

Nonurbanized Area (Rural) Introduction

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) 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.

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

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.

Implementation of the NTD Nonurbanized Area (Rural) Reporting System

FTA conducted a comprehensive evaluation of the NTD in 2000 involving extensive outreach to the transit industry, assessment of the usefulness of NTD data to various constituencies and balancing the usefulness of the data with the reporting burden to transit agencies. FTA redesigned the NTD for fiscal year 2002 to better meet the needs of data reporters and users.

One of the major recommendations of the evaluation was to include rural transit data within the NTD to provide a more complete picture of our nation's public transit system. FTA implemented this recommendation through initiation of a voluntary program for states to report key financial and operating data for rural transit providers of public transportation.

Recognizing the unique characteristics of rural transit, FTA sought assistance from the states in developing a pilot NTD Nonurbanized Area (Rural) Reporting System that would be beneficial and feasible. The American Association of State

2006 NTD Nonurbanized Area (Rural) Reporting Manual

Highway and Transportation Officials' (AASHTO's) Standing Committee on Public Transportation (SCOPT) formed a working group to assist FTA with the development of the data items and definitions for inclusion in the NTD Nonurbanized Area (Rural) Reporting System.

The NTD Nonurbanized Area (Rural) Reporting System is being implemented for the 2006 report year. This manual provides the information necessary for states to report data for their rural transit providers using the NTD Nonurbanized Area (Rural) Reporting System.

Who Reports

State departments of transportation must report NTD rural data. Typically, the state agency administering the [FTA Formula Program for Non-Urbanized Areas](#) (§ 5311) will be responsible for the data collection and compilation from each § 5311 subrecipient in the state serving the general public.

SAFETEA-LU added a requirement to provide rural transit data to the NTD. Each recipient under the § 5311 program shall submit an annual report to the Secretary, containing information on capital investments, operations, and service provided with funds received under the § 5311 program. SAFETEA-LU specifies that the report should include information on total annual revenue, sources of revenue, total annual operating costs, total annual capital costs, fleet size and type, and related facilities, revenue vehicle miles, and ridership. In consultation with State Departments of Transportation, FTA previously developed a voluntary state-based rural data module for the NTD. The existing NTD Nonurbanized Area (Rural) Reporting Module manual and reporting instructions can be reviewed on the NTD Web site, <http://www.ntdprogram.com>. For each § 5311 subrecipient, the State Department of Transportation will complete a one-page form of basic data. The existing module will serve as a basis for reporting requirements for the new, mandatory Rural Reporting Module of the NTD. Pursuant to SAFETEA-LU, mandatory reporting will begin with the FY 2006 NTD Report Year. The first reports will be due on October 28, 2006, for those States with fiscal years ending between January 1 and June 30, 2006; on January 28, 2007, for those States with fiscal years ending between July 1 and September 30, 2006; and April 30, 2007, for those States with fiscal years ending between October 1 and December 31, 2006. To enter data and receive additional instructions, State Departments of Transportation can go to the NTD website.

At this time there will be no reporting for the intercity bus providers who are recipients under § 5311. However, this will be a requirement in the future.

What to Report

Data should be reported for providers of general public transportation service in [non-urbanized areas](#) of the state. Typically, these providers are the state's subrecipients under the FTA Formula Program for Non-Urbanized Areas (§ 5311).

The NTD Nonurbanized Area (Rural) Reporting Manual consists of three forms that provide state agency identification information, financial and non-financial operating statistics for individual rural general public transit providers, and a statewide summary. The three forms include:

1. State Agency Identification form (RU-10)
2. Rural General Public Transit Service form (RU-20)
3. Statewide Summary — Rural General Public Transit Service form (RU-30).

The state should complete the State Agency Identification form (RU-10) and complete a Rural General Public Transit Service form (RU-20) for each provider of general public transportation service in the non-urbanized areas of the state. The Statewide Summary form (RU-30) data is automatically generated from the data reported for individual providers.

Ideally, the state should report data for each provider of general public transportation service in non-urbanized areas of the state. However, if the state does not have complete data from all providers, it should report the data that is available.

When to Report

The NTD Nonurbanized Area (Rural) Report should generally be submitted within 120 days of the close of the state's fiscal year according to the schedule in the following exhibit.

Exhibit 1 – Reporting Timeline for Rural NTD			
State Fiscal Year End	Jan. 1 – June 30	July 1 – Sept 30	Oct. 1 – Dec. 31
Report Due	October 28	January 28	April 30

States may collect the data from the rural providers according to their own schedules and reporting periods. Data should cover a full year.

Reporting Period Extension

If the State needs additional time to collect, enter and submit data from all subrecipients they may request an extension. The extension request must be justified in writing from the [chief executive officer](#) (CEO) to FTA. The written request must describe the situation and provide a timeframe by which the State will submit their report.

These requests are approved on a case-by-case basis and are subject to review and approval by FTA. FTA will notify you, in writing, via the **e-File** tab, if your request is granted.

How to Report

The NTD Identification Number

FTA will assign each state a unique [rural identification number](#) (ID) to be used in the NTD Nonurbanized Area (Rural) Report and all correspondence. Each state agency must have a rural identification number before filing a report.

Internet Reporting

The NTD Nonurbanized Area (Rural) Report forms are completed using the NTD Nonurbanized Area (Rural) Reporting System. FTA will provide each state participant with a User Name and Password.

Accrual Accounting

All financial data in the NTD Nonurbanized Area (Rural) Report must follow [accrual accounting](#) principles. Under accrual accounting:

- **Revenues** are recorded when earned, regardless of whether or not receipt of the revenue takes place in the same reporting period.
- **Expenditures** are recorded as soon as they result in liabilities for benefits received, regardless of whether or not payment of the expenditure is made in the same reporting period.

If a cash basis or encumbrance basis accounting system is used, worksheet adjustments should be made to record the data on an accrual basis.

The example below demonstrates the use of accrual accounting with respect to a capital asset.

Example 1 — Accrual Accounting

Hamlet Transit applies to the state to purchase two buses in fiscal year (FY) 2005 at a projected cost of \$440,000, or \$220,000 each. FTA approves the state's program of projects, which includes the project for Hamlet Transit, and appropriates FY 2006 Formula Program for Non-Urbanized Area funds based on an 80/20 split for the Federal/non-Federal match.

Hamlet Transit takes delivery and accepts only one of the buses by the end of FY 2006.

Solution: Report the Federal share of the bus = \$176,000 ($1 \times \$220,000 \times 80\%$) under Federal Funds and the non-Federal share of the bus = \$44,000 ($1 \times \$220,000 \times 20\%$) under Local Capital Funds.

General Formatting Rules

The following rules should be followed when reporting data:

- Round all financial data to the nearest dollar
- Report data as whole numbers
- Use four digits for year entries.

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, technology and operational features.



The glossary at the end of this module contains the detailed NTD modal definitions.

2006 NTD Nonurbanized Area (Rural) 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.

Automated Guideway (AG) Rail – Fixed Guideway



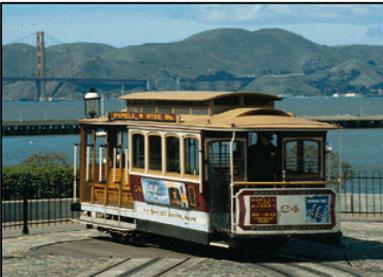
An electric railway of guided vehicles operated with a computer and without vehicle operators. The transit systems in Detroit, Jacksonville, and Miami operate this mode.

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.

2006 Nonurbanized Area (Rural) Reporting Manual

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.

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.

Where to Report

States submit NTD Nonurbanized Area (Rural) Reports via the Internet at the project's website, <http://www.NTDProgram.com> by clicking on the **Internet Reporting Login** link.

FTA assigns each state an NTD analyst to assist reporters throughout the year. At the beginning of the reporting cycle, your analyst will call you to introduce her / him self. Please feel free to contact your analyst if there are any questions, or if FTA can do anything to assist you in reporting.

2006 NTD Nonurbanized Area (Rural) Reporting Manual

Exhibit 2 — 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: 20px;">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="padding-left: 40px;">703.205.2475*</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>* Please note that NTD / TSP will be moving offices shortly. E-mail notifications will be mailed with updated address and contact information. The new contact information will also be posted on www.ntdprogram.com.</p>
<p>Express Delivery Address</p> <p>Express deliveries can be made to the following address:</p> <p style="padding-left: 20px;">Federal Transit Administration National Transit Database 3040 Williams Drive, Suite 200* Fairfax, VA 22031</p> <p>* Please note that NTD / TSP will be moving offices shortly. E-mail notifications will be mailed with updated contact information. The new contact information will also be posted on www.ntdprogram.com.</p>	<p>E-mail</p> <p>You can contact your Rural analyst by using the telephone number or e-mail address located on the Home tab at:</p> <p style="padding-left: 40px;">www.ntdprogram.com > Internet Reporting Login</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 703.876.4987*</p> <p>An original of all faxed documents must also be mailed to the FTA NTD Project Office.</p> <p>* Please note that NTD / TSP will be moving offices shortly. E-mail notifications will be mailed with updated address and contact information. The new contact information will also be posted on www.ntdprogram.com.</p>	<p>Internet</p> <p>Finally, the FTA NTD Project Office manages a website at the following address:</p> <p style="padding-left: 40px;">www.ntdprogram.com</p> <p>You mail e-mail comments, questions or suggestions directly to the NTD by clicking on the Feedback and Photo Gallery link.</p> <p>NTD publications, data and reference documents are available on the FTA NTD website.</p>

NTD Nonurbanized Area (Rural) Internet Reporting

Accessing the NTD Nonurbanized Area (Rural) Internet Reporting System

The NTD Nonurbanized Area (Rural) Internet Reporting System is accessed through the NTD Home Page.

To access Internet Reporting:

1. Connect with the Internet via your Internet service provider (ISP)
2. Access the NTD Project website (www.ntdprogram.com)
3. Click on the **Internet Reporting Login** link
4. Enter your User Name (Rural identification number) and Password.

Connecting to the Internet

Use your Internet service provider to connect to the Internet. NTD Internet Reporting requires a web browser that is at least a 6.x version; e.g., Netscape Communicator 6.2 or Internet Explorer 6.0.

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

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 and NTD ID number and an overview of the NTD reporting forms.
- **Urbanized Area 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) Reporting Information:** Access to the NTD Nonurbanized Area (Rural) Reporting Manual, Glossary, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Asset and Condition Reporting Login:** 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.
- **Announcements and Updates:** FTA will be posting new and useful information, interim updates to reporting requirements, etc.

2006 Nonurbanized Area (Rural) Reporting Manual

- **NTD Feedback and Photo Gallery:** The mailing address, telephone number and fax number for the NTD Program 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
 - National Transit Library
 - American Public Transportation Association
 - Bureau of Transportation Statistics
 - Accessibility.

Accessing the NTD Report

Clicking the **Internet Reporting Login** link will open the Internet Reporting **Logon** page.

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

Entering Username and Password

Enter your user name (Rural identification number) and password to gain access to the **NTD Nonurbanized Area (Rural) Reporting** software. The Nonurbanized Area (Rural) Reporting System provides one access level, permitting the user to view, edit and submit NTD Rural Data.

Reporting Structure

NTD Nonurbanized Area (Rural) Reporting includes the following tabs:

- **Home:** The **Home** screen is the starting point when entering the NTD Nonurbanized Area (Rural) Reporting System. Entering the NTD Nonurbanized Area (Rural) Reporting System always brings the user to the **Home** screen. It displays the reporter's NTD analyst information and any project related announcements.
- **e-File:** The **e-File** screen displays the report stages.
- **Annual:** Displays a listing of the forms and provides access to the specific forms necessary to complete the NTD Nonurbanized Area (Rural) Report.
- **Notes:** Displays all the Form Notes added to the transit agency's report. Internet Reporting allows the user to create Form Notes by form to provide additional information applicable to the overall form / report.

2006 Nonurbanized Area (Rural) Reporting Manual

- **Issues:** Future deployment. Once developed any Issues generated for the report will be accessed from this tab.
- **Reports:** Print and export reports. All forms have been developed to allow the user to print each form (report) without altering print settings to fit a form on the page.
- **Communications:** A listing of all e-mail and telephone communications, etc.
- **Sys Admin:** Change NTD passwords — Rural Contact Person.
- **Help:** The **Help** screen provides a link to an online version of the NTD Nonurbanized Area (Rural) Reporting Manual and Glossary.

Rural Internet Reporting - Home Logout

NTD ID: 3R01 Agency Name: State Report: 2006

Home e-File Annual Notes Issues Reports Communications Sys Admin Help

Analyst Contact Information

Contact	Lauren Tuzikow
Phone	(703) 205-2475, extension 2047
Email	Lauren.Tuzikow@ntdprogram.com

Announcements

Date	Title
July 14, 2006	Changes and Highlights
July 14, 2006	Accessing the print capability using Crystal Reports downloadable viewer.
July 14, 2006	Required Rules of Behavior Document (necessary for all system users)

Home: Starting the NTD Nonurbanized Area (Rural) Report

Access to the NTD Nonurbanized Area (Rural) Reporting System is provided via the **Home** tab. To return to the **Home** tab view from any other area click the **Home** tab near the top of any screen.

Rural Internet Reporting - e-File Summary Logout

NTD ID: 3R01 Agency Name: State Report: 2006

Home e-File Annual Notes Issues Reports Communications Sys Admin Help

Report Stage	Date Sent To NTD	Date Returned From NTD
Original Submission	8/2/06	

e-File: Communicating with FTA

The **e-File** screen displays the status of your report and any correspondence between your agency and the NTD. Click on the **e-File** tab to open the **e-File** screen.

Report Stage

The NTD Nonurbanized Area (Rural) Reporting System incorporates several stages of report status:

- **Working Data:** The state agency is able to enter and edit data only when the report is in Working Data status. Prior to submission, the report is in Working Data status.
- **Original Submission:** After completing and saving each form, the state agency submits the report to FTA by clicking on the **Submit** button on the **Annual** tab view. Once the report is submitted, the data is frozen in Original Submission status. It is available for review at any time by the state agency or FTA but cannot be altered.

2006 Nonurbanized Area (Rural) Reporting Manual

- **Submission Revision:** After review of the submission by the analyst, the report will be available in Working Data status again for further revision by the reporting state agency. After revising and saving forms in Working Data status, the state agency submits a revised report to FTA by clicking on the **Submit** button on the **Annual** tab view. Once a revised report is submitted, the data is frozen in sequentially numbered Submission Revision status.
- **Closeout:** Closeout status is the final report status.

Form Name	Update User	Update Date
Rural Transit		
State Agency Identification (RU-10)	RUR9R02	8/2/06
Rural General Public Transit Service (RU-20) CA001 - Heck Transit	RUR9R02	8/2/06
Statewide Summary (RU-30)	RUR9R02	8/2/06

Annual: Providing Data to the NTD

Click on the **Annual** tab to open the **Annual** tab view.

The **Annual** tab view provides links to the forms your agency will complete for NTD Nonurbanized Area (Rural) Reporting.

Initially, the **Annual** tab view provides access to the State Agency Identification form (RU-10) and the State Summary form (RU-30). The **Annual** tab view also allows the state agency to add a Rural General Public Transit Service form (RU-20). Click on the **Add Form** button at the bottom of the screen and select the form you want to add using the **Drop-Down** menu. Currently, the NTD Nonurbanized Area (Rural) Reporting System allows the state agency to add a Rural General Public Transit Service form (RU-20). Once an RU-20 form is added, data is entered, and the form is saved, the NTD Nonurbanized Area (Rural) Reporting System generates the form which can then be accessed from the **Annual** tab view.

All form-by-form instructions and reporting details are incorporated into the form specific sections of this manual. The **Annual** tab view provides access to the forms that your transit agency is required to complete. For each form, the **Annual** tab view identifies the update user and update date.

Form name	Note type	Note category	Comments	User ID	Date
Report note					
Rural transit module					

Notes: Providing Additional Information

Click on the **Notes** tab to open the **Notes** screen. The NTD Nonurbanized Area (Rural) Reporting System allows the state agency reporter to create **Form Notes**. A **Form Note** allows the user to provide NTD with additional information applicable to the overall form.

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. The **Notes** screen will open allowing the reporter to enter and save the comment.

Click on the **Save** button at the bottom of the screen to save the note, or click on the **Cancel** button to return to the form without saving the note.

Reviewing Notes

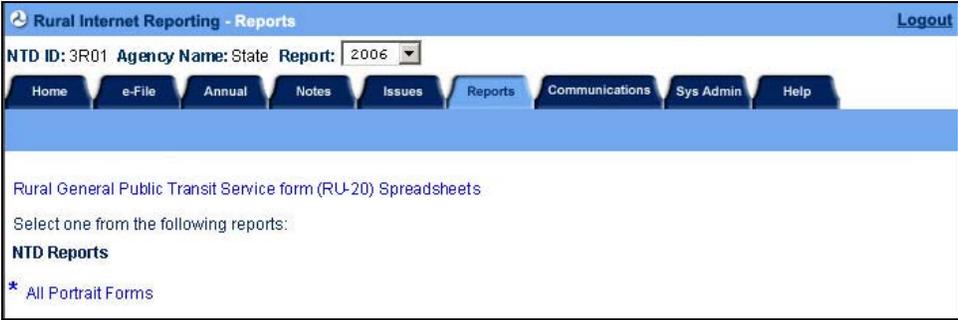
Click on the **Notes** tab to view the **Notes Summary** screen. You can review the notes associated with a specific form or all notes for the report. While working in a form, click on the **Notes** tab to access the **Notes** screen for the form. The form name will be displayed just beneath the tabs.

Editing Notes

While you are in Working Data, you may edit a note after it has been created. Click on the **Edit Note** link in the far right column on the **Notes** screen. Once the NTD Nonurbanized Area (Rural) Report is submitted, the notes are frozen and cannot be edited. Notes can only be edited while in the Working Data stage.

Printing Form Notes

Form Notes are printed as part of each form's report that is generated using the **Print** button at the bottom of each form. All **Form Notes** can be printed from the **Reports** tab by clicking the **All Form Notes** link. (**Form Notes** are not included in the **All Portrait** and **All Landscape Forms** reports listed on the **Reports** tab.)



Rural Internet Reporting - Reports Logout

NTD ID: 3R01 Agency Name: State Report: 2006

Home e-File Annual Notes Issues Reports Communications Sys Admin Help

Rural General Public Transit Service form (RU-20) Spreadsheets

Select one from the following reports:

NTD Reports

* All Portrait Forms

Reports: Viewing, Printing, and Exporting Reports to Assist in Preparing the NTD Report

Click on the **Reports** tab to display the **Reports** screen. This screen provides access to several reports available to assist you in preparing your NTD report.

Before a report can be successfully opened the **Crystal Reports Viewer** must be downloaded to your personal computer (PC). Please refer to the section on **Printing** for instructions on downloading this viewer and also for viewing, printing and exporting a report.

To open a report click the corresponding link on the **Reports** screen.

All Portrait Form Reports

Click on the **All Portrait Forms** link to open all of the Rural report forms. You will not need to alter your printer orientation settings, as these will be set automatically.

The individual form reports included in the **All Portrait Form** reports include:

- State Agency Identification form (RU-10)
- Rural General Public Transit Service form (RU-20)
- Statewide Summary form (RU-30).



The Form Notes associated with each form are not included in these reports. (They are, however, included on the individual form reports generated as a result of clicking the **Print** button on each form screen.)

All Form Notes Report

Click on the **All Form Notes Report** link to print all of the Form Notes associated with the NTD Nonurbanized Area (Rural) report viewed on the **Form Notes** screen.

2006 Nonurbanized Area (Rural) Reporting Manual



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 NTD program. In addition, the correspondence view can be filtered to show only certain processes or communication types.



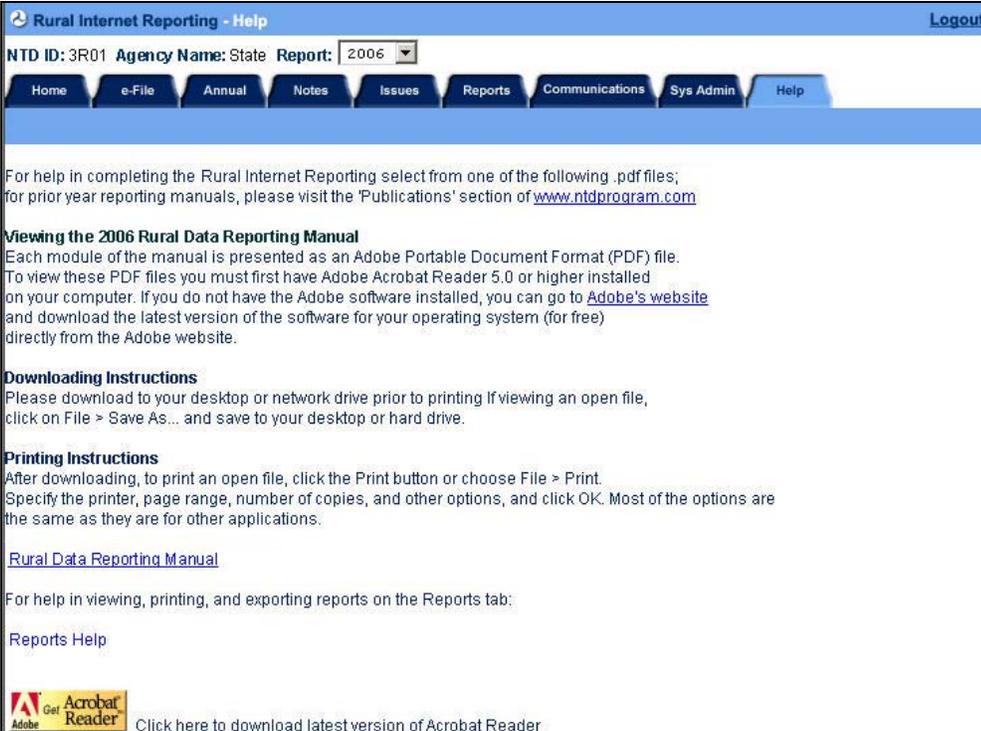
Sys Admin Tab: Changing Passwords

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

Each NTD User has been assigned a unique temporary password. With the launch of the 2006 Internet reporting software, you will be allowed to log into Internet reporting one time using this assigned password. Each user will be prompted to change his / her password at that time. Users can change passwords at any time by clicking on the **Sys Admin** tab. Users should follow the instructions for creating new passwords:

- Passwords should be a minimum of eight characters and be a combination of upper and lower case letters and numbers. Dictionary words should not be used.
- Passwords will be changed at least every 90 days and should never be repeated. Compromised passwords will be changed immediately.

2006 Nonurbanized Area (Rural) Reporting Manual



Rural Internet Reporting - Help Logout

NTD ID: 3R01 Agency Name: State Report: 2006

Home e-File Annual Notes Issues Reports Communications Sys Admin Help

For help in completing the Rural Internet Reporting select from one of the following .pdf files; for prior year reporting manuals, please visit the 'Publications' section of www.ntdprogram.com

Viewing the 2006 Rural Data 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 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.

[Rural Data 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 open the **Help** screen. The **Help** screen provides access to the Nonurbanized Area (Rural) Reporting Manual for additional help in completing the appropriate forms.

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 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.

Viewing, Printing and Exporting Reports

Reports can be generated within the Internet Reporting system from either the **Reports** tab or from the individual form screens.

For trouble-shooting information refer to the **Announcement** section of the **Home** tab.

Downloading the Crystal Reports Viewer

In order to facilitate viewing, printing and exporting of reports 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.

2006 Nonurbanized Area (Rural) Reporting Manual

Viewing a Report Online

Click on the **Report** link on the **Reports** tab to display the report within the **Crystal Reports Viewer**. Use the scroll bar or the following navigation buttons to scroll through the report:

-  The left arrow with a line to the left scrolls to first page
-  The left arrow scrolls to previous page
-  The right arrow scrolls to next page
-  The right arrow with a line to the right scrolls to last page.

You can also search for text within a report by clicking on the binoculars icon  to display the **Search** dialogue box and then entering the text for which you wish to search in the **Find What** field. If the text you entered is found within the report, it will be outlined in red.

To Print a Report from the Report Tab

Click on the **Report** link to display the report within the **Crystal Reports Viewer**. Click the **Print Report** button  (printer icon) in the upper left corner of the viewer. Then click the **Print** button on the resulting **Print** screen.

2006 Nonurbanized Area (Rural) Reporting Manual

Rural Internet Reporting - State Agency Identification (RU-10)
Logout

NTD ID: 3R01 State: My State Report: RY 2006 Working Data

Home
e-File
Annual
Notes
Issues
Reports
Communications
Sys Admin
Help

Form Name: State Agency Identification (RU-10)
Add Form Note
Close Form

01 Agency Identification Information

Agency name*	<input type="text"/>	Fiscal year	2006
Mailing address line 1*	<input type="text"/>	Agency acronym	<input type="text"/>
Mailing address line 2	<input type="text"/>	URL (www.url.com)	<input type="text"/>
City*	<input type="text"/>	FTA recipient ID	<input type="text"/>
State*	Make Selection	Zip code (22222)	<input type="text"/> - <input type="text"/>

02 Director of Transit Unit

Honorific* (ex: Mrs, Capt, etc.)	<input type="text"/>	Initial	<input type="text"/>	Last name*	<input type="text"/>
First name*	<input type="text"/>				
Professional title*	<input type="text"/>				
Mailing address line 1*	<input type="text"/>				
Mailing address line 2	<input type="text"/>	P.O. Box	<input type="text"/>		
City*	<input type="text"/>	State*	Make Selection	Zip code* (ex: 22222)	<input type="text"/> - <input type="text"/>
Phone* (ex: (555) 123-4567)	<input type="text"/>	Ext. (ex:1234)	<input type="text"/>	Fax* (ex: (555) 123-4567)	<input type="text"/>
Email* (ex: ntd.user@ntd.com)	<input type="text"/>				

03 NTD Contact Person

Honorific* (ex: Mrs, Capt, etc.)	<input type="text"/>	Initial	<input type="text"/>	Last name*	<input type="text"/>
First name*	<input type="text"/>				
Professional title*	<input type="text"/>				
Mailing address line 1*	<input type="text"/>				
Mailing address line 2	<input type="text"/>	P.O. Box	<input type="text"/>		
City*	<input type="text"/>	State*	Make Selection	Zip code* (ex: 22222)	<input type="text"/> - <input type="text"/>
Phone* (ex: (555) 123-4567)	<input type="text"/>	Ext. (ex:1234)	<input type="text"/>	Fax* (ex: (555) 123-4567)	<input type="text"/>
Email* (ex: ntd.user@ntd.com)	<input type="text"/>				

Save
Close
Print

2006 Nonurbanized Area (Rural) Reporting Manual

State Agency Identification form (RU-10)

General Overview

The State Agency Identification form (RU-10) collects contact information for the reporting state agency. The form includes agency identification information, transit unit director information, and NTD contact person information. In the 2006 report year, the state agency will need to enter all information. In subsequent reporting years, most of the information will be pre-filled and the state agency will need only to update any information that is no longer current.

Reporting Instructions

Opening the State Agency Identification form (RU-10)

Upon entering your reporting area for the first time, you will be taken to the **Home** screen. Your rural identification number and the state will appear at the top of the screen. In the upper right corner, the **Report** field will indicate that you are accessing the 2006 Working Data.

To begin the 2006 report, click on the **Annual** tab to access the **Annual** tab view. Click on the **State Agency Identification (RU-10)** link to open the form.

Review and complete the State Agency Identification form (RU-10) following the instructions in this section.

To save this form, click on the **Save** button at the bottom of the screen. Click on the **Close** link at the top or the **Close** button at the bottom of the screen to close the form without saving and return to the **Annual** tab view.

Detailed Instructions

This section discusses the key issues involved in completing this form.

Rural NTD Identification Number

The [rural NTD identification number](#) (ID) is the four-digit alphanumeric FTA assigned to your state (e.g., #R##). It is pre-filled and cannot be altered.

Agency Identification Information

Report the agency name, mailing address, city, county state, and zip code for the state agency submitting the report. Also report the state agency acronym, URL (if applicable) and the FTA designated recipient ID number.

The agency name is the full legal name of the agency submitting the NTD Nonurbanized Area (Rural) Report. The agency acronym is the trademark or familiar name. This acronym may be used in selected FTA publications.

The [FTA recipient identification number](#) is the four-digit number assigned to your state agency for the FTA electronic grant making system — TEAM (Transportation Electronic Award and Management). If you have a question regarding this number, please contact your agency's grant manager.

A universal resource locator (URL) is the address of the state's website; e.g., www.ak.state.gov. Please do not include http://.

State Fiscal Year End

Once submitted to the NTD, this data will be locked and can only be edited by contacting your analyst.

Director of Transit Unit

Report the name, title, mailing address, city, state, zip code, phone, fax, and e-mail address for the director of the state transit unit.

NTD Contact Person

Report the name, title, mailing address, city, state, zip code, phone, fax, and e-mail address for the state agency designated rural contact person. The contact person is the individual responsible for coordinating the NTD Nonurbanized Area (Rural) Report. The contact person receives all NTD correspondence and any questions that the Federal Transit Administration (FTA) may have concerning the report.

2006 Nonurbanized Area (Rural) Reporting Manual

The screenshot displays the 'Rural Internet Reporting' web application interface. At the top, the title 'Rural Internet Reporting' is on the left and 'Logout' is on the right. Below the title bar, the user information is shown: 'NTD ID: 3R01 Agency Name: State Report: 2006'. A navigation menu contains buttons for 'Home', 'e-File', 'Annual', 'Notes', 'Issues', 'Reports', 'Communications', 'Sys Admin', and 'Help'. The 'Notes' tab is currently selected. The main content area is titled 'Form:' and 'Note comments:' and contains a large, empty text input field with a vertical scrollbar on the right side. At the bottom of the form area, there 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 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.

2006 Nonurbanized Area (Rural) Reporting Manual

Line by Line Instructions

Completing the State Agency Identification form (RU-10)

Starting Your NTD Nonurbanized Area (Rural) Report

Upon entering your reporting area for the first time, you will be taken to the NTD Nonurbanized Area (Rural) Reporting System **Home Page**.

Click on the **Annual** tab to open the **Annual** tab view.

Click on the **State Agency Identification** link to open the form.

Review and complete the form following the instructions in this section.

Getting Help

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

A **Form Note** can be attached to any form. Use the **Form Note** for information relevant to the entire form or multiple forms. Click on the **Add Form Note** button at the top of the screen and enter your note on the **Notes** screen.

#	Column	Item	Action	Detailed Instruction
		Rural NTD ID	Pre-filled — review for accuracy.	Review to be sure the Rural ID is correct. Contact your analyst immediately if there is a problem.
		Fiscal Year End	Entered once then Pre-filled — review for accuracy.	Once submitted to the NTD, this data will be locked and can only be edited by contacting your Validation Analyst.
01		Agency Identification Information		Enter the state agency's full legal name. No abbreviations or acronyms. Enter the agency's mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, the P.O. Box should always appear on the second line. Enter the agency's URL. Enter the agency's acronym. This acronym will be used in selected NTD publications. Enter the state agency's recipient ID (TEAM ID).
02		Director of Transit Unit		Enter the name of the state's head of the transit unit. Enter the title of the head of the transit unit. Enter the business mailing address for the head of the transit unit. The street address should always begin on the first line. If the mailing address includes a P.O. Box, the P.O. Box should always appear on the second line. Enter the business telephone number of the head of the transit unit. Enter the FAX number of the head of the transit unit. Enter the e-mail address of the head of the transit unit.
03		NTD Contact Person		Enter the name of the person responsible for coordinating the NTD Nonurbanized Area (Rural) Report . Enter the contact person's title. Enter the contact person's mailing address, if different than the State Agency mailing address. Enter the contact person's telephone number. Enter the contact person's FAX number. Enter the contact person's e-mail address.

Saving the State Agency Identification form (RU-10)

Click on the **Save** button at the bottom of the form to save the State Agency Identification form (RU-10).

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

Printing the State Agency Identification form (RU-10)

Click on the **Print** button at the bottom of the screen.

Exporting the State Agency Identification form (RU-10)

Click on the **Print** button at the bottom of the screen; then select **Export Report** in the left corner of the Viewer.

2006 Nonurbanized Area (Rural) Reporting Manual

Rural Internet Reporting - Rural General Public Transit Service (RU-20)
Logout

NTD ID: 3R01 Agency Name: State Report: RY 2006 Working Data

Home
e-File
Annual
Notes
Issues
Reports
Communications
Sys Admin
Help

Form Name: Rural General Public Transit Service (RU-20)
Add Form Note
Close Form

01 Provider Information

Provider name*

Mailing address line 1*

Mailing address line 2

City*

State*

Contact person* First name:

State ID

Reporting period end*

Provider acronym

Phone*

County*

Zip code* -

Middle initial: Last name:

02 Type of Service Operated* (check all that apply)

Fixed route <input type="checkbox"/>	Subscription <input type="checkbox"/>
Deviated fixed route <input type="checkbox"/>	Vanpool <input type="checkbox"/>
Demand response <input type="checkbox"/>	Other* <input type="checkbox"/>

Describe*

03 Service Area*

Volunteer Resources (check all that apply)

04 Volunteer drivers Describe

05 Personal vehicle in service Describe

Vehicles

06 Number active vehicles in fleet*

07 Number ADA accessible vehicles in fleet*

08 Annual Operating and Administrative Expenses* \$

Operating Revenue

09 Fare revenue*

10 Contract revenue*

11 Federal operating assistance*

12 State operating assistance*

13 Local operating assistance*

14 Total Annual Operating Revenues* \$

15 Annual Capital Costs* \$

Sources of Capital Funds

16 Federal capital assistance*

17 State capital assistance*

18 Local capital assistance*

19 Total Capital Funds* \$

Service Data

20 Annual vehicle miles*

21 Annual vehicle hours

22 Annual passenger trips*

Safety

23 Fatalities

24 Major incidents

25 Injuries

2006 Nonurbanized Area (Rural) Reporting Manual

Rural General Public Transit Service form (RU-20)

General Overview

This form collects key financial and non-financial operating information on each rural (§ 5311) general [public transit](#) provider. Items include transit provider name and information, [type of service](#) (TOS), [service area](#), volunteer resources, number of vehicles, annual operating and administrative expenses, operating revenues, annual capital costs, sources of capital funds, annual vehicle miles, annual vehicle hours, annual passenger trips, and safety information. However, at this time there is no reporting for Intercity Bus transportation, such as Greyhound, which receive funds under § 5311.

A separate form should be completed for each rural provider of general public transit service within the state. Report all data that is available for each provider, even if it is less than the data requested on the form.

Rural General Public Transit Service form (RU-20) Excel Spreadsheets

For the convenience of reporters who must enter data for a large number of subrecipients, NTD has included an Excel spreadsheet version of the Rural General Public Transit Service form (RU-20) on the **Nonurbanized Area (Rural) Reporting Information** webpage. The Rural Contact person may download as many copies of this form as needed, and distribute them to the various subrecipients that must be included in the state's report. The subrecipients enter their data on the Excel spreadsheet and send it back to the Rural Contact, who can then enter this data into the Rural General Public Transit Service forms (RU-20) in the Internet Reporting system.

Reporting Instructions

Opening the Rural General Public Transit Service form (RU-20)

Click on the **Add Form** button at the bottom of the **Annual** tab view to generate a Rural General Public Transit Service form (RU-20). A window will open, select the Rural General Public Transit Service form (RU-20) from the **Drop-Down** menu. The Rural General Public Transit Service form (RU-20) will open, review and complete the form following the instructions in this section.

To save this form, click on the **Save** button at the bottom of the screen. Click on the **Close** button at the top or bottom of the screen to close the form without saving and return to the **Annual** tab view.

After saving the form, a link to the form will appear on the **Annual** tab view. The link will specify the provider name (and sequential number assigned by the Internet Reporting system) along with the form name for easy access to reopen the form.

Detailed Instructions

Complete one form for each rural provider of general public transit service (subrecipient) within the state.

State ID Number

The State identification number (ID) is the four-digit alphanumeric FTA assigns to each subrecipient as the individual RU-20s are saved (e.g., CA####). It is pre-filled and cannot be altered.

Provider Information

Report the name of the rural transit provider, the acronym used by the provider, if applicable, the contact person's name, and the provider's address, county and phone number.

Reporting Period

Report the end date for the 12-month reporting period (mm/dd/yyyy).

Type of Service Operated

Rural transit service frequently involves a variety of service types. Check each box that applies for the type of service operated by the rural provider.

If you check the **Other** box, the **Type of Service Provided – Other Description** box will appear on the screen. Use this field to describe the other type of service provided.

Type of Service Operated Check-Box selections:

[Fixed Route Service](#)
[Deviated Fixed Route Service](#)
[Demand Response Service](#)
[Subscription Service](#)
[Vanpool Service](#)
[Other](#)

Service Area

Using the **Drop-Down** menu, select the type of service area in which the rural provider operates.

Service Area menu selections:

[Municipal](#)

[County](#)

[Multi-County](#)

Volunteer Resources

Some rural transit providers use volunteer resources for some or all of their service. Check each box that applies to indicate that the rural transit service provider uses volunteer resources to provide some of its service:

- [Volunteer drivers](#) — In the **Describe** box, report the number of volunteer drivers the agency has available.
- [Personal vehicles in service](#) — In the **Describe** box, report the number of personal vehicles routinely used by the agency.

Vehicles

Report the [number of active vehicles in the fleet](#) (§ 5311 vehicles) and the [number of Americans with Disabilities Act of 1990 \(ADA\) accessible vehicles in the fleet](#) at the end of the rural transit provider's reporting period.

SAFETEA-LU requires the reporting of § 5311 vehicles, vehicle type and facilities. This data will not be reported in 2006. However, it will be required in future years.

Annual Operating and Administrative Expenses

Report the [annual operating and administrative expenses](#) of the rural service provider for the report year.

Operating Revenues

Report the operating revenues earned by the rural public transit service provider during the report year in the following categories:

- [Fare revenue](#)
- [Contract revenue](#)
- [Federal operating assistance](#)
- [State operating assistance](#)
- [Local operating funds](#).

Under § 5311, contract revenues may be treated either as revenues to reduce the operating deficit or as direct local match for Federal assistance. Regardless of the treatment of contract revenues by the rural transit provider, contract revenues should be reported as a separate category under the NTD Nonurbanized Area (Rural) Report .

Federal operating assistance includes § 5311 funds plus any § 5310 or § 5307 funds transferred to the program or flexible highway funds transferred to the program and administered through the § 5311 program.

The total annual operating revenues will be automatically calculated as the sum of the previous revenue streams.

Reporting of funds earned follows [accrual accounting](#) principals. Funds are reported by source for the year that they are earned, regardless of whether or not receipt of revenue takes place in the same reporting period.

Most Federal, state and local grants are earned on a reimbursement basis. Grant funds are not earned until an expenditure occurs. Grant funds are reported as they are earned. The total amount of funding in an approved grant application is not reported (unless the expenditures are incurred and the grant funds are earned in the period).

Only those funds that are (or will be) applied to the rural transit operations for transit projects should be reported.

Annual Capital Costs

Report the annual [capital costs](#) for the rural public transit provider for the report year.

Sources of Capital Funds

Report the capital funds earned by the rural public transit provider in the report year in the following categories:

- [Federal capital assistance](#)
- [State capital assistance](#)
- [Local capital funds](#).

2006 Nonurbanized Area (Rural) Reporting Manual

The total capital funds will be automatically calculated as the sum of the previous sources of funds.

Reporting of capital funds follows accrual accounting principals. Funds are reported by source for the year that they are earned, regardless of whether or not receipt of revenue takes place in the same reporting period.

Most Federal, state and local grants are earned on a reimbursement basis. Grant funds are not earned until an expenditure occurs. Grant funds are reported as they are earned. The total amount of funding in an approved grant application is not reported (unless the expenditures are incurred and the grant funds are earned in the period).

Annual Vehicle Miles

[Annual vehicle miles](#) are the total amount of miles for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. This includes the miles of personal vehicles used in service.

Annual Vehicle Hours

[Annual vehicle hours](#) are the total amount of hours for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. This includes the hours of personal vehicles used in service.

Annual Passenger Trips

Report the number of [annual passenger trips](#).

Safety

Report the following safety data for the provider's reporting period:

- Number of [fatalities](#)
- Number of [major incidents](#)
- Number of [injuries](#).

The definition of injury requires immediate medical attention away from the scene. Immediate medical attention includes, but is not limited to, transport to the hospital by ambulance. If an individual is transported immediately from the incident scene to a hospital or physician's office by another type of emergency vehicle, by passenger vehicle, or through other means of transport, this is also considered an injury. An individual seeking medical care several hours after an incident or in the days following an incident is not considered to have received immediate medical attention. In cases that are less clear-cut, reporters should apply their judgment in determining whether the injury sustained caused the individual to immediately seek medical attention.

The medical attention received must be at a location other than the location at which the incident occurred. The intent of this distinction is to exclude incidents that only require minor first aid or other assistance received at the scene. This distinction is not, however, intended to be burdensome for the transit provider. It is not a requirement that an agency follow up on each person transported by ambulance, for example, to ensure that they actually received medical attention at the hospital. It is acceptable to count each person immediately transported by ambulance as an injury. If, however, an agency representative does choose to follow-up with the hospital and finds that, though an individual was transported to the hospital, he did not receive any medical attention, this individual does not need to be reported as an injury.

Major Incident

The existence of one or more of the following conditions constitutes a major incident:

- A fatality other than a suicide
- Injuries requiring immediate medical attention away from the scene for two or more persons
- Property damage equal to or exceeding \$25,000
- An evacuation due to life safety reasons
- A collision at a grade crossing resulting in at least one injury requiring immediate medical attention away from the scene or property damage equal to or exceeding \$7,500
- A mainline derailment
- A collision with person(s) on a rail right-of-way (ROW) resulting in injuries that require immediate medical attention away from the scene for at least one person
- A collision involving a rail transit vehicle resulting in injuries that require immediate medical attention away from the scene for at least one person.
- Forcible rape

- Confirmed terrorist / security events:
 - Bombing (suicide or other)
 - Chemical / Biological / Radiological / Other release
 - Cyber
 - Hijacking
 - Sabotage.

The screenshot shows the 'Rural Internet Reporting' web application. At the top, there is a blue header with the title 'Rural Internet Reporting' and a 'Logout' link. Below the header, the user's session information is displayed: 'NTD ID: 3R01 Agency Name: State Report: 2006'. A navigation menu contains several tabs: 'Home', 'e-File', 'Annual', 'Notes', 'Issues', 'Reports', 'Communications', 'Sys Admin', and 'Help'. The 'Notes' tab is currently selected. The main content area is titled 'Form:' and contains a 'Note comments:' label followed by a large, empty text input field with a vertical scrollbar on the right. At the bottom of the form, there 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 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.

2006 Nonurbanized Area (Rural) Reporting Manual

Line by Line Instructions

Completing the Rural General Public Transit Service form (RU-20)

Opening the Rural General Public Transit Service form (RU-20)

Click on the **Add Form** button at the bottom of the **Annual** tab view to generate a Rural General Public Transit Service form (RU-20).

To open a previously saved Rural General Public Transit Service form, click on the **Rural General Public Transit Service Form** link for the specific provider from the **Annual** tab view.

Review and complete the form following the instructions in this section.

Getting Help

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

A **Form Note** can be attached to any form. Use the **Form Note** for information relevant to the entire form or multiple forms. Click on the **Add Form Note** button at the top of the screen and enter your note on the **Notes** screen.

#	Column	Item	Action	Detailed Instruction
		State ID Number	Auto Generated / Pre-filled — review for accuracy.	The State identification number (ID) is the four-digit alphanumeric FTA assigns to each subrecipient as the individual RU-20s are saved (e.g., CA###). It is pre-filled and cannot be altered.
01		Provider's Information		<p>Enter the service provider's full legal name. No abbreviations or acronyms.</p> <p>Enter the end date for the 12-month reporting period. Report as mm/dd/yyyy.</p> <p>Enter the service provider's mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, the P.O. Box should always appear on the second line.</p> <p>Enter the service provider's acronym used by the rural transit provider, if applicable.</p> <p>Enter the service provider's telephone number.</p> <p>Enter the service provider's city, county and 5 or 9-digit zip code.</p> <p>Enter the full name of the person responsible for coordinating rural data with the state reporting agency.</p>
02		Type of Service Operated	Check-Box	<p>This is a required field. Check each applicable box to indicate the types of service (TOS) operated by the rural transit provider:</p> <ul style="list-style-type: none"> • Fixed route – Transit service using rubber tired passenger vehicles operating on fixed routes and schedules, regardless of whether a passenger actively requests a vehicle. • Deviated fixed route – Transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested the deviation. • Demand response – Shared use transit service operating in response to calls from passengers or their agents to the transit operator, who schedules a vehicle to pick up the passengers to transport them to their destinations. • Subscription – Shared use transit service operating in response to on-going reservations made by passengers to the transit operator, who can schedule in advance a consistent trip to pick up the passenger and transport them to their destination. • Vanpool – Transit service 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. Vanpool(s) must also be open to the public and that availability must be made known. Does not include ridesharing coordination. • Other – Transit service that does not fit into one of the previous categories. <p>Describe other using the Type of Service Provided – Other</p>

2006 Nonurbanized Area (Rural) Reporting Manual

Completing the Rural General Public Transit Service form (RU-20)			
			Description box.
03	Service Area	Drop-Down	<p>This is a required field. From the Drop-Down menu, select the type of service area:</p> <ol style="list-style-type: none"> 1. Municipal – Service operated primarily within a single city, village, or town. 2. County – Service operated primarily within the boundaries of a single county or parish. 3. Multi-county – Service operated primarily within the boundaries of two or more counties or parishes.
04	Volunteer Resources – Volunteer Drivers	Check-Box	<p>Check the box to indicate that the rural transit provider uses some volunteer drivers to provide service.</p> <p>If volunteer drivers are used, enter the number of volunteer drivers at the end of the reporting period.</p>
05	Volunteer Resources – Personal Vehicles in Service	Check-Box	<p>Check the box to indicate that the rural transit provider uses some personal vehicles in service.</p> <p>If personal vehicles are used, enter the number of personal vehicles in use at the end of the reporting period.</p>
06	Vehicles – Number of Active Vehicles in Fleet		<p>This is a required field. Report the total number of operational revenue vehicles in the fleet available for general public transit service, including spare or back up revenue vehicles. The total also should include any operational revenue vehicles used by purchased service contractors in general public transit service.</p> <p>Non-revenue service vehicles and personal vehicles should not be included.</p>
07	Vehicles – Number of ADA Accessible Vehicles in Fleet		<p>This is a required field. Report the number of active vehicles in the fleet that meet the accessibility requirements of the Americans with Disabilities Act of 1990 (ADA).</p>
08	Annual Operating and Administrative Expenses		<p>This is a required field. Report the provider's recurring costs of providing public transportation service. They include: all employees' wages and salaries; fringe benefits; operating supplies such as fuel, and oil; contractors' charges for services; taxes; repair and maintenance services, parts, and supplies; equipment leases and rentals; marketing; lease or rental costs; and insurance. Operating expenses include administrative expenses. Operating costs exclude fixed costs such as depreciation on plant and equipment, costs of providing transportation services not available to the general public, and interest paid on loans on capital equipment.</p>
09	Operating Revenue – Fare Revenue		<p>This is a required field. Report the rural public transit service provider's total income received directly from passengers, either paid in cash or through pre-paid tickets, passes, etc. Include donations from those passengers who donate money on the vehicle. Include the reduced fares paid by passengers in a user-side subsidy arrangement.</p>
10	Operating Revenue – Contract Revenue		<p>This is a required field. Report the total reimbursement by any organization, government, agency, or company, as a result of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers.</p>
11	Operating Revenue – Federal Operating Assistance		<p>This is a required field. Report the total financial assistance from FTA to assist in paying the operating and administrative costs of providing transit service.</p> <p>Include § 5311 funds plus any § 5310 or § 5307 funds transferred to the program or flexible highway funds transferred to the program and administered through the § 5311 program.</p>
12	Operating Revenue – State Operating Assistance		<p>This is a required field. Report the total financial assistance from any state agency that supports the operation of the transit system. Include:</p> <ul style="list-style-type: none"> • Tax levies – A specified amount from state levies that is dedicated

2006 Nonurbanized Area (Rural) Reporting Manual

Completing the Rural General Public Transit Service form (RU-20)

			<p>to supporting public transit system operating costs.</p> <ul style="list-style-type: none"> • General funds – Transfers from the general fund of state governments to cover the Local Share portion of the transit system budget. • Specified contributions – Contributed from the state towards the Local Share portion of the transit system budget.
13	Operating Revenue – Local Operating Assistance		<p>This is a required field. Report the total financial assistance from local entities that support the operation of the transit system. Include:</p> <ul style="list-style-type: none"> • Tax levies – A specified amount from local levies that is dedicated to supporting public transit system operating costs. • General funds – Transfers from the general fund of local governments to cover the Local Share portion of the transit system budget. • Specified contributions – Contributions from city, county or other municipal government towards the Local Share portion of the transit system budget. • Donations – Donations from individuals or organizations to help cover the costs of providing transit service but which are not related to specific passengers or trips. • Other – Other revenues such as advertising.
14	Operating Revenue – Total Annual Operating Revenue	Auto-Calc field — cannot be edited.	<p>This is a required field. The rural public transit service provider's total operating revenue for the year.</p> <p>Equal to the sum of fare revenues, contract revenues, Federal operating assistance, state operating assistance, and local operating assistance.</p>
15	Annual Capital Costs		<p>This is a required field. Enter the expenses incurred during the year related to the purchase of facilities, vehicles and other capital equipment.</p>
16	Sources of Capital Funds – Federal Capital Assistance		<p>This is a required field. Enter the total amount of financial assistance from the Federal Transit Administration to assist in paying the capital costs of providing transit service.</p> <p>Include § 5311 funds plus any § 5310 or § 5307 funds transferred to the program or flexible highway funds transferred to the program and administered through the § 5311 program.</p>
17	Sources of Capital Funds – State Capital Assistance		<p>This is a required field. This is a required field. Enter the total amount of financial assistance from any state agency to assist in paying capital costs of the transit provider.</p>
18	Sources of Capital Assistance – Local Capital Assistance		<p>This is a required field. Enter the total amount of financial assistance from local entities to assist in paying capital costs of the transit provider. Include:</p> <ul style="list-style-type: none"> • Tax levies – a specified amount from local tax levies that is dedicated to supporting the capital costs of the public transit system. • General funds – Transfers from the general fund of local governments to cover the Local Share portion of transit system capital costs. • Specified contributions – Contributions from the local government towards the Local Share portion of transit system capital costs. • Reserve funds – Transfers from a capital reserve fund of local governments expressly established to be used to cover the Local Share portion of transit system capital costs. • Donations – Donations from individuals or organizations to help cover the transit system capital costs.
19	Sources of Capital Funds – Total Capital Funds	Auto-Calc field — cannot be edited.	<p>This is a required field. The rural public transit service provider's total capital funds for the year.</p> <p>Equal to the sum of Federal capital assistance, state capital</p>

2006 Nonurbanized Area (Rural) Reporting Manual

Completing the Rural General Public Transit Service form (RU-20)

		assistance, and local capital assistance.
20	Annual Vehicle Miles	This is a required field. Enter the total number of miles for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. Include the miles of personal vehicles used in service.
21	Annual Vehicle Hours	Enter the total amount of time in hours for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. Include the hours of personal vehicles used in service.
22	Annual Passenger Trips	This is a required field. Enter the total number of passengers that board operational revenue vehicles during the reporting period. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on personal vehicles used in service.
23	Safety – Fatalities	Enter the total number of transit caused deaths for the reporting period confirmed within 30 days of a transit incident.
24	Safety – Major Incidents	Enter the total number of major incidents for the reporting period. Major incidents include any event involving the operation of a transit system if, as a result, one of more of the following occurs: <ul style="list-style-type: none"> • An individual dies either at the time of the event or within 30 days of the event • Two or more individuals suffer bodily damage as a result of the event requiring immediate medical attention away from the scene • A collision, personal casualty, or fire causes property damage in excess of \$25,000 • A transit vehicle moving passengers in service is evacuated due to a serious life safety hazard that constitutes an imminent threat.
25	Safety – Injuries	Enter the total number of injuries for the reporting period. Injuries are any physical damage or harm to persons as a result of a major incident.

Saving the Rural General Public Transit Service form (RU-20)

Click on the **Save** button at the bottom of the form to save the Rural General Public Transit Service form (RU-20).
Click on the **Close** button at the top or bottom of the form to close the form without saving.

Printing the Rural General Public Transit Service form (RU-20)

Click on the **Print** button at the bottom of the screen.

Exporting the Rural General Public Transit Service form (RU-20)

Click on the **Print** button at the bottom of the screen; then select **Export Report** in the left corner of the Viewer.

2006 Nonurbanized Area (Rural) Reporting Manual

Rural Internet Reporting - Statewide Summary (RU-30) Logout	
NTD ID: 3R01 Agency Name: State Report:	RY 2006 Working Data
<div style="display: flex; justify-content: space-between;"> Home e-File Annual Notes Issues Reports Communications Sys Admin Help </div>	
<div style="display: flex; justify-content: space-between;"> Form Name: Statewide Summary (RU-30) Add Form Note Close Form </div>	
Counties Served	
a Number of counties statewide *	<input type="text"/>
b Number of counties with § 5311 service *	<input type="text"/>
Vehicles	
06 Number active vehicles in fleet *	<input type="text"/>
07 Number ADA accessible vehicles in fleet *	<input type="text"/>
08 Annual Operating and Administrative Expenses * \$	<input type="text"/>
Operating Revenue	
09 Fare revenue *	<input type="text"/>
10 Contract revenue *	<input type="text"/>
11 Federal operating assistance *	<input type="text"/>
12 State operating assistance *	<input type="text"/>
13 Local operating assistance *	<input type="text"/>
14 Total Annual Operating Revenues *	\$ <input type="text"/>
15 Annual Capital Costs *	\$ <input type="text"/>
Sources of Capital Funds	
16 Federal capital assistance *	<input type="text"/>
17 State capital assistance *	<input type="text"/>
18 Local capital assistance *	<input type="text"/>
19 Total Capital Funds *	\$ <input type="text"/>
Service Data	
20 Annual vehicle miles *	<input type="text"/>
21 Annual vehicle hours	<input type="text"/>
22 Annual passenger trips *	<input type="text"/>
Safety	
23 Fatalities	<input type="text"/>
24 Major incidents	<input type="text"/>
25 Injuries	<input type="text"/>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Save Close Print </div>	

Statewide Summary form (RU-30)

General Overview

This form summarizes the key financial and non-financial operating information for all rural general [public transit](#) services reported. The form automatically calculates the total for each data element reported for each rural general public transit service provider. Items include the number of vehicles, annual operating and administrative expenses, operating revenues, annual capital costs, sources of capital funds, annual vehicle miles, annual vehicle hours, annual passenger trips, and safety information.

Additionally, this form provides for the reporting of two statewide data:

1. The number of counties within the state
2. The number of counties served by rural general public transit.

Reporting Instructions

Opening the Statewide Summary form (RU-30)

Click on the **Statewide Summary** link on the **Annual** tab view to open the Statewide Summary form (RU-30).

Review and complete the Statewide Summary form (RU-30) following the instructions in this section.

To save this form, click on the **Save** button at the bottom of the screen. Click on the **Close** button at the top or bottom of the screen to close the form without saving and return to the **Annual** tab view.

Detailed Instructions

Number of Counties Statewide

Report the total number of counties in the state.

Number of Counties with Service

Report the number of counties that are currently served, in whole or in part, by § 5311 rural general public transit program funds.

The screenshot displays the 'Rural Internet Reporting' web application. At the top, there is a navigation bar with a 'Logout' link on the right. Below the navigation bar, the user's information is shown: 'NTD ID: 3R01 Agency Name: State Report: 2006'. A menu of tabs is visible, including 'Home', 'e-File', 'Annual', 'Notes', 'Issues', 'Reports', 'Communications', 'Sys Admin', and 'Help'. The 'Annual' tab is currently selected. The main content area contains a form with a 'Form:' label and a 'Note comments:' label. A large text input field is provided for notes, and at the bottom of the form, there are 'Save' and 'Cancel' buttons.

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 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.

Line by Line Instructions

Completing the Statewide Summary form (RU-30)

Opening the Statewide Summary form (RU-30)

Click on the **Statewide Summary form** link at the bottom of the **Annual** tab view to generate a Statewide Summary form (RU-30). Review and complete the form following the instructions in this section.

Getting Help

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

A **Form Note** can be attached to any form. Use the **Form Note** for information relevant to the entire form or multiple forms. Click on the **Add Form Note** button at the top of the screen and enter your note on the **Notes** screen.

#	Column	Item	Action	Detailed Instruction
a		Counties Served – Number of Counties Statewide		This is a required field. Enter the total number of counties within the state.
b		Counties Served – Number of Counties with (§ 5311) Service		This is a required field. Enter the number of counties in the state that are served, in whole or in part, by rural (§ 5311) general public transit program funds.
06		Vehicles – Number of Active Vehicles in Fleet	Auto-Calc field — cannot be edited.	The total number of operational revenue vehicles in the fleets of rural general public transit service providers available for general public transit service, including spare or back up revenue vehicles. The sum of the number of active vehicles in fleet reported for each rural general public transit provider reported.
07		Vehicles – Number of ADA Accessible Vehicles in Fleet	Auto-Calc field — cannot be edited.	The total number of active vehicles in the fleets of rural general public transit providers that meet the accessibility requirements of the Americans with Disabilities Act of 1990 (ADA). The sum of the number of active vehicles in fleet, which meet ADA accessibility requirements, reported for each rural general public transit provider reported.
08		Annual Operating and Administrative Expenses	Auto-Calc field — cannot be edited.	The total recurring costs of providing rural public transportation service, including: all employees' wages and salaries; fringe benefits; operating supplies such as fuel, and oil; contractors' charges for services; taxes; repair and maintenance services, parts, and supplies; equipment leases and rentals; marketing; lease or rental costs; and insurance. Operating expenses include administrative expenses. Operating costs exclude fixed costs such as depreciation on plant and equipment, costs of providing transportation services not available to the general public, and interest paid on loans on capital equipment. The sum of the annual operating and administrative expenses reported for each rural general public transit provider reported.
09		Operating Revenue – Fare Revenue	Auto-Calc field — cannot be edited.	The total income received directly from passengers, either paid in cash or through pre-paid tickets, passes, etc., including donations from those passengers who donate money on the vehicle and the reduced fares paid by passengers in a user-side subsidy arrangement. The sum of the fare revenues reported for each rural general public transit provider reported.
10		Operating Revenue – Contract Revenue	Auto-Calc field — cannot be edited.	The total reimbursement by any organization, government, agency, or company, as a result of a formal contractual agreement with a rural general public transit service operator, for trips provided to a specific passenger or group of passengers. The sum of the contract revenue reported for each rural general public transit provider reported.
11		Operating Revenue –	Auto-Calc field — cannot be edited.	The total financial assistance from FTA to assist in paying the operating and administrative costs of providing rural public transit

2006 Nonurbanized Area (Rural) Reporting Manual

Completing the Statewide Summary form (RU-30)			
		Federal Operating Assistance	service, including § 5311 funds plus any § 5310 or § 5307 funds transferred to the program or flexible highway funds transferred to the program and administered through the § 5311 program. The sum of the Federal operating assistance reported for each rural general public transit provider reported.
12		Operating Revenue – State Operating Assistance	Auto-Calc field — cannot be edited. The total financial assistance from any state agency that supports the operation of rural public transit systems, including: <ul style="list-style-type: none"> • Tax levies – A specified amount from state levies that is dedicated to supporting public transit system operating costs. • General funds – Transfers from the general fund of state governments to cover the Local Share portion of the transit system budget. • Specified contributions – Contributed from the state towards the Local Share portion of the transit system budget. The sum of the state operating assistance reported for each rural general public transit provider reported.
13		Operating Revenue – Local Operating Assistance	Auto-Calc field — cannot be edited. The total financial assistance from local entities that support the operation of rural general public transit systems, including: <ul style="list-style-type: none"> • Tax levies – A specified amount from local levies that is dedicated to supporting public transit system operating costs. • General Funds – Transfers from the general fund of local governments to cover the Local Share portion of the transit system budget. • Specified contributions – Contributions from city, county or other municipal government towards the Local Share portion of the transit system budget. • Donations – Donations from individuals or organizations to help cover the costs of providing transit service but which are not related to specific passengers or trips. • Other – Other revenues such as advertising. The sum of the local operating assistance reported for each rural general public transit provider reported.
14		Operating Revenue – Total Annual Operating Revenue	Auto-Calc field — cannot be edited. The total rural public transit service operating revenue for the year. Equal to the sum of fare revenues, contract revenues, Federal operating assistance, state operating assistance, and local operating assistance for each rural general public transit service provider.
15		Annual Capital Costs	Auto-Calc field — cannot be edited. The total expenses incurred during the year related to the purchase of facilities, vehicles and other capital equipment for rural general public transit service. The sum of the annual capital costs reported for each rural general public transit provider reported.
16		Sources of Capital Funds – Federal Capital Assistance	Auto-Calc field — cannot be edited. The total amount of financial assistance from the Federal Transit Administration to assist in paying the capital costs of providing rural transit service, including § 5311 funds plus any § 5310 or § 5307 funds transferred to the program or flexible highway funds transferred to the program and administered through the § 5311 program. The sum of the Federal capital assistance reported for each rural general public transit provider reported.
17		Sources of Capital Funds – State Capital Assistance	Auto-Calc field — cannot be edited. The total amount of financial assistance from any state agency to assist in paying capital costs of the rural general public transit service providers. The sum of the state capital assistance reported for each rural general public transit provider reported.
18		Sources of Capital Assistance – Local Capital	Auto-Calc field — cannot be edited. The total amount of financial assistance from local entities to assist in paying capital costs of rural general public transit service providers, including: <ul style="list-style-type: none"> • Tax levies – a specified amount from local tax levies that is

2006 Nonurbanized Area (Rural) Reporting Manual

Completing the Statewide Summary form (RU-30)				
		Assistance		<p>dedicated to supporting the capital costs of the public transit system.</p> <ul style="list-style-type: none"> • General funds – Transfers from the general fund of local governments to cover the Local Share portion of transit system capital costs. • Specified contributions – Contributions from the local government towards the Local Share portion of transit system capital costs. • Reserve funds – Transfers from a capital reserve fund of local governments expressly established to be used to cover the Local Share portion of transit system capital costs. • Donations – Donations from individuals or organizations to help cover the transit system capital costs. <p>The sum of the local capital assistance reported for each rural general public transit provider reported.</p>
19		Sources of Capital Funds – Total Capital Funds	Auto-Calc field — cannot be edited.	<p>The total rural public transit service capital funds for the year. Equal to the sum of Federal capital assistance; state capital assistance, and local capital assistance for each rural general public transit provider reported.</p>
20		Annual Vehicle Miles	Auto-Calc field — cannot be edited.	<p>The total number of miles for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service, including the miles of personal vehicles used in service.</p> <p>The sum of the annual revenue vehicle miles reported for each rural general public transit provider reported.</p>
21		Annual Vehicle Hours	Auto-Calc field — cannot be edited.	<p>The total amount of time in hours for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service, including the hours of personal vehicles used in service.</p> <p>The sum of the annual revenue vehicle hours reported for each rural general public transit provider reported.</p>
22		Annual Passenger Trips	Auto-Calc field — cannot be edited.	<p>The total number of passengers that board operational revenue vehicles during the reporting period. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on personal vehicles used in service.</p> <p>The sum of the annual passenger trips reported for each rural general public transit provider reported.</p>
23		Safety – Fatalities	Auto-Calc field — cannot be edited.	<p>The total number of transit-caused deaths for the reporting period confirmed within 30 days of a transit incident.</p> <p>The sum of the fatalities reported for each rural general public transit provider reported.</p>
24		Safety – Major Incidents	Auto-Calc field — cannot be edited.	<p>The total number of major incidents for the reporting period. Major incidents include any event involving the operation of a transit system if, as a result, one of more of the following occurs:</p> <ul style="list-style-type: none"> • An individual dies either at the time of the event or within 30 days of the event • Two or more individuals suffer bodily damage as a result of the event requiring immediate medical attention away from the scene • A collision, personal casualty, or fire causes property damage in excess of \$25,000 • A transit vehicle moving passengers in service is evacuated due to a serious life safety hazard that constitutes an imminent threat. <p>The sum of the major incidents reported for each rural general public transit provider reported.</p>
25		Safety – Injuries	Auto-Calc field — cannot be edited.	<p>The total number of injuries for the reporting period. Injuries are any physical damage or harm to persons as a result of a</p>

2006 Nonurbanized Area (Rural) Reporting Manual

Completing the Statewide Summary form (RU-30)

major incident.

The sum of the injuries reported for each rural general public transit provider reported.

Saving the Statewide Summary form (RU-30)

Click on the **Save** button at the bottom of the form to save the Statewide Summary form (RU-30).

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

Printing the Statewide Summary form (RU-30)

Click on the **Print** button at the bottom of the screen.

Exporting the Statewide Summary form (RU-30)

Click on the **Print** button at the bottom of the screen; then select **Export Report** in the left corner of the Viewer.

Nonurbanized Area (Rural) Reporting Manual Glossary

Key Word	Definition	Reporting Manual Location
Accrual Accounting	A method of financial accounting where revenues are recorded when earned; the revenue does not have to be received in the same reporting period. Similarly, expenditures are recorded as soon as they result in liabilities for benefits received; the payment of the expenditure does not have to be made in the same reporting period.	Introduction
Active Vehicles	The vehicles available to operate in revenue service, including: <ul style="list-style-type: none"> • Spares • Vehicles temporarily out of service for routine maintenance and minor repairs. 	RU-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.	RU-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 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.	RU-10
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.	RU-20
Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles with Lifts	Public transportation revenue vehicles, which do not restrict access, are usable, and provide allocated space and / or priority seating for individuals who use wheelchairs, and which are accessible using lifts. Refer to 49 CFR Part 38.	RU-20
Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles with Ramps / Low Floor	Public transportation revenue vehicles, which do not restrict access, are usable, and provide allocated space and / or priority seating for individuals who use wheelchairs, and which are accessible using ramps. Refer to 49 CFR Part 38.	RU-20
Annual Operating and Administrative Expenses	The recurring costs of providing public transportation service. They include: all employees' wages and salaries; fringe benefits; operating supplies such as fuel, and oil; contractors' charges for services; taxes; repair and maintenance services, parts, and supplies; equipment leases and rentals; marketing; lease or rental costs; and insurance. Operating expenses include administrative expenses. Operating costs exclude fixed costs such as depreciation on plant and equipment, costs of providing transportation services not available to the general public, and interest paid on loans on capital equipment.	RU-20
Annual Passenger Trips	The number of passengers who board operational revenue vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on volunteer vehicles.	RU-20
Annual Vehicle Hours	The total amount of time in hours for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. This includes the hours of personal vehicles used in service.	RU-20
Annual Vehicle Miles	The total number of miles for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. This includes the miles of personal vehicles used in service.	RU-20
AR	Alaska Railroad	

2006 Nonurbanized Area (Rural) Report Manual

Key Word	Definition	Reporting Manual Location
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. 	RU-10
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. 	RU-10
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.	RU-10
Capital Costs	The expenses incurred within the year related to the purchase of facilities, vehicles and equipment.	RU-20
CC	Cable Car	
CEO	Chief Executive Officer	
Chief Executive Officer (CEO)	The principal executive in charge of and responsible for the transit agency.	RU-10
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 urbanized areas (UZAs), or between urbanized areas and outlying areas. Such rail service, using either locomotive hauled or self-propelled railroad passenger cars, is generally characterized by: <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. It does not include: <ul style="list-style-type: none"> • Heavy rail rapid transit, or • Light rail (LR) / streetcar transit service. 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 services means that for any given trip segment (i.e., distance between any two stations), more than 50 percent of the average daily ridership commutes on the train 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 commuter rail (CR) route miles.	RU-10
Contract Revenues	Reimbursement by any organization, government, agency, or company, as a result of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers.	RU-20
County	Service operated primarily within the boundaries of a single county or parish.	RU-20
CR	Commuter Rail	
Demand Response (DR)	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: <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 	RU-10

2006 Nonurbanized Area (Rural) Reporting Manual

Key Word	Definition	Reporting Manual Location
	<p>b. Typically, the vehicle may be dispatched to pick up several passengers at 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. 	
Demand Response Service	Shared use transit service operating in response to calls from passengers or their agents to the transit operator, who schedules a vehicle to pick up the passengers to transport them to their destinations.	RU-20
Deviated Fixed Route Service	Transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested the deviation.	RU-20
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.	RU-10
DO	Directly Operated	
DR	Demand Response	
Evacuation	A condition requiring all passengers and employees to depart a transit vehicle and enter onto the transit right of way or roadway under emergency circumstances.	RU-20
Fare Revenues	All income received directly from passengers, either paid in cash or through pre-paid tickets, passes, etc. It includes donations from those passengers who donate money on the vehicle. It includes the reduced fares paid by passengers in a user-side subsidy arrangement.	RU-20
Fatality	A transit caused death confirmed within 30 days of a transit incident, which occurs under the collision, derailment, fire, evacuation, security incident, vehicle leaving the roadway, or not otherwise classified categories.	RU-20
FB	Ferryboat	
Federal Capital Assistance	Financial assistance from the Federal Transit Administration to assist in paying the capital costs of providing transit service.	RU-20
Federal Operating Assistance	Financial assistance from the Federal Transit Administration to assist in paying the operating and administrative costs of providing transit service.	RU-20
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>	RU-10
Fixed Route Service	Transit service using rubber tired passenger vehicles operating on fixed routes and schedules, regardless of whether a passenger actively requests a vehicle.	RU-20
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	Introduction

2006 Nonurbanized Area (Rural) Report Manual

Key Word	Definition	Reporting Manual Location
	population densities in excess of 370 persons per square mile. These funds are apportioned only to urbanized areas within those states.	
FTA Non-Urbanized Area Formula Program (Section 5311)	Financial assistance from Section 5311 of the Federal Transit Act. This program provides formula funding to States and Indian Tribes for the purpose of supporting public transportation in areas with a population of less than 50,000. Funding may be used for capital, operating, State administration, and project administration expenses. Under Section 5311 SAFETEA-LU also includes provisions for Growing States and High Density States Factors .	Introduction
FTA Recipient Identification Number (TEAM)	The four-digit number assigned to your transit agency for the FTA electronic grant making system — TEAM (Transportation Electronic Award and Management).	RU-10
FTA Small Transit Intensive Cities (STIC) Formula	SAFETEA-LU establishes a provision in the FTA Urbanized Area Formula program (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. 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: <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. 	Introduction
FTA Urbanized Area Formula Program (Section 5307)	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 .	Introduction
Heavy Rail (HR)	A transit mode that is an electric railway with the capacity for a heavy volume of traffic. It is characterized by: <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. 	RU-10
HR	Heavy Rail	
ID	Rural Identification Number	
Inclined Plane (IP)	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.	RU-10
Injury	Any physical damage or harm to persons as a result of an incident that requires immediate medical attention away from the scene.	RU-20
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	RU-10

2006 Nonurbanized Area (Rural) Reporting Manual

Key Word	Definition	Reporting Manual Location
	fixed stops.	
JT	Jitney	
Life Safety Event	A situation, such as a fire, the presence of smoke, fuel leak, or electrical hazard that constitutes an imminent danger to passengers, employees, contractors, or other persons.	RU-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. 	RU-10
LR	Light Rail	
Local Capital Funds	Financial assistance from local entities to assist in paying capital. They include: <ul style="list-style-type: none"> • Tax levies – A specified amount from local tax levies that is dedicated to supporting the capital costs of the public transit system. • General funds – Transfers from the general fund of local governments to cover the Local Share portion of transit system capital costs. • Specified contributions – Contributions from the local government towards the Local Share portion of transit system capital costs. • Reserve funds – Transfers from a capital reserve fund of local governments expressly established to be used to cover the Local Share portion of transit system capital costs. • Donations – Donations from individuals or organizations to help cover the transit system capital costs. 	RU-20
Local Operating Funds	Financial assistance from local entities that support the operation of the transit system. They include, but are not limited to: <ul style="list-style-type: none"> • Tax levies – A specified amount from local levies that is dedicated to supporting public transit system operating costs. • General funds – Transfers from the general fund of local governments to cover the Local Share portion of the transit system budget. • Specified contributions – Contributions from city, county or other municipal government towards the Local Share portion of the transit system budget. • Donations – Donations from individuals or organizations to help cover the costs of providing transit service but which are not related to specific passengers or trips. • Other – Other revenues such as advertising. 	RU-20
Major Incidents	Any event involving the operation of a transit system if, as a result, one or more of the following occurs: <ul style="list-style-type: none"> • An individual dies either at the time of the event or within 30 days of the event • Two or more individuals suffer bodily damage as a result of the event requiring immediate medical attention away from the scene • A collision, personal casualty, or fire causes property damage in excess of \$25,000 • A transit vehicle moving passengers in service is evacuated due to a serious life safety hazard that constitutes an imminent threat. 	RU-20
MB	Bus	
MO	Monorail	
Mode	A system for carrying transit passengers described by specific right-of-way (ROW), technology and operational features.	RU-10
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.	RU-10
Multi-County	Service operated primarily within the boundaries of two or more counties or parishes.	RU-20

2006 Nonurbanized Area (Rural) Report Manual

Key Word	Definition	Reporting Manual Location
Municipal	Service operated primarily within a single city, village, or town.	RU-20
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	National Transit Database	
Number of Active Vehicles in Fleet	The total number of operational revenue vehicles in the fleet available for general public transit service, including spare or back up revenue vehicles. The total should also include any operational revenue vehicles used by contractors in general public transit service. Non-revenue service vehicles and personal vehicles should not be included.	RU-20
Number of ADA Accessible Vehicles in Fleet	The number of active vehicles in the fleet, which meet all ADA accessibility requirements.	RU-20
Other	Transit service that does not fit into one of the previous categories.	RU-20
PB	Publico	
Personal Vehicles in Service	Vehicles that are used by the transit provider to transport passengers in revenue service but are owned by private individuals, typically an employee of the agency or a volunteer driver.	RU-20
Property Damage	The dollar amount required to repair or replace all vehicles (transit and non-transit) and all property/facilities damaged during an incident to a state equivalent to that which existed prior to the incident.	RU-20
PT	Purchased Transportation	
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 <u>school buses</u> or <u>charter or sightseeing service</u>) on a regular and continuing basis. Public transportation is also synonymous with the terms mass transportation and transit. Notes: (1) Passenger rail transportation refers to Amtrak. (2) This definition does not affect the eligibility of intercity bus service under the Section 5311 Nonurbanized Area (Rural) Formula Program. (3) The intercity bus and intercity rail (Amtrak) portion of Intermodal terminals is however an eligible capital cost.	Rural Introduction
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.	RU-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. 	RU-10
Rural Identification Number (ID)	A unique five-digit alpha-numeric identification number (ID) assigned by FTA that each transit agency must have before filing a report.	RU-10
Service Area	A measure of access to transit service in terms of population served and area coverage (square miles). The reporting transit agency determines the service area boundaries and population for most transit services using the definitions contained in the Americans with Disabilities Act of 1990 (ADA). Transit agency reporters are required to submit service area information on the Identification form (B-10).	RU-10

2006 Nonurbanized Area (Rural) Reporting Manual

Key Word	Definition	Reporting Manual Location
Service Area — Bus	<p>A measure of access to transit service in terms of population served and area coverage (square miles). The reporting transit agency determines the service area boundaries and population for most transit services using the definitions contained in the Americans with Disabilities Act of 1990 (ADA): "Bus. (i) The entity shall provide complementary paratransit service to origins and destinations within corridors with a width of three-fourths of a mile on each side of each fixed route. The corridor shall include an area with a three-fourths of a mile radius at the ends of each fixed route. (ii) Within the core service area, the entity also shall provide service to small areas not inside any of the corridors but which are surrounded by corridors. (iii) Outside the core service area, the entity may designate corridors with widths from three-fourths of a mile up to one and one-half miles on each side of a fixed route, based on local circumstances. (iv) . . . the core service area is that area in which corridors with a width of three-fourths of a mile on each side of each fixed route merge together such that, with few and small exceptions, all origins and destinations within the area would be served."</p> <p>This definition is taken in part from the U. S. Department of Transportation Federal Register, Vol. 56, No. 173, Rules and Regulations, Americans with Disabilities Act of 1990 (ADA).</p>	RU-10
Service Area — Demand Response	<p>As Demand Response does not operate over a fixed route, but rather serves a broad area, the service area cannot be measured by corridors (see Service Area – Bus (MB)). Therefore, the service area for demand response (DR) is the area encompassing the origin to destination points wherever people can be picked up and dropped off.</p>	RU-10
Service Area — Rail	<p>A measure of access to transit service in terms of population served and area coverage (square miles). The reporting transit agency determines the service area boundaries and population for most transit services using the definitions contained in the Americans with Disabilities Act of 1990 (ADA): "Rail. (i) For rail systems, the service area shall consist of a circle with a radius of 3/4 of a mile around each station. (ii) At end stations and other stations in outlying area, the entity may designate circles with radii of up to 1-1/2 miles as part of its service area, based on local circumstances."</p> <p>This definition is taken in part from the U. S. Department of Transportation Federal Register, Vol. 56, No. 173, Rules and Regulations, Americans with Disabilities Act of 1990 (ADA).</p>	RU-10
State Capital Assistance	<p>Financial assistance from any state agency to assist in paying capital costs.</p>	RU-20
State Operating Assistance	<p>Financial assistance from any state agency that supports the operation of the transit system. It includes, but is not limited to:</p> <ul style="list-style-type: none"> • Tax levies – A specified amount from state levies that is dedicated to supporting public transit system operating costs. • General funds – Transfers from the general fund of state governments to cover the Local Share portion of the transit system budget. • Specified contributions – Contributed from the state towards the Local Share portion of the transit system budget. 	RU-20
Subscription Service	<p>Shared use transit service operating in response to on-going reservations made by passengers to the transit operator, who can schedule in advance a consistent trip to pick up the passenger and transport them to their destination.</p>	RU-20
TB	Trolleybus	
TEAM	FTA Recipient Identification Number	
TOS	Type of Service	
TR	Aerial Tramway	
Trolleybus (TB)	<p>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.</p>	RU-10
Type of Service (TOS)	<p>Describes how public transportation services are provided by the transit agency: directly operated (DO) or purchased transportation (PT) services.</p>	RU-10

2006 Nonurbanized Area (Rural) Report Manual

Key Word	Definition	Reporting Manual Location
Uniform Financial Accounting and Reporting Elements (FARE)	Transit industry initiative for a uniform reporting system for transit agencies.	Introduction
Urbanized Area (UZA)	<p>An area defined by the U. S. Census Bureau that includes:</p> <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 least 1,000 persons per square mile. Urbanized areas do not conform to congressional districts or any other political boundaries.</p>	Introduction
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 public 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) (VP) must also be in compliance with public 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. 	RU-10
Vanpool Service	<p>Transit service 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. Vanpool(s) must also be open to the public and that availability must be made known. Does not include ridesharing coordination.</p>	RU-20
Volunteer Drivers	<p>Individuals who drive vehicles in revenue service to transport passengers for the transit provider but are not employees of the transit provider and are not compensated for their labor.</p>	RU-20
VP	Vanpool	