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REPORT NO. UMTA-IT-06-0094-77-1

# URBAN MASS TRANSPORTATION INDUSTRY UNIFORM SYSTEM OF ACCOUNTS AND RECORDS AND REPORTING SYSTEM



JANUARY 10, 1977

VOLUME III - REPORTING SYSTEM FORMS AND INSTRUCTIONS - REQUIRED

DOCUMENT IS AVAILABLE TO THE PUBLIC THROUGH  
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DEPARTMENT OF TRANSPORTATION  
URBAN MASS TRANSPORTATION ADMINISTRATION  
OFFICE OF TRANSIT MANAGEMENT  
WASHINGTON, D.C. 20590

Preface

This report presents the uniform system of accounts and records and reporting system required by Section 15 of the Urban Mass Transportation Act of 1964, as amended.

This report is presented in four volumes:

Volume I - GENERAL DESCRIPTION presents an overview of the systems, and an identification of the analytical potential provided by comparative data generated by the systems.

Volume II - UNIFORM SYSTEM OF ACCOUNTS AND RECORDS contains the definitions for the uniform systems of accounts and records.

Volume III - REPORTING SYSTEM FORMS AND INSTRUCTIONS - REQUIRED contains illustrative forms for each of the reports required to be submitted under Section 15 and instructions for completing those forms.

Volume IV - REPORTING SYSTEM FORMS AND INSTRUCTIONS - VOLUNTARY contains illustrative forms and instructions for optional revenue and expense reporting. The voluntary reports in Volume IV are more detailed than their counterparts in Volume III. Operators may elect one or more of the optional reports in Volume IV in place of counterpart reports in Volume III.

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CHAPTER 1

FINANCIAL DATA REPORTING

FORMS INSTRUCTIONS

Chapter 1

Financial Data Reporting Forms Instructions

The purpose of this chapter is to present the instructions for completing the financial data reporting forms that are required to be submitted by transit operators. Copies of each form are contained in Chapters 3 through 5 of this volume. All amounts reported should be to the nearest dollar (omit cents).

At the end of its fiscal year, each transit operator shall file a report that contains the reporting forms required by Section 15. The transit system shall file with such report, a letter or report signed by an independent public accountant or other responsible independent entity such as a state audit agency attesting to the conformity, in all material respects, of the financial data reporting forms in such report with the prescribed Uniform System of Accounts and Records and Reporting System.

A suggested form of a letter or report follows:

"In connection with our regular examination of the financial statements of \_\_\_\_\_ for the year ended \_\_\_\_\_, on which we have reported separately under date of \_\_\_\_\_, we have also reviewed the reporting forms listed below and included in the \_\_\_\_\_ report for the year ended \_\_\_\_\_, required under Section 15 of the Urban Mass Transportation Act, for conformity in all material respects with the requirements of the Urban Mass Transportation Administration as set forth in its applicable Uniform System of Accounts and Records and Reporting System. Our review for this purpose included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances. We did not make a detailed examination such as would be required to determine that each transaction has been recorded in accordance with the Uniform System of Accounts and Records.

LIST OF REPORTING FORMS BEING REPORTED UPON

"Based on our review, in our opinion, the accompanying reporting forms identified above (except as noted below 1/) conform in all material respects with the accounting requirements of the Urban Mass Transportation Administration as set forth in its applicable Uniform System of Accounts and Records and Reporting System."

1/ Parenthetical phrase inserted only when exceptions are to be reported.

This letter or report shall state, additionally, which, if any, of the reporting forms set forth above do not conform to the Urban Mass Transportation Administration requirements, and shall describe the discrepancies that exist.

If the system is not audited by an independent public accountant, such certification will be required from a governmental audit agency, such as a state audit agency or a municipal audit agency. However, the certification must be made by an agency that is in fact independent. The Urban Mass Transportation Administration will determine the fact of independence by considering all of the relevant circumstances.

Financial Data Reporting Forms Instructions

1.1 Balance Sheet Summary Schedule Instructions

This section provides instructions for completing Form 300 - Balance Sheet Summary Schedule.

Single Mode and Multi-Mode Transit Systems

Assets, liabilities and capital are reported in the same manner for both single mode and multi-mode systems. If a multi-mode system maintains separate balance sheet accounts by mode, these should be consolidated to provide single entries for each account.

Form 300 Requirements

This form has been designed for reporting balance sheet amounts at the summary 3-digit level, with the additional provision for reporting accumulated depreciation and amortization. The two-column design provides for reporting property and intangible asset account balances in both total dollars and net of accumulated depreciation and amortization.

Balance Sheet Reporting References

Before attempting to complete Form 300, each transit system must be thoroughly familiar with the concepts and details of assets, liability and capital object class reporting as described in Volume II - Uniform System of Accounts and Records. The references to Volume II listed below should be carefully reviewed to facilitate this understanding:

- Section 2.9 - Capital Grant Accounting
- Section 3.1 - List of Asset Object Classes
- Section 3.2 - Definitions of Asset Object Classes
- Section 4.1 - List of Liability Object Classes
- Section 4.2 - Definitions of Liability Object Classes
- Section 5.1 - List of Capital Object Classes
- Section 5.2 - Definitions of Capital Object Classes

Financial Data Reporting Forms Instructions1.2 Capital Subsidiary Schedule

This section provides instructions for completing Form 310 - Capital Subsidiary Schedule-Sources of Public Capital Assistance.

The purpose of this form is to determine the sources of the funds that Federal, state and local governments are using to provide capital assistance to transit systems. Indicate in dollars the sources of capital assistance received or accrued by your transit system for the reporting period from Federal, state and local governments. If a multi-mode transit system receives capital assistance by mode, the amount of this assistance should be consolidated to provide single entries for each source of funding.

Form 310, Part A shows three major categories of Federal government funding for capital assistance. Category I covers funds received for assistance through Sections 3 and 5 of the UMT Act of 1964, as amended. Category II covers funds received for operating assistance through other Federal transportation grant programs administered by the Department of Transportation. Category III covers all other funds received from the Federal government.

Form 310, Part B shows two major categories of state and local government funding for capital assistance. Category I covers allocations of general funds. Typically, the amount is determined through the government entity's annual budgeting. Category II covers funds dedicated to transportation. The amount is determined by the total amount raised from a particular source rather than by dividing the pool of general funds to various uses. Within the second major category, various possible sources of dedicated funds are shown.

If the proceeds of a government agency bond issue are used to support transit service, the funding of the liquidation of the bond issue determines the answers to be given on this schedule. Bonds that are to be paid off from transit fares do not constitute government financial assistance for the purpose of this schedule. Bonds that are to be paid off from government funds (other than fares) do constitute government financial assistance. In essence, the bond proceeds are interim financial support to the transit system. The ultimate financial support comes from the government revenues that are used to liquidate the bond issue. It is these ultimate sources of government funding that are to be reported by the appropriate categories on the schedules.

Financial Data Reporting Forms Instructions

1.3 Revenue Summary Schedule Instructions

This section provides instructions for completing Form 400R - Revenue Summary Schedule.

Single Mode and Multi-Mode Transit Systems

Revenue is reported in the same manner for both single mode and multi-mode systems. If a multi-mode system maintains separate revenue accounts by mode, these should be consolidated to provide single entries for each account.

Form 400R Requirements

This form has been designed for reporting revenue at the summary 3-digit level with a provision for reporting the contributed services account balance net of the contra account for expense. It also provides for reporting a memo entry for revenues which are subject to the maintenance of effort requirements under Section 5 of the Urban Mass Transportation Act of 1964, as amended.

Revenue Reporting References

Before attempting to complete this form, each transit system must be thoroughly familiar with the concepts and details of revenue object class reporting as described in Volume II - Uniform System of Accounts and Records. The references to Volume II listed below should be carefully reviewed to facilitate this understanding:

- Section 2.10 - Revenue Accounting
- Section 6.1 - List of Revenue Object Classes
- Section 6.2 - Definitions of Revenue Object Classes

Financial Data Reporting Forms Instructions1.4 Revenue Subsidiary Schedule

This section provides instructions for completing Form 410 - Revenue Subsidiary Schedule-Sources of Public Operating Assistance.

The purpose of this form is to determine the sources of the funds that Federal, state and local governments are using to provide operating assistance to transit systems for the period being reported on. Indicate in dollars the sources of operating assistance received or accrued by your transit system for the reporting period from Federal, state and local governments. If a multi-mode transit system receives operating assistance by mode, the amount of this assistance should be consolidated to provide single entries for each source of funding.

Form 410, Part A shows three major categories of Federal government funding for operating assistance. Category I covers funds received for operating assistance through Section 5 of the UMT Act of 1964, as amended. Category II covers funds received for operating assistance through other Federal transportation grant programs administered by the Department of Transportation. Category III covers all other funds received from the Federal government.

Form 410, Part B shows two major categories of state and local government funding for operating assistance. Category I covers allocations of general funds. Typically, the amount is determined through the government entity's annual budgeting. Category II covers funds dedicated to transportation. The amount is determined by the total amount raised from a particular source rather than by dividing the pool of general funds to various uses. Within the second major category, various possible sources of dedicated funds are shown.

If the proceeds of a government agency bond issue are used to support transit service, the funding of the liquidation of the bond issue determines the answers to be given on this schedule. Bonds that are to be paid off from transit fares do not constitute government financial assistance for the purpose of this schedule. Bonds that are to be paid off from government funds (other than fares) do constitute government financial assistance. In essence, the bond proceeds are interim financial support to the transit system. The ultimate financial support comes from the government revenues that are used to liquidate the bond issue. It is these ultimate sources of government funding that are to be reported by the appropriate categories on the schedule.

Financial Data Reporting Forms Instructions1.5 Expense Reporting Instructions

This section provides instructions for completing the following forms:

500R - Single Mode Expenses and Functions Schedule

501R - Multi-Mode Expenses and Functions Schedule

Single Mode Transit Systems - Form 500R:

Transit systems providing only one mode of service are to use Form 500R for reporting expense object classes and functions. This form has been designed in columnar work sheet format to facilitate listing transit system expenses by object class in the left-hand column, and then distributing each object class expense amount across the columns representing expense functions. The cross total of the expense amounts recorded under the function columns for a particular object class should always equal the total amount for that object class recorded in the "Total Period Expenses" column.

A "Reconciling Items" section is provided at the bottom of the "Total Period Expenses" column. This section is to be used for reporting transit system expenses not to be reported by function (depreciation, amortization of intangibles, etc.), and for other expenses on the transit system's books which are not related to transit service (providing utilities service, etc.). As an overall control, the total amount of the left-hand expense column, after including "Reconciling Items," is to agree with the total expenses reported on the transit system's published income statement.

This form also provides for reporting a memo entry for those expenses not allowable for Federal operating assistance under Section 5 of the Urban Mass Transportation Act of 1964, as amended.

Multi-Mode Transit Systems Form 501R:

Transit systems providing more than one mode of service are to use Form 501R. This four-page form has a separate page for each of the three required expense functions and a fourth page for the total of all expense functions. The form has been designed in columnar work sheet format to facilitate listing

transit system expenses by object class for a given function in the left-hand column and then distributing each object class expense amount across the right-hand columns representing direct and joint mode categories.

The headings of the right-hand columns must be written in by the transit system. Under the broad heading of "Direct Mode Costs," each mode should be assigned its own column, e.g., Motor Bus, Rail Rapid, Streetcar. Under the broad heading "Joint Mode Costs," each mode combination which shares certain costs should be grouped. For instance, a joint mode column might be designated for "Motor Bus and Streetcar," or for "Motor Bus and Rail Rapid." The right-most column should be designated "All Modes."

In distributing the object class expense amounts on these forms, it is important to identify which components can be related directly with specific modes of service and then report the amounts under the appropriate direct mode columns. Expenses which truly relate to more than one mode of service are to be reported under the appropriate joint mode columns. A "Distribution of Joint Costs to Modes" section is provided on each form. This section is to be used to allocate joint mode cost column totals to the appropriate direct mode columns. It is important to use established and verifiable allocation rules in applying joint costs to each mode. In the absence of such rules, the transit system should use the percentage relationship of capacity miles for each mode to total capacity miles for the system. The capacity miles data reported on Form 650 is to be used in performing these allocations.

The last page of Form 501R represents a control schedule summarizing the object class expense amounts and mode allocations reported on the preceding pages. A "Reconciling Items" section is provided on this form at the bottom of the left-hand total system costs column. This section is to be used for reporting transit system expenses not to be reported by function (depreciation, amortization of intangibles, etc.), and for other expenses on the transit system's books which are not related to transit service (providing utilities service, etc.). As an overall control, the total amount of the left-hand expense column, after including "Reconciling Items," is to agree with the total expenses reported on the transit system's published income statement.

This form also provides for reporting a memo entry for those expenses not allowable for Federal operating assistance under Section 5 of the Urban Mass Transportation Act of 1964, as amended.

Expense Reporting - All Transit Systems:

Before attempting to complete the above forms, each transit system must be thoroughly familiar with the concepts and details of object class and function expense reporting as described in Volume II - Uniform System of Accounts and Records. The references to Volume II listed below should be carefully reviewed to assist in understanding the structure and completing the forms:

<u>Topic</u>	<u>Section</u>
Labor Distribution Accounting	2.1
Fringe Benefit Accounting	2.2
Accounting for Sales and Excise Taxes, Freight-in and other Acquisition Costs	2.3
Accounting for Repairable Items	2.4
Accounting for Physical Damage, Public Liability and Property Damage and Other Corporate Losses	2.5
Expense Transfers	2.7
Lease Accounting	2.8
Accounting for Capitalization of Development Costs	2.12
List of Expense Object Classes	7.1
Definitions of Expense Object Classes	7.2
List of Expense Functions	7.3
Definitions of Expense Functions	7.4
Definitions of Operators' Wages Categories	7.5

Financial Data Reporting Forms Instructions1.6 Operators' Wages Subsidiary Schedule Instructions

This section provides instructions for completing Form 510 - Operators' Wages Subsidiary Schedule. Transit systems operating 25 or less vehicles are not required to submit this form.

The reporting system described herein provides for the analysis of the wages paid to employees classified as "operators" in two different ways. The analysis provided by distributing operators' pay to modes and functions on expense report Form 500R or 501R focuses on the application of labor, i.e., the major activities that were undertaken through the performance of labor. The analysis provided by this subsidiary schedule, Form 510, focuses primarily on the components of pay time and allowances as specified in labor contracts. On Form 510, a separate column should be used for each mode, identifying it in the space provided on the form.

The dollar totals at the end of this subsidiary schedule should agree with the totals for operators' salaries and wages on Form 500R or Form 501R. Further, the detail in this subsidiary schedule is correlated to the specific expense functions prescribed in Volume II, Section 7.3 as outlined in the following table:

Relationships of Subsidiary Schedule  
Categories to Expense Functions

Expense Functions to Which Operators' Wages Are Distributed			
<u>Level A Functions</u>	<u>Level B Functions</u>	<u>Level C Functions</u>	<u>Subsidiary Schedule Categories Composing Each Function</u>
Revenue Vehicle Operations	Revenue Vehicle Operations	Operations	1.03 through 1.06 1.11 through 1.15
Transportation Administration	Administration of Transportation Operations	Operations	1.01, 1.02 1.07 through 1.10 2.01 through 2.08 2.12
Revenue Vehicle Movement Control	Administration of Transportation Operations	Operations	2.09
Ticketing and Fare Collection	Ticketing and Fare Collection	General Administration	2.10
Customer Services	Marketing	General Administration	2.11

Operators' Wages Reporting References

Before attempting to complete Form 510, each transit system must be thoroughly familiar with the concepts and details of expense object class reporting as described in Volume II - Uniform System of Accounts and Records. The references to Volume II listed below should be carefully reviewed to assist in understanding the structure and completing the forms:

- Section 2.1 - Labor Distribution Accounting
- Section 2.2 - Fringe Benefits Accounting
- Section 7.3 - List of Expense Functions
- Section 7.4 - Definitions of Expense Functions
- Section 7.5 - Definition of Operators' Wages Categories

## Financial Data Reporting Forms Instructions

### 1.7 Fringe Benefits Subsidiary Schedule Instructions

This section provides instructions for completing Form 520 - Fringe Benefits Subsidiary Schedule. Transit systems operating 25 or less vehicles are not required to submit this form.

The reporting system described herein provides for the analysis of fringe benefits paid to employees in two different ways. An analysis will be provided by distributing total fringe benefits to the modes and functions on expense report Form 500R or 501R based on the amount of labor reported for each function. Subsidiary schedule, Form 520, provides an analysis of the detailed components which comprise total fringe benefits to be reported.

Where applicable, Form 520 provides for the reporting of both employer and employee fringe benefit contributions. Employee share data enables comparative analysis of the benefit burden borne by the employee, normally as specified in the labor contracts. The employer total fringe benefit amount reported on this subsidiary schedule will agree with the amount reported as Object Class 502 - Fringe Benefits on expense reporting Form 500R or 501R.

#### Fringe Benefits Reporting References

Before attempting to complete Form 520, each transit system must be thoroughly familiar with the concepts and details of expense object class reporting described in Volume II - Uniform System of Accounts and Records. The references to Volume II listed below should be carefully reviewed to assist in understanding the structure and completing the forms:

- Section 2.1 - Labor Distribution Accounting
- Section 2.2 - Fringe Benefits Accounting
- Section 7.2 - Definition of Expense Object Classes

Financial Data Reporting Forms Instructions1.8 Pension Plan Questionnaire and Instructions

This section provides instructions for completing Form 593 - Pension Plan Questionnaire. Transit systems operating 25 or less vehicles are not required to submit this form.

The purpose of this questionnaire is to obtain information on transit system pension costs.

Question 1 is directed at those systems which are committed to achieving a fully funded plan.

Question 2 is directed at those systems using a pay-as-you-go method where the pay-as-you-go cost is equal to at least some of the amount charged as pension plan expense for the reporting period. Question 2 continues, requesting what this cost might have been if the system were attempting to fund current and prior service costs, and concludes, requesting an estimate of the unfunded prior service cost.

Question 3 must be completed in either case. The purpose of Question 3 is to identify the amount of unfunded liability a transit system has incurred due to its pension policies, where unfunded liability is defined as the difference between pension plan assets and vested benefits.

Systems having both pay-as-you-go and funded plans must combine the respective totals to arrive at the pension plan expense (Fringe Benefits Object Class 502.02) for the reporting period.

The following definitions are to be used in providing the information breakdown for the above questions:

Pay-As-You-Go Cost - Pension cost resulting from recognizing expense only when benefits are paid to retired employees. The pay-as-you-go method of recognizing pension cost is not an acceptable method for accounting purposes (APB#8).

Current Service Cost (Normal Cost) - The period pension cost assigned, under an actuarial cost method, to years subsequent to the inception of a pension plan or to a particular valuation date.

Prior Service Cost - Pension cost assigned, under an actuarial cost method to years prior to the date of a particular actuarial valuation, and/or prior to the inception of a pension plan.

Interest on Prior Service Cost - Interest charges associated with prior and past service pension costs.

Plan Assets - The value of assets accumulated in the hand of a pension funding agency for the purpose of meeting retirement benefits when they become due.

Vested Benefits - Benefits that are not contingent on the employee's continuing in the service of the employer. The actuarially computed value of vested benefits represents the present value, at the date of determination, of the sum of (a) the benefits expected to become payable to former employees who have retired, or who have terminated service with vested rights, at the date of determination; and (b) the benefits, based on service rendered prior to the date of determination, expected to become payable at future dates to present employees, taking into account the probable time that employees will retire, at the vesting percentage applicable at the date of determination.

Unfunded Liability - The difference between plan assets and vested benefits.

CHAPTER 2

OPERATING DATA REPORTING

FORMS INSTRUCTIONS

Chapter 2

Operating Data Reporting Forms Instructions

The purpose of this chapter is to present the instructions for completing the nonfinancial operating data reporting forms that are required to be submitted by transit operators. Copies of each form are contained in Chapter 6 of this volume.

Operating Data Reporting Forms Instructions

2.1 Time Period Reporting Form Instructions

Form 600 - Weekday Time Period Schedule

The definitions in Volume II - Section 8.2 are to be used to report weekday time periods on Form 600. The time periods within an average day defined on this form are to be used in reporting the data on the below-listed forms.

- Form 630       Persons engaged in providing transit service.
- Form 650       Measurement of the transit service offered to the public.
- Form 655       Measurement of the passenger utilization of service.

For the average weekday service categories, the total of the hours and minutes reported for a.m. peak, p.m. peak, midday and night service should equal the total hours and minutes of service during the day on Form 600.

Report all of the above time periods on Form 600, for each mode of revenue service offered.

Operating Data Reporting Forms Instructions

2.2 Facilities and Equipment Reporting Forms Instructions

Form 610 - Transit Way Descriptors Schedule

The definitions in Volume II - Section 8.3 are to be used to report characteristics and measurements of the right-of-way along which transit services are provided on Form 610 - Transit Way Descriptors Schedule.

Transit way descriptors are to be reported for each mode of revenue service offered. For instance, the miles of right-of-way over which motor buses operate are reported separately from the miles of right-of-way over which trolley-buses operate. If both modes of transit service operate over a given segment of right-of-way, that segment should be included in the measurement for both modes of transit operation.

Form 620 - Revenue Vehicle Inventory Schedule

The definitions in Volume II - Section 8.3 are to be used in reporting a detailed description of the revenue vehicles used in transit service during, and at the end of, the reporting period on Form 620 - Revenue Vehicle Inventory Schedule.

The left-hand section of each form contains data that identify a group of revenue vehicles. All vehicles with the same characteristics ("Vehicle Fleet Identification Data") are to be reported as a single line item on the forms. Usually a group of vehicles for reporting purposes will be synonymous with a fleet of vehicles on which certain records are maintained in the transit system's internal information system.

The right-hand section of each form ("Period Variables") contains data about the group of vehicles identified in the left-hand section. The right-hand section data will vary from reporting period to reporting period; the left-hand section data will be more stable.

All vehicles in a given fleet will not necessarily be reported on a single line in this inventory, because the criteria for grouping in a fleet may be less restrictive than the criteria for grouping in a report line.

Configuration Codes

From the configurations listed below, select and enter on the report form those that describe the configuration of the vehicles reported on the report line.

<u>Code</u>	<u>Meaning</u>
A	Motor buses equipped with environmental improvement package (EIP).
B	Air conditioned.
* { C	Hard seats - plastic, wood or metal seats with no cushions.
D	Cushioned seats - fully upholstered seats and seats with cushion inserts for part of the seat.
E	Carpeting on the floors of the vehicle. (Does not include rubber or vinyl mats.)
** { F	Diesel fuel.
G	Liquified petroleum gas (LPG) or liquified natural gas (LNG).
H	Gasoline.
I	Automatic transmission motor buses, school buses, Dial-A-Ride vehicles.

\* Must select one of these two for each line on Form 620.

\*\* Must select one of these three for each line on which motor buses are reported.

Operating Data Reporting Forms Instructions

2.3 Employees Reporting Forms Instructions

Form 630 - Transit Service Personnel Schedule

The definitions in Volume II - Section 8.4 are to be used in reporting transit service personnel information on Form 630 - Transit Service Personnel Schedule.

The time period classifications for reporting personnel on this form will be those defined on Form 600 - Weekday Time Period Schedule.

In determining the number of employees to be reported in each personnel category, use the average number of people, including paid standbys, employed during the reporting period whose labor is required at the high-point of each time period, e.g., the total number working at the peak of the a.m. peak.

Report transit service personnel information for each mode of revenue service provided.

Form 635 - Transit System Employee Count Schedule

The definitions in Volume II - Section 8.4 are to be used to report a count of transit system employees on Form 635. In determining the number of employees to be reported in each personnel category, use the number of employee equivalents for the year to the nearest one-half employee, segregating those working on capital projects from those whose labor is considered an operating expense. Where necessary to allocate individuals to multiple classifications, count employee equivalents for each classification to the nearest one-half employee. An employee equivalent is 2000 man-hours of work.

Report transit system employee count information for each mode of revenue service provided.



Operating Data Reporting Forms Instructions

2.5 Accident Reporting Form Instructions

Form 645 - Accidents Schedule

The definitions in Volume II - Section 8.6 are to be used in reporting information concerning revenue vehicle collision and noncollision accidents and station accidents on Form 645.

The purpose of this form is to collect accident information classified by type of accident and by accident injury and damage result. This information should be based on the transit system's accident/incident reports, not on claims filed. Suicides are not included in the fatality counts.

Form 645 also requires the reporting of total fatalities and personal injuries resulting from all of the accidents classified above. These fatalities and personal injuries are to be further identified as either being pedestrians, revenue vehicle occupants or other vehicle occupants, distinguishing in each case whether the persons injured were "on-duty employees" or others.

A separate form is to be submitted for each mode of service operated.

Operating Data Reporting Forms Instructions

2.6 Service Supplied and Vehicle Utilization Reporting  
Forms Instructions

Form 650 - Transit Service Supplied Schedule

The definitions in Volume II - Section 8.7 and the accounting practice instructions in Volume II - Section 2.11 are to be used in reporting measurement of transit services provided to potential patrons on Form 650 - Transit Service Supplied Schedule.

Data such as revenue capacity miles are calculated by applying data collected in the fleet inventory to data on routes and schedules. The time periods are those defined by the reporting transit system on Form 600.

Rail rapid transit operations are different from other modes because the operating unit is a train of linked cars rather than an individual vehicle. Therefore, for rail rapid transit, the number of trains in operation, train miles and train hours are required. Further, for rail rapid transit, an extra reporting category (Rail Rapid Passenger Cars in Operation) is also required.

A separate form is to be submitted for each mode of service operated.

Operating Data Reporting Forms Instructions

2.7 Passenger Utilization Reporting Form Instructions

Form 655 - Transit Service Consumed Schedule

The definitions in Volume II - Section 8.8 and the Accounting Practice instructions in Volume II - Section 2.11 are to be used to report measurement of the transit services consumed by transit system patrons on Form 655.

Those indicators of service consumed are identified in the column entitled "Service Consumed Indicators" -- unlinked passenger trips, passenger miles and average time per unlinked passenger trip. The average quantities for each of these indicators, for each of seven time periods, are to be entered in appropriate columns of this form. The time periods are those defined by the reporting transit system on Form 600.

A separate form is to be submitted for each mode of service operated.

CHAPTER 3

BALANCE SHEET REPORTING FORMS

Section 15 Reporting System

Form 300

Balance Sheet Summary Schedule

ASSETS

101.	Cash and Cash Items		\$	_____
102.	Receivables			_____
103.	Materials and Supplies Inventory			_____
104.	Other Current Assets			_____
105.	Work-in-Process			_____
111.	Tangible Transit Operating Property			_____
	Less Accumulated Depreciation	_____		_____
112.	Tangible Property Other Than for Transit Operations			_____
	Less Accumulated Depreciation	_____		_____
121.	Intangible Assets			_____
	Less Accumulated Amortization	_____		_____
131.	Investments			_____
141.	Special Funds			_____
151.	Other Assets			_____
	Total Assets		\$	_____

LIABILITIES AND CAPITAL

201.	Trade Payables		\$	_____
202.	Accrued Payroll Liabilities			_____
203.	Accrued Tax Liabilities			_____
204.	Short-Term Debt			_____
205.	Other Current Liabilities			_____
211.	Advances Payable			_____
221.	Long-Term Debt			_____
231.	Estimated Liabilities			_____
241.	Deferred Credits			_____
	Total Liabilities			_____
301.	Public (Governmental) Entity Ownership			_____
302.	Private Corporation Ownership			_____
303.	Private Noncorporate Ownership			_____
304.	Grants, Donations and Other Paid-in Capital			_____
305.	Accumulated Earnings (Losses)			_____
	Total Capital			_____
	Total Liabilities and Capital		\$	=====

Section 15 Reporting System

Form 310  
Page 1 of 2

Capital Subsidiary Schedule

Sources of Public Capital Assistance

PART A. Federal Government

Report the sources of Federal funds (in dollars) received to fund capital assistance for your transit system.

Government Funds Applied to Transit System

I. Funds received from the UMT Act of 1964 \$ \_\_\_\_\_

A. Section 3 Funds \_\_\_\_\_

B. Section 5 Funds \_\_\_\_\_

II. Funds received from other Federal grant programs \_\_\_\_\_

III. Other Federal funding \_\_\_\_\_

Total Assistance \$ \_\_\_\_\_  
=====



CHAPTER 4

REVENUE REPORTING FORMS

Section 15 Reporting System

Form 400R

Revenue Summary Schedule

REVENUE OBJECT CLASSES	Total Period Revenues
401. PASSENGER FARES FOR TRANSIT SERVICE	\$
402. SPECIAL TRANSIT FARES	
403. SCHOOL BUS SERVICE REVENUES	
404. FREIGHT TARIFFS	
405. CHARTER SERVICE REVENUES	
406. AUXILIARY TRANSPORTATION REVENUES	
407. NONTRANSPORTATION REVENUES	
408. TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM	
409. LOCAL CASH GRANTS AND REIMBURSEMENTS	
410. LOCAL SPECIAL FARE ASSISTANCE	
411. STATE CASH GRANTS AND REIMBURSEMENTS	
412. STATE SPECIAL FARE ASSISTANCE	
413. FEDERAL CASH GRANTS AND REIMBURSEMENTS	
430. CONTRIBUTED SERVICES	
Less CONTRA ACCOUNT FOR EXPENSE	
440. SUBSIDY FROM OTHER SECTORS OF OPERATIONS	
TOTAL REVENUE	\$
MEMO ITEM:	
REVENUE SUBJECT TO MAINTENANCE OF EFFORT REQUIREMENT	\$

Revenue Subsidiary Schedule

Sources of Public Operating Assistance

PART A. Federal Government

Report the sources of Federal funds (in dollars) received to fund operating assistance for your transit system.

Government Funds Applied to Transit System

I. Funds received from the UMT Act of 1964 - Section 5	\$ _____
II. Funds received from other Federal grant programs	_____
III. Other Federal funding	_____
Total Assistance	\$ _____ =====

Section 15 Reporting System

Revenue Subsidiary Schedule

Sources of Public Operating Assistance

PART B. State/Local Government

Report the sources of funds (in dollars) used by your state and local governments to fund operating assistance for your transit system.

Government Funds Applied to Transit System

I. Funds allocated to transit out of the general revenues of the government entity

II. Funds dedicated to transit at their source; i.e., revenues not going into general fund but into transit funds:

A. Dedicated Taxes

1. Income taxes
2. Sales taxes
3. Property taxes
4. Payroll taxes
5. Utility taxes
6. Commuter taxes
7. Gasoline taxes
8. Other taxes (identify)

B. Bridge, Tunnel and Highway Tolls

C. Shared Federal Government Revenues

D. Other Dedicated Sources (identify)

Total Assistance

	State Government	Local Government
I. Funds allocated to transit out of the general revenues of the government entity	\$	\$
II. Funds dedicated to transit at their source; i.e., revenues not going into general fund but into transit funds:		
A. Dedicated Taxes		
1. Income taxes		
2. Sales taxes		
3. Property taxes		
4. Payroll taxes		
5. Utility taxes		
6. Commuter taxes		
7. Gasoline taxes		
8. Other taxes (identify)		
_____		
_____		
B. Bridge, Tunnel and Highway Tolls		
C. Shared Federal Government Revenues		
D. Other Dedicated Sources (identify)		
_____		
_____		
_____		
Total Assistance	\$	\$

CHAPTER 5

EXPENSE REPORTING FORM

Section 15 Reporting System

Form 500R

Single Mode Expenses and Functions Schedule

Indicate Mode:

Motor Bus	
Rail Rapid	
Streetcar	
Trolleybus	
Dial-A-Ride	
Ferryboat	
Other	

Identify

EXPENSE OBJECT CLASSES	Total Period Expenses	Operations 010	Maintenance 040	General Administration 160
501. LABOR				
501.01 Operators' Salaries & Wages.....				
501.02 Other Salaries & Wages.....				
502. FRINGE BENEFITS.....				
503. SERVICES.....				
504. MATERIALS AND SUPPLIES CONSUMED				
504.01 Fuel and Lubricants.....				
504.02 Tires and Tubes.....				
504.99 Other Materials & Supplies.....				
505. UTILITIES.....				
506. CASUALTY AND LIABILITY COSTS.....				
507. TAXES.....				
508. PURCHASED TRANSPORTATION SERVICE.....				
509. MISCELLANEOUS EXPENSE.....				
510. EXPENSE TRANSFERS.....				
TOTAL EXPENSES FOR SECTION 15 REPORT..				
RECONCILING ITEMS				
Interest Expense.....				
Leases and Rentals.....				
Depreciation.....				
Amortization of Intangibles.....				
Purchase Lease Payments.....				
Related Parties Lease Payments.....				
Other Reconciling Items.....				
.....				
.....				
TOTAL EXPENSES PER PUBLISHED REPORTS..				
MEMO ITEM:				
Expense Not Allowable For Federal Operating Assistance.....				

Section 15 Reporting System  
Multi-Mode Expenses and Functions Schedule

Form 501R  
Page 1 of 4

FUNCTION NO.: 010  
FUNCTION NAME: Operations

EXPENSE OBJECT CLASSES	TOTAL FUNCTION COSTS	D I R E C T M O D E C O S T S					J O I N T M O D E C O S T S					
501. LABOR												
501.01 Operators' Salaries & Wages.....												
501.02 Other Salaries & Wages.....												
502. FRINGE BENEFITS.....												
503. SERVICES.....												
504. MATERIALS AND SUPPLIES CONSUMED												
504.01 Fuel and Lubricants.....												
504.02 Tires and Tubes.....												
504.99 Other Materials & Supplies.....												
507. TAXES.....												
510. EXPENSE TRANSFERS.....												
TOTAL DIRECT AND JOINT MODE COSTS.....												
DISTRIBUTION OF JOINT COSTS TO MODES:												
.....						( )	( )	( )	( )	( )		
.....												
.....												
All Modes.....												
TOTAL FUNCTION COST BY MODE.....						-0-	-0-	-0-	-0-	-0-	( )	-0-

Section 15 Reporting System  
Multi-Mode Expenses and Functions Schedule

Form 501R  
 Page 2 of 4

FUNCTION NO.: 040  
 FUNCTION NAME: Maintenance

EXPENSE OBJECT CLASSES	TOTAL FUNCTION COSTS	D I R E C T M O D E C O S T S					J O I N T M O D E C O S T S					
501. LABOR												
501.01 Operators' Salaries & Wages												
501.02 Other Salaries & Wages.....												
502. FRINGE BENEFITS.....												
503. SERVICES.....												
504. MATERIALS AND SUPPLIES CONSUMED												
504.01 Fuel and Lubricants.....												
504.02 Tires and Tubes.....												
504.99 Other Materials & Supplies.....												
505. UTILITIES.....												
506. CASUALTY AND LIABILITY COSTS.....												
507. TAXES.....												
509. MISCELLANEOUS EXPENSE.....												
510. EXPENSE TRANSFERS.....												
TOTAL DIRECT AND JOINT MODE COSTS....												
DISTRIBUTION OF JOINT COSTS TO MODES:						( )	( )	( )	( )			
.....												
.....												
.....												
All Modes.....												
TOTAL FUNCTION COST BY MODE.....						-0-	-0-	-0-	-0-	-0-		

Section 15 Reporting System  
Multi-Mode Expenses and Functions Schedule

Form 501R  
Page 3 of 4

FUNCTION NO.: 160  
FUNCTION NAME: General Administration

EXPENSE OBJECT CLASSES	TOTAL FUNCTION COSTS	D I R E C T M O D E C O S T S					J O I N T M O D E C O S T S				
501. LABOR											
501.01 Operators' Salaries & Wages.....											
501.02 Other Salaries & Wages.....											
502. FRINGE BENEFITS.....											
503. SERVICES.....											
504. MATERIALS AND SUPPLIES CONSUMED											
504.99 Other Materials & Supplies.....											
505. UTILITIES.....											
506. CASUALTY AND LIABILITY COSTS.....											
507. TAXES.....											
508. PURCHASED TRANSPORTATION SERVICE...											
509. MISCELLANEOUS EXPENSE.....											
510. EXPENSE TRANSFERS.....											
TOTAL DIRECT AND JOINT MODE COSTS..											
DISTRIBUTION OF JOINT COSTS TO MODES:											
.....						( )	( )	( )	( )	( )	
.....											
.....											
.....											
.....											
All Modes.....											
TOTAL FUNCTION COST BY MODE.....						-0-	-0-	-0-	-0-	-0-	

Section 15 Reporting System  
 Multi-Mode Expenses and Functions Schedule

Form 501R  
 Page 4 of 4

TOTAL ALL FUNCTIONS

EXPENSE OBJECT CLASSES	TOTAL SYSTEM COSTS	DIRECT MODE COSTS					JOINT MODE COSTS					
501. LABOR												
501.01 Operators' Salaries & Wages.....												
501.02 Other Salaries & Wages.....												
502. FRINGE BENEFITS.....												
503. SERVICES.....												
504. MATERIALS AND SUPPLIES CONSUMED												
504.01 Fuel and Lubricants.....												
504.02 Tires and Tubes.....												
504.99 Other Materials & Supplies.....												
505. UTILITIES.....												
506. CASUALTY AND LIABILITY COSTS.....												
507. TAXES.....												
508. PURCHASED TRANSPORTATION SERVICE.....												
509. MISCELLANEOUS EXPENSE.....												
510. EXPENSE TRANSFERS.....												
TOTAL DIRECT AND JOINT MODE COST.....												
DISTRIBUTION OF JOINT COSTS TO MODES:						( )	( )	( )	( )	( )		
.....												
.....												
.....												
All Modes.....												
TOTAL EXPENSES FOR SECTION 15 REPORT.						-0-	-0-	-0-	-0-	-0-		
RECONCILING ITEMS:												
Interest Expense.....												
Leases and Rentals.....												
Depreciation.....												
Amortization of Intangibles.....												
Purchase Lease Payments.....												
Related Parties Lease Payments.....												
Other Reconciling Items.....												
.....												
.....												
TOTAL EXPENSES PER PUBLISHED REPORTS.												
MEMO ITEM:												
Expense Not Allowable For Federal												
Operating Assistance.....												

NOT REQUIRED FROM TRANSIT  
SYSTEMS OPERATING 25 OR  
FEWER REVENUE VEHICLES

Section 15 Reporting System  
Operators' Wages Subsidiary Schedule

Form 510

											JOINT MODAL	
	Dollars	Hours	Dollars	Hours								
1. OPERATING TIME												
1.01 Report time (pull out).....												
1.02 Turn-in time (pull in).....												
1.03 Travel time.....												
1.04 Platform time - line service.....												
1.05 Platform time - charter & special service.....												
1.06 Intervening time.....												
1.07 Paid breaks and meal allowances.....												
1.08 Minimum guarantee for call out.....												
1.09 Minimum guarantee - daily.....												
1.10 Minimum guarantee - weekly.....												
1.11 Overtime premium - scheduled.....												
1.12 Overtime premium - unscheduled.....												
1.13 Spread-time premium.....												
1.14 Shift premiums.....												
1.15 Other operating premiums.....												
2. NONOPERATING PAID WORK TIME												
2.01 Instructor premium for operator training.....												
2.02 Student training time.....												
2.03 Accident reporting time.....												
2.04 Witness time.....												
2.05 Stand-by time.....												
2.06 Time spent on union functions.....												
2.07 Run selection time.....												
2.08 Other time spent in transportation administration.....												
2.09 Time spent in revenue vehicle movement control.....												
2.10 Time spent in ticketing and fare collection.....												
2.11 Time spent in customer services.....												
2.12 Time spent in other nonoperating functions.....												
TOTALS												

NOT REQUIRED FROM TRANSIT  
SYSTEMS OPERATING 25 OR  
FEWER REVENUE VEHICLES

Section 15 Reporting System

Form 520

Fringe Benefits Subsidiary Schedule

FRINGE BENEFIT OBJECT CLASSES	Employer Total	Employee Total
502.01 FICA or Railroad Retirement.....		
502.02 Pension Plans (including long-term disability insurance).....		
502.03 Hospital, Medical and Surgical Plans.....		
502.04 Dental Plans.....		
502.05 Life Insurance Plans.....		
502.06 Short-Term Disability Insurance Plans.....		
502.07 Unemployment Insurance.....		
502.08 Workmen's Compensation Insurance or Fed. Empl. Liab. Act Contributions.....		
502.09 Sick Leave.....		
502.10 Holiday (including all premiums paid for work on holidays).....		
502.11 Vacation.....		
502.12 Other Paid Absence (bereavement pay, military pay, jury duty pay, etc.).....		
502.13 Uniform and Work Clothing Allowances.....		
502.14 Other Fringe Benefits.....		
TOTALS		

NOT REQUIRED FROM TRANSIT  
SYSTEMS OPERATING 25 OR  
FEWER REVENUE VEHICLES

Section 15 Reporting System

Pension Plan Questionnaire

Indicate in 1 and/or 2 below, the detail amount(s) which composed the employer's pension plan expense reported under OBJECT CLASS 502.02 on Form 520 - Fringe Benefits Subsidiary Schedule.

1. Committed to Fully Funded Plan:

<p>1a. Indicate below the dollar amount of any unfunded prior service cost and the number of years remaining to fully fund this cost:</p> <p>Unfunded amount \$ _____</p> <p>Years remaining _____</p>	<p>1b. Current service cost \$ _____</p> <p>Prior service cost _____</p> <p>Interest on prior service cost _____</p> <p>TOTAL \$ _____</p>
--	--

2. Pay-As-You-Go Plan:

<p>2a. If you have had a recent actuarial study or other similar estimate made to determine your cost under a fully funded pension plan, indicate by the categories below what your pension plan expense would have been for the period:</p> <p>Current service cost \$ _____</p> <p>Prior service cost _____</p> <p>Interest on prior service cost _____</p> <p>TOTAL \$ _____</p>	<p>2c. Pay-as-you-go cost \$ _____</p> <p>TOTAL 1b and 2c \$ _____</p> <p>Must agree with TOTAL under OBJECT CLASS 502.02 on Form 520</p>
---	---

<p>2b. Indicate below the total amount of estimated unfunded prior service cost and the number of years you would expect to take to fully fund this cost:</p> <p>Unfunded amount \$ _____</p> <p>Years required _____</p>	<p>3. Pension Liability</p> <p>3a. Plan Assets \$ _____</p> <p>Vested Benefits _____</p> <p>Unfunded Liability \$ _____</p>
---	---

CHAPTER 6  
NONFINANCIAL OPERATING DATA  
REPORTING FORM

Section 15 Reporting System

Form 600

Weekday Time Period Schedule

TIME PERIOD DESCRIPTIONS	Modes of Transit Service Provided							
	Rail Rapid	Street-car	Trolley-bus	Motor bus	Ferry-boat	Dial-A-Ride	School Bus	Other
Average Weekday Service:								
Total Hours of Service During Day.....								
Beginning Hour of Daily Service.....	: AM	: AM	: AM	: AM	: AM	: AM	: AM	: AM
Total Hours of AM Peak Service.....								
Beginning Hour of AM Peak Service.....	: AM	: AM	: AM	: AM	: AM	: AM	: AM	: AM
Total Hours of PM Peak Service.....								
Beginning Hour of PM Peak Service.....	: PM	: PM	: PM	: PM	: PM	: PM	: PM	: PM
Total Hours of Midday Service.....								
Total Hours of Night Service.....								
Saturday Service:								
Total Hours of Service During Day.....								
Beginning Hour of Service.....	: AM	: AM	: AM	: AM	: AM	: AM	: AM	: AM
Sunday Service:								
Total Hours of Service During Day.....								
Beginning Hour of Service.....	: AM	: AM	: AM	: AM	: AM	: AM	: AM	: AM

Section 15 Reporting System

Form 610

Transit Way Descriptors Schedule

Type of Transit Way	Rail Rapid Transit				Streetcar		
	Miles of Direc. Roadway	Miles of Electric Track	Number of Crossings	Number of Stations	Miles of Direc. Roadway	Miles of Electric Track	Number of Crossings
At grade, exclusive right-of-way.....							
At grade, with cross traffic.....							
At grade, mixed and cross traffic.....							
Elevated on structure.....							
Elevated on fill.....							
Open cut.....							
Subway-tunnel/tube.....							
TOTAL.....							

	Motor Bus	Trolleybus	Ferryboat	Other
Miles of Exclusive Right-of Way...				
Miles of Controlled Access Right-of-Way.....				
Miles of Mixed Traffic Right-of-Way.....				
TOTAL MILES.....				



Section 15 Reporting System

Form 630

Transit Service Personnel Schedule

	Number of Transit Service Personnel					
	Average Weekday				Weekend	
	AM Peak	Midday	PM Peak	Night	Saturday	Sunday
Rail Rapid Scheduled Train Crewmen.....						
-Full						
-Part						
Streetcar Scheduled Operators.....						
-Full						
-Part						
Trolleybus Scheduled Operators.....						
-Full						
-Part						
Motor Bus Scheduled Operators.....						
-Full						
-Part						
School Bus Scheduled Operators.....						
-Full						
-Part						
Dial-A-Ride Scheduled Operators.....						
-Full						
-Part						
Ferryboat Scheduled Crewmen.....						
-Full						
-Part						
Other Mode Scheduled Operators.....						
-Full						
-Part						
Revenue Vehicle Movement Control Personnel.....						
Ticket/Token Sales Agents, Fare Collectors, Gate Keepers.....						
Route/Schedule Information Operators....						
Security Agents.....						
TOTAL.....						

Section 15 Reporting System

Form 635

Transit System Employee Count Schedule

Indicate mode:  Rail Rapid  Motor Bus  Ferryboat  Other  
 School Bus  Streetcar  Trolleybus  Dial-A-Ride \_\_\_\_\_

Identify

EMPLOYEE CLASSIFICATION	Employee Equivalents	
	Operating Labor	Capital Labor
11. Transportation Executive, Professional and Supervisory Personnel.....		
12. Transportation Support Personnel.....		
13. Revenue Vehicle Operators.....		
21. Maintenance Executive, Professional and Supervisory Personnel.....		
22. Maintenance Support Personnel.....		
23. Revenue Vehicle Maintenance Mechanics...		
24. Other Maintenance Mechanics.....		
25. Vehicle Servicing Personnel.....		
31. General Administration Executive, Professional and Supervisory Personnel		
32. General Administration Support Personnel		
TOTAL TRANSIT SYSTEM EMPLOYEES.....		

NOTE: Where necessary to allocate individuals to multiple classifications, count to nearest 1/2 employee.

Section 15 Reporting System

Form 640

Revenue Vehicle Maintenance Performance Measures Schedule

MAINTENANCE INDICATORS	MOTOR BUS	SCHOOL BUS	DIAL-A-RIDE	TROLLEY BUS	STREET CAR	RAIL RAPID	FERRY BOAT	OTHER
NUMBER OF ROAD CALLS								
Road Calls for Mechanical Failures.....								
Road Calls for Other Reasons...								
Total.....								
LABOR HOURS								
Inspection and Maintenance.....								
NUMBER OF LIGHT MAINTENANCE FACILITIES								
Number of Facilities Serving Under 200 Vehicles.....								
Number of Facilities Serving 200-300 Vehicles.....								
Number of Facilities Serving More Than 300 Vehicles.....								
Total.....								

Section 15 Reporting System

Form 641

Energy Consumption Schedule

VEHICLES CONSUMING ENERGY	KWH of Propulsion Power	Gallons of Diesel Fuel	Gallons of Gasoline	Gallons of LPG or LNG	Gallons of Bunker Fuel
Rail Rapid Cars.....					
Streetcars.....					
Trolleybuses.....					
Motor Buses.....					
School Buses.....					
Dial-A-Ride Vehicles.....					
Ferryboats.....					
Other Revenue Vehicles.....					
Service Vehicles.....					
Service Vessels.....					
TOTALS					

Section 15 Reporting System

Form 645

Accidents Schedule

- Indicate mode:       Rail Rapid                       Motor Bus
- School Bus               Streetcar                       Trolleybus
- Ferryboat               Dial-A-Ride                       Other \_\_\_\_\_
- identify

	Collision	Non-Collision	Station
<u>Number of Accidents Classified As:</u>			
Fatality, Personal Injury and Property Damage.....			
Fatality and Personal Injury.....			
Fatality and Property Damage.....			
Fatality Only.....			
Personal Injury and Property Damage.....			
Personal Injury Only.....			
Property Damage Only.....			
Total Accidents.....			
<u>Number of Fatalities Classified As:</u>			
Revenue Vehicle Occupants			
On-Duty Employees.....			
Others.....			
Other Vehicle Occupants			
On-Duty Employees.....			
Others.....			
Pedestrians			
On-Duty Employees.....			
Others.....			
<u>Number of Persons Injured Classified As:</u>			
Revenue Vehicle Occupants			
On-Duty Employees.....			
Others.....			
Other Vehicle Occupants			
On-Duty Employees.....			
Others.....			
Pedestrians			
On-Duty Employees.....			
Others.....			



Section 15 Reporting System

Form 655

Transit Service Consumed Schedule

Indicate mode:     Rail Rapid             Motor Bus             Ferryboat             Other  
 School Bus         Streetcar             Trolleybus             Dial-A-Ride        \_\_\_\_\_  
identify

SERVICE CONSUMED INDICATORS	Quantities for Each Service Consumed Indicator						
	Average Weekday					Weekend	
	AM Peak	Midday	PM Peak	Night	Total	Saturday	Sunday
Unlinked Passenger Trips.....							
Passenger Miles.....							
Average Time Per Unlinked Passenger Trip.....							

