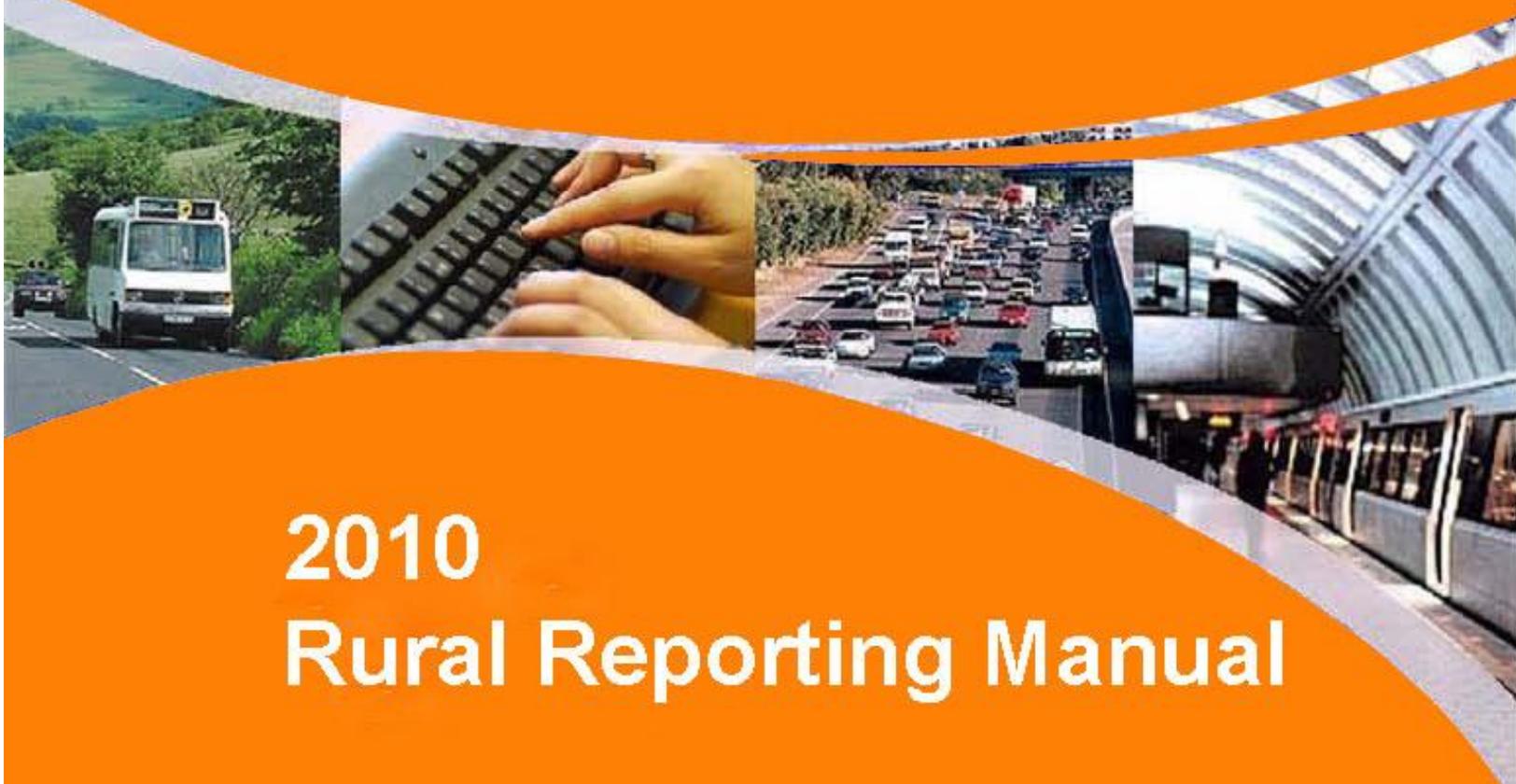




# NTD

**National Transit Database**

**Federal Transit Administration**



**2010**

**Rural Reporting Manual**

**Table of Contents**

<b>Introduction</b>	<b>1</b>
What is the National Transit Database? .....	1
Changes in 2010 Reporting .....	1
Who Reports .....	2
What To Report.....	4
Waivers.....	4
Data and Report Waivers .....	4
When To Report.....	5
Reminder Notices .....	5
Reporting Period Extension .....	5
How to Report .....	5
General Formatting Rules.....	5
Accrual Accounting .....	6
Grants.....	6
Where To Report.....	8
The NTD Identification Number .....	8
Internet Reporting.....	8
NTD Contact Information .....	8
<b>Internet Reporting</b>	<b>9</b>
Overview .....	9
What Has Changed from Prior Year .....	9
Internet Reporting System Security .....	9
Detailed Instructions.....	9
Accessing the NTD Rural Internet Reporting System .....	9
Connecting to the Internet.....	9
NTD Reporting Structure .....	12
Home: The NTD Rural Report Homepage.....	12
e-File: Communicating with FTA.....	13
Forms: Providing Data to the NTD.....	14
Notes: Providing Additional Information.....	15
Issues: Validating Data .....	16
Reports: Viewing, Printing, and Exporting Reports to Assist in Preparing the NTD Report .....	16
Communications Summary: Viewing a History of Correspondence with NTD .....	17
Sys Admin Tab: Changing Passwords, Adding or Deactivating Subrecipients .....	17
Help: Obtaining More Information .....	19
Tips for Using Internet Reporting .....	19
Navigating Between Screens.....	19
Saving a Form .....	19
Printing.....	19
<b>Rural Reporting</b>	<b>20</b>
Agency Identification form (RU-10) .....	20
Rural General Public Transit form (RU-20) .....	20
Direct Reporting Tribal Recipient form (RU-22).....	20
Urban Recipient form (RU-23).....	20
Rural Public Transit Service Summary form (RU-30).....	20
<b>Agency Identification form (RU-10)</b> .....	<b>21</b>
Overview .....	22
What Has Changed from Prior Year .....	22
Detailed Instructions.....	22

Rural NTD Identification Number .....	22
Agency Identification Information .....	22
State/Indian Tribe Fiscal Year End .....	22
Director of Transit Unit .....	23
Rural Contact Person .....	23
Form Notes .....	23
Line by Line Instructions .....	24
<b>Rural General Public Transit form (RU-20) .....</b>	<b>25</b>
Overview .....	28
What Has Changed from Prior Year .....	28
Rural General Public Transit Service form (RU-20) Excel Spreadsheets .....	28
Detailed Instructions .....	28
Subrecipient Basic Information .....	29
Subrecipient Contact Information .....	29
Service Area .....	29
Mode .....	30
Financial Information .....	30
Asset / Infrastructure Information .....	33
Facilities .....	35
Other Resources .....	35
Service Data .....	35
Safety Data .....	36
Intercity Bus .....	37
Form Notes .....	39
Line by Line Instructions .....	40
Line by Line Instructions – Intercity Bus Subrecipients .....	46
<b>Directly Reporting Tribal Recipient form (RU-22) .....</b>	<b>47</b>
Overview .....	48
What Has Changed from Prior Year .....	48
Directly Reporting Tribal Recipient form (RU-22) Excel Spreadsheets .....	48
Detailed Instructions .....	48
Subrecipient Basic Information .....	48
Subrecipient Contact Information .....	49
Financial Information .....	49
Form Notes .....	50
Line by Line Instructions .....	51
<b>Urban Recipient form (RU-23) .....</b>	<b>52</b>
Overview .....	53
What Has Changed from Prior Year .....	53
Urban Recipient form (RU-23) Excel Spreadsheets .....	53
Detailed Instructions .....	53
Subrecipient Basic Information .....	53
Subrecipient Contact Information .....	54
Financial Information .....	54
Form Notes .....	55
Line by Line Instructions .....	56
<b>Rural Public Transit Service Summary form (RU-30) .....</b>	<b>57</b>
Overview .....	59
What Has Changed from Prior Year .....	59
Detailed Instructions .....	59
Number of Counties Statewide .....	59
Number of Counties with Service .....	59
Administrative Costs .....	59
Form Notes .....	60

---

---

Line by Line Instructions .....61

**NTD Glossary of Terms** **66**

---

**List of Examples**

---

Example 1 — Continuing Requirements .....4  
Example 2 — Accrual Accounting .....6  
Example 3 — Fares .....32  
Example 4 — Contract Revenues .....32  
Example 5 — Local Assistance ..... 32

**List of Exhibits**

---

Exhibit 1 — Reporting Timeline for Rural NTD .....5  
Exhibit 2 — NTD Contact Information .....8  
Exhibit 3 — Vehicle Types ..... 34

---

## Introduction

---

### What is the National Transit Database?

---

The National Transit Database (NTD) is the Federal Transit Administration's (FTA's) primary national database for statistics on the transit industry. Recipients of FTA's [Urbanized Area Formula Program](#) (§5307) and [Other than Urbanized Area Formula Program](#) (§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 of §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 §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 model that was developed in consultation with States. The 2007 reporting system was 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 2010 Reporting

---

The Rural Reporting Manual incorporates several changes and clarifications for the 2010 report year.

#### Changes

Internet reporting incorporates the following:

- New rural NTD recipient IDs for all directly reporting Indian Tribes

The Agency Identification form (RU-10) incorporates the following:

- Now referred to as “Agency Identification” form
- Adding a line to report an alternative phone number

The Rural General Public Transit Service form (RU-20) incorporates the following:

- The “Report period end” data field is now referred to as the “Report Year End Date”
- Adding the ability to type a date in the Report Year End Date data field
- Preloads the current Report Year (RY) in the Report Year End Date data field
- The question “Is this subrecipient of the State an Indian Tribe?” is now labeled “Is this RU-20 form for an Indian Tribe?”
- The Capital expense data fields are now in column b next to the Operating expense data fields, column a
- Adding an auto calculate data field, Total Unlinked Passenger Trips (UPT), to calculate all UPT per mode and type of UPT

The Rural Intercity Bus form (RU-20) incorporates the following:

- The “Report period end” data field is now referred to as the “Report Year End Date”
- Adding the ability to type a date in the Report Year End Date data field
- Preloads the current Report Year (RY) in the Report Year End Date data field
- The question “Is this subrecipient of the State an Indian Tribe?” is now labeled “Is this RU-20 form for an Indian Tribe?”
- The Capital expense data fields are now in column b next to the Operating expense data fields, column a

The Directly Reporting Tribal Recipient form (RU-22) incorporates the following:

- Adding a new form to capture Tribes that receive State 5311 funds but report directly to the Rural NTD

The Urban Recipient form (RU-23) incorporates the following:

- Adding a new form to capture Urban providers that receive State 5311 funds but report directly to the NTD with a full report

The Rural Public Transit Service Summary form (RU-30) incorporates the following:

- Now referred to as “Public Transit Service Summary” form
- Adding a line to report 5311 funds expended on State Administration expenses
- Adding a section to summarize the subrecipient data from the new RU-22 form
- Adding a section to summarize the subrecipient data from the new RU-23 form

### Clarifications

The RU-20 form instructions include clarification of:

- Defining how to report contract service and examples
- Total annual taxicab unlinked trips

### 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). The State agency, typically the State Department of Transportation administering the FTA Formula Program for Other than Urbanized Areas (§5311) are responsible for collecting and providing data regarding each §5311 subrecipient in the State.

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 Grants) must report directly to the NTD. Tribal Transit Grantees should report in the year after application for the grant, or in the year that grant funds are first disbursed, whichever is sooner. For simplicity, FTA will treat the year of the award of the grant as the year of application

of the grant. Indian Tribes that do not have subrecipients should consider themselves to be both the recipient and the subrecipient for purposes of the NTD.

Tribal Transit Grant Recipients that have only received planning grants for \$50,000 or less do not need to complete a report. Please note that as provided by law, the requirement for NTD reporting is triggered by the award of a Tribal Transit grant, and not by the actual disbursement of the grant funds from FTA to the Tribal Transit Grant Recipient. For example, a Tribe that was awarded a \$300,000 grant for system enhancement in 2009 would be required to report to the NTD in 2010, even if disbursement of the grant does not occur until 2011.

There are four major categories of subrecipients:

1. Regular Public Transit Service Providers — most subrecipients are in this category. States should provide a complete report of all general public transit operations for these subrecipients on the RU-20 form. State Department of Transportation should report Indian Tribes that are not direct recipients of Tribal Transit Grants as regular public transit service providers. The State must file a RU-20 for all subrecipients that received 5311 funds and a Nine or Fewer Vehicles Waiver for the current NTD Urbanized Report.
2. Tribal Transit Recipients — Indian Tribes that are direct recipients of Tribal Transit Grants from FTA typically do not have any subrecipients. Direct Tribal recipients should provide a complete report of all general public transit operations for themselves on the RU-20 form as if they were the sole recipient of the grant. A State must file a RU-22 for all direct Tribal subrecipients that receive State 5311 funds and report directly to the Rural NTD.
3. Intercity Bus Providers — SAFETEA-LU amended 49 USC 5311(f) to require States to set aside 15 percent of the annual §5311 apportionment for intercity bus providers, unless the Governor certifies that the intercity bus needs of the State are being adequately met. Since many States would not be able to provide a complete report of all transit operations for these subrecipients, FTA has established a special RU-20 form for the State to complete on behalf of these subrecipients. States use this form only for subrecipients of the intercity bus set-aside under 49 USC 5311(f).
4. Urban Recipients – some subrecipients of the State report directly to the Urban NTD. States must file a RU-23 for all subrecipients that received 5311 funds and complete a full Urban NTD report.

The State or directly-reporting Indian Tribe completes the RU-10 form and completes the correct RU-20 subrecipient form for each subrecipient. The Internet Reporting System generates almost all of the data on the Rural Public Transit Service Summary form (RU-30) from the data provided on the different RU-20 forms. The State also completes the remaining portion of the RU-30. Directly-reporting Indian Tribes do not complete any additional information in regards to counties. Directly Reporting Indian Tribes should see the section about the RU-30 for reporting administration costs.

### **Continuing Grant Requirements**

A State must submit an NTD Rural report for any §5311 subrecipient through the minimum useful life of any capital assets purchased with §5311 funds. Please note that this means that a State may be required to provide reports on §5311 subrecipients that did not receive any §5311 funds during the current year. Additionally, States should continue to report to the NTD for any §5311 subrecipients whom they intend to provide §5311 grant funds to in the future.

A Tribal Transit Grant Recipient that begins directly-reporting to the NTD is required to continue to directly-report to the NTD as long as the grant remains open with FTA or for the minimum useful life of the capital equipment obtained through the grant, whichever is longer. Additionally, Tribal Transit Grant Recipients that are no longer required to report to the NTD should continue to report to the NTD if they intend to apply Tribal Transit Grants in the future.

### **State Reporting Exceptions**

States are ordinarily required to provide complete reports on all §5311 subrecipients of the State. However, in the interests of reducing reporting burden and eliminating the duplication of data, States do not have to provide complete reports on subrecipients that:

1. Are Indian Tribes that are direct-recipients of Tribal Transit Grants and are reporting directly to the NTD for the current report year; or
2. Provide service in one or more urbanized areas (UZA), and are providing a complete report to the urbanized area modules of the NTD.

Please note:

1. That if the Indian Tribe receives a reporting waiver for the current report year, or if the subrecipient receives a Reporting Waiver or a 9 or Fewer Vehicles Waiver for the current Urbanized report year, then the above exceptions do not apply. The State is still required to report on behalf of that subrecipient.
2. That States are required to provide a limited report on §5311 subrecipients that report a complete full NTD report. This identifies State §5311 funds not captured in your regular rural report

### Example 1 — Continuing Requirements

A State purchases a van for one of its subrecipients as part of a group purchase with FTA Formula Program for Other than Urbanized Areas funds.

The vehicle, a van, has a useful life of 4 years or 100,000 miles.

The State for this subrecipient must report under the NTD program throughout the useful life of the vehicle regardless of whether or not that subrecipient receives Formula Program for Other than Urbanized Areas funds during a particular year.

## What to Report

For each subrecipient, provide a complete report of all general public transit operations for the subrecipient, regardless of source of funding. A major purpose of the Rural NTD is to develop a picture of the Federal role in funding rural transit. Therefore, it is essential to include State, Tribal, Local, and private roles in rural transit as well.

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

1. Agency Identification form (RU-10)
2. Subrecipient forms (RU-20)
  - a. Rural General Public Transit (RU-20)
  - b. Rural General Public Transit – Intercity Bus (RU-20IB)
  - c. Directly Reporting Tribal Recipient (RU-22)
  - d. Urban Recipient (RU-23)
3. Rural Public Transit Service Summary form (RU-30).

## Waivers

There are two waivers for rural reporting:

1. Report waiver all forms — RU-10, RU-20, RU-22, RU-23 and RU-30
2. Data waiver for a specific data item on a subrecipient form or for a subrecipient's form.

Request waivers in writing via the **e-File** tab 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. See Exhibit 1 Reporting Timeline for Rural NTD on the following page for waiver request deadlines.

## Data and Report Waivers

The NTD Rule (49 CFR Part 630) provides for the opportunity to request a waiver from one or more of the NTD reporting requirements if meeting the reporting requirements would cause “unreasonable expense and inconvenience”. Historically, FTA has granted waivers for “unreasonable expense and inconvenience” due to major events such as:

- Earthquakes
- Fires
- Floods
- Hurricanes
- Officially declared emergencies.

FTA has also historically granted waivers for the first year in which a direct recipient has been required to report to the NTD, and only for the first year. FTA has historically not considered “unreasonable expense and inconvenience” to cover issues related to the loss of personnel or the loss of records.

Submit waiver requests in writing through the **e-File** tab of the Internet Reporting System. The Director of the Transit Unit of the State or the directly-reporting Indian Tribe should sign waiver requests on letterhead paper. Describe the event that prevents fulfilling the reporting requirements. For directions on attaching a waiver in Internet Reporting, see the efile section.

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.

## When to Report

Submit the NTD Rural Report within 120 days of the close of the State's or directly-reporting Indian Tribe's fiscal year according to the schedule in the following exhibit.

<b>Exhibit 1 – Reporting Timeline for Rural NTD</b>			
State or Indian Tribe's Fiscal Year End	Jan. 1 - June 30	July 1 - Sept. 30	Oct. 1 - Dec. 31
Submission			
<b>Report Due Date</b>	<b>November 30</b>	<b>January 31</b>	<b>April 29</b>
<b>Filing Extension Deadline</b>	<b>October 29</b>	<b>November 30</b>	<b>February 28</b>
<b>Waiver Request Deadlines</b>	<b>October 29</b>	<b>November 30</b>	<b>February 28</b>
Closeout Process			
<b>Last Date to Receive Report Revisions</b>	<b>March 1</b>	<b>May 2</b>	<b>July 1</b>
Report Closeout*	March 15	May 16	July 20

The first reports will be due on November 30, 2010, for those States or directly-reporting Indian Tribes with fiscal years ending between January 1 and June 30, 2010; on January 31, 2011, for those States or directly-reporting Indian Tribes with fiscal years ending between July 1 and September 30, 2010; and April 29, 2011, for those States or directly-reporting Indian Tribes with fiscal years ending between October 1 and December 31, 2010.

States or directly-reporting 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, 2010 but a subrecipient has a fiscal year end December 31, 2010, use the subrecipient data for the most recent 12-month period that would be included in your State's annual report for the fiscal year.

## Reminder Notices

FTA sends each State or directly-reporting Indian Tribe a reminder 30 days prior to the NTD Rural report due date. If FTA does not receive your report within 15 calendar days after the due date, and there is no request for a reporting waiver, FTA sends a letter to the State or directly-reporting Indian Tribe Director of the Transit Unit requesting that the report be submitted within 15 days.

## Reporting Period Extension

If the State or directly-reporting Indian Tribe needs additional time to collect, to enter and to submit data from all subrecipients they may request a 30-day extension. Submit an extension request in writing through the **e-File** tab of the Internet Reporting System. The Director of the Transit Unit of the State or the directly-reporting Indian Tribe should sign the extension request on letterhead paper. Describe the situation and provide a timeframe when the State or directly-reporting Indian Tribe will submit their report. For directions on attaching an extension request in Internet Reporting, see the efile section.

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.

The NTD Rule (49 CFR Part 630) provides for only a single 30-day extension per report year. A request for an additional extension beyond 30 days would constitute a request for a waiver from the reporting requirements, and such a request will be evaluated by FTA according to the criteria for requesting waivers.

## How to Report

### General Formatting Rules

Follow these rules when reporting data:

- Round all financial data to the nearest whole dollar not hundreds or thousands
- Report data as whole numbers
- Use four digits for year entries.
- Do not leave blank data fields - enter zeros in data fields when you do not have any data to report

## 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 for both capital asset and operating expense reporting.

### Example 2 — Accrual Accounting

#### Capital Projects

Hamlet Transit applies to the State to purchase two buses in fiscal year (FY) 2010 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 2010 Other than Urbanized Formula funds based on an 80/20 split for the Federal / non-Federal match. The City of Hamlet pays the non-Federal match.

Hamlet Transit takes delivery and accepts only one of the buses by the end of FY 2010.

**Solution:** Report the Federal share of the bus = \$176,000 ( $1 \times \$220,000 \times 80\%$ ) on line 16c, FTA Other than Urbanized Area Formula funds (\$5311), column a; and the non-Federal share of the bus = \$44,000 ( $1 \times \$220,000 \times 20\%$ ) on line 14, Local capital assistance, column a.

#### Operating Expense

Hamlet Transit pays its employees twice a month, on the 15<sup>th</sup> and last day of the month, approximately 15 days after the end of the work period. Assume Hamlet has a fiscal year end date of December 31. If, an employee works from December 16 to December 31, he receives his pay on January 15 of the next fiscal year. The liability to pay for the work from December 15 to December 31 was incurred as of December 31 (current fiscal year), even though the employee did not receive his pay due until 2 weeks later (next fiscal year). The expense is reported in the current NTD report under accrual accounting since Hamlet is "liable" to pay the employee, even though the employee did not receive actual payment until the next fiscal year.

Similarly, the employee earns fringe benefits such as vacation and sick leave, as he works each pay period. This is when the liability is incurred. However, the employee may not use the earned benefits until the next fiscal year. Under accrual accounting, Hamlet incurred the liability during the current fiscal year when the employee worked and accrued the leave time

Both the labor and fringe benefit costs are operating expenses reported on line 05, Total Operating Expense, column a.

## Grants

Most Federal, State and local grants are earned on a reimbursement basis. Generally, transit agencies will report grant funds only if an expenditure occurs (i.e., when the grant funds are earned). Do not report the total amount of funding in an approved grant application, only the grant funds earned from an incurred expenditure during the period.

## 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 contains the detailed NTD modal definitions. There is also a discussion of deviated bus (MB) service, which has characteristics of both MB and DR 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. Includes both fixed-route and deviated-fixed-route services provided by vehicles with an onboard motor and onboard fuel.

**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 DR service to meet the Federal ADA requirements, and expenses and passenger trips are reportable for DR. Includes door-to-door and curb-to-curb services provided in response to specific customer requests. DR services are characterized by being a shared ride service to individuals.

**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. The IB mode is only used by private intercity bus providers that are subrecipients of the intercity bus set-aside under 49 USC 5311(f).

**Vanpool (VP)**



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

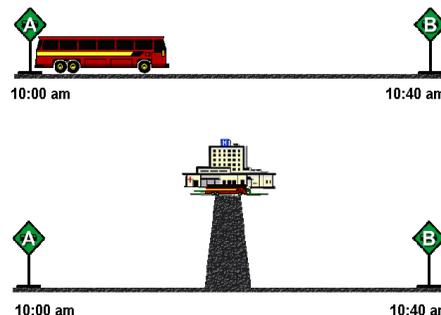
**Other**

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

**Route-Deviated Service**

Route-deviated service has operating characteristics of both MB and 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.

Route Deviation



## Where to Report

For each §5311 subrecipient, the State Department of Transportation or directly-reporting 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](http://www.ntdprogram.gov)).

## The NTD Identification Number

FTA assigns each State or directly-reporting 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 Internet Reporting System. FTA provides each State or directly-reporting Indian Tribe with a User Name and Password. If you do not know your User Name or Password, contact your NTD analyst (see Exhibit 2).

## NTD Contact Information

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

Exhibit 2 — NTD Contact Information	
<p><b>Mailing Address</b></p> <p>You can write to the FTA Rural NTD Project Office at the following address:</p> <p>Federal Transit Administration Office of Budget and Policy National Transit Database 1200 New Jersey Avenue, SE, E52-208 Washington, DC 20590</p>	<p><b>Telephone</b></p> <p>You can contact your NTD Rural analyst by telephone on weekdays. For telephone information and assistance, call the FTA Rural NTD Office at:</p> <p>202-366-2059</p> <p>The FTA Rural NTD Office is open from 7:00 am to 4:00 pm (Eastern Time). If your NTD Rural analyst is unavailable, you may use the voice-mail system and your analyst will return your call.</p>
<p><b>Express Delivery Address</b></p> <p>Express deliveries can be made to the following address:</p> <p>Federal Transit Administration Office Of Budget and Policy National Transit Database 1200 New Jersey Avenue SE, E52-208 Washington, DC 20590</p>	<p><b>E-mail</b></p> <p>You can contact your Rural analyst by using the telephone number or e-mail address located on the <b>Home</b> tab at:</p> <p><a href="http://www.ntdprogram.gov">www.ntdprogram.gov</a> &gt; Internet Reporting Login &gt; Announcements</p>
<p><b>Fax</b></p> <p>All official correspondence should be scanned and submitted to the NTD via the <b>e-File</b> tab in Internet reporting. If you must fax, the NTD Project Office also maintains a 24-hour FAX service:</p> <p>202-366-7989</p> <p>Upon sending faxes to the NTD, please call your NTD analyst to verify that the fax has been received. In addition, keep all fax confirmation slips on file at your agency.</p>	<p><b>Internet</b></p> <p>The FTA NTD Project Office manages a website at the following address:</p> <p><a href="http://www.ntdprogram.gov">www.ntdprogram.gov</a></p> <p>You may e-mail comments, questions or suggestions directly to the NTD by clicking on the <a href="#">NTD Feedback</a> link.</p> <p>NTD publications, data and reference documents are available on the FTA NTD website by using the <a href="#">NTD Reference Materials</a> and <a href="#">Access NTD Data</a> links.</p>

### Internet Reporting

#### Overview

---

States or directly-reporting Indian Tribes 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 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.

#### What Has Changed from Prior Year

New rural NTD recipient IDs for all directly reporting Indian Tribes

#### 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 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](http://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 an Internet Explorer web browser that is at least version 6.0.

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 screenshot shows the NTD website homepage. On the left, there is a large graphic of a red and blue transit vehicle. Text on the page includes "NTD National Transit Database Federal Transit Administration", "Contact the NTD Help Desk", and "Internet Reporting Login Password and ID Required". On the right, there is a navigation menu with the following items: "What is the NTD?", "Reporting Manuals" (with sub-items: Annual Reporting, Monthly Reporting, Safety and Security Reporting, Rural Reporting, Sampling Manual), "Data, Publications and Reference Materials" (with sub-items: NTD Glossary, NTD Reference Materials, Access NTD Data), "NTD Resources" (with sub-items: FTA / NTD Presentations, Announcements and Updates, NTD Feedback, Seminars and Training, Transit Agency Listing by Region and Other External Links). At the bottom, there is a footer with "Site Map | Accessibility Information | Contact Us | NTD Privacy Notice | E-mail Webmaster" and "Last Updated: 04/26/2010".

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

- **Contact the NTD Help Desk:** Provides contact information for the help desk including the hours of operation, phone numbers, fax number, and email address.
- **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 system forms.

### Reporting Manuals

- **Annual Reporting:** Access to the .pdf version of the current Annual Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Monthly Reporting:** Access to the .pdf version of the current Monthly Reporting Manual, an overview of the reporting changes and highlights, reporting manual archives, etc.
- **Safety and Security Reporting:** Access to the .pdf version 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 .pdf version of the current Rural Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, excel spreadsheets, etc.
- **Sampling Manual:** Access to the .pdf version of the current NTD Sampling Manual, NTD sampling template with or without data, etc. The Sampling Manual only applies to transit systems operating in urbanized areas.

### 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, census updates, Federal Register Notices and apportionments.
- **Access NTD Data:** HTML and downloadable .pdf publications, including the Data Tables, Profiles, National Transit Summaries and Trends, as well as Annual, Monthly and Historical databases and other data products.

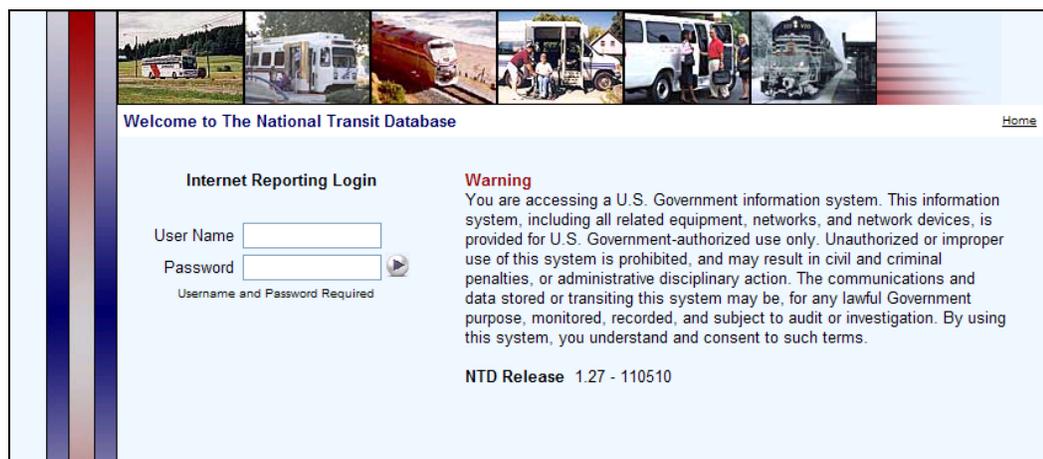
### NTD Resources

- **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 Training information and registration.

- **Transit Agency Listing by Region and External Links:** Contact information for transit agencies reporting to the 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.



### Levels of Access

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

1. **Director of Transit Unit access:** Edit forms (data entry), submit extension requests, submit other agency requests, and submit report
2. **Rural Contact access:** Edit forms (data entry) and submit report (administrator)
3. **Editor access:** Edit forms (data entry), cannot submit report
4. **Viewer access:** View only including forms, issues, notes and correspondence.

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 State's or directly-reporting Indian Tribe's NTD ID. There are four types of user names corresponding to the four access levels available within the NTD Report:

	State	Indian Tribe
1. Director of Transit Unit	DIR#R##	DIR#T##
2. Rural Contact	RUR#R##	RUR#T##
3. Editor	EDT#R##	EDT#T##
4. Viewer	VWR#R##	VWR#T##

FTA e-mails each State or directly-reporting Indian Tribe this set of user names with a password for each. States or directly-reporting Indian Tribes determine access within their organizations and distribute user names and passwords accordingly. The rural contact will receive three different usernames with the corresponding passwords for each (rural contact, editor, and viewer).

A user can change his or her password at any time. Refer to Sys Admin: Changing Your Password for additional information on this topic. Passwords expire every ninety days. The username and passwords are case sensitive.

## 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 State or directly-reporting Indian Tribe to view the text of existing general correspondence, and to add documents via a file attachment. 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 State or directly-reporting Indian Tribe submits the NTD Rural Report.
- **Notes:** Displays all the form notes added to the State's or directly-reporting Indian Tribe's report. Internet Reporting allows the user to create form notes to provide additional information applicable to the overall form / report.
- **Issues:** (This tab is in development.) Displays all the Issues generated for the State's or directly-reporting Indian Tribe's report. Issues highlight potential problems with specific data items (specific data which fall out of a typical range of values) and are generated each time the State or directly-reporting Indian Tribe saves a form or submits the NTD Rural Report. To correct an Issue, the State or directly-reporting Indian Tribe may either change the data item on the appropriate form or attach a Comment to the individual Issue and explain. Use this screen to review the Issues for the entire report (form by form) prior to submitting your NTD Rural Report.
- **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 State or directly-reporting Indian Tribe and the review status of the report.
- **Sys Admin:** Change NTD passwords — Director of Transit Unit, NTD Contact Person, Editor and Viewer. Only you may change your password. If you need assistance, contact your NTD analyst. Managing Subrecipient RU-20 forms is also done via the **Sys Admin** tab. Use the **Sys Admin** screen to add new subrecipients, activate a subrecipient who was deactivated, and deactivate a subrecipient who is no longer providing service to the State.
- **Help:** The **Help** screen provides a link to an online version of the NTD Rural Reporting Manual and Glossary.

Analyst Contact Information	
Contact	Lauren Tuzikow
Phone	(202)366-2059
Email	

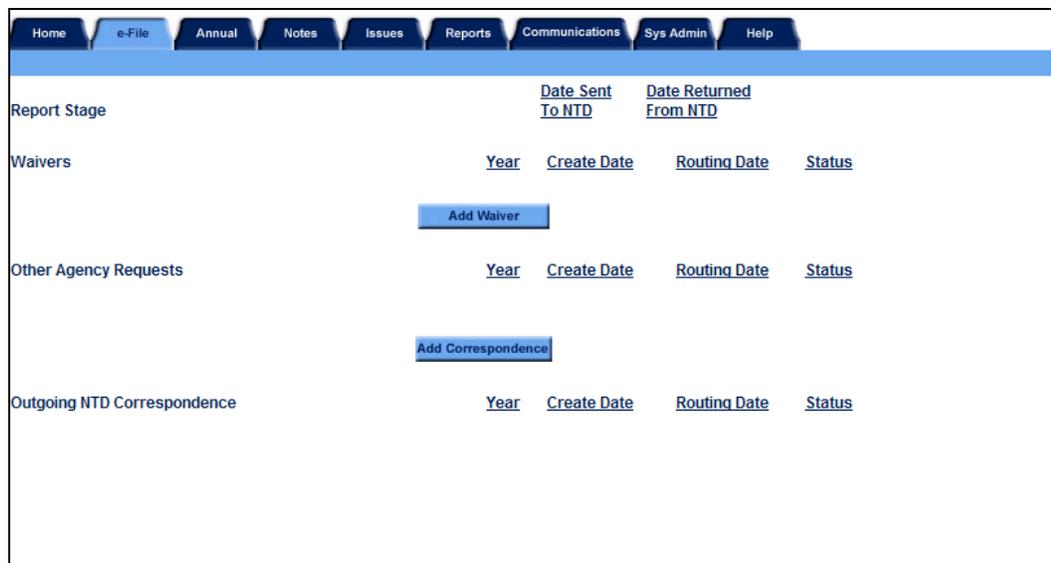
  

Announcements	
Date	Title
March 22, 2009	<a href="#">New Contact Information for Rural NTD</a>

### Home: The NTD Rural Report Homepage

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

When accessing the **Home** tab, please take note of the **Announcements** section. There you will find a listing of FTA announcements.



## e-File: Communicating with FTA

The **e-File** tab provides a centralized area in which to compose, organize and track correspondence with the NTD program. The **e-File** screen displays the status of your report and any correspondence between you and the NTD including waivers and filing extensions. Click on the **e-File** tab to open the **e-File** screen. Only the Director access level can submit requests to the NTD.

### Tracking Transactions

- General correspondence is organized by sender:
  - Reporting agency
  - NTD program staff.
- The status or phase (approved, denied, etc.) of the process for each correspondence item is indicated under the Status heading by correspondence type.

E-mail responses are sent to the State or Indian Tribe following requests through the **e-File** system. Examples of letters sent from FTA to States or Indian Tribes are:

- Waiver approvals
- Extension approvals
- Close Out Letters

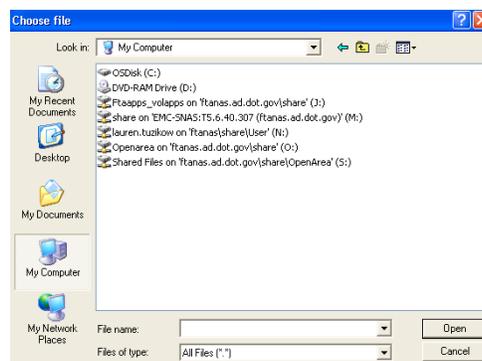
The **e-File** tab is between the **Home** tab and the **Annual** tab. The **e-File Summary** screen provides a snapshot of the status of the NTD Annual report:

- [Report stage](#)
- [Waivers](#)
- [Other agency requests](#) (including extensions)
- Outgoing NTD correspondence (closeout letter).

### Attaching Correspondence

Attach all correspondence under the **e-File** tab. To attach the written request follow the steps below.

- Click the blue **Add Correspondence** or **Add Waiver** button under the correct correspondence section.
- Make a selection from the **Type** drop down box.
- Select the **Letter Attachment** radio button; do not use the letter template option.
- Select the **Browse** button. A Windows **Dialog** box will appear. The appearance of the window may be different based on the operating system (Windows Vista, XP, NT, 2000, 95/98, Apple Mac, etc.) being used.



- Navigate to the directory in which your file is stored and click **Open**. The file name will appear in the text area to the left of the **Browse** button.
- Click the blue **Save** button in middle of the screen. Your request will appear under the correspondence section in bright blue text with a not submitted stage in the Status column.

The director must submit all attachments on the efile tab in order for them to be approved. The steps below outline how the director can submit the requests.

- Under the correct correspondence section, click on the blue link for the request you want to submit.
- Click the blue **Submit** button in the middle of the screen. You will then be directed back to the efile tab with a received stage in the Status column.

## Report Stage

The NTD Rural Reporting System incorporates several stages of report status:

- **Working Data:** The State or directly-reporting Indian Tribe 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 or directly-reporting Indian Tribe submits the report to FTA by clicking on the **Submit** button on the **Annual** tab. After submitting the report, the report is in Original Submission status. The State or directly-reporting Indian Tribe or FTA may review the data at any time. The State or directly-reporting Indian Tribe 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 or directly-reporting Indian Tribe. After revising and saving forms in Working Data status, the State or directly-reporting Indian Tribe submits a revised report to FTA by clicking on the **Submit** button on the **Annual** tab. The data is then frozen in sequentially numbered Submission Revision status.
- **Closeout:** Closeout status is the final report status.

The screenshot shows the NTD Rural Reporting System interface. At the top, there is a navigation bar with tabs: Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The 'Annual' tab is selected. Below the navigation bar, there is a table with columns: Form Name, Update User, and Update Date. Under the 'Form Name' column, the following forms are listed: Rural Transit, Agency Identification (RU-10), Rural General Public Transit Service (RU-20), Directly Reporting Tribal Recipient (RU-22), Urban Recipient (RU-23), and Rural Public Transit Service Summary (RU-30). At the bottom of the table, there are three buttons: Add Form, Submit Report, and Print All. To the right of the Print All button, it says '(5) forms'.

## Forms: Providing Data to the NTD

Click on the **Annual** tab to view 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 Agency Identification form (RU-10). The Rural Public Transit Service Summary form (RU-30), subrecipient forms from last year's report (RU-20s), and **Add Form**, **Submit Report**, and **Print All** buttons will be viewable after submitting the RU-10.

The **Forms Summary** screen allows the State or directly-reporting Indian Tribe to add a subrecipient form. Prior to adding a subrecipient form for new subrecipients, the new subrecipient must be added and assigned a subrecipient identification number via the **Sys Admin** tab.

To add a subrecipient form, click on the **Add Form** button at the bottom of the screen. Then select one of the subrecipient forms (RU-20, RU-22, or RU-23) from the **Drop-Down** menu. Next select the subrecipient from the **Drop-Down** menu. The new subrecipient 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 State or directly-reporting Indian Tribe. 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	RU-20 ID	Note type	Note category	Comments	User ID	Date
<b>Report note</b>						
<b>Rural transit module</b>						
Agency Identification (RU-10)		Form	Comment			
Rural General Public Transit Service (RU-20)		Form	Comment			
Directly Reporting Tribal Recipient (RU-22)		Form	Comment			
Urban Recipient (RU-23)		Form	Comment			
Rural Public Transit Service Summary (RU-30)		Form	Comment			

## Notes: Providing Additional Information

Click on the **Notes** tab to open the **Notes Summary** screen. The NTD Rural Reporting System allows the State or directly-reporting Indian Tribe 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 **Notes** screen for the specific form. Internet Reporting will pre-fill the form type for which the note is created. The State or directly-reporting Indian Tribe completes the note.

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

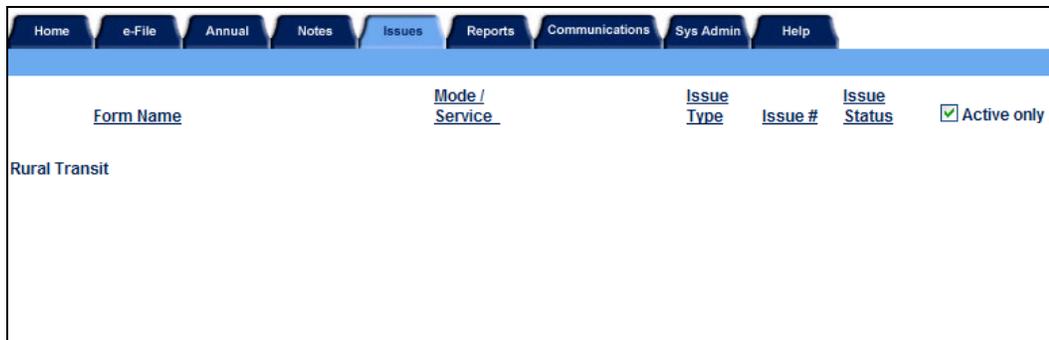
You can review the notes associated with a specific form or all notes for the report. Click on the **Notes** tab to view the **Notes Summary** screen with all notes for the report. While working in a form, click on the **Notes** tab to access the **Notes** screen for the form. Internet Reporting displays the form name subrecipient ID just beneath the column headers.

### 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 or directly-reporting Indian Tribe submits the NTD Rural Report, Internet Reporting prevents any editing of the notes.

### Printing Form Notes

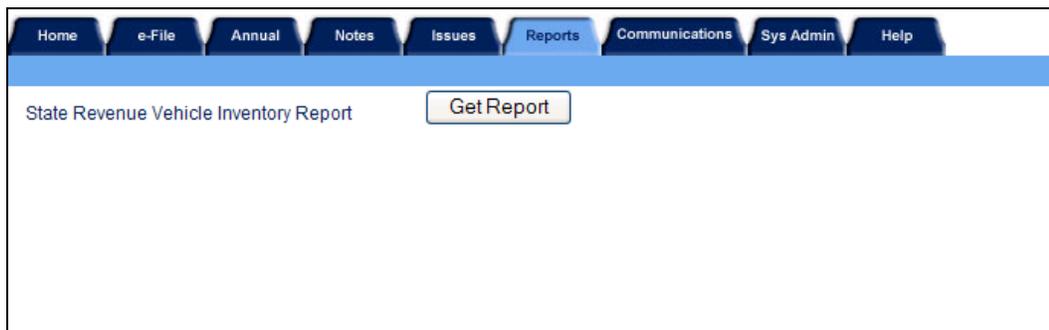
Form notes are printed as part of each form's report that is generated using the **Print** button at the bottom of each form.



### Issues: Validating Data

The **Issues** screen, accessed by clicking the **Issues** tab, highlights potential problems with specific data items identified through the NTD validation process. The NTD validation process ensures that NTD reporting requirements are met.

In support of the NTD validation process an NTD analyst is assigned to each transit agency. NTD analysts are available to assist State or directly-reporting Indian Tribe personnel and may be contacted at the NTD Project Office. Refer to Exhibit 2 in the Introduction section of this manual for NTD contact information.



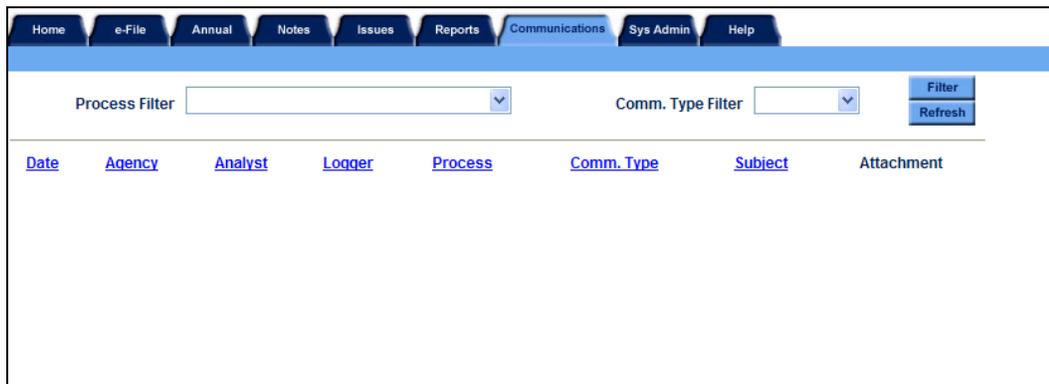
### Reports: Viewing, Printing, and Exporting Reports to Assist in Preparing the NTD Report

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.

#### 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.



## Communications Summary: Viewing a History of Correspondence with NTD

The **Communications** tab gives States or directly-reporting Indian Tribes a centralized area in which to view past correspondence with the NTD program. States or directly-reporting Indian Tribes can view correspondence by communication types.

The screenshot shows the Sys Admin tab selected in the navigation menu. Below the menu, there are two sections of links:

- Select one of the following Admin Functions:**
  - [Change Password](#)
- Manage Sub-recipients:**
  - [Add Sub-Recipient](#)
  - [Activate Sub-Recipient](#)
  - [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 2010 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
- Must 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 Sys Admin tab selected in the navigation menu. Below the menu, there is a form with two input fields and two buttons:

- Sub-Recipient Name:** A text input field.
- Sub-Recipient Type:** A dropdown menu with "Make Selection" selected.
- Save** and **Close** buttons.

### Adding a Subrecipient

To add a new Subrecipient that was not included 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 **Sys Admin** tab. Click the **Add Form** button on the **Annual** tab to generate a subrecipient form and select the new subrecipient ID from the **Drop-Down**. Click the **Generate Form** button and the new subrecipient's RU-20, RU-22 or RU-23 form will appear highlighted in yellow.

### Activating a Subrecipient

To activate a Subrecipient that was included in an earlier report year, and was subsequently deactivated and not included in last 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 **Sys Admin** tab. Click the **Add Form** button on the **Annual** tab to generate a subrecipient form and select the activated subrecipient ID from the **Drop-Down**. Click the **Generate Form** button and the activated subrecipient's RU-20, RU-22 or RU-23 form will appear highlighted in yellow.

### 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 RU-20, RU-22 or RU-23 form 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 that was deactivated in the current report year in error, use the **Subrecipient Management Tool**. Click on the **Activate Subrecipient** link on the **Sys Admin** tab and follow the directions under **Activating a Subrecipient**.

### Help: Obtaining More Information

Click on the **Help** tab to open the **Help** screen. The **Help** screen provides access to the 2010 Rural Reporting Manual for additional help in completing the appropriate forms. The **Help** screen displays the table of contents for the Rural Reporting Manual in .pdf format.

### Tips for Using Internet Reporting

---

#### Navigating Between Screens

Do not use the Internet 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 10 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

##### Downloading the Adobe Acrobat Viewer for Forms

In order to facilitate viewing and printing forms Internet Reporting utilizes the Adobe Acrobat downloadable viewer. Clicking the **Print** button on a form page will display a prompt to download the **Adobe Acrobat Viewer**, if it is not already installed. This download occurs only once and is 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.

---

---

## Rural Reporting Module

This module contains five forms:

- Agency Identification form (RU-10)
- Rural General Public Transit form (RU-20)
- Directly Reporting Tribal Recipient (RU-22)
- Urban Recipient (RU-23)
- Rural Public Transit Service Summary form (RU-30).

---

---

### Agency Identification form (RU-10)

The RU-10 form collects contact information for the directly-reporting State agency or Indian Tribe. The form includes agency identification information, transit unit director information, and rural contact person information. Internet Reporting pre-fills form information from the prior report year. Update any information that has changed. Saving this form will generate each subrecipient's RU-20 form from the prior report year pre-filled with the basic agency and contact person information, and the revenue vehicle fleet data. Saving the RU-10 form will also generate the RU-30 form, add form button, print all button and submit report button.

---

---

### Rural General Public Transit form (RU-20)

The RU-20 form collects key financial and operating information on each subrecipient. Data collected includes the subrecipient's name and information, [modes](#) operated, [service area](#), volunteer resources, number of vehicles and characteristics, number and ownership of maintenance facilities, annual operating expenses, sources of operating revenues, annual capital costs, sources of capital funds, annual vehicle revenue miles, annual vehicle revenue hours, annual unlinked passenger trips, and safety information. There is a special RU-20 form to be used only for private [intercity bus](#) providers that are subrecipients of the intercity bus set-aside under 49 USC 5311(f).

Complete a separate form for each subrecipient. Include information on all general public transit operations of the subrecipient in the report.

---

---

### Directly Reporting Tribal Recipient form (RU-22)

The RU-22 form collects financial information on subrecipients that submit complete reports to the NTD. These subrecipients are ones who receive §5311 Tribal Transit funds and §5311 funds from the State. Data collected includes the subrecipient's name and information, §5311 operating revenues expended and §5311 capital revenues expended.

Complete a separate form for each subrecipient.

---

---

### Urban Recipient form (RU-23)

The RU-23 form collects financial information on subrecipients that submit complete reports to the NTD. These subrecipients are ones who receive §5311 funds from the State and §5307 Urbanized Area funds. Data collected includes the subrecipient's name and information, §5311 operating revenues expended and §5311 capital revenues expended.

Complete a separate form for each subrecipient.

---

---

### Rural Public Transit Service Summary form (RU-30)

The RU-30 form summarizes the data provided for all subrecipients in the State. For directly-reporting Indian Tribes, the data on the RU-30 form will match the data provided on their own RU-20 form.

Additionally, this form requires the reporting of three statewide data items. States directly enter:

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 funds (§5311).
3. The amount of §5311 funds expended on State Administration costs.

Directly-reporting Indian Tribes should not complete these county data items. See the detailed RU-30 section about reporting administration costs.

Agency Identification form (RU-10)

Rural Internet Reporting - Agency Identification (RU-10) <span style="float: right;">Logout</span>			
NTD ID: #R## or #T##		Agency Name: State or Indian Tribe	Report: RY 2010
<a href="#">Home</a>   <a href="#">File</a>   <a href="#">Annual</a>   <a href="#">Notes</a>   <a href="#">Issues</a>   <a href="#">Reports</a>   <a href="#">Communications</a>   <a href="#">Sys Admin</a>   <a href="#">Help</a>			
Form Name: Agency Identification (RU-10)		<a href="#">Add Form Note</a>   <a href="#">Close Form</a>	
<b>01 Agency Identification Information</b>			
Agency Name *	<input type="text"/>	Fiscal Year *	2010
Mailing address line 1 *	<input type="text"/>	P.O. Box	<input type="text"/>
Mailing address line 2	<input type="text"/>	Zip code * (ex: 22222)	<input type="text"/> - <input type="text"/>
City *	<input type="text"/>	FTA Recipient ID	<input type="text"/>
State *	Select <input type="button" value="v"/>		
URL (ex: www.url.com)	<input type="text"/>		
Agency Acronym	<input type="text"/>		
<b>02 Director of the Transit Unit</b>			
Honorific * (ex: Mrs, Capt, etc.)	<input type="text"/>	Initial	<input type="text"/>
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Professional title *	<input type="text"/>		
Mailing address line 1 *	<input type="text"/>	P.O. Box	<input type="text"/>
Mailing address line 2	<input type="text"/>	State *	Select <input type="button" value="v"/>
City *	<input type="text"/>	Zip code * (ex: 22222)	<input type="text"/> - <input type="text"/>
Phone * (ex: (555) 123-4567)	<input type="text"/>	Ext (ex: 1234)	<input type="text"/>
Alternative Phone (ex: (555) 123-4567)	<input type="text"/>	Ext (ex: 1234)	<input type="text"/>
Email * (ex: ntd.user@ntd.com.)	<input type="text"/>	Fax * (ex: (555) 123-4567)	<input type="text"/>
<b>03 Rural Contact</b>			
Honorific * (ex: Mrs, Capt, etc.)	<input type="text"/>	Initial	<input type="text"/>
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Professional title *	<input type="text"/>		
Mailing address line 1 *	<input type="text"/>	P.O. Box	<input type="text"/>
Mailing address line 2	<input type="text"/>	State *	Select <input type="button" value="v"/>
City *	<input type="text"/>	Zip code * (ex: 22222)	<input type="text"/> - <input type="text"/>
Phone * (ex: (555) 123-4567)	<input type="text"/>	Ext (ex: 1234)	<input type="text"/>
Alternative Phone (ex: (555) 123-4567)	<input type="text"/>	Ext (ex: 1234)	<input type="text"/>
Email * (ex: ntd.user@ntd.com.)	<input type="text"/>	Fax * (ex: (555) 123-4567)	<input type="text"/>
<input type="button" value="Save"/>		<input type="button" value="Close"/>	
<input type="button" value="Print"/>			

---

## Overview

---

The Agency Identification form (RU-10) collects contact information for the State or directly-reporting Indian Tribe. The form includes agency identification information, transit unit director information, and Rural contact person information. Internet Reporting pre-fills form information from the prior report year. Update any information that has changed. Saving this form will generate each subrecipient's Rural General Public Transit form (RU-20) from the prior report year. Each RU-20 form is pre-filled with the basic agency and contact person information, and the revenue vehicle fleet data from the prior report year. Through the **Sys Admin** tab, you will also be able to add a new subrecipient's or deactivate a subrecipient's RU-20 form. Saving the RU-10 form will also generate the Rural Public Transit Service Summary form (RU-30) form and the following buttons: add form, print all and submit report.

## What Has Changed from Prior Year

The Agency Identification form (RU-10) incorporates one change for the 2010 report year.

### Changes

The Agency Identification form (RU-10) incorporates the following:

- New rural NTD recipient IDs for all directly-reporting Indian Tribes

### Clarifications

There are no clarifications to the RU-10 form for the 2010 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 name appear at the top of the screen. In the upper right corner, the **Report** field indicates that you are accessing the 2010 Working Data.

To begin the 2010 report, click on the **Annual** tab to access the **Forms Summary** screen. Click on the **Agency Identification form (RU-10)** link to open the form.

Review and complete the RU-10 form 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 (#R##) or Indian Tribe (#T##). For States and Indian Tribes the ID begins with the region number (e.g., 9 for Region IX). 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:// and end with .com, .gov, .org, etc. (as long as we can navigate to the correct page and find the transit section.) This line is not for email addresses.

### State/Indian Tribe Fiscal Year End

Once a State or Indian Tribe enters their fiscal year end for the first time, Internet Reporting locks the field. 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.

### Rural 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.

The screenshot shows a web application interface with a navigation menu at the top containing tabs for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The 'Notes' tab is currently selected. Below the navigation menu, there is a section labeled 'Form:' followed by a 'Note comments:' label and a large, empty text area with a vertical scrollbar on the right side. At the bottom of the text area, 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 to attach 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 Agency Identification form (RU-10)

---

---

### Completing the Agency Identification form (RU-10)

From the **Annual** tab, **Forms Summary** screen, click on the **Agency Identification form (RU-10)** link to open the form.

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

**Form Notes:** You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information for a specific data field, the entire form or for multiple forms. 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.

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. **Pre-filled**, review for accuracy, edit as necessary.

- 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. Do not add http://. End with .com, .gov, .org, etc.
- 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 FTA [recipient ID](#) (Transportation Electronic Award and Management (TEAM ID)).

Line 02: Director of Transit Unit. **Pre-filled**, review for accuracy, edit as necessary.

- 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 an alternative business telephone number of the head of the transit unit. (Blackberry, cell, second office)
- 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: Rural Contact. **Pre-filled**, review for accuracy, edit as necessary.

- 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. 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 contact person's telephone number.
- Enter the contact person's alternative telephone number. (Blackberry, cell, second office)
- Enter the contact person's FAX number.
- Enter the contact person's e-mail address.

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

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

NTD ID: #R## or #T##
Agency Name: State or Indian Tribe
Report: RY 2010

Home e-File Annual Notes Issues Reports Communications Sys Admin Help
Form Name: Rural General Public Transit Service (RU-20)
Add Form Note
Close Form

**01 Subrecipient Basic Information**

Subrecipient legal name \*

Mailing address line 1 \*

Mailing address line 2

City \*

State \*

Subrecipient acronym

Is this RU-20 form for an Indian Tribe?  Yes  No

Is this subrecipient an intercity bus provider?  Yes  No

Subrecipient ID  (State: #R###-#### or Indian Tribe: #T###-####)

Reporting Year End Date \*  (mm/dd/yyyy)

Agency type

P.O. Box

County \*

Zip code \*   (ex: 22222-2222)

URL (website address)

---

**02 Subrecipient Contact Information**

Subrecipient contact person

First name \*  Middle Initial  Last name \*

Phone ((555) 123-4567) \*  Ext.

---

**03 Service Area \***  Describe \*

**04 Modes** (check all that apply) \*

Bus  Demand Response

If bus, is service deviated fixed route or fixed route only?   Vanpool

Other Describe \*

---

Financial Information	a	b
	Operating	Capital
<b>05 Total Annual Expenses</b>	<input type="text"/>	05 <input type="text"/>
<b>Sources of Revenue Funds Expended</b>		
06 Fare revenues	<input type="text"/>	
07 Contract revenues	<input type="text"/>	
08 Local funds	<input type="text"/>	08 <input type="text"/>
09 State funds	<input type="text"/>	09 <input type="text"/>
<b>Federal Assistance</b>		
10a FTA Capital Program funds (\$5309)	<input type="text"/>	10a <input type="text"/>
10b FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (\$5310)	<input type="text"/>	10b <input type="text"/>
10c FTA Other than Urbanized Area Formula funds (\$5311)	<input type="text"/>	10c <input type="text"/>
10d FTA Tribal Transit funds (\$5311)	<input type="text"/>	10d <input type="text"/>
10e ARRA Other than Urbanized Area Formula funds (\$5311)	<input type="text"/>	10e <input type="text"/>
10f ARRA Tribal Transit funds (\$5311)	<input type="text"/>	10f <input type="text"/>
10g FTA Job Access and Reverse Commute Formula Program funds (\$5316)	<input type="text"/>	10g <input type="text"/>
10h FTA New Freedom Program funds (\$5317)	<input type="text"/>	10h <input type="text"/>
10i FTA Alternative Transportation in Parks and Public Lands Program funds (\$5320)	<input type="text"/>	10i <input type="text"/>
10j ARRA TIGGER (Greenhouse Gas and Energy Reduction)	<input type="text"/>	10j <input type="text"/>
10k Other FTA funds	<input type="text"/> Describe * <input type="text"/>	10k <input type="text"/> Describe * <input type="text"/>
10l Other Federal funds	<input type="text"/> Describe * <input type="text"/>	10l <input type="text"/> Describe * <input type="text"/>
<b>11 Total Federal Assistance</b>	<input type="text"/>	11 <input type="text"/>
11a Other Funds	<input type="text"/> Describe * <input type="text"/>	11a <input type="text"/> Describe * <input type="text"/>
<b>12 Total Annual Revenues Expended</b>	<input type="text"/>	12 <input type="text"/>

---

Asset / Infrastructure Information	a	b	c	d	e	f	g	h
<b>Add Fleet Group</b>								
	Number of Vehicles in Total Fleet	Vehicle Type	Vehicle Length (in feet)	Seating Capacity	Year of Manufacture	Largest Source of Funding for Purchase / Lease of Vehicles	Number of ADA Accessible Vehicles in Fleet	Ownership Code
13a RV#	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13b RV#	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13c RV#	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>14 Total</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Facilities</b>								
	a	b	c	d	e			
	Owned by Service Provider	Owned by Public Agency for Service Provider	Leased by Public Agency for Service Provider	Leased by Service Provider	Total			
15 Number of general purpose maintenance facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Other Resources						
	a	b	c	d	e	f
16	Number of volunteer drivers	<input type="text"/>				
17	Number of personal vehicles in service	<input type="text"/>				
18	Total annual taxi cab/unlinked trips	<input type="text"/>				

Service Data						
	a	b	c	d	e	f
	Annual Vehicle Revenue Miles		Annual Vehicle Revenue Hours	Regular Unlinked Passenger Trips	Sponsored Unlinked Passenger Trips	Total Trips
19a	Bus	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
19b	Demand Response	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
19c	Vanpool	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
19d	Other	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
20	<b>Total</b>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Safety Data	
	a
21	Reportable incidents
22	Fatalities
23	Injuries

## Rural Intercity Bus Form (RU-20)

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

NTD ID: #R## or #T##    Agency Name: State or Indian Tribe    Report: RY 2010

Home   e-File   Annual   Notes   Issues   Reports   Communications   Sys Admin   Help
Add Form Note   Close Form

**Form Name: Rural General Public Transit Service (RU-20) (Intercity Bus Providers)**

**01 Subrecipient Basic Information**

Subrecipient legal name * <input type="text"/> Mailing address line 1 * <input type="text"/> Mailing address line 2 <input type="text"/> City * <input type="text"/> State * <input type="text" value="Select"/> Subrecipient acronym <input type="text"/> Is this RU-20 form for an Indian Tribe? <input type="radio"/> Yes <input type="radio"/> No Is this subrecipient an intercity bus provider? <input checked="" type="radio"/> Yes <input type="radio"/> No	Subrecipient ID <input type="text"/> (State: #R###-#### or Indian Tribe: #T###-####) Reporting Year End Date* <input type="text"/> (mm/dd/yyyy) Agency type <input type="text" value="Select"/> P.O. Box <input type="text"/> County * <input type="text"/> Zip code * <input type="text"/> <input type="text"/> (ex: 22222-2222) URL (website address) <input type="text"/>
--	--

**02 Subrecipient Contact Information**

Subrecipient contact person    First name\*     Middle Initial     Last name\*   
 Phone ((555) 123-4567)\*        Ext.

**03 Service Area\***        Describe\*

**04 Modes (check all that apply)\***

Intercity bus (IB)

**Financial Information**

**Federal Operating Assistance**

10c.1 §5311 grants for planning and capital expenses	<input type="text"/>
10c.2 §5311 grants for operating expenses and provision of trips	<input type="text"/>
10c.3 ARRA §5311 grants for planning and capital expenses	<input type="text"/>
10c.4 ARRA §5311 grants for operating expenses and provision of trips	<input type="text"/>

**Service Data**

	a	b	c	d	e	f	g
		\$5311 Intercity Bus Vehicle Revenue Miles				\$5311 Intercity Bus Unlinked Passenger Trips	
13e Intercity bus		<input type="text"/>				<input type="text"/>	

## Overview

---

The Rural General Public Transit form (RU-20) collects key financial and operating information on each subrecipient. Data collected includes the subrecipient's name and information, [modes](#) operated, [service area](#), volunteer resources, number of vehicles and characteristics, number and ownership of maintenance facilities, annual operating expenses, sources of operating revenues, annual capital costs, sources of capital funds, annual vehicle revenue miles, annual vehicle revenue hours, annual unlinked passenger trips, and safety information. There is a special RU-20 form to be used only for private [intercity bus](#) providers that are subrecipients of the intercity bus set-aside under 49 USC 5311(f).

Complete a separate RU-20 form for each subrecipient. Include information on all general public transit operations of the subrecipient in the report.

## What Has Changed from Prior Year

The Rural General Public Transit Service form (RU-20) incorporates several changes and clarifications for the 2010 report year. The Rural Intercity Bus form (RU-20) incorporates five changes for the 2010 report year.

### Changes

The Rural General Public Transit Service form (RU-20) incorporates the following:

- The "Report period end" data field is now referred to as the "Report Year End Date"
- Adding the ability to type a date in the Report Year End Date data field
- Preloads the current Report Year (RY) in the Report Year End Date data field
- The question "Is this subrecipient of the State an Indian Tribe?" is now labeled "Is this RU-20 form for an Indian Tribe?"
- The Capital expense data fields are now in column b next to the Operating expense data fields, column a
- Adding an auto calculate data field, Total Unlinked Passenger Trips (UPT), to calculate all UPT per mode and type of UPT

The Rural Intercity Bus form (RU-20) incorporates the following:

- The "Report period end" data field is now referred to as the "Report Year End Date"
- Adding the ability to type a date in the Report Year End Date data field
- Preloads the current Report Year (RY) in the Report Year End Date data field
- The question "Is this subrecipient of the State an Indian Tribe?" is now labeled "Is this RU-20 form for an Indian Tribe?"
- The Capital expense data fields are now in column b next to the Operating expense data fields, column a

### Clarifications

The form instructions include clarification of:

- Defining how to report contract service and examples
- Total annual taxicab unlinked trips

## 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 RU-20 form available from the **Rural Reporting** link on [www.ntdprogram.gov](http://www.ntdprogram.gov). 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; adding as many rows as needed in the Asset / Infrastructure section. When completed, the Excel spreadsheet is returned to the State or Indian Tribe Rural Contact person. The Rural Contact person can then enter this data into the RU-20 form in the Internet Reporting system.

## Detailed Instructions

---

Internet Reporting generates RU-20 forms for three different cases:

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. Deactivated form for subrecipients who are not reporting in the current report year.

Subrecipients are added, activated or deactivate 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. The State must file a RU-20 form for all §5311 subrecipients that received a Nine or Fewer Vehicles Waiver for the current NTD Urbanized Report. If you are an Indian Tribe as a direct recipient, complete one RU-20 form.

## Subrecipient Basic Information

Report the name of the subrecipient, mailing address with city, county and State, the acronym used by the provider and URL (website address). In the county box, report the counties served by transit. Report first the county in which the headquarters lies, followed by up to four additional counties in which the subrecipient provides service. If the subrecipient provides service to more than five counties, simply enter the county name of the headquarters and the number of additional counties served. (e.g., Service in one State: Green County and 10 additional counties. Service in two States: Green (VA) and 5(VA), 2(WV) additional Counties.) A county is served if the subrecipient picks up or drops off passengers.

## Subrecipient ID Number

The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient. For States and Indian Tribes, the ID begins with the region number (e.g., 9 for Region IX, State: #R##-### or Indian Tribe: #T##-###). It is pre-filled and cannot be altered.

## Report Year End Date

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 can be edited by typing in the data field or using the calendar.

## Agency Type

Using the **Drop-Down** menu, select the agency type as a [public agency](#) (State DOT, Tribal, 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 (not for profit)  
Private (for profit)

## Indian Tribe

If an Indian Tribe is a subrecipient of the State, the State should click yes. If you are a directly-reporting Indian Tribe, i.e., a recipient of a Tribal Transit Grant, Internet Reporting automatically checks yes.

## Intercity Bus

If the subrecipient of the State is a private Intercity bus provider, the State should click yes. If the subrecipient of the State is not a private Intercity bus provider, the State should click no. If you are a directly-reporting Indian Tribe, i.e., a recipient of a Tribal Transit Grant, click no. By clicking yes or no to this question, Internet Reporting automatically provides you with the correct RU-20 form.

## Subrecipient Contact Information

Report the name and phone number of the person responsible for the subrecipient's NTD Rural report. The contact information will be pre-filled from your prior year report. Review and update for any changes.

## Service Area

Using the **Drop-Down** menu, select the type of service area where the rural provider operates. For Rural NTD reporting:

- The term municipality is a self-governing area such as a town or village, and which is smaller than a county.
- The term county is a [county](#), independent city, parish (Louisiana), borough (Alaska) or census area (Alaska). 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. If the service area is only an independent city, select County / Independent city. If the service area is more than one county or independent city, select Multi-county / Independent city.

### Service Area menu selections:

County / Independent city  
Multi-county / Independent city  
Municipality  
Reservation  
Other

- The form includes [reservation](#) as a menu selection. If the service area is Federally-designated land for Indian Tribes and other Native American peoples, select Reservation.

**Validation Check:**

- If you choose county / independent city for your service area, you should only have one county listed in the county field for line 1.
- If you choose multi-county / independent city for your service area, you should have more than one county listed in the county field for line 1.

**Mode**

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 Mode – Other Description box will appear on the screen. Use this field to describe the other transit mode provided.

See the Introduction Section of this manual for modal descriptions.

**Demand Response—Subscription Service / Sponsored Unlinked Passenger Trips**

The demand response (DR) mode includes subscription services. These services are usually pre-arranged for individuals or groups on specified times and days. They are not provided as fixed route, fixed schedule service such as bus mode.

When completing the RU-20 form, the following apply:

- If you have sponsored unlinked passenger trips (UPT), report these as DR mode (line 04, Modes).
- Report all associated data for these sponsored UPT (e.g., report the funding expended in the Financial Data portion of the form, vehicles, volunteer resources, etc.).

**Mode selections:**

Bus  
Intercity bus  
Demand response  
Vanpool  
Other

**Deviated Fixed Route or Fixed Route menu selection:**

Deviated fixed route  
Fixed route  
Both

**Financial Information**

For all financial reporting, use accrual accounting. The Introduction provides a discussion of accrual accounting principles and examples.

**Accrual Accounting and Grants**

Reporting of funds expended follows [accrual accounting](#) principles. 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 services even though they were used as match in a Federal grant.

**Capital Funds Expended for Operations**

Some FTA grant programs allow capital funds to be used for paying the costs of equipment leases and rentals, or for [preventive 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.

**Operating and Capital Expenses to Revenue Expended Relationship**

Under accrual accounting, we expect that if there is an expenditure then there are sources of revenue “applied”, i.e., available to satisfy the expense. So line 05, Total Annual Expenses for each subrecipient’s RU-20 form should equal line 12, Total Annual Revenues Expended, unless the subrecipient operated at a deficit during the previous year. This is for both column a, Operating, and column b, Capital.

---



---

## Total Annual Expenses

### Operating

Report the [annual operating expenses](#) for public transit service by the rural service provider for the report year. Include expenses for sponsored programs. Sponsored programs are public transportation that is paid in whole or in part directly to the transit provider by a third party. They are offered by transit providers as part of a Coordinated Human Services Transportation Plan. Common sponsors include Veteran Administration, Medicaid, sheltered workshops, Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs. Annual operating expenses do not include charter services.

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.

Operating expenses exclude purchase of capital (vehicles, facilities and equipment) and charter service.

### Capital

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

Capital expenses include 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. Capital expenses do not include operating expenses that are eligible to use capital funds.

## Sources of Revenue Funds Expended

Report the operating and capital 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 revenue expended during the report year in the following categories:

- [Fare revenues \(Operating Only\)](#)
- [Contract revenues \(Operating Only\)](#)
- Local funds: [Local operating assistance](#) and [Local capital assistance](#)
- State funds: [State operating assistance](#) and [State capital assistance](#)
- Federal Assistance: [Federal operating assistance](#) and [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 §5311 Tribal Transit funds
  - FTA §5311 ARRA Other than Urbanized Area Formula funds
  - FTA §5311 ARRA Tribal Transit funds
  - FTA §5316 [Job Access and Reverse Commute Program](#) funds
  - FTA §5317 [New Freedom Program](#) funds
  - FTA §5320 [Alternative Transportation in Parks and Public Lands Program](#) funds
  - FTA §5311 ARRA Transit Investment for Greenhouse Gas and Energy Reduction (TIGGER) funds (Capital only)
- Other funding
  - Other FTA funds
  - [Other Federal](#) funds
  - Other funds

The American Recovery and Reinvestment Act, 2009 (ARRA) [Pub. L. 111-5] has made funds available for Rural Transit both according to the Other than Urbanized Area Formula and through a Tribal Transit discretionary program. Goals of the program include the promotion of economic recovery, the preservation and creation of jobs, and investment in transportation for long-term economic benefits.

These funds should be reported separately from the usual Other than Urbanized Area Formula and from the regular Tribal Transit funding.

### Example 3 — Fares

A transit provider, subrecipient of the State, picks up students from a local University during their service routes. As the students board the transit vehicle, they flash their student ID from the University. The students are able to ride without paying for that trip. The transit provider counts the number of passengers who were University students with ID.

The transit provider then reports the number of students to the University. In return the University pays a fixed amount per student for those trips.

For this subrecipient, the State must report the amount the transit provider receives from the University for the student trips on the fares line.

### Example 4 — Contract Revenues

A transit provider, subrecipient of the State, picks up students from a local University. These service routes were designed with the University students in mind. They are routes that transport mostly students. As the students board the transit vehicle, they flash their student ID from the University and they are able to ride without paying for that trip. The transit provider counts the number of passengers who were University students with ID.

The transit provider then reports the number of students to the University. In return the University pays the full cost of those vehicle service routes.

For this subrecipient, the State must report the amount the transit provider receives from the University for the vehicle service routes on the contract revenue line.

### Example 5 — Local Assistance

A transit provider, subrecipient of the State, picks up students from a local University. These service routes were designed to run on campus for the University students. As the students board the transit vehicle, they flash their student ID from the University and they are able to ride.

The University pays a fixed amount for the campus service and does not pay the full cost of those vehicle service routes.

For this subrecipient, the State must report the amount the transit provider receives from the University for the campus service on the local assistance line.

## FTA §5311 Other than Urbanized Area Formula 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 Assistance

The total annual assistance expended from Federal programs will be automatically calculated as the sum of the previous Federal revenue sources. The total annual operating assistance expended from Federal programs will be in column a, operating. The total annual capital assistance expended from Federal programs will be in column b, capital.

### Total Annual Revenues Expended

The total annual revenues expended will be automatically calculated as the sum of the previous revenue sources. The total annual operating revenues will be in column a, operating. The total annual capital assistance expended from will be in column b, capital.

## Asset / Infrastructure Information

Report data for vehicles used to provide revenue 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 at the end of the fiscal year.

Internet Reporting pre-fills the vehicle fleet information from the prior report year. Review and update for changes in any revenue vehicle fleet group (individual line entries). You may also add or delete vehicle fleet information. Do not replace an old fleet entry with new fleet data. Delete the original fleet with the delete column and then add a new fleet to report the new vehicles.

### Vehicles

In general, report each vehicle owned or leased by the subrecipient on a separate line. Do not include [service \(non-revenue\) vehicles](#), [personal vehicles](#), and taxis. However, if a number of vehicles are:

- Of the same type
- Have the same length
- Have the same year of manufacture
- Have the same funding source
- Have the same ownership, and
- Have the same seating capacity

Then report all the vehicles with those shared characteristics on the same line.

### Number of Vehicles in Total Fleet

Report the [number of active vehicles in the fleet](#). These are the revenue vehicles used to carry passengers. Include any operational revenue vehicles used by purchased (PT) service contractors in general public transit service.

### Vehicle Type

Using the **Drop-Down** menu, select the vehicle type code. Use the **Add Form Note** to describe a vehicle type not listed. Select the vehicle type that best describes your vehicle from the vehicle type menu selection:

An automobile (AO) is a passenger car up to and including station wagons in size.

A bus (BU) is a rubber-tired passenger vehicle powered by diesel, gasoline, battery or alternative fuel engines contained within the vehicle. Vehicles in this category do not include school buses.

A [cutaway](#) (CU) 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. The demand response picture under the mode section displays a cutaway.

Typical [minivans](#) (MV) are Dodge Caravans or Honda Odysseys.

An [over-the-road bus](#) (BR) is a bus characterized by an elevated passenger deck located over a baggage compartment (42 U.S.C. 12181(5)).

A [school bus](#) (SB) is a passenger vehicle which is designed to carry more than ten passengers in addition to the driver. School buses are 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.

A [sports utility vehicle](#) (SUV) (SV) is a high-performance four-wheel drive car built on a truck chassis. It is a passenger vehicle which combines the towing capacity of a pickup truck with the passenger-carrying space of a minivan or station wagon. Most SUVs are designed with a roughly square cross-section, an engine compartment, a combined passenger and cargo compartment, and no dedicated trunk. Most mid-size and full-size SUVs have three rows of seats with a cargo area directly behind the last row of seats. Compact SUVs and mini SUVs may have five or fewer seats.

Typical [vans](#) (VN) are 8 - 18 passenger vehicles such as Ford E-Series or Dodge Ram vans. The vanpool picture under the mode section displays a van.

For detailed definitions of vehicle types, see the NTD Glossary.

#### Vehicle Type menu selections:

Automobile (AO)  
 Bus (BU)  
 Cutaway (CU)  
 Minivan (MV)  
 Over-the-road bus (BR)  
 School bus (SB)  
 Sports utility vehicle (SV)  
 Van (VN)  
 Other (OR) (Describe)

Exhibit 3 – Vehicle Types			
 <b>Automobile</b>	 <b>Bus</b>	 <b>Cutaway</b>	 <b>Minivan</b>
 <b>Over the Road Bus</b>	 <b>School Bus</b>	 <b>Sports Utility Vehicle</b>	 <b>Van</b>

### 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. When reporting the seating capacity, do not include the driver's seat. If you have a modified vehicle with adjustable seats, report the maximum seating capacity of your vehicle at any given time.

### 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.

### 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.

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

- FTA
- Other Federal
- State or local
- Private

### Number of ADA Accessible Vehicles in Fleet

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



#### Validation Check:

- The amount of ADA vehicles listed in column g, Number of ADA Accessible Vehicles in Fleet, should not be more than the amount of vehicles listed in column a, Number of Vehicles in Fleet. Column a is the total number of vehicles in that fleet group. Column g is the number of vehicles in that group that are ADA accessible.

### Ownership Code

Ownership code is broken into two categories:

1. Owned
2. Leased

#### Ownership Code menu selections:

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

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](#)).

Report the number of general purpose maintenance facilities by ownership type at the end of the subrecipient'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 subrecipients 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. Personal Vehicles used for service are not included in the Asset / Infrastructure section.
- Total annual taxicab unlinked trips - If taxicabs are used for some or all of the service, report the number of those unlinked passenger trips (UPT). Note: refer to the service section to report taxicab annual vehicle revenue miles and unlinked passenger trips in the demand response mode. Taxis vehicles used for service are not included in the Asset / Infrastructure section.

## Service Data

### Annual Vehicle Revenue Miles

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

For demand response (DR) mode, annual VRM 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](#) and taxi cabs used in service.

For vanpool (VP) mode, VRM are the amount of miles for vehicle traveling from the time they make their first pick up to the time they make their last drop off in revenue service.

### Annual Vehicle Revenue Hours

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

For demand response (DR) mode, annual VRH 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.

For vanpool (VP) mode, VRH are the amount of hours for the vehicle traveling from the time they make their first pick up to the time they make their last drop off in revenue service.

---



---

## Regular Unlinked Passenger Trips

Report the number of regular unlinked passenger trips (UPT) by mode. This includes service operated as part of the normal transit schedule. Complementary ADA paratransit trips are regular UPT. Also, bus, vanpool and intercity bus services are regular UPT.

- Taxi trips reported on line 18, Total annual taxicab unlinked trips, should be reported as either regular (column d) or sponsored (column e) on line 19b, Demand Response.

## Sponsored Unlinked Passenger Trips

Report the number of sponsored UPT by mode. A sponsored UPT is public transportation that is paid in whole or in part directly to the transit provider by a third party. They are offered by transit providers as part of a Coordinated Human Services Transportation Plan. Common sponsors include Veteran Administration, Medicaid, sheltered workshops, Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs. Sponsored UPT only apply to the DR mode.

- Do not include the sponsored UPT in line 19, column d, Regular Unlinked Passenger Trips.
- Report the number of sponsored UPT in the Service Data portion under line 19, column e, Sponsored Unlinked Passenger Trips.

## Total Trips

Internet Reporting automatically calculates the total regular trips as a sum of the regular UPT trips. Likewise, Internet Reporting calculates the total sponsored trips as a sum of the sponsored UPT trips. Now Internet Reporting automatically calculates the total trips as the sum of the regular UPT trips and sponsored UPT, but excludes annual taxicab unlinked trips, line 18.

## Safety Data

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

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

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

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

## 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.

## Intercity Bus

The [intercity bus](#) (IB) mode is intended solely for subrecipients who only receive funds under §5311(f) and who are private operators. §5311(f) is the portion of FTA's Other than Urbanized Area Formula funds that are set aside to support intercity bus operations. Under §5311(f), the State must set-aside 15 percent of its annual §5311 apportionment to support intercity bus (IB) service, unless the Governor certifies that these needs of the State are adequately met. Since in most cases it would not be possible for the State to provide a complete RU-20 form on behalf of a private carrier receiving §5311(f) funding, FTA has implemented greatly reduced reporting requirements for §5311(f) private carrier subrecipients.

Click yes for "Is the subrecipient an intercity bus provider?" in the Subrecipient Basic Information section of the form. The State completes the RU-20 form in the name of the intercity bus carrier receiving the §5311(f) funding. In some instances, the subrecipient may be a public transit agency other than the State that contracts for the IB service. The State should complete the RU-20 form in the name of the private company, with a form note describing the relationship, i.e., §5311(f) subrecipient is Private Company "name" under contract to Public Agency "name".

Internet Reporting will generate only those fields applicable to intercity bus providers:

- §5311 planning and capital funds expended
- §5311 operating funds expended
- ARRA §5311 planning and capital funds expended
- ARRA §5311 operating funds expended
- §5311 funded vehicle revenue miles
- §5311 funded unlinked passenger trips

If the funds expended are for only planning activities or capital projects (intercity bus shelters, joint-use stops and depots), and are not expended for operations (operating grants through purchase-of-service agreements, user-side subsidies, and demonstration projects), then there is no need to complete the vehicle revenue miles (VRM) and unlinked passenger trips (UPT) data fields.

If a route is only partially subsidized by the §5311(f) funds, report all the VRM and UPT for that route—it is not necessary to track or allocate service for a partial subsidy of the route.

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

- If all §5311(f) funds come from one State, then the IB data is reported with that State's report.
- If §5311(f) funds come from more than one State, then each State completes an RU-20 form for IB on behalf of the IB provider that is funded for a single route from two States across State lines.

Note that once the form has been saved as an IB provider, it cannot be changed back to reflect a normal subrecipient – the State will have to deactivate the subrecipient and then reactivate them through the **Sys Admin** tab. Then click on the **Annual** tab to generate a new RU-20 form on the **Forms Summary** screen.

For IB mode, see discussion above under Subrecipient information about who reports. This can only be fixed-route bus service by private companies, so FTA has assigned a unique mode—intercity bus (IB). If the State selects IB in the basic subrecipient information, Internet Reporting displays only IB mode.

## Financial Information

For IB, States report only those services for funds received by IB providers as a §5311(f) subrecipient or through a contractual relationship with the State for §5311(f) funds.

The State reports only the amount of §5311(f) 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(f) grants for planning and capital expenses for the report year.

If the §5311(f) funds received are only used for planning activities or for capital projects, do not report service data — §5311-funded unlinked passenger trips (UPT) and vehicle revenue miles (VRM). 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(f) grants for operating expenses and provision of trips for the report year.

If IB services use any §5311(f) operating assistance, report the §5311 funded UPT and VRM.

### **ARRA §5311 Intercity Bus Grants for Planning and Capital Expenses**

Report the funds received from ARRA §5311(f) grants for planning and capital expenses for the report year.

If the ARRA §5311(f) funds received are only used for planning activities or for capital projects, do not report service data — §5311-funded unlinked passenger trips (UPT) and vehicle revenue miles (VRM).

### **ARRA §5311 Grants for Operating Expenses and Provision of Trips**

Report the funds received from ARRA §5311(f) grants for operating expenses and provision of trips for the report year.

If IB services use any ARRA §5311(f) operating assistance, report the §5311 funded UPT and VRM.

### **Service Data for Intercity Bus**

If the §5311(f) funds expended are for only planning activities or capital projects (intercity bus shelters, joint-use stops and depots), and are not expended for operations (operating grants through purchase-of-service agreements, user-side subsidies, and demonstration projects), then do not complete the VRM and UPT data fields.

States report only the annual §5311 bus VRM and the annual §5311 UPT. Only these items will appear in the service portion of the form.

### **§5311 Intercity Bus Vehicle Revenue Miles**

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

If a route is only partially subsidized by the §5311 funds, report all the VRM for that route—it is not necessary to track or allocate service for a partial subsidy of the route.

### **§5311 Intercity Bus Unlinked Passenger Trips**

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

If a route is only partially subsidized by the §5311 funds, report all the UPT for that route—it is not necessary to track or allocate service for a partial subsidy of the route.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The 'Annual' tab is currently selected. Below the navigation bar, there is a form with the following elements:

- A label 'Form:' followed by a text area.
- A label 'Note comments:' followed by a larger text area with a vertical scrollbar on the right side.
- Two buttons at the bottom: '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 to attach relevant information to a specific field, to the entire form or to multiple forms. Include the subrecipient ID or name when completing a form note. 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 Rural General Public Transit form (RU-20)

---

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

Complete one Rural General Public Transit Service form (RU-20) for each State subrecipient or Indian Tribe.

From the **Annual** tab, **Forms Summary** screen, click on the **Add Form** button to generate a RU-20 form for a new subrecipient.

To open a previously saved RU-20 form, click on the **Rural General Public Transit Service form (RU-20)** link for the specific provider from the **Annual** tab, **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.

**Form Notes:** You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information including the subrecipient name or ID for a specific data field, the entire form or for multiple forms. 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.

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., #R##-### or #T##-###).

Report Year End Date. Report the end date for the 12-month reporting period (mm/dd/yyyy). **Pre-filled** for subrecipients who reported in the previous year.

Line 01: Subrecipient Basic Information. **Pre-filled** for subrecipients who reported in the previous year, review for accuracy, and edit as necessary.

- 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. In the county box, enter the counties served by transit. You may enter up to five county names.
- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's acronym used by the subrecipient, 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. If you are a directly-reporting Indian Tribe, Internet Reporting automatically enters yes.
- Use the **Radio buttons** to indicate if the subrecipient is a private intercity bus provider.

Line 02: Subrecipient Contact Information. **Pre-filled**, review for accuracy, edit as necessary.

- 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: Mode. Use the **Check-Boxes** to indicate the mode(s) operated by the subrecipient:

### Financial Information

Line 05: Total Annual Expenses.

- Column a: Operating. Enter the [annual operating expenses](#) for [public transit service](#) by the rural service provider for the report year. Include expenses for sponsored programs.
  - Sponsored programs are public transportation that is paid in whole or in part directly to the transit provider by a third party. They are offered by transit providers as part of a Coordinated Human Services Transportation Plan. Common sponsors include Veteran Administration, Medicaid, sheltered workshops, Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs. Annual operating expenses do not include charter services.

- 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.

Operating expenses exclude purchase of capital (vehicles, facilities and equipment), charter service, and the costs of providing transportation services not available to the general public or in a Coordinated Human Services Transportation Plan.

- Column b: Capital. Enter the expenses incurred during the year related to the purchase of facilities, vehicles and other capital equipment.
  - Capital expenses include 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. Capital expenses do not include operating expenses that are eligible to use capital funds.
- Total Annual Expenses for each subrecipient's RU-20 form (line 05) should equal line 12, Total Annual Revenues Expended, for both operating and capital unless the subrecipient operated at a deficit during the previous year.

### Sources of Revenue Funds Expended

#### Line 06: Fare Revenues

- Column a: Operating. 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: Contract Revenues

- Column a: Operating. 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.

#### Line 08: Local Funds

- Column a: Operating. 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.
- Column b: Capital. Enter the total amount of financial assistance expended from local entities to assist in paying capital costs of the transit system. Include tax levies, general funds, specified contributions, reserve funds and donations.

#### Line 09: State Funds

- Column a: Operating. 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.
- Column b: Capital. Enter the total amount of financial assistance expended from any State agency to assist in paying capital costs of the transit system. Include tax levies, general funds and specified contributions.

### Federal Assistance

#### Line 10a: FTA Capital Program funds (§5309)

- Column a: Operating. Enter the total financial assistance expended from the FTA Capital Program to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the FTA Capital Program to assist in paying the capital costs of providing transit service.

#### Line 10b: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)

- Column a: Operating. 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.
- Column b: Capital. 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 10c: FTA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula funds to assist in paying the operating 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.

- Column b: Capital. Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula 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 10d: FTA Tribal Transit funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the FTA Tribal Transit funds to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the FTA Tribal Transit funds to assist in paying the capital costs of providing transit service.

Line 10e: ARRA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the ARRA Other than Urbanized Area Formula funds to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the ARRA Other than Urbanized Area Formula funds to assist in paying the capital costs of providing transit service.

Line 10f: ARRA Tribal Transit funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the ARRA Tribal Transit funds to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the ARRA Tribal Transit funds to assist in paying the capital costs of providing transit service.

Line 10g: FTA Job Access and Reverse Commute Formula Program funds (§5316)

- Column a: Operating. 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.
- Column b: Capital. 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 10h: FTA New Freedom Program funds (§5317)

- Column a: Operating. Enter the total financial assistance expended from the FTA New Freedom Program to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the FTA New Freedom Program to assist in paying the capital costs of providing transit service.

Line 10i: FTA Alternative Transportation in Parks and Public Lands Program funds (§5320)

- Column a: Operating. 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.
- Column b: Capital. 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 10j: ARRA TIGGER (Greenhouse Gas and Energy Reduction) Program funds

- Column b: Capital. Enter the total financial assistance expended from the ARRA TIGGER Program to assist in paying the capital costs of providing transit service.

Line 10k: Other FTA funds

- Column a: Operating. Enter the total financial assistance expended from Other FTA programs not listed on lines 10a through 10j to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from Other FTA programs not listed on lines 10a through 10j to assist in paying the capital costs of providing transit service.

Line 10l: Other Federal funds

- Column a: Operating. Enter the total financial assistance expended from other 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.
- Column b: Capital. Enter the total financial assistance expended from other 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 11: Total Federal Assistance

- Column a: Operating. 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 lines 10a through 10l, column a.

- Column b: Capital. 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 lines 10a through 10l, column b.

## Line 11a: Other funds

- Column a: Operating. Enter the total financial assistance expended from other sources other than Federal programs to assist in paying the operating costs of providing transit service. Describe the sources and the amount of funding.
- Column b: Capital. Enter the total financial assistance expended from other sources other than Federal programs to assist in paying the capital costs of providing transit service. Describe the sources and the amount of funding.

## Line 12: Total Annual Revenues Expended.

- Column a: Operating. 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, 11 and 11a, column a. Total Annual Operating Expenses for each subrecipient's RU-20 form (line 05, column a) should equal line 12 column a, Total Annual Operating Revenues Expended, unless the subrecipient operated at a deficit during the previous year.
- Column b: Capital. 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 8, 9, 11 and 11a, column b. Total Annual Capital Costs for each subrecipient's RU-20 form (line 5, column b) should equal line 12 column b, Total Capital Funds Expended, unless the subrecipient operated at a deficit during the previous year.

**Asset / Infrastructure Information**

Line 13: Vehicle Fleet Information. **Pre-filled**, review for accuracy, edit as necessary.

- 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 mode, 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 14 Vehicle Fleet Totals

- 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 modes equal to the sum of the vehicles on line 13, column a.
- Column g: Total Number of Americans with Disabilities Act (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 modes equal to the sum of the vehicles on line 13, column g.

## Line 15: 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.
- 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 16, column a: Number of Volunteer Drivers. Enter the number of volunteer drivers at the end of the reporting period.

Line 17, column a: Number of Personal Vehicles in Service. Enter the number of personal vehicles in use at the end of the reporting period.

Line 18, column a: Total Annual Taxicab Unlinked Trips. Enter the total number of taxicab unlinked passenger trips for the reporting period.

### Service Data

Line 19: Service Data

- Column a: Annual Vehicle Revenue Miles (VRM). By mode, 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](#) and taxi cabs used in service.
  - For vanpool (VP) mode, VRM are the amount of miles for the vehicle traveling from the time they make their first pick up to the time they make their last drop off in revenue service.
- Column c: Annual Vehicle Revenue Hours (VRH). By mode, 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.
  - For vanpool (VP) mode, VRH are the amount of hours for the vehicle traveling from the time they make their first pick up to the time they make their last drop off in revenue service.
- Column d: Regular Unlinked Passenger Trips. By mode, 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. This includes service operated as part of the normal transit schedule.
  - Complementary ADA paratransit trips are regular unlinked passenger trips.
  - Also, bus, vanpool and intercity bus services are regular unlinked passenger trips.
- Column e: Sponsored Unlinked Passenger Trips. By mode, enter the total number of sponsored 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.
  - Sponsored unlinked passenger trips only apply to the demand response mode.
- Column g: Total Trips. This is an **auto-calculated** field and cannot be edited.
  - This field displays the total unlinked passenger trips equal to the sum of the trips on line 19, columns d and e.

Line 20: Total

- Column a: Annual Vehicle Revenue Miles. This is an **auto-calculated** field and cannot be edited.
  - This field displays the total annual vehicle revenue miles for all modes equal to the sum of the miles on line 19, column a.
- Column c: Total Annual Vehicle Revenue Hours. This is an **auto-calculated** field and cannot be edited.

- This field displays the total annual vehicle revenue hours for all modes equal to the sum of the hours on line 19, column c.
- Column d: Total Regular Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited.
  - This field displays the total annual regular unlinked passenger trips for all modes equal to the sum of the regular trips on line 19, column d.
- Column e: Total Sponsored Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited.
  - This field displays the total annual sponsored unlinked passenger trips for all modes equal to the sum of the sponsored trips on line 19, column e.
- Column g: Total Trips. This is an **auto-calculated** field and cannot be edited.
  - This field displays the total annual regular unlinked passenger trips and total annual sponsored unlinked passenger trips for all modes equal to the sum of the regular and sponsored trips on line 20, column d and e.

### Safety Data

Line 21, 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 22, column a: Fatalities. Enter the total number of [transit caused deaths](#) for the reporting period confirmed within 30 days of a transit incident.

Line 23, column a: Injuries. Enter the total number of [injuries](#) for the reporting period.

- Injuries are requiring Immediate medical attention away from the scene for one or more persons

## Line by Line Instructions Rural General Public Transit form (RU-20) – Intercity Bus Subrecipients

---

### Completing the Rural General Public Transit form (RU-20) – Intercity Bus Subrecipients

#### Financial Information

##### Sources of Operating Revenue Expended

Line 10: Federal Operating Assistance

Line 10c.1: §5311 Grants for Planning and Capital Expenses

- Column b: Capital. Enter the total financial assistance expended from §5311(f) Grants to assist in paying for planning and capital expenses for intercity bus service.

Line 10c.2: §5311 Grants for Operating Expenses and Provision of Trips

- Column a: Operating. Enter the total financial assistance expended from §5311(f) Grants to assist in paying for operating expenses and provision of trips for intercity bus service.

Line 10c.3: ARRA §5311 Grants for Planning and Capital Expenses.

- Column b: Capital. Enter the total financial assistance expended from ARRA §5311(f) Grants to assist in paying for planning and capital expenses for intercity bus service.

Line 10c.4: ARRA §5311 Grants for Operating Expenses and Provision of Trips.

- Column a: Operating. Enter the total financial assistance expended from ARRA §5311(f) Grants to assist in paying for operating expenses and provision of trips for intercity bus service.

#### Service Data

- Line 19 column b: §5311 Intercity Bus Vehicle Revenue Miles. Enter the total number of miles for the reporting period that all intercity buses in revenue service.
  - This field appears for intercity bus service only.
  - Vehicle revenue miles exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services. If a route is only partially subsidized by the §5311(f) funds, report all the vehicle revenue miles for that route—it is not necessary to track or allocate service for a partial subsidy of the route.

- Line 19 column f: §5311 Intercity Bus Unlinked Passenger Trips. Enter the total number of unlinked trips for the reporting period that all intercity buses carry in revenue service funded through FTA §5311(f).
  - This field appears for intercity bus service only.
  - If a route is only partially subsidized by the §5311(f) funds, report all the unlinked passenger trips for that route—it is not necessary to track or allocate service for a partial subsidy of the route.

Directly Reporting Tribal Recipient (RU-22)

Rural Internet Reporting - Directly Reporting Tribal Recipient (RU-22) <span style="float: right;">Logout</span>			
NTD ID: #R# or #T#		Agency Name: State or Indian Tribe	Report: RY 2010
<a href="#">Home</a>   <a href="#">e-File</a>   <a href="#">Annual</a>   <a href="#">Notes</a>   <a href="#">Issues</a>   <a href="#">Reports</a>   <a href="#">Communications</a>   <a href="#">Sys Admin</a>   <a href="#">Help</a>			
Form Name: Directly Reporting Tribal Recipient (RU-22)			<a href="#">Add Form Note</a>   <a href="#">Close Form</a>
<b>01 Tribal Basic Information</b>			
Subrecipient legal name *	<input type="text"/>	Subrecipient ID	<input type="text"/> (State: #R###-#### or Indian Tribe: #T###-####)
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"/> (ex: 22222-2222)
Subrecipient acronym	<input type="text"/>	URL (website address)	<input type="text"/>
<b>02 Subrecipient Contact Information</b>			
Subrecipient contact person	First name * <input type="text"/>	Middle Initial	<input type="text"/>
Phone ((555) 123-4567) *	<input type="text"/>	Ext.	<input type="text"/>
Last name *	<input type="text"/>		
<b>Financial Information</b>			
	a		b
	<b>Operating</b>		<b>Capital</b>
10c FTA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>		10c <input type="text"/>
10e APRA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>		10e <input type="text"/>
<input type="button" value="Save"/>   <input type="button" value="Close"/>   <input type="button" value="Print"/>			

### Overview

---

The RU-22 form collects financial information on subrecipients that submit complete reports to the NTD. These subrecipients are ones who receive §5311 Tribal Transit funds and §5311 funds from the State. Data collected includes the subrecipient's name and information, §5311 operating revenues expended and §5311 capital revenues expended.

Complete a separate form for each subrecipient.

### What Has Changed from Prior Year

The Directly Reporting Tribal Recipient form (RU-22) is a new form for the 2010 report year.

### Changes

The Directly Reporting Tribal Recipient form (RU-22) incorporates the following:

- New Form

### Clarifications

There are no clarifications to the RU-22 form for the 2010 report year.

### Directly Reporting Tribal Recipient form (RU-22) 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 RU-22 form available from the **Rural Reporting** link on [www.ntdprogram.gov](http://www.ntdprogram.gov). The Rural Contact person may download as many copies of this form as needed, and distribute them to the various Tribal subrecipients in the State. The subrecipients enter their data on the Excel spreadsheet. When completed, the Excel spreadsheet is returned to the State's Rural Contact person. The Rural Contact person can then enter this data into the RU-22 form in the Internet Reporting system.

### Detailed Instructions

---

Internet Reporting generates RU-22 forms for three different cases:

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. Deactivated form for subrecipients who are not reporting in the current report year.

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

Complete one form, RU-22, for each Directly Reporting Tribal Recipient providing general public transit service within the State. The State must file an RU-22 form for §5311 subrecipients that receive funds from the State and complete a full NTD report. If a Tribal recipient does not complete a full rural NTD report, the State must complete a full RU-20 form. If you are an Indian Tribe as a direct recipient, complete one RU-20 form.

### Subrecipient Basic Information

Report the name of the subrecipient, mailing address with city, county and State, the acronym used by the provider and URL (website address). In the county box, report the counties served by transit. Report first the county in which the headquarters lies, followed by up to four additional counties in which the subrecipient provides service. If the subrecipient provides service to more than five counties, simply enter the county name of the headquarters and the number of additional counties served. (e.g., Service in one State: Green County and 10 additional counties. Service in two States: Green (VA) and 5(VA), 2(WV) additional Counties.) A county is served if the subrecipient picks up or drops off passengers.

### Subrecipient ID Number

The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient. For States and Indian Tribes, the ID begins with the region number (e.g., 9 for Region IX, State: #R##-### or Indian Tribe: #T##-###). It is pre-filled and cannot be altered.

## Report Year End Date

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 can be edited by typing in the data field or using the calendar.

## Agency Type

Using the **Drop-Down** menu, select the agency type as a [public agency](#) (State DOT, Tribal, or not a State DOT or Tribal) or a [private nonprofit](#) or [private for-profit](#) agency.

### Agency Type menu selections:

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

## Subrecipient Contact Information

Report the name and phone number of the person responsible for the subrecipient's NTD Rural report. The contact information will be pre-filled from your prior year report. Review and update for any changes.

## Financial Information

For all financial reporting, use accrual accounting. The Introduction provides a discussion of accrual accounting principles and examples.

### Accrual Accounting and Grants

Reporting of funds expended follows [accrual accounting](#) principles. 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 services even though they were used as match in a Federal grant.

Report the operating revenues and capital costs 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:

- Federal Assistance: [Federal operating assistance](#) and [Federal capital assistance](#)
  - FTA §5311 [Other than Urbanized Area Formula Program](#) funds
  - FTA §5311 ARRA Other than Urbanized Area Formula funds

The American Recovery and Reinvestment Act, 2009 (ARRA) [Pub. L. 111-5] has made funds available for Rural Transit both according to the Other than Urbanized Area Formula and through a Tribal Transit discretionary program. Goals of the program include the promotion of economic recovery, the preservation and creation of jobs, and investment in transportation for long-term economic benefits.

These funds should be reported separately from the usual Other than Urbanized Area Formula and from the regular Tribal Transit funding.

The screenshot shows a web application interface with a navigation menu at the top containing tabs for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The 'Notes' tab is currently selected. Below the navigation menu, there is a section labeled 'Form:' followed by a 'Note comments:' label and a large, empty text input area. At the bottom of the page, 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 to attach relevant information to a specific field, to the entire form or to multiple forms. Include the subrecipient ID or name when completing a form note. 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 Directly Reporting Tribal Recipient form (RU-22)

---

### Completing the Directly Reporting Tribal Recipient form (RU-22)

Complete one Directly Reporting Tribal Recipient form (RU-22) for each State subrecipient.

From the **Annual** tab, **Forms Summary** screen, click on the **Add Form** button to generate a RU-22 form for a new subrecipient.

To open a previously saved RU-22 form, click on the **Directly Reporting Tribal Recipient form (RU-22)** link for the specific provider from the **Annual** tab, **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.

**Form Notes:** You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information including the subrecipient name or ID for a specific data field, the entire form or for multiple forms. 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.

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., #R##-#### or #T##-####).

Report Year End Date. Report the end date for the 12-month reporting period (mm/dd/yyyy). **Pre-filled** for subrecipients who reported in the previous year.

Line 01: Subrecipient Basic Information. **Pre-filled** for subrecipients who reported in the previous year, review for accuracy, and edit as necessary.

- Enter the Indian Tribe's full legal name. No abbreviations or acronyms.
- Enter the Indian Tribe's organization type.
- Enter the 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 Indian Tribe's city, county and 5 or 9-digit zip code. In the county box, enter the counties served by transit. You may enter up to five county names.
- Enter the Indian Tribe's acronym used by the subrecipient, if applicable.
- Enter the Indian Tribe's URL, if applicable.

Line 02: Subrecipient Contact Information. **Pre-filled**, review for accuracy, edit as necessary.

- Enter the name of the person responsible for the Indian Tribe's report.
- Enter the contact person's telephone number.

### Financial Information

Line 10c: FTA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula funds to assist in paying the operating 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.
- Column b: Capital. Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula 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 10e: ARRA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the ARRA Other than Urbanized Area Formula funds to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the ARRA Other than Urbanized Area Formula funds to assist in paying the capital costs of providing transit service.

Urban Recipient (RU-23)

Rural Internet Reporting - Urban Recipient (RU-23) Logout

NTD ID: #R# or #T# Agency Name: State or Indian Tribe Report: FY 2010

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

Form Name: Urban Recipient (RU-23) Add Form Note Close Form

**01 Urban Agency Basic Information**

Subrecipient legal name \*

Mailing address line 1 \*

Mailing address line 2

City \*

State \*

Subrecipient acronym

Subrecipient ID  (State: #R##-### or Indian Tribe: #T##-###)

Agency type

P.O. Box

County \*

Zip code \*  -  (ex: 22222-2222)

URL (website address)

**02 Subrecipient Contact Information**

Subrecipient contact person First name \*  Middle Initial  Last name \*

Phone ((555) 123-4567) \*  Ext.

**Financial Information**

	a	b
	Operating	Capital
10c FTA Other than Urbanized Area Formula funds (§531f)	<input type="text"/>	10c <input type="text"/>
10e APRA Other than Urbanized Area Formula funds (§531f)	<input type="text"/>	10e <input type="text"/>

## Overview

---

The RU-23 form collects financial information on subrecipients that submit complete reports to the NTD. These subrecipients are ones who receive §5311 funds from the State and §5307 Urbanized Area funds. Data collected includes the subrecipient's name and information, §5311 operating revenues expended and §5311 capital revenues expended.

Complete a separate form for each subrecipient.

## What Has Changed from Prior Year

The Urban Recipient form (RU-23) is a new form for the 2010 report year.

## Changes

The Urban Recipient form (RU-23) incorporates the following:

- New Form

## Clarifications

There are no clarifications to the RU-23 form for the 2010 report year.

## Urban Recipient form (RU-23) 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 RU-23 form available from the **Rural Reporting** link on [www.ntdprogram.gov](http://www.ntdprogram.gov). The Rural Contact person may download as many copies of this form as needed, and distribute them to the various Urban subrecipients in the State. The subrecipients enter their data on the Excel spreadsheet. When completed, the Excel spreadsheet is returned to the State's Rural Contact person. The Rural Contact person can then enter this data into the RU-23 form in the Internet Reporting system.

## Detailed Instructions

---

Internet Reporting generates RU-23 forms for three different cases:

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. Deactivated form for subrecipients who are not reporting in the current report year.

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

Complete one form, RU-23, for each Urban Recipient providing general public transit service within the State. The State must file an RU-23 form for §5311 subrecipients that receive funds from the State and complete a full NTD report. If an Urban recipient does not complete a full rural NTD report, the State must complete a full RU-20 form. If you are an Indian Tribe as a direct recipient, complete one RU-20 form.

## Subrecipient Basic Information

Report the name of the subrecipient, mailing address with city, county and State, the acronym used by the provider and URL (website address). In the county box, report the counties served by transit. Report first the county in which the headquarters lies, followed by up to four additional counties in which the subrecipient provides service. If the subrecipient provides service to more than five counties, simply enter the county name of the headquarters and the number of additional counties served. (e.g., Service in one State: Green County and 10 additional counties. Service in two States: Green (VA) and 5(VA), 2(WV) additional Counties.) A county is served if the subrecipient picks up or drops off passengers.

## Subrecipient ID Number

The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient. For States and Indian Tribes, the ID begins with the region number (e.g., 9 for Region IX, State: #R##-### or Indian Tribe: #T##-###). It is pre-filled and cannot be altered.

## Report Year End Date

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 can be edited by typing in the data field or using the calendar.

## Agency Type

Using the **Drop-Down** menu, select the agency type as a [public agency](#) (State DOT, Tribal, or not a State DOT or Tribal) or a [private nonprofit](#) or [private for-profit](#) agency.

### Agency Type menu selections:

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

## Subrecipient Contact Information

Report the name and phone number of the person responsible for the subrecipient's NTD Rural report. The contact information will be pre-filled from your prior year report. Review and update for any changes.

## Financial Information

For all financial reporting, use accrual accounting. The Introduction provides a discussion of accrual accounting principles and examples.

### Accrual Accounting and Grants

Reporting of funds expended follows [accrual accounting](#) principles. 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.

Report the operating revenues and capital costs 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:

- Federal Assistance: [Federal operating assistance](#) and [Federal capital assistance](#)
  - FTA §5311 [Other than Urbanized Area Formula Program](#) funds
  - FTA §5311 ARRA Other than Urbanized Area Formula funds

The American Recovery and Reinvestment Act, 2009 (ARRA) [Pub. L. 111-5] has made funds available for Rural Transit both according to the Other than Urbanized Area Formula and through a Tribal Transit discretionary program. Goals of the program include the promotion of economic recovery, the preservation and creation of jobs, and investment in transportation for long-term economic benefits.

These funds should be reported separately from the usual Other than Urbanized Area Formula and from the regular Tribal Transit funding.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The 'Annual' 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 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 to attach relevant information to a specific field, to the entire form or to multiple forms. Include the subrecipient ID or name when completing a form note. 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 Urban Recipient form (RU-23)

---

### Completing the Urban Recipient form (RU-23)

Complete one Urban Recipient form (RU-23) for each State subrecipient.

From the **Annual** tab, **Forms Summary** screen, click on the **Add Form** button to generate a RU-23 form for a new subrecipient.

To open a previously saved RU-23 form, click on the **Urban Recipient form (RU-23)** link for the specific provider from the **Annual** tab, **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.

**Form Notes:** You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information including the subrecipient name or ID for a specific data field, the entire form or for multiple forms. 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.

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., #R##-### or #T##-###).

Report Year End Date. Report the end date for the 12-month reporting period (mm/dd/yyyy). **Pre-filled** for subrecipients who reported in the previous year.

Line 01: Subrecipient Basic Information. **Pre-filled** for subrecipients who reported in the previous year, review for accuracy, and edit as necessary.

- Enter the Urban Recipient's full legal name. No abbreviations or acronyms.
- Enter the Urban Recipient's organization type.
- Enter the Urban Recipient'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 Urban Recipient's city, county and 5 or 9-digit zip code. In the county box, enter the counties served by transit. You may enter up to five county names.
- Enter the Urban Recipient's acronym used by the subrecipient, if applicable.
- Enter the Urban Recipient's URL, if applicable.

Line 02: Subrecipient Contact Information. **Pre-filled**, review for accuracy, edit as necessary.

- Enter the name of the person responsible for the Urban Recipient's report.
- Enter the contact person's telephone number.

### Financial Information

Line 10c: FTA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula funds to assist in paying the operating 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.
- Column b: Capital. Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula 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 10e: ARRA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the ARRA Other than Urbanized Area Formula funds to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the ARRA Other than Urbanized Area Formula funds to assist in paying the capital costs of providing transit service.

Rural Public Transit Service Summary form (RU-30)

Rural Internet Reporting - Rural Public Transit Service Summary (RU-30) [Logout](#)

NTD ID: #R## or #T## Agency Name: State or IndianTribe Report: RY 2010

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

Form Name: Rural Public Transit Service Summary (RU-30) [Add Form Note](#) [Close Form](#)

Counties Served

a Number of [counties](#) Statewide

b Number of counties with § 5311 service

Administrative Costs

c § 5311 Expended on State Admin

---

**General Public Transit Service RU-20**

**Financial Information**

	a	b
	Operating	Capital
05 Total Annual Expenses	<input type="text"/>	<input type="text"/>
<b>Sources of Revenue Funds Expended</b>		
06 Fare revenues	<input type="text"/>	
07 Contract revenues	<input type="text"/>	
08 Local funds	<input type="text"/>	<input type="text"/>
09 State funds	<input type="text"/>	<input type="text"/>
<b>Federal Assistance</b>		
10a FTA Capital Program funds (§5309)	<input type="text"/>	<input type="text"/>
10b FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)	<input type="text"/>	<input type="text"/>
10c FTA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>	<input type="text"/>
10c.1 §5311 grants for planning and capital expenses	<input type="text"/>	
10c.2 §5311 grants for operating expenses and provision of trips	<input type="text"/>	
10c.3 ARRA §5311 grants for planning and capital expenses	<input type="text"/>	
10c.4 ARRA §5311 grants for operating expenses and provision of trips	<input type="text"/>	
10d FTA Tribal Transit funds (§5311)	<input type="text"/>	<input type="text"/>
10e ARRA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>	<input type="text"/>
10f ARRA Tribal Transit funds (§5311)	<input type="text"/>	<input type="text"/>
10g FTA Job Access and Reverse Commute Formula Program funds (§5316)	<input type="text"/>	<input type="text"/>
10h FTA New Freedom Program funds (§5317)	<input type="text"/>	<input type="text"/>
10i FTA Alternative Transportation in Parks and Public Lands Program funds (§5320)	<input type="text"/>	<input type="text"/>
10j ARRA TIGGER (Greenhouse Gas and Energy Reduction)	<input type="text"/>	<input type="text"/>
10k Other FTA funds	<input type="text"/>	<input type="text"/>
10l Other Federal funds	<input type="text"/>	<input type="text"/>
11 Total Federal Assistance	<input type="text"/>	<input type="text"/>
11a Other Funds	<input type="text"/>	<input type="text"/>
12 Total Annual Revenues Expended	<input type="text"/>	<input type="text"/>

---

**Asset / Infrastructure Information**

	a	b	c	d	e	f	g	h
							Number of ADA Accessible Vehicles in Fleet	
14 Total	<input type="text"/>						<input type="text"/>	
<b>Facilities</b>								
	a	b	c	d	e			
	Owned by Service Provider	Owned by Public Agency for Service Provider	Leased by Public Agency for Service Provider	Leased by Service Provider	Total			
15 Number of general purpose maintenance facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

---

**Volunteer Resources**

	a
16 Number of volunteer drivers	<input type="text"/>
17 Number of personal vehicles in service	<input type="text"/>
18 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	Sponsored Unlinked Passenger Trips	\$5311 Intercity Bus Unlinked Passenger Trips	Total Trips
20	<b>Total</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Safety Data</b>		a						
21	Reportable incidents	<input type="text"/>						
22	Fatalities	<input type="text"/>						
23	Injuries	<input type="text"/>						
<b>Directly Reporting Tribal Recipient RU-22</b>								
<b>Financial Information</b>		a			b			
		<b>Operating</b>			<b>Capital</b>			
10c	FTA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>			10c	<input type="text"/>		
10e	ARRA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>			10e	<input type="text"/>		
<b>Urban Recipient RU-23</b>								
<b>Financial Information</b>		a			b			
		<b>Operating</b>			<b>Capital</b>			
10c	FTA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>			10c	<input type="text"/>		
10e	ARRA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>			10e	<input type="text"/>		
		<input type="button" value="Save"/>		<input type="button" value="Close"/>		<input type="button" value="Print"/>		

### Overview

---

The Rural Public Transit Service Summary form (RU-30) summarizes the data provided for all subrecipients in the State. For directly-reporting Indian Tribes, the data on the RU-30 form will match the data provided on their own RU-20 form.

Additionally, this form requires the reporting of three statewide data items. States directly enter:

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 funds (§5311).
3. The amount of §5311 funds expended on State Administration costs.

Directly-reporting Indian Tribes should not complete data items one and two. Tribes do not report §5311 funds expended on Admin Cost if they provide the service. Tribes do report §5311 funds expended on Admin Costs if they pass the funds through to a service provider

### What Has Changed from Prior Year

The Rural Public Transit Service Summary form (RU-30) incorporates four changes for the 2010 report year.

#### Changes

The Rural Public Transit Service Summary form (RU-30) incorporates the following:

- Now referred to as “Public Transit Service Summary” form
- Adding a line to report 5311 funds expended on State Administration expenses
- Adding a section to summarize the subrecipient data from the new RU-22 form
- Adding a section to summarize the subrecipient data from the new RU-23 form

#### Clarifications

There are no clarifications to the RU-30 form for the 2010 report year.

### Detailed Instructions

---

From the **Annual** tab, **Forms Summary** screen, click on the **Rural Public Transit Service Summary form (RU-30)** link to open the form.

Review and complete the RU-30 form following the instructions in this section.

#### Number of Counties Statewide

Report the total number of counties in the State. States are to include counties that are served by directly-reporting Indian Tribes in their county count. Directly-reporting Indian Tribes do not complete this information.

The following link provides the counties for each State: [http://www.naco.org/Counties/Pages/NACo\\_FindACounty.aspx](http://www.naco.org/Counties/Pages/NACo_FindACounty.aspx)

#### Number of Counties with §5311 Service

States report the number of counties in the State that are currently served, in whole or in part, by FTA Other than Urbanized Area Formula funds (§5311). States are to include counties that are served by directly-reporting Indian Tribes in their county count. A county is served if the subrecipient picks up or drops off passengers.

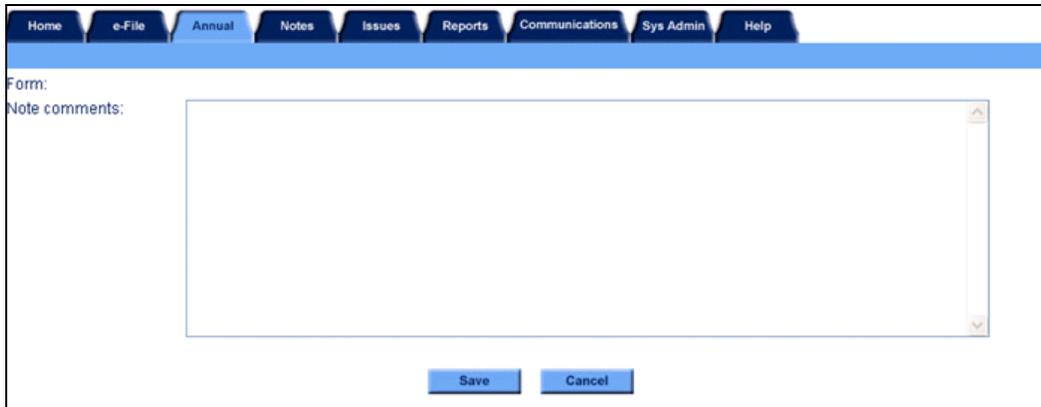
Directly-reporting Indian Tribes do not complete this information.

### Administrative Costs

#### §5311 Expended on State Admin

States report the §5311 revenues they expended on State admin cost as a result of administering the program. Since the §5311 program operates on a reimbursement basis, revenues expended (accrued) during the report year will be expended during the same year. Report the operating revenue expended during the report year from FTA §5311 [Other than Urbanized Area Formula Program](#) funds.

If you are a Directly-reporting Indian Tribe, do not complete this information if you provide the service. You should report these expenses on the RU-20 form. However, if you are a Tribe that passes your funds through to a subrecipient who provides the service, you should report this information here on the RU-30 form. In this case report the \$5311 amount you expended to administer the program.



The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The 'Notes' tab is currently selected. Below the navigation bar, there is a 'Form:' label and a 'Note comments:' label. A large text area is provided for entering comments. At the bottom of the text area, there are 'Save' and 'Cancel' buttons.

### 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 to attach 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 Rural Public Transit Service Summary form (RU-30)

---

### Completing the Rural Public Transit Service Summary form (RU-30)

For directly-reporting Indian Tribes, the RU-30 form summarizes all information from the RU-20 form. States must complete information about counties served.

From the **Annual** tab, **Forms Summary** screen, click on the **Rural Public Transit Service Summary form (RU-30)** link to open the form. 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.

**Form Notes:** You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information for a specific data field, the entire form or for multiple forms. 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.

### Rural Public Transit Service Summary RU-30

#### Counties Served

Line a: Number of Counties Statewide. Enter the total number of counties within the State. Directly-reporting Indian Tribes do not complete this information.

- The following link provides the counties for each State: [http://www.naco.org/Counties/Pages/NACo\\_FindACounty.aspx](http://www.naco.org/Counties/Pages/NACo_FindACounty.aspx)

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. States are to include counties that are served by directly-reporting Indian Tribes in their county count.

Directly-reporting Indian Tribes do not complete this information.

#### Administrative Costs

Line c: §5311 Expended on State Admin. Enter the §5311 revenues expended by the State on admin cost incurred from administering the program.

### General Public Transit Service RU-20

#### Financial Information

Line 05: Total Annual Expenses

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total annual expenses for operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total annual expenses for capital from all of the RU-20 forms.

#### Sources of Operating Revenue Expended

Line 06: Fare Revenues

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total fare revenues from all of the RU-20 forms.

Line 07: Contract Revenues

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total contract revenues from all of the RU-20 forms.

Line 08: Local Funds

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total local operating assistance from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total local capital assistance from all of the RU-20 forms.

Line 09: State Funds

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total State operating assistance from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total State capital assistance from all of the RU-20 forms.

Federal Assistance

Line 10a: FTA Capital Program funds (§5309)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5309 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5309 funds expended on capital from all of the RU-20 forms.

Line 10b: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5310 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5310 funds expended on capital from all of the RU-20 forms.

Line 10c: FTA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds expended on capital from all of the RU-20 forms.

Line 10c.1: §5311 Grants for Planning and Capital Expenses

- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total §5311(f) Grants for planning and capital expenses from all of the intercity bus RU-20 forms.

Line 10c.2: §5311 Grants for Operating Expenses and Provision of Trips

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total §5311(f) Grants for operating expenses and provision of trips from all of the intercity bus RU-20 forms.

Line 10c.3: ARRA §5311 Grants for Planning and Capital Expenses

- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total ARRA §5311(f) Grants for planning and capital expenses from all of the intercity bus RU-20 forms.

Line 10c.4: ARRA §5311 Grants for Operating Expenses and Provision of Trips

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total ARRA §5311(f) Grants for operating expenses and provision of trips from all of the intercity bus RU-20 forms.

Line 10d: FTA Tribal Transit funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 Tribal Transit funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 Tribal Transit funds expended on capital from all of the RU-20 forms.

Line 10e: ARRA Other Than Urbanized Area Formula funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 ARRA funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 ARRA funds expended on capital from all of the RU-20 forms.

Line 10f: ARRA Tribal Transit funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 ARRA Tribal Transit funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 ARRA Tribal Transit funds expended on capital from all of the RU-20 forms.

Line 10g: FTA Job Access and Reverse Commute Formula Program funds (§5316)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5316 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5316 funds expended on capital from all of the RU-20 forms.

Line 10h: FTA New Freedom Program funds (§5317)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5317 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5317 funds expended on capital from all of the RU-20 forms.

Line 10i: FTA Alternative Transportation in Parks and Public Lands Program funds (§5320)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5320 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5320 funds expended on capital from all of the RU-20 forms.

Line 10j: ARRA TIGGER (Greenhouse Gas and Energy Reduction) Program funds

- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA TIGGER funds from all of the RU-20 forms.

Line 10k: Other FTA funds

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total Other FTA funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total Other FTA funds expended on capital from all of the RU-20 forms.

Line 10l: Other Federal funds

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total Other Federal funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total Other Federal funds expended on capital from all of the RU-20 forms.

Line 11: Total Federal Assistance.

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal operating assistance from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal capital assistance from all of the RU-20 forms.

Line 11a: Other funds

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total Other funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total Other funds expended on capital from all of the RU-20 forms.

Line 12: Total Annual Revenues Expended.

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total annual operating revenues expended from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total annual capital revenues expended from all of the RU-20 forms.

## Asset / Infrastructure Information

Line 14: 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 RU-20 forms.
- 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 RU-20 forms.

Line 15: 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 RU-20 forms.
- 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 RU-20 forms.
- 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 RU-20 forms.
- 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 RU-20 forms.
- 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 RU-20 forms.

### Other Resources

Line 16, 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 RU-20 forms.

Line 17, 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 RU-20 forms.

Line 18, 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 RU-20 forms.

### Service Data

Line 20: 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 RU-20 forms.
- 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(f) vehicle revenue miles from all of the intercity bus RU-20 forms.
- 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 RU-20 forms.
- 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 RU-20 forms.
- Column e: Sponsored Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of sponsored unlinked passenger trips for demand response mode from all of the RU-20 forms.
- 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(f) unlinked passenger trips from all of the intercity bus RU-20 forms.
- 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 RU-20 forms.

### Safety Data

Line 21, 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 RU-20 forms.

Line 22, 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 RU-20 forms.

Line 23, 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 RU-20 forms.

## Directly Reporting Tribal Recipient RU-22

### Financial Information

Line 10c: FTA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds expended on operating from all of the RU-22 forms.

- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds expended on capital from all of the RU-22 forms.

Line 10e: ARRA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 ARRA funds expended on operating from all of the RU-22 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 ARRA funds expended on capital from all of the RU-22 forms.

## Urban Recipient RU-23

### Financial Information

Line 10c: FTA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds expended on operating from all of the RU-23 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds expended on capital from all of the RU-23 forms.

Line 10e: ARRA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 ARRA funds expended on operating from all of the RU-23 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 ARRA funds expended on capital from all of the RU-23 forms.

### A

#### **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

#### **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, Declarations, RU Introduction

#### **Act of God**

A natural and unavoidable catastrophe that interrupts the expected course of events, such as earthquakes, floods, hurricanes, tornados, other high winds, lightning, snow and ice storms. Can be found in: S&S-40

#### **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

#### **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

#### **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

#### **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 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

### **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

### **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

### **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

### **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

### **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

**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

**Aerial Tramway (TR) Line Miles**

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

**AG**

Mode: Automated Guideway Transit

**AG**

Vehicle type: Automated Guideway Vehicles

**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 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

**American Recovery and Reinvestment Act, 2009**

Signed into law by the President on February 17, 2009, the ARRA supports government wide efforts to stimulate the economy by the preservation or creation of jobs and the promotion of an economic recovery, as well as the investment in transportation, environmental protection and other infrastructure providing long-term economic benefits. Can be found in: Introduction, F-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

**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

**Angle**

A collision type involving an impact to anywhere on the side of a vehicle with the exception of a sideswipe. Can be found in: S&S-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**

Mode: Alaska Railroad

### **ARRA**

American Recovery and Reinvestment Act, 2009

### **ARRA TIGER** (Transportation Investment Generating Economic Recovery) Multimodal Discretionary Program

The American Recovery and Reinvestment Act of 2009 appropriated \$1.5 billion in discretionary grant funds to be awarded by the U.S. Department of Transportation for capital investments in surface transportation infrastructure. Known as the Transportation Investment Generating Economic Recovery (TIGER) program, these grants are awarded on a competitive basis to fund up to 100 percent of project costs for transportation investments that have a significant impact on the nation, a metropolitan area or a region. This is a multi-modal program that includes transit capital improvements. Can be found in: F-10.

### **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

### **Assault**

An unlawful attack by one person upon another. Can be found in: S&S-40, S&S-50

### **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., snowstorms, 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

**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](http://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](http://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

**Auxiliary Transportation Funds**

The funds earned from operations closely associated with transportation operations. Auxiliary transportation funds 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 ferriage.

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 traveled (PMT) 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

## **B**

### **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

### **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:

- With the intent to cause death or serious bodily injury, or
- 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

### **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

### **BR**

Vehicle type: Over-the Road Buses

### **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-20

**Bus Stop**

Pre-defined location for passengers to board and/or alight the transit vehicle, typically on-street, at the curb, or in a median, sometimes with a shelter, sign, or lighting. Can be found in: S&S-40

**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

**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, Declarations, MR Introduction, S&S Introduction

**C**

**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

**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: 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

**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, 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**

Mode: 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, 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, Nuclear / Radiological Releases**

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 solids, liquids, or gases that have chemical properties that produce lethal or serious effects in human beings, or
    - Any weapon involving a disease organism, or
    - Conspiracy, instigation, or attempt to commit such acts with the intent to cause death or serious bodily injury, or 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

### **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-20, 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-20

### **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 there is an impact of a transit vehicle with:

- Another transit vehicle
- A non-transit vehicle

- An object
- A person(s) (suicide excluded)
- An animal
- A rail vehicle
- A vessel, or
- A dock

Can be found in: S&S-40

### **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

### **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

### **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

### **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: 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: 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

### **Contracted Local Law Enforcement**

A local police department or sheriff's department contracted by a transit agency to provide security services. Can be found in: S&S-30

### **Contracted Security Force**

Non-sworn security guards (i.e., not sworn police officers) contracted by a transit agency to provide security. Can be found in: S&S-30

### **Contractor**

An individual who is compensated by the transit agency for directly operated (DO) services, the labor expense for the individual is reported in object class 501 labor, or 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

### **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

### **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**

A small administrative district of a country; esp., the largest local administrative subdivision of most States of the U.S. For Rural NTD reporting, the term county is a county, independent city, parish (Louisiana), borough (Alaska) or US Census area (Alaska). Can be found in: RU-20

### **County/Independent City**

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

### **CR**

Mode: Commuter Rail

### **CU**

Vehicle type: Cutaways

### **Customer**

An individual on board a revenue transit vehicle or an intending/deboarded passenger in a transit facility. Excludes operators, transit employees, and contractors. Can be found in: S&S-50

### **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. Can be found in: RU-20, S&S-40

**Cyber Security Event**

An event that targets transit facilities, personnel, information, or computer or telecommunications systems associated with transit agencies. Events include:

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

Can be found in: S&S-40

**D**

**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 Universal Numbering System (DUNS or D-U-N-S)**

A system developed and regulated by Dun & Bradstreet (D&B) which assigns a unique nine-digit numeric identifier to a single business entity. OMB announced in the June 27, 2003 issue of the Federal Register (68 FR 38402) that a DUNS number would be required for all grant applicants for new or renewal awards on or after October 1, 2003. The DUNS number will supplement other identifiers, e.g., EIN. Can be found in: B-10

**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 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 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, 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

### **Dedicated Fleet**

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

### **Dedicated (transit) Unit of Local Police**

A municipal police force or sheriff's department (not paid for directly by a transit agency) that has a specific transit unit or department. Can be found in: S&S-30

### **Dedicated Transit Police Force**

A (sworn) transit police force. Can be found in: S&S-30

### **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: 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

### **Demand Response-Taxi (DT)**

A special form of the demand response mode operated through taxicab providers. The mode is always purchased transportation type of service. Can be found in: B-10, MR-10, S&S Introduction, S&S-10

### **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

#### **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

#### **Divided Highway**

A highway divided down the middle by a barrier that separates traffic going in different directions. Can be found in: S&S-40

#### **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

### **DR**

Mode: Demand Response

### **DRM**

Directional Route Miles

### **DUNS**

Data Universal Numbering System

## **E**

### **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

### **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.
- Applies to Transit Employees and Contractors.

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

### **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, 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/customers and employees to depart a transit vehicle or transit property due to the presence of imminent danger. This condition does not include transfer from one vehicle to another due to the mechanical failure of a vehicle. Can be found in: S&S Introduction, S&S-40 RU-20

**Exclusive right-of-way (Safety and Security Reporting)**

Transit right-of-way (ROW) from which all other motor vehicle and pedestrian traffic, mixed and cross, is excluded. Can be found in: S&S-40

**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

**F**

**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-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, paid either 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 death or suicide confirmed within 30 days of a reported incident. Does not include deaths in or on transit property that are a result of illness or other natural causes. Can be found in: S&S Introduction, S&S-40, RU-20

**FB**

Mode: 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 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

### **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

**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, 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, FFA-10, 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 Government 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 expenditure that involves 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-30, F-40

### **Funds not Applied**

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

- Depreciation of vehicles
- Intangibles.

Can be found in: F-40

### **FYE**

Fiscal Year End

## **G**

### **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-10, F-30, F-40, R-10

### **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

**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
- Bridges
- 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

### H

#### **Hazardous Material Spill**

The spill or release of any amount of hazardous material that creates an imminent danger to life, health, or the environment and requires special attention be given to clean up the material. Can be found in: S&S-40

#### **Head-on**

A collision type where two vehicles coming from opposite directions impact each other straight on in the front; or in a T-bone or broadside collision, where the front of a vehicle (head-on) impacts the side (angle) of another vehicle. Can be found in: S&S-40

#### **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: 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

**Hijacking**

The act of seizing unlawfully, by force or threat, or by any other form of intimidation, and exercising control of a transit vehicle with the intent to cause any person on board the vehicle to be detained against his/her will, causing any person on board the vehicle to be transported against his/her will to any place other than the next scheduled stop, or causing that vehicle to deviate from its schedule. Can be found in: S&S-40

**Homicide**

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

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

Can be found in: S&S-40

**HOT**

High Occupancy / Toll

**HOV**

High Occupancy Vehicle

**HR**

Mode: 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 to 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

**I**

**IAS**

Independent Auditor Statement

**IAS — FD**

Independent Auditor Statement for Financial Data

**IAS — FFA**

Independent Auditor Statement for Federal Funding Allocation Data

**IB**

Mode: 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

**Incidental Service**

The provision of transit rides when existing public transportation services cannot meet demand. This is often done through a Guaranteed Ride Home program or policy. There are three common cases:

1. Transit agency works with employers to ensure employees who took transit to work and who must leave work for a personal emergency (illness, family crisis) or have unscheduled overtime, have a ride home

2. Transit vehicle breakdowns or other service interruptions
3. Demand response mode when reserved passenger trips cannot be met.

Can be found in: B-10 and F-30

### **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 types 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 (Government Accountability Office). Can be found in: Introduction, Declarations, MR Introduction, S&S Introduction

### **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 that connects 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 points that are more distant.

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 redesigned 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

### **Involved Parties**

The victims of Robbery, Larceny, or Other Assaults or the injured parties in the case of Other Safety Occurrences not otherwise Classified. The perpetrator of a crime is not counted as an involved party. Can be found in: S&S-50

### **IP**

Mode: Inclined Plane

### **IP**

Vehicle type: Inclined Plane Vehicles

## **J**

### **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**

Mode: Jitney

## **L**

### **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: 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

**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, electrical or other hazard, that constitutes an imminent danger to passengers, employees, contractors, or other persons. Can be found in: S&S-40, 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

### **Limited Access Highway**

A controlled-access road to which access from adjacent properties is limited in some way. It can mean anything from a city street to which the maintaining authority limits driveway access to a freeway (or other equivalent terms). The precise definition may vary by jurisdiction. Often, on these kinds of road, low-speed vehicles and non-motorized uses including pedestrians, bicycles, and horses, are not permitted. Can be found in: 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 the 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**

Mode: Light Rail

**LR**

Vehicle type: Light Rail Vehicles

**M**

**Mainline**

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

- Yard, and
- Siding track.

Can be found in: S&S-40

**Mainline 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

**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 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, S-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**

Mode: 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

**Minivans (MV)**

A light duty vehicle having a typical seating capacity of up to seven passengers plus a driver. A minivan is smaller, lower and more streamlined than a full-sized van, but it is typically taller and has a higher floor than a passenger car. Minivans normally cannot accommodate standing passengers. Can be found in: RU-20

**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 that are mixed with pedestrian and vehicle traffic. Does not include guideway that only has grade crossings with vehicular traffic. Can be found in: A-20, S-10, FFA-10, S&S-40

**MO**

Mode: Monorail

**MO**

Vehicle type: Monorail Vehicles

**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

**Mode (Rural)**

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. Sub-recipients 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

**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 act or attempted act of stealing a motor vehicle. 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

### Municipality

A town, village, or other district having powers of local self-government. For Rural NTD reporting, the term municipality does not include a city or county. Can be found in: RU-20

### MV

Vehicle type: Minivans

## N

### 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

**Non-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

**Non-exclusive right-of-way**

Rail right-of-way (ROW) over which motor vehicle and/or pedestrian traffic moving in the same direction or cross directions may pass. Can be found in: S&S-40

**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-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, and 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-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

### **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

**Object Class**

An object is an article or service obtained. An object class is a grouping of expenses based on 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-10, F-30, F-40

**Occurrences**

The number of events or incidents experienced. Can be found in: S&S-50

**OE**

Operating Expense

**OF**

Other Federal Funds (funded vehicles)

**Off-duty Police Officers**

Police officers hired by a transit agency to provide security at the agency during the officers' time away from their regular job. Can be found in: S&S-30

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

**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, 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

### **OSONOC**

Other Safety Occurrence Not Otherwise Classified

### **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-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

#### **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 Federal Funds (Rural)**

Other FTA programs other than:

- FTA Capital Program funds (Section 5309)
- FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (Section 5310)
- FTA Other Than Urbanized Area Formula Program (Section 5311)
- 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), and other US DOT programs and any other federal programs.

Can be found in: RU-20

#### **Other Front Impact**

Any collision type that impacts the front of the vehicle and that would not be described as head-on. Can be found in: S&S-40

#### **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

#### **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 Motor Vehicle**

Encompasses multiple types of motorized passenger vehicles such as automobiles, minivans, pickup trucks, motorcycles, rail cars, and buses intended for roadway or rail travel. Can be found in: S&S-40

### **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 the object classes of 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 Safety Occurrences not Otherwise Classified (OSONOC)**

Includes incidents such as:

- Slips,
- Trips,
- Falls,
- Electric shock,
- Yard derailments,
- Smoke or the odor of smoke/chemicals noticed in a transit vehicle or facility , or
- Other safety events not specifically listed as a Reportable Incident but which meet a reportable incident threshold.

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

### **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

### **Other Than Urbanized Area (Non-UZA)**

An area with 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 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 nor 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: MR Introduction, RU-10

**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

**P**

**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

**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**

An individual on board, boarding, or alighting from a revenue transit vehicle. Excludes operators, transit employees and contractors. Can be found in: S&S-40,

**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 Miles Traveled Sampling**

Any data sampling technique, by mode and type of service (TOS), used to calculate passenger miles traveled that meets the 95 percent confidence and  $\pm 10$  percent precision levels. Can be found in: Internet Reporting

### **Passenger Miles Traveled (PMT)**

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, and A-10

**PB**

Mode: Publicos

**PB**

Vehicle type: Publicos

**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 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**

The number of persons used routinely to patrol grounds and to respond to incident in or on transit property. Can be found in: S&S-30

**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 in a) 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-30

### **PM**

Passenger Miles (now referred to as passenger miles traveled)

### **PMT**

Passenger Miles Traveled (formerly referred to as 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

### **Predominant Use Rule**

The primary reason why the project was constructed or acquired, or how it is used by the measure of the amount of passengers served by a mode/TOS, or by the number of revenue vehicles serviced, or the square footage of a facility. Can be found in: S&S-30, F-20

### **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

### **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

### **Primary Security Personnel**

The security force that the agency uses routinely or assigns to patrol its grounds and respond to incidents in or on transit property. Primary and secondary security forces could be interchangeable due to staffing concerns (e.g., major sporting events). Can be found in: S&S-30

### **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 estimated dollar value of all property that is damaged in a Reportable Incident. This includes transit-owned property and other vehicles and property involved in the incident that are not owned by the transit agency (excludes personal property such as cell phones and computers). Property damage also includes the cost of clearing wreckage. Can be found in: S&S Introduction, S&S-40, 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: Introduction, 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

### **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 who 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

## **Q**

### **Qualified Statistician**

An individual with a working knowledge and education or background in statistics who determines if techniques for passenger miles traveled data collection meet FTA's requirements for statistical reliability (95 percent confidence and 10 percent precision). Can be found in: S-10

## **R**

### **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

#### **Rape**

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

#### **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

#### **Rear-ended**

A collision type where a vehicle is impacted on its back end by the front of another vehicle. Can be found in: S&S-40

#### **Rear-ending**

A collision type where the front of a vehicle impacts the back end of another vehicle. Can be found in: S&S-40

#### **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

#### **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

### **Reportable Incident**

A safety or security incident occurring on transit property or otherwise affecting revenue service that results in one or more of the following conditions:

- A fatality confirmed within 30 days of the incident
- An injury requiring immediate medical attention away from the scene for one or more persons
- Property damage equal to or exceeding \$25,000
- An evacuation for life safety reasons; or
- A mainline derailment.

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

### **Reporting Waiver**

Relief from filing an NTD report. Can be found in: Introduction, Internet Reporting, S&S Introduction

### **Reservation**

A tract of land set apart by the Federal government for a special purpose, especially one for the use of a Native American people. Can be found in: RU-20

### **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: 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, A-10, S-10, R-10, R-20, R-30, Declarations, MR Introduction, MR-10, S&S Introduction, S&S-40

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

**Right-of-way**

The area through which a train travels; a train's dynamic envelope. Can be found in: S&S-40

**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., ¼ 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

**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

**S**

**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

**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**

An attestation by the CEO of a transit agency certifying the accuracy of safety and security data submitted to the NTD in the past calendar year. Can be found in: Internet Reporting, S&S Introduction, S&S-20

### **Safety and Security Monthly Summary Incident**

Occurrences and / or arrests / citations that do not meet the requirements of Reportable Incidents:

- Occurrences of:
  - Robbery (confrontational theft)
  - Larceny (non-confrontational theft)
  - Burglary
  - Motor vehicle theft
  - Other safety occurrences not otherwise classified (injuries)
  - Fires.
- Arrest / citation for:
  - Other assaults (no injuries)
  - Fare evasion
  - Trespassing
  - Vandalism
  - Non-violent civil disturbance.

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

### **Safety Incidents**

A collision, derailment, fire, hazardous material spill, act of nature (Act of God), evacuation, or OSOONOC occurring on transit-controlled property and meeting established NTD thresholds. Can be found in: S&S Introduction, S&S-40, S&S-50, RU-20

### **Sampling**

A statistical technique for the collection of passenger miles traveled 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  $\pm 10$  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: B-10, 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

**Secondary Security**

The number of personnel used occasionally to respond to more serious event occurring in or on transit property when the Primary Security Personnel force requires assistance. Can be found on S&S-30

**Secondary Security Personnel**

The security force that is used occasionally to respond to more serious events occurring in or on transit property when the Primary Security Personnel force requires assistance. Can be found in: S&S-30

**Security Incident**

An occurrence of a bomb threat, bombing, arson, hijacking, sabotage, cyber security event, assault, robbery, rape, burglary, suicide, attempted suicide, larceny, theft, vandalism, homicide, fare evasion, trespassing, nonviolent civil disturbance, or CBR (chemical/biological/radiological) or nuclear release. Can be found in: S&S Introduction, 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, 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 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

### **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 traveled. 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

**Sideswipe**

A collision type in which two vehicles traveling in the same direction or opposite directions contact each other along the side in a scraping-type action, or a moving vehicle scraping its side against a stationery object. Can be found in: S&S-40

**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 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

### **Sponsored Service**

Public transportation services that are paid, in whole or in part, directly to the transit provider by a third party. These services may be offered by transit providers as part of a Coordinated Human Services Transportation Plan. Common sponsors include the Veterans Administration, Medicare, sheltered workshops, the Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs.

### **Sport Utility Vehicle (SUV)**

A high-performance four-wheel drive car built on a truck chassis. It is a passenger vehicle which combines the towing capacity of a pickup truck with the passenger-carrying space of a minivan or station wagon. Most SUVs are designed with a roughly square cross-section, an engine compartment, a combined passenger and cargo compartment, and no dedicated trunk. Most mid-size and full-size SUVs have three rows of seats with a cargo area directly behind the last row of seats. Compact SUVs and mini SUVs may have five or fewer seats. Can be found in: RU-10

### **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

### **STIC**

FTA Small Transit Intensive Cities Formula

### **STP**

Surface Transportation Program

### **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

**T**

**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: S-10, B-30, A-10

**TB**

Mode: Trolleybus

**TB**

Vehicle type: Trolleybuses

### **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

### **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**

Mode: 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, S&S-40

**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 Agency Security Force**

In-house non-sworn security guards (i.e., not sworn police officers) that are employees of the transit agency. Can be found in: S&S-30

**Transit Controlled Property**

Property owned by the transit agency and areas utilized by a transit agency to provide revenue service such as bus stops, transit centers, and parking lots. Can be found in: S&S-40

### **Transit Employee / Contractor**

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-40

### **Transit Passenger**

A person who is:

- On board
- Boarding or
- Alighting from a transit vehicle for the purpose of travel.

Excludes operators, transit employees, and contractors.

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

### **Transit Station**

See passenger station

### **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

### **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: Annual Reporting Manual, MR-10, S&S Introduction S&S-10, 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 Sedans

### **TV**

Vehicle type: Taxicab Vans

**TW**

Vehicle type: Taxicab Station Wagons

**Twilight**

The period of partial darkness between day and night both at dusk and at dawn. Can be found in: S&S-40

**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

**U**

**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, 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, MR-20

**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 has 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, 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

## **V**

### **Vandalism**

The willful or malicious destruction or defacement of transit property or vehicles. Can be found in: S&S Introduction, S&S-40, 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

### **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 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, A-30, S-10, Declarations, MR Introduction, MR-10, MR-20

### **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

### **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**

Mode: Vanpool

### **VRH**

Vehicle Revenue Hours

### **VRM**

Actual Vehicle Revenue Miles

### **VRM**

Vehicle Revenue Miles

### **VT**

Vehicle type: Vintage Trolley / Streetcar

## **W**

### **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: Basic information module, Introduction, Internet Reporting, S&S Introduction, S&S-10, S&S-30, S&S-40, S&S-50

### **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

**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

**Y**

**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