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What is the National Transit Database?

The National Transit Database (NTD) is the Federal Transit Administration's (FTA's) primary national database for statistics on the transit industry. Recipients of FTA's [Urbanized Area Formula Program](#) (Section 5307) and [Other Than Urbanized Area Formula Program](#) (Section 5311) are required by statute to submit data to the NTD. 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 Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) amended the National Transit Database provisions to establish annual reporting requirements for recipients and beneficiaries for § 5311 Other Than Urbanized Area formula grants while maintaining existing NTD annual reporting requirements for recipients and beneficiaries of Urbanized Area Formula funds. Additionally, Title 49 U.S.C. 5311(b)(4) was amended to provide certain specifications of the NTD reporting requirements for Section 5311 grant recipients:

(4) DATA COLLECTION – Each recipient under this section shall submit an annual report to the Secretary containing information on capital investment, operations, and service provided with funds received under this section, including –

- (A) total annual revenue;
- (B) sources of revenue;
- (C) total annual operating costs;
- (D) total annual capital costs;
- (E) fleet size and type, and related facilities;
- (F) revenue vehicle miles; and
- (G) ridership.

NTD began collecting rural transit data in 2006 using a voluntary model that was developed in consultation with States. The 2007 reporting system has been updated to reflect the above data requirements. In keeping with the sentiments of the States, and the intent of Congress, the NTD offers streamlined and reduced reporting requirements for rural reporting relative to the NTD requirements for urbanized area reporting.

Changes in 2007 Reporting

Exhibit 1 – 2007 Reporting Changes and Highlights

There are seven changes for the 2007 report year:

1. Waiver or extension requests are now submitted via the e-File tab.
2. Additional access levels (Director of Transit Unit and Editor) are now available.
3. Reporters can add, activate and deactivate subrecipients via the Sys Admin tab.
4. Beginning in 2007, States should begin providing reports for § 5311 subrecipients who are intercity bus providers. The reports for intercity bus providers are substantially reduced from those of other § 5311 subrecipients.
5. Beginning in 2007, Indian Tribes that receive § 5311 grants directly from the Federal Government (Tribal Transit) must report directly to the NTD. States need not provide reports for § 5311 subrecipients that are reporting directly to the NTD.
6. The Rural General Public Transit Service form (RU-20) has been revised to capture data consistent with SAFETEA-LU requirements, more detailed information on funding sources, service data and vehicle fleet characteristics, and additional information for Internet Reporting such as URL (web) addresses.
7. Subrecipients who also receive § 5307 funds and submit NTD Annual Reports do not file RU-20 forms.

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Who Reports

States receiving § 5311 funds must report to NTD. For purposes of the NTD, the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands are treated as States (although the District of Columbia and the Virgin Islands do not receive any § 5311 grants, and so need not report to the NTD.) The State agency, typically the State Department of Transportation administering the FTA Formula Program for Other Than Urbanized Areas (§ 5311) will be responsible for collecting and providing data regarding each § 5311 subrecipient in the State serving the general public.

SAFETEA-LU defines recipients and subrecipients as follows:

- Recipients are a State or Indian Tribe that receives a § 5311 grant directly from the Federal government
- Subrecipients are a State or local governmental authority, a nonprofit organization, or an operator of public transportation or intercity bus service that receives § 5311 funds indirectly through a recipient.

Indian Tribes that receive § 5311 grant funds directly from the Federal government (Tribal Transit) must report directly to the NTD.

States do not provide reports on:

- § 5311 grant subrecipients that are Indian Tribes that are reporting directly to the NTD, nor
- § 5311 grant subrecipients that are reporting directly to the NTD as an urbanized area reporter. As the reporting requirements for an urbanized area are much more extensive than for a rural area, States do not report on behalf of these subrecipients.

What to Report

Report data for providers of public transportation service in rural areas (other than urbanized areas) of the State. Report data for all subrecipients of § 5311 funds. For each subrecipient include all public transportation service provided by the subrecipient, regardless of any other funding sources used (e.g. Medicaid, Meals-on-Wheels).

The NTD rural reporting system consists of three forms that provide State agency or Indian Tribe identification information, financial and non-financial operating statistics for individual rural general public transit providers, and a statewide summary. These three forms are:

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 direct recipient, State or Indian Tribe, completes the State Agency Identification form (RU-10) and completes a Rural General Public Transit Service form (RU-20) for each provider of general public transportation service in the other than urbanized areas (non-UZAs) of the State. Internet Reporting automatically generates the Statewide Summary form (RU-30) from the data reported for individual providers.

Ideally, the State or Indian Tribe reports data for each provider of general public transportation service in rural areas of the State. However, if there is not complete data from all providers, then report the data that is available. However, subrecipients must develop and implement procedures for complete data reporting in 2008.

Waivers

There are two waivers for rural reporting:

1. Report waiver all forms — RU-10, RU-20 and RU-30
2. Data waiver for a specific data item on an RU-20 form or for a subrecipient's RU-20 form.

Request waivers in writing via the **e-File** tab at least 60 calendar days prior to the report due date. FTA reviews and approves these requests on a case-by-case basis. FTA will grant or deny your request in writing via the **e-File** tab. FTA grants waivers for one year only. You must apply for waivers annually.

Data and Report Waivers

You may request a waiver of specific data requirements for good cause. In rare instances, you may request a waiver for an entire rural report.

Good cause situations are those that have a continuing impact on the transit agency's ability to provide service, such as floods, earthquakes, or other natural disasters. Good cause situations do not include cost, personnel or data collection issues; loss of records; or simply stating undue reporting burden.

The waiver request must be justified in writing from the chief executive officer (CEO) to FTA. Fully describe the situation that prevents the agency from fulfilling the reporting requirements.

When to Report

Submit the NTD Rural Report within 120 days of the close of the State's or Indian Tribe's fiscal year according to the schedule in the following exhibit. Due to delays in launching Internet Reporting, the deadline for reporters with a fiscal year ending between January 1 and June 30, 2007 is February 29, 2008 for the 2007 report year.

Exhibit 2 – Reporting Timeline for Rural NTD			
State or Indian Tribe's Fiscal Year End	Jan. 1 – June 30	July 1 – Sept 30	Oct. 1 – Dec. 31
Report Due	February 29	February 29	April 30

The first reports will be due on February 29, 2008, for those States or Indian Tribes with fiscal years ending between January 1 and June 30, 2007; on February 29, 2008, for those States or Indian Tribes with fiscal years ending between July 1 and September 30, 2007; and April 30, 2008, for those States or Indian Tribes with fiscal years ending between October 1 and December 31, 2007.

States or Indian Tribes may collect the data from the rural providers according to their own schedules and reporting periods as long as the rural providers are reporting for the current NTD report year. Data must cover a consecutive twelve month period and the reporting deadline must be met. For example, if the State fiscal year end is June 30, 2007 but a subrecipient has a fiscal year end December 31, 2007, use subrecipient data from June 1 - December 31, 2006 and from January 1 – June 30, 2007 to meet the state reporting deadline.

Reporting Period Extension

If the State or Indian Tribe needs additional time to collect, enter and submit data from all subrecipients they may request an extension via the **e-File** tab. The Director of Transit Unit or [chief executive officer](#) (CEO) must justify in writing the extension request to FTA. Describe the situation and provide a timeframe when the State or Indian Tribe will submit their report.

FTA reviews and approves these requests on a case-by-case basis. FTA will grant or deny your request, in writing, via the **e-File** tab.

How to Report

For each § 5311 subrecipient, the State Department of Transportation or Indian Tribe completes a one-page form of basic data. To enter data and receive additional instructions, go to the NTD website (www.ntdprogram.gov).

The NTD Identification Number

FTA assigns each State or Indian Tribe a unique [rural identification number](#) (ID) used in the NTD Rural Report and all correspondence. Each State agency / Indian Tribe must have a rural identification number before filing a report.

Internet Reporting

Complete the NTD Rural Report forms using the NTD Rural reporting system. FTA provides each State or Indian Tribe participant with a User Name and Password.

Accrual Accounting

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

- Record revenues when earned, regardless of whether or not receipt of the revenue takes place in the same reporting period.
- Record expenditures as soon as they result in liabilities for benefits received, regardless of whether or not payment of the expenditure takes place in the same reporting period.

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

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

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Example 1 — Accrual Accounting

Hamlet Transit applies to the state to purchase two buses in fiscal year (FY) 2007 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 awards FY 2007 Other Than Urbanized Formula Program 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 2007.

Solution: Report the Federal share of the bus = \$176,000 ($1 \times \$220,000 \times 80\%$) under FTA Other than Urbanized Area funds § 5311 and the non-Federal share of the bus = \$44,000 ($1 \times \$220,000 \times 20\%$) under Local Capital Assistance.

General Formatting Rules

Follow these rules when reporting data:

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

Mode

NTD gathers information based on transit 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 manual contains the detailed NTD modal definitions. There is also a discussion of deviated bus service, which has characteristics of both bus and demand response modes.

The NTD Rural reporting system uses the following modes of public transit service:

[Bus](#) (MB)



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

[Demand Response](#) (DR)



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.

[Vanpool](#) (VP)



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

Intercity Bus (IB)



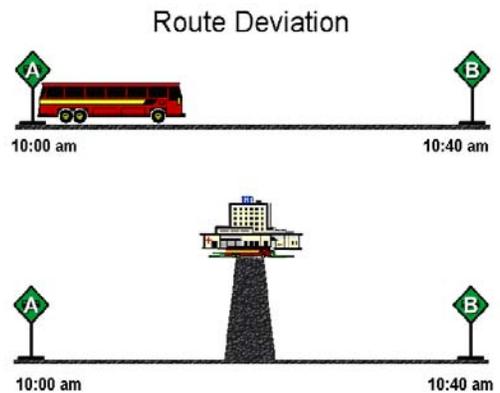
Other

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.

Regularly scheduled public service using an over-the-road bus that operates with limited stops between two urbanized areas or connecting rural areas to an urbanized area. Intercity bus (IB) mode is only used by private, intercity bus providers.

Route-Deviated Service

Route-deviated service has operating characteristics of both bus (MB) and demand response (DR) modes. Route-deviated service operates as a conventional bus route, but permits the bus to deviate from the route and serve destinations within a prescribed distance (e.g., ¼ mile). Report this service as bus mode.



Where to Report

Submit NTD Rural Reports via the Internet at the project's website, <http://www.ntdprogram.gov> by clicking on the **Internet Reporting Login** link.

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

Exhibit 3 — NTD Contact Information

<p>Mailing Address</p> <p>You can write to the FTA NTD Project Office at the following address:</p> <p>Federal Transit Administration National Transit Database P.O. Box 457 Merrifield, VA 22116-0457</p> <p>Please use the U.S. Postal Service for deliveries to this P.O. Box.</p>	<p>Telephone</p> <p>You can contact your NTD analyst and other NTD staff by telephone on weekdays. For telephone information and assistance, call the FTA NTD Project Office at:</p> <p>703.462.5220</p> <p>The FTA NTD Project Office is open from 7:30 am to 5:30 pm (Eastern Time). If your NTD analyst is unavailable, you may use the voice-mail system and your analyst will return your call or you may forward your call to another NTD analyst.</p>
<p>Express Delivery Address</p> <p>Express deliveries can be made to the following address:</p> <p>Federal Transit Administration National Transit Database 3040 Williams Drive, Suite 100 Fairfax, VA 22031</p>	<p>E-mail</p> <p>You can contact your Rural analyst by using the telephone number or e-mail address located on the Home tab at:</p> <p>www.ntdprogram.gov > 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 at:</p> <p>703.462.5219</p> <p>An original of all faxed documents must also be mailed to the FTA NTD Project Office.</p>	<p>Internet</p> <p>Finally, the FTA NTD Project Office manages a website at the following address:</p> <p>www.ntdprogram.gov</p> <p>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>

Overview

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

This section provides Internet Reporting information for the NTD Rural report. Separate instructions for NTD Annual and Safety and Security Internet Reporting are in the Annual Reporting Manual and the Safety and Security Reporting Manual.

What Has Changed from Prior Year

Waiver or extension requests are now submitted via the **e-File** tab.

Additional access levels (Director of Transit Unit and Editor) are now available.

Reporters can add, activate and deactivate subrecipients via the **Sys Admin** tab.

Detailed financial, vehicle fleet, and service data information has been added to the RU-20.

Internet Reporting System Security

FTA implemented numerous measures to ensure that all data entered into the Internet Reporting system are safe and available only to those with proper access. A firewall secures the NTD servers and network. The website operates the secured web protocol, https, and the entire site is password-protected. Additionally, multiple server and database protection layers protect the database files.

Detailed Instructions

Accessing the NTD Rural Internet Reporting System

Access the NTD Rural Internet Reporting System is accessed through the NTD Homepage.

To access Internet Reporting:

1. Connect with the Internet via your Internet service provider (ISP)
2. Access the NTD Project website (www.ntdprogram.gov)
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 the Internet Explorer web browser that is at least a 6.0 version.

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

Verifying Your Internet Browser Settings

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

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

The National Transit Database Website



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

- **Internet Reporting Login** link.
- **What is the NTD?:** An overview of the NTD program, milestones in transit history, how to obtain an NTD ID number and an overview of the NTD reporting forms.

Reporting Manuals

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

Data, Publications and Reference Materials

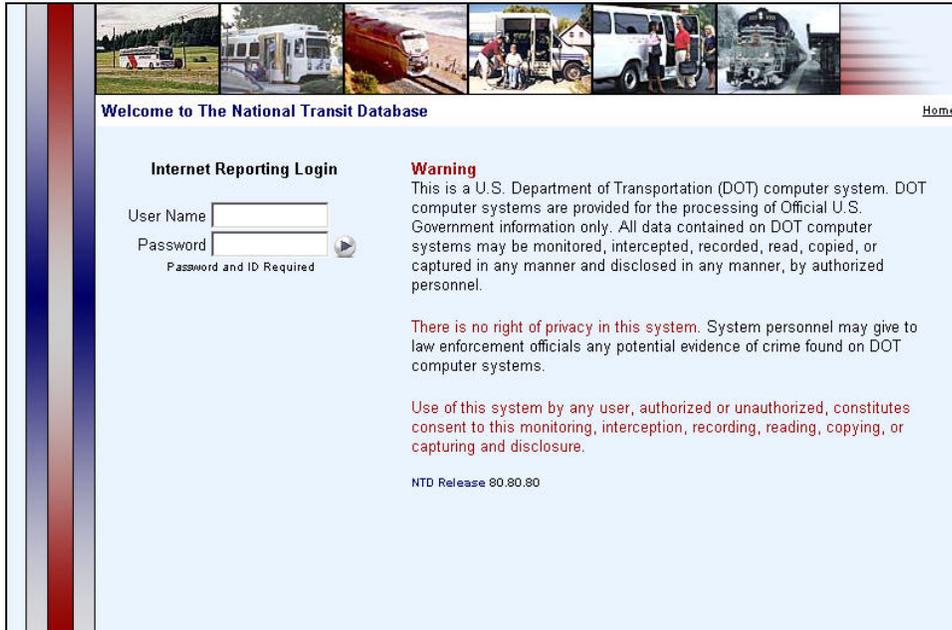
- **NTD Glossary:** HTML version of the NTD Glossary of transit terms.
- **NTD Reference Materials:** NTD reference materials such as the Uniform System of Accounts, FTA Circulars and Federal Register Notices.
- **Access to NTD Data:** HTML and downloadable .pdf publications, including the Data Tables,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

NTD Resources

- **FTA / NTD Presentations, Announcements and Updates:** FTA / NTD presentations, new and useful information, interim updates to reporting requirements, etc.
- **NTD Feedback:** The mailing address, telephone number and fax number for the NTD Project site as well as an opportunity to provide comments or suggestions regarding the NTD Program.
- **Seminars and Training:** NTD Reporting Seminars and In-house Training information and registration
- **Transit Agency Listing by Region and External Links:** Contact information for transit agencies reporting to the National Transit Database (NTD). Links to:
 - Federal Transit Administration (FTA)
 - FTA Safety and Security Office
 - U. S. Department of Transportation (USDOT)
 - National Transit Library
 - American Public Transportation Association (APTA)
 - Bureau of Transportation Statistics
 - Accessibility.

Accessing the NTD Report

Clicking the **Internet Reporting Login** link will open the Internet Reporting **Login** page. Enter your user name and password to gain access to NTD Rural Reporting.



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

Levels of Access

Internet Reporting provides three levels of access to the Rural Report:

1. **Director of Transit Unit access:** Edit forms (data entry), submit extension requests, and submit report
2. **NTD Contact Person access:** Edit forms (data entry) and submit report (administrator)
3. **Editor access:** Edit forms (data entry), cannot submit report

Entering Username and Password

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

1. Director of Transit Unit — DIRxxxx
2. Contact person — RURxxxx (for Indian Tribes, TRxxxx)
3. Editor — EDTxxxx

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

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

NTD Reporting Structure

NTD Rural Reporting includes the following tabs:

- **Home:** The starting point when entering the NTD Rural Report. It displays the reporter's NTD analyst information and any project related announcements.
- **e-File:** A listing of all general correspondence and current year report stages. This screen provides a means for a transit agency to view the text of existing general correspondence, and to add documents via a file attachment or by modification of a pre-existing template. Submit all correspondence and documents to NTD from this screen.
- **Annual:** A listing of the forms and provides access to the specific forms necessary to complete the NTD Rural Report. It is from this screen that the transit agency submits the NTD Rural Report.
- **Notes:** Displays all the Form Notes added to the transit agency's report. Internet Reporting allows the user to create Form Notes to provide additional information applicable to the overall form / report.
- **Issues:** Future deployment. Once developed any Issues generated for the report will be accessed from this tab.
- **Reports:** Print and export reports. The user can print each form (report) without altering print settings to fit a form on the page.
- **Communications:** The Communications screen lists a record of the report submissions the agency has made to NTD, including any comments from the agency and the review status of the report.
- **Sys Admin:** Change NTD passwords — Director of Transit Unit, NTD Contact Person, and Editor. You may only change your password. If you need assistance, contact your NTD analyst. The Sys Admin screen is also used to add new subrecipients, activate a subrecipient who was deactivated, and deactivate a subrecipient who is no longer providing service to the state.
Managing Subrecipient RU-20 forms is also done via the **Sys Admin** tab.
- **Help:** The **Help** screen provides a link to an online version of the NTD Rural Reporting Manual and Glossary.

Analyst Contact Information	
Contact	Analyst Name
Phone	(703) 205-2475 Ext. XXXX
Email	analyst@spusa.com

Announcements	
November 1, 2007	Welcome

Home: The NTD Rural Report Home Page

Go to the **Home** Tab to access the NTD Rural Reporting System. To return to the **Home** tab view from any other area click the **Home** tab near the top of any screen.

The screenshot shows the 'e-File' screen with a navigation menu at the top: Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, Help. The main content area is divided into three sections: Waivers, Other Agency Requests, and Outgoing NTD Correspondence. Each section has a table with columns for Year, Create Date, Routing Date, and Status. There are also buttons for 'Add Waiver' and 'Add Correspondence'.

Report Stage	Year	Create Date	Routing Date	Status
Waivers				
Add Waiver				
Other Agency Requests				
Rural Extension Request	2007	10/23/07	10/23/07	Received
Add Correspondence				
Outgoing NTD Correspondence				
RUR-GC: Late Letter	2007	10/23/07	10/23/07	Approved

e-File: Communicating with FTA

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

Report Stage

The NTD 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 state agency submits the report, the report is in Original Submission status. The state agency or FTA may review the data review at any time. The state agency cannot alter any data in Original Submission status.
- **Submission Revision:** After review of the submission by the analyst, the report is 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. The data is then frozen in sequentially numbered Submission Revision status.
- **Closeout:** Closeout status is the final report status.

The screenshot shows the 'Forms Summary' screen with a navigation menu at the top: Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, Help. The main content area is a table with columns for Form Name, Update User, and Update Date. The table lists various forms under the 'Rural Transit' category, including State Agency Identification (RU-10) and Rural General Public Transit Service (RU-20) forms for various agencies and services. There are buttons for 'Add Form' and 'Submit Report' at the bottom.

Form Name	Update User	Update Date
Rural Transit		
State Agency Identification (RU-10)	RURBR06	1/26/07
Rural General Public Transit Service (RU-20) 8R06-010 City Department of Bus Rides	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-006 Committee Transportation Agency, Inc.	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-007 Special Transit	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-009 Subrecipient Transit Co.	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-008 Ferriesboats Y Fun	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-005 Subrecipient Agency, Inc.	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-005 Subrecipient Agency, Inc.	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-004 Rural County Transit Lines	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-003 Subrecipient Service Provider	RURBR06	10/24/07
Rural General Public Transit Service (RU-20) 8R06-002 Rural Busing Agency	RURBR06	10/24/07
Rural General Public Transit Service (RU-20) 8R06-001 Rural Busing Company	RURBR06	10/24/07
Rural General Public Transit Service (RU-20) ID0002	RURBR06	10/15/07
Rural General Public Transit Service (RU-20) ID0001	RURBR06	9/27/07
Statewide Summary (RU-30)	RURBR06	10/12/07

Forms: Providing Data to the NTD

Click on the **Annual** tab to open the **Forms Summary** screen.

The **Forms Summary** screen provides links to the forms your agency will complete for NTD Rural Reporting.

Initially, the **Forms Summary** screen provides access to the State Agency Identification form (RU-10). The State Summary form (RU-30) and **Add Form** button will be viewable after submitting the RU-10. The **Forms Summary** screen allows the State agency to add a Rural General Public Transit Service form (RU-20) after a new subrecipient is added and assigned a

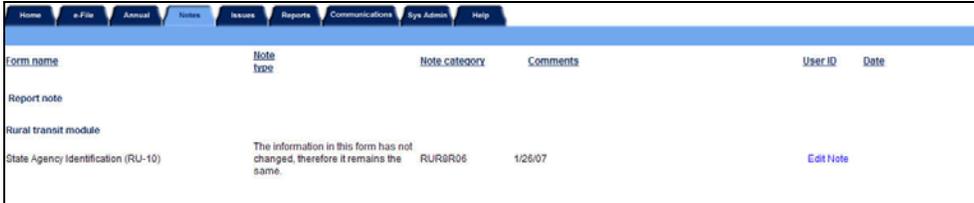
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subrecipient identification number via the **Sys Admin** tab. To add an RU-20, click on the **Add Form** button at the bottom of the screen. The list of added subrecipients will appear; select the new subrecipient from the **Drop-Down** menu. The new subrecipient RU-20 form will appear on the **Forms Summary** screen highlighted in yellow.

All form-by-form instructions and reporting details are in the form specific sections of this manual. The **Forms Summary** screen provides access to the required forms for your transit agency. For each form, the **Forms Summary** screen identifies the update user and update date.

Submitting Your Report

To submit your report to the NTD, upon completing the required NTD Rural forms and reviewing and saving the RU-30, return to the **Annual** tab, scroll to the bottom of the page and click the **Submit Report** button.



Form name	Note type	Note category	Comments	User ID	Date
Report note					
Rural transit module					
State Agency Identification (RU-10)	The information in this form has not changed, therefore it remains the same.	RUR0R06	1/25/07		Edit Note

Notes: Providing Additional Information

Click on the **Notes** tab to open the **Notes Summary** screen. The NTD Rural Reporting System allows the state agency reporter to create form notes for 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. Internet Reporting will take you to the **Form Notes** screen for the specific form. Internet Reporting will pre-fill the form type and recipient (if applicable) for which the note is created. The transit agency completes the note comment.

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

Reviewing 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. Internet Reporting displays the form name just beneath the tabs.

Editing Notes

You can edit Notes only in the **Working Data** stage. Click on the **Edit Note** link in the far right column on the **Notes** screen. Once the state agency submits the NTD Rural Report, Internet Reporting prevents any editing of the notes.

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.



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								
Revenue Vehicle Inventory Report								

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 the Revenue Vehicle Inventory Report, generated off of the combined RU-20 vehicle data, and is available to assist you in preparing your NTD report.

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

All Form Notes Report

Click on the **All Form Notes Report** link to print all of the form notes associated with the NTD Rural report viewed on the **Form Notes** screen.

Printing a Form Report from a Form Screen

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

The screenshot shows a web interface with a navigation bar at the top containing tabs: Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. Below the navigation bar, there are two filter boxes: 'Process Filter' and 'Comm. Type Filter', each with a dropdown arrow. To the right of these filters are two buttons: 'Filter' and 'Refresh'. Below the filters is a table with the following columns: Date, Agency, Analyst, Logger, Process, Comm. Type, Subject, and Attachment. The table contains four rows of data, all dated 10/25/2007. Each row lists '8R06' as the Agency, 'Ituzikow' as the Analyst, and 'RUR8R06' as the Logger. The Process column contains 'Annual Report', and the Comm. Type column contains 'Message'. The Subject column contains 'Report Submission'. The Attachment column is empty. The Logger column contains 'Agency to Analyst' for the first three rows and 'test test' for the last row.

Date	Agency	Analyst	Logger	Process	Comm. Type	Subject	Attachment
10/25/2007	8R06	Ituzikow	RUR8R06	Annual Report	Message	Report Submission	
	RUR8R06	Agency to Analyst	sdfdasfsad				
10/25/2007	8R06	Ituzikow	RUR8R06	Annual Report	Message	Report Submission	
	RUR8R06	Agency to Analyst	asdfsaf				
10/25/2007	8R06	Ituzikow	RUR8R06	Annual Report	Message	Report Submission	
	RUR8R06	Agency to Analyst	tttttttttt				
10/25/2007	8R06	Ituzikow	RUR8R06	Annual Report	Message	Report Submission	
	RUR8R06	Agency to Analyst	test test				

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. Transit agencies can view correspondence by communication types.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. Below the navigation bar, the text 'Select one of the following Admin Functions:' is displayed. Below this text are three links: 'Change Password', 'Manage Sub-recipients:', and 'Deactivate Sub-Recipient'. Under 'Manage Sub-recipients:', there are three sub-links: 'Add Sub-Recipient', 'Activate Sub-Recipient', and 'Deactivate Sub-Recipient'.

Sys Admin Tab: Changing Passwords, Adding or Deactivating Subrecipients

The **Sys Admin** screen provides the ability to change your NTD password, as well as add, activate and deactivate a subrecipient.

Changing Your NTD Password

FTA assigns each NTD user a unique temporary password. With the launch of the 2007 Reporting software, you may login to NTD Reporting one time using this assigned password. Internet Reporting will prompt you to change your password at that time. Users can change passwords at any time by clicking on the **Sys Admin** tab. Follow the instructions for creating new passwords:

- Passwords are a minimum of eight characters and be a combination of upper and lower case letters and numbers. Do not use dictionary words.
- Change passwords at least every 90 days. Do not repeat passwords. NTD will change any compromised passwords immediately.



The screenshot shows the 'Add Subrecipient' form within the 'Sys Admin' tab. The form has a navigation bar at the top with tabs for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The main content area contains two input fields: 'Sub-Recipient Name:*' with a text box and 'Sub-Recipient Type:*' with a dropdown menu showing 'Make Selection'. Below the fields are two buttons: 'Save' and 'Close'.

Adding a Subrecipient

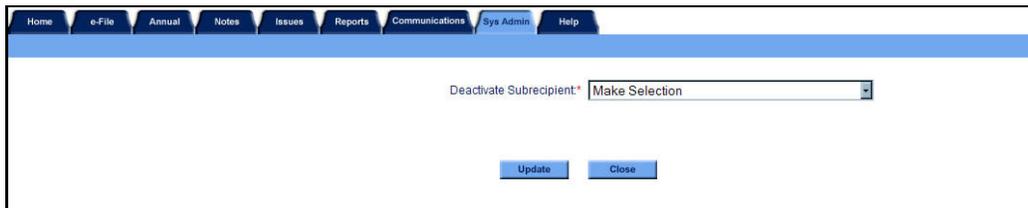
To add a new Subrecipient that was not reported in the previous year's report, click on the **Add Subrecipient** link on the **Sys Admin** tab. On the **Add Subrecipient** screen, enter the Subrecipient name on line 01, select the type of recipient (Tribal or non-Tribal) and click **Save** to create new subrecipient ID. You will be taken back to the **Forms Summary** screen. Click the **Add Form** button to generate a Rural General Public Transit Service form (RU-20) and select the new subrecipient ID from the drop-down. Click the **Generate Form** button and the new subrecipient's RU-20 form will appear highlighted in yellow.



The screenshot shows the 'Activate Subrecipient' form within the 'Sys Admin' tab. The form has a navigation bar at the top with tabs for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The main content area contains one input field: 'Activate Subrecipient:*' with a dropdown menu showing 'Make Selection'. Below the field are two buttons: 'Update' and 'Close'.

Activating a Subrecipient

To activate a Subrecipient that did not report in the previous year's report but will be included in the current year's report, click on the **Activate Subrecipient** link on the **Sys Admin** tab. On the **Activate Subrecipient** screen, select the subrecipient's name from the drop-down and click **Update** to activate the Subrecipient ID. Click the **Save** button, and you will be taken back to the **Forms Summary** screen. Click the **Add Form** button to generate a Rural General Public Transit Service form (RU-20) and select the activated subrecipient ID from the drop-down. Click the **Generate Form** button and the activated subrecipient's RU-20 form will appear highlighted in yellow.

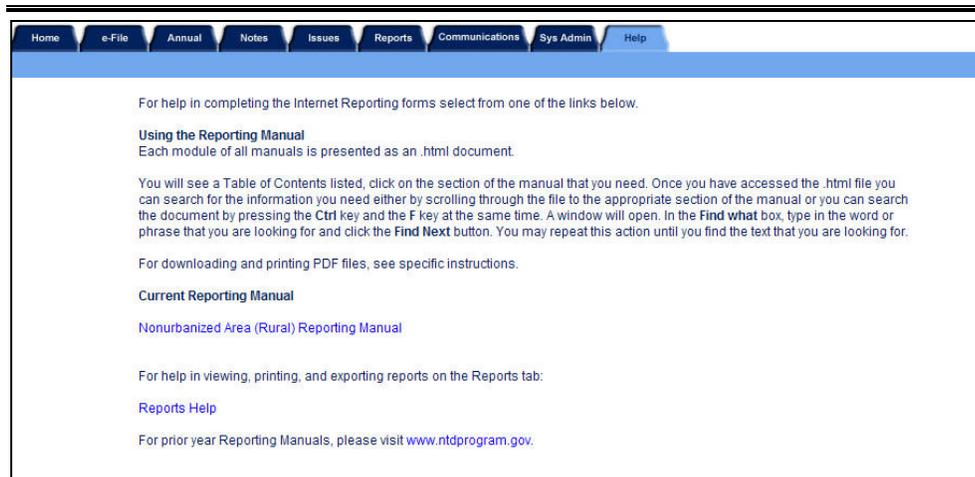


The screenshot shows the 'Deactivate Subrecipient' form within the 'Sys Admin' tab. The form has a navigation bar at the top with tabs for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The main content area contains one input field: 'Deactivate Subrecipient:*' with a dropdown menu showing 'Make Selection'. Below the field are two buttons: 'Update' and 'Close'.

Deactivating a Subrecipient

To deactivate a Subrecipient who reported in the previous year's report but will not be included in the current year's report, click on the **Deactivate Subrecipient** link on the **Sys Admin** tab. On the **Deactivate Subrecipient** screen, select the Subrecipient name from the drop-down on line 01 and click **Update** to deactivate them. If a Rural General Public Transit Service form (RU-20) was created and data entered for the subrecipient, it will be deleted and all data will be lost when the subrecipient is deactivated. This data cannot be activated or retrieved once it has been lost.

Note: To reactivate a Subrecipient who was previously deactivated, or deactivated in error, do not use the **Subrecipient Management Tool**. Contact your Analyst to reactivate a Subrecipient.



Help: Obtaining More Information

Click on the **Help** tab to open the **Help** screen. The **Help** screen provides access to the 2007 Rural Reporting Manual for additional help in completing the appropriate forms. The **Help** screen displays the table of contents for the Rural Reporting Manual with links to each section of the manual.

Tips for Using Internet Reporting

Navigating Between Screens

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

Saving a Form

Use the **Save** button provided at the bottom of each form. When entering information into a form we strongly recommend 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. We strongly recommend that you save your work every 15 minutes. Otherwise, there is a risk that the next action you take on the system will result in the closure of the screen displayed in your browser and the loss of any data that you had not saved.

Printing

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

Downloading the Adobe Acrobat Viewer for Forms

In order to facilitate viewing and printing forms Internet Reporting utilizes the Adobe Acrobat downloadable viewer. Internet Reporting will prompt you to download the **Adobe Acrobat Viewer** free of charge the first time you try to print a report. Click the **Print** button on a form page to download the **Adobe Acrobat Viewer**. This download occurs only once and is absolutely necessary to view or print a report.

To Print a Form Report from a Form Screen

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

This module contains three forms:

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

State Agency Identification form (RU-10)

The State Agency Identification form (RU-10) collects contact information for the reporting State agency or Indian Tribe. The form includes agency identification information, transit unit director information, and NTD contact person information. Internet Reporting pre-fills for 2007 the report year 2006 form information. Update any information that has changed. Saving this form will generate your option to add forms Rural General Public Transit Service form (RU-20) and the Statewide Summary form (RU-30).

Rural General Public Transit form (RU-20)

The Rural General Public Transit form (RU-20) collects key financial and non-financial operating information on each rural (§ 5311) general [public transit](#) provider. Items include transit provider name and information, [modal](#) classification, [service area](#), volunteer resources, number of vehicles and characteristics, number and ownership of maintenance facilities, annual operating expenses, operating revenues, annual capital costs, sources of capital funds, annual vehicle revenue miles, annual vehicle revenue hours, annual unlinked passenger trips, and safety information, as well as information on [intercity bus](#) and Indian Reservation services.

Complete a separate RU-20 form for each rural provider of general public transit service within the State, Indian Tribe, or direct recipient. Report all available data for each provider, even if it is less than the data requested on the form. However, subrecipients must develop and implement procedures for complete data reporting in 2008.

Statewide Summary form (RU-30)

The Statewide Summary form (RU-30) summarizes the key financial and non-financial operating information for all rural transit services reported. The form automatically calculates the total for each data element reported for each rural transit service provider (State or Tribal subrecipients). Items include the number of vehicles, annual operating expenses, operating revenues expended, annual capital costs, sources of capital funds, and service data for annual revenue vehicle miles, annual revenue vehicle hours, annual unlinked passenger trips, asset/infrastructure information for vehicles and maintenance facilities, and safety information.

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

1. The number of counties within the State
2. The number of counties with transit service funded, in whole or in part, with FTA Other Than Urbanized Area Formula Program funds (§ 5311).

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Home	e-File	Forms	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	2007					
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*	<input type="text" value="Select"/>	Zip code* (ex: 22222)	<input type="text"/> - <input type="text"/>					
URL (ex: www.url.com)	<input type="text"/>	FTA Recipient ID	<input type="text"/>					
Agency acronym	<input type="text"/>							
02 Director of Transit Unit								
Honorific* (ex: Mrs, Capt, etc.)	<input type="text"/>							
First name*	<input type="text"/>	Initial	<input type="text"/>	Last 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*	<input type="text" value="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"/>							
First name*	<input type="text"/>	Initial	<input type="text"/>	Last 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*	<input type="text" value="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"/>							
<input type="button" value="Save"/>			<input type="button" value="Close"/>			<input type="button" value="Print"/>		

State Agency Identification form (RU-10)

Overview

The State Agency Identification form (RU-10) collects contact information for the reporting state agency or Indian Tribe. The form includes agency identification information, transit unit director information, and NTD contact person information. Internet Reporting pre-fills for 2007 the report year 2006 form information. Update any information that has changed. Saving this form will generate your option to add forms (Rural General Public Transit Service form RU-20) and the Statewide Summary form (RU-30).

What Has Changed from Prior Year

There are no changes for the 2007 report year.

Detailed Instructions

Upon entering the NTD Rural Reporting system for the first time, you will be taken to the **Home** screen. Your rural identification number and the State or Indian Tribe appear at the top of the screen. In the upper right corner, the **Report** field indicates that you are accessing the 2007 Working Data.

To begin the 2007 report, click on the **Annual** tab to access the **Forms Summary** screen. 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.

Rural NTD Identification Number

The [rural NTD identification number](#) (ID) is the unique alphanumeric number FTA assigned to your State or Indian Tribe (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 agency submitting the report. Also report the 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 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 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 agency's website; e.g., www.ak.state.gov. Please do not include http://.

State/Indian Tribe Fiscal Year End

Once a State or Indian Tribe enters their fiscal year end for first time, the field is locked. If the fiscal year end changes or the fiscal year is incorrect, contact your analyst to make changes. This is the State's or Indian Tribe's fiscal year end and not when the program is administered in your state.

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 or Indian Tribe transit unit.

NTD Contact Person

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

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The screenshot shows a web application interface with a navigation menu at the top containing links for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The 'Notes' tab is currently selected. Below the navigation bar, the text 'Form:' is displayed. Underneath, there is a label 'Note comments:' followed by a large, empty text area with a vertical scrollbar on the right side. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

Form Notes

You can attach a form note 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 State Agency Identification form (RU-10)

From the **Forms Summary** screen, click on the **State Agency Identification form (RU-10)** link.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help. You can attach a form note to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab.

Saving or Closing the Form

Click on the **Save** button prior to exiting the form and continuing with the report. Click on the **Close** button at the bottom of the screen to close the form without saving.

Completing the Form

Rural NTD ID. **Pre-filled** and cannot be edited, review for accuracy.

Fiscal Year End. **Pre-filled** and cannot be edited, review for accuracy. Contact your Validation Analyst for any changes.

Line 01: Agency Identification Information:

- Enter the State agency's or Indian Tribe's full legal name. No abbreviations or acronyms.
- Enter the State agency's or Indian Tribe'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 State agency's or Indian Tribe's URL.
- Enter the State agency's or Indian Tribe's acronym. This acronym will be used in selected NTD publications.
- Enter the State agency's or Indian Tribe's [recipient ID](#) (Transportation Electronic Award and Management (TEAM ID)).

Line 02: Director of Transit Unit:

- Enter the name of the 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.

Line 03: NTD Contact Person:

- Enter the name of the person responsible for coordinating the NTD Rural Report.
- Enter the contact person's title.
- Enter the contact person's mailing address, if different than the State agency's or Indian Tribe's mailing address.
- Enter the contact person's telephone number.
- Enter the contact person's FAX number.
- Enter the contact person's e-mail address.

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Form Name: Rural General Public Transit Service (RU-20) (subrecipients and Tribal Reporters)		Add Form Note	Close Form
01 Subrecipient Basic Information		Subrecipient ID	
Subrecipient legal name	<input type="text"/>	Reporting period end	<input type="text"/> - <input type="text"/> - <input type="text"/> (mm/yyyy)
Mailing address line 1	<input type="text"/>	Agency type:	<input type="text" value="Select"/>
Mailing address line 2	<input type="text"/>	P.O. Box	<input type="text"/>
City	<input type="text"/>	County	<input type="text"/>
State	<input type="text" value="Select"/>	Zip code	<input type="text"/> - <input type="text"/> (#####-####)
Subrecipient acronym	<input type="text"/>	URL (website address)	<input type="text"/>
This subrecipient of the State is an Indian Tribe. Yes <input type="radio"/> No <input type="radio"/>			
Is this subrecipient an intercity bus provider? Yes <input type="radio"/> No <input type="radio"/>			
02 Subrecipient Contact Information			
Subrecipient contact person		Middle initial:	Last name:
First name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone: (###)###-####	<input type="text"/> Ext. <input type="text"/>		
03 Service Area <input type="text" value="Select"/> Describe* <input type="text"/>			
04 Modal Classification (check all that apply)			
<input type="checkbox"/> Bus			
If Bus, is service deviated fixed route or fixed-route only? <input type="text" value="Select"/>		<input type="checkbox"/> Demand response	
		<input type="checkbox"/> Vanpool	
		<input type="checkbox"/> Other Describe* <input type="text"/>	
Financial Information			
05 Total Annual Operating Expenses		a	
Sources of Operating Revenue Expended			
06 Fare revenues	<input type="text"/>		
07 Contract revenues	<input type="text"/>		
08 Local operating assistance	<input type="text"/>		
09 State operating assistance	<input type="text"/>		
Federal operating assistance			
10 a FTA Capital Program funds (§5309)	<input type="text"/>		
10 b FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)	<input type="text"/>		
10 c FTA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>		
10 d FTA Job Access and Reverse Commute Formula Program (§5316)	<input type="text"/>		
10 e FTA New Freedom Program funds (§5317)	<input type="text"/>	Describe* <input type="text"/>	
10 f FTA Alternative Transportation in Parks and Public Land (§5320)	<input type="text"/>		
10 g Other Federal funds	<input type="text"/>		
11 Total Federal Operating Assistance	<input type="text"/>		
12 Total Annual Operating Revenues Expended	<input type="text"/>		
13 Annual Capital Costs			
Sources of Capital Funds Expended			
14 Local capital assistance	<input type="text"/>		
15 State capital assistance	<input type="text"/>		
Federal capital assistance			
16 a FTA Capital Program funds (§5309)	<input type="text"/>		
16 b FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)	<input type="text"/>		
16 c FTA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>		
16 d FTA Job Access and Reverse Commute Formula Program (§5316)	<input type="text"/>		
16 e FTA New Freedom Program funds (§5317)	<input type="text"/>	Describe* <input type="text"/>	
16 f FTA Alternative Transportation in Parks and Public Land (§5320)	<input type="text"/>		
16 g Other Federal funds	<input type="text"/>		
17 Total Federal Capital Assistance	<input type="text"/>		
18 Total Capital Funds Expended	<input type="text"/>		

Asset / Infrastructure Information							
	a	b	c	d	e	f	g
	Number of Vehicles in Total Fleet	Vehicle Type	Vehicle Length	Seating Capacity	Year of Manufacture	Largest Source of Funding for Purchase / Lease of Vehicles	Number of ADA Accessible Vehicles in Fleet
19 Add Fleet Group	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
20 Total	<input type="text"/>						<input type="text"/>
Facilities							
	Owned by Service Provider	Owned by Public Agency for Service Provider	Leased by Public Agency for Service Provider	Leased by Service Provider	Total		
21 Number of general purpose maintenance facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Other Resources							
22 Number of volunteer drivers	<input type="text"/>						
23 Number of personal vehicles in service	<input type="text"/>						
24 Total annual taxicab unlinked trips	<input type="text"/>						
Service Data							
	a	b	c	d	e	f	g
	Annual Vehicle Revenue Miles		Annual Vehicle Revenue Hours	Regular Unlinked Passenger Trips	Coordinated Unlinked Passenger Trips		Total Trips
25 a Mode	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
26 Total	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Safety Data							
27 Reportable incidents	<input type="text"/>						
28 Fatalities	<input type="text"/>						
29 Injuries	<input type="text"/>						

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Form Name: Rural General Public Transit Service (RU-20) (Intercity Bus Reporters)		Add Form Note	Close Form																					
01 Subrecipient Basic Information																								
Subrecipient legal name: <input style="width: 95%;" type="text"/> Mailing address line 1: <input style="width: 95%;" type="text"/> Mailing address line 2: <input style="width: 95%;" type="text"/> City: <input style="width: 95%;" type="text"/> State: <input style="width: 95%;" type="text"/> <small>Select</small> Subrecipient acronym: <input style="width: 95%;" type="text"/>	Subrecipient ID Reporting period end: <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> (mm/dd/yyyy) Agency type: <input style="width: 95%;" type="text"/> <small>Select</small> P.O. Box: <input style="width: 95%;" type="text"/> County: <input style="width: 95%;" type="text"/> Zip code: <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> (22222-2222) URL (website address): <input style="width: 95%;" type="text"/>																							
This subrecipient of the State is an Indian Tribe. Yes <input type="radio"/> No <input type="radio"/> Is this subrecipient an intercity bus provider? Yes <input type="radio"/> No <input type="radio"/>																								
02 Subrecipient Contact Information																								
Subrecipient contact person: First name: <input style="width: 150px;" type="text"/> Middle initial: <input style="width: 30px;" type="text"/> Last name: <input style="width: 150px;" type="text"/> Phone (555)123-4567: <input style="width: 100px;" type="text"/> Ext: <input style="width: 30px;" type="text"/>																								
03 Service Area <input style="width: 100px;" type="text"/> <small>Select</small> Describe*: <input style="width: 250px;" type="text"/>																								
04 Modal Classification (check all that apply)																								
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Financial Information																								
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10 c.1 5311 grants for planning and capital expenses: <input style="width: 50px;" type="text"/>																								
10 c.2 5311 grants for operating expenses and provision of trips: <input style="width: 50px;" type="text"/>																								
Service Data																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 10%; text-align: center;">a</th> <th style="width: 10%; text-align: center;">b</th> <th style="width: 10%; text-align: center;">c</th> <th style="width: 10%; text-align: center;">d</th> <th style="width: 10%; text-align: center;">e</th> <th style="width: 10%; text-align: center;">f</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">25 a Intercity bus</td> <td></td> <td style="text-align: center; padding: 5px;">5311 Intercity Bus Vehicle Revenue Miles</td> <td></td> <td></td> <td></td> <td style="text-align: center; padding: 5px;">5311 Intercity Bus Unlinked Passenger Trips</td> </tr> <tr> <td></td> <td style="text-align: center;"><input style="width: 50px;" type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;"><input style="width: 50px;" type="text"/></td> </tr> </tbody> </table>					a	b	c	d	e	f	25 a Intercity bus		5311 Intercity Bus Vehicle Revenue Miles				5311 Intercity Bus Unlinked Passenger Trips		<input style="width: 50px;" type="text"/>					<input style="width: 50px;" type="text"/>
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Rural General Public Transit Service form (RU-20)

Overview

The Rural General Public Transit form (RU-20) collects key financial and non-financial operating information on each rural (§ 5311 Other Than Urbanized Area Formula Program) general [public transit](#) provider. Items include transit provider name and information, [modal](#) classification, [service area](#), volunteer resources, number of vehicles and characteristics, number and ownership of maintenance facilities, annual operating expenses, operating revenues, annual capital costs, sources of capital funds, annual vehicle miles, annual vehicle hours, annual passenger trips, and safety information, as well as information on [intercity bus](#) and Indian Reservation services.

Complete a separate form for each rural provider of general public transit service within the State, Indian Tribe, or direct recipient. Report all available data for each provider, even if it is less than the data requested on the form. However, subrecipients must develop and implement procedures for complete data reporting in 2008.

If you are a subrecipient or an Indian Tribe receiving § 5311 funds but have not started transit service, you must complete the financial information on the form. Request a waiver of the other reporting requirements via the **e-file** tab (see waivers).

Subrecipients who also receive § 5307 funds and submit NTD Annual Reports do not file RU-20 forms.

What Has Changed from Prior Year

Reporters can add, activate and deactivate subrecipients via the **Sys Admin** tab.

States should begin providing reports for § 5311 subrecipients who are intercity bus providers. The reports for intercity bus providers are substantially reduced from those of other § 5311 subrecipients.

Indian Tribes that receive § 5311 grants directly from the Federal Government (Tribal Transit) must report directly to the NTD. States need not provide reports for § 5311 subrecipients that are reporting directly to the NTD.

Detailed financial, vehicle fleet, and service data information has been added to the RU-20.

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, there is an Excel spreadsheet version of the Rural General Public Transit Service form (RU-20) on the **Rural Reporting Information** webpage, as well as the **Reports** tab. The Rural Contact person may download as many copies of this form as needed, and distribute them to the various subrecipients in the State or Indian Tribe's report. The subrecipients enter their data on the Excel spreadsheet and send it back to the Rural Contact person, who can then enter this data into the Rural General Public Transit Service forms (RU-20) in the Internet Reporting system.

Detailed Instructions

Internet Reporting generates Rural General Public Transit Service forms (RU-20) in three ways:

1. Added form for subrecipients who reported last year, as well as new subrecipients
2. Activated form for subrecipients who did not report last year, but have been activated for the current report year
3. Deleted form for subrecipients who are not reporting in the current report year.

Subrecipients are added, activated or deleted through the **Sys Admin** tab. See Internet Reporting discussion of **Sys Admin** tab.

Complete one form for each rural provider of general public transit service (subrecipient) within the State. If you are an Indian Tribe as a direct recipient, complete one RU-20 form.

Subrecipient ID Number

The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient. For states, the ID begins with the two-letter state abbreviation and for Indian Tribes with the letters TR (e.g., CA### or TR###). It is pre-filled and cannot be altered.

Reporting Period End

Report the end date for the 12-month reporting period (mm/dd/yyyy). It is pre-filled for subrecipients who reported in the previous year and cannot be edited. Contact your Analyst if the reporting period changes.

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Agency Type

Using the **Drop-Down** menu, select the agency type as a [public agency](#) (State DOT or not a State DOT, or Tribal) or a [private nonprofit](#) or [private for profit](#) agency. For intercity bus, select Private for profit agency since only the private for profit intercity bus operations are reported.

Agency Type menu selections:

Public agency (not a State DOT or Tribal)
Public agency (State DOT)
Public agency (Tribal)
Private nonprofit agency
Private for profit agency

Subrecipient Basic Information

Report the name of the rural transit provider, mailing address with city, county and state, the acronym used by the provider and URL (website address).

Indian Tribe

If you are an **Indian Tribe** that is a subrecipient of the state, click yes.

Intercity Bus

Subrecipients who operate [intercity bus \(IB\)](#) mode are not required to file a complete RU-20 form. If you are an intercity bus provider, click yes, Internet Reporting will generate only those field applicable to intercity bus providers. Note that once you have saved the form as an intercity bus provider, you will not be able to change the form back to reflect a normal subrecipient - you will have to delete the form and generate a new RU-20 form.

If intercity bus service goes between states, the following rules apply:

- If all § 5311 funds come from one State, then the intercity bus data is reported with that State's report.
- If § 5311 funds come from more than one State, then the intercity provider completes the RU-20 form for each State, with the applicable data for each State.

Note that if you are an Intercity Bus provider under contract to a subrecipient for public transit service, then you file a complete RU-20 form for the contracted service.

Subrecipient Contact Information

Report the name and phone number of the person responsible for the subrecipient's NTD Rural report.

Service Area

Using the **Drop-Down** menu, select the type of service area where the rural provider operates. There is a community category for states who do not have counties or parishes, such as Alaska which has boroughs. The county category includes an independent city which is not part of the county, for example, the Commonwealth of Virginia's cities are separate from counties.

Service Area menu selections:

Municipal
County/Independent city
Multi-county/Independent city
Community
Other

Modal Classification

Rural transit service frequently involves a variety of service types. These services can be classified as transit modes. Check each box that applies for the type of service the rural provider operates.

If you operate bus mode, use the **drop-down** menu to indicate whether the service is only fixed route, deviated fixed route or both.

If you check the **Other** box, the **Modal Classification – Other Description** box will appear on the screen. Use this field to describe the other transit mode provided.

See Introduction for modal descriptions.

Modal Classification selections:

Bus
Intercity bus
Demand response
Vanpool
Other

Financial Information

Total Annual Operating Expenses

Report the [annual operating expenses](#) for public transit service by the rural service provider for the report year. Include public resources for client-specific or categorical programs, such as Meals-on-Wheels, sheltered workshops, independent living centers and any social service agency programs. Subrecipients of § 5311 funds may report these programs to the extent that services are provided in coordination with public transit trips; i.e., they are included in a coordinated public transit – human services transportation system.

Deviated Fixed Route or Fixed Route menu selection:

Deviated fixed route
Fixed route
Both

Operating expenses include salaries and wages, fringe benefits, materials and supplies, insurance, taxes, outside services such as cleaning and utilities, and equipment lease and rental costs. These are used for the day-to-day expenses of operating and maintaining vehicles; maintaining other equipment, buildings and grounds; and general administration costs including marketing and customer support, finance and procurement, planning and service development, and legal costs, as well as fixed costs such as depreciation of capital, and also interest paid on loans for capital purchases. In addition, FTA allows [preventative maintenance](#) expenses as an eligible § 5311 capital expense. See discussion below under Reporting Operating and Capital Funds Expended.

Operating expenses exclude purchase of capital (vehicles, facilities and equipment), and the costs of providing transportation services not available to the general public or in a coordinated public transit – human services transportation system.

Sources of Operating Revenue Expended

Report the operating revenues expended by the rural public transit service provider during the report year. Generally revenues earned during the report year will be expended during the same year. However, it is possible to have carryover revenues from prior years. Report only the revenues expended during the report year, regardless of when the revenues were earned. Report only those funds that are (or will be) applied to the rural transit operations for transit projects. Report the operating revenue expended during the report year in the following categories:

- [Fare revenues](#)
- [Contract revenues](#)
- [Local operating assistance](#)
- [State operating assistance](#)
- [Federal operating assistance](#)
 - FTA § 5309 [Capital Program](#) funds
 - FTA § 5310 [Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program](#) funds
 - FTA § 5311 [Other than Urbanized Area Formula Program](#) funds
 - FTA § 5316 [Job Access and Reverse Commute Program](#) funds
 - FTA § 5317 [New Freedom](#) funds
 - FTA § 5320 [Alternative Transportation in Parks and Public Lands](#) funds
- [Other Federal](#) funds. This includes other FTA funds as well as funds from other Federal programs.

Under § 5311, you may treat contract revenues 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, report contract revenues as a separate category under the NTD Rural Report.

FTA § 5311 Other than Urbanized Area Formula Program funds

Federal operating assistance under § 5311 includes any § 5310, § 5307 or § 5317 funds transferred to the program or [flexible highway funds](#) transferred to the program and administered through the § 5311 program. Note that § 5310 and FHWA flexible funds are generally restricted to capital expenditures.

Total Federal Operating Assistance

The total annual operating assistance expended from Federal programs will be automatically calculated as the sum of the previous Federal operating revenue sources.

Total Annual Operating Revenues Expended

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

Annual Capital Costs

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

Sources of Capital Funds Expended

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

- [Local capital assistance](#)
- [State capital assistance](#)

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- [Federal capital assistance](#)
 - FTA § 5309 [Capital Program](#) funds
 - FTA § 5310 [Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program](#) funds
 - FTA § 5311 [Other than Urbanized Area Formula Program](#) funds
 - FTA § 5316 [Job Access and Reverse Commute Program](#) funds
 - FTA § 5317 [New Freedom](#) funds
 - FTA § 5320 [Alternative Transportation in Parks and Public Lands](#) funds
- [Other Federal](#) funds. This includes other FTA funds as well as funds from other Federal programs.

Total Federal Capital Assistance

The total annual capital assistance expended from Federal programs will be automatically calculated as the sum of the previous Federal capital revenue sources.

Total Capital Funds Expended

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

Accrual Accounting and Grants

Reporting of funds expended follows [accrual accounting](#) principals. Report expenditures as soon as they result in liabilities for benefits received, regardless of when the payment is made. Payment of the expenditure does not have to be made 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. Report grant funds as they are earned. Do not report the total amount of funding in an approved grant application (unless the expenditures are incurred and the grant funds are earned in the period).

Do not report in-kind service even though they were used as match in a Federal grant.

Reporting Operating and Capital Funds Expended

Some FTA grant programs allow capital funds to be used for paying the costs of equipment leases and rentals, or for [preventative maintenance](#). Although capital funds are used, typically at the 80% Federal / 20% local (non-Federal) ratio, the definition of operating expenses requires that these costs be considered an operating expense. Report these capital funds under the operating revenues expended section of the form.

Financial Information for Intercity Bus

For [intercity bus \(IB\)](#), report only those services for funds received as a § 5311 subrecipient or through a contractual relationship with the State for § 5311 funds.

Providers that have a contractual relationship (purchase-of-service agreement) with the State, report only under contract revenues.

Providers of intercity bus service that are subrecipients report only the amount of § 5311 funds received by operations activity and capital project category as follows:

- Planning and capital expenses
- Operating expenses and provision of trips.

Planning and capital expenses include:

- Planning and marketing for intercity bus transportation
- Coordinating rural connections between small public transportation operations and intercity bus carriers
- Capital grants for:
 - Intercity bus shelters (and number of shelters)
 - Joint use stops and depots (and number of stops and depots)
 - Revenue vehicles (and number of revenue vehicles)
 - Other capital projects
- Operating expenses and provision of trips include:
 - User-side subsidies

- Demonstration projects
- Other operating assistance.

FTA § 5311 Intercity Bus Grants for Planning and Capital Expenses

Report the annual funds received from § 5311 grants for planning and capital expenses for the report year.

If the § 5311 funds received are only used for planning activities or for capital projects, do not report service data — § 5311-funded unlinked passenger trips and vehicle revenue miles. In Internet Reporting, the service data section of this form will not be editable.

FTA § 5311 Grants for Operating Expenses and Provision of Trips

Report the annual funds received from § 5311 grants for operating expenses and provision of trips for the report year.

If you use any § 5311 operating assistance, report the § 5311 funded unlinked passenger trips and vehicle revenue miles.

Asset/Infrastructure Information

Report data for vehicles used to provide transit service including vehicle descriptions such as year of manufacture, accessibility and funds used to purchase the vehicles. Report data also on general purpose maintenance facilities and whether these facilities are owned or leased. Asset/Infrastructure information is an inventory of the vehicles and facilities, preferably at the end of the fiscal year.

If you are an intercity bus provider, you are not required to report this information which will not appear in Internet Reporting.

Vehicles

Report vehicles by groups of vehicles that have the same characteristics provided below for reporting. For example, if there are three 2005 buses, and two are ADA accessible, 30 feet long, owned by the service provider, and purchased using § 5311 funds, report these vehicles on one line.

Number of Vehicles in Total Fleet

Report the [number of active vehicles in the fleet](#). These are the vehicles used to carry passengers. Include any operational revenue vehicles used by purchased service contractors in general public transit service. Do not include [service \(non-revenue\) vehicles](#) and [personal vehicles](#).

Vehicle Type

Using the **Drop-Down** menu, select the vehicle type code. Use the **Add Form Note** to describe a vehicle type not listed. A cutaway transit vehicle is built on a van or truck chassis by a second stage manufacturer. The chassis is purchased by the body builder, a framework is built for the body, and then the body is finished for a complete vehicle. For example, a truck chassis may be used as the base for a small transit bus. Typical minivans are Dodge Caravans or Honda Odysseys. Typical vans are 12-15 passenger vehicles such as Ford E-Series or Dodge Ram Vans. For detailed definitions of vehicle types, see the NTD Glossary of Terms.

Vehicle Type menu selections:

- Automobile (AO)
- Bus (BU)
- Cutaway (CU)
- Minivan (MV)
- School Bus (SB)
- Van (VN)
- Other (OR)

Vehicle Length

Enter the length of the vehicle to the nearest whole foot.

Seating Capacity

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

Year of Manufacture

Report the original year that the vehicle was manufactured; if the vehicle was rebuilt, use the **Add Form Note** and provide the year of rebuild.

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Largest Source of Funding for Purchase / Lease of Vehicles

Using the **Drop-Down** menu, select the largest source of funding for purchase / lease of the vehicle type.

Number of ADA Accessible Vehicles in Fleet

Report the [number of Americans with Disabilities Act of 1990 \(ADA\) accessible vehicles in the fleet](#), preferably at the end of the rural transit provider's fiscal year. The vehicles may be equipped with wheelchair lifts or ramps, or may be built with a low floor.

Ownership Code

Ownership code is broken into two categories:

1. Owned
2. Leased

Vehicles can be either owned by the service provider, or owned by a public agency for the service provider. Vehicles can be either leased by the service provider, or leased by a public agency for the service provider.

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

Facilities

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

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

In some transit agencies, the same facility may include other than transit maintenance. For example, it is common for transit vehicles to be maintained at a county-owned highway garage. The facility is reported as owned by public agency for service provider.

Report the number of general purpose maintenance facilities by ownership type, preferably at the end of the rural transit provider's fiscal year.

Facility Ownership

Report data by four categories:

1. Owned by service provider
2. Owned by public agency for service provider
3. Leased by public agency for service provider
4. Leased by service provider



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

Other Resources

Some rural transit providers use volunteer resources or taxicabs for some or all of their service.

If the rural transit service provider uses volunteer resources for some of its service report:

- [Volunteer drivers](#) — Report the number of volunteer drivers the agency has available.
- [Personal vehicles in service](#) — Report the number of personal vehicles routinely used by the agency.
- Total annual taxicab unlinked trips - If taxicabs are used for some or all of the service, report the number of unlinked passenger trips.

Largest Source of Funding for Purchase / Lease of Vehicles menu selection:

FTA
Other Federal
State or local
Private

Ownership Code menu selections:

Owned by service provider
Owned by public agency for service provider
Leased by public agency for service provider
Leased by service provider

Service Data

Service data are reported by mode for annual vehicle revenue miles and hours, and for annual unlinked passenger trips. Unlinked passenger trips are also categorized by whether the trips are part of regular service or coordinated service.

Annual Vehicle Revenue Miles

Report annual vehicle revenue miles by mode. [Annual vehicle revenue miles](#) are the total amount of miles for the reporting period that all vehicles travel in revenue service. Vehicle revenue miles exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

For demand response mode, annual vehicle revenue 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 Revenue Hours

Report annual vehicle hours by mode. [Annual vehicle revenue hours](#) are the total amount of hours for the reporting period that all vehicles travel in revenue service. Vehicle revenue hours include layover but exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

For demand response mode, annual vehicle revenue 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.

Regular Unlinked Passenger Trips

Report the number of regular unlinked passenger trips by mode. This includes service operated as part of the normal transit schedule.

Coordinated Unlinked Passenger Trips

Report the number of coordinated unlinked passenger trips by mode. This includes service operated outside of the regular schedule that are part of a coordinated plan to provide transit service, including social service agency transportation programs, programs for the elderly and medical transportation programs.

Total Trips

Internet Reporting automatically calculates the total trips as the sum of the regular unlinked passenger trips and coordinated unlinked passenger trips, but excludes taxicab trips.

Service Data for Intercity Bus

Providers of intercity bus service that are subrecipients report only annual § 5311 bus vehicle revenue miles and the number of annual § 5311 unlinked passenger trips. Only these items will appear in the service portion of the form.

§ 5311 Intercity Bus Vehicle Revenue Miles

Report the total § 5311 annual vehicle revenue miles. This includes the total amount of miles for the reporting period that all vehicles travel in § 5311 service in revenue service. Vehicle revenue miles exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

§ 5311 Intercity Bus Unlinked Passenger Trips

Report the total § 5311 annual unlinked passenger trips. This includes the total amount of unlinked passenger trips for the reporting period that all vehicles travel in § 5311 service.

Safety Data

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

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

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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.

Reportable Safety Incidents

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

- A fatality
- Injuries requiring immediate medical attention away from the scene for one or more persons
- Property damage equal to or exceeding \$25,000.



The screenshot shows a web application interface with a navigation menu at the top containing links for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. Below the menu, the text 'Form:' is displayed. Underneath, there is a label 'Note comments:' followed by a large, empty text input area with a vertical scrollbar on the right side. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

Form Notes

You can attach a form note 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 Rural General Public Transit Service form (RU-20)

From the **Forms Summary** screen, click on the **Add Form** button to generate a Rural General Public Transit Service form (RU-20) for a new subrecipient .

To open a previously saved Rural General Public Transit Service form (RU-20), click on the **Rural General Public Transit Service Form** link for the specific provider from the **Forms Summary** screen. Review and complete the form following the instructions in this section.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help. You can attach a form note to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab.

Saving or Closing the Form

Click on the **Save** button prior to exiting the form and continuing with the report. Click on the **Close** button at the bottom of the screen to close the form without saving.

Completing the Form

Subrecipient ID Number. **Pre-filled** and cannot be edited, review for accuracy. The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient as the individual RU-20s are saved (e.g., CA###). It is **pre-filled** and cannot be altered.

Reporting Period End. Report the end date for the 12-month reporting period (mm/dd/yyyy). It is **pre-filled** for subrecipients who reported in the previous year and cannot be edited. Contact your Analyst if the reporting period changes.

Line 01: Subrecipient Basic Information

- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's full legal name. No abbreviations or acronyms.
- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's organization type. If you are an intercity bus operator, enter private for profit agency.
- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, enter it in the P.O. Box field.
- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's city, county and 5 or 9-digit zip code.
- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's acronym used by the rural transit provider, if applicable.
- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's URL, if applicable.
- Use the **Radio buttons** to indicate if the subrecipient of a state is an Indian tribe.
- Use the **Radio buttons** to indicate if the subrecipient is an intercity bus provider.

Line 02: Subrecipient Contact Information

- Enter the name of the person responsible for the subrecipient's, intercity bus contractor's or Indian Tribe's report.
- Enter the contact person's telephone number.

Line 03: Service Area. Use the **Drop-Down** menu to select the type of service area.

Line 04: Modal Classification. Use the **Check-Boxes** to indicate the modal classification(s) operated by the rural transit provider:

Financial Information

Line 05, column a: Total Annual Operating Expenses. Enter the [annual operating expenses](#) for [public transit service](#) by the rural service provider for the report year. Operating expenses include salaries and wages, fringe benefits, materials and supplies, insurance, taxes, outside services such as cleaning and utilities, and equipment lease and rental costs. These are used for the day-to-day expenses of operating and maintaining vehicles; maintaining other equipment, buildings and grounds; and general administration costs including marketing and customer support, finance and procurement, planning and service development, and legal costs. In addition, FTA allows preventive maintenance expenses as an eligible § 5311 capital expense. Operating expenses exclude purchase of capital (vehicles, facilities and equipment), and costs of providing transportation services not available to the general public.

Sources of Operating Revenue Expended

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Line 06, column a: Fare Revenues. Enter the rural public transit service provider's total income received directly from passengers, either paid in cash or through pre-paid tickets, passes, etc., spent on transit operations for the reporting period. Include donations from those passengers who donate money on the vehicle. Include the reduced fares paid by passengers in a user-side subsidy arrangement.

Line 07, column a: Contract Revenues. Enter 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. If you are an Intercity Bus operator receiving § 5311 funds by a contract with the State rather than receiving § 5311 funds as a subrecipient, report those funds as contract revenues.

Line 08, column a: Local Operating Assistance. Enter the total financial assistance expended from local entities that support the operation of the transit system. Include tax levies, general funds, specified contributions, donations and other revenues such as advertising.

Line 09, column a: State Operating Assistance. Enter the total financial assistance expended from any state agency that supports the operation of the transit system. Include tax levies, general funds and specified contributions.

Line 10: Federal Operating Assistance

- Line 10a, column a: FTA Capital Program (§ 5309) funds. Enter the total financial assistance expended from the FTA Capital Program to assist in paying the operating costs of providing transit service.
- Line 10b, column a: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (§ 5310) funds. Enter the total financial assistance expended from FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program to assist in paying the operating costs of providing transit service.
- Line 10c, column a: FTA Other Than Urbanized Area Formula Program (§ 5311) funds. Enter the total financial assistance expended from the FTA Other Than Urbanized Area Formula Program to assist in paying the operating costs of providing transit service. Include § 5307 funds plus flexible highway funds transferred to the program and administered through the § 5311 program.

Intercity Bus Subrecipients

- Line 10c.1, column a: § 5311 Grants for Planning and Capital Expenses. Enter the total financial assistance expended from § 5311 Grants to assist in paying for planning and capital expenses for intercity bus transportation.
- Line 10c.2, column a: § 5311 Grants for Operating Expenses and Provision of Trips. Enter the total financial assistance expended from § 5311 Grants to assist in paying for operating expenses and provision of trips for intercity bus transportation.
- Line 10d, column a: FTA Job Access and Reverse Commute Formula Program (§ 5316) funds. Enter the total financial assistance expended from the FTA Job Access and Reverse Commute Formula Program to assist in paying the operating costs of providing transit service.
- Line 10e, column a: FTA New Freedom Program (§ 5317) funds. Enter the total financial assistance expended from the FTA New Freedom Program to assist in paying the operating costs of providing transit service.
- Line 10f, column a: FTA Alternative Transportation in Parks and Public Lands (§ 5320) funds. Enter the total financial assistance expended from the FTA Alternative Transportation in Parks and Public Lands Program to assist in paying the operating costs of providing transit service.
- Line 10g, column a: Other Federal funds. Enter the total financial assistance expended from other FTA programs not listed on lines 10 a – f and from Federal sources other than FTA programs to assist in paying the operating costs of providing transit service. Describe the sources and the amount of funding.

Line 11, column a: Total Federal Operating Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal financial assistance expended for operations equal to the sum of the lines 10a through 10g, column a.

Line 12, column a: Total Annual Operating Revenues Expended. This is an **auto-calculated** field and cannot be edited. This field displays the total annual operating revenues expended for operations equal to the sum of lines 6 through 9 and 11, column a.

Line 13, column a: Annual Capital Costs. Enter the expenses incurred during the year related to the purchase of facilities, vehicles and other capital equipment.

Sources of Capital Funds Expended

Line 14, column a: Local Capital Assistance. Enter the total amount of financial assistance from local entities to assist in paying capital costs of the transit provider. Include tax levies, general funds, specified contributions, reserve funds and donations.

Line 15: State Capital Assistance. Enter the total amount of financial assistance from any state agency to assist in paying capital costs of the transit provider.

Line 16: Federal Capital Assistance

- Line 16a, column a: FTA Capital Program (§ 5309) funds. Enter the total financial assistance expended from the FTA Capital Program to assist in paying the capital costs of providing transit service.
- Line 16b, column a: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (§ 5310) funds. Enter the total financial assistance expended from FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program to assist in paying the capital costs of providing transit service.
- Line 16c, column a: FTA Other Than Urbanized Area Formula Program (§ 5311) funds. Enter the total financial assistance expended from the FTA Other Than Urbanized Area Formula Program to assist in paying the capital costs of providing transit service. Include § 5307 funds plus any § 5310 or § 5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the § 5311 program.
- Line 16d, column a: FTA Job Access and Reverse Commute Formula Program (§ 5316) funds. Enter the total financial assistance expended from the FTA Job Access and Reverse Commute Formula Program to assist in paying the capital costs of providing transit service.
- Line 16e, column a: FTA New Freedom Program (§ 5317) funds. Enter the total financial assistance expended from the FTA New Freedom Program to assist in paying the capital costs of providing transit service.
- Line 16f, column a: FTA Alternative Transportation in Parks and Public Lands (§ 5320) funds. Enter the total financial assistance expended from the FTA Alternative Transportation in Parks and Public Lands Program to assist in paying the capital costs of providing transit service.
- Line 16g, column a: Other Federal funds. Enter the total financial assistance expended from Federal sources other than FTA programs to assist in paying the capital costs of providing transit service. Describe the sources and the amount of funding.

Line 17, column a: Total Federal Capital Assistance Expended. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal financial assistance expended for capital equal to the sum of the lines 16a through 16g, column a.

Line 18, column a: Total Capital Funds Expended. This is an **auto-calculated** field and cannot be edited. This field displays the total annual financial assistance expended for capital equal to the sum of lines 14, 15 and 17, column a.

Line 19: Asset / Infrastructure Information

- Column a: Number of Vehicles in Total Fleet. Group vehicles on the same line that have the same characteristics — dedicated fleet, vehicle type code, vehicle length, seating capacity, year of manufacture, ownership code and funding source. By modal classification, enter 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. [Service \(non-revenue\) vehicles](#) and [personal vehicles](#) should not be included.
- Column b: Vehicle Type. Use the **Drop-Down** menu to indicate the vehicle type code of the vehicles in column a.
- Column c: Vehicle Length. Enter the length of the vehicles in column a to the nearest whole foot.
- Column d: Seating Capacity. Enter the number of seats on the vehicles in column a.
- Column e: Year of Manufacture. Enter the original year of manufacture of the vehicles in column a.
- Column f: Largest Source of Funding for Purchase/Lease of Vehicles. Use the **Drop-Down** menu to indicate the largest source of funding for purchase/lease of the vehicles in column a.
- Column g: Number of ADA Accessible Vehicles in Fleet. Enter the number of vehicles from column a that meet the requirements of the [Americans with Disabilities Act of 1990](#) (ADA). The vehicles may be equipped with wheelchair lifts or ramps, or may be built with a low floor.
- Column h: Ownership Code. Use the **Drop-Down** menu to indicate ownership of the vehicles in column a, at the end of the reporting period. Complete the information based on whether the vehicles are owned outright or leased.

Line 20, column a: Total Number of Vehicles in Total Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of vehicles in the total fleet for all modal classifications equal to the sum of the modal classifications on line 19, column a.

Line 20, column g: Total Number of ADA Accessible Vehicles in Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of ADA accessible vehicles in the fleet for all modal classifications equal to the sum of the modal classifications on line 19, column g.

Line 21: Number of General Purpose Maintenance Facilities

- Column a: Owned by Service Provider. Enter the number of general purpose maintenance facilities owned by the service provider.

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- Column b: Owned by Public Agency for Service Provider. Enter the number of general purpose maintenance facilities owned by the public agency for the service provider.
- Column c: Leased by Public Agency for Service Provider. Enter the number of general purpose maintenance facilities leased by the public agency for the service provider.
- Column d: Leased by Service Provider. Enter the number of general purpose maintenance facilities leased by the service provider.
- Column e: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of maintenance facilities equal to the sum of columns a through d.

Other Resources

Line 22, column a: Number of Volunteer Drivers. Enter the number of volunteer drivers at the end of the reporting period.

Line 23, column a: Number of Personal Vehicles in Service. Enter the number of personal vehicles in use at the end of the reporting period.

Line 24, column a: Total Annual Taxicab Unlinked Trips. Enter the total number of taxicab unlinked passenger trips for the reporting period.

Line 25: Service Data

- Column a: Annual Vehicle Revenue Miles. By modal classification, enter the total number of miles for the reporting period that all vehicles travel in revenue service. Vehicle revenue miles exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services. For demand response mode, annual vehicle revenue 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.
- Column b: 5311 Intercity Bus Vehicle Revenue Miles. This field appears for Intercity Bus providers only. Enter the total number of miles for the reporting period that all Intercity buses in revenue service. Vehicle revenue miles exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.
- Column c: Annual Vehicle Revenue Hours. By modal classification, enter the total amount of time in hours for the reporting period that all vehicles travel in revenue service. Vehicle revenue hours include layover but exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services. For demand response mode, annual vehicle revenue 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.
- Column d: Regular Unlinked Passenger Trips. By modal classification, enter the total number of unlinked passenger trips for the reporting period carried by all vehicles in revenue service. Include the unlinked passenger tips by personal vehicles used in regular service.
- Column e: Coordinated Unlinked Passenger Trips. By modal classification, enter the total number of coordinated unlinked passenger trips for the reporting period carried by all vehicles operated outside of the regular schedule. This service is part of a coordinated plan to provide transit service, including social service agency transportation programs, programs for the elderly and medical transportation programs.
- Column f: 5311 Intercity Bus Unlinked Passenger Trips. This field appears for Intercity Bus providers only. Enter the total number of unlinked trips for the reporting period that all Intercity buses carry in revenue service funded through FTA § 5311.
- Column g: Total Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total unlinked passenger trips for all modal classifications equal to the sum of the trips on columns line 25 d, e and f.

Line 26: Total

- Column a: Annual Vehicle Revenue Miles. This **auto-calculated** field and cannot be edited. This field displays the total annual vehicle revenue miles for all modal classifications equal to the sum of the modal classifications on line 25, column a.
- Column b: Column b: Total 5311 Intercity Bus Vehicle Revenue Miles. This field appears for Intercity Bus providers only. This is an **auto-calculated** field and cannot be edited. This field displays the total annual vehicle revenue miles for all Intercity bus providers equal to the sum of intercity bus mode on line 25, column b.
- Column c: Total Annual Vehicle Revenue Hours. This **auto-calculated** field and cannot be edited. This field displays the total annual vehicle revenue hours for all modal classifications equal to the sum of the modal classifications on line 25, column c.
- Column d: Total Regular Unlinked Passenger Trips. This **auto-calculated** field and cannot be edited. This field displays the total annual regular unlinked passenger trips for all modal classifications equal to the sum of the modal classifications on line 25, column d.

- Column e: Total Coordinated Unlinked Passenger Trips. This **auto-calculated** field and cannot be edited. This field displays the total annual coordinated unlinked passenger trips for all modal classifications equal to the sum of the modal classifications on line 25, column e.
- Column f: Total 5311 Intercity Bus Unlinked Passenger Trips. This field appears for Intercity Bus providers only. This is an **auto-calculated** field and cannot be edited. This field displays the total number of unlinked passenger trips for all intercity bus providers equal to the sum of intercity bus mode on line 25, column f.

Safety Data

Line 27, column a: Reportable Incidents. Enter the total number of reportable [incidents](#) for the reporting period. Reportable incidents include any event involving the operation of a transit system if, as a result, an individual dies either at the time of the event or within 30 days of the event, one or more individuals suffer bodily damage as a result of the event requiring immediate medical attention away from the scene, or property damage in excess of \$25,000.

Line 28, column a: Fatalities. Enter the total number of [transit caused deaths](#) for the reporting period confirmed within 30 days of a transit incident.

Line 29, column a: 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 reportable incident.

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Form Name: Statewide Summary form (RU-30)		Add Form Note		Close Form				
Counties Served								
a	Number of counties statewide	<input type="text"/>						
b	Number of counties with §5311 service	<input type="text"/>						
Financial Information								
05	Total Annual Operating Expenses	<input type="text"/>						
Sources of Operating Revenue Expended								
06	Fare revenues	<input type="text"/>						
07	Contract revenues	<input type="text"/>						
08	Local operating assistance	<input type="text"/>						
09	State operating assistance	<input type="text"/>						
Federal operating assistance								
10 a	FTA Capital Program funds (§5309)	<input type="text"/>						
10 b	FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)	<input type="text"/>						
10 c	FTA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>						
10 c.1	5311 grants for planning and capital expenses	<input type="text"/>						
10 c.2	5311 grants for operating expenses and provision of trips	<input type="text"/>						
10 d	FTA Job Access and Reverse Commute Formula Program (§5316)	<input type="text"/>						
10 e	FTA New Freedom Program funds (§5317)	<input type="text"/>						
10 f	FTA Alternative Transportation in Parks and Public Land (§5320)	<input type="text"/>						
10 g	Other Federal funds	<input type="text"/>						
11	Total Federal Operating Assistance	<input type="text"/>						
12	Total Annual Operating Revenues Expended	<input type="text"/>						
13	Annual Capital Costs	<input type="text"/>						
Sources of Capital Funds Expended								
14	Local capital assistance	<input type="text"/>						
15	State capital assistance	<input type="text"/>						
Federal capital assistance								
16 a	FTA Capital Program funds (§5309)	<input type="text"/>						
16 b	FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)	<input type="text"/>						
16 c	FTA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>						
16 d	FTA Job Access and Reverse Commute Formula Program (§5316)	<input type="text"/>						
16 e	FTA New Freedom Program funds (§5317)	<input type="text"/>						
16 f	FTA Alternative Transportation in Parks and Public Land (§5320)	<input type="text"/>						
16 g	Other Federal funds	<input type="text"/>						
17	Total Federal Capital Assistance	<input type="text"/>						
18	Total Capital Funds Expended	<input type="text"/>						
Asset / Infrastructure Information								
		a			g			
		Number of Vehicles in Total Fleet			Number of ADA Accessible Vehicles in Fleet			
20	Total	<input type="text"/>			<input type="text"/>			
Facilities								
		Owned by Service Provider	Owned by Public Agency for Service Provider	Leased by Public Agency for Service Provider	Leased by Service Provider	Total		
21	Number of general purpose maintenance facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Volunteer Resources								
22	Number of volunteer drivers	<input type="text"/>						
23	Number of personal vehicles in service	<input type="text"/>						
24	Total annual taxicab unlinked trips	<input type="text"/>						
Service Data								
		a	b	c	d	e	f	g
		Annual Vehicle Revenue Miles	5311 Intercity Bus Vehicle Revenue Miles	Annual Vehicle Revenue Hours	Regular Unlinked Passenger Trips	Coordinated Unlinked Passenger Trips	5311 Intercity Bus Unlinked Passenger Trips	Total Trips
26	Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Safety Incident Data								
27	Reportable incidents	<input type="text"/>						
28	Fatalities	<input type="text"/>						
29	Injuries	<input type="text"/>						
		<input type="button" value="Save"/>	<input type="button" value="Close"/>	<input type="button" value="Print"/>				

Statewide Summary form (RU-30)

General Overview

This form summarizes the key financial and non-financial operating information for all rural transit services reported. The form automatically calculates the total for each data element reported for each rural transit service provider (State subrecipients). Items include the number of vehicles, annual operating expenses, operating revenues expended, annual capital costs, sources of capital funds, and service data for annual vehicle revenue miles, annual vehicle revenue hours, annual unlinked passenger trips, asset/infrastructure information for vehicles and maintenance facilities, and safety information.

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

1. The number of counties within the State
2. The number of counties with transit service funded, in whole or in part, with FTA Other Than Urbanized Area Formula Program funds (§ 5311).

What Has Changed from Prior Year

Revised to capture the new data items collected on the Rural General Public Transit Service form (RU-20).

Detailed Instructions

From the **Forms Summary** screen, click on the **Statewide Summary** link to open the Statewide Summary form (RU-30).

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

Number of Counties Statewide

Report the total number of counties in the state. The following link provides the counties for each state:

http://www.naco.org/Template.cfm?Section=Find_a_County&Template=/cfiles/counties/usamap.cfm

Number of Counties with Service

Report the number of counties in the state that are currently served, in whole or in part, by FTA Other Than Urbanized Area Formula Program funds (§ 5311).

If you're a direct recipient Tribe providing service in counties within multiple States, include the total number of counties with service for all of the multiple States.

The screenshot shows a web application interface with a navigation menu at the top containing links for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. Below the menu, there is a form area. On the left, there is a label 'Form:' and a 'Note comments:' label. To the right of the 'Note comments:' label is a large, empty text area with a vertical scrollbar on the right side. At the bottom of the form area, there are two buttons: 'Save' and 'Cancel'.

Form Notes

You can attach a **Form Note** 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.

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Line by Line Instructions

Completing the Statewide Summary form (RU-30)

From the **Forms Summary** screen, click on the **Statewide Summary form** link to open the Statewide Summary form (RU-30). Review and complete the form following the instructions in this section.

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

Saving or Closing the Form

Click on the **Save** button prior to exiting the form and continuing with the report. Click on the **Close** button at the bottom of the screen to close the form without saving.

Submitting Your Report

To submit your report to the NTD, upon completing the required NTD Rural forms and reviewing and saving the RU-30, return to the **Annual** tab, scroll to the bottom of the page and click the **Submit Report** button.

Completing the Form

Counties Served

- Line a: Number of Counties Statewide. Enter the total number of counties within the state.
- Line b: Number of Counties with § 5311 Service. Enter the number of counties in the state that are served, in whole or in part, by rural (§ 5311) [Other Than Urbanized Area Formula Program](#) funds.

Financial Information

Line 05, column a: Total Annual Operating Expenses. This is an **auto-calculated** field and cannot be edited. This field displays the total annual operating expenses from all of the Rural General Public Transit Service forms (RU-20).

Sources of Operating Revenue Expended

Line 06, column a: Fare Revenues. This is an **auto-calculated** field and cannot be edited. This field displays the total fare revenues from all of the Rural General Public Transit Service forms (RU-20).

Line 07, column a: Contract Revenues. This is an **auto-calculated** field and cannot be edited. This field displays the total contract revenues from all of the Rural General Public Transit Service forms (RU-20).

Line 08, column a: Local Operating Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total local operating assistance from all of the Rural General Public Transit Service forms (RU-20).

Line 09, column a: State Operating Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total State operating assistance from all of the Rural General Public Transit Service forms (RU-20).

Line 10: Federal Operating Assistance

- Line 10a, column a: FTA Capital Program (§ 5309) funds. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA Capital Program (§ 5309) funds from all of the Rural General Public Transit Service forms (RU-20).
- Line 10b, column a: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (§ 5310) funds. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (§ 5310) funds from all of the Rural General Public Transit Service forms (RU-20).
- Line 10c, column a: FTA Other Than Urbanized Area Formula Program (§ 5311) funds. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA Other Than Urbanized Area Formula Program (§ 5311) funds from all of the Rural General Public Transit Service forms (RU-20).
 - Line 10c.1, column a: § 5311 Grants for Planning and Capital Expenses. This is an **auto-calculated** field and cannot be edited. This field displays the total § 5311 Grants for planning and capital expenses from all of the Rural General Public Transit Service forms (RU-20) for Intercity Providers.
 - Line 10c.2, column a: § 5311 Grants for Operating Expenses and Provision of Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total § 5311 Grants for operating expenses and provision of trips from all of the Rural General Public Transit Service forms (RU-20) for Intercity Providers.

- Line 10d, column a: FTA Job Access and Reverse Commute Formula Program (§ 5316) funds. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA Job Access and Reverse Commute Formula Program (§ 5316) funds from all of the Rural General Public Transit Service forms (RU-20).
- Line 10e, column a: FTA New Freedom Program (§ 5317) funds. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA New Freedom Program (§ 5317) funds from all of the Rural General Public Transit Service forms (RU-20).
- Line 10f, column a: FTA Alternative Transportation in Parks and Public Lands (§ 5320) funds. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA Alternative Transportation in Parks and Public Lands (§ 5320) funds from all of the Rural General Public Transit Service forms (RU-20).
- Line 10g, column a: Other Federal funds. This is an **auto-calculated** field and cannot be edited. This field displays the total Other Federal funds from all of the Rural General Public Transit Service forms (RU-20).

Line 11, column a: Total Federal Operating Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal operating assistance from all of the Rural General Public Transit Service forms (RU-20).

Line 12, column a: Total Annual Operating Revenues Expended. This is an **auto-calculated** field and cannot be edited. This field displays the total annual operating revenues expended from all of the Rural General Public Transit Service forms (RU-20).

Line 13, column a: Annual Capital Costs. This is an **auto-calculated** field and cannot be edited. This field displays the total annual capital costs from all of the Rural General Public Transit Service forms (RU-20).

Sources of Capital Funds Expended

Line 14, column a: Local Capital Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total local capital assistance from all of the Rural General Public Transit Service forms (RU-20).

Line 15, column a: State Capital Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total State capital assistance from all of the Rural General Public Transit Service forms (RU-20).

Line 16: Federal Capital Assistance

- Line 16a, column a: FTA Capital Program (§ 5309) funds. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA Capital Program (§ 5309) funds from all of the Rural General Public Transit Service forms (RU-20).
- Line 16b, column a: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (§ 5310) funds. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (§ 5310) funds from all of the Rural General Public Transit Service forms (RU-20).
- Line 16c, column a: FTA Other Than Urbanized Area Formula Program (§ 5311) funds. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA Other Than Urbanized Area Formula Program (§ 5311) funds from all of the Rural General Public Transit Service forms (RU-20).
- Line 16d, column a: FTA Job Access and Reverse Commute Formula Program (§ 5316) funds. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA Job Access and Reverse Commute Formula Program (§ 5316) funds from all of the Rural General Public Transit Service forms (RU-20).
- Line 16e, column a: FTA New Freedom Program (§ 5317) funds. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA New Freedom Program (§ 5317) funds from all of the Rural General Public Transit Service forms (RU-20).
- Line 16f, column a: FTA Alternative Transportation in Parks and Public Lands (§ 5320) funds. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA Alternative Transportation in Parks and Public Lands (§ 5320) funds from all of the Rural General Public Transit Service forms (RU-20).
- Line 16g, column a: Other Federal funds. This is an **auto-calculated** field and cannot be edited. This field displays the total Other Federal funds from all of the Rural General Public Transit Service forms (RU-20).

Line 17, column a: Total Federal Capital Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal capital assistance from all of the Rural General Public Transit Service forms (RU-20).

Line 18, column a: Total Capital Funds Expended. This is an **auto-calculated** field and cannot be edited. This field displays the total capital funds expended from all of the Rural General Public Transit Service forms (RU-20).

Asset / Infrastructure Information

Line 20: Total

- Column a: Number of Vehicles in Total Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of vehicles in total fleet from all of the Rural General Public Transit Service forms (RU-20).

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- Column g: Number of ADA Accessible Vehicles in Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of ADA accessible vehicles in fleet from all of the Rural General Public Transit Service forms (RU-20).

Line 21: Number of General Purpose Maintenance Facilities

- Column a: Owned by Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities owned by the service provider from all of the Rural General Public Transit Service forms (RU-20).
- Column b: Owned by Public Agency for Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities owned by a public agency for the service provider from all of the Rural General Public Transit Service forms (RU-20).
- Column c: Leased by Public Agency for Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities leased by a public agency for the service provider from all of the Rural General Public Transit Service forms (RU-20).
- Column d: Leased by Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities leased by the service provider from all of the Rural General Public Transit Service forms (RU-20).
- Column e: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities from all of the Rural General Public Transit Service forms (RU-20).

Volunteer Resources

Line 22, column a: Number of Volunteer Drivers. This is an **auto-calculated** field and cannot be edited. This field displays the total number of volunteer drivers from all of the Rural General Public Transit Service forms (RU-20).

Line 23, column a: Number of Personal Vehicles in Service. This is an **auto-calculated** field and cannot be edited. This field displays the total number of personal vehicles in service from all of the Rural General Public Transit Service forms (RU-20).

Line 24, column a: Total Annual Taxicab Unlinked Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of annual taxicab unlinked passenger trips from all of the Rural General Public Transit Service forms (RU-20).

Service Data

Line 26: Total

- Column a: Annual Vehicle Revenue Miles. This is an **auto-calculated** field and cannot be edited. This field displays the total number of annual vehicle revenue miles for all modes from all of the Rural General Public Transit Service forms (RU-20).
- Column b: 5311 Intercity Bus Vehicle Revenue Miles. This is an **auto-calculated** field and cannot be edited. This field displays the total number of § 5311 vehicle revenue miles for intercity bus mode from all of the Rural General Public Transit Service forms (RU-20).
- Column c: Annual Vehicle Revenue Hours. This is an **auto-calculated** field and cannot be edited. This field displays the total number of annual vehicle revenue hours for all modes from all of the Rural General Public Transit Service forms (RU-20).
- Column d: Regular Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of unlinked passenger trips for regular transit service for all modes from all of the Rural General Public Transit Service forms (RU-20).
- Column e: Coordinated Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of coordinated unlinked passenger trips for all modes from all of the Rural General Public Transit Service forms (RU-20).
- Column f: Total 5311 Intercity Bus Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of § 5311 unlinked passenger trips for Intercity Bus mode from all of the Rural General Public Transit Service forms (RU-20).
- Column g: Total Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of unlinked trips for all modes from all of the Rural General Public Transit Service forms (RU-20).

Safety Data

Line 27, column a: Reportable Incidents. This is an **auto-calculated** field and cannot be edited. This field displays the total number of reportable incidents from all of the Rural General Public Transit Service forms (RU-20).

Line 28, column a: Fatalities. This is an **auto-calculated** field and cannot be edited. This field displays the total number of fatalities from all of the Rural General Public Transit Service forms (RU-20).

Line 29, column a: Injuries. This is an **auto-calculated** field and cannot be edited. This field displays the total number of injuries from all of the Rural General Public Transit Service forms (RU-20).

NTD Glossary of Terms

AB

Vehicle Type: Articulated Buses

Accident Repairs of Buildings, Grounds and Equipment (128)

Repairing all damage to buildings, grounds and equipment resulting from collisions with stationary or moving objects, floods and accidentally ignited fires, etc. Can be found in: F-30

Accident Repairs of Revenue Vehicles (062)

Repairing all damage to revenue vehicles resulting from incidents (e.g., collisions with stationary or moving objects, floods and accidentally ignited fires, etc.). Can be found in: F-30, R-20

Accident Reporting Time (2.03)

The time allowed an operator to complete and file the forms necessary to report an accident. Can be found in: F-50

Accounting System

An accounting system consists of the business papers, records, and reports plus the procedures that are used in recording transactions and reporting their effects. An example of an accounting system is the Uniform System of Accounts (USOA). Can be found in: Declarations

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. Can be found in: Introduction, F-10, F-20, F-30, Declarations, RU Introduction

Active Vehicles

The vehicles available to operate in revenue service, including:

- Spares
- Vehicles temporarily out of service for routine maintenance and minor repairs.

Can be found in: Internet Reporting, A-30, RU-20

Active Vehicles in Fleet

The vehicles in the year-end fleet that are available to operate in revenue service, including:

- Spares
- Vehicles temporarily out of service for routine maintenance and minor repairs.

Can be found in: A-30

Actual Passenger Car Hours

The hours that passenger cars travel while in revenue service (actual passenger car revenue hours) plus deadhead hours. Actual passenger car hours include:

- Layover / recovery time

But exclude:

- Hours for charter services
- Operator training, and
- Vehicle maintenance testing.

Can be found in: S-10

Actual Passenger Car Miles

The miles that passenger cars travel while in revenue service (actual passenger car revenue miles) plus deadhead miles. Actual passenger car miles exclude:

- Hours for charter services
- Operator training, and
- Vehicle maintenance testing.

Can be found in: S-10

Actual Passenger Car Revenue Hours

The hours that passenger cars travel while in revenue service. Passenger car revenue hours include:

- Layover / recovery time

But exclude:

- Deadhead
- Operator training
- Vehicle maintenance tests, and
- Charter services.

Can be found in: S-10, MR-20

NTD Glossary of Terms

Actual Passenger Car Revenue Miles

The miles that passenger cars travel while in revenue service. Passenger car revenue miles exclude:

- Deadhead
- Operator training
- Vehicle maintenance tests, and
- Charter services.

Can be found in: S-10, MR-20

Actual Person Count

Full and part time employees of the transit agency, permanent or temporary, who hold approved and filled positions at the end of the fiscal year. Can be found in: R-10, S&S-30

Actual Service

The total service operated during each time period. Actual service excludes:

- Missed trips, and
- Service interruptions (e.g., strikes, emergency shutdowns).

Actual service is measured by vehicles in service, in miles and hours.

Can be found in: S-10

Actual Train Hours

The hours that trains travel while in revenue service (actual train revenue hours) plus deadhead hours. Actual train hours include:

- Layover / recovery time

But exclude:

- Hours for charter services
- Operator training, and
- Vehicle maintenance testing.

Can be found in: S-10

Actual Train Miles

The miles that trains travel while in revenue service (actual train revenue miles) plus deadhead miles. Actual train miles exclude:

- Miles for charter services
- Operator training, and
- Vehicle maintenance testing.

Can be found in: S-10

Actual Train Revenue Hours

The hours that trains travel while in revenue service. Train revenue hours include:

- Layover / recovery time

But exclude:

- Deadhead
- Training operators prior to revenue service
- Vehicle maintenance tests, and
- Charter services.

Can be found in: S-10

Actual Train Revenue Miles

The miles that trains travel while in revenue service. Train revenue miles exclude:

- Deadhead
- Training operators prior to revenue service
- Vehicle maintenance vehicle tests, and
- Charter services.

Can be found in: S-10

Actual Vehicle Hours

The hours that vehicles travel while in revenue service (actual vehicle revenue hours (VRH)) plus deadhead hours. Actual vehicle hours exclude:

- Hours for charter service
- School bus service
- Operator training, and
- Vehicle maintenance testing.

Can be found in: Internet Reporting, S-10, MR Internet Reporting

Actual Vehicle Miles

The miles that vehicles travel while in revenue service (actual vehicle revenue miles (VRM)) plus deadhead miles. Actual vehicle miles exclude:

- Miles for charter services
- School bus service
- Operator training, and
- Vehicle maintenance testing.

Can be found in: Internet Reporting, S-10, MR Internet Reporting

Actual Vehicle Revenue Hours (VRH)

The hours that vehicles travel while in revenue service. Vehicle revenue hours (VRH) include:

- Layover / recovery time

But exclude:

- Deadhead
- Operator training
- Maintenance testing, as well as
- School bus and charter services.

Can be found in: Internet Reporting, S-10, FFA-10, Declarations, MR Internet Reporting, MR-20

Actual Vehicle Revenue Miles (VRM)

The miles that vehicles travel while in revenue service. Vehicle revenue miles (VRM) include:

- Layover / recovery time

But exclude:

- Deadhead
- Operator training and maintenance testing, as well as
- School bus and charter services.

Can be found in: Internet Reporting, S-10, FFA-10, Declarations, MR Internet Reporting, MR-20

ADA

Americans with Disabilities Act of 1990

Administrative Buildings

Facilities and offices which house the executive management and supporting activities for overall transit operations such as accounting, finance, engineering, legal, safety, security, customer services, scheduling and planning (see General Administration (160) function). They include separate buildings for customer information or ticket sales, which are owned by the transit agency and which are not part of passenger stations. Can be found in: F-20

Advertising Revenues

The revenue earned from displaying advertising materials on transit agency vehicles and property. The amounts should be net of any fees paid to advertising agencies, which place the advertisement with the transit agency. Can be found in: F-10

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. Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Aerial Tramway (TR) Line Miles

The distance from terminal to terminal following the path of the tramway towers. Can be found in: A-20

Aerial Tramways (TR)

Vehicle Type: Unpowered passenger vehicles suspended from a system of aerial cables and propelled by separate cables attached to the vehicle suspension system. Engines or motors at a central location, not onboard the vehicle, power the cable system. Can be found in: A-30, S&S-40

AG

Automated Guideway Transit

AG

Vehicle Type: Automated Guideway Vehicles

Aggravated Assault

An unlawful attack by one person upon another wherein the offender:

- Uses a weapon or displays it in a threatening manner, or
- The victim suffers obvious severe or aggravated bodily injury.

Can be found in: S&S-40, S&S-50

NTD Glossary of Terms

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. Can be found in: B-10, MR-10, S&S Introduction, S&S-10, 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. Can be found in: Introduction, B-10, F-30, F-40, A-10, A-30, S-10, MR Introduction, S&S Introduction, RU-20

Americans with Disabilities Act of 1990 (ADA) Accessible Stations

Public transportation passenger facilities, which provide ready access, and do not have physical barriers that prohibit and / or restrict access by individuals with disabilities, including individuals who use wheelchairs. Refer to 49 CFR Part 37, Appendix. Can be found in: A-10

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. Can be found in: A-30, 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. Can be found in: A-30, RU-20

Americans with Disabilities Act of 1990 (ADA) Related Unlinked Passenger Trips (UPT)

The number of passengers who board public transportation vehicles for complementary paratransit services (demand response (DR)) associated or attributed to the Americans with Disabilities Act of 1990 (ADA) compliance requirements. The number of Americans with Disabilities Act of 1990 (ADA) unlinked passenger trips (UPT) should be less than or equal to the total number of unlinked passenger trips. These trips are reported only for demand response (DR) mode. ADA-related service reported to NTD should not include any categorical service (i.e. Services that are not available to the general public such as: Medicaid, Meals-On-Wheels, Head Start, sheltered workshops, independent living centers, etc.) Can be found in: S-10

Amortization of Intangibles (513.13)

The amortization of the intangible costs of the transit agency including organization costs, franchises, patents, goodwill and other intangible assets. Can be found in: F-40

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. Can be found in: 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. Can be found in: 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. Can be found in: 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. Can be found in: RU-20

AO

Vehicle Type: Automobiles

APC

Automatic Passenger Counter

AR

Alaska Railroad

Arrest

To take a person into custody, by authority of law, for the purpose of charging him / her with a criminal offense. Can be found in: S&S-40, S&S-50

Arson

To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device. Can be found in: S&S-40, S&S-50

Articulated Buses (AB)

Vehicle Type: Extra long (54 ft. to 60 ft.) buses (MB) with two connected passenger compartments. The rear body section is connected to the main body by a joint mechanism that allows the vehicles to bend when in operation for sharp turns and curves and yet have a continuous interior. Can be found in: A-30, S&S-40

At Grade, Exclusive Right-of-Way (ROW)

Railway right-of-way (ROW) from which all other traffic, mixed and cross, is excluded. Median strip right-of-way (ROW) is included provided all crossings of the right-of-way (ROW) pass over or under the median. Can be found in: A-20

At Grade, Mixed and Cross Traffic

Railway right-of-way (ROW) over which other traffic moving in the same direction or the cross directions may pass. City street right-of-way (ROW) is included. Can be found in: A-20

At Grade, with Cross Traffic

Railway right-of-way (ROW) over which no other traffic may pass, except to cross at grade level crossings. A median strip right-of-way (ROW) with grade level crossings at intersecting streets is included. Can be found in: A-20

Atypical Day

A day on which the transit agency either:

- Does not operate its normal, regular schedule, or
- Provides extra service to meet demands for special events such as conventions, parades, or public celebrations, or Operates significantly reduced service because of unusually bad weather (e.g., snow storms, hurricanes, tornadoes, earthquakes) or major public disruptions (e.g., terrorism). Can be found in: S-10

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 onboard the vehicle. Service may be on a fixed schedule or in response to a passenger activated call button. Automated guideway (AG) transit includes:

- Personal rapid transit
- Group rapid transit, and
- People mover systems.

Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Automated Guideway Vehicles (AG)

Vehicle Type: Guided transit passenger vehicles operating under a fully automated system (no crew on transit units). Can be found in: A-30, S&S-40

Automatic Passenger Counter (APC)

An automated means of counting boarding and alighting passengers (e.g., treadle mats or infrared beams placed by the door) (www.its.dot.gov). Can be found in: Introduction, S-10

Automatic Vehicle Location (AVL)

Position determination via an automatic technology or combination of technologies, such as Global Positioning System (triangulation of satellite signals), Signposts (beacons at known locations transmit signals picked up by vehicle), Ground-Based Radio (triangulation of radio tower signals), or Dead-Reckoning (vehicle's odometer and compass used to measure new position from previous known position), and typically includes real-time reporting of that location to a dispatcher (www.its.dot.gov).

Automobiles (AO)

Vehicle Type: Passenger cars, up to and including station wagons in size. Can be found in: A-30, S&S-40

Automotive Vehicle Ferriage

Revenues earned from transporting vehicles in ferryboat transit service. Can be found in: F-10

NTD Glossary of Terms

Auxiliary Transportation Revenues

The revenue earned from operations closely associated with transportation operations. Auxiliary transportation revenues include:

- Concessions — station and vehicle concessions
- Advertising revenues
- Other — including ID card fees (seniors, persons with disabilities, employees), fare evasion and park-and-ride lot fines, and automotive vehicle ferrage.

Can be found in: F-10

Average Lifetime Mileage per Active Vehicle

The total miles accumulated on all active vehicles since date of manufacture divided by the number of active vehicles. Can be found in: A-30

Average Monthly Fixed Guideway Directional Route Miles

The monthly average number of fixed guideway directional route miles (FG DRM) over which service was operated. For each segment, sum the directional route miles (DRM) for each month that the mode was operated during the year and divide by 12 months. Can be found in: Introduction, S-10, S-20

Average Saturday

A typical, representative Saturday in the operation of the transit system, weighted to reflect seasonal variations in service. Can be found in: S-10

Average Sunday

A typical, representative Sunday in the operation of the transit system, weighted to reflect seasonal variations in service. Can be found in: S-10

Average Trip Length

The average distance ridden for an unlinked passenger trip (UPT) by time period (weekday, Saturday, Sunday) computed as passenger miles (PM) divided by unlinked passenger trips (UPT). Can be found in: S-10

Average Weekday

A typical, representative weekday in the operation of the transit system, weighted to reflect seasonal variations in service. Can be found in: S-10

Average Weekday Unlinked Passenger Trips

The number of passengers who board public transportation vehicles on an average, typical weekday during a month. Can be found in: MR-20

AVL

Automatic Vehicle Location

Bomb Threat

Credible written or oral (e.g., telephone) communication to a transit agency threatening the use of an explosive or incendiary device for the purpose of disrupting public transit services or to create a public emergency. Can be found in: S&S-40, S&S-50

Bombing

The unlawful and intentional:

- Delivery
- Placement
- Discharge, or
- Detonation of an explosive, or other lethal device in, into, or against
 - A public transport facility
 - A public transportation system (including vehicles), or
 - An infrastructure facility.

Or conspiracy, instigation, or attempts to commit such acts

- a. With the intent to cause death or serious bodily injury, or
- b. With the intent to cause extensive damage to, or destruction of such a place, facility or system, where such destruction results in or is likely to result in major economic loss.

Can be found in: S&S-40, S&S-50

Bond Issuance Costs

The fee for service that the transit agency pays an investment banking firm to handle the bond issue and other related fees that the transit agency may incur related to the bond issue such as accounting, legal, and printing costs. Can be found in: F-10

Bonds

Financing mechanism used to raise funds. Bonds are secured debt offered through a legal entity (usually a state or local government) that guarantees two rights to the purchaser:

- The right to receive a fixed interest payment (e.g., 10%), often semiannually, on the par value of the bond (e.g., \$10,000), and
- The right to be paid the par value of the bond (e.g., \$10,000) at a definite future date when the bond matures (e.g., 20 years after issuance).

Can be found in: F-10

Bridge, Tunnel and Highway Toll

A tax or fee paid for the liberty or privilege of using a bridge, tunnel or highway. Can be found in: F-10, F-30

Brokerage System

An association of transportation providers managed by broker or agent who makes transportation arrangements for a specific clientele such as the elderly and persons with disabilities. The transportation providers in a brokerage system are typically social service agencies and taxicab operators. The broker may be the transit agency directly or the transit agency may contract with an individual or firm to operate the brokerage system. Can be found in: B-30

BU

Vehicle Type: Buses

Burglary

The unlawful entry into a building or other structure with the intent to commit a felony or a theft. Can be found in: S&S-50

Bus (MB)

A transit mode comprised of rubber-tired passenger vehicles operating on fixed routes and schedules over roadways. Vehicles are powered by:

- Diesel
- Gasoline
- Battery, or
- Alternative fuel engines contained within the vehicle.

Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Buses (BU)

Vehicle Type: Rubber-tired passenger vehicles powered by diesel, gasoline, battery or alternative fuel engines contained within the vehicle. Vehicles in this category do not include articulated, double-decked, or school buses. Can be found in: A-30, S&S-40

Buyer

The NTD reporter contracting with a seller under a purchased transportation agreement to provide transit services. The contractor may be a public transit agency or a private company. Can be found in: Introduction, B-30, F-10, F-20, F-30, A-10, A-20, A-30, S-10, FFA-10, Declarations, MR Introduction, S&S Introduction

Cable Car (CC)

A transit mode that is an electric railway with individually controlled transit vehicles attached to a moving cable located below the street surface and powered by engines or motors at a central location, not onboard the vehicle. Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Cable Cars (CC)

Vehicle Type: Streetcar type of passenger vehicles operating by means of an attachment to a moving cable located below the street surface and powered by engines or motors at a central location not onboard the vehicles. Can be found in: A-30, S&S-40

Capital

Projects related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of:

- The capitalization level established by the government unit for financial statement purposes, or
- \$5,000.

Capital expenses do not include operating expenses (OE) that are eligible to use capital funds. Can be found in: FFA-10

Capital Assistance

Financial funding to help cover the costs of equipment necessary to support transit services. Equipment is tangible property having a useful life of more than one year, e.g., vehicles, buildings, passenger stations and fixed guideway (FG) facilities. See capital expenses for requirements. Can be found in: F-10, FFA-10

Capital Costs

The expenses incurred within the year related to the purchase of facilities, vehicles and equipment. Can be found in: RU-20

NTD Glossary of Terms

Capital Expenses

The expenses related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of:

- The capitalization level established by the government unit for financial statement purposes, or
- \$5,000.

Capital expenses do not include operating expenses (OE) that are eligible to use capital funds. Can be found in: Introduction, B-10, F-10, F-20, FFA-10, MR Introduction

Capital Labor

The employees engaged in the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of:

- The capitalization level established by the government unit for financial statement purposes, or
- \$5,000.

Can be found in: R-10

Capital Maintenance Expenses

Expenses classified as operating expenses under the Uniform System of Accounts (USOA) that are eligible for capital funds under FTA formula programs, e.g., preventive maintenance costs. Can be found in: F-30

Casualty and Liability Costs (506)

The cost elements covering protection of the transit agency from loss through insurance programs, compensation of others for their losses due to acts for which the transit agency is liable, and recognition of the cost of a miscellaneous category of corporate losses. Can be found in: F-30

CC

Cable Car

CC

Vehicle Type: Cable Cars

CEO

Chief Executive Officer

Charter Service

A vehicle hired for exclusive use that does not operate over a regular route, on a regular schedule and is not available to the general public. Can be found in: Introduction, F-50, S-10, MR Introduction, S&S Introduction

Charter Service Hours

The total hours operated by revenue vehicles while in charter service. Charter service hours include:

- Hours operated while carrying passengers for hire, plus
- Associated deadhead hours.

Can be found in: S-10

Charter Service Revenues

The revenue earned from operating vehicles under charter contracts. Can be found in: F-10

Chemical, Biological, or Radiological / Other Release

The unlawful and intentional:

- Delivery
- Placement
- Discharge, or
- Detonation of a biological, chemical, or radiological/other lethal device in, into, or against:
 - A public transport facility
 - A public transportation system (including vehicles), or
 - An infrastructure facility, or conspiracy, instigation, or attempts to commit such acts.

Chemical, biological, or radiological/other releases involve:

- a. Solids, liquids, or gases that have chemical properties that produce lethal or serious effects in human beings, or
- b. Any weapon involving a disease organism.

Can be found in: S&S-40, S&S-50

Chief Executive Officer (CEO)

The principal executive in charge of and responsible for the transit agency. Can be found in: Introduction, Internet Reporting, B-20, S-10, Declarations, MR Introduction, S&S Introduction, S&S Declarations, RU Introduction, RU-10

Chief Executive Officer (CEO) Certification

Attestation by the chief executive officer (CEO) of a transit agency certifying the accuracy of the data submitted to the NTD. Can be found in: Introduction, Internet Reporting, S-10, Declarations, D-10, MR Introduction, S&S Introduction, S&S Declarations

Citation

A writ or order commanding a person to appear in court as a notice to a person that he or she is charged with a petty offense. Can be found in: S&S-50

CMAQ

Congestion Mitigation and Air Quality Improvement Program

Collision

A vehicle accident in which the first harmful event is the impact of a road vehicle in transport with:

- Another vehicle
- An object, or
- Person(s).

Can be found in: S&S-40, S&S-50

Collision with Object

An incident in which a transit vehicle strikes an obstacle other than a vehicle or person (e.g., building or utility pole). Can be found in: S&S-40, S&S-50

Collision with Person

An incident in which a transit vehicle strikes an individual. Incidents involving suicides and attempted suicides are excluded from this category. Can be found in: S&S-40, S&S-50

Collision with Vehicle

An incident in which a transit vehicle strikes or is struck by another vehicle. Can be found in: S&S-40, S&S-50

Communication Systems

Systems for exchanging information including two-way radio systems for communications between dispatchers and vehicle operators, cab signaling and train control equipment in rail systems, automatic vehicle locator systems, automated dispatching systems, vehicle guidance systems, telephones, facsimile machines and public address systems. Can be found in: F-20

Community

Service operated primarily within the boundaries of a community that is not considered a municipality, county/independent city or parish. Can be found in: RU-20.

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:

- 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:

- Heavy rail (HR) 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 service means that for any given trip segment (i.e., distance between any two stations), more than 50 percent of the average daily ridership travels on the train at least three times a week. Only the predominantly commuter service portion of an intercity route is eligible for inclusion when determining commuter rail (CR) route miles. Can be found in: B-10, MR-10, S&S Introduction, S&S-10, S&S-40, RU-10

Commuter Rail Locomotives (RL)

Vehicle Type: Commuter rail (CR) vehicles used to pull or push commuter rail (CR) passenger coaches. Locomotives do not carry passengers themselves. Can be found in: A-30, S&S-40

Commuter Rail Passenger Coaches (RP)

Vehicle Type: Commuter rail (CR) passenger vehicles not independently propelled and requiring one or more locomotives for propulsion. Can be found in: A-30, S&S-40

Commuter Rail Self-Propelled Passenger Cars (RS)

Vehicle Type: Commuter rail (CR) passenger vehicles not requiring a separate locomotive for propulsion. Can be found in: A-30, S&S-40

Complementary Paratransit Services

Transportation service required by the Americans with Disabilities Act (ADA) for individuals with disabilities who are unable to use fixed route transportation systems. This service must be comparable to the level of service provided to individuals without disabilities who use the fixed route system and meet the requirements specified in Sections 37.123-137.133 of Transportation Services for Individuals with Disabilities (Part 37), Code of Federal Regulations, Title 49, Volume 1. The complementary services must be origin-to-destination service (demand response (DR)) or on-call demand response (DR) service to an accessible fixed route where such service enables the individual to use the fixed route bus (MB) system for his or her trip. Can be found in: Introduction, B-10, F-30, F-40, S-10, MR Introduction

Congestion Mitigation and Air Quality Improvement Program (CMAQ)

Federal Highway Administration (FHWA) funds transferred from the Congestion Mitigation and Air Quality Improvement Program (CMAQ) to FTA for transit projects. This program is to help improve air quality and to manage traffic congestion. Transferred funds may be used for capital expansion and improvements that increase ridership, travel demand management strategies, shared ride services, and bicycle and pedestrian facilities. Can be found in: Introduction, F-10, MR Introduction

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. Can be found in: RU-20

Contributed Services

The receipt of services (not cash) from another entity where such services benefit transit operations and the transit agency is under no obligation to pay for the services. Can be found in: F-10

Controlled Access Right-of-way (ROW)

Lanes restricted for at least a portion of the day for use by transit vehicles and other high occupancy vehicles (HOV). Use of controlled access lanes may also be permitted for vehicles preparing to turn. The restriction must be sufficiently enforced so that 95 percent of the vehicles using the lanes during the restricted period are authorized to use them. Can be found in: A-20, S-10, FFA-10, Declarations

Cooperative Agreement

An agreement where one or more public transit agencies or governmental units contribute to, or are assessed for, the value of public transit services provided by another public transit agency. There is usually a written memorandum of understanding or mutual agreement on the calculation and payment for the services. Generally, the service is part of the public transit agency's directly operated (DO) service. Can be found in: Introduction, B-30, MR Introduction, S&S Introduction

County/Independent City

Service operated primarily within the boundaries of a single county/independent city or parish. Can be found in: RU-20

CR

Commuter Rail

CU

Cutaways

Customer Services (162)

Component activities include:

- Providing supervision and clerical support for public information and customer relations activities
- Selling and arranging for the provision of charter services
- Providing route information in passenger stations and at other points along the transit way
- Providing telephone information service
- Handling customer complaints
- Administering a lost and found operation.

Can be found in: F-30

Cutaways (CU)

A vehicle in which a bus body is mounted on the chassis of a van or light-duty truck. The original van or light-duty truck chassis may be reinforced or extended. Cutaways typically seat 15 or more passengers, and typically may accommodate some standing passengers.

Cyber Incident

Involves the targeting of:

- Transit facilities
- Personnel
- Information, or
- Computer, or
- Telecommunications systems associated with transit agencies.

Proscribed activities include:

- a. Denial or disruption of computer or telecommunications services, especially train control systems
- b. Unauthorized monitoring of computer or telecommunications system
- c. Unauthorized disclosure of proprietary or classified information stored within or communicated through computer or telecommunications systems
- d. Unauthorized modification or destruction of computer programming codes, computer network databases, stored information or computer capabilities; or
- e. Manipulation of computer or telecommunications services resulting from fraud, financial loss, or other criminal violations.

Can be found in: S&S-40, S&S-50

Data Processing (170)

Component activities include:

- Providing supervision, training and clerical support for data processing activities
- Entering and verifying input data
- Operating data processing equipment (e.g., computers and more conventional devices)
- Designing data processing application
- Programming and testing data processing applications
- Controlling and distributing output data
- Maintaining data processing equipment.

Can be found in: F-30

Data Waiver

Relief from reporting a specific data item. Can be found in: Introduction, Internet Reporting

Days not Operated due to Officially Declared Emergencies

The number of days that service did not operate due to emergencies, such as:

- Floods
- Snowstorms, or
- Tornadoes.

A person in authority (usually the mayor, county head or governor) must officially declare an emergency. Can be found in: S-10

Days not Operated due to Strikes

The number of days that service did not operate due to transit labor strikes. Can be found in: S-10

Days Schedule Operated

The number of days that service was actually operated according to the schedule of service. For non-scheduled services such as demand response (DR) and vanpool (VP), days schedule operated refers to the days when service normally was operated. Can be found in: S-10

DB

Vehicle Type: Double Decker Buses

Deadhead (Miles and Hours)

The miles and hours that a vehicle travels when out of revenue service. Deadhead includes:

- Leaving or returning to the garage or yard facility
- Changing routes
- When there is no expectation of carrying revenue passengers.

However, deadhead does not include:

- Charter service
- School bus service
- Operator training
- Maintenance training.

Can be found in: Internet Reporting, F-10, S-10, R-20, MR Internet Reporting, MR-20

Declarations

Documents stating the validity of the data being reported to the NTD / FTA:

- Chief Executive Officer (CEO) Certification
- Independent Auditor Statement for Financial Data
- Independent Auditor Statement for Federal Funding Allocation Data, and the Safety and Security Chief Executive Officer (CEO) Certification.

Can be found in: Introduction, Internet Reporting, Declarations, S&S Introduction, S&S Declarations

Dedicated Fleet

Vehicles used exclusively for public transit service of a modal classification. Can be found in: RU-20.

Degraded HOV Facility

An HOV is considered degraded if vehicles operating on it are failing to maintain a minimum average operating speed 90% of the time over a consecutive 180-day period during morning and/or evening weekday peak hours (minimum average operating speed is defined as 45 mph in a 50-mh zone, or 10 mph below limit when limit is less than 50 mph). A State may make mileage requirements more restrictive than specified in SAFETEA-LU when managing use by low emission and energy-efficient vehicles. Can be found in: F-10, S-20, FFA-10, Declarations

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:

- a. The vehicles do not operate over a fixed route or on a fixed schedule except, perhaps, on a temporary basis to satisfy a special need, and
- b. Typically, the vehicle may be dispatched to pick up several passengers at 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.

The following types of operations fall under the above definitions provided they are not on a scheduled fixed route basis:

- Many origins — many destinations
- Many origins — one destination
- One origin — many destinations, and
- One origin — one destination.

Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

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. Can be found in: RU-20

Depreciation (513)

The charges that reflect the loss in service value of the transit agency's assets. Depreciated items have a high initial cost and a useful life of more than one accounting period. In order to account for the reduction in value (usefulness) of this type of asset, a portion of the cost is expensed each year of the asset's life. Depreciation and amortization include the depreciation of the physical facilities such as:

- Guideways
- Tracks and roadbeds
- Elevated structures
- Passenger stations and parking facilities
- Revenue vehicles
- Operating stations
- Facilities (including buildings, equipment and furnishings) for power generation and distribution
- Revenue vehicle movement control
- Data processing
- Revenue collection and processing
- Other general administration.

Can be found in: F-40

Derailment

A non-collision incident in which one or more wheels of a transit vehicle unintentionally leaves the rails. Can be found in: S&S-40, S&S-50

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. Can be found in: RU-20

Direct Cost

An object class cost (e.g., labor, services, materials and supplies) that is incurred exclusively for a particular function, mode and type of service (TOS). For example, an operator whose time is spent solely in driving a bus (MB) (vehicle operations — MB/DO) or a mechanic who works only on directly operated (DO) buses (MB) (vehicle maintenance — MB/DO). Can be found in: F-30

Directional Route Miles (DRM)

The mileage in each direction over which public transportation vehicles travel while in revenue service. Directional route miles (DRM) are:

- A measure of the route path over a facility or roadway, not the service carried on the facility; e.g., number of routes, vehicles, or vehicle revenue miles.
- Computed with regard to direction of service, but without regard to the number of traffic lanes or rail tracks existing in the right-of-way (ROW).

Directional route miles (DRM) do not include staging or storage areas at the beginning or end of a route. Can be found in: A-20, S-10, S-20, FFA-10, Declarations

Directly Generated Funds

Any funds where revenues are generated by or donated directly to the transit agency, including:

- Passenger fare revenues
- Advertising revenues
- Donations
- Bond proceeds
- Taxes imposed by the transit agency.

Can be found in: F-10

Directly Levied Tax

The tax revenues to transit agencies that are organized as independent political subdivisions with their own taxation authority. Can be found in: F-10

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. Can be found in: Introduction, B-10, F-10, F-20, A-10, R-10, R-20, R-30, FFA-10, Declarations, MR Introduction, MR-10, S&S Introduction, S&S-10, S&S-40, S&S-50, RU-10

DO

Directly Operated

Double Decker Buses (DB)

Vehicle Type: High capacity buses having two levels of seating, one over the other, connected by one or more stairways. Total bus height is usually 13 to 14.5 feet, and typical passenger seating capacity ranges from 40 to 80 people. Can be found in: A-30, S&S-40

DR

Demand Response

DRM

Directional Route Miles

Elevated on Fill

Rail transit way above surface level on fill. Transition segments above surface level on fill are included. Can be found in: A-20

Elevated on Structure

Rail transit way above surface level on structures. Transition segments above surface level on structures are included. Can be found in: A-20

Elevator

A compartment that usually moves up and down vertically to transfer passengers from one level of a station or parking facility to another. Elevators may move horizontally, such as from a station to an adjacent parking garage, but such movement is normally done by non-elevator means such as a pedestrian bridge or a moving sidewalk. Does not include non-passenger elevators used only for freight or by transit staff. Can be found in: A-10

Emergency Contingency Vehicles

Revenue vehicles placed in an inactive contingency fleet for energy or other local emergencies after the revenue vehicles have reached the end of their normal minimum useful life. The vehicles must be properly stored and maintained, and FTA must approve the Emergency Contingency Plan. Substantial changes to the plan (10% change in fleet) require re-approval by FTA. Can be found in: Introduction, B-10, A-30, S-10, MR Introduction

NTD Glossary of Terms

Employee

An individual who is compensated by the transit agency as follows:

- For directly operated (DO) services, the labor expense for the individual is reported in object class (501) labor.
- For purchased transportation (PT) service, the labor expense for the individual meets the same criteria as object class (501) labor.

Can be found in: S&S Introduction, S&S-40, S&S-50

Employee Work Hours

Employee labor hours, not including fringe benefit hours such as:

- Sick leave
- Holidays, and
- Vacations.

Work hours include:

- Only labor hours for employees of the transit agency
- Both full time and part time
- Permanent and temporary.

Can be found in: R-10

Employees

Individuals who are compensated by the transit agency and whose expense is reported in object class 501 labor. Can be found in: F-30, F-50, R-10, R-20

Escalator

A moving stairway that moves up and down at an angle to transfer passengers from one level of a station or parking facility to another. Does not include non-passenger escalators used only for freight or by transit staff. Can be found in: A-10

Estimated Unlinked Passenger Trips (EUPT)

The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Can be found in: MR Internet Reporting, MR-20

EUPT

Estimated Unlinked Passenger Trips

Evacuation

A condition requiring all passengers and employees to depart a transit vehicle and enter onto the transit right-of-way (ROW) or roadway under emergency circumstances. Can be found in: S&S-40, S&S-50, RU-20

Exclusive Right-of-way (ROW)

Roadway or other right-of-way (ROW) reserved at all times for transit use and / or other high occupancy vehicles (HOV). The restriction must be sufficiently enforced so that 95 percent of vehicles using the right-of-way (ROW) are authorized to use it. Can be found in: A-20, S-10, FFA-10, Declarations

Expansion (fleet)

The acquisition of revenue vehicles for expansion of transit service. Can be found in: F-20

Expense Transfers (510)

Accounts used for reporting adjustments and reclassifications of expenses previously recorded. Can be found in: F-30

Failure to Report

Submitting a late report, incomplete report or no report. Can be found in: Introduction, MR Introduction, S&S Introduction

FARE

Uniform Financial Accounting and Reporting Elements

Fare Evasion

The unlawful use of transit facilities by riding without paying the applicable fare. Can be found in: S&S-40, S&S-50

Fare Revenue Collection Equipment

Any equipment used in collecting passenger fares including turnstiles, fare boxes (drop), automated fare boxes and related software, money changers and fare dispensing machines (tickets, tokens, passes). Can be found in: F-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. Can be found in: RU-20

FASB

Financial Accounting Standards Board

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. Can be found in: S&S Introduction, S&S-40, S&S-50, RU-20

FB

Ferryboat

FB

Vehicle Type: Ferryboats

Federal Capital Assistance

Financial assistance from the Federal Transit Administration to assist in paying the capital costs of providing transit service. Can be found in: RU-20

Federal Government Funds

Financial assistance obtained from the Federal government to assist with paying the costs of providing transit services. Can be found in: F-10

Federal Operating Assistance

Financial assistance from the Federal Transit Administration to assist in paying the operating costs of providing transit service. Can be found in: RU-20

Ferryboat (FB)

A transit mode comprised of vessels carrying passengers and / or vehicles over a body of water that are generally steam or diesel powered.

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 a service means that for any given trip segment (i.e., distance between any two piers), more than 50 percent of the average daily ridership travels on the ferryboat on the same day. Only the predominantly commuter service portion of an intercity route is eligible for inclusion when determining ferryboat (FB) route miles. Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Ferryboats (FB)

Vehicle Type: Vessels for carrying passengers and / or vehicles over a body of water. The vessels are generally steam or diesel powered conventional ferry vessels. They may also be hovercraft, hydrofoil and other high speed vessels. Can be found in: A-30, S&S-40

FFYE

Federal Fiscal Year End

FG

Fixed Guideway

FG DRM

Fixed Guideway Directional Route Miles

FHWA

Federal Highway Administration

Finance and Accounting (171)

Component activities include:

- Supervising, training and supporting the finance and accounting activities
 - Maintaining general accounting records (general ledger)
 - Publishing financial statements
 - Processing payrolls and labor cost distribution
 - Paying vendors for material and service purchases
 - Accounting for investments in fixed assets and receivables
 - Preparing and submitting financial reports to public and regulatory agencies
 - Investing available cash in short-term securities
 - Obtaining funds through debt, equity and subsidy financing transactions
 - Billing charter sales
 - Budgeting
 - Performing internal audit of accounting system performance.
- Can be found in: F-30

Financial Accounting Standards Board (FASB)

Entity responsible for generally accepted accounting principles affecting all types of entities. Can be found in: Introduction

NTD Glossary of Terms

Fire

Uncontrolled combustion made evident by flame and / or smoke that requires suppression by equipment or personnel. Can be found in: S&S-40, S&S-50

Fixed Guideway (FG)

A public transportation facility using and occupying:

- A separate right-of-way (ROW) or rail for the exclusive use of public transportation and other high occupancy vehicles (HOV), or
- A fixed catenary system useable by other forms of transportation.

Can be found in: Introduction, B-10, F-10, A-20, S-10, S-20, FFA-10, Declarations, MR Introduction, S&S Introduction

Fixed Guideway Directional Route Miles (FG DRM)

The mileage in each direction over which public transportation vehicles travel while in revenue service on fixed guideway (FG).

Fixed guideway directional route miles (FG DRM) include directional route miles (DRM) for:

- Rail modes (heavy rail (HR), light rail (LR), commuter rail (CR), inclined plane (IP), cable car (CC) and automated guideway (AG))
- Ferryboats (FB)
- Aerial tramways (TR)
- Bus (MB)
- Trolleybus (TB)
- Other modes on exclusive right-of-way (ROW) and controlled access right-of-way (ROW).

Fixed guideway directional route miles (FG DRM) do not include staging or storage areas at the beginning or end of a route. Can be found in: S-20, FFA-10, Declarations

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. Can be found in: RU-20

Fixed Route Services

Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pickup and deliver passengers to specific locations; each fixed route trip serves the same origins and destinations, such as rail and bus (MB); unlike demand responsive (DR) and vanpool (VP) services. Can be found in: A-10, A-20, S-10

Flexible Funding Programs

Federal Highway Administration (FHWA) programs that allow the transfer of funds to the FTA Urbanized Area Formula Program (UAF) to be used for transit projects:

- Surface Transportation Program (STP)
- Congestion Mitigation and Air Quality Improvement Program (CMAQ)
- National Highway System (NHS)

Can be found in: F-10

Forcible Rape

The carnal knowledge of a person, forcibly and / or against that person's will. Can be found in: S&S-40, S&S-50

Freight Tariffs

The revenue earned from carrying all types of freight on runs whose primary purpose is passenger operations. Can be found in: F-10

Fringe Benefits (502)

The payments or accruals to others (insurance companies, governments, etc.) on behalf of an employee and payments and accruals direct to an employee arising from something other than a piece of work. These payments are transit agency costs over and above labor costs, but still arising from the employment relationship. Can be found in: F-30

FTA

Federal Transit Administration

FTA Alternative Transportation in Parks and Public Lands (Section 5320)

Financial assistance from Section 5320 of the Federal Transit Act. This is a program to support public transportation projects in parks and public lands. Funds may be used for planning and capital projects in or in the vicinity of any Federally owned or managed park, refuge, or recreational area that is open to the general public. Can be found in: F-10, RU-20

FTA Capital Program (Section 5309)

Financial assistance from Section 5309 of the Federal Transit Act. This program provides capital assistance for three primary activities:

- New and replacement buses and facilities
- Modernization of existing fixed guideway (FG) systems
- New fixed guideway (FG) systems.

Can be found in: F-10, FFA-10, RU-20

FTA Clean Fuels Program (Section 5308)

Financial assistance from Section 5308 of the Federal Transit Act. This program supports the use of alternative fuels in air quality maintenance or nonattainment areas for ozone or carbon monoxide, both for urbanized and other than urbanized areas. Funds may be used for the purchase or lease of clean fuel buses, the construction of clean fuel electrical recharging facilities, improvement to existing facilities to accommodate clean fuel buses, and the re-powering and retrofit or rebuild of pre-1993 engines if before a mid-life rebuild.

Can be found in: F-10, RU-20

FTA Grant Program

Financial assistance from FTA programs. These funds include:

- FTA Capital Program (Section 5309)
- FTA Urbanized Area Formula Program (Section 5307)
- FTA Clean Fuels Program (Section 5308)
- FTA Metropolitan Planning (Section 5303)
- FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (Section 5310)
- FTA Other Than Urbanized Area Formula Program (Section 5311)
- FTA Research, Development, Demonstration and Training Projects (Section 5312)
- FTA Job Access and Reverse Commute Formula Program (Section 5316)
- FTA New Freedom Program (Section 5317)
- FTA Transit in the Park (Section 5320)
- Interstate Transfer Program

Can be found in: F-10

FTA Growing States and High Density States Formula (Section 5340)

New Growing States and High Density States Formula Factors: Section 5340 of the Federal Transit Act that establishes new factors to distribute funds to the urbanized area formula and rural formula programs. One-half of the funds that are made available under the Growing States factors are apportioned by a formula based on state population forecasts for 15 years beyond the most recent census; amounts apportioned for each state are then distributed between urbanized areas and rural areas based on the ratio of urban/rural population within each state. The High Density States factors distribute the other half of the funds to states with population densities in excess of 370 persons per square mile. These funds are apportioned only to urbanized areas within those states. Can be found in: Introduction, MR Introduction, S&S Introduction, RU Introduction

FTA Job Access and Reverse Commute Formula Program (JARC) (Section 5316)

Financial assistance from Section 5316 of the Federal Transit Act. This program pertains to:

1. Access to jobs projects for the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment, including:
Transportation projects to finance planning, capital, and operating costs of providing access to jobs;
 - Promoting public transportation by low-income workers, including the use of public transportation by workers with nontraditional work schedules;
 - Promoting the use of transit vouchers for welfare recipients and eligible low-income individuals; and
 - Promoting the use of employer-provided transportation, including the transit pass benefit program under section 132 of the Internal Revenue Code of 1986.
2. Reverse commute projects for public transportation designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities, including any projects to: Subsidize the costs associated with adding reverse commute bus, train, carpool, van routes, or service from urbanized areas and other than urbanized areas to suburban workplaces;
 - Subsidize the purchase or lease by a nonprofit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace; or
 - Otherwise facilitate the provision of public transportation services to suburban employment opportunities.

Can be found in: F-10, RU-20

FTA Metropolitan Planning (Section 5303)

Financial assistance from Section 5303 of the Federal Transit Act. This program supports the cooperative, continuous and comprehensive planning program for making transportation investment decisions in metropolitan areas. Can be found in: F-10

FTA New Freedom Program (Section 5317)

Financial assistance from Section 5317 of the Federal Transit Act. This is a formula program to encourage services and facility improvements to address the transportation needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act. Funds may be used for associated capital and operating costs. Can be found in: F-10, RU-20

FTA Other Than 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. Can be found in: Introduction, F-10, S&S Introduction, RU Introduction, RU-20

FTA Recipient Identification Number (TEAM ID)

The four-digit number assigned to your transit agency for the FTA electronic grant making system — TEAM (Transportation Electronic Award and Management). Can be found in: B-10, RU-10

FTA Research, Development, Demonstration and Training Projects (Section 5312)

Financial assistance from Section 5312 of the Federal Transit Act. This program promotes research, development and demonstration projects to improve or help public transportation meet total urban transportation needs, and also projects that use innovative techniques in managing and providing public transportation; and provides training fellowships in managerial, technical and professional positions in the public transportation field. Can be found in: F-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:

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.

Can be found in: Introduction, F-10, FFA-10, MR Introduction, MR-10, S&S Introduction, RU Introduction

FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (Section 5310)

Financial assistance from Section 5310 of the Federal Transit Act. This program provides capital assistance to state and local governments and private non-profit groups in meeting the transportation needs of elderly individuals and individuals with disabilities. A seven State pilot program for FY 2006-2009 has been established to determine whether expanding eligibility to operating assistance would improve services to elderly individuals and individuals with disabilities. In the pilot, up to 33% of a participating State's apportioned Section 5310 funds may be used for operating expenses. The State (or State-designated agency) administers the section 5310 program.) Can be found in: F-10, F-30, RU-20

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. Can be found in: Introduction, B-10, F-10, F-30, A-30, FFA-10, Declarations, MR Introduction, S&S Introduction, RU Introduction

Fuel and Lubricants (504.01)

The costs of gasoline, diesel fuel, propane, lubricating oil, transmission fluid, grease, etc., for use in vehicles. Can be found in: F-30

Full Time Employees

Employees of the transit agency meeting the local definition of full time hours. Normally, these persons are entitled to receive the full benefits package (e.g., sick leave, vacation and insurance benefits). Can be found in: R-10, S&S-30

Function

The activity performed or cost center of a transit agency. There are four basic functions for reporting. The four basic functions are:

1. Vehicle operations
2. Vehicle maintenance
3. Non-vehicle maintenance
4. General administration.

The activities included under each basic function are detailed in Section 6.2 of the Uniform System of Accounts (USOA). Can be found in: F-30, R-10

Funds Allocated to Transit out of General Revenues of the Governmental Entity

Any funds allocated to transit out of the general revenues of the governmental entity (state or local). General revenue funds are usually determined through a state or local government's annual budgeting process. Can be found in: F-10

Funds Dedicated to Transit at their Source

Any funds raised specifically for transit purposes and which are dedicated at their source, rather than through an appropriation of general funds. These funds include:

- Dedicated taxes
- Bridges, tunnels and highway tolls
- Bonds and loans
- Other dedicated funds.

Can be found in: F-10

Funds Expended (Applied)

Any expenditures that involve a transfer of money between the transit agency and another party such as a contractor or another government agency. Can be found in: F-10, F-40, A-20

Funds not Applied

Any expenditures that do not involve a transfer of money between the transit agency and another party and that are typically valued using accounting principles. Examples include:

- Depreciation of vehicles
- Intangibles.

Can be found in: F-40

FYE

Fiscal Year End

GAAP

Generally Accepted Accounting Principles

GASB

Governmental Accounting Standards Board

General Administration (160)

All activities associated with the general administration of the transit agency, including:

- Transit service development
- Injuries and damages
- Safety
- Personnel administration
- Legal services
- Insurance
- Data processing
- Finance and accounting
- Purchasing and stores
- Engineering
- Real estate management
- Office management and services
- Customer services
- Promotion
- Market research
- Planning.

Can be found in: Internet Reporting, F-20, F-30, R-10

NTD Glossary of Terms

General Engineering (173)

Component activities include:

- Providing supervision and clerical support for general engineering activities
- Researching available technology for performing transit activities
- Preparing specifications for purchasing or constructing capital assets.

Can be found in: F-30

General Function (181)

A general category to collect operating expenses (OE) not related to or easily associated with the other prescribed functions in general administration (160). Can be found in: F-30

General Insurance (169)

Component activities include:

- Providing supervision and clerical support for insurance activities other than public liability
- Insuring the transit agency against losses other than public liability (e.g., fidelity, fire, accident)
- Preparing, submitting and pursuing insurance claims for losses other than public liability.
- Insurance activities involved with public liability should be included under injuries and damages (165).

Can be found in: F-30

General Legal Services (168)

Component activities include:

- Providing supervision and clerical support for general legal service activities
- Performing legal services other than those concerned with public liability claims for injuries and damages.

Can be found in: F-30

General Management (176)

Component activities include:

- Providing executive assistance and clerical support for general management activities and special projects
- Establishing policies for the development and operation of the transit agency
- Providing top level management for the transit agency to implement the development and operation policies.

Can be found in: F-30

General Purpose Maintenance Facilities

Facilities used for inspecting, servicing and performing light maintenance work upon revenue vehicles. Light maintenance includes the following:

- Brake adjustments
- Engine degreasing
- Tire work
- Minor body repairs
- Painting.

Can be found in: A-10, RU-20

Governmental Accounting Standards Board (GASB)

Affiliated with the FASB, it specializes in accounting principles within government agencies in the United States. Can be found in: Introduction

Grade Crossing

An intersection of roadways, railroad tracks, or dedicated transit rail tracks that run across mixed traffic situations with:

- Motor vehicles
- Light rail (LR)
- Commuter rail (CR)
- Heavy rail (HR) or
- Pedestrian traffic.

Either in mixed traffic or semi-exclusive situations. Can be found in: B-10, A-20, S&S-40, S&S-50

Guideway

A public transportation facility using and occupying a separate right-of-way (ROW) or rail for the exclusive use of public transportation including the buildings and structures dedicated for the operation of transit vehicles such as:

- At grade
- Elevated and subway structures
- Tunnels
- Bridge
- Track and power systems for rail modes, and
- Paved highway lanes dedicated to bus (MB) mode.

Guideway does not include passenger stations and transfer facilities, bus (MB) pull-ins or communication systems (e.g., cab signaling and train control). Can be found in: F-20

Hazardous Materials Spill

The spill or release of any amount of hazardous material that creates an imminent danger to life, health, or the environment.

Headway

The time interval between vehicles moving in the same direction on a particular route. Can be found in: S-10

Heavy Maintenance Facilities

Facilities used for performing heavy maintenance work on revenue vehicles. Heavy maintenance includes the following:

- Unit rebuild
- Engine overhaul
- Significant body repairs
- Other major repairs.

Can be found in: A-10

Heavy Rail (HR)

A transit mode that is an electric railway with the capacity for a heavy volume of traffic. It is characterized by:

- 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.

Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Heavy Rail Passenger Cars (HR)

Vehicle Type: Rail cars with:

- Motive capability
- Driven by electric power taken from overhead lines or third rails
- Configured for passenger traffic
- Usually operated on exclusive right-of-way (ROW).

Can be found in: A-30, S&S-40

High Occupancy / Toll (HO/T) Lanes

A concept that allows single occupancy vehicles (SOVs) to gain access to high occupancy vehicle (HOV) lanes by paying a toll. For formula purposes, FTA recognizes HO/T lanes as fixed guideway if the following conditions are met:

- A State agency with jurisdiction over the HOV facility certifies to the US Secretary of Transportation that they have established a program to monitor, assess, and report on the operation of the facility and the impact of high occupancy / toll vehicles and other low emission and energy efficient vehicles.
- That there is an adequate enforcement program and provision made for limiting or discontinuing the exemptions if the facility becomes seriously degraded.
- The State agency's certification is submitted to the NTD.

If a transit agency has stricter requirements for high occupancy vehicle (HOV) facilities than the prohibition of SOVs, for example 3 or more persons per vehicle, then those requirements apply to the HO/T lane, i.e., one and two-person vehicles would pay tolls.

Can be found in: F-10, S-20, FFA-10, Declarations

High Occupancy Vehicle (HOV)

Vehicles that can carry two or more persons. Examples of high occupancy vehicles (HOV) are a bus, vanpool, and carpool. Can be found in: A-20

High Occupancy Vehicle (HOV) Facility

Exclusive or controlled access right-of-way (ROW) that is restricted to high occupancy vehicles (HOV) (buses, passenger vans, and cars carrying one or more passengers) for a portion or all of a day. Can be found in: F-10, A-20, S-20, Declarations

NTD Glossary of Terms

Hijacking

- Any person who:
- Unlawfully
- By force or threat thereof, or
- By any other form of intimidation, seizes or exercises control of a transit vehicle with the intent to:
 - a. Cause any person onboard the vehicle to be detained against his or her will
 - b. Cause any person onboard the vehicle to be transported against his or her will to any place other than the next scheduled stop, or
 - c. Cause that vehicle to deviate from its schedule.

Can be found in: S&S-50

Homicide

The killing of one human being by another, including the following:

- a. Murder and non-negligent manslaughter - The willful (non-negligent) killing of one human being by another.
- b. Negligent manslaughter - The killing of another person through gross negligence.

Can be found in: S&S-40, S&S-50

HOT

High Occupancy / Toll

HOV

High Occupancy Vehicle

HR

Heavy Rail

HR

Vehicle Type: Heavy Rail Passenger Cars

Hybrid Vehicle

A vehicle that combines two or more sources of power that can directly or indirectly provide propulsion power, so as increase efficiency and thereby reduce emissions. A hybrid vehicle uses a mixture of technologies such as internal combustion engines, electric motors, gasoline, and batteries. Can be found in: A-30, R-10

IAS

Independent Auditor Statement

IAS — FD

Independent Auditor Statement for Financial Data

IAS — FFA

Independent Auditor Statement for Federal Funding Allocation Data

IB

Intercity Bus

ID

NTD identification number

In-Kind Services

A type of contributed service reported only if there is no obligation to pay for the service. Can be found in: F-10

Inactive Vehicles

The vehicles:

- In storage
- Emergency contingency vehicles
- Vehicles pulled from the active fleet but awaiting sale
- Vehicles out of service for an extended period of time for major repairs.

Can be found in: A-30, S-10

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 onboard the vehicle. The special tramway type of vehicles have passenger seats that remain horizontal while the undercarriage (truck) is angled parallel to the slope. Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Inclined Plane Vehicles (IP)

Vehicle Type: Special type of passenger vehicles operating up and down slopes on rails via a cable mechanism. Can be found in: A-30, S&S-40

Incomplete Report

NTD report not containing all the required:

- Reporting forms and data
- Not in conformance with the NTD requirements, or
- Not containing the chief executive officer (CEO) certification and Independent Auditor Statements (IAS), as applicable.

Can be found in: Introduction, MR Introduction, S&S Introduction

Independent Auditor

A person appointed and authorized to:

- Examine accounts and accounting records
- Make comparisons with vouchers, invoices and other documents, and
- State the result.

For NTD, the auditor must meet the independence criteria contained in the Government Auditing Standards (General Accounting Office). Can be found in: Introduction, Declarations, MR Introduction, S&S Introduction, S&S Declarations

Independent Auditor Statement (IAS)

A letter signed by an independent public accountant or other independent entity (such as a state audit agency). There are two Independent Auditor Statements (IAS):

1. Independent Auditor Statement for Financial Data (IAS — FD), and
2. Independent Auditor Statement for Federal Funding Allocation Data (IAS — FFA)

Can be found in: Introduction, Internet Reporting, Declarations, MR Introduction

Independent Auditor Statement for Federal Funding Allocation Data (IAS — FFA)

A letter signed by an independent public accountant or other independent entity (such as a state audit agency) that he has conducted a review of the data used in the FTA Urbanized Formula Program (UAF) and FTA Capital Program for Fixed Guideway Modernization funding allocations. This letter is required for transit agencies with 100 or more vehicles operated in annual maximum service (VOMS) across all modes and types of service (TOS) and serving urbanized areas (UZA) with 200,000 or more population. Can be found in: Introduction, Internet Reporting, Declarations

Independent Auditor Statement for Financial Data (IAS — FD)

A letter signed by an independent public accountant or other independent entity (such as a state audit agency) that he has conducted a review of all NTD financial forms to ensure that a transit agency's accounting system follows the Uniform System of Accounts (USOA), that accrual accounting or a directly translatable method is used, and that all data are in accordance with NTD requirements. Can be found in: Introduction, Internet Reporting, Declarations

Information Systems

Systems for processing data including computers, monitors, printers, scanners, data storage devices and associated software that support transit operations such as general office, accounting, scheduling, planning, vehicle maintenance, non-vehicle maintenance and customer service functions. Can be found in: F-20

Injuries and Damages (165)

Component activities include:

- Providing supervision and clerical support for injury and damage activities
- Insuring the transit agency against liability losses
- Receiving injury and damage claims filed against the transit agency
- Investigating accidents to determine liability
- Negotiating settlements of public liability cases
- Making payments in settlement of liability cases
- Defending public liability cases in court
- Accumulating accident and liability claim statistics.

Can be found in: F-30

Injury

Any physical damage or harm to persons as a result of an incident that requires immediate medical attention away from the scene.

Can be found in: S&S Introduction, S&S-40, S&S-50, RU-20

Inspection and Maintenance of Revenue Vehicles (061)

Component activities include:

- Inspecting revenue vehicle components on a scheduled preventive maintenance basis (e.g., engine and transmission, fuel system, ignition system, chassis, body — exterior and interior, electrical system, lubrication system, trolleys, pantographs and third rail shoes, trucks, braking system, air conditioning system)
- Changing lubrication fluids
- Replacing minor repairable units of the above listed revenue vehicle components
- Making road calls to service revenue vehicle breakdowns
- Towing and shifting revenue vehicles to maintenance facilities
- Rebuilding and overhauling repairable components
- Performing major repairs on revenue vehicles on a scheduled or unscheduled basis (this work is generally done by the following facilities: machine shop; sheet metal shop; welding and blacksmith shop; woodworking shop)
- Replacing major repairable units of revenue vehicles (including engines, transmissions, traction motors and air conditioners).

Can be found in: F-30, R-20

Inspection and Maintenance of Service Vehicles (091)

Component activities include:

- Inspecting service vehicle components on a scheduled preventive maintenance basis (e.g., engine and transmission, fuel system, ignition system, chassis, body — exterior and interior, electrical system, lubrication system, trolleys, pantographs and third rail shoes, trucks, braking system, air conditioning system)
- Performing minor repairs to the above listed service vehicle components
- Changing lubrication fluids
- Replacing minor repairable units of the above listed service vehicle components
- Making road calls for service vehicle breakdowns
- Towing and shifting service vehicles to maintenance facilities
- Rebuilding and overhauling repairable components
- Performing major repairs on service vehicles on a scheduled or unscheduled basis (this work is generally done by the following facilities: machine shop; sheet metal shop; welding and blacksmith shop; woodworking shop)
- Replacing major repairable units of service vehicles (including engines, transmissions, traction motors and air conditioners).

Can be found in: F-30, R-20

Instructor Premium for Operator Training (2.01)

The bonus above straight time pay paid to an operator serving as an instructor to new operators. The straight time pay of such operators is charged to platform time (1.04) if the training is being conducted on the vehicle operating in line service, or to other time spent in transportation administration (2.08) for other instruction time. Can be found in: F-50

Intercity Bus (IB)

Regularly scheduled public service using an over-the-road bus that operates with limited stops between two urbanized areas or connecting rural areas to an urbanized area. Intercity bus mode should only be used by private, intercity bus providers. Can be found in: RU Introduction, RU-20

Intercity Bus Service

Regularly scheduled bus (MB) service for the general public, using an over-the-road bus (MB), that:

- Operates with limited stops over fixed routes connecting two or more urban areas not in close proximity or connecting one or more rural communities with an urban area not in close proximity;
- Has the capacity for transporting baggage carried by passengers; and
- Makes meaningful connections with scheduled intercity bus (MB) service to more distant points.

Can be found in: Introduction, A-10, MR Introduction, S&S Introduction

Interest Expenses (511)

The charges for the use of borrowed capital incurred by the transit agency, including:

- Interest on long term
- Short-term debt obligations.
- Interest charges pertaining to construction debt that is capitalized will not be reflected as interest expense.

Can be found in: F-40

Interstate Transfer Program

Federal Highway Administration (FHWA) funds transferred from the Interstate Transfer Program to FTA for transit projects. This program is for segments of the Interstate Highway System that were not built. The funding for these segments was redesignated for other highway and transit projects. Can be found in: F-10

Intervening Time (1.06)

The incidental time between any two pieces of a run. Can be found in: F-50

IP

Inclined Plane

IP

Vehicle Type: Inclined Plane Vehicles

JARC

FTA Job Access and Reverse Commute Program

Jitney (JT)

A transit mode comprised of passenger cars or vans operating on fixed routes (sometimes with minor deviations) as demand warrants without fixed schedules or fixed stops. Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Joint Expenses or Shared Costs

An object class cost (e.g., labor, services, materials and supplies) that is shared by one or more functions, modes or types of service (TOS). For example, bus (MB) and demand response (DR) revenue vehicles may fuel at the same location (vehicle operations function — MB and DR/DO) so that fuel expenses (object class 504.01) and their taxes (object class 507) are shared. Can be found in: F-30

Joint Powers Agency

Two or more public agencies, when authorized by their governing authority, to enter into agreements to jointly exercise any power common to the contracting parties. The agency or entity provided by the agreement to administer or execute the agreement may be: One or more of the parties to the agreement or a commission or board constituted pursuant to the agreement or a person Firm or corporation, including a nonprofit corporation designated in the agreement.

The administering agency is a public entity separate from the parties to the agreement and shall possess the common power specified in the agreement and may exercise it in the manner or according to the method provided in the agreement. As a general proposition, there are no new powers but merely a new procedure for the exercise of existing powers. Can be found in: B-10

JT

Jitney

Labor (501)

The pay and allowances due employees in exchange for the labor services they render in behalf of the transit agency. The labor allowances include payments direct to the employee arising from the performance of a piece of work. Can be found in: F-30

Lane Miles

The length of a roadway (in miles) dedicated to high occupancy vehicles (HOV) multiplied by the number of traffic lanes. Only pavement normally used should be included, shoulders should not be included, except if shoulders are legally used in peak hours. Can be found in: A-20

Larceny / Theft

The unlawful:

- Taking
- Carrying
- Leading, or
- Riding away of property from the possession, or
- Constructive possession, of another person.

Attempted larcenies are excluded.

Can be found in: S&S-40, S&S-50

Late Report

NTD report not submitted by the due date, the last day of the grace period or the extended due date.

Can be found in: Introduction, MR Introduction, S&S Introduction

Layover / Recovery Time

The hours scheduled at the end of the route before the departure time of the next trip. This time is scheduled for two reasons:

1. To provide time for the vehicle operator to take a break (layover)
2. To provide time to get back on schedule before the next trip departs if the trip arrives late at the end of the route (recovery).

Can be found in: F-50, S-10, R-20, MR-20

Lease under Lease Purchase Agreement (LP)

Vehicles leased under a closed end agreement whereby the lessee acquires the capital appreciation of the vehicles as lease payments are made. At the end of the lease, the lessee owns the vehicles. Can be found in: A-30, RU-20

NTD Glossary of Terms

Leased or Borrowed from Related Parties (LR)

Vehicles leased or borrowed through a public entity as the result of legal or governmental agreements or restrictions. For example, a state may purchase all vehicles (hold title) and distribute the vehicles to transit agencies; or vehicles may be owned by a county government and leased to a public transit authority that is legally prohibited from owning the vehicles. Can be found in: A-30, RU-20

Leased through a Purchased Transportation Agreement (PT)

Vehicles leased or borrowed through a purchased transportation (PT) agreement. Can be found in: A-30

Leases and Rentals (512)

The payments for the use of capital assets not owned by the transit agency. True leases are those in which the lessor and lessee are:

- Not related parties
- The total lease payments cover the lessor's cost of the property for the period of the lease plus interest
- The ownership of the property remains with the lessor upon expiration of the lease.

For the true lease, this object class includes:

- The lease payments on true lease property.

Can be found in: F-40

Level of Service (LOS)

A qualitative measure that characterizes operational conditions within a traffic stream and their perception by motorists and passengers. The descriptions of individual levels of service characterize these conditions in terms of such factors as:

- Speed and travel time
- Freedom to maneuver
- Traffic interruptions
- Comfort and convenience.

Can be found in: S-20, FFA-10

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. Can be found in: S&S-40, S&S-50, 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:

- Passenger rail cars operating singly (or in short, usually two car, trains) on fixed rails in shared or exclusive right-of-way (ROW)
- Low or high platform loading, and
- Vehicle power drawn from an overhead electric line via a trolley or a pantograph.

Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Light Rail Vehicles (LR)

Vehicle Type: Rail cars with:

- Motive capability
- Usually driven by electric power taken from overhead lines
- Configured for passenger traffic
- Usually operating on exclusive rights-of-way (ROW).

Can be found in: A-30, S&S-40

Linked Passenger Trip

A trip from origin to destination on the transit system. Even if a person must make several transfers during a journey, the trip is counted as one linked trip on the system. Can be found in: FFA-10

Loans

Financing mechanism used to raise funds. Loans can be either secured or non-secured debt. They typically are offered to transit agencies by commercial entities (e.g., banks) or other government entities (e.g., states, counties, cities). The terms of the loan specify the term of the loan (e.g., 10 years), the interest rate (e.g., 5%), and frequency of payments (e.g., monthly, quarterly, annually). Generally, the payments are constant (or level) for the term of a loan. Each payment consists of interest and principal (repayment of a portion of the loan amount). When then last payment is made, the entire principal will have been repaid. Can be found in: F-10

Local Capital Funds

Financial assistance from local entities to assist in paying capital. They include:

- 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.

Can be found in: RU-20

Local Government Funds

Financial assistance from local governments (below the state level) to help cover the costs of providing transit services. Can be found in: F-10

Local Operating Funds

Financial assistance from local entities that support the operation of the transit system. They include, but are not limited to:

- 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.

Can be found in: RU-20

Locomotive

A self-propelled unit of rail equipment designed primarily for moving (pushing or pulling) passenger cars. It does not include self-propelled passenger cars. Can be found in: S-10

LOS

Level of Service

LP

Lease under Lease Purchase Agreement

LR

Leased or Borrowed from Related Parties

LR

Light Rail

LR

Vehicle Type: Light Rail Vehicles

Mainline

Primary rail over which rail transit vehicles travel between stations; it excludes:

- Yard, and
- Siding track.

Can be found in: S&S-40, S&S-50

Maintenance Administration — Facilities (Non-Vehicles) (042)

Component activities include:

- Providing supervision and clerical support for the administration of transit way and structures
- Maintenance and other buildings
- Grounds and equipment maintenance
- Preparing and updating records for transit way and structures
- Maintenance and other buildings
- Grounds and equipment maintenance records
- Providing technical training to facilities maintenance personnel
- Engineering maintenance of transit way and structures, and of other buildings, grounds and equipment.

Can be found in: F-30

Maintenance Administration — Vehicles (041)

Component activities include:

- Providing supervision and clerical support for the administration of vehicle maintenance
- Preparing and updating vehicle maintenance records
- Accumulating and computing vehicle performance data (e.g., mileage, fuel and oil consumption)
- Providing technical training to vehicle maintenance personnel
- Appearing as a witness
- Engineering vehicle maintenance activities.

Can be found in: F-30, R-20

Maintenance Buildings

Facilities where maintenance activities are conducted including garages, shops (e.g., body, paint, machine) and operations centers (see Vehicle Maintenance (041) function). Include in maintenance buildings, equipment that enhances the maintenance function for example bus (MB) diagnostic equipment. Do not include information systems such as computers that are used to process maintenance data. Can be found in: F-20

Maintenance of Communication Systems (126)

Inspecting, cleaning, repairing and replacing all components of communication systems (e.g., office telephone, public address units), other than those devoted to the vehicle movement control function which are included in maintenance of vehicle movement control systems (101). Can be found in: F-30

Maintenance of Fare Collection and Counting Systems (111)

Inspecting, cleaning, repairing and replacing all components of fare collection and counting equipment (e.g., fare boxes, vaults, counters, changers and sorters). Can be found in: F-30

Maintenance of Garages and Shop Buildings, Grounds and Equipment (125)

Component activities include:

- Inspecting, repairing and replacing components of garage and shop buildings and equipment
- Providing custodial services for garage and shop buildings and grounds.

Can be found in: F-30

Maintenance of General Administration Buildings, Grounds and Equipment (127)

Component activities include:

- Inspecting, cleaning, repairing and replacing components of buildings and equipment used for general administration
- Providing custodial services for buildings and grounds used for general administration.

Can be found in: F-30

Maintenance of Operating Station Buildings, Grounds and Equipment (124)

Component activities include:

- Inspecting, repairing and replacing components of operating station buildings and equipment
- Providing custodial services for operating station buildings and grounds.

Can be found in: F-30

Maintenance of Passenger Stations (123)

Component activities include:

- Inspecting, repairing and replacing components of passenger station buildings and equipment
- Providing custodial services for passenger station buildings and grounds.

Can be found in: F-30

Maintenance of Roadway and Track (121)

Component activities include:

- Inspecting, cleaning, repairing, clearing and replacing all components of roadway and track.

Can be found in: F-30

Maintenance of Structures, Tunnels, Bridges and Subways (122)

Component activities include:

- Inspecting, cleaning, repairing and replacing all components of structures, tunnels, bridges and subways.

Can be found in: F-30

Maintenance of Vehicle Movement Control Systems (101)

Component activities include:

- Inspecting, cleaning, repairing and replacing all components of vehicle movement control equipment (e.g., radios, roadway phones and monitor units).

Can be found in: F-30

Major Incident

Existence of one or more of the following:

- 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 one or more persons
- A collision between a rail transit vehicle and another rail transit vehicle or a transit non-revenue vehicle resulting in injuries that require immediate medical attention away from the scene for one or more persons.
- Forcible rape
- Confirmed terrorist / security events:
 - Bombing
 - Chemical / Biological / Other
 - Cyber
 - Hijacking
 - Sabotage.

Can be found in: S&S Introduction, S&S-30, S&S-40

Major Mechanical System Failure

A failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns. Can be found in: R-20

Market Research (164)

Component activities include:

- Providing supervision and clerical support for research activities
- Conducting consumer behavior research and transit service demand surveys to help define new routes, revisions to existing routes, etc.

Can be found in: F-30

Mass Transportation

Synonymous term with public transportation. Can be found in: B-10

Materials and Supplies (504)

The tangible products obtained from outside suppliers or manufactured internally. Expenses include:

- Freight-in
 - Purchase discounts
 - Cash discounts
 - Sales taxes and excise taxes (except on fuel and lubricants) are to be included in the cost of the material or supply.
- Charges to these expense accounts will be for the materials and supplies issued from inventory for use and for the materials and supplies purchased for immediate use; i.e., without going through inventory. Can be found in: F-30

MB

Bus

Miles of Track

The number of tracks per one-mile segment of right-of-way (ROW). Miles of track are measured without regard to whether or not rail traffic can flow in only one direction on the track. All track is counted, including yard track and sidings. Can be found in: A-20

Minimum Guarantee — Daily (1.09)

The time that must be added to a run in order to make the run total a minimum number of hours for a day, or in order to make a work piece equal the minimum number of hours for a piece of work. Can be found in: F-50

Minimum Guarantee — Weekly (1.10)

The time that must be added to an operator's time to guarantee him a minimum number of pay hours for a weekly, biweekly or semi-monthly pay period. Can be found in: F-50

Minimum Guarantee for Call out (1.08)

The time beyond that associated with the performance of a work piece that an operator has been called out to perform in order to bring the total amount of time paid up to a guaranteed minimum for the call out. Can be found in: F-50

NTD Glossary of Terms

Minivans (MV)

A light duty vehicle having a typical seating capacity of up to 7 passengers and a driver. A minivan is smaller, lower, and more streamlined than a full-sized van, but it is typically taller and with a higher floor than a passenger car, such as a hatchback or station wagon. Minivans normally cannot accommodate standing passengers.

Miscellaneous Expenses (509)

The expenses that cannot be attributed to any of the other major expense categories (object classes labor (501), fringe benefits (502), services (503), materials and supplies (504), utilities (505), casualty and liability costs (506), taxes (507) and purchased transportation (508)). Can be found in: F-30

Mixed Traffic Rights-of-Way (ROW)

Roadways other than exclusive and controlled access rights-of-way (ROW) used for transit operations. Can be found in: A-20, S-10, FFA-10

MO

Monorail

MO

Vehicle Type: Monorail Vehicles

Modal Classification

Description of mode of service operated with subcategories for bus and demand response modes. Bus mode can be conventional bus fixed route service, bus deviated fixed route service, or intercity bus service. Demand response can be the usual service (no standing reservations) or subscription demand response where there are on-going reservations for scheduling consistent passenger trips. These subscription services are for categorical programs, such as Medicaid, Meals-on-Wheels, sheltered workshops, independent living centers and any social service agency programs. Subrecipients of § 5311 funds may report these programs to the extent that services are provided in coordination with public transit trips; i.e., they are included in a coordinated public transit – human services transportation system.

Can be found in: RU-10, RU-20.

Mode

A system for carrying transit passengers described by specific right-of-way (ROW), technology and operational features. Can be found in: Introduction, Internet Reporting, B-10, F-20, F-30, F-40, A-10, A-20, A-30, S-10, S-20, R-10, R-20, R-30, FFA-10, Declarations, MR Introduction, MR-10, MR-20, S&S Introduction, S&S-10, S&S-30, S&S-40, RU-10

Model Number

Vehicle model number as used by the manufacturer. Can be found in: A-30

Monetary Consideration

The consideration paid by the public body to the private or public seller of transportation service (private / public carrier). The monetary consideration may include any of the following:

- Cash reimbursement of a private / public carrier's operating deficit
- Negotiated rate per unit of service delivered by the private / public carrier
- Cash reimbursement to the private / public carrier for reduced fare programs specified by the public body (e.g., for students and for the elderly and persons with disabilities)
- Vehicles given, sold, loaned or leased by the public body to the private / public carrier at or below market value
- Maintenance facility leased by the public body to the private / public carrier.

Can be found in: Introduction, B-30, MR Introduction

Monorail (MO)

A transit mode that is an electric railway of guided transit vehicles operating singly or in multi-car trains. The vehicles are suspended from or straddle a guideway formed by a single beam, rail or tube. Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Monorail Vehicles (MO)

Vehicle Type: Guided transit passenger vehicles operating on or suspended from a single rail, beam or tube. Can be found in: A-30, S&S-40

Motor Vehicle Theft

The theft of a motor vehicle. A motor vehicle is a self-propelled vehicle that runs on the surface of land and not on rails. Can be found in: S&S-50

Multi-County/Independent City

Service operated primarily within the boundaries of two or more counties/independent cities or parishes. Can be found in: RU-20

Multi-Modal Stations

A passenger station that also serves non-transit services. Can be found in: A-10

Municipal

Service operated primarily within a single city, village, or town. Can be found in: RU-20

MV

Minivans

National Highway System (NHS)

Federal Highway Administration (FHWA) funds transferred from the National Highway System (NHS) to FTA for transit projects. The National Highway System (NHS) provides for a wide range of transportation activities. Eligible transit projects include:

- Fringe and corridor parking facilities
- Bicycle and pedestrian facilities
- Vanpool projects
- Public transportation facilities in National Highway System (NHS) corridors.

Can be found in: F-10

Net Contract Expenditures by the Buyer (after fare revenue)

Actual payments or accruals by the buyer under the purchased transportation (PT) agreement, net of and not including purchased transportation (PT) fares. For contracts in which the seller retains fare revenues, the net contract expenditures by the buyer equals the actual payments or accruals made by the buyer. For contracts in which the purchased transportation (PT) fare revenues are returned to the buyer by the seller, the net contract expenditures by the buyer equals the actual payments or accruals made by the buyer net of or less the purchased transportation (PT) fare revenues. Can be found in: B-30

NF

Non-Federal (funded vehicles)

NFG

Non-Fixed Guideway

NHS

National Highway System

Nine or Fewer Vehicles Waiver

Relief from filing a complete NTD report if the transit agency operates nine or fewer vehicles in annual maximum service across all modes and types of service (TOS), and all service operates on non-fixed guideway (NFG) (mixed traffic right-of-way (ROW)). Can be found in: Introduction, Internet Reporting, B-10, Declarations, MR Introduction, MR-10, S&S Introduction, S&S Declarations

NOC

Not Otherwise Classified

Non-Americans with Disabilities Act of 1990 (ADA) Accessible Stations

Public transportation passenger facilities, which do not provide ready access by individuals with disabilities, including individuals who use wheelchairs. Refer to 49 CFR Part 37, Appendix. Can be found in: A-10

Non-Dedicated Vehicles

Vehicles not used exclusively for contracted service. Can be found in: A-30

Nonfederal (NF) (funded vehicles)

Vehicles purchased without Federal funding. Can be found in: A-30

Non-Fixed Guideway (NFG)

Mixed traffic right-of-way (ROW). For Federal funding purposes, excludes trolleybus (TB) and ferryboat (FB) modes, which are considered fixed guideway (FG). Can be found in: Introduction, FFA-10, MR Introduction, S&S Introduction

Non-Major Incident

Incidents not already reported on the Major Incident Reporting form (S&S-40). Existence of one or more of the following conditions:

- Injuries requiring immediate medical attention away from the scene for one person
- Property damage equal to or exceeding \$7,500 (less than \$25,000)
- All non-arson fires not qualifying as Major Incidents.

Can be found in: S&S Introduction, S&S-50

NTD Glossary of Terms

Non-Operating Paid Work Time

The time an operator spends on the job in a capacity other than operating, making preparations for or completing the immediate operation of a revenue vehicle. Non-operating time includes:

- Instructor premium for operator training
- Student training time
- Accident reporting time
- Witness time
- Time spent on union functions
- Run selection time
- Other time spent in transportation administration
- Time spent in revenue vehicle movement control
- Time spent in ticketing and fare collection
- Time spent in customer service
- Other.

Can be found in: F-50

Non-Rail Modes

Transit modes whose vehicles typically operate on roadways — streets, highways or expressways, but may also operate on waterways (ferryboat (FB)) or via aerial cable (aerial tramways (TR)). Vehicles are typically powered by motors onboard the vehicle, with one exception, aerial tramway (TR) vehicles which are electrically powered by a motor not onboard the vehicle in order to pull the vehicle via an overhead cable. NTD recognizes eight non-rail modes:

1. Aerial tramway (TR)
2. Bus (MB)
3. Demand response (DR)
4. Ferryboat (FB)
5. Jitney (JT)
6. Publico (PB)
7. Trolleybus (TB), and
8. Vanpool (VP).

Can be found in: Introduction, F-20, A-10, A-20, S-10, R-10, R-30, MR Introduction, MR-10, S&S Introduction, S&S-40

Non-Revenue Facility

A facility or an area that is not used to enable individuals to board or alight transit vehicles, and that is primarily staffed by transit employees. Can be found in: S&S Introduction, S&S-40, S&S-50

Non-Scheduled Services

Services provided on demand, rather than with predetermined fixed time points, i.e., a schedule. Nonscheduled services are:

- Demand response (DR)
- Vanpool (VP)
- Jitney (JT)
- Publico (PB) services.

Can be found in: A-10, S-10

Non-Transit Services

Non-public transportation services, such as intercity bus (MB) and rail operations that do not meet the requirements of the Federal Transit Act for public transportation. See public transportation. Can be found in: A-10

Non-Transportation Funds

The revenue earned from activities not associated with the provision of transit service. Non-transportation funds include:

- Investment earnings
- Other non-transportation sources, including:
 - Revenues earned from sales of maintenance services on property not owned or used by the transit agency
 - Rentals of revenue vehicles to other operators
 - Rentals of transit agency buildings and property to other organizations
 - Parking fees generated from parking lots not normally used as park-and-ride locations
- Donations
- Grants from private foundations
- Development fees
- Rental car fees
- Other.

Can be found in: F-10

Non-UZA

Other Than Urbanized Area

Non-Vehicle Maintenance (042)

All activities associated with facility maintenance, including:

- Administration
- Repair of buildings, grounds and equipment as a result of accidents or vandalism
- Operation of electric power facilities
- Maintenance of: Vehicle movement control systems
- Fare collection and counting equipment
- Structures, tunnels and subways
- Roadway and track
- Passenger stations, operating station buildings, grounds and equipment
- Communication systems
- General administration buildings, grounds and equipment, and
- Electric power facilities.

Can be found in: Internet Reporting, F-20, F-30, R-10

Non-Violent Civil Disturbance

Incidents such as strikes and blockages that result in the disruption of transit service. Can be found in: S&S-50

Not Otherwise Classified (NOC)

Incidents other than:

- Collisions
- Derailments
- Vehicles leaving roadway
- Evacuations
- Fires, or
- Security incidents that involve: Injuries or fatalities to passengers, transit facility occupants, other workers, trespassers, or others or
- Property damage in excess of \$7,500 but less than \$25,000.

Can be found in: S&S-40, S&S-50

NTD

National Transit Database

NTD ID

NTD Identification Number

NTD Identification Number (NTD ID)

A unique FTA-assigned number (NTD ID) that each transit agency must have before filing a report. Can be found in: Introduction, B-10, MR Introduction, S&S Introduction

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. Can be found in: RU-20

Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles in Fleet

The number of active vehicles in the fleet, which meet all ADA accessibility requirements. Can be found in: RU-20

Number of Crossings

The number of locations at which other traffic may traverse the right-of-way (ROW) for rail modes operating at grade. Can be found in: A-20

Object

For operating expense reporting, an article or service obtained. Can be found in: F-30, F-40

Object Class

An object is an article or service obtained. An object class is a grouping of expenses on the basis of goods or services purchased.

The object classes include:

- Salaries and wages
- Fringe benefits
- Services
- Materials and supplies
- Other expenses.

Object classes are detailed in section 5.2 of the Uniforms System of Accounts (USOA). Can be found in: F-30, F-40

NTD Glossary of Terms

Occurrences

The number of offenses known by the transit agency to have taken place. Can be found in: S&S-40, S&S-50

OE

Operating Expense

OF

Other Federal Funds (funded vehicles)

Office Management and Services (175)

Component activities include:

- Providing supervision and clerical support for office management and services
- Performing general office activities (e.g., receptionist, switchboard operator)
- Printing and distributing office supplies and forms
- Processing incoming and outgoing mail
- Operating library and central file facilities.

Can be found in: F-30

OO

Owned Outright

Open Cut

Rail transit way below surface level in an excavated cut that has not had a covering constructed over it. Transition segments to open cut or subway tunnel / tube segments are included. Can be found in: A-20

Operating Assistance

Financial funding to help cover the operating costs of providing transit services. Operating costs are classified by function or activity and the goods and services purchased. The basic functions and object classes are detailed in the Operating Expenses form (F-30) and are defined in Section 5.2 and 6.2 of the Uniform System of Accounts (USOA). Can be found in: Introduction, F-10, FFA-10, MR Introduction

Operating Expenses (OE)

The expenses associated with the operation of the transit agency, and classified by function or activity, and the goods and services purchased. The basic functions and object classes are defined in Section 5.2 and 6.2 of the Uniform System of Accounts (USOA). These are consumable items with a useful life of less than one year or an acquisition cost which equals the lesser of:

- The capitalization level established by the government unit for financial statement purposes
- or
- \$5,000.

Can be found in: Introduction, Internet Reporting, B-10, F-10, F-30, S-20, FFA-10, Declarations, MR Internet Reporting

Operating Labor

The employees engaged in the operation of the transit system, categorized by their functions. The three-digit codes preceding the definition for each labor classification are the function codes in the Uniform System of Accounts (USOA). Can be found in: R-10

Operating Time

The time involved in:

- Operating revenue service in accordance with published operating schedules by both regular and extra board operators
- Operating line service that is added to the published operating schedule in order to meet abnormal demand (such work will always be an extra piece assigned to an available operator rather than covered in an operator sign-up)
- Operating non-contract service to and from special events (e.g., sports events, shopper runs, etc.)
- Operating service for which the pickup and discharge points and patrons of the service are specified by a charterer / contractor
- Standby time.

Can be found in: F-50

Operation and Maintenance of Electric Power Facilities (141)

Supervising, monitoring and operating power generation and distribution facilities (i.e., inspecting, cleaning, repairing and replacing all components of electric power generation and distribution facilities and equipment (including third rail and overhead lines). Can be found in: F-30

Operators

The personnel (other than security agents) scheduled to be aboard vehicles in revenue operations, including:

- Vehicle operators
- Conductors
- Ticket collectors.

Operators may also include: Attendants who are transit agency employees that are aboard vehicles to assist riders in boarding and alighting, securing wheelchairs, etc., typically the elderly and persons with disabilities. Can be found in: Introduction, F-30, F-50, MR Introduction, S&S Introduction

Operators' Salaries and Wages (501.01)

The labor of employees of the transit agency who are classified as revenue vehicle operators or crew. Can be found in: F-30

Original Submission

A report stage indicating the first time the NTD Annual Report was sent to NTD, and the report is undergoing validation. Can be found in: Internet Reporting

Other

Transit service that does not fit into one of the previous categories. Can be found in: RU-20

Other Agency Requests

These are requests submitted via the e-File to NTD from the agency regarding the following:

- Consolidation Request
- Extension Request
- FY Change Request
- New Fixed Guideway Segment Request
- New ID Request.

Can be found in: Internet Reporting

Other Assault

An unlawful attack or attempt by one person upon another where no weapon was used or which did not result in serious or aggravated injury to the victim. This includes:

- Simple assault
- Minor assault
- Assault and battery
- Injury by culpable negligence
- Intimidation
- Coercion
- Hazing, and
- All attempts to commit these offenses.

Can be found in: S&S-40, S&S-50

Other Auxiliary Transportation Revenues

The revenue earned from operations closely associated with transportation operations other than from concessions and advertising revenues. Other auxiliary transportation revenues include:

- ID card fees (seniors, persons with disabilities, employees)
- Fare evasion and park-and-ride lot fines
- Automotive vehicle ferriage.

Can be found in: F-10

Other Capital Projects

Any item not described as guideway, passenger stations, administrative buildings, maintenance buildings, revenue vehicles, service vehicles, fare revenue collection equipment or systems including:

- Furniture and equipment that are not an integral part of buildings and structures
- Shelters, signs and passenger amenities (e.g., benches) not in passenger stations.

Can be found in: F-20

Other Costs Incurred by the Buyer

Expenses of the buyer (public transit agency or governmental unit) that are directly attributable to the provision of purchased transportation (PT) services. Examples include:

- The provision of maintenance services or fuel for the vehicles used by the seller
- Gathering and compiling NTD data
- Monitoring of the seller's operations and other similar costs where the buyer uses its resources to support the purchased service.

Can be found in: B-30, F-30

NTD Glossary of Terms

Other Dedicated Funds

Any funds dedicated to transit at their source other than income, sales, property, gasoline and other taxes; and, bridges, tunnels and highway tolls. These funds include:

- Vehicle licensing and registration fees
- Lottery and casino proceeds
- Sale of property and assets
- Other.

Can be found in: F-10

Other Directly Generated Funds

Any funds not included in the directly generated sources common to all transit agencies and for independent political entities. Can be found in: F-10

Other Federal Funds (OF) (funded vehicles)

Vehicles purchased through Federal programs other than the FTA Urbanized Area Formula Program (UAF). Can be found in: F-10, A-30

Other FTA Funds

Any FTA funds not reported as FTA Capital Program (Section 5309) and FTA Urbanized Area Formula Program (5307) funds. These funds include:

- FTA Metropolitan Planning (Section 5303)
- FTA Clean Fuels Program (Section 5308)
- FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (Section 5310)
- FTA Other Than Urbanized Area Formula Program (Section 5311)
- FTA Research, Development, Demonstration and Training Projects (Section 5312)
- FTA Job Access and Reverse Commute Formula Program (Section 5316)
- FTA New Freedom Program (Section 5317)
- FTA Alternative Transportation in Parks and Public Lands (Section 5320)
- Interstate Transfer Program

Can be found in: F-10, RU-20

Other Funds

Any state government or any local government funding sources that are not dedicated to transit at their source or are not included in the budgeting process of general revenue funds.

These funds include:

- Vehicle licensing and registration fees
- Communications access fees, surcharges, taxes
- Lottery and casino proceeds
- Sale of property and assets
- Other.

Can be found in: F-10

Other Materials and Supplies (504.99)

The costs of materials and supplies not specifically identified in object classes fuel and lubricants (504.01) and tires and tubes (504.02) issued from inventory or purchased for immediate consumption. Can be found in: F-30

Other Mechanical System Failures

A failure of some other mechanical element of the revenue vehicle that, because of local agency policy, prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service. Can be found in: R-20

Other Premium (1.15)

The bonuses for special operating situations not covered by overtime, spread time and shift premiums. Can be found in: F-50

Other Reconciling Items (516)

Any other costs that cannot be captured in object classes interest expenses (511), leases and rentals (512), depreciation (513), purchase lease agreements (514) and related parties lease agreements (515). Can be found in: F-40

Other Salaries and Wages (501.02)

The labor of employees of the transit agency who are not classified as revenue vehicle operators or crew. Can be found in: F-30

Other Taxes

Revenues generated from a charge imposed by the state or local government, or independent political entity (e.g., transit authority) on persons or property help to pay expenses, including:

- Payroll taxes
- Utility taxes
- Communication taxes (e.g., telephone taxes and fees)
- Motor vehicle and tire excise taxes;

But excluding:

- Income taxes
- Property taxes
- Sales taxes
- Gasoline taxes.

Can be found in: F-10, F-30

Other Than Urbanized Area (Non-UZA)

An area (a population of fewer than 50,000) so designated by the U.S. Bureau of the Census. Can be found in: Introduction, B-10, S-20, FFA-10, Declarations, MR Introduction, RU Introduction

Other Time Spent in Transportation Administration (2.08)

The time an operator spends performing other transportation administration function activities (see function 011) on a temporary basis. Can be found in: F-50

Other Transportation Revenues

Revenues generated from nonpublic transportation, including:

- School bus revenues
- Charter bus revenues
- Freight tariffs.

Can be found in: F-10

Other US Department of Transportation (USDOT) Grant Programs

Financial assistance from non-FTA programs of the US Department of Transportation (USDOT). These funds include:

- Federal Railroad Administration (including Amtrak)
- Other.

Can be found in: F-10

Other Worker

An individual who is neither an employee of a transit agency or a purchased transportation (PT) provider and who is providing specific services at a transit agency. Can be found in: R-10, S&S Introduction, S&S-40, S&S-50

Others

An individual who is neither a:

- Transit passenger
- Transit facility occupant
- Employee / other worker at the transit agency, nor
- Trespasser.

Can be found in: R-10, S&S Introduction, S&S-40, S&S-50

Over-the-Road Bus

A bus characterized by an elevated passenger deck located over a baggage compartment. Can be found in: Introduction, A-10, MR Introduction

Overtime Premium — Scheduled (1.11)

The bonus above straight time pay for hours scheduled and worked in excess of a specified number of hours per day or per week.

Can be found in: F-50

Overtime Premium — Unscheduled (1.12)

The bonus above straight time pay for hours not scheduled but worked in excess of a specified number of hours per day or per week. This includes overtime resulting from an employee working on his / her scheduled day off. Can be found in: F-50

Owned Outright (OO)

Vehicles owned outright or as part of a safe harbor leasing agreement where only the tax title is sold. Can be found in: A-30, RU-20

Paid Breaks and Meal Allowances (1.07)

Break time other than platform layover time and intervening time, and allowances for company paid meals. Can be found in: F-50

NTD Glossary of Terms

Paratransit

Types of passenger transportation which are more flexible than conventional fixed-route transit but more structured than the use of private automobiles. Paratransit includes demand response (DR) transportation services, shared-ride taxis, car pooling and vanpooling (VP), and jitney (JT) services. Most often refers to wheelchair-accessible, demand response (DR) service. Can be found in: Introduction, B-10, F-30, F-40, S-10

Park-and-Ride Parking Revenue

Revenues earned from parking fees paid by passengers who drive to park-and-ride lots operated by the transit agency to utilize transit service. Can be found in: F-10

Part Time Employees

Employees of the transit agency who work less than the local definition of full time. Normally, these persons are not provided the full benefits package (e.g., sick leave, vacation and insurance benefits) associated with full time employment. Full time employees working part of their time in a function or mode are not part time employees. Can be found in: R-10, S&S-30

Pass-Through Funds

Capital or operating financial assistance passed through to other transit agencies that have no relationship to the directly operated (DO) and / or purchased transportation (PT) services provided by the designated recipient. Can be found in: F-10

Passenger

A person who is:

- Onboard
- Boarding, or
- Alighting from a transit vehicle for the purpose of:
 - Travel, without participating in its operation.

Can be found in: S&S Introduction, S&S-40, S&S-50

Passenger Car

A unit of rolling rail equipment that provides transportation and seating and standing room for the general public. It includes self-propelled cars. Can be found in: S-10

Passenger Car Hours

The hours that passenger cars are scheduled to or actually travel while in revenue service (actual passenger car revenue hours) plus deadhead hours. Actual passenger car hours include:

- Layover / recovery time

But exclude:

- Hours for charter services
- Operator training, and
- Vehicle maintenance testing.

Can be found in: S-10

Passenger Car Miles

The miles that passenger cars are scheduled to or actually travel while in revenue service (actual passenger car revenue miles) plus deadhead miles. Can be found in: S-10

Passenger Car Revenue Hours

The hours that passenger cars are scheduled to or actually travel while in revenue service. Passenger car revenue hours include:

- Layover / recovery time

But exclude:

- Deadhead
- Operator training
- Vehicle maintenance tests, and
- Charter services.

Can be found in: S-10

Passenger Car Revenue Miles

The miles that passenger cars are scheduled to or actually travel while in revenue service. Passenger car revenue miles exclude:

- Deadhead
- Operator training
- Vehicle maintenance tests, and
- Charter services.

Can be found in: S-10

Passenger Cars in Operation

The maximum number of passenger cars actually operated to provide service on an average weekday, average Saturday and average Sunday. Can be found in: S-10, MR-20

Passenger Fare Assistance

The subsidy given to the transit agency, usually by state and local governments, on behalf of specific classes of passengers, such as students, the elderly, and persons with disabilities. The subsidy may also come from the private sector, such as employers giving assistance to offer employees programs to use public transit services at reduced rates or free. The fare assistance helps to offset the reduced or free services provided to these passengers. It is usually based on the amount of service provided; i.e., the subsidy is calculated based on the number of rides taken, but may be a lump sum payment. Can be found in: F-10

Passenger Fares

The revenue earned from carrying passengers in regularly scheduled and demand response (DR) services. Passenger fares include:

- Base fare
- Zone or distance premiums
- Express service premiums
- Extra cost transfers
- Quantity purchase discounts applicable to the passenger's ride
- Special transit fares.

Can be found in: F-10

Passenger Mile Sampling

Any data sampling technique, by mode and type of service (TOS), used to calculate passenger miles that meets the 95 percent confidence and ± 10 percent precision levels. Can be found in: Internet Reporting

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger. Can be found in: Internet Reporting, F-10, S-10, FFA-10, Declarations, MR Internet Reporting

Passenger Stations

A passenger boarding / deboarding facility with a platform, which may include:

- Stairs
- Elevators
- Escalators
- Passenger controls (e.g., faregates or turnstiles)
- Canopies
- Wind shelters
- Lighting
- Signs
- Buildings with a waiting room, ticket office or machines, restrooms, or concessions. Includes all fixed guideway (FG) passenger facilities (except for on-street cable car (CC) and light rail (LR) stops), including busway passenger facilities; underground, at grade, and elevated rail stations; and ferryboat (FB) terminals. Includes transportation / transit / transfer centers, park-and-ride facilities, and transit malls with the above components, including those only utilized by motor buses (MB).

Does not include stops (which are typically on-street locations at the curb or in a median, sometimes with a shelter, signs, or lighting) for:

- Bus (MB)
- Light rail (LR)
- Cable car (CC).

Can be found in: F-20, F-30, A-10

PB

Publico

Permanent Employees

Employees of the transit agency meeting the local definition of part time or full time hours. Normally, these persons retain job security rights and are entitled to receive the full benefits package (e.g., sick leave, vacation and insurance benefits) if working full time. Part time permanent employees may be eligible for a limited benefits package and may have job security rights. Can be found in: R-10

Personal Passenger Vehicle

Vehicle Type: Encompasses multiple types of non-commercial, non-transit passenger vehicles such as automobiles, minivans, and pickup trucks. Can be found in: A-30, S&S-40

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. Can be found in: RU-20

Personnel Administration (167)

Component activities include:

- Providing supervision and clerical support for personnel activities
- Maintaining employment history records
- Recruiting, interviewing, testing, screening and giving medical examinations to prospective employees
- Administering fringe benefit, medical, welfare, pension, job evaluation, performance evaluation, promotion and other related programs
- Conducting orientation programs
- Providing supervisory and management training
- Researching labor relations issues
- Negotiating labor contracts
- Administering low level grievances
- Administering a worker's compensation program.

Can be found in: F-30

Planning (177)

Component activities include:

- Providing supervision and clerical support for planning activities
- Conducting long range and regional transit planning and analysis.

Can be found in: F-30

Platform

A horizontal surface raised above the level of the adjacent area, such as a boarding and alighting area alongside rail tracks. Can be found in: F-20, A-10

Platform Time

The time during which an operator operates the revenue vehicle a) in line service or in deadheading (including layover periods in the vehicle at a rest point) or b) for charter, contract, and special non-contract service, or is deadheading or laying over as a result of such service. Can be found in: F-50

Platform Time — Charter and Special Service (1.05)

The time during which an operator operates the revenue vehicle for charter, contract and special non-contract service, or is deadheading or laying over as a result of such service. Can be found in: F-50

Platform Time — Line Service (1.04)

The time during which an operator operates the revenue vehicle either in line service or in deadheading, including layover periods in the vehicle at a rest point. Can be found in: F-50

PM

Passenger Miles

Point Deviation

A method of providing transit service to all origins and destinations within a corridor, defined by a prescribed distance from a street (e.g., $\frac{3}{4}$ mile), making scheduled stops at mandatory time points along the corridor on a predetermined schedule. This type of service (TOS) does not follow a fixed route because the path is determined based on the origins and destinations of the passengers. Passengers can use the service in three ways:

1. By traveling between mandatory time points on the schedule
2. By advising the bus operator if they want to be taken to a destination that is not a scheduled time point when boarding, or
3. If they want to be picked up at a location that is not a scheduled time point, by calling the transit system and requesting a pickup.

Can be found in: B-10, S-10

Preliminary Transit Agency Development (145)

Component activities include:

- Researching transit technology
- Researching service area to determine which transit technology to apply, route configurations, service level requirements
- Conducting hearings and meetings with various interest groups to identify their perceived needs and to expose planning concepts for discussion
- Developing construction project management capability
- Performing preliminary design and engineering work on major construction projects.

This function covers the operating expenses associated with performing these activities prior to the time when a firm commitment to construction is made. Costs of this nature incurred after the commitment to construct is made would be capitalized. Can be found in: F-30

Premium Pay

The pay to an operator that is over and above straight time pay. Typical categories are overtime premium, spread time premium, shift premium, and instructor premium for operator training. Can be found in: F-50

Premium Time (Operating Time)

The time an operator works over and above straight time work. Premium time includes:

- Overtime premium — scheduled (1.11)
- Overtime premium — unscheduled (1.12)
- Spread time premium (1.13)
- Shift premium (1.14)
- Other premium (1.15).

Can be found in: F-50

Preventive Maintenance Costs

All the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such asset. These capital maintenance expenses are eligible to use FTA formula funding programs for these functions:

- Vehicle maintenance function (041)
- Non-vehicle maintenance (042) function.

Can be found in: F-30, RU-20

Private For Profit Provider

A nonpublic entity that provides public transportation services. For-profit entities exist primarily to generate a profit, (i.e., a surplus of revenues over expenditures). Can be found in: Introduction, B-30, F-10, A-10, MR Introduction, S&S Introduction

Private Nonprofit Provider

A nonpublic entity with a tax-free status that provides public transportation services. Nonprofit entities exist to provide a particular service (e.g., public transportation) to the community. Nonprofit refers to a type of business — one that is organized under rules that forbid the distribution of profits to owners. Profit refers to a surplus of revenues over expenditures. Can be found in: Introduction, B-30, F-10, A-10, MR Introduction, S&S Introduction

Promotion (163)

Component activities include:

- Providing supervision and clerical support for promotion activities
- Media relations including preparing and distributing press releases
- Designing, producing and distributing promotional material (e.g., posters, decals, photographs, leaflets, newspaper mats)
- Designing and implementing, with or without outside agency assistance, programs for advertising and promoting the use of transit service.

Can be found in: F-30

Property Damage

The dollar amount required to repair or replace all vehicles (transit and non-transit) and all property / facilities (track, signals, and buildings) damaged during an incident to a state equivalent to that which existed prior to the incident. Can be found in: S&S-40, S&S-50, RU-20

PT

Purchased Transportation

Public Agency or Transit System

A public entity that provides public transportation services. It may be a state or local government, or any department, special purpose district (e.g. transit or transportation district), authority or other instrumentality of one or more state or local governments (e.g., joint powers agency). Can be found in: Introduction, B-30, F-10, A-10, MR Introduction, S&S Introduction

Public Entity

Any of the following three categories (49CFR37):

- Any state or local government
- Any department, agency, special purpose district, or other instrumentality of one or more state or local governments
- The National Railroad Passenger Corporation (Amtrak) and any commuter authority.

Can be found in: Introduction, B-30, F-10, A-10, MR Introduction, S&S Introduction

Public Transportation

As defined in the Federal Transit Act, "transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by the entity described in chapter 243 (or a successor to such entity)."

Notes: (1) Passenger rail transportation refers to Amtrak. (2) This definition does not affect the eligibility of intercity bus service under the Section 5311 Other Than Urbanized Area (Rural) Formula Program. (3) The intercity bus and intercity rail (Amtrak) portion of Intermodal terminals is however an eligible capital cost. Can be found in: B-10, A-10, A-20, A-30, MR-10, S&S Introduction, RU 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. Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Purchase Lease Payments (514)

The payments for which the arrangement is a financing plan for the purchase of the property by the lessee. The ownership of the property passes to the lessee upon expiration of the lease, sometimes with an additional payment far below the expected market value of the property. The property covered by such leases may or may not have been booked as owned assets, either during or after the period of the lease, in the transit agency's internal accounting records. If purchase leases have not been capitalized in the transit agency's internal accounting records, this category includes the lease payments for the purchase lease agreement. If the lease has been capitalized in the internal accounting records of the transit agency, it is to be accounted for in the NTD system as it has been accounted for internally. Can be found in: F-40

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:

- Franchising
- Licensing operations
- Management services
- Cooperative agreements, or
- Private conventional bus service.

Can be found in: Introduction, B-10, B-30, F-10, F-20, F-30, A-10, A-20, A-30, R-30, FFA-10, Declarations, MR Introduction, MR-10, MR-20, S&S Introduction, S&S-10, S&S-40, S&S-50, RU-10

Purchased Transportation (PT) Fare Revenues

The fare revenues derived from the transit services provided under the purchased transportation (PT) agreement, regardless of whether fares are retained by the seller or returned to the buyer. They are usually collected by the seller. However, they also include:

- Fares collected or sold by the buyer for users of the purchased service.
- For example, if the buyer of the purchased transportation (PT) service sells tickets, tokens or passes for these users, this revenue is part of purchased transportation (PT) fare revenues.

Can be found in: B-30, F-10, Declarations

Purchased Transportation (PT) Service (508)

The payment or accrual (net of fare revenues) to other transit agencies, public or private, for providing transportation service and purchased transportation (PT) fare revenues. This object class is divided into 2 parts:

1. Filing in report (508.01), and
2. Filing separate report (508.02).

Can be found in: F-30

Purchased Transportation (PT) Service Filing Separate Report (508.02)

The payment or accrual (net of fare revenues) to other transit agencies, public or private, for providing transportation service and purchased transportation (PT) fare revenues involving sellers whose file a complete, separate NTD report. Can be found in: F-30

Purchased Transportation (PT) Service in Report (508.01)

The payment or accrual (net of fare revenues) to other transit agencies, public or private, for providing transportation service and purchased transportation (PT) fare revenues involving sellers whose non-financial data are included in the buyer's report. Can be found in: F-30

Purchasing and Stores (172)

Component activities include:

- Providing supervision and clerical support for purchasing and stores activities
- Preparing specifications for materials and supplies from vendors
- Issuing and receiving materials and supplies at storage facilities
- Delivering materials and supplies to and from requisition points
- Maintaining physical control of materials and supplies including storing, picking and packing
- Maintaining inventory control records of materials and supplies including determining reorder points and order quantities.

Can be found in: F-30

Qualified Statistician

An individual with a working knowledge and education or background in statistics who determines if techniques for passenger mile data collection meet FTA's requirements for statistical reliability (95 percent confidence and 10 percent precision). Can be found in: S-10

Rail Collision with Person

An incident in which a rail transit vehicle strikes an individual. Incidents involving suicides and attempted suicides are excluded from this category. Can be found in: S&S-40

Rail Collision with Transit Vehicle

An incident in which a rail transit vehicle strikes or is struck by another transit vehicle (either a revenue vehicle or a non-revenue vehicle). Can be found in: S&S-40

Rail Modes

Transit modes whose vehicles travel along fixed rails — bars of rolled steel — forming a track. The vehicles are usually electrically propelled typically through motors onboard the vehicles, but motors may also be at a central location not onboard the vehicles to pull the vehicles by cables (cable car (CC), inclined plane (IP)). For commuter rail (CR), vehicles may be self-propelled or may be drawn by a locomotive. NTD recognizes eight rail modes:

1. Alaska railroad (AR)
2. Automated guideway (AG) transit
3. Cable car (CC)
4. Commuter rail (CR)
5. Heavy rail (HR)
6. Inclined plane (IP)
7. Light rail (LR), and
8. Monorail (MO).

Can be found in: Introduction, F-20, A-10, A-20, S-10, S-20, R-30, MR Introduction, MR-10, S&S Introduction, S&S-40

Rail Overhaul (fleet)

The one-time rebuild or replacement of major subsystems on revenue producing rail cars and locomotives — commonly referred to as midlife overhaul. Can be found in: F-20

Real Estate Management (174)

Component activities include:

- Providing supervision and clerical support for real estate management activities
- Researching transit real estate opportunities
- Negotiating purchases and sales of transit real estate
- Arranging and managing concessionaire contracts
- Negotiating leases.

Can be found in: F-30

Reconciling Items

Any items where accounting practices vary for handling these expenses as a result of local ordinances and conditions. Reconciling items include:

- Depreciation and amortization
- Interest payments
- Leases and rentals.

They are called reconciling items because they are needed to provide an overall total that is consistent with local published reports.

Can be found in: F-40

Rehabilitation (fleet)

The rebuilding of revenue vehicles to original specifications of the manufacture. Rebuilding may include some new components but has less emphasis on structural restoration than would be the case in a remanufacturing operation, focusing on mechanical systems and vehicle interiors. Can be found in: F-20

NTD Glossary of Terms

Related Parties Lease Agreement (515)

Leases for which the lease payments required of the lessee differ substantially from those in a true lease arrangement because the lessor and lessee are related organizations. Can be found in: F-40

Remanufacture (fleet)

The structural restoration of revenue vehicles in addition to installation of new or rebuilt major components (e.g., as engines, transmissions, body parts) to extend service life. Can be found in: F-20

Replacement (fleet)

The replacement of revenue vehicles having reached the end of a minimum normal service life. Can be found in: F-20

Report Stage

The Report Stage is an indicator of how an agency's NTD Annual Report is progressing from initial data input through closeout. There are four stages:

1. Working Data
2. Original Submission
3. Revision
4. Closeout

Can be found in: Internet Reporting

Report Time (1.01)

The time allowed an operator to report to the dispatcher, obtain instructions for the run, locate the revenue vehicle he / she is to operate, and depart the operating station to undertake the run. This is also called pullout time. Can be found in: F-50

Reporting Waiver

Relief from filing an NTD report. Can be found in: Introduction, Internet Reporting, S&S Introduction

Revenue Facility

A location or an area within a location that is used to enable individuals to board or alight transit vehicles and that is controlled by the transit system. Can be found in: S&S Introduction, S&S-40, S&S-50

Revenue Service (Miles, Hours, and Trips)

The time when a vehicle is available to the general public and there is an expectation of carrying passengers. These passengers either:

- Directly pay fares
- Are subsidized by public policy, or
- Provide payment through some contractual arrangement.

Vehicles operated in fare free service are considered in revenue service. Revenue service includes:

- Layover / recovery time.

Revenue service excludes:

- Deadhead
- Vehicle maintenance testing
- School bus service, and
- Charter service.

Can be found in: F-50, A-10, A-30, S-10, R-20, FFA-10, Declarations

Revenue Time

The hours (miles) that are comprised of running time and layover / recovery time. Can be found in: S-10

Revenue Vehicle

The floating and rolling stock used to provide revenue service for passengers. Can be found in: Introduction, B-10, F-20, F-30, F-50, A-10, S-10, R-10, R-20, R-30, Declarations, MR Introduction, MR-10, S&S Introduction, S&S-40, S&S-50

Revenue Vehicle Movement Control (012)

Component activities include:

- Providing supervision and clerical support for revenue vehicle movement control activities
- Dispatching operators and vehicles from the operating station
- Monitoring transit operations in communications and control centers
- Supervising transit operations along transit routes
- Controlling the return of operators and vehicles to the operating station.

These may be accomplished by conventional means or through the use of advanced technologies including automatic vehicle location, transit operations software and automated demand response (DR) dispatching systems. Vehicle guidance systems and intermodal transportation management centers may also be employed to assist revenue vehicle movement control activities. Can be found in: F-30

Revenue Vehicle Operation (030)

Component activities include:

- Moving revenue vehicles along transit routes while boarding and discharging passengers
- Moving revenue vehicles from operating stations to route termini or between route termini (e.g., deadheading)
- Laying over at route termini for an operator's rest period
- Moving operators to and from relief points
- Providing non-driving assistance in passenger loading.

Can be found in: F-30

Revenues Accrued through a Purchased Transportation (PT) Agreement

Revenue accrued by a seller of transportation services through purchased transportation (PT) agreements, not including passenger fares for purchased transportation (PT) services from service provided under the purchased transportation (PT) agreement. Can be found in: F-10

Revision

A report stage indicating that the NTD Annual Report has been submitted to NTD by the agency more than once and the report is undergoing validation. Can be found in: Internet Reporting

RL

Vehicle Type: Commuter Rail Locomotives

Robbery

The taking, or attempting to take, anything of value under confrontational circumstances from the:

- Control
- Custody, or
- Care of another person by force or threat of force or violence and / or
- By putting the victim in fear of immediate harm.

Can be found in: S&S Introduction, S&S-40, S&S-50

Route Deviation

A type of transit service that operates as conventional fixed route bus (MB) service along a fixed alignment or path with scheduled time points at each terminal point and key intermediate locations. Route deviation service is different than conventional fixed route bus (MB) service in that the bus (MB) may deviate from the route alignment to serve destinations within a prescribed distance (e.g., $\frac{3}{4}$ mile) of the route. Following an off route deviation, the bus must return to the point on the route it left. Passengers may use the service in two ways:

1. If they want to be taken off route as part of a service deviation, they must tell the bus operator when boarding, or
2. If they want to be picked up at an off route location, they must call the transit system and request a pickup, and the dispatcher notifies the bus operator.

Can be found in: B-10, S-10

RP

Vehicle Type: Commuter Rail Passenger Coaches

RS

Vehicle Type: Commuter Rail Self-Propelled Passenger Cars

Run Selection Time (2.07)

The time allowed to sign up for runs. Can be found in: F-50

Running Time

The hours (miles) the vehicle travels on the route in passenger service, typically from the beginning to the end of a route. It includes all travel and time from the point of the first passenger pickup to the last passenger drop-off, as long as the vehicle does not return to the dispatching point. Can be found in: F-10, S-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. Can be found in: RU-10

Sabotage

The deliberate destruction of transit property or the slowing down of public transit operations by employees with the intention of damaging business or the economic condition of the transit agency. Can be found in: S&S-40, S&S-50

Safe Operation

Concept that applies to priority lanes on freeways, expressways and other /high-speed facilities used by bus (MB) mode and other high occupancy vehicles (HOV), i.e., vanpools (VP) and carpools, to ensure safe travel. For these lanes, there must be some indication of separation to ensure safe access between free flowing high occupancy vehicle (HOV) lanes and the congested, unrestricted lanes.

Separation can be accomplished at least two ways:

1. Physical barriers such as cones, concrete dividers, medians
2. Pavement markings such as a double solid wide line, a single solid wide line, a single broken wide line, or a diagonally striped area between lanes.

Can be found in: S-20

Safety (166)

Component activities include:

- Providing supervision and clerical support for a system safety program
- Providing safety-first and other campaigns among employees or the public for the purpose of preventing accidents and damages
- Compiling and maintaining safety statistics.

Can be found in: F-30

Safety and Security Chief Executive Officer (CEO) Certification

A letter signed by the chief executive officer (CEO) of the agency certifying the accuracy of the safety and security data submitted to the NTD for the past calendar year. Can be found in: Introduction, Internet Reporting, Declarations, S&S Introduction, S&S Declarations

Safety Incidents

Any event involving the operation of a transit system if, as a result, one or more of the following occurs:

- An individual dies either at the time of the event or within 30 days of the event
- One or more persons-suffer bodily damage as a result of the event requiring immediate medical attention away from the scene
- Property damage in excess of \$25,000

Can be found in: RU-20

Sampling

A statistical technique for the collection of passenger mile data. The sampling technique may be one of the FTA approved procedures or an alternative methodology that meets FTA's requirements for statistical reliability (95 percent confidence and ± 10 percent precision). Can be found in: S-10, MR-10, MR-20

SB

Vehicle Type: School Buses

Scheduled Passenger Car Revenue Miles

The passenger car revenue miles computed from the scheduled service. It includes only the scheduled passenger car revenue miles from the whole trip. It excludes:

- Deadhead
- Service interruptions, and
- Special additional services.

Can be found in: S-10

Scheduled Revenue Trip

Revenue service that is provided for picking up and discharging passengers on a continuing and regular basis, i.e., "scheduled." A scheduled revenue trip appears on internal transit agency planning documents (e.g., run paddles, trip tickets and public timetables). Can be found in: R-20

Scheduled Service

The total service scheduled to be provided for picking up and discharging passengers. Scheduled service is computed from internal transit agency planning documents (e.g., run paddles, trip tickets and public timetables). Scheduled service excludes:

- Service interruptions, and
- Special additional services.

Can be found in: S-10

Scheduled Vehicle Revenue Miles

The vehicle revenue miles computed from the scheduled service. It includes only the scheduled vehicle revenue miles from the whole trip. It excludes:

- Deadhead
- Service interruptions, and
- Special additional services.

Can be found in: S-10

Scheduling of Transportation Operations (021)

Component activities include:

- Providing supervision and clerical support for scheduling activities
- Collecting data for schedule making
- Making schedules
- Cutting runs
- Furnishing schedule information (e.g., routes, miles, time and run definitions).

Can be found in: F-30

School Bus Hours

The vehicle hours of travel by revenue vehicles while serving as a school bus. School bus hours are only hours where a bus is primarily or solely dedicated to carrying school passengers. Can be found in: S-10, MR-20

School Bus Service

The exclusive use of buses to carry children and school personnel to and from their schools or school-related activities. It includes county school buses, private school buses, and buses chartered from private companies for the express purposes of carrying students to or from school and / or school-related activities. Can be found in: Introduction, S-10, MR Introduction, S&S Introduction

School Bus Service Revenues

The revenue earned operating vehicles under school bus contracts. This is the exclusive use of buses to carry children to and from their schools. Can be found in: F-10

School Buses (SB)

Vehicle Type: Passenger vehicles which are:

- Designed or used to carry more than ten passengers in addition to the driver
- Used primarily for the purpose of transporting pre-primary, primary or secondary school students either to such schools from home or from such schools to home.

Can be found in: A-30, S&S-40

School Tripper

Additional capacity that an agency adds to an existing public transit route to meet the demands of traveling students. The additional service is open to the general public. Can be found in: S-10

Seating Capacity

The number of seats that are actually installed in the vehicle. Can be found in: A-30

Security Incident

One or more offenses committed by:

- The same offender, or
- Group of offenders acting in concert, at the same time and place.

Can be found in: S&S-30, S&S-40, S&S-50

Seller

The public agency or private company providing transit services under a purchase transportation (PT) agreement with the NTD reporter buying the transit services. The seller uses its employees to operate the service (vehicle operators). Can be found in: Introduction, B-30, F-10, F-20, F-30, A-10, A-20, A-30, S-10, FFA-10, Declarations, MR Introduction, S&S Introduction

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). Can be found in: Introduction, B-10, S-10, FFA-10, RU-10

Service Area — Bus

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."

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). Can be found in: B-10, RU-10

NTD Glossary of Terms

Service Area — Demand Response

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. Can be found in: B-10, RU-10

Service Area — Rail

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."

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). Can be found in: B-10, RU-10

Service Consumed

The amount of service actually used by passengers and which is measured by unlinked passenger trips and passenger miles. Can be found in: S-10

Service Supplied

The amount of service scheduled or actually operated. Service supplied is measured in vehicles, miles and / or hours that were operated. Can be found in: S-10

Service Vehicles

The vehicles used to support revenue vehicle operations and that are not used to carry transit passengers. Types of service vehicles include:

- Tow trucks
 - Supervisor vans
 - Transit police cars
 - Staff cars
 - Maintenance vehicles for maintaining passenger facilities and rights-of-way (ROW) (rail stations, bus shelters, track, etc.).
- Also referred to as non-revenue vehicles. Can be found in: F-20, F-30, A-10, R-20, RU-20

Services (503)

The labor and other work provided by outside organizations for fees and related expenses. In most instances, services from an outside organization are procured as a substitute for in-house employee labor, except in the case of independent audits, which could not be performed by employees in the first place. The substitution is usually made because the skills offered by the outside organization are needed for only a short period of time or are better than internally available skills. The charge for these services is usually based on the labor hours invested in performing the service. Services include:

- Management service fees
- Advertising fees
- Professional and technical services
- Temporary help
- Contract maintenance services
- Custodial services and security services.

Can be found in: F-30

Servicing and Fuel of Service Vehicles (081)

Component activities include:

- Providing supervision and clerical support for the servicing of service vehicles
- Washing and cleaning exterior of service vehicles
- Washing and cleaning interior of service vehicles
- Hostling service vehicles throughout service area (within operating station or garage)
- Refueling and adding oil and water to service vehicles.

Can be found in: F-30, R-20

Servicing Revenue Vehicles (051)

Component activities include:

- Providing supervision and clerical support for servicing revenue vehicles
- Washing and cleaning revenue vehicles
- Hostling revenue vehicles throughout service area (within operating station or garage)
- Refueling and adding oil and water to revenue vehicles.

Can be found in: F-30, R-20

Shift Premium (1.14)

The bonuses for working during times of day that are subject to special pay differentials. Can be found in: F-50

Sightseeing Service

A service whose purpose is to carry passengers on tours and excursions or to visit and see objects and places of interest. Sightseeing may or may not involve a tour guide. Can be found in: Introduction, MR Introduction, S&S Introduction

Single Occupancy Vehicle (SOV)

A vehicle having only one occupant (the driver). Can be found in: F-10, S-20, FFA-10, Declarations

Social Service Agency

A public or private nonprofit organization providing specialized programs and transportation service to a specific clientele such as the elderly and persons with disabilities. Can be found in: B-30

SOV

Single Occupancy Vehicle

Spare Vehicles

The revenue vehicles maintained by the transit agency to:

- Meet routine and heavy maintenance requirements
- Meet unexpected vehicle breakdowns or accidents
- Thereby preserve scheduled service operations.

Can be found in: Introduction, A-30, S-10, MR Introduction

Special Transit Fares

The revenues earned for rides given in regular transit revenue service, but paid for by some organization rather than by the rider, and for rides given along special routes for which revenue may be guaranteed by a beneficiary of the service. Special transit fares include:

- Providing rides for letter carriers with payments being made directly from the US Postal Service
- Providing rides for police with payments being made directly from the police authority
- Industrial firms, shopping centers, public and private universities, etc., to guarantee a minimum revenue on a line operated especially for the benefit of the payer
- Contractual arrangements with state or local governments
- Contractual arrangements from non-government entities for special transit fares and from providing special service rides for sporting events, sightseeing, etc., where fares are not guaranteed on a contractual basis.

Can be found in: F-10

Spread Time Premium (1.13)

The bonus above straight time pay for hours worked after a specified number of hours from the start of the operator's day. Can be found in: F-50

Standby Time (2.05)

The time an operator spends at the operating station, at the transit agency's direction awaiting assignment of a piece of work.

Standby time is called show-up time or protection time by some transit agencies. Can be found in: F-50

Standing Capacity

The number of standing passengers that can be accommodated aboard the revenue vehicle during a normal full load (non-crush) in accordance with established loading policy or, in absence of a policy, the manufacturer's rated standing capacity figures. Can be found in: A-30

State Capital Assistance

Financial assistance from any state agency to assist in paying capital costs. Can be found in: RU-20

State Government Funds

Financial assistance obtained from a state government(s) to assist with paying the costs of providing transit services. Can be found in: F-10

State Operating Assistance

Financial assistance from any state agency that supports the operation of the transit system. It includes, but is not limited to:

- 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.

Can be found in: RU-20

Station Concessions

The revenue earned from granting operating rights to businesses (e.g., concessionaires, newsstands, candy counters) on property maintained by the transit agency. Can be found in: F-10

NTD Glossary of Terms

STIC

FTA Small Transit Intensive Cities Formula

STP

Surface Transportation Program

Straight Time Allowances (Operating Time)

The time when an operator works at the base or regular rate of pay. Straight time allowances includes:

- Report time (1.01)
- Turn-in time (1.02)
- Travel time (1.03)
- Intervening time (1.06)
- Paid breaks and meal allowances (1.07)
- Minimum guarantee for call out (1.08)
- Minimum guarantee-daily (1.09)
- Minimum guarantee-weekly (1.10)
- Standby time (2.05).

Can be found in: F-50

Student Training Time (2.02)

The time a new operator spends being trained to operate revenue vehicles. If a student is operating a revenue vehicle alone in line service, then the time is charged to platform time (1.04). Can be found in: F-50

Subscription Service

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. Can be found in: RU-20

Subsidies from other Sectors of Operations

The funds obtained from other sectors of a transit agency's operations to help cover the cost of providing transit service. Subsidies from other sectors of transit operations include:

- Subsidies from utility rates where the transit agency is a utility company
- Subsidies from bridge and tunnel tolls owned and operated by the transit agency
- Subsidies from other sources provided by the same entity that operates the transit agency.

Can be found in: F-10

Subsidy

Government financial assistance. Can be found in: F-10

Subway Tunnel / Tube

Rail transit way below surface with a cover over the tunnel. Cut and cover, bored tunnel, underwater tubes, etc., are included. Can be found in: A-20

Surface Transportation Program (STP)

Federal Highway Administration (FHWA) funds transferred from the Surface Transportation Program (STS) to FTA for transit projects. These funds may be used for capital projects including, ridesharing projects, bicycle and pedestrian facilities, transit safety improvements and transportation control measures; and, for planning activities including transit research and development, environmental analysis and wetland mitigation. Can be found in: F-10

Switch

Track device to diverge cars / trains to another track. Can be found in: S&S-40

System

A system is a group of devices or objects forming a network especially for distributing something or serving a common purpose (e.g. telephone, data processing systems). Can be found in: F-20

System Security (161)

Component activities include:

- Providing supervision and clerical support for security activities
- Patrolling revenue vehicles and passenger stations during revenue operations
- Patrolling and controlling access to yards, buildings and structures
- Monitoring security devices such as closed circuit TV and alarm systems
- Reporting breaches of security.

Security activities associated with the fare collection and counting process should be included as part of ticketing and fare collection (151). Can be found in: F-30

Tangent Track

Straight track. Can be found in: S&S-40

Taxes (507)

The taxes levied against the transit agency by Federal, state and local governments. Can be found in: F-30

Taxicab Operator

A private for profit company where passenger vehicles are for hire by the riding public. Can be found in: B-30

Taxicab Sedan (TS)

Vehicle Type: An automobile in which passengers are carried for a fare at a rate usually recorded by a taximeter. Can be found in: A-30

Taxicab Station Wagon (TW)

Vehicle Type: A station wagon in which passengers are carried for a fare at a rate usually recorded by a taximeter. Can be found in: A-30

Taxicab Van (TV)

Vehicle Type: A van in which passengers are carried for a fare at a rate usually recorded by a taximeter. Can be found in: A-30

Taxicabs

Vehicle Type: Three categories of vehicles based upon size: sedan (TS), van (TV), and station wagon (TW). Can be found in: A-30, S&S-40

TB

Trolleybus

TB

Vehicle Type: Trolleybus

TEAM

FTA Recipient Identification Number

Temporary Employees

Employees of the transit agency working full time or part time hours, but only for a limited period of time for the completion of a set task. These persons are usually not entitled to receive any benefits and do not have any job security rights. Persons employed through a temporary employment agency are not temporary employees of the transit agency. Can be found in: R-10

Ticketing and Fare Collection (151)

Component activities include:

- Providing supervision and clerical support for fare collection and counting activities
- Producing fare media
- Controlling tickets and tokens in the custody of sales agents
- Pulling vaults and downloading credit and debit card data from fare collection devices
- Transporting cash, credit card and debit card data to accounting facilities
- Counting cash, transfers and tokens
- Performing the accounting for credit and debit card sales
- Destroying used fare media
- Providing security for the fare collection process
- Auditing and controlling fare collection including reconciling readings to cash, credit card and debit card collections.

The term fare media includes any means of payment or proof of payment distributed by the agency either directly or through agents under private contract, and includes:

- Tickets
- Tokens
- Transfers
- Passes
- Fare cards
- Smart cards.

Can be found in: F-30

Time Service Begins

Start of morning transit service, i.e., the time when the first revenue service vehicle leaves the garage or point of dispatch. Can be found in: S-10

Time Service Ends

End of night transit service; i.e., the time when a revenue service vehicle returns to the garage or point of dispatch. Can be found in: S-10

NTD Glossary of Terms

Time Spent in Customer Services (2.11)

The time an operator spends performing part of the customer services function (see function 162) on a temporary assignment. For example, this category would cover operators who substitute as telephone information operators. Can be found in: F-50

Time Spent in Other Non-Operating Functions (2.12)

The time an operator spends performing functions on a temporary basis other than:

- Instructor premium for operator training
- Student training time
- Accident reporting time
- Witness time
- Time spent on union functions
- Run selection time
- Other time spent in transportation administration
- Time spent in revenue vehicle movement control
- Time spent in ticketing and fare collection
- Time spent in customer service.

Can be found in: F-50

Time Spent in Revenue Vehicle Movement Control (2.09)

The time an operator spends performing part of the revenue vehicle control function (see function 012) on a temporary assignment. For example, this category would cover operators who substitute for control center personnel. Can be found in: F-50

Time Spent in Ticketing and Fare Collection (2.10)

The time an operator spends performing part of the ticketing and fare collection function (see function 151) on a temporary assignment. For example, this category would cover operators used as vault pullers. It does not include:

- Time spent collecting fares
- Tickets incidental to operating a vehicle.

Can be found in: F-50

Time Spent on Union Functions (2.06)

The time allowed for certain operators to spend in conducting union business. Can be found in: F-50

Tires and Tubes (504.02)

The lease payments for tires and tubes rented on a time period or mileage basis or the cost of tires and tubes for replacement of tires and tubes on vehicles. Can be found in: F-30

TOS

Type of Service

Total Miles on Active Vehicles during the Period

The total miles accumulated during the period on all active vehicles, based on the end of period inventory. Can be found in: A-30

Total Service

The time from when a transit vehicle starts (pull-out time) from a garage to go into revenue service to the time it returns to the garage (pull-in time) after completing its revenue service. Since total service covers the time between:

- Pullout, and
- Pull-in

It therefore includes both:

- Deadhead, and
- Revenue service.

Can be found in: S-10

TR

Aerial Tramway

TR

Vehicle Type: Aerial Tramways

Train

One or more passenger cars (including locomotives) coupled together and propelled by self-contained motor equipment. Also known as a consist which may be any one of the following:

- A locomotive and one or more passenger cars as in the commuter rail (CR) mode, or
- One or more heavy rail (HR) or light rail (LR) vehicles, or
- One vehicle only, if appropriate to that mode (e.g. cable car (CC)).

Can be found in: S-10

Train Hours

The hours that trains are scheduled to or actually travel while in revenue service (actual train revenue hours) plus deadhead hours.

Actual train hours include:

- Layover / recovery time

But exclude:

- Hours for charter services
- Operator training, and
- Vehicle maintenance testing.

Can be found in: S-10

Train Miles

The miles that trains are scheduled to or actually travel while in revenue service (actual train revenue miles) plus deadhead miles.

Actual train miles exclude:

- Miles for charter services
- Operator training, and
- Vehicle maintenance testing.

Can be found in: S-10

Train Revenue Hours

The hours that trains are scheduled to or actually travel while in revenue service. Train revenue hours include:

- Layover / recovery time

But exclude:

- Deadhead
- Training operators prior to revenue service
- Vehicle maintenance tests, and
- Charter services.

Can be found in: S-10

Train Revenue Miles

The miles that trains are scheduled to or actually travel while in revenue service. Train revenue miles exclude:

- Deadhead
- Training operators prior to revenue service
- Maintenance vehicle tests, and
- Charter services.

Can be found in: S-10

Trains in Operation

The maximum number of trains actually operated to provide service on an average weekday, average Saturday and average Sunday. Can be found in: S-10

Transit

Synonymous term with public transportation. Can be found in: B-10

Transit Employee

An individual who is compensated by the transit agency as follows:

- For directly operated (DO) services, the labor expense for the individual is reported in object class 501 labor.
- For purchased transportation (PT) service, the labor expense for the individual meets the same criteria as object class 501 labor.

Can be found in: S&S Introduction, S&S-30, S&S-40, S&S-50

Transit Facility Occupant

A person who is inside the public passenger area of a transit revenue facility. Employees, other workers, or trespassers are not transit facility occupants. Can be found in: S&S Introduction, S&S-40, S&S-50

Transit Passenger

A person who is:

- On board
- Boarding or
- Alighting from a transit vehicle for the purpose of travel without participating in its operation.

Can be found in: S&S Introduction, S&S-40, S&S-50

NTD Glossary of Terms

Transportation Administration and Support (011)

Component activities include:

- Supervising station and terminal transportation activities
- Providing clerical support for transportation administration activities
- Making operators available for revenue vehicle operation (i.e., report, standby, breaks other than layovers, and turn-in time)
- Instructing operators, except that instructor's base pay for platform instruction time is included in revenue vehicle operation (030)
- Inspecting operator performance by service inspector
- Reporting accidents and appearing as a witness
- Selecting runs during sign-up
- Representing union
- Administering sign-ups.

Can be found in: F-30

Travel Time (1.03)

The time allowed an operator to travel between the operating station and the point where the operator relieves / is relieved by another operator. The operator does not operate the revenue vehicle during travel time. Can be found in: F-50

Trespass

The unauthorized entry of transit owned land, structure, or other real property not intended for public use. Can be found in: S&S Introduction, S&S-40, S&S-50

Trespasser

A person in an area of transit property not intended for public use (i.e., an unauthorized area). Can be found in: S&S Introduction, S&S-40, S&S-50

Trolleybus (TB)

A transit mode comprised of electric rubber-tired passenger vehicles, manually steered and operating singly on city streets. Vehicles are propelled by a motor drawing current through overhead wires via trolleys, from a central power source not onboard the vehicle.

Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Trolleybuses (TB)

Vehicle Type: Rubber-tired, electrically powered passenger vehicles operated on city streets drawing power from overhead lines with trolleys. Can be found in: A-30, S&S-40

True Lease (TL)

Vehicles leased in a manner so that the lessee does not acquire the capital appreciation of the vehicles as lease payments are made. However, a true lease (TL) may include an option to buy the vehicles after the term of the lease at the depreciated or at a prearranged value. Can be found in: A-30, RU-20

TS

Vehicle Type: Taxicab Sedan

Turn-In Time (1.02)

The time allowed an operator to report the conclusion of a piece of work to the dispatcher. Can be found in: F-50

TV

Vehicle Type: Taxicab Van

TW

Vehicle Type: Taxicab Station Wagon

Type of Service (TOS)

Describes how public transportation services are provided by the transit agency: directly operated (DO) or purchased transportation (PT) services. Can be found in: Introduction, Internet Reporting, B-10, F-20, F-30, F-40, A-10, A-20, S-10, S-20, R-20, FFA-10, Declarations, MR Introduction, MR-10, MR-20, S&S Introduction, S&S-10, S&S-40, S&S-50, RU-10

Typical Day

A day on which the transit agency operates its normal, regular schedule and there are no anomalies such as extra service added for a convention or reduced service as a result of weather. Can be found in: S-10

UA

Urbanized Area Formula Program (funded vehicles)

UAF

FTA Urbanized Area Formula Program

UAF

Urbanized Area Funding

Uniform Financial Accounting and Reporting Elements (FARE)

Transit industry initiative for a uniform reporting system for transit agencies. Can be found in: Introduction, MR Introduction, RU Introduction

Uniform System of Accounts (USOA)

A structure of categories and definitions used for NTD reporting to ensure uniform data. The USOA contains:

- Various categories of accounts and records for classifying financial (Chart of Accounts) and operating data
- Definitions of the data elements included in each category
- Definitions of practices for the orderly and regular collection and recording of the data.

Can be found in: Introduction, B-10, F-30, F-50, S-10, FFA-10, Declarations, MR Introduction

Unlinked Passenger Trips (UPT)

The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Can be found in: Internet Reporting, F-10, S-10, FFA-10, Declarations

UPT

Unlinked Passenger Trips

Urbanized Area (UZA)

An area defined by the U. S. Census Bureau that includes:

- 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.

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. Can be found in: Introduction, Internet Reporting, B-10, S-10, FFA-10, Declarations, MR Introduction, S&S Introduction, S&S-50, RU Introduction

Urbanized Area Formula Program (UA) (funded vehicles)

Vehicles purchased with funds administered under the Urbanized Area Formula Program. Can be found in: A-30

USOA

Uniform System of Accounts

Utilities (505)

The payments made to various utilities for utilization of their resources (e.g., electric, gas, water, telephone, etc.). Utilities include:

- Propulsion power purchased from an outside utility company and used for propelling electrically driven vehicles
- Other utilities such as electrical power for purposes other than for electrically driven vehicles, water and sewer, gas, garbage collection and telephone.

Can be found in: F-30

UZA

Urbanized Area

UZA Number

A code assigned by FTA that is a numerical ranking by urbanized area (UZA) population size. Urbanized area (UZA) and population are based on 2000 US Bureau of the Census statistics. Can be found in: B-10, FFA-10

Vandalism

The willful or malicious destruction or defacement of transit property or vehicles. Can be found in: S&S-50

Vandalism Repairs of Buildings, Grounds and Equipment (131)

Repairing all special damage to buildings, grounds and equipment resulting from willful or malicious destruction or defacement. Can be found in: F-30

Vandalism Repairs of Revenue Vehicles (071)

Repairing all special damage to revenue vehicles resulting from willful or malicious destruction or defacement. Can be found in: F-30, R-20

NTD Glossary of Terms

Vanpool (VP)

A transit mode comprised of vans, small buses and other vehicles operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver. For inclusion in the NTD, it is considered mass transit service if it:

- Is operated by a public entity, or
- Is one in which a public entity owns, purchases, or leases the vehicle(s).

Vanpool(s) (VP) must also be in compliance with mass transit rules including Americans with Disabilities Act (ADA) provisions, and be open to the public and that availability must be made known. Other forms of public participation to encourage ridesharing arrangements, such as:

- The provision of parking spaces
- Use of high occupancy vehicle (HOV) lanes
- Coordination or clearing house service, do not qualify as public vanpools.

Can be found in: B-10, MR-10, S&S Introduction, S&S-10, RU-10

Vanpool Service

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. Can be found in: RU-20

Vans (VN)

An enclosed vehicle having a typical seating capacity of 8 to 18 passengers and a driver. A van is typically taller and with a higher floor than a passenger car, such as a hatchback or station wagon. Vans normally cannot accommodate standing passengers. Can be found in: A-30, S&S-40

Vehicle Concessions

The revenue earned from granting rights to concessionaires (e.g., food and beverage service) on the transit agency's vehicles. Can be found in: F-10

Vehicle Hours (Miles)

The hours (miles) that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service. It is often called platform time. Can be found in: S-10

Vehicle Leaving Roadway

A non-collision incident in which a transit vehicle leaves the road on which it travels. Can be found in: S&S-40, S&S-50

Vehicle Maintenance (041)

All activities associated with revenue and non-revenue (service) vehicle maintenance, including:

- Administration
- Inspection and maintenance
- Servicing (cleaning, fueling, etc.) vehicles.

In addition, vehicle maintenance includes repairs due to vandalism and accident repairs of revenue vehicles. Can be found in: Internet Reporting, F-20, F-30, R-10

Vehicle Operations (010)

All activities associated with vehicle operations, including:

- Transportation administration and support
- Revenue vehicle movement control
- Scheduling of transportation operations
- Revenue vehicle operation
- Ticketing and fare collection
- System security.

Can be found in: Internet Reporting, F-30, R-10

Vehicle Revenue Hours (VRH)

The hours that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue hours include:

- Layover / recovery time

But exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Can be found in: S-10

Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include:

- Layover / recovery time

But exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Can be found in: S-10

Vehicle Type

The form of passenger conveyance used for revenue operations. Can be found in: A-30, S&S-40, RU-20

Vehicles Available for Annual Maximum Service

The number of revenue vehicles available to meet the annual maximum service requirement. Vehicles available for maximum service include:

- Spares
- Out of service vehicles, and
- Vehicles in or awaiting maintenance.

But exclude:

- Vehicles awaiting sale, and
- Emergency contingency vehicles.

Can be found in: Introduction, A-10, S-10, MR Introduction

Vehicles in Operation

The maximum number of vehicles actually operated to provide service on an average weekday, average Saturday and average Sunday. Can be found in: S-10

Vehicles in Total Fleet

All revenue vehicles held at the end of the fiscal year, including those:

- In storage
- Emergency contingency
- Awaiting sale.

Can be found in: Internet Reporting, A-30

Vehicles Operated in Annual Maximum Service (VOMS)

The number of revenue vehicles operated to meet the annual maximum service requirement. This is the revenue vehicle count during the peak season of the year, on the week and day that maximum service is provided. Vehicles operated in maximum service (VOMS) exclude:

- Atypical days, or
- One-time special events.

Can be found in: Introduction, Internet Reporting, B-10, B-30, F-50, A-30, S-10, Declarations, MR Introduction, MR-10, MR-20, S&S Introduction, S&S-40

Vintage Trolley / Streetcar (VT)

Vehicle Type: Vintage or antique rail cars originally manufactured before 1975. The vehicles are typically operated in mixed traffic right-of-way (ROW), but may also operate on exclusive or controlled access rights-of-way (ROW). Can be found in: A-30

VN

Vehicle Type: Vans

Voluntary NTD Reporter

Transit agency, public or private, which is not a recipient or beneficiary of Urbanized Area Formula Program funds. Can be found in: Introduction, B-10, MR Introduction, S&S Introduction, S&S-10

Volunteer Drivers

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. Can be found in: RU-20

VOMS

Vehicles Operated in Annual Maximum Service

VP

Vanpool

VRH

Vehicle Revenue Hours

NTD Glossary of Terms

VRM

Actual Vehicle Revenue Miles

VRM

Vehicle Revenue Miles

VT

Vehicle Type: Vintage Trolley / Streetcar

Waiver

Relief from a specific reporting requirement based on either a threshold value or good cause. There are three categories of waivers:

1. Nine or fewer vehicles
2. Data
3. Report.

Can be found in: Introduction, Internet Reporting, S&S Introduction, S&S Declarations

Weekday AM Peak Period

The period in the morning when additional services are provided to handle higher passenger volumes. The period begins when normal scheduled headways are reduced and ends when headways return to normal. Can be found in: S-10

Weekday Midday Period

The period between the end of the AM peak and the beginning of the PM peak. Can be found in: S-10

Weekday Other Period

The nighttime period after the PM peak and before the AM peak when normal scheduled headways are reduced. This is sometimes referred to as night and owl services. Can be found in: S-10

Weekday PM Peak Period

The period in the afternoon or evening when additional services are provided to handle higher passenger volumes. The period begins when normal headways are reduced and ends when headways are returned to normal. Can be found in: S-10

Witness Time (2.04)

The time allowed an operator to appear as a witness in cases involving revenue vehicle operation. Can be found in: F-50

Working Data

A report stage indicating that the NTD Annual Report can be edited and revised by the agency and the edited data and revisions have not been submitted to NTD. Can be found in: Internet Reporting

Year of Manufacture

The year of original manufacture of the vehicle. Can be found in: A-30, RU-20

Year of Rebuild

The year in which the transit agency reinvested in the vehicle to enhance its reliability or extend its useful life. Can be found in: A-30

