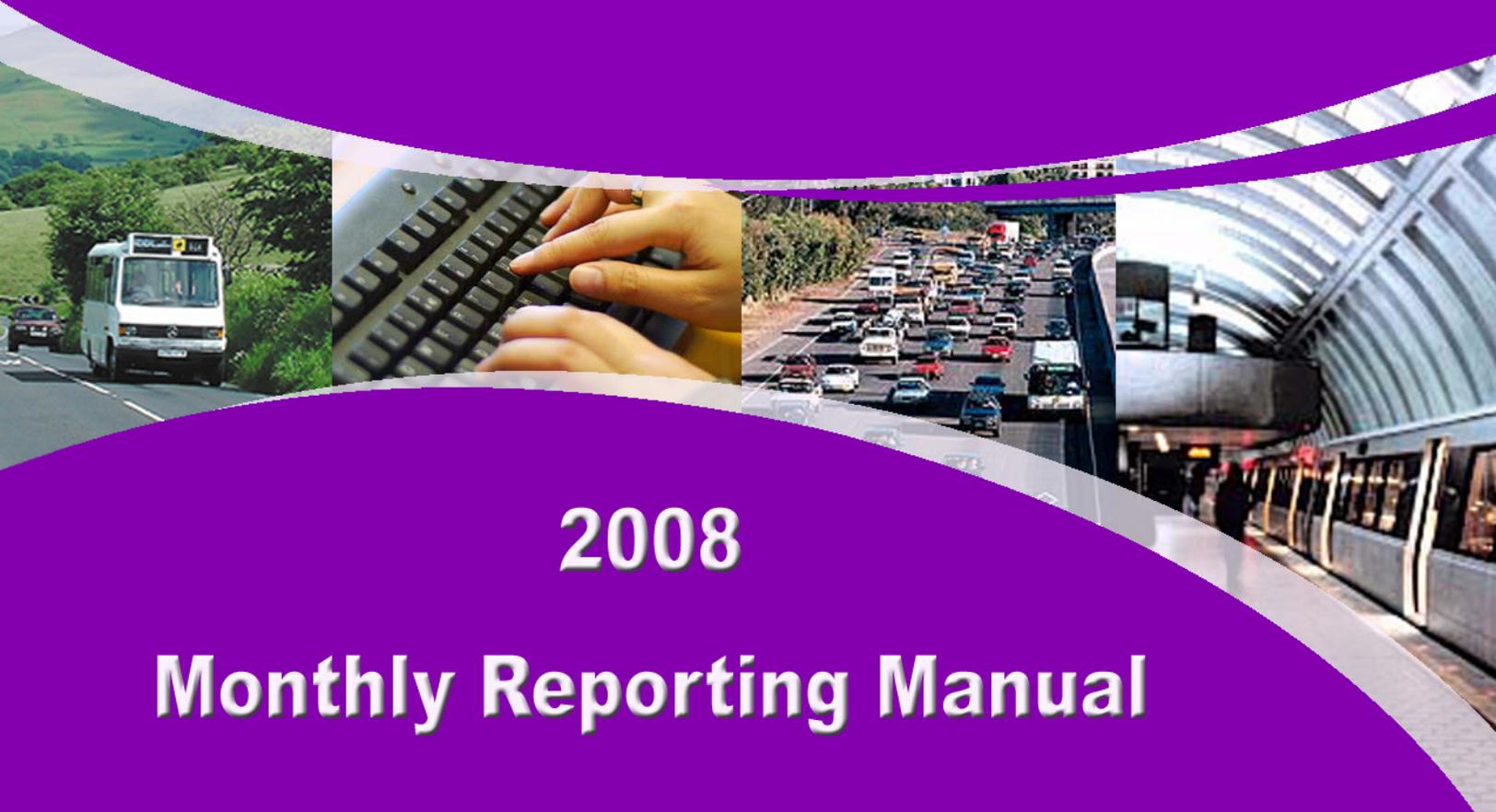




NTD

National Transit Database
Federal Transit Administration

Calendar Year 2008



2008

Monthly Reporting Manual

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

What is the National Transit Database?

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

Changes in 2008 Reporting

This section summarizes the changes in reporting requirements implemented in Calendar Year (CY) 2008.

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

This section provides answers to basic reporting questions.

Data Validation Tools and Validation Checks

This section provides a description of reports and checks used to help identify data completeness and reasonableness.

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 Other than Urbanized 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. NATIONAL TRANSIT DATABASE.

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

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

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 other than urbanized areas based on the ratio of urbanized / other than urbanized 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 2008 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 2008 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 — CY 2008 Reporting Changes and Highlights**Reporting Requirements — Five Changes**

1. Clarification of the requirements for reporting monthly unlinked passenger trips. FTA requires 100% counts if available and reliable. If not available or reliable, the application of a methodology developed for estimating monthly trips is allowed and does not need to be the same as the one used in Annual reporting. However, the two methodologies cannot be biased in relation to each other.
2. Validation Reports are available to identify potential issues with the data. Agencies are encouraged to run this report prior to submission. It lists all potential problems with the data. Agencies should address all issues by either changing the data or explaining why the data is correct as reported.
3. Added incoming and outgoing correspondence capability for both the agency and Validation analyst. This capability is used for documentation of validation issues.
4. The system will not allow the creation of monthly forms if the agency has an approved 9 or fewer vehicles reporting waiver.
5. The system will not allow submission of incomplete reports. All data items, unlinked trips, vehicle revenue miles, vehicle revenue hours, vehicles operated in maximum service, and typical days operated are required and cannot be blank upon submission.

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

1. The reporter is allowed to add or delete a mode/type of service. Deletion of a mode requires completion of a form note explaining why the mode is being deleted and the Validation analyst must either approve or deny the deletion.

Ridership Activity form (MR-20) — Five Changes

1. Column a is now labeled Unlinked Passenger Trips (UPT).
2. The system will not allow data to be entered for a new month until the prior months have been submitted.
3. Any zero data will have to be explained by the agency via the **e-File** tab.
4. Clarification for the **Edit Date** button functionality. Once the data has been entered on the Ridership Activity form (MR-20), the reporter must click the **Edit Date** button and then click the **Save** button to ensure that the information is submitted properly.
5. Added form scripts to notify the reporter of missing data prior to submission.

Who Reports

Transit agencies that receive or benefit from [Urbanized Area Formula Program \(UAF\) funds](#) and report to the NTD must submit or coordinate the submittal of the NTD Monthly 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 or coordinate 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.

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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 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 NTD Monthly report. The system will not generate forms for agencies with an approved 9 or fewer vehicles waiver.

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 Other than Urbanized 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 Other than Urbanized 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 NTD Monthly reports.

What to Report

The NTD Monthly report consists of a series of forms that collect data providing FTA with monthly trends in ridership and service supplied 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.

Reporting Modules and Forms

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

Exhibit 2 — Summary of NTD Reporting Requirements

NTD Monthly 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 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 Annual Reporting Manual.

Internet Reporting

All required forms are completed using Internet Reporting which is accessible from the NTD website at www.ntdprogram.gov. 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 NTD Monthly 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](#).

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- 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.

When to Report

Exhibit 3 — NTD Monthly 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 or Late Report

NTD requires transit agencies to submit complete reports according to the due date schedule. Delinquent reports results from not submitting a report, submitting a [late report](#), or not responding to validation inquiries. [Incomplete reports](#) can no longer be submitted. 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 Requirements and Timelines for due dates.

The system will auto-generate a series of four 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.
4. A Delinquency Notice will be sent to the NTD Contact and CEO fifteen 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 a delinquent 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.gov.

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>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>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>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>www.ntdprogram.gov</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>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>www.ntdprogram.gov</p> <p>NTD publications and reference documents are available on the FTA NTD website.</p>

Data Validation Tools and Validation Checks

Data validation tools include reports in the **Reports** tab that show potential problems with the data. These problems may include:

- Monthly variations in the data outside the ranges derived from the historic data reported by the agency (data outliers).
- Identical data for successive months.

Agencies are encouraged to change or explain the reason(s) for outliers using the form notes feature.

For CY 2009, data validation will become an automated process.

A form script is triggered if there is missing data when the **Submit** button is clicked. The agency is required to provide all missing data in order to submit the NTD Monthly report.

Reference Information

This section contains two items necessary to understanding NTD reporting:

1. Transit terminology and parameters
2. Reference documents.

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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) and [Section 5311 Other Than Urbanized Area Formula Program](#) of the Federal Transit Act (see the NTD Rural Reporting Manual for Section 5311 requirements). Under the Urbanized Area Formula Program (UAF), the term public 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.

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

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

Non-Rail

Aerial tramway (TR)
Bus (MB)
Demand response (DR)
Ferryboat (FB)
Jitney (JT)
Publico (PB)
Trolleybus (TB)
Vanpool (VP)
Other (OR)

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 vehicles operated in annual maximum service (VOMS).

[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).

Reference Documents

The FTA [Uniform System of Accounts](#) (USOA), Annual Reporting Manual, Glossary of Transit Terms, and Final Rule (CFR Part 630) are helpful documents to understand the forms and instructions presented in this manual. You can obtain these documents by visiting the NTD Project website at www.ntdprogram.gov or calling the NTD Project Office at (703) 462-5220.

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 report.

What Has Changed from Prior Year

Column a is now labeled unlinked passenger trips (UPT).

The system will not allow the creation of monthly forms if the agency has an approved 9 or fewer vehicles reporting waiver.

Upon submission, the data is subjected to analysis and review with the help of validation checks included in a report designed to identify potential problems. These validation checks are included in a report that lists all current issues. Since agencies are allowed to make adjustments to data previously submitted during the calendar year, these checks cover all months, from January of the current calendar year to the month data is due. Agencies are encouraged to address the issues included in this report by either correcting the data or explaining why the reported data is correct. This requirement is based on the fact that FTA has a mandate from Congress to administer the National Transit Database which includes developing programs and processes to guarantee data completeness and data quality.

The validation report itself is an editable Word document, and the explanations can be documented in the report itself.

Form script will flag missing data prior to report submission. Reports can be submitted only if all required data has been entered into the MR-20 forms.

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.gov
- Access your transit agency's NTD report via the **Internet Reporting Login** link.

Connecting to the Internet

Use your Internet service provider 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 (or any other ISP that you may use, for example: Netscape.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.

In Netscape, this is done via Edit > Preferences > Advanced > Cache > Every Time.

The National Transit Database Website



The **NTD Home Page** 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 an NTD ID number and an overview of the NTD reporting forms.

Reporting Manuals

- **Annual Reporting:** Access to .html and .PDF versions of the current Annual Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Monthly Reporting:** Access to .html and .PDF versions of the current Monthly Reporting Manual, an overview of the reporting changes and highlights, reporting manual archives, etc.
- **Safety and Security Reporting:** Access to .html and .PDF versions of the current Safety and Security Reporting Manual, Newsletters, Safety and Security FAQs, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Rural Reporting:** Access to the Rural Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.

Data, Publications and Reference Materials

- **NTD Glossary:** HTML version of the NTD Glossary of transit terms.
- **NTD Reference Materials:** NTD reference materials such as the Uniform System of Accounts, FTA Circulars and Federal Register Notices.
- **Access to NTD Data:** HTML and downloadable .PDF publications, including the Data Tables, Profiles, National Transit Summaries and Trends, as well as NTD databases and historical data.

NTD Resources

- **FTA / NTD Presentations, Announcements and Updates:** FTA / NTD presentations, new and useful information, interim updates to reporting requirements, etc.
- **NTD Feedback:** 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.
- **Seminars and Training:** NTD Reporting Seminars and In-house Training information and registration
- **Transit Agency Listing by Region and External 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 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 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 NTD Contact Person use their individual passwords for all report areas. The CEO and NTD Contact person access all reporting areas (Annual, Monthly and Safety and Security) from the **Home** tab.

Welcome to The National Transit Database [Home](#)

Internet Reporting Login

User Name

Password

Password and ID Required

Warning
 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.

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.

Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure.

NTD Release 80.80.80

NTD Report Structure

Monthly 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:** The **e-File** screen provides for processing and tracking any special correspondence and auto generated emails.
- **Annual:** Access to the Annual reporting modules and forms.
- **Monthly:** 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 Monthly Reporting Manual.

Home: The Monthly Report Homepage

Analyst Contact Information	
Contact	Analyst Name
Phone	(703) 462-5220
Email	analyst@ntdprogram.gov

Announcements	
February 14, 2008	Welcome

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

Form Name	Mode / Service	Update User	Update Date	Submit Date
Mode Service Operated (MR-10)		NTD0000	2/28/08	2/28/08
Ridership Activity (MR-20)	DR DO	System	2/28/08	
Ridership Activity (MR-20)	DR PT	System	2/28/08	
Ridership Activity (MR-20)	MB DO	System	2/28/08	
Ridership Activity (MR-20)	VP DO	System	2/28/08	

Monthly: Providing Ridership Data to NTD

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

Initially, the **Monthly** 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	03/24/2008	Edit Note

Notes: Providing Additional Information

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 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 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 re-dated, 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.

Date	Agency	Analyst	Logger	Process	Comm. Type	Subject	Attachment
10/28/2005	0007	jhalteh	CEO0007	Annual Report	Message	Report Submission	
	CEO0007		Agency to Analyst				
10/28/2005	0007	jhalteh	CEO0007	null	Message		Open 1259026 bytes
	CEO0007	10/28/2005	Agency to Analyst				
10/28/2005	0007	jhalteh	CEO0007	null	Message		Open 467733 bytes
	CEO0007	10/28/2005	Agency to Analyst				

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.

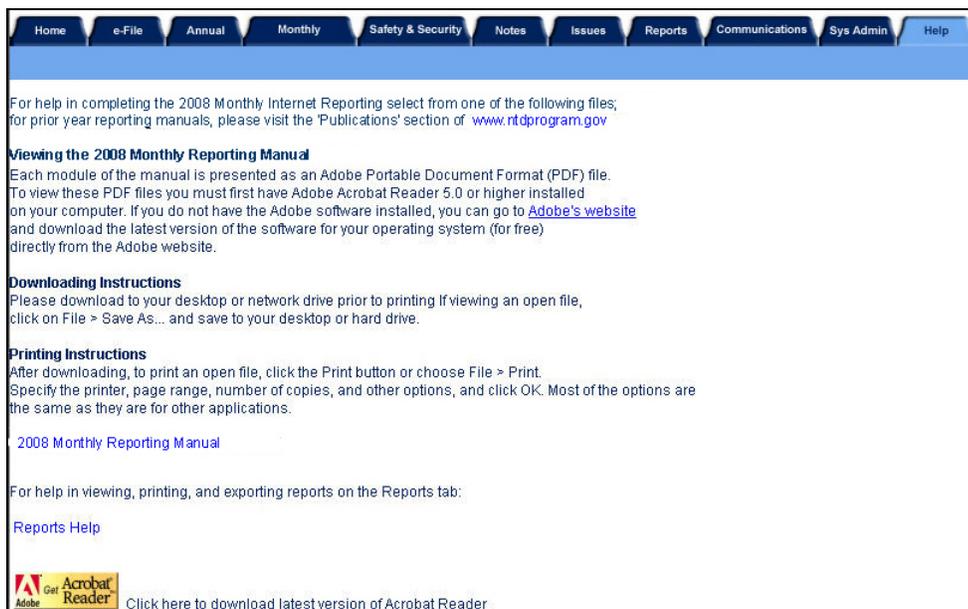
2008 Monthly Reporting Manual



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.



Help: Obtaining More Information

Click on the **Help** tab to display the **Help** screen. The **Help** screen provides access to the 2008 Monthly Reporting Manual for additional help in completing the NTD report forms. The **Help** screen displays the table of contents for the Monthly 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 the **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 will 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 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).

The system will not allow the creation of Monthly forms if the agency has an approved [Nine or Fewer Vehicles Waiver](#).

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.

2008 Monthly Reporting Manual

NTD Internet Reporting - Mode Service Operated form (MR -10) [Logout](#)

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. CY 2008

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

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

Check all boxes that apply.

Line	Vehicles Operated by Mode and Type of Service	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](#)
[Add / Delete Mode / Type of Service](#)

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. Forms will not be generated for agencies that have an approved Nine or Fewer Vehicles Waiver.

What Has Changed from Prior Year

The reporter is allowed to add or delete a mode/type of service. Deletion of a mode requires completion of a form note explaining why the mode is being deleted, and the Validation analyst must either approve or deny the deletion.

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.

2008 Monthly Reporting Manual

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.

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.

Ferryboat (FB) Non-Rail – Fixed Guideway



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

Automated Guideway (AG) Rail – Fixed Guideway



An electric railway of guided vehicles that is operated with a computer and without vehicle operators.

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.

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.

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.

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.

Inclined Plane (IP) Rail – Fixed Guideway



A railway operating on steep slopes and grades with vehicles powered by moving cables.

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.

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.

Monorail (MO) Rail – Fixed Guideway



An electric railway that is suspended from or straddles a guideway formed by single beam, rail or tube.

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.

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.

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



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

Alaska Railroad (AR) Rail – Fixed Guideway



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

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.

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.

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

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NTD Internet Reporting -

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. Report: CY 2008

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

Form:
Mode:
Service:
Note comments:

Save 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.

NTD Internet Reporting - Mode Service Operated form (MR-10) Add / Delete Mode / Type of Service form

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. Report: CY 2008

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

Mode Service Operated form (MR-10) Add / Delete Mode / Type of Service [Add Form Note](#)

To Add a Mode / Type of Service to the MR-10, click on the Add Mode / Type of Service Button (Click and add as many modes as necessary.)

[Add Mode / Type of Service](#)

a	b	c	d
Mode	Type of Service	New Service Start Date	Vehicles Operated in Maximum Service
<input type="text" value="Make Selection"/>	<input type="text" value="Make Selection"/>	<input type="text"/>	<input type="text"/>

To Delete a Mode / Type of Service from the MR-10, click on the Delete Mode / Type of Service Button (Click and delete as many modes as necessary.)

[Delete Mode / Type of Service](#)

a	b	c
Mode	Type of Service	Out of Service Date
<input type="text" value="Make Selection"/>	<input type="text" value="Make Selection"/>	<input type="text"/>

Save Close Submit Report Print

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. A form note must be created to explain why the mode/type of service needs to be added or deleted. The Validation analyst will either approve or deny the change.

Line by Line Instructions

Completing the Mode Service Operated form (MR-10)

From the **Monthly** tab, click on the **Mode Service Operated form (MR-10)** link.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help. A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab. Form notes can be edited or revised until the form is **Saved** after which new form notes can be added.

Saving or Closing the Form

Click on the **Submit** button to save and submit the form. Click on the **Close** button to close the form without saving.

Completing the Form

Lines 1 - 17, column a: Directly Operated (DO) - Vehicles Operated in Maximum Service (VOMS): Select the **Check-Box(es)** to indicate which modes are directly operated by the transit system. Select Other if none of the above apply and describe the Other mode in the **Describe Other** field that appears on the form.

Lines 1 - 17, column b: Purchased Transportation (PT) - Vehicles Operated in Maximum Service (VOMS): Select the **Check-Box(es)** to indicate which modes are directly operated by the transit system. Select Other if none of the above apply and describe the Other mode in the **Describe Other** field that appears on the form.

Adding a Mode / Type of Service

- From the **Monthly** tab, click on the **Mode Service Operated form (MR-10)** link.
- Click on the **Add / Delete Mode / Type of Service** button to enter new service.
- In the new window, click on the **Add Mode / Type of Service** button.
- Column a: Mode. Select the mode that your agency has begun operating from the **Drop-Down** menu.
- Column b: Type of Service. Select the type of service (TOS) that your agency has begun operating from the **Drop-Down** menu.
- Column c: New Service Start Date. Enter the date that the new mode / type of service (TOS) began operating.

Deleting a Mode / Type of Service

- From the **Monthly** tab, click on the **Mode Service Operated form (MR-10)** link.
- Click on the **Add / Delete Mode / Type of Service** button to delete an existing service.
- In the new window, click on the **Delete Mode / Type of Service** button.
- Column a: Mode. Select the mode that your agency has stopped operating from the **Drop-Down** menu.
- Column b: Type of Service. Select the type of service (TOS) that your agency has stopped operating from the **Drop-Down** menu.
- Column c: Out of Service Date. Enter the date that the mode / type of service (TOS) was taken out of service.

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NTD Internet Reporting - Monthly Ridership Reporting Logout

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. CY 2008

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

Form Name: Ridership Activity form (MR-20) - Rail Service: Add Form Note Close Form

Line	a	b	c	d	e	f
Month	Unlinked Trips Passenger (UPT)	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"/>	<input type="text"/> Edit Date
02 February	<input type="text"/>	<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"/>	<input type="text"/> Edit Date
04 April	<input type="text"/>	<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"/>	<input type="text"/> Edit Date
06 June	<input type="text"/>	<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"/>	<input type="text"/> Edit Date
08 August	<input type="text"/>	<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"/>	<input type="text"/> Edit Date
10 October	<input type="text"/>	<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"/>	<input type="text"/> Edit Date
12 December	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Edit Date

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

NTD Internet Reporting - Monthly Ridership Reporting Logout

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. CY 2008

Home e-File Forms **Monthly** 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	Unlinked Passenger Trips (UPT)	Vehicle Revenue Hours (VRH)	Vehicle Revenue Miles (VRM)	Vehicles Operated in Maximum Service (VOMS)	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"/>	<input type="text"/> Edit Date
02 February	<input type="text"/>	<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"/>	<input type="text"/> Edit Date
04 April	<input type="text"/>	<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"/>	<input type="text"/> Edit Date
06 June	<input type="text"/>	<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"/>	<input type="text"/> Edit Date
08 August	<input type="text"/>	<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"/>	<input type="text"/> Edit Date
10 October	<input type="text"/>	<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"/>	<input type="text"/> Edit Date
12 December	<input type="text"/>	<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

Column a is now labeled Unlinked Passenger Trips (UPT).

The system will not allow data to be entered for a new month until the prior months have been submitted.

Any zero data will have to be explained by the agency via the **e-File** tab.

Clarification for the **Edit Date** button functionality. Once the data has been entered on the Ridership Activity form (MR-20), the reporter must click the **Edit Date** button and then click the **Save** button to ensure that the information is submitted properly.

Added form scripts to notify the reporter of missing data prior to submission.

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 ([unlinked passenger trips](#) (UPT))
- 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 prior month's data has been submitted. 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. Any change to a prior month's data takes effect only after the **Edit Date** button is clicked and a submit date shows in the column for Submission date. The reporter will be notified of any missing data prior to the submission of the NTD Monthly report.

Any zero data will have to be explained by the agency via the **e-File** tab.

To close the form, click on the **Close** button to return to the **Monthly** tab. The submit date is the date that the user last updated and saved data for a particular month. Monthly 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 Monthly 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** tab.

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Unlinked Passenger Trips

[Unlinked passenger trips](#) (UPT) are the number of passengers who board [public transportation](#) vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

FTA requires 100 percent counts if available and reliable. If not available or reliable, the application of a methodology developed for estimating monthly trips is allowed and does not need to be the same as the one used in annual reporting. However, the two methodologies cannot be biased in relation to each other.

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 the transit agency uses a sampling method, the total unlinked passenger trips (UPT) 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 (UPT). This approach may not meet FTA's confidence and precision levels for annual data (+/-10% precision for a 95% confidence level), 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 unlinked passenger trips (UPT) for the current year and the prior year using the new methodology. The transit agency should contact their Validation analyst for assistance in reporting the revised estimates for the prior year.

Other estimation methods not necessarily based on sampling can also be used. For example, monthly fare box revenues can be used, provided that bias correction factors are factored into the method to account for trips for which no fare box revenues are recorded, or a large number of intra-modal transfers skews the relationship of trips and fare box revenues.

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

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

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

If the transit agency uses an estimation method to report the data and not 100 percent counts, this method does not need to be the same procedure that the transit agency uses to estimate annual unlinked passenger trips (UPT). However, the two methods cannot be biased in relation to each other. The annual data and the cumulative monthly data for the agency's fiscal year should be very close, if not identical.

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](#).

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.

NTD Internet Reporting -

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. Report: CY 2008

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

Form:
Mode:
Service:
Note comments:

Save 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 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** screen, click on the **Ridership Activity form (MR-20)** link for the applicable mode / type of service (TOS).

Complete the **Ridership Activity form (MR-20)** following the instructions in this section. Data fields for future months will not appear until the 1st of the following month (i.e., February will not be available until March 1).

Form Level Help: Click on the **Help** tab at the top of the screen for form level help. A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab. Form notes can be edited or revised until the form is **Date Stamped** and saved after which new form notes can be added.

Saving and Closing the Form: To save your data, click the **Save** button at the bottom of the form. If you do not click the **Save** button prior to closing the **Ridership Activity form MR-20**, your data will be lost. You will not be able to save data for any month if there are empty data fields for that line. This procedure is followed each month, or each time you return to a prior month to revise data.

Rail Modes

- Lines 01-12, column a: By Month - Unlinked Passenger Trips (UPT). Enter the number of unlinked passenger trips (UPT) (need not be audited).
- Lines 01-12, column b: By Month - Passenger Car Revenue Hours. Enter the number of actual passenger car revenue hours (data need not be audited).
- Lines 01-12, column c: By Month - Passenger Car Revenue Miles. Enter the number of actual passenger car revenue miles (data need not be audited).
- Lines 01-12, column d: By Month - Passenger Cars in Operation. Enter the number of passenger cars in operation (data need not be audited).
- Lines 01-12, column 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.
- Lines 01-12, column 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. The submit date is the date that the user last updated data for a particular month. This procedure is followed each month, or each time you return to a prior month to revise data.

Non-Rail Modes

- Lines 01-12, column a: By Month - Unlinked Passenger Trips (UPT.) Enter the number of unlinked passenger trips (UPT) (need not be audited).
- Lines 01-12, column b: By Month - Vehicle Revenue Hours (VRH). Enter the number of actual vehicle revenue hours (VRH) (data need not be audited).
- Lines 01-12, column c: By Month - Vehicle Revenue Miles (VRM). Enter the number of actual vehicle revenue miles (VRM) (data need not be audited).
- Lines 01-12, column d: By Month - Vehicles Operated in Maximum Service (VOMS). Enter the number of vehicles operated in maximum service (VOMS) (data need not be audited).
- Lines 01-12, column 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.
- Lines 01-12, column 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. The submit date is the date that the user last updated data for a particular month. This procedure is followed each month, or each time you return to a prior month to revise data.

