cables with suspended vehicles.

Automated Guideway (AG) Rail – Fixed Guideway



An electric railway of guided vehicles that is operated with a computer and without vehicle operators. The transit systems in Detroit, Jacksonville, and Miami operate this mode.

Bus (MB) Non-Rail – Fixed Guideway or Non-Fixed Guideway



The most prevalent mode in the country, and is powered by a motor and fuel contained within the vehicle.

Cable Car (CC) Rail – Fixed Guideway



A railway propelled by moving cables located beneath the street. While popular at the turn of the last century, the only surviving system is operated in San Francisco.

Commuter Rail (CR) Rail – Fixed Guideway



Typically operated over old freight railroad lines and is diesel or electric propelled. Usually, the service operates between a central city and adjacent suburbs.

Demand Response (DR) Non-Rail – Non-Fixed Guideway



Scheduled in response to calls from passengers. Passengers with similar origins and destinations are often scheduled to ride the same vehicle. Many transit systems operate demand response (DR) service to meet the Federal ADA requirements, and expenses and passenger trips are reportable for DR.

Ferryboat (FB) Non-Rail – Fixed Guideway



A mode that carries passengers over a body of water using diesel or steam powered vessels.

Heavy Rail (HR) Rail – Fixed Guideway



An electric railway with exclusive or separate right-of-way (ROW) from other vehicles or foot traffic. It has high passenger carrying capacity and high platform loading. Most of the nation's subway services are classified as heavy rail.

Inclined Plane (IP) Rail – Fixed Guideway



A railway operating on steep slopes and grades with vehicles powered by moving cables. The transit systems in Chattanooga, Cambria County, and Pittsburgh operate this mode.

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Jitney (JT) Non-Rail – Non-Fixed Guideway



Operated on fixed routes using passenger cars or vans as demand warrants without fixed schedules or fixed stops. The Laguna Beach transit system operates this mode.

Publico (PB) Non-Rail – Non-Fixed Guideway



Operated over fixed routes, but not on fixed schedules. The service is privately owned and operated, but is regulated by local or state governments. The service in San Juan, Puerto Rico is the only publico service reported in the NTD.

Alaska Railroad (AR) Rail – Fixed Guideway



A special railroad that Congress recognized for certain FTA funding that operates in Alaska.

Multi-Modal Vehicles

If a vehicle is used for more than one [mode](#), report it under each mode for which it is used and describe the use of the vehicle using the **Add Form Notes** link.

For example, the transit agency may use five of its vehicles in [bus](#) (MB) mode during peak hours and, during non-peak hours, may use the five vehicles in [demand response](#) (DR) service. The vehicle would be reported as bus (MB) and demand response (DR) on the Mode Service Operated form (MR-10) and supports another mode should be indicated on the NTD Annual report, Revenue Vehicle Inventory form (A-30).

Light Rail (LR) Rail – Fixed Guideway



An electric railway that operates in mixed traffic with automobiles or has grade crossings with automobiles. Typically, light rail (LR) trains are short and consist of one to two cars.

Trolleybus (TB) Non-Rail – Fixed Guideway



A bus service operated using an electric bus that is powered by a motor drawing current from overhead wires using trolley poles. Trolleybus (TB) service is operated by the transit systems in Boston, Dayton (OH), Philadelphia, San Francisco, and Seattle.

Monorail (MO) Rail – Fixed Guideway



An electric railway that is suspended from or straddles a guideway formed by single beam, rail or tube. The service in Seattle is the only public transportation monorail (MO) reported in the NTD.

Vanpool (VP) Non-Rail – Non-Fixed Guideway



A commuting service operating under pre-arranged schedules for previously formed groups of riders in vans.

Other

If none of the choices fits your agency, select the category: Other. Internet Reporting will display a box for you to describe the other mode.

When all data have been entered into the form and verified for accuracy, click on the **Submit Report** button to generate the required forms.

The screenshot shows a web application interface with a top navigation bar containing tabs for Home, e-File, Annual, Monthly Ridership (selected), Safety & Security, Notes, Issues, Reports, Communications, Sys Admin, and Help. Below the navigation bar, there are four input fields: Form:, Mode:, Service:, and Note comments: (with a large text area). At the bottom of the form area are two buttons: Save and Cancel.

Form Notes

A **Form Note** can be attached to any form to explain unusual circumstances or data discrepancies that impact the data being submitted to NTD. Use the **Add Form Note** link for relevant information to the form. 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.

The screenshot shows a form titled "Mode Service Operated form (MR-10) Add / Delete Mode / Type of Service" with an "Add Form Note" link on the right. The form is divided into two sections. The first section, "Add Mode / Type of Service", includes a button and three fields: "a Mode" (a dropdown menu with "Make Selection"), "b Type of Service" (a dropdown menu with "Make Selection"), and "c New Service Start Date" (a text input field). The second section, "To Delete a Mode / Type of Service from the MR-10, click on the Delete Mode / Type of Service Button", includes a button and three fields: "a Mode" (a dropdown menu with "Make Selection"), "b Type of Service" (a dropdown menu with "Make Selection"), and "c Out of Service Date" (a text input field). At the bottom are "Save" and "Close" buttons.

Add / Delete Mode / Type of Service

If the agency adds or discontinues a new mode / type of service (TOS) ([directly operated](#) (DO) or [purchased transportation](#) (PT)), click on the **Add / Delete Mode / Type of Service** button at the bottom of the form. A new screen will appear. Click on either the **Add** or **Delete Mode / Type of Service** button depending on whether a mode / type of service (TOS) is being added or discontinued. Select the mode and type of service from the **Drop-Down** boxes for the correct line and enter either the new service start date or the out of service date. Save the form by clicking on the **Save** button.

Line by Line Instructions

Completing the Mode Service Operated form (MR-10)

From the **Monthly Ridership** tab, click on the **Mode Service Operated form (MR-10)** link.
Complete the **Mode Service Operated form (MR-10)** following the instructions in this section.

Form Notes

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

Getting Help

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

#	Column	Item	Action	Instruction
1 – 17	a	Directly Operated (DO)	Check-box	Click the check-box(es) to indicate which modes are directly operated by the transit system. Other: Select if none of the above apply. Explain in the Describe Other field.
1 – 17	b	Purchased Transportation (PT)	Check-box	Click the check-box(es) to indicate which modes are purchased transportation by the transit system. Other: Select if none of the above apply. Explain in the Describe Other field.

Add / Delete Mode / Type of Service form

Add Mode / Type of Service

#	Column	Item	Action	Instruction
		Add Mode / Type of Service		Click on the Add Mode / Type of Service button to enter new service.
a		Mode	Drop-Down menu.	Select the mode that your agency has begun operating from the Drop-Down menu.
b		Type of Service	Drop-Down menu.	Select the type of service (TOS) that your agency has begun operating from the Drop-Down menu.
c		New Service Start Date		Enter the date that the new mode / type of service (TOS) began.

Delete Mode / Type of Service

#	Column	Item	Action	Instruction
		Delete Mode / Type of Service		Click on the Delete Mode / Type of Service button to remove existing service.
a		Mode	Drop-Down menu.	Select the mode that your agency has stopped operating from the Drop-Down menu.
b		Type of Service	Drop-Down menu.	Select the type of service (TOS) that your agency has stopped operating from the Drop-Down menu.
c		Out of Service Date		Enter the date that the mode / type of service (TOS) stopped operating.

Saving the Mode Service Operated form (MR-10)

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

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

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Form Name: Ridership Activity form (MR-20) - Rail		Service:		Add Form Note		Close Form	
Line	a	b	c	d	e	f	
Month	Estimated Unlinked Passenger Trips (EUPT)	Passenger Car Revenue Hours	Passenger Car Revenue Miles	Passenger Cars in Operation	Number of Regular Service Days each Month	Submit Date	
01	January	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
02	February	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
03	March	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
04	April	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
05	May	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
06	June	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
07	July	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
08	August	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
09	September	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
10	October	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
11	November	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
12	December	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date

[Save](#)
[Close](#)
[Print](#)

Home e-File Forms Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help							
Form Name: Ridership Activity form (MR-20) - Non - Rail		Service:		Add Form Note		Close Form	
Line	a	b	c	d	e	f	
Month	Estimated Unlinked Passenger Trips (EUPT)	Passenger Car Revenue Hours	Passenger Car Revenue Miles	Passenger Cars in Operation	Number of Regular Service Days each Month	Submit Date	
01	January	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
02	February	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
03	March	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
04	April	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
05	May	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
06	June	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
07	July	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
08	August	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
09	September	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
10	October	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
11	November	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date
12	December	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Date

[Save](#)
[Close](#)
[Print](#)

Ridership Activity form (MR-20)

Overview

Reporting Requirements and Thresholds

Monthly ridership activity information is collected by [mode](#) and [type of service](#) (TOS). These data provide FTA with monthly trends in passenger usage and service levels.

Reporters must enter their data by the end of the month following the month for which data is being reported, i.e., January data is submitted by the last day of February.

What Has Changed from Prior Year

The number of regular service days (column e) will only accept a value between 0 and 23.

All reporting fields are required and must have a value entered before each month's data can be date stamped.

Monthly data fields and the Edit Date button are no longer available before the month actually occurs.

Column a is now labeled estimated unlinked passenger trips (EUPT).

Approach

There are two Ridership Activity forms (MR-20) tailored for:

1. Rail
2. Non-rail.

The Ridership Activity form (MR-20) is used to report monthly data by mode and type of service (TOS) for the [revenue vehicles](#) used to provide transit service. The data include:

- Service consumed ([estimated unlinked passenger trips](#) (EUPT))
- Service supplied ([actual vehicle \(passenger car\) revenue miles](#) (VRM) and [hours](#) (VRH))
- Passenger cars in operation / vehicles operated in maximum service (VOMS)
- Number of regular service days operated.

The data items in this form are similar to the annual data reported on the Service form (S-10). The data reported on the Ridership Activity form (MR-20) must be consistent with the annual data reported in the Service form (S-10).

Detailed Instructions

Data fields for future months will not appear until the 1st of the following month (i.e., February data fields will not be available until March 1).

As the form is being completed, changes should be saved by clicking the **Save** button frequently.

When all data have been entered for a particular month and the data have been verified for accuracy, the month's data should be date stamped by clicking the **Edit Date** button at the end of the row. The date under the **Submit Date** column should reflect the current date. Next click on the **Save** button at the bottom of the form to save the data. If you do not click on the **Save** button at the bottom of the form, the data will not be saved.

To close the form, click on the **Close** button to return to the **Monthly Ridership** tab. The submit date is the date that the user last updated and saved data for a particular month. Ridership data can be updated, date stamped and saved until the end of February of each year, after this time revisions must be done through your ridership analyst.

To revise data for prior months, enter the data in the appropriate cell for the month being revised. Click on the **Edit Date** button at the end of the row. The date under the **Submit Date** column should reflect the current date. Next, click on the **Save** button at the bottom of the form. To close the form, click on the **Close** button to return to the **Monthly Ridership** tab.

Estimated Unlinked Passenger Trips

[Estimated unlinked passenger trips](#) (EUPT) are the number of passengers who board [public transportation](#) vehicles.

Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

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Since it can be very difficult and costly to count each passenger (100 percent count), many transit agencies estimate annual unlinked passenger trips (EUPT) based on a [sampling](#) procedure. The Federal Transit Administration (FTA) requirements are:

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

Transit agencies are not required to use a sampling procedure to estimate and report annual unlinked passenger trips (EUPT). Actual counts (100 percent sample) are acceptable and meet FTA requirements. More detailed information about FTA's sampling requirements is presented in the Service Module section of the reporting manual.

Actual counts (100 percent sample) involve counting passengers each time they board a vehicle. This method is generally applicable to smaller systems, but its use is not precluded by a system's size. If 100 percent counts are available, they are preferable to sampling and should be reported on the Ridership Activity form (MR-20).

If the transit agency uses a sampling method, the total unlinked passenger trips (EUPT) for a specific month should be estimated using the sample data collected during the month and the same procedure that the transit agency uses to estimate annual unlinked passenger trips (EUPT). This approach may not meet FTA's confidence and precision levels for annual data, but does meet FTA's requirements for a good faith effort for reporting monthly data on the Ridership Activity form (MR-20).

If the transit agency changes its sampling procedure, it should revise its reported estimated unlinked passenger trips (EUPT) for the current year and the prior year using the new methodology. The transit agency should contact their ridership analyst for assistance in reporting the revised estimates for the prior year.

Example 2 — Transit Agency Makes 100 Percent Count for Bus (MB) to Calculate the Total Estimated Unlinked Passenger Trips for the Month

Day	Number of Days in Month	Total Estimated Unlinked Passenger Trips
Weekday	21	46,956
Saturday	5	5,987
Sunday	5	3,125
Solution: The total estimated unlinked passenger trips for weekday, Saturday, and Sunday are summed to arrive at the total estimated unlinked passenger trips for the month.		
Total	31	56,068

The transit agency reports 56,068 for total estimated unlinked passenger trips (EUPT) for the month.

Example 3 — Transit Agency Uses Sampling Procedure for Bus (MB) to Estimate the Total Unlinked Passenger Trips for the Month: FTA C 2710.1A for Bus (MB)

	Weekday				Total	Saturday	Sunday	Total
	AM Peak	Midday	PM Peak	Other				
Sample								
1. Unlinked Passengers	321	249	301	52		131	165	
Bus Trips								
2. Sampled	10	11	9	3		6	9	
3. Total	4,844	4,289	4,579	1,512		1,768	802	
Solution: Dividing the total sampled estimated unlinked passenger trips (EUPT) by the number of sampled trips results in the sample average. The sample averages for weekday, Saturday, and Sunday are multiplied by the respective total number of bus trips to calculate the monthly estimated unlinked passenger trips for weekday, Saturday, and Sunday. The total estimated unlinked passenger trips (EUPT) for weekday, Saturday, and Sunday are summed to arrive at the estimated total monthly-unlinked passenger trips.								
Sample Average								
4. Passengers/Trips	32.10	22.64	33.44	17.33		21.83	18.33	
Monthly Total								
5. Unlinked Passengers	155,492	97,103	153,122	26,203	431,920	38,595	14,701	485,216

Actual Vehicle (Passenger Car) Revenue Hours and Miles

[Actual vehicle revenue hours](#) (VRH) and [miles](#) (VRM) are incurred when [non-rail](#) service is available to the general public. These are the miles and hours traveled by vehicles in carrying passengers, plus [layover/recovery time](#). It does not include the miles and hours for items such as [deadhead](#), [charter services](#), [school bus service](#), operator training or maintenance testing. For [rail](#) service, the data are reported in terms of [passenger car revenue hours](#) and [miles](#).

More detailed information about the collection of revenue hours (VRH) and miles (VRM) is presented in the Service Module section of this manual.

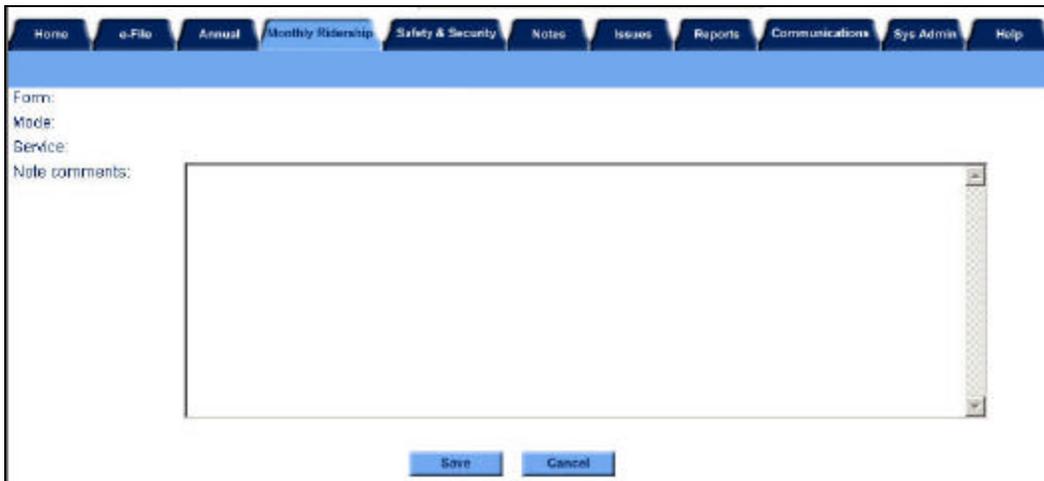
Vehicles Operated in Maximum Service

This is the number of [revenue vehicles/passenger cars](#) operated to meet the maximum service requirement during the month. In most instances, this is the number of scheduled vehicles/passenger cars since most transit agencies have sufficient vehicles/passenger cars to operate the scheduled service. Vehicles operated in maximum service (VOMS) / passenger cars in operation exclude atypical days or one-time special events.

This data item is different than the [vehicles operated in annual maximum service](#) (VOMS) that is reported on the Service form (S-10). The difference between the forms is the time period used in the definition— a month in the Ridership Activity form (MR-20) and a fiscal year in the Service form (S-10).

Number of Regular Service Days Each Month

Enter the number of days during the month that the agency operates normal weekday service. Saturday, Sunday (holiday), reduced or special event service should not be included. This column will only accept a value between 0 and 23.



Form Notes

A **Form Note** can be attached to any form to explain unusual circumstances or data discrepancies that impact the data being submitted to the NTD. Use the **Add Form Note** link for relevant information to a form. 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.

Line by Line Instructions

Completing the Ridership Activity form (MR-20)

From the **Monthly Ridership** screen, click on the **Ridership Activity form (MR-20)** link for the mode and type of service (TOS). Complete the Ridership Activity form (MR-20) following the instructions in this section. All data fields for any future month will not appear until the 1st of the following month (i.e., February data fields will not be available until March 1).

Form Notes

A **Form Note** can be attached to any form to explain unusual circumstances or data discrepancies that impact the data being submitted to the NTD. Use the **Add Form Note** link for relevant information to a form. 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.

Getting Help

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

#	Column	Item	Action	Instruction
Rail				
01-12	a	By Month — Estimated Unlinked Passenger Trips (EUPT)		Enter the number of estimated unlinked passenger trips (EUPT) (need not be audited).
01-12	b	By Month — Passenger Car Revenue Hours		Enter the number of actual passenger car revenue hours (need not be audited).
01-12	c	By Month — Passenger Car Revenue Miles		Enter the number of actual passenger car revenue hours (need not be audited).
01-12	d	By Month — Passenger Cars in Operation		Enter the number of passenger cars in operation (need not be audited).
01-12	e	Number of Regular Service Days each Month		Enter the number of days (0-23) during the month that the agency operates normal weekday service. Saturday, Sunday (holiday), reduced or special event service should not be included.
01-12	f	By Month — Edit Date		When all data have been entered for a particular month and the data have been verified for accuracy, the month's data should be date stamped by clicking the Edit Date button for that row prior to clicking the Save button at the bottom of the form. You will not be able to save data for any month if there are empty data fields for that line. The submit date is the date that the user last updated data for a particular month.
Non-Rail				
01-12	a	By Month — Estimated Unlinked Passenger Trips (EUPT)		Enter the number of estimated unlinked passenger trips (EUPT) (need not be audited).
01-12	b	By Month — Vehicle Revenue Hours (VRH)		Enter the number of actual vehicle revenue hours (VRH) (need not be audited).
01-12	c	By Month — Vehicle Revenue Miles (VRM)		Enter the number of actual vehicle revenue miles (VRM) (need not be audited).
01-12	d	By Month — Vehicles Operated in Maximum Service (VOMS)		Enter the number of vehicles operated in maximum service (VOMS) (need not be audited).
01-12	e	Number of Regular Service Days each Month		Enter the number of days (0-23) during the month that the agency operates normal weekday service. Saturday, Sunday (holiday), reduced or special event service should not be included.
01-12	f	By Month — Edit Date		When all data have been entered for a particular month and the data have been verified for accuracy, the

Completing the Ridership Activity form (MR-20)

month's data should be date stamped by clicking the **Edit Date** button for that row prior to clicking the **Save** button at the bottom of the form. You will not be able to save data for any month if there are empty data fields for that line. The submit date is the date that the user last updated data for a particular month.

Saving the Ridership Activity form (MR-20)

Data for each month is entered by row. When the data for each month (row) has been verified, first click on the **Edit Date** button at the end of each row for which data was entered or edited, then click on the **Save** button. This procedure is followed each month, or each time you return to a prior month to revise data.

Click on the **Close** button at the bottom of the screen to return to the **Monthly Ridership** tab after you have saved the form, or to close the form without saving.

Glossary

Key Word	Definition	Reporting Manual Location
Actual Passenger Car Revenue Hours	The hours that passenger cars travel while in revenue service. Passenger car revenue hours include: <ul style="list-style-type: none"> Layover/recovery time But exclude: <ul style="list-style-type: none"> Deadhead Operator training Vehicle maintenance tests, and Charter services. 	MR-20
Actual Passenger Car Revenue Miles	The miles that passenger cars travel while in revenue service. Passenger car revenue miles exclude: <ul style="list-style-type: none"> Deadhead Operator training Vehicle maintenance tests, and Charter services. 	MR-20
Actual Vehicle Hours	The hours that vehicles travel while in revenue service (actual vehicle revenue hours (VRH)) plus deadhead hours. Actual vehicle hours exclude: <ul style="list-style-type: none"> Hours for charter service School bus service Operator training, and Vehicle maintenance testing. 	Internet Reporting
Actual Vehicle Miles	The miles that vehicles travel while in revenue service (actual vehicle revenue miles (VRM)) plus deadhead miles. Actual vehicle miles exclude: <ul style="list-style-type: none"> Miles for charter services School bus service Operator training, and Vehicle maintenance testing. 	Internet Reporting
Actual Vehicle Revenue Hours (VRH)	The hours that vehicles travel while in revenue service. Vehicle revenue hours include: <ul style="list-style-type: none"> Layover/recovery time But exclude: <ul style="list-style-type: none"> Deadhead Operator training Maintenance testing, as well as School bus and charter services. 	Internet Reporting MR-20
Actual Vehicle Revenue Miles (VRM)	The miles that vehicles travel while in revenue service. Vehicle revenue miles include: <ul style="list-style-type: none"> Layover/recovery time But exclude: <ul style="list-style-type: none"> Deadhead Operator training and maintenance testing, as well as School bus and charter services. 	Internet Reporting MR-20
ADA	Americans with Disabilities Act of 1990	
Aerial Tramway (TR)	A transit mode that is an electric system of aerial cables with suspended powerless passenger vehicles. The vehicles are propelled by separate cables attached to the vehicle suspension system and powered by engines or motors at a central location not on-board the vehicle.	MR-10
AG	Automated Guideway Transit	
Alaska Railroad (AR)	In recognition of the special Federal relationship with the Alaska railroad (AR), a segment of the passenger service portion of the Alaska railroad (AR) is considered	MR-10

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Key Word	Definition	Reporting Manual Location
	to be eligible for certain FTA funding under the Fixed Guideway Modernization program. The service encompasses only those lines operating within the Anchorage, Alaska, urbanized area (UZA) where passenger service is provided and only includes car miles for passenger cars; car miles for freight cars are specifically excluded.	
Americans with Disabilities Act of 1990 (ADA)	The legislation defining the responsibilities of and requirements for transportation providers to make transportation accessible to individuals with disabilities.	Introduction
AR	Alaska Railroad	
Automated Guideway (AG) Transit	A transit mode that is an electric railway (single or multi-car trains) of guided transit vehicles operating without vehicle operators or other crew on-board the vehicle. Service may be on a fixed schedule or in response to a passenger activated call button. Automated guideway (AG) transit includes: <ul style="list-style-type: none"> • Personal rapid transit • Group rapid transit, and • People mover systems. 	MR-10
Average Weekday Unlinked Passenger Trips	The number of passengers who board public transportation vehicles on an average, typical weekday during a month.	MR-20
Bus (MB)	A transit mode comprised of rubber-tired passenger vehicles operating on fixed routes and schedules over roadways. Vehicles are powered by: <ul style="list-style-type: none"> • Diesel • Gasoline • Battery, or • Alternative fuel engines contained within the vehicle. 	MR-10
Buyer	The NTD reporter contracting with a seller under a purchased transportation agreement to provide transit services. The contractor may be a public transit agency or a private company.	Introduction
Cable Car (CC)	A transit mode that is an electric railway with individually controlled transit vehicles attached to a moving cable located below the street surface and powered by engines or motors at a central location, not on-board the vehicle.	MR-10
Capital Expenses	The expenses related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of: <ul style="list-style-type: none"> • The capitalization level established by the government unit for financial statement purposes, or • \$5,000. <p>Capital expenses do not include operating expenses (OE) that are eligible to use capital funds.</p>	Introduction
CC	Cable Car	
CEO	Chief Executive Officer	
Charter Service	A vehicle hired for exclusive use that does not operate over a regular route, on a regular schedule and is not available to the general public.	Introduction
Chief Executive Officer (CEO)	The principal executive in charge of and responsible for the transit agency.	Introduction
Chief Executive Officer (CEO) Certification	A letter signed by the chief executive officer (CEO) of a transit agency certifying the accuracy of the data submitted to the NTD.	Introduction
CMAQ	Congestion Mitigation and Air Quality Improvement Program	
Commuter Rail (CR)	A transit mode that is an electric or diesel propelled railway for urban passenger train service consisting of local short distance travel operating between a central city and adjacent suburbs. Service must be operated on a regular basis by or under contract with a transit operator for the purpose of transporting passengers within	MR-10

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Key Word	Definition	Reporting Manual Location
	<p>urbanized areas (UZAs), or between urbanized areas and outlying areas.</p> <p>Such rail service, using either locomotive hauled or self-propelled railroad passenger cars, is generally characterized by:</p> <ul style="list-style-type: none"> • Multi-trip tickets • Specific station to station fares • Railroad employment practices, and • Usually only one or two stations in the central business district. <p>It does not include:</p> <ul style="list-style-type: none"> • Heavy rail (HR) rapid transit, or • Light rail (LR) / streetcar transit service. <p>Intercity rail service is excluded, except for that portion of such service that is operated by or under contract with a public transit agency for predominantly commuter services. Predominantly commuter a service means that for any given trip segment (i.e., distance between any two stations), more than 50 percent of the average daily ridership travels on the train at least three times a week. Only the predominantly commuter service portion of an intercity route is eligible for inclusion when determining commuter rail (CR) route miles.</p>	
Complementary Paratransit Services	<p>Transportation service required by the Americans with Disabilities Act (ADA) for individuals with disabilities who are unable to use fixed route transportation systems. This service must be comparable to the level of service provided to individuals without disabilities who use the fixed route system and meet the requirements specified in Sections 37.123-137.133 of <i>Transportation Services for Individuals with Disabilities (Part 37), Code of Federal Regulations, Title 49, Volume 1</i>. The complementary services must be origin-to-destination service (demand response (DR)) or on-call demand response (DR) service to an accessible fixed route where such service enables the individual to use the fixed route bus (MB) system for his or her trip.</p>	Introduction
Congestion Mitigation and Air Quality Improvement Program (CMAQ)	<p>Federal Highway Administration (FHWA) funds transferred from the Congestion Mitigation and Air Quality Improvement Program (CMAQ) to FTA for transit projects. This program is to help improve air quality and to manage traffic congestion. Transferred funds may be used for capital expansion and improvements that increase ridership, travel demand management strategies, shared ride services, and bicycle and pedestrian facilities.</p>	Introduction
Cooperative Agreement	<p>An agreement where one or more public transit agencies or governmental units contribute to, or are assessed for, the value of public transit services provided by another public transit agency. There is usually a written memorandum of understanding or mutual agreement on the calculation and payment for the services. Generally, the service is part of the public transit agency's directly operated (DO) service.</p>	Introduction
CR	Commuter Rail	
Deadhead (Miles and Hours)	<p>The miles and hours that a vehicle travels when out of revenue service. Deadhead includes:</p> <ul style="list-style-type: none"> • Leaving or returning to the garage or yard facility • Changing routes • When there is no expectation of carrying revenue passengers. <p>However, deadhead does not include:</p> <ul style="list-style-type: none"> • Charter service • School bus service • Operator training • Maintenance training. 	Internet Reporting MR-20
Demand Response (DR)	<p>A transit mode comprised of passenger cars, vans or small buses operating in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations. A demand response (DR) operation is characterized by the following:</p> <ol style="list-style-type: none"> a. The vehicles do not operate over a fixed route or on a fixed schedule except, perhaps, on a temporary basis to satisfy a special need, and b. Typically, the vehicle may be dispatched to pick up several passengers at 	MR-10

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Key Word	Definition	Reporting Manual Location
	<p>different pick-up points before taking them to their respective destinations and may even be interrupted en route to these destinations to pick up other passengers.</p> <p>The following types of operations fall under the above definitions provided they are not on a scheduled fixed route basis:</p> <ul style="list-style-type: none"> • Many origins — many destinations • Many origins — one destination • One origin — many destinations, and • One origin — one destination. 	
Directly Operated (DO)	Transportation service provided directly by a transit agency, using their employees to supply the necessary labor to operate the revenue vehicles. This includes instances where an agency's employees provide purchased transportation (PT) services to the agency through a contractual agreement.	Introduction MR-10
DO	Directly Operated	
DR	Demand Response	
Emergency Contingency Vehicles	Revenue vehicles placed in an inactive contingency fleet for energy or other local emergencies after the revenue vehicles have reached the end of their normal minimum useful life. The vehicles must be properly stored and maintained, and FTA must approve the Emergency Contingency Plan. Substantial changes to the plan (10% change in fleet) require re-approval by FTA.	Introduction
Estimated Unlinked Passenger Trips (EUPT)	The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.	Internet Reporting MR-20
EUPT	Estimated Unlinked Passenger Trips	
Failure to Report	Submitting a late report, incomplete report or no report.	Introduction
FARE	Uniform Financial Accounting and Reporting Elements	
FB	Ferryboat	
Ferryboat (FB)	<p>A transit mode comprised of vessels carrying passengers and / or vehicles over a body of water that are generally steam or diesel powered.</p> <p>Intercity ferryboat (FB) service is excluded, except for that portion of such service that is operated by or under contract with a public transit agency for predominantly commuter services. Predominantly commuter service means that for any given trip segment (i.e., distance between any two piers), more than 50 percent of the average daily ridership commutes on the ferryboat each day. A commuter is a person that travels back and forth during the same day primarily within an urbanized area (UZA). Only the predominantly commuter service portion of an intercity route is eligible for inclusion when determining ferryboat (FB) route miles.</p>	MR-10
FG	Fixed Guideway	
Fixed Guideway (FG)	<p>A public transportation facility using and occupying:</p> <ul style="list-style-type: none"> • A separate right-of-way (ROW) or rail for the exclusive use of public transportation and other high occupancy vehicles (HOV), or • A fixed catenary system useable by other forms of transportation. 	Introduction
FTA	Federal Transit Administration	
FTA Growing States and High Density States Formula (Section 5340)	New Growing States and High Density States Formula Factors: Section 5340 of the Federal Transit Act that establishes new factors to distribute funds to the urbanized area formula and rural formula programs. One-half of the funds that are made available under the Growing States factors are apportioned by a formula based on state population forecasts for 15 years beyond the most recent census; amounts apportioned for each state are then distributed between urbanized areas and rural areas based on the ratio of urban/rural population within each state. The High Density States factors distribute the other half of the funds to states with population densities in excess of 370 persons per square mile. These funds are apportioned only to urbanized areas within those states.	Introduction
FTA Small Transit	SAFETEA-LU establishes a provision in the FTA Urbanized Area Formula program	Introduction

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Key Word	Definition	Reporting Manual Location
Intensive Cities (STIC) Formula	<p>(Section 5307) to distribute funds to urbanized areas under 200,000 population. Under the formula for STIC, funds are apportioned to urbanized areas (UZA) with a population less than 200,000 that meet or exceed the average level of service for all UZAs with populations between 200,000 and 1,000,000.</p> <p>The UZAs must operate at a level of service equal to or above the industry average level of service for all UZAs with a population of at least 200,000 but not more than 999,999, in one or more of six performance categories:</p> <ol style="list-style-type: none"> 1. Passenger miles traveled per vehicle revenue mile, 2. Passenger miles traveled per vehicle revenue hour, 3. Vehicle revenue miles per capita, 4. Vehicle revenue hours per capita, 5. Passenger miles traveled per capita, and 6. Passengers per capita. 	
FTA Urbanized Area Formula Program (Section 5307)	<p>Financial assistance from Section 5307 of the Federal Transit Act. This program makes Federal resources available for capital and operating assistance for transit in urbanized areas (UZAs). The Urbanized Area Formula Program also supports planning, in addition to that funded under the Metropolitan Planning program (Section 5303). Funding is apportioned directly to each UZA with a population of 200,000 or more, and to the State Governors for UZAs with populations between 50,000 and 200,000. Generally, operating assistance is not an eligible expense for UZAs with populations of 200,000 or more. However, there are several exceptions to this restriction (See SAFETEA - LU). Under Section 5307 SAFETEA-LU also includes provisions for Small Transit Intensive Cities (STIC) Formula and Growing States and High Density States Factors.</p>	Introduction
Heavy Rail (HR)	<p>A transit mode that is an electric railway with the capacity for a heavy volume of traffic. It is characterized by:</p> <ul style="list-style-type: none"> • High speed and rapid acceleration passenger rail cars operating singly or in multi-car trains on fixed rails • Separate rights-of-way (ROW) from which all other vehicular and foot traffic are excluded • Sophisticated signaling, and • High platform loading. 	MR-10
HR	Heavy Rail	
IAS	Independent Auditor Statement	
Inclined Plane (IP)	<p>A transit mode that is a railway operating over exclusive right-of-way (ROW) on steep grades (slopes) with powerless vehicles propelled by moving cables attached to the vehicles and powered by engines or motors at a central location not on-board the vehicle. The special tramway type of vehicles have passenger seats that remain horizontal while the undercarriage (truck) is angled parallel to the slope.</p>	MR-10
Incomplete Report	<p>NTD report not containing all the required:</p> <ul style="list-style-type: none"> • Reporting forms and data • Not in conformance with the NTD requirements, or • Not containing the chief executive officer (CEO) certification and Independent Auditor Statements (IAS), as applicable. 	Introduction
Independent Auditor	<p>A person appointed and authorized to:</p> <ul style="list-style-type: none"> • Examine accounts and accounting records • Make comparisons with vouchers, invoices and other documents, and • State the result. <p>For NTD, the auditor must meet the independence criteria contained in the Government Auditing Standards (General Accounting Office).</p>	Introduction
Independent Auditor Statement (IAS)	<p>A letter signed by an independent public accountant or other independent entity (such as a state audit agency). There are two Independent Auditor Statements (IAS):</p> <ol style="list-style-type: none"> 1. Independent Auditor Statement for Financial Data (IAS — FD), and 2. Independent Auditor Statement for Federal Funding Allocation Data (IAS — 	Introduction

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Key Word	Definition	Reporting Manual Location
	FFA)	
Intercity Bus Service	Regularly scheduled bus (MB) service for the general public, using an over-the-road bus (MB), that: <ul style="list-style-type: none"> • Operates with limited stops over fixed routes connecting 2 or more urban areas not in close proximity or connecting 1 or more rural communities with an urban area not in close proximity; • Has the capacity for transporting baggage carried by passengers; and • Makes meaningful connections with scheduled intercity bus (MB) service to more distant points. 	Introduction
IP	Inclined Plane	
Jitney (JT)	A transit mode comprised of passenger cars or vans operating on fixed routes (sometimes with minor deviations) as demand warrants without fixed schedules or fixed stops.	MR-10
JT	Jitney	
Late Report	NTD report not submitted by the due date, the last day of the grace period or the extended due date.	Introduction
Layover / Recovery Time	The hours scheduled at the end of the route before the departure time of the next trip. This time is scheduled for two reasons: <ol style="list-style-type: none"> 1. To provide time for the vehicle operator to take a break (layover); and 2. To provide time to get back on schedule before the next trip departs if the trip arrives late at the end of the route (recovery). 	MR-20
Light Rail (LR)	A transit mode that typically is an electric railway with a light volume traffic capacity compared to heavy rail (HR). It is characterized by: <ul style="list-style-type: none"> • Passenger rail cars operating singly (or in short, usually two car, trains) on fixed rails in shared or exclusive right-of-way • Low or high platform loading, and • Vehicle power drawn from an overhead electric line via a trolley or a pantograph. 	MR-10
LR	Light Rail	
MB	Bus	
MO	Monorail	
Mode	A system for carrying transit passengers described by specific right-of-way, technology and operational features.	Introduction MR-10 MR-20
Monetary Consideration	The consideration paid by the public body to the private or public seller of transportation service (private / public carrier). The monetary consideration may include any of the following: <ul style="list-style-type: none"> • Cash reimbursement of a private / public carrier's operating deficit • Negotiated rate per unit of service delivered by the private / public carrier • Cash reimbursement to the private / public carrier for reduced fare programs specified by the public body (e.g., for students and for the elderly and persons with disabilities) • Vehicles given, sold, loaned or leased by the public body to the private / public carrier at or below market value • Maintenance facility leased by the public body to the private / public carrier. 	Introduction
Monorail (MO)	A transit mode that is an electric railway of guided transit vehicles operating singly or in multi-car trains. The vehicles are suspended from or straddle a guideway formed by a single beam, rail or tube.	MR-10
NFG	Non-Fixed Guideway	
Nine or Fewer Vehicles Waiver	Relief from filing a complete NTD report if the transit agency operates nine or fewer vehicles in annual maximum service across all modes and types of service, and all service operates on non-fixed guideway (NFG) (mixed traffic right-of-way).	Introduction MR-10

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Key Word	Definition	Reporting Manual Location
Non-Fixed Guideway (NFG)	Mixed traffic right-of-way (ROW). For Federal funding purposes, excludes trolleybus (TB) and ferryboat (FB) modes, which are considered fixed guideway (FG).	Introduction
Non-Rail Modes	Transit modes whose vehicles typically operate on roadways — streets, highways or expressways, but may also operate on waterways (ferryboat (FB) or via aerial cable (aerial tramways (TR). Vehicles are typically powered by motors on-board the vehicle, with one exception, aerial tramway (TR) vehicles which are electrically powered by a motor not on-board the vehicle in order to pull the vehicle via an overhead cable. NTD recognizes eight non-rail modes: <ol style="list-style-type: none"> 1. Bus (MB) 2. Demand response (DR) 3. Ferryboat (FB) 4. Jitney (JT) 5. Publico (PB) 6. Trolleybus (TB) 7. Aerial tramway (TR), and 8. Vanpool (VP). 	Introduction MR-10
Non-Urbanized Area (Non-UZA)	An area (a population of fewer than 50,000) so designated by the U.S. Bureau of the Census.	Introduction
Non-UZA	Non-Urbanized Area	
NTD ID	NTD Identification Number	
NTD Identification Number (NTD ID)	A unique FTA-assigned number (NTD ID) that each transit agency must have before filing a report.	Introduction
OE	Operating Expenses	
Operating Assistance	Financial funding to help cover the operating costs of providing transit services. Operating costs are classified by function or activity and the goods and services purchased. The basic functions and object classes are detailed in the Operating Expenses form (F-30) and are defined in Section 5.2 and 6.2 of the Uniform System of Accounts (USOA).	Introduction
Operating Expenses (OE)	The expenses associated with the operation of the transit agency, and classified by function or activity, and the goods and services purchased. The basic functions and object classes are defined in Section 5.2 and 6.2 of the Uniform System of Accounts (USOA). These are consumable items with a useful life of less than one year or an acquisition cost which equals the lesser of: <ul style="list-style-type: none"> • The capitalization level established by the government unit for financial statement purposes or • \$5,000. 	Internet Reporting
Operators	The personnel (other than security agents) scheduled to be aboard vehicles in revenue operations, including: <ul style="list-style-type: none"> • Vehicle operators • Conductors • Ticket collectors. <p>Operators may also include: Attendants who are transit agency employees that are aboard vehicles to assist riders in boarding and alighting, securing wheelchairs, etc., typically the elderly and persons with disabilities.</p>	Introduction
Over-the-Road Bus	A bus characterized by an elevated passenger deck located over a baggage compartment.	Introduction
Passenger Cars in Operation	The maximum number of passenger cars actually operated to provide service on an average weekday, average Saturday and average Sunday.	MR-20
Passenger Miles (PM)	The cumulative sum of the distances ridden by each passenger.	Internet Reporting

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Key Word	Definition	Reporting Manual Location
PB	Publico	
PM	Passenger Miles	
Private For Profit Provider	A non-public entity that provides public transportation services. For-profit entities exist primarily to generate a profit, (i.e., a surplus of revenues over expenditures).	Introduction
Private Non-Profit Provider	A non-public entity with a tax-free status that provides public transportation services. Nonprofit entities exist to provide a particular service (e.g., public transportation) to the community. Nonprofit refers to a type of business — one which is organized under rules that forbid the distribution of profits to owners. Profit refers to a surplus of revenues over expenditures.	Introduction
PT	Purchased Transportation	
Public Agency or Transit System	A public entity that provides public transportation services. It may be a state or local government, or any department, special purpose district (e.g. transit or transportation district), authority or other instrumentality of one or more state or local governments (e.g., joint powers agency).	Introduction
Public Entity	Any of the following three categories (49CFR37): <ol style="list-style-type: none"> 1. Any state or local government 2. Any department, agency, special purpose district, or other instrumentality of one or more state or local governments 3. The National Railroad Passenger Corporation (Amtrak) and any commuter authority. 	Introduction
Public Transportation	As defined in the Federal Transit Act, public transportation means transportation by bus or rail, or other conveyance, either publicly or privately owned, providing to the public general or special service (but not including school buses or charter or sightseeing service) on a regular and continuing basis. Public transportation is also synonymous with the terms mass transportation and transit.	MR- 10
Publico (PB)	A transit mode comprised of passenger vans or small buses operating with fixed routes but no fixed schedules. Publicos (PB) are a privately owned and operated public transit service which is market oriented and unsubsidized, but regulated through a public service commission, state or local government. Publicos (PB) are operated under franchise agreements, fares are regulated by route and there are special insurance requirements. Vehicle capacity varies from eight to 24, and the vehicles may be owned or leased by the operator.	MR- 10
Purchased Transportation (PT)	Transportation service provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract. The provider is obligated in advance to operate public transportation services for a public transit agency or governmental unit for a specific monetary consideration, using its own employees to operate revenue vehicles. Purchased transportation (PT) does not include: <ul style="list-style-type: none"> • Franchising • Licensing operations • Management services • Cooperative agreements, or • Private conventional bus service. 	Introduction MR- 10 MR-20
Rail Modes	Transit modes whose vehicles travel along fixed rails —bars of rolled steel— forming a track. The vehicles are usually electrically propelled typically through motors on-board the vehicles, but motors may also be at a central location not on-board the vehicles to pull the vehicles by cables (cable car (CC), inclined plane (IP)). For commuter rail (CR), vehicles may be self-propelled or may be drawn by a locomotive. NTD recognizes eight rail modes: <ol style="list-style-type: none"> 1. Automated guideway (AG) transit 2. Cable car (CC) 3. Commuter rail (CR) 4. Heavy rail (HR) 5. Inclined plane (IP) 6. Light rail (LR) 7. Monorail (MO), and 	Introduction MR- 10

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Key Word	Definition	Reporting Manual Location
	8. Alaska railroad (AR).	
Revenue Vehicle	The floating and rolling stock used to provide revenue service for passengers.	Introduction MR-10
Sampling	A statistical technique for the collection of passenger mile data. The sampling technique may be one of the FTA approved procedures or an alternative methodology that meets FTA's requirements for statistical reliability (95 percent confidence and ± 10 percent precision).	MR-10 MR-20
School Bus Hours	The vehicle hours of travel by revenue vehicles while serving as a school bus. School bus hours are only hours where a bus is primarily or solely dedicated to carrying school passengers.	MR-20
School Bus Service	The exclusive use of buses to carry children and school personnel to and from their schools or school-related activities. It includes county school buses, private school buses, and buses chartered from private companies for the express purposes of carrying students to or from school and / or school-related activities.	Introduction
Seller	The public agency or private company providing transit services under a purchase transportation (PT) agreement with the NTD reporter buying the transit services. The seller uses its employees to operate the service (vehicle operators).	Introduction
Sightseeing Service	A service whose purpose is to carry passengers on tours and excursions or to visit and see objects and places of interest. Sightseeing may or may not involve a tour guide.	Introduction
Spare Vehicles	The revenue vehicles maintained by the transit agency to: <ul style="list-style-type: none"> • Meet routine and heavy maintenance requirements • Meet unexpected vehicle breakdowns or accidents • Thereby preserve scheduled service operations. 	Introduction
STIC	FTA Small Transit Intensive Cities Formula	
TB	Trolleybus	
TOS	Type of Service	
TR	Aerial Tramway	
Trolleybus (TB)	A transit mode comprised of electric rubber-tired passenger vehicles, manually steered and operating singly on city streets. Vehicles are propelled by a motor drawing current through overhead wires via trolleys, from a central power source not on-board the vehicle.	MR-10
Type of Service (TOS)	Describes how public transportation services are provided by the transit agency: directly operated (DO) or purchased transportation (PT) services.	Introduction MR-10 MR-20
Uniform Financial Accounting and Reporting Elements (FARE)	Transit industry initiative for a uniform reporting system for transit agencies.	Introduction
Uniform System of Accounts (USOA)	A structure of categories and definitions used for NTD reporting to ensure uniform data. The USOA contains: <ol style="list-style-type: none"> 1. Various categories of accounts and records for classifying financial (Chart of Accounts) and operating data 2. Definitions of the data elements included in each category 3. Definitions of practices for the orderly and regular collection and recording of the data. 	Introduction
Urbanized Area (UZA)	An area defined by the U. S. Census Bureau that includes: <ul style="list-style-type: none"> • One or more incorporated cities • Villages, and • Towns (central place), and • The adjacent densely settled surrounding territory (urban fringe) that together have a minimum of 50,000 persons. <p>The urban fringe generally consists of contiguous territory having a density of at</p>	Introduction

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Key Word	Definition	Reporting Manual Location
	least 1,000 persons per square mile. Urbanized areas do not conform to congressional districts or any other political boundaries.	
USOA	Uniform System of Accounts	
UZA	Urbanized Area	
Vanpool (VP)	<p>A transit mode comprised of vans, small buses and other vehicles operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver. For inclusion in the NTD, it is considered mass transit service if it:</p> <ul style="list-style-type: none"> • Is operated by a public entity, or • Is one in which a public entity owns, purchases, or leases the vehicle(s). <p>Vanpool(s) must also be in compliance with mass transit rules including Americans with Disabilities Act (ADA) provisions, and be open to the public and that availability must be made known. Other forms of public participation to encourage ridesharing arrangements, such as:</p> <ul style="list-style-type: none"> • The provision of parking spaces • Use of high occupancy vehicle (HOV) lanes • Coordination or clearing house service, do not qualify as public vanpools. 	MR-10
Vehicles Available for Annual Maximum Service	<p>The number of revenue vehicles available to meet the annual maximum service requirement. Vehicles available for maximum service include:</p> <ul style="list-style-type: none"> • Spares • Out of service vehicles, and • Vehicles in or awaiting maintenance. <p>But exclude:</p> <ul style="list-style-type: none"> • Vehicles awaiting sale, and • Emergency contingency vehicles. 	Introduction
Vehicles Operated in Annual Maximum Service (VOMS)	<p>The number of revenue vehicles operated to meet the annual maximum service requirement. This is the revenue vehicle count during the peak season of the year; on the week and day that maximum service is provided. Vehicles operated in maximum service (VOMS) exclude:</p> <ul style="list-style-type: none"> • Atypical days, or • One-time special events. 	Introduction MR-10 MR-20
Voluntary NTD Reporter	Transit agency, public or private, which is not a recipient or beneficiary of Urbanized Area Formula Program funds.	Introduction
VOMS	Vehicles Operated in Annual Maximum Service	
VP	Vanpool	
VRH	Actual Vehicle Revenue Hours	
VRM	Actual Vehicle Revenue Miles	

