

National Transit Database User's Guide



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National Transit Database User's Guide



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CHAPTER 1. INTRODUCTION

OVERVIEW OF THE NATIONAL TRANSIT DATABASE USER'S GUIDE

This User's Guide is an updated version of the one published in June 1989. It contains all significant revisions to the forms used to submit data for the National Transit Database (formerly known as Section 15) and changes to reporting instructions and definitions since the program's inception in 1978, through the 1997 report year.

The Guide documents substantial revisions to the database and to each form, but does not detail changes to every form, page, line, and column since the first set of forms were designed. The latter approach would be too tedious and cumbersome to read. When there have been substantial changes to one area of the database, the Guide distinguishes between major and detailed revisions. The Guide also emphasizes changes and clarifications to definitions and reporting procedures. An understanding of these important changes can be crucial to undistorted analyses, particularly using time-series data.

The Guide describes the financial and operating data forms filed annually by reporters, any changes made (including to format and definitions), and provides information on whether the data are available from the published Data Tables, Lotus diskettes, on 9-track computer tapes, ASCII files, Paradox, or other media. In addition, each revised version of the reporting form follows the detailed discussion.

The National Transit Database is produced by the Federal Transportation Administration (FTA) and is a unique and valuable source of public mass transit financial and operating data. The National Transit Database was designed to provide information for service planning by public transit systems, Federal, state, and local governments, and the public, and for public sector investment decisions by all levels of government. Unique both in scope and detail, it has evolved into an essential resource for public transit management, planning, policy-making, and other analytical applications.

This Guide will assist data users in successfully interpreting and applying the information in the National Transit Database. The Guide:

- 1) Introduces data users to the database and encourages an understanding of the information as an integrated whole, rather than a compilation of complex fragments.
- 2) Describes the contents of the database by summarizing the information submitted to the FTA on each reporting form.

-
- 3) Assists users in identifying and gaining access to the information in the National Transit Database required for a broad range of possible applications.
 - 4) Documents the extensive and significant revisions to the content and structure of the database that have been made since the program's inception in 1978.

HISTORY OF THE NATIONAL TRANSIT DATABASE

The program that provides for the National Transit Database was established in 1974 under Section 15 of the Federal Transportation Act of 1964, as amended (the FT Act). Section 15 requires the Secretary of Transportation to establish a uniform system of accounts and records and a reporting system to collect and disseminate public mass transportation financial and operating data. Section 15 also prohibits the Secretary from making any grants under Section 9 of the FT Act unless all grant applicants and beneficiaries are subject to the reporting system and uniform system of accounts. The evolution of the NTD is illustrated in Figure 1.

To ensure that the over 500 participating public and private transit operators apply a uniform approach to data collection, the National Transit Database prescribes a basic financial accounting system and a set of definitions and procedures for recording operating data. Operators use the reporting system to record summary information in annual reports to FTA. FTA applies rigorous quality control checks to the reported data, works with reporters to make necessary corrections, and annually distributes data to the public in published reports, on computerized diskettes, in specialized data subsets, and on tapes.

Project FARE. The beginnings of the National Transit Database can be traced to the cooperative effort by the government and industry to standardize transit information and provide a source of data for a broad range of important applications. In 1971 the American Transit Association and the Institute for Rapid Transit, predecessors of the current American Public Transit Association (APTA), applied to FTA to fund a project to develop a uniform industry reporting system. The proposal was refined by FTA, with industry participation and concurrence, into Project FARE (Uniform Financial Accounting and Reporting Elements), which began in 1972.

FARE concluded that industry accounts and records available at that time were inadequate to meet the requirements of the industry. The group designed a new system of accounts and records to provide the scope, uniformity, consistency, and accuracy required by the broad spectrum of data users.

In 1974, the FT Act was amended to include a requirement for a uniform system of accounts and records and a uniform reporting system. The FTA continued to work with an Industry Control Board of operating managers, financial administrators, and representatives of state and regional planning agencies to modify the FARE system to accommodate the requirements of Section 15, considering both the information required by the industry and the burden on operators of reporting. The reporting system that resulted was first applied to data from operators' fiscal years ending between July 1, 1978 and June 30, 1979, which was summarized in the 1979 Annual Report published in May 1981.

The FTA Advisory Committee and the Urbanized Area Formula Apportionment Program. Throughout its history, the content, structure, and procedures of this program have evolved as the FTA adopted recommendations from the industry, and adjusted to changing data requirements. For example, extensive changes resulted from the recommendations of the FTA Section 15 Advisory Committee, which met from 1983 to 1986. The National Transit Database was also modified to meet the requirements of the Section 9a/9 Program, which has apportioned up to \$2 billion in FTA grants annually since Federal Fiscal Year 1983, based on a formula that uses data items taken directly from the National Transit Database. Primarily because of the Urbanized Area Formula Apportionment Program, structures and procedures were changed to accommodate commuter rail, vanpool, and purchased (contracted) services, and the quality and amount of data reported for these services increased significantly.

Major Revisions for the 1992 Report Year. In 1990, the FTA considered many fundamental questions about the objectives of the National Transit Database. The FTA considered the strengths and weaknesses of the database from the perspective of production of ten annual reports. Several potential improvements were identified based on an extensive evaluation of the entire program through the Federal Register. These improvements included greatly decreasing the amount of financial data required from reporters. In addition, it included a realignment and consolidation of the required and voluntary reporting formats. A panel of industry experts convened to assist FTA in reviewing the proposed changes to the National Transit Database.

In modifying the program, the FTA carefully balanced the benefits of the data to a broad range of constituent groups that currently or potentially might use the data, against the costs to operators of reporting and to FTA of developing the annual databases. The program and structural changes made for the 1992 report year represent a major stage in the fourteen-year evolution of the National Transit Database.

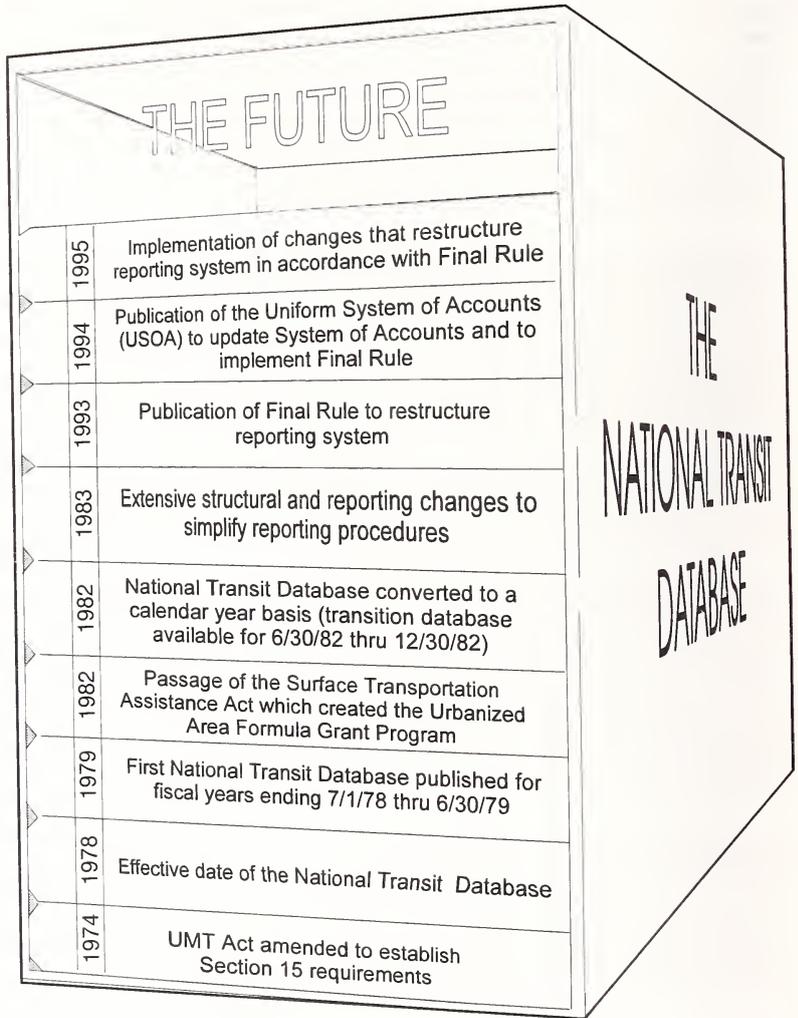


Figure 1. Evolution of the National Transit Database

STRUCTURE AND CONTENT OF THE NATIONAL TRANSIT DATABASE

To an analyst approaching the National Transit Database for the first time, it can appear complex and fragmented. The structure and content of the database become more intelligible when the details are associated with basic categories that describe the characteristics of a transit agency. Figure 2 uses a model to describe these categories and their interrelation.

As presented in Figure 2, transit organizations exchange financial resources or revenues (fares, other earnings, and subsidies) to purchase inputs or "factors of production," consisting of labor, fuel, materials, and capital equipment.

In the model, the "organization" category represents managerial processes that involve utilization of inputs to accomplish the objectives of the transit agency. Management makes decisions about how to select and apply different combinations of resources. Decisions involve selection of alternatives that can include investment in different modes or technologies, adding or eliminating service, or contracting for service. Data associated with this category include items over which management has some degree of control (e.g., payment for fringe benefits, assignment of vehicles to peak or base periods, drivers' operating and non-operating time, insurance premiums, and the cost of contracts).

For a transit agency, the primary output is the vehicle service supplied to the public. Although units of service supplied, typically measured in vehicle miles or hours or capacity miles, are important in any evaluation of the performance of transit agencies, these outputs are actually a means to an end. Major objectives involve delivering services that are consumed by the public. The National Transit Database uses unlinked passenger trips and passenger miles to measure service consumed, and fares, other earnings, and government grants to measure operating funding. Other data describe the characteristics of service, including safety and reliability information, and failure to meet schedules (dual reporting of scheduled and actual annual vehicle revenue miles).

Resources

Revenues

Inputs

Labor, Fuel,
Materials

Capital,
Equipment

Organization

Outputs

Service
Supplied

Service
Consumed

Service
Characteristics

Figure 2. Major Data Categories

Data items can be assigned to the categories presented in Figure 2.

- **Resources**

Revenues

Earnings - Fares, charters, advertising, concessions

Subsidies - grant source and amount (for capital or operating expenses)

- **Inputs**

Labor

Labor year equivalents

Salaries and wages

Fuel

Energy units consumed

Energy costs

Capital Equipment

Depreciation

Balance Sheet

Fleet Inventories

Infrastructure

- **Organization**

Contracting

Service by time-of-day

Labor equivalents - management, operators, maintenance

Operators' time - operating and non-operating time

Fringe Benefits

Pensions

- **Outputs** - Service Supplied

Vehicle and Vehicle Revenue Miles and Hours

Capacity Miles

- **Service Consumed** - Ridership

Unlinked Passenger Trips

Passenger Miles

- **Service Characteristics**

Accidents

Road calls

Scheduled versus actual vehicle revenue miles

Interrelated Data Items. A major strength of the National Transit Database is the extent to which data in different categories can be interrelated. Data items in one category of Figure 2 are often defined in terms of data items in the other categories. These interrelations simplify definitions and improve validation of data accuracy. In addition, the interrelations present significant opportunities for important analyses that require construction of ratios between data items in the different categories.

For example, employee classifications job type are defined in terms of audited operating expenses. This relationship allows labor counts and expenses to be verified against each other, and permits straightforward derivation of important performance measures of labor compared to salaries and wages for mechanics, drivers, or administrative staff.

The usefulness of the National Transit Database is increased because important data in the different categories can be split along lines of significant interest to analysts. Other national databases tend to be more aggregate and less useful for some important analyses. For example, multi-mode systems report modal splits of operating expenses, service outputs, ridership, labor, and accidents. This disaggregation is vital to operators interested in modal unit costs (operating expense per vehicle or passenger mile) for performance comparisons of similar systems or to examine modal alternatives for service expansions.

In another example, splits in operating expenses, service outputs, and ridership allow important comparisons of the performance and characteristics of publicly operated and purchased (contracted) service. Operators considering contracting for service are interested in the experiences of other systems. Policymakers who are concerned with whether or not to encourage contracting might contrast fares or subsidies per trip or other performance measures for contracted services to publicly operated services in nationwide aggregates, by mode or by fleet size.

Although the structure of the National Transit Database allows disaggregation into useful components, there are notable limitations. Some data items, including depreciation and fares, are reported as single figures for each agency and can not be split by mode or in publicly operated or contract service categories. (Although fares are reported voluntarily by mode, not all reporters provide this level of detail.)

Reporting Levels. Another major characteristic of the reporting structure of the National Transit Database is the use of different reporting formats to balance the objectives of satisfying the data requirements of the industry, and minimizing the burden on operators. When performing historical analysis, care must be taken to successfully track data from the years prior to 1992, when changes were made to the financial reporting structure.

For 1979 through 1991, the required level (R level) applies to all operators and specifies the minimum data that must be reported by all grant applicants and beneficiaries of Section 9 funds. Operators were also provided the option of reporting additional details at any of three voluntary levels (A, B, or C). Beginning with 1992, these four reporting levels were consolidated into two levels (i.e., basic and optional). The basic reporting level has a base structure that is expanded into greater detail for optional reporting.

There are two key assumptions behind the use of different reporting levels.

First, it is not practical for all operators to maintain accounts and records at the level of detail required for the most complex analyses. Larger systems are more likely to have expenses in the detailed categories, to have the administrative resources required for more complex record keeping, and to benefit internally from more sophisticated information systems.

Second, many data applications involving more detailed costs will require detailed information only for a subset of operators. For example, analysis of costs to maintain infrastructure (communication systems, tracks, tunnels) requires details from the large operators, particularly with rail, and it is not necessary to burden small operators with the complex structure to record these details.

CHAPTER 2. OVERVIEW OF AVAILABLE DATA

The FTA has made great progress in providing data from the National Transit Database in various formats that are more specific, more detailed and more accessible. In addition, the FTA has updated several of the printed documents that support the National Transit Database. The FTA's goal is not only to make the data from the National Transit Database available, but also to assist data users with analysis and interpretation of the data through technical assistance and useful documentation.

COMPUTER PRODUCTS

Each year, the National Transit Database data is converted into a variety of different formats and made available to the public. These formats include complete data sets available on 9-track tapes, and ASCII files on diskettes (3.5" or 5.25"). The data are also in Lotus or Paradox. Also, in order to provide direct user access to the historical database, historic files have been converted to the same format as newer data, allowing for continuity from year to year. Each product is accompanied by the appropriate documentation for successful use.

Data Tapes. After the database is finalized for each report year, the data are placed on magnetic tapes for public use. The tapes are unlabeled, in EBCDIC or ASCII, at a density of 1600 or 6250 bpi, and can be run on most computers with 9-track tape drives. The tapes contain all the data submitted by reporters, not the subset of data published in the Data Tables and distributed on Lotus diskettes. Many additional details submitted by reporters are only available from the complete database. For example, many of the financial details are available on tape. In addition, some data required of all reporters, including depreciation, vehicle model numbers, and service supplied and consumed by time-of-day, are also only available from the complete data set.

ASCII Diskettes. The complete National Transit Database is also available on ASCII diskettes. These diskettes have the same files contained on the data tapes. These files may be easily converted to other appropriate formats by the data user.

Custom Data Subsets. Rather than receive the entire database, relevant sections or subsets of the database can be extracted from the complete data set. A custom subset can be provided in Lotus, ASCII, Paradox, or hard copy formats. Files can be sent by electronic mail or placed on diskettes and sent through traditional mail directly to the user. In addition, brief hard copy subsets can be faxed.

Lotus Diskettes. Beginning with the 1981 report year, the Data Tables are available in Lotus format on 5 ¼-inch or 3 ½-inch diskettes. Individual transit agency statistics and performance measures in the Data Tables have been reproduced and placed on a set of diskettes. The data tables on the diskettes duplicate those published in the National Transit Database Data Tables. National aggregate statistics are not available on diskettes.

Diskette users may also refer to the introductory text of the published Data Tables for more information on the format of the data tables, definitions of terms, and some of the applications and limitations of the data.

National Transit Analysis Tool (NTAT). For users who are interested in performing their own analysis of the data, the FTA has recently released the NTAT. NTAT is a user-friendly software program that defines key operational and financial data, as well as performance measures from the database. It contains operating funds for each transit agency by function and by source, ratios of operating expenses to passenger miles, unlinked passenger trips, and vehicle hours and miles. Additionally, the program is versatile enough to calculate such performance measures as average load and average speed. NTAT is menu-driven and allows users to input their selections in each of the menu screens. The output is a graph depicting the specified data reports and files. Updates of NTAT will be developed on an as-needed basis and the tool will soon be made available on CD-ROM.

Also available is a brochure, entitled "An Introduction to the National Transit Database," which describes the reporters, the type of data reported, and the uses of the data.

The brochure and all computer products related to the National Transit Database, including data tapes, ASCII diskettes, custom data subsets, and NTAT may be obtained by contacting:

The National Transit Database Program, DTS-49
U.S. DOT
The Volpe National Transportation Systems Center
Kendall Square
Cambridge, MA 02142

Telephone: (617) 494-2579
FAX: (617) 494-3260

Lotus diskettes may be ordered by contacting:

McTrans Center
512 Weil Hall
University of Florida
Gainesville, FL 32611

Telephone: (904) 392-0378

or

PC Trans
Kansas University
Transportation Center
Learned Hall
Lawrence, KS 66045

Telephone: (913) 864-5655

PUBLISHED REPORTS

The FTA publishes several documents containing subsets of the National Transit Database.

They include:

- Data Tables;
- Transit Profiles;
- the Glossary; and
- National Transit Summaries and Trends.

The printed Data Tables, published annually, contain a large subset of the data contained in the National Transit Database. For example, the statistical tables of the report contain data in three major groups:

- transit expenses;
- non-financial operating data; and

-
- performance indicators.

The Transit Profiles present general and summary reports, as well as modal, performance and trend indicators for each reporting year for two types of urbanized areas: Agencies in Urbanized Areas Exceeding 200,000 Population, and The Thirty Largest Agencies. The Data Tables are published annually, providing detailed summaries of the financial and operating data submitted to the FTA. Extensive data are provided for over 500 of the nation's mass transit agencies. Also in this series is the glossary of terminology used in the National Transit Database Reporting System and the National Transit Summaries and Trends which provides some interpretation of the status of the industry as a whole.

RELATED DOCUMENTATION

In addition to the National Transit Database User's Guide, the FTA has produced several documents that assist users in their interpretation and analysis of the data. These documents include:

- Uniform System of Accounts (USOA)
(used beginning with the 1995 report year);
- Volumes I and II of the Federal Transportation Industry System of Accounts and Records and Reporting System, January 1997 (used for the 1978 through the 1994 report years);
- Reporter's Manual (updated and revised annually);
- Reporting forms and diskettes; and
- FTA-related Circulars.

The USOA is a technical reference document for the accounting system and contains the financial accounting structure required by Federal Transit Laws. The USOA reflects major structural changes to the accounting requirements and the reporting system implemented by FTA in a Final Rule published on January 15, 1993. The updated USOA, published in January 1995, remains the single most comprehensive source of detailed information on financial accounts, records, and definitions for the National Transit Database. Data users are also directed to the introductory text and glossary in the published Data Tables and Reporting Manuals for key definitions and background on the structure and content of the database.

Information on the reporting procedures and requirements of the National Transit Database, and copies of the published reports, can be provided by:

Federal Transportation Administration
Office of Program Guidance & Support (TPM-20)
400 Seventh Street, S.W.
Washington, D.C. 90520

Telephone: (202) 366-1656
FAX: (202) 366-7951

Technical Assistance with Access to and Applications of the Database

Assistance with access and applications of the National Transit Database can be provided by:

The National Transit Database Program, DTS-49
The Volpe National Transportation Systems Center
U.S. DOT
Kendall Square
Cambridge, MA 02142

Telephone: (617) 494-3459
FAX: (617) 494-3260

CHAPTER 3. BASIC INFORMATION REPORTING

For 1979 through 1982, the only general information about the reporter and the type of service operated for the fiscal year was submitted on Form 001. For the 1983 and later report years, the basic information forms were expanded to include additional information about reporters and their transit operations.

The Transit System Identification Form (001) was revised for the 1983 report year to include information that more clearly describes the type of service operated and the type of organization providing transit service. In 1992, demographic information was included on the basic information forms to provide information on areas served by reporters.

The Contractual Relationship Identification Form (002) was added to identify the buyers and sellers of purchased transportation services. Since it became part of the reporting requirement for the 1983 report year, this form has been revised several times to include more descriptive information about the type and cost of purchased service.

The Modes and Vehicle Summary Forms (003 and 004), which contain detailed vehicle fleet information for both directly operated and purchased service, are available for the 1984 through the 1990 report years. For 1991, these forms were eliminated and the fleet data consolidated with other similar data on Forms 406, 407, and 408.

The Supplemental Information Form (005) is an optional form included beginning with the 1984 report year. It allows reporters to provide narrative information describing the services covered by their report and has undergone some expansion to include additional information.

The Section 9 Statistics Summary Form (006) was added in 1984 to summarize and allocate relevant data used for the Urbanized Area Formula Grant Program (formerly known as Section 9). For 1991, the data reported on this form was reduced and placed on Form 901, "Urbanized Area Formula Statistics."

TRANSIT SYSTEM IDENTIFICATION FORM (001)

DESCRIPTION OF THE DATA

The Transit System Identification Form (001) contains basic organizational information about reporters filing data for the National Transit Database (e.g., transit agency name and address, the type of organization providing transit service, and modes and types of service).

CHANGES TO THE DATA

For 1979 through 1982, single numeric and alphabetic codes were used on Form 001 to describe transit modes and vehicles. Beginning with the 1983 report year, two-letter mnemonic codes were used on Form 001 to describe the mode and vehicle types used by the reporter.

1979-1982 Numeric Mode Codes

1	Motorbus
2	Rail Rapid Transit
3	Streetcar
4	Trolleybus
5	Demand Response
9	Other

1983-1991 Alphabetic Mode Codes

AG	Automated Guideway
CC	Cable Car
CR	Commuter Rail
DR	Demand Response
FB	Ferry Boat
IP	Inclined Plane
JT	Jitney
MB	Motorbus
RR	Rapid Rail
SC	Streetcar or Light Rail
TB	Trolleybus
TR	Aerial Tramway
VP	Vanpool
OR	Other

1992-1995 Alphabetic Mode Codes

AG	Automated Guideway
CC	Cable Car
CR	Commuter Rail
DR	Demand Response
FB	Ferry Boat
HR	Heavy Rail (formerly RR)
IP	Inclined Plane
JT	Jitney
LR	Light Rail (formerly SC)
MB	Motorbus
MO	Monorail
PB	Publico
TB	Trolleybus
TR	Aerial Tramway
VP	Vanpool
OR	Other

Beginning with the 1984 report year, a new Form 001 was used which restructured the previous form to provide additional information. For example, the revised form provides more details on the types of organizations reporting data (e.g., whether reporters are public operators or private contractors).

Prior to the 1983 report year, Form 001 was used to report total revenue fleet by mode in question #6. Because this figure included all vehicles used in revenue service during the fiscal year, it was more encompassing than either vehicles required to operate peak service or vehicles available for peak service. Total revenue fleet data were eliminated from Form 001 and were reported on Form 003/004 for the 1983 through the 1990 report years. Maximum fleet data is

reported on Form 406 for the 1991 and subsequent report years. Refer to Forms 003/four, Form 406, and Form 408 for more detailed information on vehicle fleet counts.

For the 1992 report year, Form 001 was revised to include information on the Chief Executive Officer (CEO), demographic information, and a summary of modes and types of service. The demographic information identifies the urbanized areas served, as defined by the Bureau of Census, indicating service to non-urbanized (rural) areas and providing service area square miles and population as defined in the Americans with Disabilities Act (ADA). A summary of modes and types of service indicates which modes are included in the report and whether these modes are directly operated or are part of a purchased service agreement.

Beginning with the 1996 report year, FTA began statewide analysis of transit data. Addresses and zip codes are used to assign data to a state.

DATA AVAILABILITY

Most of the information on Form 001 is not provided in the published Data Tables or on Lotus diskettes. All of the information on this form is contained on 9-track tapes and other media containing the entire data set. Refer to the Chapter on "Data Availability."

Form No. 001

TRANSIT SYSTEM IDENTIFICATION SCHEDULE

TRANSIT SYSTEM ID

FISCAL YEAR

Month

Day

Year

1. Transit system name: _____

2. Transit system address:
Street Address _____
City _____
State Zip Code

3. Person to be contacted regarding the report:

Last Name First Name and Initial(s)
Title _____
Telephone
Area Code Number Extension

4. Please check the instruction manual under which you are reporting (see the Preface to the instruction manual)

- R Required Manual
- A Level A Voluntary Manual
- B Level B Voluntary Manual
- C Level C Voluntary Manual

5. Please indicate the mode(s) which you are reporting

- 1 Motor Bus
- 2 Rail Rapid Transit
- 3 Street Car
- 4 Trolleybus
- 5 Demand Response
- 6 Ferryboat
- 9 Other Identify _____

6. Please indicate the number of revenue vehicles in your fleet(s) as of the end of the fiscal year being reported.

- A Rail rapid transit cars
- B Street cars
- C Trolleybuses
- D Motor Buses, Class A
- E Motor Buses, Class B
- F Motor Buses, Class C
- G Demand Response Vehicles
- H School Buses
- I Ferry Boats
- Y Other Revenue Vehicles

7. Is this report a consolidation of two or more systems? (Please review instructions)

Yes No

FORM 001

TRANSIT SYSTEM IDENTIFICATION SCHEDULE

Transit ID

Fiscal Year End
Month Day Year

1. Transit system name: _____

2. Transit system address:
Street address _____
City _____
State _____ Zip Code _____

3. Person to be contacted regarding this report:

Last Name First Name and Initial(s)
Title _____
Telephone _____
area code number extension

4. Reporting Level:
- R - Required Level
 - A - A Level (Voluntary)
 - B - B Level (Voluntary)
 - C - C Level (Voluntary)

5. Type of organization: (Check one only)
- A. Public agency or authority which directly operates all transit service (not a State DOT)
 - B. Public agency or authority which contracts for some or all transit service (not a State DOT)
 - C. State Department of Transportation
 - D. Private carrier under contract to one or more public agencies
 - E. Private carrier not under contract to a public agency
 - F. Other (describe on Form 005)

Transit Agency Identification Form (001)

NTD ID

Form 005 Included

Fiscal Year Ending

1. Transit agency identification information

Transit agency name

Street mailing address

City State Zip Code

2. Chief Executive Officer information

CEO name Telephone

Title Ext.

Street mailing address FAX

City State Zip Code

3. Person to be contacted regarding this report

Name Telephone

Title Ext.

Street mailing address FAX

City State Zip Code

4. Demographic information

UZAs served: Primary Others

Non-UZAs served: Yes No

Service area information: Square miles Population

5. Type of organization (check one box only)

- A. Public agency or authority that directly operates all transit service (not a State DOT).
- B. Public agency or authority that contracts for some or all transit service (not a State DOT).
- C. State Department of Transportation.
- D. Private carrier under contract to one or more public agencies.
- E. Private carrier not under contract to a public agency, and not receiving FTA Urbanized Area Formula funds.
- F. Other. Describe on a Supplemental Information Form (005).

6. Summary of modes and types of service (check all boxes that apply for those services included in your report)

	AG	CC	CR	DR	FB	HR	IP	JT	LR	MB	MO	PB	TB	TR	VP	OR
Directly operated	<input type="checkbox"/>															
Purchased transportation	<input type="checkbox"/>															

Date Prepared

Date Updated

CONTRACTUAL RELATIONSHIP IDENTIFICATION FORM (002)

DESCRIPTION OF THE DATA

This form was added to the reporting requirement for the National Transit Database beginning with the 1984 report year. Form 002 identifies all buyers (purchasers) and sellers (providers) of purchased transportation services. All contractual relationships engaged in by transit reporters for providing or acquiring purchased transportation services are reported on this form. If a reporter is engaged in more than one such contractual relationship, a separate Form 002 is submitted for each contract.

Form 002 allows a distinction between directly operated services and purchased transportation services and reduces inconsistent reporting and the potential for double-counting purchased transportation services. For example, until 1984 additional transit services provided by a contractor were previously included with other services operated by the reporter.

Because a separate Form 002 is used for each contract, there may be multiple forms in the database.

CHANGES TO THE DATA

The reporting procedures for the National Transit Database require that data for services provided under contract be separated from data for other operations. These procedures more clearly distinguish directly operated services from purchased services than was previously possible. The reporting agency must submit a separate set of operating data forms (400 series) for purchased transportation (contracted) services. A reporter using over a certain threshold must submit a separate report for the agency providing the purchased transportation.

The threshold for this requirement has been changed several times: for 1984 through 1991, contractors using less than 50 vehicles to provide annual maximum service are required to submit a separate set of 400 series forms for reporting operating data. For contractors using 50 or more vehicles to provide purchased service, a separate report must be submitted for or by the contractor.

Beginning with the 1992 report year, the threshold for submitting a separate report was raised to 100 vehicles in annual maximum service.

For 1985, two additional data items were included. The number of vehicles used for contracted service was added on line 6. The contract amount for the purchased transportation service is reported on line 7. This latter figure should equal the amount reported on other financial forms. For the 1988 report year, lines 6, 7, and 8 were updated to divide a transit system's data by mode.

For the 1991 report year, an additional item was added to Form 002. The contracting agency was required to report additional operating costs incurred related to the contract. For example, contract administration costs, customer or information services, advertising and other services or supplies provided under the contract are now reported on Form 002. This information is contained in Item 9 for the 1991 report year and in Item 6 for subsequent report years.

For 1992, several changes were made to Form 002. In addition to identification of buyers (purchasers) and sellers (providers) of purchased transportation, the NTD ID numbers are also included in Item 1, so that a clear relationship between reporters could be made in the database. Item 7 records any fare revenues returned to the buyer of purchased transportation services.

For 1995, Form 002 was revised to include information on the type of demand response provider or program (e.g., taxicab operator, social service agency). This information is provided on line 2.

For 1996, reporters were required to report more detailed information on the full cost of purchased transportation service expenses and all non-financial operating statistics. To capture the full cost of purchased transportation services, any non-contract expenditures related to the purchased service are reported on line 8. These are the costs incurred by the seller when the purchased transportation agreement does not pay for the full cost of the service.

For 1997, FTA no longer requires item 8, non-contract expenditures by the seller. Data Waivers for Demand Reponse service is no longer applicable.

DATA AVAILABILITY

All of the information on Form 002 is contained on 9-track tapes. This information is not available in the published Data Tables or on Lotus diskettes, but is available from the complete data set. Refer to the Chapter on "Data Availability."

CONTRACTUAL RELATIONSHIP IDENTIFICATION SCHEDULE

(Use as many pages as necessary)

Transit ID

Level

Fiscal Year End
Month Day Year

Mode(s) _____

1. Name of agency or carrier: _____
2. Address _____
City _____
State _____ Zip Code _____
3. Name of contact person: _____
Title _____
Telephone _____
area code number extension

4. Agency in Item 1 is:

- A. Public agency contracting for transit service
- B. Other public agency providing transit service under contract
- C. Private carrier providing transit service under contract
- D. Private carrier contracting for transit service
- E. Other (describe on Form 005)

5. Nature of contractual relationship (check all boxes that apply):

- A. Cash reimbursement of some or all of contract carrier's operating deficit
- B. Cash payment to contract carrier for specific mass transportation services
- C. Cash reimbursement to contract carrier for reduced fare programs
- D. Vehicles are given, loaned, or leased for below market value to contract carrier
- E. Other. Explain monetary consideration received and obligations incurred by contract carrier on Form 005.

6. Number of vehicles used for contracted service: _____

7. Contract Amount: \$ _____

CONTRACTUAL RELATIONSHIP IDENTIFICATION SCHEDULE

(Use as many pages as necessary)

Transit ID

Level

Fiscal Year End
Month Day Year

Mode(s) _____

1. Name of contractor*: _____
2. Address _____
City _____
State _____ Zip Code _____

3. Name of contact person: _____
Title _____
Telephone _____
area code number extension

4. Agency in Item 1 is:

- A. Public agency contracting for transit service
- B. Other public agency providing transit service under contract
- C. Private carrier providing transit service under contract
- D. Private carrier contracting for transit service
- E. Other (describe on Form 005)

5. Nature of contractual relationship (check all boxes that apply):

- A. Cash reimbursement of some or all of contract carrier's operating deficit
- B. Cash payment to contract carrier for specific mass transportation services
- C. Cash reimbursement to contract carrier for reduced fare programs
- D. Vehicles given, loaned, or leased for below market value to contract carrier
- E. Other. Explain monetary consideration received and obligations incurred by contract carrier on Form 005

6. Number of vehicles operated in maximum service under contract by mode: _____

7. Contract amount by mode: \$ _____ \$ _____ \$ _____

8. Revenues retained by mode: yes no
If yes, actual amount on annual basis \$ _____ \$ _____ \$ _____

* If report is by or for contractor operating 50 or more vehicles, this should be the name of the public agency contracting for service.

Contractual Relationship Identification

(Use one form for each contract)

Transit ID

Level

Fiscal Year End
Month Day Year

1. Name of contractor* _____
* If you are the contractor filing this report, enter the name of the agency who has contracted with you to provide the purchased transportation services.

2. Mailing address _____
City _____ State _____ Zip code _____

3. Name of contact person _____
Title _____
Telephone _____
Area code Number Extension

4. Agency In Item 1

- A. Public agency contracting for transit service
- B. Other public agency providing transit service under contract
- C. Private carrier providing transit service under contract
- D. Private carrier contracting for transit service
- E. Other (describe on Form 005)

5. Nature of contractual relationship (check all boxes that apply)

- A. Cash reimbursement of some or all of contract carrier's operating deficit
- B. Cash payment to contract carrier for specific mass transportation services
- C. Cash reimbursement to contract carrier for reduced fare programs
- D. Vehicles given, sold, loaned, or leased for below market value to contract carrier
- E. Other. Explain monetary consideration received and obligations incurred by contract carrier on Form 005

6. Number of vehicles operated in maximum service under contract by mode

7. Contract expenditures by mode

8. Revenues retained by mode

9. Other costs incurred by contracting agency

Mode:	Mode:	Mode:

Date Prepared _____

Date Updated _____

Contractual Relationship Identification

Form (002)

Form not applicable

NTD ID

page of

Form 005 Included

(use one form for each contract)

1. Contractual relationship (check one box only)

A. Transit agency named on the Transit Agency Identification Form (001) is the buyer of transportation services whose purchased transportation services are included in this report.

Seller's name

B. Transit agency named on the Transit Agency Identification Form (001) is the buyer of transportation services. The buyer and seller each file their own separate report.

Seller's name

NTD ID

C. Transit agency named on the Transit Agency Identification Form (001) is the seller of transportation services. The buyer and seller each file their own NTD report.

Buyer's name (Public Agency)

NTD ID

D. Transit agency named on the Transit Agency Identification Form (001) is the seller of transportation services and is filing on behalf of a public agency.

Buyer's name (Public Agency)

NTD ID

2. Description of demand response provider (check one box only)

A. Social service agency

C. Brokerage system

E. Other. Describe type of agency on a Supplemental Information Form (005).

B. Taxicab operator

D. User-side subsidy program

3. Monetary nature of contractual relationship (check all boxes that apply)

A. Cash reimbursement of some of seller's operating deficit.

B. Cash reimbursement of all of seller's operating deficit.

C. Cash payment to seller for specific mass transportation services.

D. Cash reimbursement to seller for reduced fare programs.

E. Vehicles given, sold, loaned, or leased for below market value to seller.

F. Other. Explain monetary consideration received and obligations incurred by seller on a Supplemental Information Form (005).

4. Number of vehicles operated in maximum service under contract

5. Contract expenditures by the buyer

6. Fare revenues retained by the seller

7. Other costs incurred by the buyer

8. Non-contract expenditures by the seller

9. Fare revenues returned to the buyer

Mode:	Mode:	Mode:

Date Prepared

Date Updated

MODES AND VEHICLE SUMMARY FORM, DIRECTLY OPERATED SERVICE (003)

DESCRIPTION OF THE DATA

This form was included in the reporting requirement for the National Transit Database for the 1984 through 1991 report years. Form 003 contains data for directly operated services only, and excludes vehicles used to provide purchased transportation services. Forms 003 and 004 allow distinctions between vehicles used for directly operated services and purchased transportation services.

Form 003 reports vehicles required to operate peak service and vehicles available for peak service. By contrast, the 1983 version of Form 001 reported only total revenue fleet. Because this figure included all vehicles used in revenue service during the fiscal year, it was more encompassing than either vehicles required to operate peak service or vehicles available for peak service. Total revenue fleet data were eliminated from Form 001 and were reported on Form 003/004 for the 1984 through 1990 report years. Beginning with the 1991 report year, information on the number of vehicles operated in peak periods is reported on Form 406 and 407. Total fleet data is reported on Form 408.

Detailed vehicle fleet definitions follow:

- Vehicles required to operate peak service (Forms 003/004 and Form 406/407) -- For each mode, this is the number of vehicles required to meet the maximum scheduled peak service requirements, whenever during the day and week this peak occurs. This number excludes vehicle spares (extra, backup, and out-of-service vehicles, and vehicles in or awaiting maintenance).

If the number of vehicles required to operate peak service varies during the year (i.e., different schedules are in effect which require different numbers of peak service vehicles), the highest figure is reported. However, this count is not taken on a day when a special event or extreme set of circumstances would cause the resulting tally to represent a one time rather than a recurring maximum service requirement.

- Vehicles available for peak service (Forms 003/004 and Form 406) -- For each mode, this is equal to the vehicles required to operate peak service plus vehicle spares (extra, backup, and vehicles in or awaiting maintenance). In some cases, the vehicles available for peak service for a given mode vary during the year.

The reported figure should represent the same time period as the number of vehicles required to operate peak service.

- Total revenue fleet (previous Form 001) -- For each mode, this is the total number of vehicles owned, leased, or borrowed. It is equal to the total active fleet plus vehicles awaiting sales, vehicles saved for parts, strategic reserve or "mothballed" vehicles, etc.

"Vehicles required to operate peak service" is used: to determine transit system size for reporting; in performance measures included in the published Data Tables; and on diskettes to group transit systems by size in the published tables. The number of revenue vehicles needed to operate peak service generally is superior to total revenue fleet (the previous measure used) as an indicator of system size because it more accurately reflects the demands upon the transit system to provide service.

"Total revenue fleet," which was previously collected at the end of the fiscal year and reported on the previous Form 001, was renamed and redefined for clarity. Before this clarification for the 1983 and future reports, it is possible that some reporters interpreted "total revenue fleet" variously as "vehicles required to operate peak service," "vehicles available for peak service," or "all vehicles owned." Total revenue fleet now corresponds to "total fleet" (including vehicles awaiting sale, vehicles saved for parts, "mothballed" vehicles, etc.), which continues to be reported on Form 408. This assures continuity between previous and current fleet size data.

Information on the "total active fleet" (including spares) is reported on Form 408. Prior to the 1983 report year, Form 408 did not specify when inventories should be taken. For consistency, inventories are now required to be taken at the end of the reporter's fiscal year.

Previous forms and fleet size definitions did not clearly state either the categories of vehicles to be counted or the times when inventories were to be taken, resulting in some inconsistencies in reporting vehicles. The form changes improve the clarity and consistency of fleet size data, reflect current industry definitions, and create a more reliable data set for maintenance, capital investment, and other analyses.

Special Note on the Determination and Reporting of Fleet Size. Additional data on total and active vehicle fleets, inventoried at the end of the reporter's fiscal year, are reported on Form 408. The key to understanding the various reporting requirements for vehicle fleets is the specific time periods used for taking count. Forms 003 and 004 are concerned primarily with determining vehicle requirements under conditions of maximum service demand, whenever such maximum demand occurs during the year. Form 408 is concerned primarily with establishing a count of both active and inactive vehicles at fiscal year end, including vehicles that have been in revenue service but are now being stored for emergency contingency use, awaiting sale, etc. These different measurements of vehicle fleet size are summarized below.

<u>Time Period</u> : Varies: measured on the day and week of the year the reporter's annual maximum service occurs.	<u>Time Period</u> : Fixed: measured at end of reporter's fiscal year.
<u>Maximum Service Fleet</u> : Includes only vehicles in operation to meet annual maximum needs. Excludes standby or spare vehicles, out-of-service vehicles, and vehicles in or awaiting maintenance.	<u>Vehicles in Total Fleet</u> : Includes all vehicles held by a reporter, including those in storage, emergency contingency fleet 1/, awaiting sale, etc.
<u>Total Active Service Fleet</u> : Equal to the maximum service fleet plus spares, out-of-service vehicles, and vehicles in or awaiting maintenance. Excludes vehicles being held for sale, emergency contingency use 1/, etc.	<u>Active Vehicles in Fleet</u> : The number of vehicles in the year-end fleet that are available to operate in revenue service (including vehicles temporarily out-of-service for routine maintenance and minor repairs).

 1/ Emergency contingency fleet: Includes vehicles in an emergency contingency plan approved by FTA for setting aside certain revenue vehicles. Usually these vehicles are at least 12 years old or have 500,000 accumulated miles. They are retired or stored and are not ordinarily used in regular service.

CHANGES TO THE DATA

Form 003 was included in the requirement for the National Transit Database for the 1984 through the 1990 report years. For 1988 this form was revised. Columns D and G, which indicate the number of vehicles per vehicle type, were eliminated. In addition, "Vehicles Operated in Maximum Service" and "Vehicles Available for Maximum Service" which were previously identified by vehicle type, number, and ownership were realigned. A single number is now entered for these items. Beginning with the 1991 report year, this form was eliminated from the reporting system. All vehicle fleet data is now reported on Forms 406 and Form 408.

DATA AVAILABILITY

The vehicle count used to determine transit system size for the 1984 through 1991 Data Tables is taken from Form 003/004. In addition, maximum service data from this form are used in some of the performance measures in the published Data Tables or on Lotus diskettes. All other data contained on Form 003/004 must be obtained from the complete data set.

MAXIMUM SERVICE VEHICLES SUMMARY SCHEDULE -- DIRECTLY OPERATED SERVICE

(Use as many pages as necessary)

Transit ID

Level

Fiscal Year End
Month Day Year

		VEHICLES OPERATED IN MAXIMUM SERVICE			VEHICLES AVAILABLE FOR MAXIMUM SERVICE		
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>
Line No.	MODE	VEHICLE TYPE	NUMBER	OWNERSHIP CODE	VEHICLE TYPE	NUMBER	OWNERSHIP CODE
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

MAXIMUM SERVICE VEHICLES SUMMARY SCHEDULE -- DIRECTLY OPERATED SERVICE

(Use as many pages as necessary)

Transit ID

Level

Fiscal Year End
Month Day Year

a Line No.	b MODE	c VEHICLE TYPE	d OWNERSHIP CODE	e VEHICLES OPERATED IN MAXIMUM SERVICE	f VEHICLES AVAILABLE FOR MAXIMUM SERVICE
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Date Prepared _____ Date Updated _____

MODES AND VEHICLES SUMMARY FORM, PURCHASED TRANSPORTATION (004)

DESCRIPTION OF THE DATA

This form is the same as Form 003, but was used for vehicles used in the operation of purchased transportation (contracted) service. Definitions and codes used for Form 003 also are used for Form 004. See Form 003 for more detailed explanations and for special notes on the determination and reporting of vehicle fleet size.

For 1984 through 1990, Form 004 was completed by all transit systems reporting purchased services, except where a single service provider uses 50 or more peak period vehicles to provide the purchased service and separate reports are required.

The vehicle data for all other contract carriers (i.e., each using fewer than 50 peak service vehicles) are aggregated on Form 004 for 1984 through 1990.

Note that if a contract carrier provides services in addition to those being reported as purchased service, the figures reported should reflect only those vehicles in the carrier's fleet which are used to provide the contract services (i.e., vehicles required to operate peak service and vehicle spares).

CHANGES TO THE DATA

Form 003 was included in the reporting requirement for the 1984 through the 1990 report years. For 1988 this form was revised. Columns D and G, which indicate the number of vehicles per vehicle type, were eliminated. In addition, "Vehicles Operated in Maximum Service" and "Vehicles Available for Maximum Service" which were previously identified by vehicle type, number, and ownership were realigned. A single number is now entered for these items. Vehicle fleet data is now reported on Form 406 and 408.

DATA AVAILABILITY

All of the information on Form 004 is contained on 9-track tapes. The vehicle count used to determine transit system size in the published Data Tables and diskettes is taken from Form 003/004 for 1984 through 1990. In addition, maximum service data from this form were used in some performance measures in the published Data Tables and Transit Profiles. All other data contained on Form 003/004 must be obtained from the complete data set.

MAXIMUM SERVICE VEHICLES SUMMARY SCHEDULE -- PURCHASED TRANSPORTATION

(Use as many pages as necessary)

Transit ID [][][][][]

Level []

Fiscal Year End [][] [][] [][]
Month Day Year

VEHICLES OPERATED IN MAXIMUM SERVICE					VEHICLES AVAILABLE FOR MAXIMUM SERVICE		
<small>a</small>	<small>b</small>	<small>c</small>	<small>d</small>	<small>e</small>	<small>f</small>	<small>g</small>	<small>h</small>
Line No.	MODE	VEHICLE TYPE	NUMBER	OWNERSHIP CODE	VEHICLE TYPE	NUMBER	OWNERSHIP CODE
01							
02							
03							
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MAXIMUM SERVICE VEHICLES SUMMARY SCHEDULE -- PURCHASED TRANSPORTATION
(Use as many pages as necessary)

Transit ID

Level

Fiscal Year End
Month Day Year

Line No.	MODE	VEHICLE TYPE	OWNERSHIP CODE	VEHICLES OPERATED IN MAXIMUM SERVICE	VEHICLES AVAILABLE FOR MAXIMUM SERVICE
01					
02					
03					
04					
05					
06					
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20					

Date Prepared _____ Date Updated _____

SUPPLEMENTAL INFORMATION FORM (005)

DESCRIPTION OF THE DATA

This is an optional form included as part of the reporting requirement for the National Transit Database beginning with the 1984 report year. It allows reporters to provide narrative information describing the services covered by their report. Typically, it is used to describe service start-ups, major fare changes, strikes, and other significant service interruptions. It also is used, for example, to summarize fare structures, describe service areas, or clarify any unusual circumstances relevant to the data being reported. In addition, it assists FTA in understanding changes in vehicle miles and hours, operating costs, passenger trips, fare revenues and other changes in transit services.

Form 005 adds important information to the National Transit Database. Transit industry representatives and analysts caution against using these data for comparisons among transit operators, who operate in very different environments. This optional form allows reporters to document significant conditions that affect their service, and reduces the potential for distorted comparisons. Information on this form also provides a guide for interpretation of data reported on other forms.

Because only one box on each form is used to describe supplemental information, there may be multiple forms in the database.

CHANGES TO THE DATA

Form 005 was included in the reporting requirement beginning with the 1984 report year. For the 1985 report year, Form 005 was revised to include seven additional cells (lines 8 through 14) for more detailed explanations of data contained in the report. For the 1989 report year, Form 005 was again revised to include more data cells. In addition to including more cells, the boxes were realigned. For example, for the 1985 report year, a fleet total discrepancy was indicated on line 7. For 1989, this discrepancy is indicated on line number 18. Because these forms were eliminated from the reporting requirement, items referring to vehicle fleet discrepancies reported on Form 003 and 004 were deleted for the 1991 report year.

For 1992 the several changes were incorporated into Form 005. Information is added to cross reference supplemental data to a particular form, mode, type of service and page number, as applicable. In addition, two boxes were added. Box 9 was used to describe other sources of funding on the Capital Funding Form (103) and the Sources of Operating Funding Form (203) and Box 13 was used to clarify unusual features of a labor agreement featuring part-time labor.

Because 1993 was a mandatory reporting year, Box 14, describing passenger mile sampling waivers, was deleted. In 1994, it was again included on Form 005.

DATA AVAILABILITY

Because of its narrative structure, this form has not been included on data tapes, diskettes, or in the published Data Tables.

SUPPLEMENTAL INFORMATION SCHEDULE

Transit ID

Level

Fiscal Year End
Month Day Year

Note: Use a separate page for each applicable item below. Check and describe only one item per page. Use as many pages as necessary.

- 1. Major service start-up
- 2. Major service discontinuance
- 3. Major new equipment or facilities
- 4. Fare change
- 5. Strike
- 6. Other major service interruption
- 7. "Other" organization type (Forms 001/002)
- 8. "Other" contractual relationship (Form 002)
- 9. Purchased transportation vehicles discrepancy (Forms 002/004)
- 10. "Other" mode(s), vehicle type(s), or ownership code(s) (Forms 003/004)
- 11. Vehicle type discrepancy (Forms 003/408)
- 12. Fixed/non-fixed guideway allocation methodology (Form 006)
- 13. Fare revenue retained by purchased service contractor (300 series forms)
- 14. Fare revenue returned to reporter by purchased service contractor (300 series forms)
- 15. Motorbus fixed guideway segments (Forms 006/403)
- 16. Passenger mile data with sampling waiver (Forms 406/407)
- 17. "Other" reasons for days not operated (Forms 406/407)
- 18. Fleet total discrepancy (Form 408)
- 19. Other

Description of above, plus any other relevant information.

Supplemental Information

(Use as many pages as necessary)

Transit ID

Level

Fiscal Year End
Month Day Year

If Form 005 pertains to Purchased Transportation please provide contractor name. _____

Note: Check and describe only one item per page.

- 1. Major service start-up
- 2. Major service discontinuance
- 3. Major new equipment or facilities
- 4. Fare change
- 5. Strike
- 6. Other major service interruption
- 7. "Other" organization type (Forms 001/002)
- 8. "Other" monetary consideration (Form 002)
- 9. Fixed/non-fixed guideway allocation methodology (Form 901)
- 10. Fare revenue retained by purchased service contractor (300 series forms)
- 11. Fare revenue returned to reporter by purchased service contractor (300 series forms)
- 12. Motorbus fixed guideway segments (Forms 403/901)
- 13. Passenger mile data with sampling waiver (Forms 406/407)
- 14. "Other" reasons for days not operated (Forms 406/407)
- 15. Other

Description of above, plus any other relevant information.

Date Prepared _____

Date Updated _____

**Supplemental Information
Form (005)
page of**

Section 15 ID

(Use as many pages as necessary)

Form number	Mode	Type of service	Page
Name of seller (contractor)		Section 15 ID (if applicable)	
Note: Check and describe only one item per page.			
1.	Major service start-up	9.	Other funding sources (Capital Funding Form (103) & Operating Funding Form (203))
2.	Major service discontinuance	10.	Fare revenue retained by purchased service provider (seller) (Contractual Relationship Form (002)) and/or (Operating Expenses Form (301))
3.	Major new equipment or facilities	11.	Fare revenue returned to buyer by purchased service provider (seller) (Contractual Relationship Form (002)), (Operating Funding Form (203)) and/or (Operating Expenses Form (301))
4.	Fare change	12.	Motorbus fixed guideway segments (Transit Way Mileage Form (403) and Section 9 Statistics Form (901))
5.	Strike or other major service interruption	13.	Description of part time employees (Transit System Employee Form (404))
6.	Other organization type (Transit System Identification Form (001))	14.	Other
7.	Other monetary consideration (Contractual Relationship Identification Form (002))		
8.	Fixed/non-fixed guideway allocation methodology (Section 9 Statistics Form (901))		
Description of item checked, plus any other relevant information.			
Date Prepared		Date Updated	

Supplemental Information

Form (005)

page of

(use as many pages as necessary)

NTD ID

Form number

Mode

Type of service

Page

Name of seller (contractor)

NTD ID (if applicable)

Note: Check and describe only one item per page.

- 1. Major service start-up
- 2. Major service discontinuance
- 3. Major new equipment or facilities
- 4. Fare change
- 5. Strike or other major service interruption
- 6. Other organization type (Transit Agency Identification Form (001))
- 7. Other monetary consideration (Contractual Relationship Identification Form (002))
- 8. Fixed/non-fixed guideway allocation methodology (Urbanized Area Formula Statistics Form (901))
- 9. Other funding sources (Capital Funding Form (103) & Operating Funding Form (203))
- 10. Fare revenue retained by seller (Contractual Relationship Identification Form (002)), (Operating Funding Form (203)) and/or (Operating Expenses Form (301))
- 11. Fare revenue returned to buyer by seller (Contractual Relationship Identification Form (002)), (Operating Funding Form (203)) and/or (Operating Expenses Form (301))
- 12. Bus fixed guideway segments (Transit Way Mileage Form (403) and Urbanized Area Formula Statistics Form (901))
- 13. Description of part time employees (Transit Agency Employee Form (404))
- 14. Passenger mile data with sampling waiver (Transit Agency Service Form (406))
- 15. Other

Description of item checked, plus any other relevant information.

Date Prepared

Date Updated

SECTION 9 STATISTICS SUMMARY FORM (006)

DESCRIPTION OF THE DATA

This form was added to the reporting requirement beginning with the 1984 report year to summarize and allocate relevant data for the Formula Grant Program (formerly known as Section 9). Reporters completed this form if they provided service in one or more "large" Urbanized Areas (UZAs), i.e., UZAs with a population over 200,000. The Formula Grant Program apportions funds to large UZAs based in part on vehicle revenue miles, fixed guideway directional route miles, passenger miles, and operating expenses.

The Section 9 Statistics Summary Form was used by reporters to allocate statistics when service is provided both on fixed and non-fixed guideways. This optional allocation meets the requirements of the Formula Grant Program, which distributes funds in separate categories for fixed guideway and non-fixed guideway service.

The requirements for the National Transit Database specify that reporters divide ridership, service units, and costs when services are operated in more than one UZA, and/or when motorbus service is provided both on fixed guideways and in mixed traffic, to be in accordance with Formula Grant Program requirements.

CHANGES TO THE DATA

This form was added for the 1984 report year, and was slightly revised for the 1985 report year. Reporters were no longer required to enter the method used to allocate relevant statistics (lines 5, 15, and 25). In 1989, reporters were required to report operating expenses for the contract service providers (lines 9, 18, and 27).

Form 006 was eliminated for the 1991 report year. Information on the data used in the formula apportionment was reduced and placed on Form 901, "Urbanized Area Formula Statistics." Please refer to this form for information on the 1991 through 1995 report years.

DATA AVAILABILITY

The information provided on Form 006 may be obtained from the complete data set. Although a summary of data items from this form is contained in the published Data Tables, the remainder of the information is not available in the published Data Tables or on the diskettes, but is available by special request. Please refer to the Chapter on "Data Availability."

Form 006 Page of
SECTION 9 STATISTICS SUMMARY

Level

Transit ID

Fiscal Year End
 Month
 Day
 Year

a	b	c			d	e	f	g	h
Line No		Month	Day	Year	ANNUAL TOTAL	NON-UZA	UZA #	UZA #	UZA #
01	Mode Code								
02	Modal Type*								
03	Type of Service**								
04	Method***								
05	Method***								
06	Directional Route Miles								
07	Vehicle Revenue Miles								
08	Passenger Miles								
09	Operating Cost (Reporting Agency)								
10	Operating Cost (Contractor(s))								
11	Retained Fare Revenue (Contractor)								
12	Mode Code								
13	Modal Type*								
14	Type of Service**								
15	Method***								
16	Directional Route Miles								
17	Vehicle Revenue Miles								
18	Passenger Miles								
19	Operating Cost (Reporting Agency)								
20	Operating Cost (Contractor(s))								
21	Retained Fare Revenue (Contractor)								
22	Mode Code								
23	Modal Type*								
24	Type of Service**								
25	Method***								
26	Directional Route Miles								
27	Vehicle Revenue Miles								
28	Passenger Miles								
29	Operating Cost (Reporting Agency)								
30	Operating Cost (Contractor(s))								
31	Retained Fare Revenue (Contractor)								

*FG = Fixed Guideway, NF = Non-Fixed Guideway **DO = Directly Operated Service, PT = Purchased Transportation Service
 ***PB = Percentage Based Distribution, AV = Absolute Values

Transit ID

Fiscal Year End
Month Day Year

Level

Line No	Description	c	d	e	f	g
01	UZA Number					
02	Mode Code					
03	FG/NF*					
04	Type of Service**					
05	Fixed Guideway Directional Route Miles					
06	Actual Vehicle Revenue Miles					
07	Passenger Miles					
08	Operating Expense (Reporting Agency)					
09	Retained Fare Revenue (Contract Service Provider(s))					
10	Mode Code					
11	FG/NF*					
12	Type of Service**					
13	Fixed Guideway Directional Route Miles					
14	Actual Vehicle Revenue Miles					
15	Passenger Miles					
16	Operating Expense (Reporting Agency)					
17	Retained Fare Revenue (Contract Service Provider(s))					
18	Mode Code					
19	FG/NF*					
20	Type of Service**					
21	Fixed Guideway Directional Route Miles					
22	Actual Vehicle Revenue Miles					
23	Passenger Miles					
24	Operating Expense (Reporting Agency)					
25	Retained Fare Revenue (Contract Service Provider(s))					

*FG = Fixed Guideway, NF = Non-Fixed Guideway **DO = Directly Operated Service, PT = Purchased Transportation Service

Date Prepared _____ Date Updated _____

CHAPTER 4. CAPITAL DATA

Capital data for the National Transit Database is reported on two forms. The first form, Form 101, is the Balance Sheet Summary Schedule. This form was used from 1978 through the 1991 report years and was eliminated beginning with the 1992 report year.

Form 103, which collects sources and uses of capital funding for transit, has undergone significant changes throughout the history of the National Transit Database. In 1978, the form collected only general information regarding capital funding. In 1995, the form began collecting far more detailed information including capital expenditures by mode. In addition to form changes, the capital information in the National Transit Database has undergone some definition changes and clarifications. Data users should review other related documents, including the Uniform System of Accounts (USOA).

BALANCE SHEET FORM (101)

DESCRIPTION OF THE DATA

For the 1979 through the 1991 report years, National Transit Database reporters submitted balance sheet information on Form 101. This form contained basic financial information on reporters' assets, liabilities, and capital at the end of each fiscal year. It included the value of materials and supplies inventory, rolling stock, facilities, and other assets. The balance sheet over time may be used for financial analysis, including tracking of grant expenditures from 1979 through 1991. Form 101 does not contain balance sheet information by mode (i.e., only a system summary is available).

CHANGES TO THE DATA

For the 1979 through 1991 report years, Form 101 was included in the reporting requirement for the National Transit Database. Because the information contained on this form is available from other sources, it was eliminated beginning with the 1992 report year.

DATA AVAILABILITY

Balance sheet information from Form 101 is not included in published Data Tables or on National Transit Database diskettes. Information for the 1979 through the 1991 report years is available on data tapes and on special data subsets. For more information, refer to the Chapter on "Data Availability."

BALANCE SHEET SUMMARY SCHEDULE

Transit ID

Four empty boxes for Transit ID

Fiscal Year End

Month: Two empty boxes

Day: Two empty boxes

Year: Two empty boxes

Level

One empty box for Level

Line No.	OBJECT CLASS	DOLLAR AMOUNT	DOLLAR AMOUNT
ASSETS			
01	101. Cash and Cash Items		
02	102. Receivables		
03	103. Materials and Supplies Inventory		
04	104. Other Current Assets		
05	105. Work in Progress		
06	111. Tangible Transit Operating Property		
07	Less Accumulated Depreciation		
08	112. Tangible Property Other Than for Transit Operations		
09	Less Accumulated Depreciation		
10	121. Intangible Assets		
11	Less Accumulated Amortization		
12	131. Investments		
13	141. Special Funds		
14	151. Other Assets		
15	TOTAL ASSETS		
LIABILITIES AND CAPITAL			
16	201. Trade Payables		
17	202. Accrued Payroll Liabilities		
18	203. Accrued Tax Liabilities		
19	204. Short-Term Debt		
20	205. Other Current Liabilities		
21	211. Advances Payable		
22	221. Long-Term Debt		
23	231. Estimated Liabilities		
24	241. Deferred Credits		
25	TOTAL LIABILITIES		
26	301. Public (Governmental) Entity Ownership		
27	302. Private Corporation Ownership		
28	303. Private Noncorporate Ownership		
29	304. Grants, Donations, and Other Paid-in Capital		
30	305. Accumulated Earnings (Losses)		
31	TOTAL CAPITAL		
32	TOTAL LIABILITIES AND CAPITAL		

CAPITAL SUBSIDIARY SCHEDULE, SOURCES OF PUBLIC CAPITAL ASSISTANCE (103) and CAPITAL FUNDING FORM (103)

DESCRIPTION OF THE DATA

The data contained on these forms identify capital assistance funds that are received from federal, state, and local government agencies. These funds are also identified by type (e.g., taxes, tolls). In later years, it also includes uses of capital funds in addition to sources of capital funding.

It is important to note that federal assistance to transit agencies is reported on an accrual basis. This means that the transit agencies record these funds as they are "earned," not when they are awarded the grants. Determination of when a grant is earned and should be reported is based on when the capital costs are actually incurred. For a more detailed explanation and definition of capital funds, data users are referred to the Reporter's Manual and the Uniform System of Accounts (USOA).

CHANGES TO THE DATA

Inclusion of Urbanized Area Formula Grant Program (Section 9) Funds. For the 1984 through the 1995 report years, this form was revised to add Urbanized Area Formula Program Funds (formerly known as Section 9a and Section 9 funds) to the Section 5 funds. These funding programs did not exist when the original form was designed in 1978.

Inclusion of Miscellaneous Funds. For the 1985 and 1990 report years, cells were added for miscellaneous sources of funding on line 20 of columns B and C (state and local sources). These cells were provided for reporters who use other types of funds to achieve the local matching requirement for Federal grants. Examples of such sources are profits from charter service, advertising, and private donations.

Inclusion of Transit Agency Funds/Directly Generated Funds. For the 1991 report year, a third column (column d) was added to the first page of this form to include funds generated directly by or donated directly to the transit agency. The name of this category was changed to "Directly Generated Funds" beginning with the 1992 report year.

Inclusion of Uses of Capital Funds. For the 1991 report year, a second page was added to this form to collect uses of capital funding. For each of the categories of capital funds expenditures, reporters entered the total cost incurred (Federal, state, local and transit agency sources). This section was divided into general categories: bus rolling stock; bus facilities; bus other; fixed guideway rolling stock; fixed guideway facilities; and fixed guideway other.

For the 1992 report year, this form was consolidated into a single page format and capital expenditures by mode became part of the reporting requirement. For the 1993 report year, Monorail and Publico were explicitly included.

For the 1994 report year, this form was reformatted and contains totals for Sources of Capital Funds applied and Uses of Capital Funds.

Inclusion of "Other" Category. Beginning with the 1993 report year, a new category called "Other" was added to the form. This captures information on funds obtained from non-tax sources such as development fees, where the transit agency or government entity has the legal authority to impose fees to be used exclusively for transit.

Collection of Data by Type of Service. For 1995, this form began collecting data by type of service (i.e., directly operated or purchased transportation service). Capital data for purchased transportation services are only for expenditures, both the capital funds applied and uses of capital funds, made by the buyers or using the buyer's funding sources for their purchased transportation service providers. Data for purchased transportation is required in alternating report years (i.e., it is optional for 1995 and required for 1996).

Collection of Data by Mode. For 1996, capital funds applied reflect system-wide statistics by type of service. In addition to type of service, capital expenditures are reported by mode.

DATA AVAILABILITY

All of the information on Form 103 is contained in the complete data set. Refer to the Chapter on "Data Availability." In addition, these data are available at a summary level in the published Data Tables and National Transit Database diskettes. These summary level tables contain data on capital assistance at the Federal, state, and local levels classified as general funding or from dedicated sources.

Form No. 103
CAPITAL SUBSIDIARY SCHEDULE-
SOURCES OF PUBLIC CAPITAL ASSISTANCE

Transit System ID

□ □ □ □ □

Level □

Fiscal Year Ended

□ □ □ □ □ □
Month Day Year

b

c

LINE NO.	GOVERNMENT FUNDS APPLIED TO TRANSIT SYSTEM		
PART A. FEDERAL GOVERNMENT			
I. Funds Received from UMT Act of 1964, as amended			
01	A. Section 3 funds		
02	B. Section 5 funds		
03	C. Other UMTA Funds		
04	Total UMTA Funds	\$	
II. Funds Received from other Department of Transportation Grant Programs (Identify)			

05	Total	\$	
III. Other Federal Funding (Identify)			

06	Total	\$	
07	TOTAL FEDERAL ASSISTANCE	\$	
PART B. STATE/LOCAL GOVERNMENT			
I. Funds allocated to transit out of the general revenues of the government entity		\$	
08			
II. Funds dedicated to transit at their source (Non-general fund):			
A. Dedicated Taxes			
09	1. Income taxes		
10	2. Sales taxes		
11	3. Property taxes		
12	4. Payroll taxes		
13	5. Utility taxes		
14	6. Commuter taxes		
15	7. Gasoline taxes		
	8. Other taxes (Identify)		

16	Total other taxes	\$	
17	B. Bridges, Tunnel and Highway Tolls		
C. Other Dedicated Sources (Identify)			

18	Total Other Dedicated Sources	\$	
19	TOTAL STATE/LOCAL ASSISTANCE	\$	

FORM 103

CAPITAL SUBSIDIARY SCHEDULE - SOURCES OF PUBLIC CAPITAL ASSISTANCE

Transit ID

Level

Fiscal Year End

Month Day Year

Line No.	GOVERNMENT FUNDS APPLIED TO TRANSIT SYSTEM		
	PART A. FEDERAL GOVERNMENT		
	I. Funds received from UMTA Act of 1964, as amended		
01	Section 3 Funds	<input type="text"/>	<input type="text"/>
02	Section 9 Funds	<input type="text"/>	<input type="text"/>
03	Other UMTA Funds	<input type="text"/>	<input type="text"/>
04	Total UMTA Funds	<input type="text"/>	<input type="text"/>
	II. Funds received from other Department of Transportation Grant Programs (<i>Identify</i>)		
05	_____ Total Other DOT Funds	<input type="text"/>	<input type="text"/>
	III. Other Federal Funding (<i>Identify</i>)		
06	_____ Total Other Federal Funding	<input type="text"/>	<input type="text"/>
07	TOTAL FEDERAL ASSISTANCE	<input type="text"/>	<input type="text"/>
	PART B. STATE/LOCAL GOVERNMENT	STATE GOVERNMENT	LOCAL GOVERNMENT
	I. Funds allocated to transit out of the general revenues of the government entity	<input type="text"/>	<input type="text"/>
08			
	II. Funds dedicated to transit at their source (<i>Non-General Fund</i>):		
	Dedicated Taxes		
09	1. Income Taxes	<input type="text"/>	<input type="text"/>
10	2. Sales Taxes	<input type="text"/>	<input type="text"/>
11	3. Property Taxes	<input type="text"/>	<input type="text"/>
12	4. Payroll Taxes	<input type="text"/>	<input type="text"/>
13	5. Utility Taxes	<input type="text"/>	<input type="text"/>
14	6. Commuter Taxes	<input type="text"/>	<input type="text"/>
15	7. Gasoline Taxes	<input type="text"/>	<input type="text"/>
	8. Other Taxes (<i>Identify</i>)	<input type="text"/>	<input type="text"/>

16	Total Other Taxes	<input type="text"/>	<input type="text"/>
17	Bridge, Tunnel, and Highway Tolls	<input type="text"/>	<input type="text"/>
	III. Other Public Sources (<i>Identify</i>)		

18	Total Other Public Sources	<input type="text"/>	<input type="text"/>
19	TOTAL STATE/LOCAL ASSISTANCE	<input type="text"/>	<input type="text"/>
	PART C. MISCELLANEOUS SOURCES		
	Miscellaneous Sources of Funding (<i>Identify</i>)		

20	Total Miscellaneous Sources of Funding	<input type="text"/>	<input type="text"/>

Form 103 Page 1 of 2

Transit ID

Capital Funding

Level

Fiscal Year End
Month Day Year

a	b	c	d
---	---	---	---

Line No.	Capital Funds Applied to Transit System		
	Part A. Federal government		
	I. Funds received from UMT Act of 1964, as amended		
01	Section 3 funds	<input type="text"/>	
02	Section 9 funds	<input type="text"/>	
03	Other UMTA funds	<input type="text"/>	
04	Total UMTA funds	<input type="text"/>	
	II. Funds received from other U.S. Department of Transportation grant programs <i>(identify)</i>		

05	Total other U.S. DOT funds	<input type="text"/>	
	III. Other Federal funding <i>(identify)</i>		

06	Total other Federal funding	<input type="text"/>	
07	Total Federal assistance	<input type="text"/>	

Line No.		State Funds	Local Funds	Transit Agency Funds
	Part B. State and local sources			
	I. Funds allocated to transit out of the general revenues of the government entity			
08		<input type="text"/>	<input type="text"/>	
		<input type="text"/>	<input type="text"/>	
	II. Funds dedicated to transit at their source			
	Dedicated taxes			
09	1. Income taxes	<input type="text"/>	<input type="text"/>	
10	2. Sales taxes	<input type="text"/>	<input type="text"/>	
11	3. Property taxes	<input type="text"/>	<input type="text"/>	
12	4. Gasoline taxes	<input type="text"/>	<input type="text"/>	
	5. Other taxes <i>(identify)</i>	<input type="text"/>	<input type="text"/>	

13	Total other taxes	<input type="text"/>	<input type="text"/>	
14	Bridge, tunnel, and highway tolls	<input type="text"/>	<input type="text"/>	
	III. Other funds <i>(identify)</i>			

15	Total other funds	<input type="text"/>	<input type="text"/>	
16	Total State, local, and transit agency funding	<input type="text"/>	<input type="text"/>	

Date Prepared _____

Date Updated _____

Form 103 Page 2 of 2

Capital Funding

Transit ID

Level

Fiscal Year End
Month Day Year

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>
----------	----------	----------	----------

Line No.	Uses of Capital Funds
-----------------	------------------------------

	I. Bus	
01	1. Rolling stock	
02	2. Facilities	
03	3. Other	
	II. Existing fixed guideway systems	
04	1. Rolling stock	
05	2. Facilities	
06	3. Other	
	III. New fixed guideway segments	
07	1. Rolling stock	
08	2. Facilities	
09	3. Other	
10	Total Federal, State, local and transit agency expenditures	

Date Prepared _____

Date Updated _____

Section 15 ID

Capital Funding Form (103)

Form 005 Included

a b c d

Line No.	Capital Funds Applied to Transit System
	Part A. Federal government
	I. Funds received from FTA
01	Section 3 funds
02	Section 9 funds
03	Other FTA funds
04	Total FTA funds
05	II. Funds received from other U.S. Department of Transportation grant programs
06	III. Other Federal funding
07	Total Federal assistance

	State Funds	Local Funds	Directly Generated Funds
	Part B. State and local sources		
	I. Funds allocated to transit out of the general revenues of the government entity		
08			
	II. Funds dedicated to transit at their source		
	Dedicated taxes		
09	1. Income taxes		
10	2. Sales taxes		
11	3. Property taxes		
12	4. Gasoline taxes		
13	5. Other taxes		
14	Bridge, tunnel, and highway tolls		
15	III. Other funds		
16	Total State, local, and directly generated funding		

Uses of Capital Funds				
Mode	Rolling Stock	Facilities	Other	Total
17	AG			
18	CC			
19	CR			
20	DR			
21	FB			
22	HR			
23	IP			
24	JT			
25	LR			
26	MB - NF			
27	MB - FG			
28	TB			
29	TR			
30	VP			
31	Total expenditures			

Date Prepared

Date Updated

b

c

d

Capital Funds Applied to Transit System

Part A. Federal government

- I. Funds received from FTA
 - Section 3 funds
 - Section 9 funds
 - Other FTA funds

Total FTA funds

- II. Funds received from other U.S. Department of Transportation grant programs

- III. Other Federal funding

Total Federal assistance

Part B. State and local sources

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

- II. Funds dedicated to transit at their source

Dedicated taxes

- 1. Income taxes
- 2. Sales taxes
- 3. Property taxes
- 4. Gasoline taxes
- 5. Other taxes

Bridge, tunnel, and highway tolls

Other dedicated funds

- III. Other funds

Total State, local, and directly generated funding

**State
Funds**

**Local
Funds**

**Directly
Generated**

Uses of Capital Funds

Mode	Rolling Stock	Facilities	Other	Total
AG				
CC				
CR				
DR				
FB				
HR				
IP				
JT				
LR				
MB - NF				
MB - FG				
MO				
PB				
TB				
TR				
VP				
OR				
Total expenditures				

Date Prepared

Date Updated

**Capital Funding
 Form (103)**

(1994 - 1995)

Capital Funds Applied to Transit System					
	b	c	d	e	f
	Funds		Funds	Total	
Part A. Federal government					
I. Funds received from FTA					
Section 3 funds					
Section 9 funds					
Other FTA funds					
Total FTA funds					
II. Funds received from other U.S. DOT grant programs					
III. Other Federal funding					
Total Federal assistance					
Part B. State and local sources					
I. Funds allocated to transit out of general revenues of the government entity	State Government Funds	Local Government Funds	Directly Generated Funds		
II. Funds dedicated to transit at their source					
Dedicated taxes					
1. Income taxes					
2. Sales taxes					
3. Property taxes					
4. Gasoline taxes					
5. Other taxes					
Bridge, tunnel, & highway tolls					
Other dedicated funds					
III. Other funds					
Total State, local, and directly generated funding					
Total capital funds applied to transit system					

Uses of Capital Funds				
Mode	Rolling Stock	Facilities	Other	Total
MB - NF				
MB - FG				
<input type="checkbox"/>				
Total capital expenditures				

Form not applicable

FD ID

**Capital Funding
Form (103)**

Form 005 Included

Type of Service

b c d e f

Capital Funds Applied to Transit Agency

	Funds	Funds	Total
Part A. Federal government sources			
I. Funds received from FTA			
Capital Program funds			
Urbanized Area Formula Program funds			
Other FTA funds			
Total FTA funds			
II. Funds received from other U.S. DOT grant programs			
III. Other Federal funds			
Total Federal funds			

	State Government Funds	Local Government Funds	Directly Generated Funds	Total
Part B. State and local sources				
I. Funds allocated to transit out of general revenues of the government entity				
II. Funds dedicated to transit at their source				
Dedicated taxes				
1. Income taxes				
2. Sales taxes				
3. Property taxes				
4. Gasoline taxes				
5. Other taxes				
Bridge, tunnel, & highway tolls				
Other dedicated funds				
III. Other funds				
Total State, local, and directly generated funds				
Total capital funds applied to transit agency				

Part C. Uses of Capital Funds					
Mode	Rolling Stock	Facilities	Other	Total	
MB - NF					
MB - FG					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
Total capital expenditures					

Date Prepared

Date Updated

CHAPTER 5. TRANSIT REVENUES and OPERATING FUNDING

The purpose of the forms in this chapter is to identify the origin and amount of operating funds expended from Federal, state, local, and directly generated sources. Beginning with the 1992 report year, these forms were substantially revised, consolidated, and restructured. To aid in historical analysis, the following list of forms is provided by report year. In most cases, the forms were eliminated and the data consolidated on other related forms.

<u>Report Year</u>	<u>Reporting Form</u>
1978 - 1991	Form 201 - Revenue Summary Schedule (Required - Level R) Form 202 - Revenue Detail Schedule (Voluntary - Levels A, B, C) Form 203 - Revenue Subsidiary Schedule - Sources of Public Assistance
1992	Form 201 - Revenue Summary Form Form 203 - Sources of Operating Funding Form
1993-1997	Form 203 - Operating Funding Form

REVENUE SUMMARY SCHEDULE (201)

DESCRIPTION OF THE DATA

This form was used by transit agencies to submit revenue data (e.g., passenger fares, non-transportation revenues) for 1978 through 1991. Fare revenues reported on Form 201 are for directly operated service only.

Breakdown of fares by mode is useful in certain analyses of transit services, including recovery of operating expenses from fares. Neither Form 201 nor Form 202 required revenue data by mode; only system-wide totals are required. Fares by mode are reported optionally.

CHANGES TO THE DATA

Allocation of Passenger Fares Among Modes. Prior to the 1984 report year, multi-mode reporters were not able to allocate passenger fares among modes. The revised Form 201 allows reporters to allocate passenger fares (revenue class 401) by mode. This allocation is optional.

Elimination of "Maintenance of Effort" Requirement. Revenue subject to "Maintenance of Effort Requirement" (line 18, column c on previous form) was no longer reported beginning with the 1984 report year. The FTA did not require this information for funds allocated in Federal fiscal years after 1982.

Consolidation of Form 201 with Form 202. For the 1992 report year, Form 201 and Form 202 were consolidated to make a single form. This change required reporting greater detail for reporters at the required level of reporting, but significantly reduced the amount of data required for voluntary level reporters. Prior to the 1992 report year, reporters used this to submit data at the required level (R-level) of detail. Voluntary level reporters (A-, B-, and C-levels) submitted more detailed revenue information on the three page Form 202. Forms 201 and 202 were eliminated for the 1993 report year. These data were consolidated with other similar information reported on Form 203.

Addition of Revenue Object Classes 414 and 415. These object classes, added in 1992, account for revenue accrued by a seller of transportation services through purchased transportation agreements. These are the contract revenues earned (payments and accruals) by a National Transit Database reporter under contract to another National Transit Database reporter or public agency. New object class 415 accounts for fare revenues returned by sellers (providers) to the reporter through purchased transportation agreements.

Optional Reporting. Beginning with the 1992 report year, the National Transit Database requirements were revised. Voluntary level reporting was eliminated. For 1992 and subsequent

report years, reporters are required to submit only basic information. Optional information, which provides more detail, are subcategories of the basic object classes. Basic object classes are identified by the enclosed parenthesis in the cells on the form. For more information about reporting levels, data users are referred to Chapter 1.

Consolidation with Other Forms. Beginning with the 1993 report year, this form was consolidated with other data forms. The Operating Funding Form (203) partially incorporates previously reported data by describing the funding sources for operating expenditures using object classes 401 through 440. It is important to note, however, that the funds reported on this form need not be revenue earned during the reporting period; they may include revenue earned in prior reporting periods. In addition, the funds reported on this form reflect operating funds applied to transit service rather than all revenues earned during the reporting period.

Inclusion of "Other Dedicated Funds." For the 1993 report year, there was also the addition of a new category, "other dedicated funds," under funds dedicated to transit at their source. This captures information on funds obtained from non-tax sources such as development fees to be used exclusively for transit.

The form was restructured into four parts for sources of operating funds expended: directly generated; Federal government; state and local government; and passenger fares (optional information on passenger fares by mode for directly operated services). See Form 203 for additional details on the consolidated form.

DATA AVAILABILITY

Some of these data are provided at a summary level in the published Data Tables and on the National Transit Database diskettes. For example, sources of transit revenue are published in the 201 object class with some consolidation (e.g., object classes 402 through 406 are combined and published as "Other Transportation Revenue"). All of this information is available from 9-track tapes or from data subsets. Refer to the chapter on "Data Availability."

Form 201
REVENUE SUMMARY SCHEDULE

Transit System ID

Level

Fiscal Year Ended
Month Day Year

LINE NO.	REVENUE OBJECT CLASS	TOTAL REVENUES FOR PERIOD
01	401. PASSENGER FARES FOR TRANSIT SERVICE	\$ <input type="text"/>
02	402. SPECIAL TRANSIT FARES	<input type="text"/>
03	403. SCHOOL BUS SERVICE REVENUES	<input type="text"/>
04	404. FREIGHT TARIFFS	<input type="text"/>
05	405. CHARTER SERVICE REVENUES	<input type="text"/>
06	406. AUXILIARY TRANSPORTATION REVENUES	<input type="text"/>
07	407. NONTRANSPORTATION REVENUES	<input type="text"/>
08	408. TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM	<input type="text"/>
09	409. LOCAL CASH GRANTS AND REIMBURSEMENTS	<input type="text"/>
10	410. LOCAL SPECIAL FARE ASSISTANCE	<input type="text"/>
11	411. STATE CASH GRANTS AND REIMBURSEMENTS	<input type="text"/>
12	412. STATE SPECIAL FARE ASSISTANCE	<input type="text"/>
13	413. FEDERAL CASH GRANTS AND REIMBURSEMENTS	<input type="text"/>
14	430. CONTRIBUTED SERVICES	<input type="text"/>
15	Less CONTRA ACCOUNT FOR EXPENSES	(<input type="text"/>)
16	440. SUBSIDY FROM OTHER SECTORS OF OPERATIONS	<input type="text"/>
17	TOTAL REVENUE	\$ <input type="text"/>
18	MEMO ITEM: REVENUE SUBJECT TO MAINTENANCE OF EFFORT REQUIREMENT	\$ <input type="text"/>

Form 201

REVENUE SUMMARY SCHEDULE

Transit ID

Level

Fiscal Year End
Month Day Year

Line No.	REVENUE OBJECT CLASSES	TOTAL REVENUE FOR PERIOD
01	401. Passenger Fares for Transit Service	<input type="text"/>
02	402. Special Transit Fares	<input type="text"/>
03	403. School Bus Service Revenues	<input type="text"/>
04	404. Freight Tariffs	<input type="text"/>
05	405. Charter Service Revenues	<input type="text"/>
06	406. Auxiliary Transportation Revenues	<input type="text"/>
07	407. Nontransportation Revenues	<input type="text"/>
08	408. Taxes Levied Directly by Transit System	<input type="text"/>
09	409. Local Cash Grants and Reimbursements	<input type="text"/>
10	410. Local Special Fare Assistance	<input type="text"/>
11	411. State Cash Grants and Reimbursements	<input type="text"/>
12	412. State Special Fare Assistance	<input type="text"/>
13	413. Federal Cash Grants and Reimbursements	<input type="text"/>
14	430. Contributed Services	<input type="text"/>
15	Less Contra Account for Expenses <input "="" type="text" value="("/> <input type="text"/> <input type="text" value=")"/>	<input type="text" value="- 0 -"/>
16	440. Subsidy from Other Sectors of Operations	<input type="text"/>
17	TOTAL REVENUE	<input type="text"/>
OPTIONAL INFORMATION:		
Passenger Fares for Transit Service by Mode		
18	Mode Code: <input type="text"/> <input type="text"/>	<input type="text"/>
19	<input type="text"/> <input type="text"/>	<input type="text"/>
20	<input type="text"/> <input type="text"/>	<input type="text"/>
21	<input type="text"/> <input type="text"/>	<input type="text"/>
22	<input type="text"/> <input type="text"/>	<input type="text"/>
23	<input type="text"/> <input type="text"/>	<input type="text"/>
24	<input type="text"/> <input type="text"/>	<input type="text"/>
25	<input type="text"/> <input type="text"/>	<input type="text"/>

Revenue Summary
Form (201)

Section 15 ID

Form 005 Included

a	b	c
Line No.	Revenue Object Class	Total Revenue
	401. Passenger fares for directly operated transit service	
01	01 Full adult fares	< >
02	02 Senior citizen fares	< >
03	03 Student fares	< >
04	06 Park and ride - parking revenue only	< >
05	90 Special ride fares	< >
06	Total passenger fares for directly operated transit service	
07	402. Special transit fares	
08	403. School bus service revenues	
09	404. Freight tariffs	
10	405. Charter service revenues	
11	406. Auxiliary transportation revenues	
	407. Non-transportation revenues	
12	04 Investment income	< >
13	90 Other non-transportation revenues	< >
14	Total non-transportation revenues	
15	408. Taxes levied directly by transit system	
16	409. Local cash grants & reimbursements	
17	410. Local special fare assistance	
18	411. State cash grants & reimbursements	
19	412. State special fare assistance	
20	413. Federal cash grants and reimbursements	
21	414. Revenue accrued through a purchased transportation agreement	
22	415. Fare revenue returned by seller (contractor)	
	430. Contributed services	
23	01 State and local government	
24	02 Contra account for expense	()
25	Net contributed services	-0-
26	440. Subsidy from other sectors of operations	
27	Total revenue	
	401. Passenger fares for directly operated transit service	Mode code
28		<input type="text"/>
29		< >
30		< >
31		< >
32		< >
33		< >
34		< >
35		< >

Date Prepared

Date Updated

REVENUE DETAIL SCHEDULE (202)

DESCRIPTION OF THE DATA

This form was used by all voluntary level reporters (A-, B-, and C-level) in lieu of Form 201 until the 1992 report year when the reporting levels were eliminated. Form 202 itemizes several revenue categories contained on Form 201. For example, Form 201 requires a lump sum for "Passenger Fares for Transit Service." while Form 202 broke this figure into seven categories (e.g., Full Adult Fares, Student Fares, Child Fares, etc.). Fare revenues reported on Form 202 are for directly operated service only.

Breakdown of fares by mode is useful in certain analyses of transit services, including recovery of operating expenses from fares. Neither Form 201 nor Form 202 requires revenue data by mode; only system-wide totals are reported. Fares by mode may, however, be reported optionally.

This form was eliminated for the 1992 report year. The information was consolidated with other data on Form 201.

CHANGES TO THE DATA

Allocation of Passenger Fares Among Modes. Prior to the 1984 report year, multi-mode reporters were unable to allocate passenger fares among modes. The revised Form 202 allows reporters to allocate passenger fares (revenue class 401) by mode. This allocation was voluntary, and was entered as a memo item on page 3.

Clarification of "Park and Ride" Revenues. For the 1984 report year, revenue object class 401.06 was clarified to specify "park and ride - parking revenues only" on page 1, line 6, column b.

Elimination of "Maintenance of Effort" Requirement. Revenue subject to "Maintenance of Effort Requirement" (line 18, column c on previous form) was no longer reported beginning with the 1984 report year. The FTA does not require this information for funds allocated in Federal fiscal years after 1982.

Consolidation with Other Revenue Forms. Beginning with the 1992 report year, this form was eliminated and the information consolidated with Form 201, "Revenue Summary Form." See Form 201 for details of changes to the reporting form and reporting requirements.

DATA AVAILABILITY

Some of these data are provided at a summary level in the published Data Tables and on the National Transit Database diskettes. For example, sources of transit revenue are published in the 201 object class with some consolidation (e.g., object classes 402 through 406 are combined and published as "Other Transportation Revenue"). All of this information is available from 9-track tapes or from special data subsets. Refer to the chapter on "Data Availability."

REVENUE DETAIL SCHEDULE

(Voluntary, Levels A, B and C)

Transit System ID

Level

Fiscal Year Ended
Month Day Year

b c

LINE NO.	REVENUE OBJECT CLASS	TOTAL REVENUES FOR PERIOD	
		DETAIL	TOTALS
	401. PASSENGER FARES FOR TRANSIT SERVICE		
01	401.01 Full Adult Fares	\$ <input type="text"/>	
02	401.02 Senior Citizen Fares	<input type="text"/>	
03	401.03 Student Fares	<input type="text"/>	
04	401.04 Child Fares	<input type="text"/>	
05	401.05 Handicapped Rider Fares	<input type="text"/>	
06	401.06 Parking Lot Revenue	<input type="text"/>	
07	401.99 Other Primary Ride Fares	<input type="text"/>	
08	Total Passenger Fares Transit Service	\$ <input type="text"/>	<input type="text"/>
	402. SPECIAL TRANSIT FARES		
09	402.01 Contract Fares for Postmen	<input type="text"/>	
10	402.02 Contract Fares for Policemen	<input type="text"/>	
11	402.03 Special Route Guarantees	<input type="text"/>	
12	402.04 Other Special Contract Transportation Fares— State & Local Government	<input type="text"/>	
13	402.05 Other Special Contract Transportation Fares—Other Sources	<input type="text"/>	
14	402.06 Non-contract Service Fares	<input type="text"/>	
15	Total Special Transit Fares	\$ <input type="text"/>	<input type="text"/>
	403. SCHOOL BUS SERVICE REVENUES		
16	403.01 Passenger Fares from School Bus Service	\$ <input type="text"/>	<input type="text"/>
	404. FREIGHT TARIFFS		
17	404.01 Hauling Freight	\$ <input type="text"/>	<input type="text"/>
	405. CHARTER SERVICE REVENUES		
18	405.01 Passenger Fares from Charter Service	\$ <input type="text"/>	<input type="text"/>
	406. AUXILIARY TRANSPORTATION REVENUES		
19	406.01 Station Concessions	<input type="text"/>	
20	406.02 Vehicle Concessions	<input type="text"/>	
21	406.03 Advertising Services	<input type="text"/>	
22	406.04 Automotive Vehicle Ferriage	<input type="text"/>	
23	406.99 Other Auxiliary Transportation Revenues	<input type="text"/>	
24	Total Auxiliary Transportation Revenues	\$ <input type="text"/>	<input type="text"/>
	407. NON-TRANSPORTATION REVENUES		
25	407.01 Sales of Maintenance Services	<input type="text"/>	
26	407.02 Rental of Revenue Vehicles	<input type="text"/>	
27	407.03 Rental of Buildings & Other Property	<input type="text"/>	
28	407.04 Investment Income	<input type="text"/>	
29	407.05 Parking Lot Revenue	<input type="text"/>	
30	407.99 Other Non-transportation Revenues	<input type="text"/>	
31	Total Non-Transportation Revenues	\$ <input type="text"/>	<input type="text"/>
32	Subtotal, carry forward to page 02	\$ <input type="text"/>	<input type="text"/>

Form No. 202, Page 02 of 03
REVENUE DETAIL SCHEDULE
(Voluntary, Levels A, B and C)

Transit System ID

Level

Fiscal Year Ended
Month Day Year

LINE NO.	REVENUE OBJECT CLASS	TOTAL REVENUES FOR PERIOD	
		DETAIL	TOTALS
01	Subtotal from Page 01		\$ <input type="text"/>
	408. TAXES LEVIED BY TRANSIT SYSTEM		
02	408.01 Property Tax Revenue	\$ <input type="text"/>	
03	408.02 Sales Tax Revenue	<input type="text"/>	
04	408.03 Income Tax Revenue	<input type="text"/>	
05	408.04 Payroll Tax Revenue	<input type="text"/>	
06	408.05 Utility Tax Revenue	<input type="text"/>	
07	408.99 Other Tax Revenue	<input type="text"/>	
08	Total Taxes Levied Directly by System	\$	<input type="text"/>
	409. LOCAL CASH GRANTS & REIMBURSEMENTS		
09	409.01 General Operating Assistance	<input type="text"/>	
10	409.02 Special Demonstration Project Assistance—Local Projects	<input type="text"/>	
11	409.03 Special Demonstration Project Assistance— Local Share for State Projects	<input type="text"/>	
12	409.04 Special Demonstration Project Assistance— Local Share for UMTA Projects	<input type="text"/>	
13	409.05 Reimbursement of Taxes Paid	<input type="text"/>	
14	409.06 Reimbursement of Interest Paid	<input type="text"/>	
15	409.07 Reimbursement of Transportation System Maintenance Costs	<input type="text"/>	
16	409.08 Reimbursement of Snow Removal Costs	<input type="text"/>	
17	409.09 Reimbursement of Security Costs	<input type="text"/>	
18	409.99 Other Financial Assistance	<input type="text"/>	
19	Total Local Cash Grants & Reimbursements	\$	<input type="text"/>
	410. LOCAL SPECIAL FARE ASSISTANCE		
20	410.01 Handicapped Citizens Fare Assistance	<input type="text"/>	
21	410.02 Senior Citizen Fare Assistance	<input type="text"/>	
22	410.03 Student Fare Assistance	<input type="text"/>	
23	410.99 Other Special Fare Assistance	<input type="text"/>	
24	Total Local Special Fare Assistance	\$	<input type="text"/>
	411. STATE CASH GRANTS & REIMBURSEMENTS		
25	411.01 General Operating Assistance	<input type="text"/>	
26	411.03 Special Demonstration Project Assistance—State Projects	<input type="text"/>	
27	411.04 Special Demonstration Project Assistance— State Share for UMTA Projects	<input type="text"/>	
28	411.05 Reimbursement of Taxes Paid	<input type="text"/>	
29	411.06 Reimbursement of Interest Paid	<input type="text"/>	
30	411.07 Reimbursement of Transit System Maintenance Costs	<input type="text"/>	
31	411.09 Reimbursement of Security Costs	<input type="text"/>	
32	411.99 Other Financial Assistance	<input type="text"/>	
33	Total State Cash Grants & Reimbursement	\$	<input type="text"/>
34	Subtotal, carry forward to Page 03		<input type="text"/>

Form No. 202, Page 03 of 03
REVENUE DETAIL SCHEDULE
(Voluntary, Levels A, B and C)

Transit System ID

Level

Calendar Year Ended
Month Day Year

LINE NO.	REVENUE	OBJECT	CLASS	TOTAL REVENUES FOR PERIOD	
				DETAIL	TOTALS
01	Subtotal from Page 03			\$	<input type="text"/>
	412. STATE SPECIAL FARE ASSISTANCE				
02	412.01	Handicapped Citizen Fare Assistance		\$	<input type="text"/>
03	412.02	Senior Citizen Fare Assistance		<input type="text"/>	
04	412.03	Student Fare Assistance		<input type="text"/>	
05	412.99	Other Special Fare Assistance		<input type="text"/>	
06		Total State Special Fare Assistance		\$	<input type="text"/>
	413. FEDERAL CASH GRANTS & REIMBURSEMENTS				
07	413.01	General Operating Assistance		<input type="text"/>	
08	413.04	Special Demonstration Project Assistance		<input type="text"/>	
09	413.99	Other Financial Assistance		<input type="text"/>	
10		Total Federal Cash Grants & Reimbursement		\$	<input type="text"/>
	430. CONTRIBUTED SERVICES				
11	430.01	State & Local Governments		<input type="text"/>	
12	430.02	Contra Account for Expense		(<input type="text"/>)	
13		Net Contributed Services		\$	<input type="text" value="- 0 -"/>
	440. SUBSIDY FROM OTHER SECTIONS OF OPERATIONS				
14	440.01	Subsidy from Utility Rates		<input type="text"/>	
15	440.02	Subsidy from Bridge & Tunnel Tolls		<input type="text"/>	
16	440.99	Other Subsidies		<input type="text"/>	
17		Total Subsidies from other sections of operations		\$	<input type="text"/>
18	TOTAL REVENUE			\$	<input type="text"/>
19	MEMO ITEM:				
	Revenue Subject to Maintenance of Effort Requirement			\$	<input type="text"/>

REVENUE DETAIL SCHEDULE

Transit ID

Four empty boxes for Transit ID

Level

One empty box for Level

Fiscal Year End

Three boxes for Fiscal Year End: Month, Day, Year

Month

Day

Year

Line No.	REVENUE OBJECT CLASS	TOTAL REVENUES FOR PERIOD	
		DETAIL	TOTALS
01	401. PASSENGER FARES FOR TRANSIT SERVICE		
02	401.01 Full Adult Fares		
03	401.02 Senior Citizen Fares		
04	401.03 Student Fares		
05	401.04 Child Fares		
06	401.05 Handicapped Rider Fares		
07	401.06 "Park and Ride" - Parking Revenues Only		
08	401.99 Other Primary Ride Fares		
	Total Passenger Fares for Transit Service		
09	402. SPECIAL TRANSIT FARES		
10	402.01 Contract Fares for Postmen		
11	402.02 Contract Fares for Policemen		
12	402.03 Special Route Guarantees		
13	402.04 Other Special Contract Transportation Fares - State & Local Government		
14	402.05 Other Special Contract Transportation Fares - Other Sources		
15	402.06 Non-Contract Service Fares		
	Total Special Transit Fares		
16	403. SCHOOL BUS SERVICE REVENUES		
	403.01 Passenger Fares from School Bus Service		
17	404. FREIGHT TARIFFS		
	404.01 Hauling freight		
18	405. CHARTER SERVICE REVENUES		
	405.01 Passenger Fares from Charter Service		
19	406. AUXILIARY TRANSPORTATION REVENUES		
20	406.01 Station Concessions		
21	406.02 Vehicle Concessions		
22	406.03 Advertising Services		
23	406.04 Automotive Vehicle Ferriage		
24	406.99 Other Auxiliary Transportation Revenues		
	Total Auxiliary Transportation Revenues		
25	407. NON-TRANSPORTATION REVENUES		
26	407.01 Sales of Maintenance Services		
27	407.02 Rental of Revenue Vehicles		
28	407.03 Rental of Buildings & Other Property		
29	407.04 Investment Income		
30	407.05 Parking Lot Revenues		
31	407.99 Other Non-Transportation Revenues		
	Total Non-Transportation Revenues		
32	Subtotal, carry forward to page 02		

REVENUE DETAIL SCHEDULE

Transit ID

Four empty boxes for Transit ID

Level

One empty box for Level

Fiscal Year End

Month box

Day box

Year box

Month

Day

Year

Line No.	REVENUE OBJECT CLASS	TOTAL REVENUES FOR PERIOD	
		DETAIL	TOTALS
01	Subtotal from Page 01		
02	408. TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM		
03	408.01 Property Tax Revenue		
04	408.02 Sales Tax Revenue		
05	408.03 Income Tax Revenue		
06	408.04 Payroll Tax Revenue		
07	408.05 Utility Tax Revenue		
08	408.99 Other Tax Revenue		
	Total Taxes Levied Directly By Transit System		
09	409. LOCAL CASH GRANTS & REIMBURSEMENTS		
10	409.01 General Operating Assistance		
	409.02 Special Demonstration Project Assistance Local Projects		
11	409.03 Special Demonstration Project Assistance - Local Share for State Projects		
12	409.04 Special Demonstration Project Assistance - Local Share for UMTA Projects		
13	409.05 Reimbursement of Taxes Paid		
14	409.06 Reimbursement of Interest Paid		
15	409.07 Reimbursement of Transit System Maint. Costs		
16	409.08 Reimbursement for Snow Removal Costs		
17	409.09 Reimbursement for Security Costs		
18	409.99 Other Financial Assistance		
19	Total Local Cash Grants & Reimbursements		
20	410. LOCAL SPECIAL FARE ASSISTANCE		
21	410.01 Handicapped Citizens Fare Assistance		
22	410.02 Senior Citizen Fare Assistance		
23	410.03 Student Fare Assistance		
24	410.99 Other Special Fare Assistance		
	Total Local Special Fare Assistance		
25	411. STATE CASH GRANTS & REIMBURSEMENTS		
26	411.01 General Operating Assistance		
	411.03 Special Demonstration Project Assistance State Projects		
27	411.04 Special Demonstration Project Assistance - State Share for UMTA Projects		
28	411.05 Reimbursement of Taxes Paid		
29	411.06 Reimbursement of Interest Paid		
30	411.07 Reimbursement of Transit System Maint. Costs		
31	411.09 Reimbursement of Security Costs		
32	411.99 Other Financial Assistance		
33	Total State Cash Grants & Reimbursements		
34	Subtotal, carry forward to Page 03		

REVENUE SUBSIDIARY SCHEDULE, SOURCES OF PUBLIC ASSISTANCE AND OPERATING FUNDING FORM (203)

DESCRIPTION OF THE DATA

Form 203 identifies operating assistance funds that are received from Federal, state, and local government agencies. These funds are also identified by type (e.g., taxes, tolls).

The accounting for Federal assistance to transit agencies is on an accrual basis. This means that the transit agencies record these funds when they are "earned," not when they are awarded the grants. Determination of when a grant is earned and should be reported is based on when the capital costs are incurred. For more detailed information, data users should refer to the USOA.

CHANGES TO THE DATA

Inclusion of Section 9 Funds. For the 1984 and subsequent report years, this form was revised to add Section 9 funds to the Section 5 funds reported on line 1. The provision to include these funds was made for the 1984 and subsequent report years. These funding programs did not exist when the original form was designed.

Inclusion of Miscellaneous Funds. For the 1985 report year, cells were added to include miscellaneous funds on line 16, columns b and c. These cells are provided for those reporters who use other miscellaneous types of funds to achieve the local matching requirement for Federal grants. Examples of such sources are profits from charter service, advertising revenues, and private donations.

Consolidation with Other Revenue Forms. Beginning with the 1993 report year, the form was consolidated with Form 201. See Form 201 for details of changes to the reporting form and reporting requirements.

In 1994, Form 203 was reformatted to include a balance forward line. The form also now includes retained revenues.

As of 1995, Form 203 includes reporting passenger fare revenues earned in the report year.

DATA AVAILABILITY

All of the information on Form 203 is available from the complete data set and from data subsets. Some of the data are published at a summary level in the published Data Tables and on the diskettes. For example, sources of transit revenue are published with some consolidation (i.e., Federal, state, and local assistance). More detailed information (e.g., types of taxes) must be obtained from the data tapes or from subsets of the database. Refer to the chapter on "Data Availability."

Form 203

REVENUE SUBSIDIARY SCHEDULE
SOURCES OF PUBLIC ASSISTANCE

Transit System ID

Level

iscal Year Ended
Month Day Year

c

LINE NO.	GOVERNMENT FUNDS APPLIED TO TRANSIT SYSTEM		
PART A. FEDERAL GOVERNMENT			
01	I. Funds Received from UMT Act of 1964, as amended Section 5 funds		\$ <input type="text"/>
02	II. Funds received from other Federal Programs (Identify) _____ _____ _____		\$ <input type="text"/>
03	TOTAL FEDERAL ASSISTANCE		\$ <input type="text"/>
b			
PART B. STATE/LOCAL GOVERNMENT			
		STATE GOVERNMENT	LOCAL GOVERNMENT
04	I. Funds allocated to transit out of the general revenues of the government entity	\$ <input type="text"/>	<input type="text"/>
II. Funds dedicated to transit at their source (Non-general fund)			
A. Dedicated Taxes			
05	1. Income taxes	<input type="text"/>	<input type="text"/>
06	2. Sales taxes	<input type="text"/>	<input type="text"/>
07	3. Property taxes	<input type="text"/>	<input type="text"/>
08	4. Payroll taxes	<input type="text"/>	<input type="text"/>
09	5. Utility taxes	<input type="text"/>	<input type="text"/>
10	6. Commuter taxes	<input type="text"/>	<input type="text"/>
11	7. Gasoline taxes	<input type="text"/>	<input type="text"/>
12	8. Other taxes (Identify) _____ _____ _____		
13	Total other taxes	\$ <input type="text"/>	<input type="text"/>
14	B. Bridges, Tunnel and Highway Tolls	<input type="text"/>	<input type="text"/>
C. Other Dedicated Sources (Identify)			
15	_____ _____ _____		
16	Total Other Dedicated Sources	\$ <input type="text"/>	<input type="text"/>
17	TOTAL STATE/LOCAL ASSISTANCE	\$ <input type="text"/>	<input type="text"/>

REVENUE SUBSIDIARY SCHEDULE - SOURCES OF PUBLIC ASSISTANCE

Transit ID

□ □ □ □ □

Fiscal Year End

□ □

□ □

□ □

Month

Day

Year

Level

□

Line No.	GOVERNMENT FUNDS APPLIED TO TRANSIT SYSTEM		
PART A. FEDERAL GOVERNMENT			
01	I. Funds received from UMTA Act of 1964, as amended Section 5 and/or Section 9 Funds	□	
	II. Funds received from other Federal Programs (<i>Identify</i>)		

02	Total	□	
03	TOTAL FEDERAL ASSISTANCE	□	
PART B. STATE/LOCAL GOVERNMENT			
I. Funds allocated to transit out of the general revenues of the government entity		STATE GOVERNMENT	LOCAL GOVERNMENT
04		□	□
II. Funds dedicated to transit at their source (Non-General Fund):			
A. Dedicated Taxes			
05	1. Income Taxes	□	□
06	2. Sales Taxes	□	□
07	3. Property Taxes	□	□
08	4. Payroll Taxes	□	□
09	5. Utility Taxes	□	□
10	6. Commuter Taxes	□	□
11	7. Gasoline Taxes	□	□
	8. Other Taxes (<i>Identify</i>)		

12	Total Other Taxes	□	□
14	B. Bridges, Tunnel, and Highway Tolls	□	□
C. Other Dedicated Sources (<i>Identify</i>)			

14	Total Other Dedicated Sources	□	□
15	TOTAL STATE/LOCAL ASSISTANCE	□	□

REVENUE SUBSIDIARY SCHEDULE - SOURCES OF PUBLIC ASSISTANCE

Transit ID [][][][]

Level []

Fiscal Year End [][] [][] [][]
Month Day Year

Line No.	GOVERNMENT FUNDS APPLIED TO TRANSIT SYSTEM		
PART A. FEDERAL GOVERNMENT			
01	I. Funds received from UMTA Act of 1964, as amended Section 5 and/or Section 9 Funds	[]	
	II. Funds received from other Federal Programs (<i>Identify</i>) _____ _____ _____		
02	Total Other Federal Funds	[]	
03	TOTAL FEDERAL ASSISTANCE	[]	
PART B. STATE/LOCAL GOVERNMENT			
04	I. Funds allocated to transit out of the general revenues of the government entity	[]	[]
05	II. Funds dedicated to transit at their source (<i>Non-General Fund</i>): Dedicated Taxes	[]	[]
06	1. Income Taxes	[]	[]
07	2. Sales Taxes	[]	[]
08	3. Property Taxes	[]	[]
09	4. Payroll Taxes	[]	[]
10	5. Utility Taxes	[]	[]
11	6. Commuter Taxes	[]	[]
	7. Gasoline Taxes	[]	[]
	8. Other Taxes (<i>Identify</i>) _____	[]	[]
12	Total Other Taxes	[]	[]
13	Bridge, Tunnel, and Highway Tolls	[]	[]
14	III. Other Public Sources (<i>Identify</i>) _____		
14	Total Other Public Sources	[]	[]
15	TOTAL STATE/LOCAL ASSISTANCE	[]	[]
PART C. MISCELLANEOUS SOURCES			
16	Miscellaneous Sources of Funding (<i>Identify</i>) _____		
16	Total Miscellaneous Sources of Funding	[]	[]

Form not applicable
Section 15 ID
Form 005 Included

**Operating Funding
Form (203)
Page 1 of 2**

b

Operating Funds Applied to Transit System

Funds

Part A. Directly generated funds

I. Passenger fares

- 1. Full adult fares
- 2. Senior citizen fares
- 3. Student fares
- 4. Park and ride - parking revenue only
- 5. Special ride fares

<	>
<	>
<	>
<	>
<	>

Total passenger fares for directly operated transit service

- II. Special transit fares
- III. School bus service funds
- IV. Freight tariffs
- V. Charter service funds
- VI. Auxillary transportation funds

VII. Non-transportation funds

- 1. Investment income
- 2. Other non-transportation funds

<	>
<	>

Total non-transportation funds

--	--

VIII. Funds dedicated to transit at their source

Dedicated taxes

- 1. Income taxes
- 2. Sales taxes
- 3. Property taxes
- 4. Gasoline taxes
- 5. Other taxes

Bridge, tunnel, and highway tolls

Other dedicated funds

IX. Revenue accrued through a purchased transportation agreement

X. Fare revenue returned by seller (contractor)

XI. Contributed services

- 1. State and local government
- 2. Contra account for expense

()

Net contributed services

-0-

XII. Subsidy from other sectors of operations

--	--

Total directly generated funds

--	--

Date Prepared

Date Updated

Operating Funding
Form (203)
Page 2 of 2

Form not applicable

Section 15 ID

Form 005 Included

b c d

Operating Funds Applied to Transit System

Part B. Federal Government

- I. Funds from FTA section 9 program
- II. Funds from other Federal program

Total Federal assistance

Part C. State and local government

- I. Funds allocated to transit out of the general revenues of the government entity
- II. Funds dedicated to transit at their source
 - Dedicated taxes
 - 1. Income taxes
 - 2. Sales taxes
 - 3. Property taxes
 - 4. Gasoline taxes
 - 5. Other taxes
 - Bridge, tunnel and highway tolls
 - Other dedicated funds

III. Other Funds

Total State and local assistance

Total operating funds applied to transit system

Funds

State Funds

Local Funds

Part D. Passenger fares

Passenger fares for directly operated transit service

Mode Code

Funds

<	>
<	>
<	>
<	>
<	>
<	>
<	>
<	>
<	>
<	>

Date Prepared

Date Updated

Form not applicable

Operating Funding

Section 15 ID

Form (203)

Page 1 of 2

Form 005 Included

b

c

Operating Funds Applied to Transit System

	Funds	Total
Part A. Directly generated funds		
I. Passenger fares		
1. Full adult fares	< >	
2. Senior citizen fares	< >	
3. Student fares	< >	
4. Park and ride - parking revenue only	< >	
5. Special ride fares	< >	
Total passenger fares for directly operated transit service		
II. Special transit fares		
III. School bus service funds		
IV. Freight tariffs		
V. Charter service funds		
VI. Auxiliary transportation funds		
VII. Non-transportation funds		
1. Investment income	< >	
2. Other non-transportation funds	< >	
Total non-transportation funds		
VIII. Funds dedicated to transit at their source		
Dedicated taxes		
1. Income taxes		
2. Sales taxes		
3. Property taxes		
4. Gasoline taxes		
5. Other taxes		
Bridge, tunnel, and highway tolls		
Other dedicated funds		
IX. Revenue accrued through a purchased transportation agreement		
X. Fare revenue returned by seller (contractor)		
XI. Fare revenue retained by seller (contractor)		
XII. Contributed services		
1. State and local government		
2. Contra account for expense	()	
Net contributed services		-0-
XIII. Subsidy from other sectors of operations		
Total directly generated funds		

Date Prepared

Date Updated

Operating Funding
Form (203)
Page 2 of 2

Form not applicable

Section 15 ID

Form 005 Included

	b	c	d	e
30	Total Directly Generated Funds - bring total forward from page 1			
Operating Funds Applied to Transit System				
			Funds	Total
Part B. Federal Government				
31	I. Funds from FTA Section 9 program			
32	II. Funds from other Federal programs			
33	Total Federal assistance			
Part C. State and local government		State Government Funds	Local Government Funds	
34	I. Funds allocated to transit out of the general revenues of the government entity			
	II. Funds dedicated to transit at their source			
	Dedicated taxes			
35	1. Income taxes			
36	2. Sales taxes			
37	3. Property taxes			
38	4. Gasoline taxes			
39	5. Other taxes			
40	Bridge, tunnel and highway tolls			
41	Other dedicated funds			
42	III. Other Funds			
43	Total State and local assistance			
44	Total operating funds applied to transit system			
Part D. Passenger fares				
Passenger fares for directly operated transit service				
	Mode Code			
45			<	>
46			<	>
47			<	>
48			<	>
49			<	>
50			<	>
51			<	>
52			<	>
53			<	>
54			<	>

Date Prepared

Date Updated

Form not applicable

Operating Funding

FD ID

Form (203)

Form 005 Included

Page 1 of 2

b

c

Operating Funds Applied to Transit Agency

	Funds	Total
Part A. Directly generated funds		
I. Passenger fares		
1. Full adult fares	< >	
2. Senior citizen fares	< >	
3. Student fares	< >	
4. Park and ride - parking revenue only	< >	
5. Special ride fares	< >	
Total passenger fares		
II. Special transit fares		
Total passenger fares for directly operated transit service		
III. Fare revenue returned by the seller (contractor)		
IV. Fare revenue retained by the seller (contractor)		
V. School bus service funds		
VI. Freight tariffs		
VII. Charter service funds		
VIII. Auxiliary transportation funds		
IX. Non-transportation funds		
1. Investment income	< >	
2. Other non-transportation funds	< >	
Total non-transportation funds		
X. Funds dedicated to transit at their source		
Dedicated taxes		
1. Income taxes		
2. Sales taxes		
3. Property taxes		
4. Gasoline taxes		
5. Other taxes		
Bridge, tunnel, and highway tolls		
Other dedicated funds		
XI. Revenue accrued through a purchased transportation agreement		
XII. Contributed services		
1. State and local government		
2. Contra account for expense		
Net contributed services	()	
XIII. Subsidy from other sectors of operations		
Total directly generated funds		-0-

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Operating Fundings
Form (203)
Page 2 of 2

Form not applicable
NTD ID
 Form 005 Included

	a	b	c	d	e
31	Total Directly Generated Funds - bring total forward from page 1				Total
Line No.	Operating Funds Applied to Transit Agency				
				Funds	Total
	Part B. Federal government sources				
32	I. Funds from FTA Urbanized Area Formula Program				
33	II. Funds from other Federal programs				
34	Total Federal funds				
	Part C. State and local government sources		State Government Funds	Local Government Funds	
35	I. Funds allocated to transit out of the general revenues of the government entity				
	II. Funds dedicated to transit at their source				
	Dedicated taxes				
36	1. Income taxes				
37	2. Sales taxes				
38	3. Property taxes				
39	4. Gasoline taxes				
40	5. Other taxes				
41	Bridge, tunnel and highway tolls				
42	Other dedicated funds				
43	III. Other Funds				
44	Total State and local funds				
45	Total operating funds applied to transit agency				
	Passenger Fare Revenues Earned				
	Part D. Passenger fare revenues				
	Passenger fares for directly operated transit service				
	Mode Code				
46				<	>
47				<	>
48				<	>
49				<	>
50				<	>
51				<	>
52				<	>
53				<	>
54	Total passenger fare revenues				

Date Prepared

Date Updated

CHAPTER 6. EXPENSE DATA

Transit agencies use the forms contained in this chapter to report operating expenses by function (i.e., Vehicle Operations, Vehicle Maintenance, Non-Vehicle Maintenance, and General Administration) and by object class (e.g., Labor, Fringe Benefits, and Utilities). Functions and object classes can be cross-classified, allowing, for example, fringe benefits paid to vehicle operators to be identified. These costs can be separated into distinct categories to ascertain modal costs for multi-modal operators. Modal costs can be separated by function (e.g., light rail vehicle maintenance) and by object class (e.g., light rail wages), or by function and object class (e.g., light rail operators' wages). In addition, these forms contain detailed information on operators' salaries and transit employees' fringe benefits.

MAJOR REVISIONS

For the 1983 report year, four general changes were made to the "300 series" forms, which are used to report operating expenses.

Allocation to Any Object Class in Any Functional Category. Operating expense forms were revised to permit reporting of expenses for any object class by any functional category. Functional expense categories for the four reporting levels are detailed in the guide to Forms 311-313. Object class expense categories are those listed vertically on each form.

For the 1979 through 1982 report years, certain object class-functional cell combinations were prohibited. For example, utilities expenses could be assigned to vehicle maintenance, non-vehicle maintenance, and general administration, but not to vehicle operations. This was particularly a problem for electricity costs for rail system operators.

This change improved the flexibility of reporters to assign operating expenses to appropriate functional areas. For example, reporters now are able to allocate fuel and lubricant expenses to the non-vehicle maintenance function, as well as to vehicle operations and vehicle maintenance functions.

Object Class 508.00 (Purchased Transportation). This object class was expanded and changed several times to improve clarity and consistency in reporting. Chapter 9 also contains more detailed information on contracted and purchased transportation service contained in the National Transit Database.

For the 1983 report year, object class 508 (purchased transportation) was divided into two components: 508.01 for expenses incurred when the contract carriers each use fewer than 50 vehicles to provide the purchased service; and 508.02 for expenses incurred when the contract

carriers each use 50 or more vehicles. The fleet size criterion refers to vehicles required to operate maximum peak service, exclusive of spares.

Prior to 1983, FTA permitted transit agencies which purchased transportation service to consolidate financial and operating data for more than one provider, or to report only a single "purchase of service" item for providers with 25 or fewer vehicles. This resulted in inconsistent reporting and had the potential for adversely affecting data quality.

This change, combined with improved reporting of non-financial data for purchased service, has reduced the potential for double-counting service and expenses. It also allows service to be associated with the expenses incurred to produce it. By clearly distinguishing purchased transportation expenses from costs attributable to directly operated service, costs for directly operated services will not be incorrectly inflated. For example, the data user may more accurately determine performance measures such as operating costs per passenger without including purchased transportation expenses, which would inadvertently inflate the performance measure.

For the 1987 report year, a procedural change was made to include any fares retained by the contractor in the purchased transportation object class. Previously, only the contract amount was reported under object class 508.01 or 508.02. Contract costs typically represent only a portion of a contractor's total operating expenses; the addition of retained fares provides a more accurate approximation of a contractor's expenses.

Purchased Transportation Service. Beginning with 1995, data are reported by mode and optionally by type of service. Reporting detailed expenses for purchased transportation services is required for the 1996 report year and beyond.

If a purchased transportation provider is filing its own National Transit Database report, the full cost of the purchased transportation services is reported, even if the purchased transportation agreement only pays for part of the costs. This is optional for 1995 and required in 1996. More detailed discussion on purchased transportation and contracted service is provided in Chapter 9.

Ability to Report Modes Explicitly. The financial forms were redesigned to accommodate the reporting of a greater number of modes. Through the 1982 reporting year, the National Transit Database specifically identified only six modes: motorbus; rail rapid; streetcar/light rail; trolleybus; demand response; and ferryboat. All other modes were aggregated in the "other" category. Starting with the 1983 reporting year, all modes were reported explicitly. For example, specific modal references have been eliminated, and provisions were made to allow reporters to indicate the appropriate mode code(s). Also, the 300 series forms were redesigned to accommodate up to eight modes rather than five.

For the 1992 report year, the following two important changes were made:

Establishment of Two Reporting Levels. Under the revised reporting system, the R-Level (required) is retained as the "Basic" reporting level. The three voluntary levels were consolidated and simplified into a single voluntary level (the "Optional" level). The optional level has 21 functions, a reduction of 52% in the number of previous level A functions, and the same number as the previous B level. The specific optional functions are slightly different from those in the previous B level. The optional level has 26 expense object classes, a 45% reduction from the 47 used in the previous three voluntary levels.

Allocation of Joint Expenses. Beginning with the 1992 report year, joint expenses (i.e., costs shared by one or more functions or modes) are fully allocated on the expense forms. All joint expenses must be allocated by both function and object class.

Realignment of the Uniform System of Accounts. The USOA was realigned to move Ticketing and Fare Collection (151) and System Security (161) from the General Administration to the Operations category. These functions are major cost items for A level reporters, representing the fourth and fifth largest cost items of the 44 reported.

The following are clarifications and improvements to reporting instructions as contained in the USOA beginning in 1994.

Accrual Accounting. The basis of accrual accounting is recognizing revenues when earned and expenses when they are incurred. The updated USOA provides clear guidance in defining "when earned" and "when incurred." Revenues are defined as "the taking possession of assets, liabilities and capital amounts when actual costs are incurred; that is, goods, services and/or funds are actually received, and not before."

Fringe Benefit Accounting. Three additional allocation methods are now included in the updated USOA. They are:

- totaling all fringe benefits received per employee, then allocating them to the appropriate mode and function;
- allocating fringe benefits based on time (hours) spent in each function; and
- allocating fringe benefits based on head count in each function.

Forms Reduction and Consolidation. As the reporting requirements for the National Transit Database evolved, some forms have been eliminated and some data has been moved or

consolidated with related data on other reporting forms. The following is a list of "300 series" forms which have been eliminated.

Elimination of System Summary Forms. Eleven forms were eliminated to reduce redundancy. Form 302 (A-Level), 303 (B-Level), 304 (C-Level), all of which reported system summary operating expenses by function, were eliminated. Information contained on these forms is available from other current forms. Forms 307 (A-Level), 306 (B-Level), and 305 (C-Level), all of which report expenses classified by function for single mode reporters, have also been eliminated. Reports at these voluntary levels use the same set of forms to report both single and multi-mode operating expenses. These changes do not affect the content of the database.

Form 310 (R-Level), Forms 311, 312 and 313 (A-, B-, and C-Level), and Form 315 (A-, B-, and C-Level), all of which reported operating expenses classified by either function or object class, were also eliminated beginning with the 1992 reporting year. Information contained in these forms has been consolidated into a revised Form 301, Expenses Classified by Function. For Form 301, operating expenses for each mode are reported on separate pages, with the total system operating expenses reported on the summary page.

Form 332, Pension Plan Questionnaire, was eliminated beginning with the 1991 report year. General pension information can be found in Form 331, Fringe Benefits Subsidiary Schedule.

The following is a list of forms by report year for the "300 series." In most cases, the forms were eliminated and the data consolidated with related data on other forms.

<u>Report Year</u>	<u>Reporting Form</u>
1979 - 1990	Form 301 - Operating Expenses Classified by Function (single mode)
	Form 310 - Operating Expenses Classified by Function (multi-mode)
	Form 311 - Direct, Joint and Total Expenses by Object Class and Mode (Level A)
	Form 312 - Direct, Joint and Total Expenses by Object Class and Mode (Level B)
	Form 313 - Direct, Joint and Total Expenses by Object Class and Mode (Level C)
	Form 315 - System Summary, by Object Class
	Form 321 - Operators Wages Subsidiary Schedule
	Form 331 - Fringe Benefits Subsidiary Schedule
	Form 332 - Pension Plan Questionnaire
1991	Form 301 - Operating Expenses Classified by Function (single mode)
	Form 310 - Operating Expenses Classified by Function (multi-mode)

	Form 311 -	Direct, Joint and Total Expenses by Object Class and Mode (Level A)
	Form 312 -	Direct, Joint and Total Expenses by Object Class and Mode (Level B)
	Form 313 -	Direct, Joint and Total Expenses by Object Class and Mode (Level C)
	Form 315 -	System Summary, by Object Class
	Form 321 -	Operators' Wages Form
	Form 331 -	Fringe Benefits Subsidiary Schedule
1992 - 1997	Form 301 -	Operating Expenses Classified by Function and Operating Expenses Summary Form
	Form 321 -	Operators' Wages Form
	Form 331 -	Fringe Benefits Subsidiary Schedule

AGGREGATION OF FUNCTIONS FOR EXPENSE CLASSIFICATION

LEVEL A		LEVEL B		LEVEL C and R
011 Transportation Administration		010 Administration of Transportation		010 Vehicle Operations
012 Revenue Vehicle Movement Control				
021 Scheduling of Transportation Operations		020 Scheduling of Transportation Operations		
031 Revenue Vehicle Operation		030 Revenue Vehicle Operation		
041 Maint. Administration - Vehicles		041 Maint. Administration - Vehicles		041 Vehicle Maintenance
051 Servicing Revenue Vehicles		050 Servicing Revenue Vehicles		
061 Insp. & Maint. of Revenue Vehicles		060 Insp. & Maint. of Revenue Vehicles		
062 Accident Repairs of Revenue Vehicles		062 Accident Repairs of Revenue Vehicles		
071 Vandalism Repairs of Revenue Vehicles		070 Vandalism Repairs of Revenue Vehicles		
081 Servicing & Fuel of Service Vehicles		080 Servicing & Fuel of Service Vehicles		
091 Insp. & Maint. of Service Vehicles		090 Insp. & Maint. of Service Vehicles		
042 Maint. Administration - Non-Vehicles		042 Maint. Administration - Non-Vehicles		042 Non-Vehicle Maint.
101 Maint. of Vehicle Movement Control Systems		100 Maint. of Vehicle Movement Control Systems		
111 Maint. of Fare Collection & Counting Equip.		110 Maint. of Fare Collection & Counting Equip.		
121 Maint. of Roadway & Track				
122 Maint. of Structure, Tunnels, & Subways				
123 Maint. of Passenger Stations				
124 Maint. of Operating Station Bldgs, Grounds & Equip.				
125 Maint. of Garage & Shop Bldgs, Grounds & Equip.		120 Maint. of Other Bldgs, Grounds & Equip.		
126 Maint. of Communication System				
127 Maint. of Gen. Admin. Bldgs, Grounds & Equip.				
128 Accident Repairs of Bldgs, Grounds & Equip.				
131 Vandalism Repairs of Bldgs, Grounds, & Equip.		130 Vandalism Repairs of Bldgs, Grounds & Equip.		
141 Operation & Maint. of Electric Power Facilities		140 Operation & Maint. of Electric Power Facilities		
145 Preliminary Transit System Development		145 Preliminary Transit System Development		160 Gen. Administration
151 Ticketing & Fare Collection		150 Ticketing & Fare Collection		
161 System Security				
165 Injuries & Damages				
166 Safety				
167 Personnel Administration				
168 General Legal Services				
169 General Insurance				
170 Data Processing		160 General Administration		
171 Finance & Accounting				
172 Purchasing & Stores				
173 General Engineering				
174 Real Estate Management				
175 Office Management & Services				
176 General Management				
162 Customer Services				
163 Promotion				
164 Market Research		179 Marketing		
177 Planning				
181 General Function		180 General Function		

Function Equivalency

Basic

010 Vehicle operations

041 Vehicle maintenance

042 Non-vehicle maintenance

160 General administration

Optional

010 Transportation administration

030 Revenue vehicle operation

151 Ticketing and fare collection

161 System security

→ 041 Vehicle maintenance

→ 042 Non-vehicle maintenance

→ 160 General administration

EXPENSES CLASSIFIED BY FUNCTION (301)

DESCRIPTION OF THE DATA

This form is used to report total operating expenses for each object class by function and to allocate direct and joint expenses to modes. This form has undergone several significant changes and has been consolidated with other related forms during a major revision of the National Transit Database in 1992.

For the 1979 through the 1991 report years, this form contains transit operating expenses for all single-mode R-level reporters. Beginning with the 1992 report year, it contains operating expenses for all reporters. Expenses are categorized into four functional areas: Vehicle Operations; Vehicle Maintenance; Non-Vehicle Maintenance; and General Administration. Expenses in these four functions are categorized into several object classes including: Labor; Fringe Benefits; Materials and Supplies; and Utilities. This two-dimensional approach allows cross-classification of some important expenses (e.g., salaries and wages of vehicle mechanics). "Reconciling items" such as depreciation costs and interest expenses are also included on this form.

CHANGES TO THE DATA

For the 1983 report year, the following changes were made to the "300-series" expense forms.

Object Class 508.00 (Purchased Transportation). Object class 508.00 was divided into two categories for purchased transportation services. Object class 508.01 (line 11, columns b through f) is used to report financial data for contracted services using less than 50 revenue vehicles. Object class 508.02 (line 12, columns b through f) is used to report expense data for purchased services using 50 or more vehicles in revenue service.

For the 1987 report year, a procedural change was made to include any fares retained by the contractor in the purchased transportation object class. Previously, only the contract amount was reported under object class 508.01 and 508.02. Chapter 9 contains additional detailed information on contracted and purchased transportation services in the National Transit Database.

Allocation to Any Object Class in any Functional Category. For the 1983 report year, all of the operating expense forms, including Form 301, were revised to permit reporting of expenses for any object class by any functional category. For example, in prior report years no cell was available on the form to enter data for utilities under Vehicle Operations (line 8, column b). To improve the flexibility of reporters to assign expenses to appropriate functional areas, all

functional-object class restrictions were removed. For the 1983 and subsequent report years, expenses may be assigned to any object class in any function.

For the 1991 report year, the following change was made:

Object Class 508.00 (Purchased Transportation). Object class 508.00 was changed for the two categories of purchased transportation services. Object class 508.01 (line 11, column b through f) was changed from financial data for contracted services using less than 50 revenue vehicles to contract payments or accruals to contractors, fare revenues retained by contractors, plus any other contract-related costs incurred by the reporting agency if the contractor is included in the filing agency's National Transit Database Report. Object class 508.02 (line 12, columns b through f) was changed from reporting expense data for purchased services using 50 or more vehicles in revenue service to all contract payments or accruals, fare revenues retained by contractors, plus any other contract-related costs incurred that the contractor will report if they file their own National Transit Database Report.

For the 1992 report year, the following major changes were made to this form:

Forms Consolidation. The Operating Expenses Form (301) substantially consolidated related financial information and replaced the following forms: the single mode and multi-mode Level R Operating Expenses Classified by Function Forms (301 and 310); the voluntary Levels A, B, C Direct, Joint and Total Operating Expenses Forms (311, 312 and 313); and the System Summary by Object Class Form (315).

Operating expenses for one mode are reported on separate pages, with the total system operating expenses reported on the summary page. For transit agencies operating more than one mode, there may be several Form 301s in the National Transit Database.

Realignment of Functional Categories. Some functional categories were moved. Function 151 (ticketing and fare collection) is now included in function 010 (vehicle operating); it was formerly included in function 160 (general administration).

Function 161 (system security) was moved and is now included in function 010 (vehicle operations); it was formerly included in function 160 (general administration).

Allocation of Joint Expenses. Beginning with the 1992 report year, joint expenses (i.e., costs shared by one or more functions or modes) are fully allocated on the expense forms. All joint expenses must be allocated by both function and object class.

For the 1995 report year, the following changes for Purchased Transportation Service were made:

Purchased Transportation Service. Beginning with 1995, data are reported by mode and optionally by type of service. Reporting detailed expenses for purchased transportation services is required for the 1996 report year and beyond.

If a purchased transportation provider is filing its own National Transit Database report, the full cost of the purchased transportation services is reported, even if the purchased transportation agreement only pays for part of the costs. This is optional for 1995 and required in 1996. More detailed discussion on purchased transportation and contracted service is provided in Chapter 9.

For 1996, the full cost of purchased transportation service is reported, even if the purchased transportation agreement only pays for part of the costs. Object class 508 includes all other expenses incurred by the seller when the purchased transportation agreement only pays for part of the costs.

Reconciling Items. Beginning with 1996, reconciling items are reported by cash and non-cash expenditures on the system-wide summary.

ADA Expenses. Beginning with 1996, total operating expenses for Americans with Disabilities Act (ADA) related services are reported by mode and type of service.

For 1997, report purchase transportation operating expense data in object class 508.01 by function.

DATA AVAILABILITY

All of the information on Form 301 is contained in the complete data set and is available in a data subset. In addition, most of the data are available from the published Data Tables and National Transit Database diskettes. For example, the published Data Tables and diskettes contain tables that present expenses by mode and function, and expenses by mode and object class. These data are also used in various performance measures also provided in these sources. All other data, including data for reconciling items such as depreciation and interest expenses, must be obtained from the complete data set or are available from special data subsets. See the chapter on "Data Availability" for additional information.

EXPENSES CLASSIFIED BY FUNCTION

Level Code

Transit System ID
 Fiscal Year
 Month
 Day
 Year

LINE NO.	EXPENSE	OBJECT	CLASS	b	c	d	e	TOTAL EXPENSES
				VEHICLE OPERATIONS 010	VEHICLE MAINTENANCE 041	NON-VEHICLE MAINTENANCE 042	GENERAL ADMINISTRATION 160	
01	LABOR		\$					
02	501.01 Operators' Salaries & Wages							
03	501.02 Other Salaries & Wages							
04	502 FRINGE BENEFITS							
05	503 SERVICES							
06	504 MATERIALS & SUPPLIES							
07	504.01 Fuel & Lubricants							
08	504.02 Tires & Tubes							
09	504.99 Other Materials & Supplies							
10	505 UTILITIES							
11	506 CASUALTY & LIABILITY COSTS							
12	507 TAXES							
13	508 PURCHASED TRANSPORTATION							
14	500 MISCELLANEOUS EXPENSE							
15	510 EXPENSE TRANSFERS							
16	TOTAL SYSTEM EXPENSES							
17	RECONCILING ITEMS:							
18	511 INTEREST EXPENSES							
19	512 LEASES & RENTALS							
20	513 DEPRECIATION							
21	513.13 Amortization of Intangibles							
22	514 PURCHASE LEASE PAYMENTS							
23	515 RELATED PARTIES LEASE AGREEMENT							
24	516 OTHER RECONCILING ITEMS							
25	TOTAL RECONCILING ITEMS							\$
26	TOTAL EXPENSES FOR PUBLISHED REPORTS							\$
27	MEMO ITEM: Expenses not allowable for Federal Operating Assistance							
28								\$

Transit ID		Fiscal Year End		Month	Day	Year	Level	Mode
							R	
Line No.	Expense Object Class	b Vehicle Operations 010	c Vehicle Maintenance 041	d Non-Vehicle Maintenance 042	e General Administration 160	f Total Expense for the Period		
501	LABOR							
01	01 Operators' Salaries & Wages							
02	02 Other Salaries & Wages							
03	502. FRINGE BENEFITS							
04	503 SERVICES							
05	504 MATERIALS & SUPPLIES							
06	01 Fuel & Lubricants							
07	02 Tires & Tubes							
08	99 Other Materials & Supplies							
09	505 UTILITIES							
10	506 CASUALTY & LIABILITY COSTS							
11	507 TAXES							
12	508 PURCHASED TRANSPORTATION							
13	01 Less than 50 Vehicles							
14	02 50 or More Vehicles							
15	509 MISCELLANEOUS EXPENSE							
	EXPENSE TRANSFERS							
	TOTAL SYSTEM EXPENSES							
RECONCILING ITEMS:								
16	511 INTEREST EXPENSES							
17	512 LEASES & RENTALS							
18	513 DEPRECIATION							
19	513-13 Amortization of Intangibles							
20	514 PURCHASE LEASE PAYMENTS							
21	515 RELATED PARTIES LEASE AGREEMENT							
22	516 OTHER RECONCILING ITEMS							
23	TOTAL RECONCILING ITEMS							
24	TOTAL EXPENSES FOR PUBLISHED REPORTS							
25	MEMO ITEM: Expenses not allowable for Federal Operating Assistance							

Line No.	Expense Object Class	Function				Total Expense for Period
		Vehicle Operations 010	Vehicle Maintenance 041	Non-Vehicle Maintenance 042	General Administration 160	
501.	Labor					
01	01 Operators' salaries & wages					
02	02 Other salaries & wages					
03	502. Fringe benefits					
04	503. Services					
504.	Materials & supplies					
05	01 Fuel & lubricants					
06	02 Tires & tubes					
07	99 Other materials & supplies					
08	505. Utilities					
09	506. Casualty & liability costs					
10	507. Taxes					
508.	Purchased transportation					
11	01 In report					
12	02 Filing separate report					
13	509. Miscellaneous expense					
14	510. Expense transfers					
15	Total system expenses					
	Reconciling items					
16	511. Interest expenses					
17	512. Leases & rentals					
18	513. Depreciation					
19	513.13 Amortization of intangibles					
20	514 Purchase lease agreement					
21	515. Related parties lease agreement					
22	516. Other reconciling items					
23	Total reconciling items					
24	Total expenses from published reports					
25	Memo item: Expenses not allowable for Federal operating assistance					

Date Prepared

Date Updated

a Line No.	b Expense Object Class	c Function				e Total Expense for Period
		d Vehicle Operations 010	Vehicle Maintenance 041	Non-Vehicle Maintenance 042	General Administration 160	
501.	Labor					
01	01 Operators' salaries & wages					
02	02 Other salaries & wages					
03	502. Fringe benefits					
04	503. Services					
05	504. Materials & supplies					
06	01 Fuel & lubricants					
07	02 Tires & tubes					
08	99 Other materials & supplies					
09	505. Utilities					
10	506. Casualty & liability costs					
11	507. Taxes					
12	508. Purchased transportation					
13	01 In report					
14	02 Filing separate report					
15	509. Miscellaneous expenses					
15a	510. Expense transfers					
	Total transit agency expenses					
	ADA-related expenses					
	Reconciling items					
16	511. Interest expenses					
17	512. Leases & rentals					
18	513. Depreciation					
19	13 Amortization of intangibles					
20	514 Purchase lease agreement					
21	515. Related parties lease agreement					
22	516. Other reconciling items					
23	Total reconciling items					
23a	ADA-related expenses					
24	Total expenses from published reports					

Date Prepared

Date Updated

Operating Expenses Form (301)

Form not applicable
 NTD ID
 Form 005 Included

Mode
 Type of Service

Line No.	Expense Object Class	Function										Total Modal Expenses	Line No.				
		Transportation Admin. & Support 011		Vehicle Operations 010		System Security 101		Vehicle Maintenance 041		Non-Vehicle Maintenance 042				General Administration 100			
		Revenue Vch Operation 030	Ticketing and Fee Collection 101	Revenue Vch Operation 030	Ticketing and Fee Collection 101	System Security 101	System Security 101	Vehicle Maintenance 041	Vehicle Maintenance 041	Non-Vehicle Maintenance 042	Non-Vehicle Maintenance 042			General Administration 100	General Administration 100		
01	501. Labor	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	01
02	01 Operators' salaries and wages	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	02
03	02 Other salaries and wages	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	03
04	502. Fringe benefits	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	04
05	503. Services	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	05
06	504. Materials and supplies	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	06
07	01 Fuel and lubricants	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	07
08	02 Tires and tubes	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	08
09	09 Other materials and supplies	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	09
10	505. Utilities	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	10
11	506. Casualty and liability costs	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	11
12	507. Taxes	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	12
13	508. Purchased transportation	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	13
14	01 In report	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	14
15	02 Filing separate report	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	15
15a	509. Miscellaneous expenses	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	15a
15	510. Expense transfers	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	15
15	Total modal expenses	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	15
15a	ADA-related expenses	<	>	>	>	>	>	>	>	>	>	>	>	>	>	>	15a

Date Prepared

Date Updated

EXPENSES CLASSIFIED BY FUNCTION, SYSTEM SUMMARY (310)

DESCRIPTION OF THE DATA

The five-page Form 310 was used for the 1979 through the 1991 report years. It contains transit operating expenses submitted by all multi-mode R-level reporters for these years. Expenses are categorized into four functional areas: Vehicle Operations; Vehicle Maintenance; Non-Vehicle Maintenance; and General Administration. Expenses in these four functions are categorized into several object classes including: Labor; Fringe Benefits; Materials and Supplies; and Utilities. This two-dimensional approach allows cross-classification of some important expenses (e.g., salaries and wages of vehicle mechanics). Reconciling items such as depreciation costs and interest expenses are also included on this form.

CHANGES TO THE DATA

For the 1983 report year, several specific changes were made to the "300-series" forms, which are used to report operating expenses. Form 310 is used in lieu of Form 301 by multi-mode transit systems reporting at the required level (R-Level). A system reporting both motorbus and demand response service, for example, is a multi-mode reporter and uses Form 310. This is true even if one of the modes is operated entirely through a purchased transportation agreement. This form was eliminated from the reporting requirement beginning with the 1992 report year.

Allocation of Joint Expenses. Note that explicit allocations to modes are made only for the total joint expenses for the functional category being reported on each page. This permits the computation of total modal expenses (including allocated joint expenses) by functional category, but not by individual object class.

Format of 300 Series Forms. The format of pages 2 through 5 was revised significantly.

- The revised format provided eight columns for direct expenses (columns d through k) and one column for joint expenses (column c) to be allocated among the various modes. In contrast, the form used prior to the 1983 report year provided five columns for direct expenses (columns b through f) and five columns for joint expenses (columns g through k).

-
- Rows 93 through 97 on the earlier form -- for allocating the individual joint expense columns -- were eliminated.
 - "Total system expenses" have been moved from the extreme right side of the form (column l) to the left side of the form next to the expense object classes (column b). Similarly, "joint expenses" have been moved to column c.

DATA AVAILABILITY

All of the information on Form 310 is contained in the complete data set. Most of the data are available from the published Data Tables and on National Transit Database diskettes. For example, the published Data Tables and diskettes contain tables that present expenses by mode and function, expenses by mode and object class, and expenses by function and object class. These data are also used in various published performance measures. Other data, including data for reconciling items such as depreciation and interest expenses, must be obtained from the complete data set or are available from special data subsets. For additional information on obtaining the National Transit Database in various formats, see the chapter on Data Availability.

Transit System ID

Fiscal Year

Month

Day

Year

a	b	c	d	e	f	
LINE CODE	OBJECT EXPENSE CLASS	VEHICLE OPERATIONS 010	VEHICLE MAINTENANCE 041	NON-VEHICLE MAINTENANCE 042	GENERAL ADMINISTRATION 160	OBJECT CLASS TOTAL
01	501 LABOR					
02	501.01 Operators' Salaries & Wages					
02	501.02 Other Salaries & Wages					
03	502 FRINGE BENEFITS					
04	503 SERVICES					
05	504 MATERIALS & SUPPLIES					
06	504.01 Fuel & Lubricants					
07	504.02 Tires & Tubes					
07	504.99 Other Materials & Supplies					
08	505 UTILITIES					
09	506 CASUALTY & LIABILITY COSTS					
10	507 TAXES					
11	508 PURCHASED TRANSPORTATION					
12	509 MISCELLANEOUS EXPENSE					
13	510 EXPENSE TRANSFERS					
14	TOTAL SYSTEM EXPENSES					
15	RECONCILING ITEMS					
16	511 INTEREST EXPENSES					
17	512 LEASES & RENTALS					
18	513 DEPRECIATION					
18	513.13 Amortization of Intangibles					
19	514 PURCHASE LEASE PAYMENTS					
20	515 RELATED PARTIES LEASE AGREEMENT					
21	516 OTHER RECONCILING ITEMS					
22	TOTAL RECONCILING ITEMS					
23	TOTAL EXPENSES FOR PUBLISHED REPORTS					
24	MEMO ITEM: Expenses not allowable for Federal operating assistance.					

MULTIMODE FORM

FORM NO. 310 PAGE 02 OF 05
DIRECT, JOINT AND TOTAL EXPENSES, BY OBJECT CLASS AND MODE
FUNCTION NUMBER: 010 Vehicle Operations

LEVEL
TRANSIT SYSTEM ID
FISCAL YEAR
MODE

EXP. NO.	EXPENSE OBJECT CLASS	DIRECT EXPENSES ON MODE -												TOTAL OTHER EXPENSES		
		B	C	D	E	F	G	H	I	J	K	L	M			
01	TRUCK															
01 501.01	Operators, Salaries & Wages															
02 501.02	Other Salaries & Wages															
02 502	FRENCH BENEFITS															
03 503	SERVICES															
04	MATERIALS & SUPPLIES															
05 504.01	Fuel & Lubricants															
06 504.02	Tires & Lubcs															
07 504.99	Other Materials & Supplies															
08 505	TOOLS															
09 510	EXPENSE TRANSFERS															
COL. TOTALS																
O																
H																
J																
K																
L																
GR. TOTALS																
O																
H																
J																
K																
L																

NOTE: THESE TWO SIGNS SHOULD BE IDENTICAL

ADD THESE MODE TOTALS TO GET

MULTI-MODE FORM

FORM NO. 310 PAGE 03 OF 05
DIRECT, JOINT AND TOTAL EXPENSES, BY OBJECT CLASS AND MODE
FUNCTION NUMBER: 041

LEVEL R F
TRANSIT BY: M T F
FISCAL YEAR: 1981 1982

LINE NO.	EXPENSE OBJECT CLASS	DIRECT EXPENSES FOR MODES -										TOTAL OTHER PARTNERS		
		C	D	E	F	G	H	I	J	K	L			
01	Expeditors, Salaries & Honor.													
02	Other Salaries & Honor.													
03	FRINGE BENEFITS													
04	SERVICES													
05	MATERIALS & SUPPLIES													
06	Fuels & Lubricants													
07	Other Materials & Supplies													
08	UTILITIES													
09	CASUALTY & LIABILITY													
10	TRAVEL													
11	EXPENSE TRANSFERS													

COL. TOTALS	JOINT EXPENSE DISTRIBUTION TO MODE										TOTAL MODE EXPENSES	
	B	C	D	E	F	G	H	I	J	K		
01												
02												
03												
04												
05												
06												
07												
08												
09												
10												
11												
12												

NOTE: THESE TWO SUMS SHOULD BE IDENTICAL

ADD THESE MODE TOTALS TO GET

FORM NO. 310 PART 193 17-79

Fiscal Year End / Month Day Year

Line No.	Expense Object Class	a	b	c	d	e	f
		Vehicle Operations 010	Vehicle Maintenance 041	Non-Vehicle Maintenance 042	General Administration 160	Total Expense for the Period	
501	LABOR						
01	01 Operators' Salaries & Wages						
02	02 Other Salaries & Wages						
502	FRINGE BENEFITS						
03	01 FRINGE BENEFITS						
04	503 SERVICES						
504	MATERIALS & SUPPLIES						
05	01 Fuel & Lubricants						
06	02 Tires & Tubes						
07	99 Other Materials & Supplies						
08	505 UTILITIES						
09	506 CASUALTY & LIABILITY COSTS						
10	507 TAXES						
508	PURCHASED TRANSPORTATION						
01	01 Less than 50 Vehicles						
02	02 50 or More Vehicles						
11							
12							
13	509 MISCELLANEOUS EXPENSE						
14	510 EXPENSE TRANSFERS						
15	TOTAL SYSTEM EXPENSES						
RECONCILING ITEMS:							
16	511 INTEREST EXPENSES						
17	512 LEASES & RENTALS						
18	513 DEPRECIATION						
19	513.13 Amortization of Intangibles						
20	514 PURCHASE LEASE PAYMENTS						
21	515 RELATED PARTIES LEASE AGREEMENT						
22	516 OTHER RECONCILING ITEMS						
23	TOTAL RECONCILING ITEMS						
24	TOTAL EXPENSES FOR PUBLISHED REPORTS						
25	MEMO ITEM: Expenses not allowable for Federal Operating Assistance						

EXPENSES CLASSIFIED BY FUNCTION (FORMS 311, 312, and 313)

DESCRIPTION OF THE DATA

Forms 311, 312, and 313 were used until the 1992 report year. These forms were used by all single and multi-mode voluntary (A-, B-, and C-Level) reporters to submit transit operating expenses. Expenses are categorized into four general functional areas -- Vehicle Operations, Vehicle Maintenance, Non-Vehicle Maintenance, and General Administration for the Level C reporters. For the Level B and A reporters, these four major functions are further broken down into 21 and 44 functions, respectively, to provide greater detail. These functions are listed in the attached table. In addition, expenses in these functional areas are categorized into 44 object classes. These object classes are more detailed than those reported at the required level of detail.

CHANGES TO THE DATA

For the 1983 report year, several specific changes were made to the "300" series forms, which are used to report operating expenses. Previously, Forms 311, 312, and 313 were used by multi-mode reporters at the A-, B-, and C-Levels, respectively, to report expenses classified by function. Single mode reporters used Forms 307 (A-Level), 306 (B-Level), and 305 (C-Level) to report expenses by function. Beginning with the 1983 report year, the single mode forms were eliminated and the revised Forms 311, 312, and 313 were used by both single and multi-mode reporters. These forms were eliminated beginning with the 1992 report year.

Allocation of Joint Expenses. Note that explicit allocations to modes are made only for the total joint expenses for the functional category being reported on each page. This permits the computation of total modal expenses (including allocated joint expenses) by functional category, but not by individual object class.

Format of 300-Series Forms. The format of Forms 311, 312, and 313 was revised significantly for the 1983 report year.

- The revised format provided eight columns for direct expenses (columns d through k) and one column for joint expenses (column c) to be allocated among the various modes. In contrast, the form used prior to the 1983 report year only provided five columns for direct expenses (columns b through f) and five columns for joint expenses (columns g through k).
- Rows 93 through 97 on the old form, for allocating the individual joint expense columns, were eliminated.

-
- "Total system expenses" have been moved from the extreme right side of the form (column l) to the left side of the form next to the expense object classes (column b). Similarly, "joint expenses" were moved to column c.

These revisions are also discussed in detail in "Expense Data -- Major Revisions."

DATA AVAILABILITY

All of the information on Forms 311, 312, and 313 is contained in the complete data set. In addition, some financial data are available at the summary level from the published Data Tables and from National Transit Database diskettes. For example, the published Data Tables and diskettes contain tables that present expenses by mode and function, and expenses by mode and object class, reduced to a summary level of detail. These data are also used in various published performance measures. Additional detailed financial information is available from the complete data set or from special data subsets. For additional information on the availability of the National Transit Database see the chapter on "Data Availability."

MULTIMODE FORM

FORM NO. J11 PAGE 02 OF 44

DIRECT, JOINT AND TOTAL EXPENSES, BY OBJECT CLASS AND MODE

FUNCTION NAME: Revenue Vehicle Movement Control

LEVEL A

TRANS SYSTEM
FISCAL YEAR
MAY JUN JUL AUG

LINE NO.	EXPENSE OBJECT CLASS	OBJECT EXPENSE FOR MODE -												TOTAL SYSTEM EXPENSE
		B	C	D	E	F	G	H	I	J	K	L		
01	501.01... Operators' Salaries and Wages													
02	501.02... Other Salaries and Wages													
03	502.15... Fringe Benefits Distribution													
04	503.01... Management Service Fees													
05	503.01... Professional and Technical Services													
06	503.04... Temporary Help													
07	510.02... Expense Reclassifications													
08	510.03... Capitalization of Nonrecurring Costs													

COLUMN TOTALS

COL TOTALS
G
H
I
J
K

JOINT EXPENSE DISTRIBUTION TO MODE					
B	C	D	E	F	G

JOINT EXPENSE TOTALS FOR MODE
TOTAL MODE EXPENSES
FORM UMTA 7271a 103 11-78

NOTE: THESE TWO SUMS SHOULD BE IDENTICAL

AND THESE MODE TOTALS TO GET

SYSTEM SUMMARY BY OBJECT CLASS (315)

DESCRIPTION OF THE DATA

This form was used to provide total system expenses by object class for multi-mode operators until the 1982 report year. It was then used for both single and multi-mode reporters through the 1991 report year. Information on reconciling items such as depreciation and interest expenses were also reported on this form.

CHANGES TO THE DATA

An additional object class 508.02, purchased service expenses on page 2, was added for the 1983 report year. This form was eliminated from the reporting requirement beginning with the 1992 report year.

DATA AVAILABILITY

All of the information on Form 321 is contained in the complete data set. In addition, most of these data were published at the summary level of detail in the Data Tables and in the National Transit Database diskettes. For example, the published Data Tables and diskettes contain a table that presents expenses by mode and object class. These data are also used in various published performance measures. See the chapter on Data Availability for further information.

Form No. 315 Page 01 of 02
SYSTEM SUMMARY, BY OBJECT CLASS

Transit System ID

□ □ □ □

Level

B

Fiscal Year

□ □
Month

□ □
Day

□ □
Year

b

LINE NO.	EXPENSE OBJECT CLASS	SYSTEM TOTAL
	501. LABOR:	
01	01 Operators' Salaries & Wages	
02	02 Other Salaries & Wages	
03	Total Labor	
	502. FRINGE BENEFITS:	
04	15 Fringe Benefits Distribution	
	503. SERVICES:	
05	01 Management Service Fee	
06	02 Advertising Fees	
07	03 Professional & Technical Services	
08	04 Temporary Help	
09	05 Contract Maintenance Service	
10	06 Custodial Services	
11	07 Security Services	
12	99 Other Services	
13	Total Services	
	504. MATERIALS & SUPPLIES CONSUMED:	
14	01 Fuel & Lubricants	
15	02 Tires & Tubes	
16	99 Other Materials & Supplies	
17	Total Materials & Supplies	
	505. UTILITIES	
18	01 Propulsion Power	
19	02 Utilities Other Than Propulsion Power	
20	Total Utilities	
	506. CASUALTY & LIABILITY COSTS	
21	01 Premiums for Physical Damage Insurance	
22	02 Recoveries of Physical Damage Losses	
23	03 Premiums for PL & PD Insurance	
24	04 Payouts for Uninsured PL & PD Settlements	
25	05 Provisions for Uninsured PL & PD Settlements	
26	06 Payouts for Insured PL & PD Settlements	
27	07 Recoveries of PL & PD Settlements	
28	08 Premiums for Other Corporate Insurance	
29	09 Other Corporate Losses	
30	10 Recoveries of Other Corporate Losses	
31	Total Casualty and Liability Costs	
32	Balance Carried Forward to Page 02	

Form No. 315 Page 02 of 02
SYSTEM SUMMARY, BY OBJECT CLASS

Transit System ID

□ □ □ □

Level

B

Fiscal Year

□ □

Month

□ □

Day

□ □ □

Year

b

LINE NO.	EXPENSE OBJECT CLASS	SYSTEM TOTAL
01	Subtotal from Page 01	□ □ □ □ □ □
	507. TAXES	
02	01 Federal Income Tax	□ □ □ □ □ □
03	02 State Income Tax	□ □ □ □ □ □
04	03 Property Tax	□ □ □ □ □ □
05	04 Vehicle Licensing and Registration Fees	□ □ □ □ □ □
06	05 Fuel and Lubricant Taxes	□ □ □ □ □ □
07	06 Electric Power Taxes	□ □ □ □ □ □
08	99 Other Taxes	□ □ □ □ □ □
09	Total Taxes	□ □ □ □ □ □
	508. PURCHASED TRANSPORTATION SERVICES	
0	01 Purchased Transportation Services	□ □ □ □ □ □
	509. MISCELLANEOUS EXPENSES:	
1	01 Dues and Subscriptions	□ □ □ □ □ □
2	02 Travel and Meetings	□ □ □ □ □ □
3	03 Bridge, Tunnel and Highway Tolls	□ □ □ □ □ □
4	04 Entertainment Expense	□ □ □ □ □ □
5	05 Charitable Donations	□ □ □ □ □ □
6	06 Fines and Penalties	□ □ □ □ □ □
7	07 Bad Debt Expense	□ □ □ □ □ □
8	08 Advertising/Promotion Media	□ □ □ □ □ □
9	99 Other Miscellaneous Expense	□ □ □ □ □ □
0	Total Miscellaneous Expenses	□ □ □ □ □ □
	510. EXPENSE TRANSFERS:	
1	01 Function Reclassifications	□ □ □ □ □ □
2	02 Expense Reclassifications	□ □ □ □ □ □
3	03 Capitalization of Nonoperating Costs	□ □ □ □ □ □
4	Total Expense Transfers	□ □ □ □ □ □
5	TOTAL EXPENSES LESS RECONCILING ITEMS	□ □ □ □ □ □
	RECONCILING ITEMS:	
6	511. Interest Expense	□ □ □ □ □ □
7	512. Leases and Rentals	□ □ □ □ □ □
8	513. Depreciation	□ □ □ □ □ □
9	513.13 Amortization of Intangibles	□ □ □ □ □ □
0	514 Purchase Lease Payments	□ □ □ □ □ □
1	515 Related Parties Lease Payments	□ □ □ □ □ □
2	516 Other Reconciling Items	□ □ □ □ □ □
3	Total Reconciling Items	□ □ □ □ □ □
4	TOTAL EXPENSES PER PUBLISHED REPORT	□ □ □ □ □ □
	MEMO ITEM:	
5	Expense not allowable for Federal operating assistance	□ □ □ □ □ □

SYSTEM SUMMARY, BY OBJECT CLASS

Transit ID

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Fiscal Year End

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Month

Day

Year

Level

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Line No.	EXPENSE OBJECT CLASS	SYSTEM TOTAL
	501. LABOR	
1	01 Operators' Salaries and Wages	
2	02 Other Salaries and Wages	
3	Total Labor	
	502. FRINGE BENEFITS	
4	15 Fringe Benefits Distribution	
	503. SERVICES	
5	01 Management Service Fees	
6	02 Advertising Fees	
7	03 Professional and Technical Services	
8	04 Temporary Help	
9	05 Contract Maintenance Service	
0	06 Custodial Services	
1	07 Security Services	
2	99 Other Services	
3	Total Services	
	504. MATERIALS AND SUPPLIES CONSUMED	
4	01 Fuel and Lubricants	
5	02 Tires and Tubes	
6	99 Other Materials and Supplies	
7	Total Materials and Supplies	
	505. UTILITIES	
8	01 Propulsion Power	
9	02 Utilities Other Than Propulsion Power	
0	Total Utilities	
	506. CASUALTY AND LIABILITY COSTS	
1	01 Premiums for Physical Damage Insurance	
2	02 Recoveries of Physical Damage Losses	
3	03 Premiums for PL and PD Insurance	
4	04 Payouts for Uninsured PL and PD Settlements	
5	05 Provisions for Uninsured PL and PD Settlements	
6	06 Payouts for Insured PL and PD Settlements	
7	07 Recoveries of PL and PD Settlements	
8	08 Premiums for Other Corporate Insurance	
9	09 Other Corporate Losses	
0	10 Recoveries of Other Corporate Losses	
1	Total Casualty and Liability Costs	
2	Balance Carried Forward to Page 02	

SYSTEM SUMMARY, BY OBJECT CLASS

Transit ID

Four empty boxes for Transit ID

Fiscal Year End

Month

Day

Year

Level

Empty box for Level

Line No.	EXPENSE OBJECT CLASS	SYSTEM TOTAL
01	Subtotal from Page 01	<input type="text"/>
	507. TAXES	
02	01 Federal Income Tax	<input type="text"/>
03	02 State Income Tax	<input type="text"/>
04	03 Property Tax	<input type="text"/>
05	04 Vehicle Licensing and Registration Fees	<input type="text"/>
06	05 Fuel and Lubricant Taxes	<input type="text"/>
07	06 Electric Power Taxes	<input type="text"/>
08	99 Other Taxes	<input type="text"/>
09	Total Taxes	<input type="text"/>
	508. PURCHASED TRANSPORTATION SERVICES	
10	01 Less than 50 Vehicles	<input type="text"/>
11	02 50 or more Vehicles	<input type="text"/>
12	Total Purchased Transportation Services	<input type="text"/>
	509. MISCELLANEOUS EXPENSES	
13	01 Dues and Subscriptions	<input type="text"/>
14	02 Travel and Meetings	<input type="text"/>
15	03 Bridge, Tunnel and Highway Tolls	<input type="text"/>
16	04 Entertainment Expense	<input type="text"/>
17	05 Charitable Donations	<input type="text"/>
18	06 Fines and Penalties	<input type="text"/>
19	07 Bad Debt Expense	<input type="text"/>
20	08 Advertising/Promotion Media	<input type="text"/>
21	99 Other Miscellaneous Expenses	<input type="text"/>
22	Total Miscellaneous Expenses	<input type="text"/>
	510. EXPENSE TRANSFERS	
23	01 Function Reclassifications	<input type="text"/>
24	02 Expense Reclassifications	<input type="text"/>
25	03 Capitalization of Nonoperating Costs	<input type="text"/>
26	Total Expense Transfers	<input type="text"/>
27	TOTAL EXPENSES LESS RECONCILING ITEMS	<input type="text"/>
	RECONCILING ITEMS:	
28	511. Interest Expense	<input type="text"/>
29	512. Leases and Rentals	<input type="text"/>
30	513. Depreciation	<input type="text"/>
31	513.13 Amortization of Intangibles	<input type="text"/>
32	514. Purchase Lease Agreements	<input type="text"/>
33	515. Related Parties Lease Payments	<input type="text"/>
34	516. Other Reconciling Items	<input type="text"/>
35	Total Reconciling Items	<input type="text"/>
36	TOTAL EXPENSES PER PUBLISHED REPORT	<input type="text"/>
	MEMO ITEM:	
37	Expense not allowable for Federal operating assistance	<input type="text"/>

OPERATORS' WAGES FORM (321)

DESCRIPTION OF THE DATA

This form provides a detailed breakdown of the hours and wages paid to employees classified as "operators," including major categories of dollars and hours for operating and non-operating paid work. These data have been used for labor negotiations, productivity comparisons, and management analysis. However, some reporters have difficulty disaggregating data into the categories on this form. As a result, comparisons should be performed carefully.

CHANGES TO THE DATA

This form was included in the National Transit Database requirements of 1979 and remained unchanged until 1992. Beginning with the 1992 report year several changes were made. The number of classifications used for reporting operating time and dollars was consolidated and reduced from fifteen to eight. The number of classifications used for reporting non-operating time and dollars was consolidated and reduced from twelve to two.

See "Time Classification Equivalency" table for classifications by expense function.

Beginning with the 1994 report year, the threshold for required reporting on this form changed from "more than 25" to "100 or more" directly operated revenue vehicles per mode in annual maximum service.

DATA AVAILABILITY

All of the information on this form is contained in the complete data set. Data from Form 321 are not published in the published Data Tables or National Transit Database diskettes.

Time Classification Equivalency

Line	Code	Time Classification	Basic Functions	Optional Functions	
		Operating Time			
01	1.01	Report time	{ } Vehicle operations	{ } Transportation administration Revenue vehicle operation.	
01	1.02	Turn-in time			
04	1.03	Travel time			
02	1.04	Platform time - line service			
03	1.05	Platform time - charter & special			
04	1.06	Intervening time			
01	1.07	Paid breaks & meal allowances			
05	1.08	Minimum guarantee for call-out			
05	1.09	Minimum guarantee - daily			
05	1.10	Minimum guarantee - weekly			
06	1.11	Overtime premium - scheduled			
06	1.12	Overtime premium - unscheduled			
07	1.13	Spread time premium			
08	1.14	Shift premium			
08	1.15	Other operating time			
		Non-Operating Time			
11	2.01	Instructor premium for operator training	{ } Vehicle operations	{ } Transportation administration Revenue vehicle operation	
11	2.02	Student training time			
11	2.03	Accident reporting time			
11	2.04	Witness time			
10	2.05	Stand-by time			
11	2.06	Time spent on union functions			
11	2.07	Run selection time			
11	2.08	Other time spent in transportation administration			
11	2.09	Time spent in revenue vehicle movement control			
11	2.10	Time spent in ticketing & fare collection			{ } Ticketing & fare collection General administration Vehicle maintenance
11	2.11	Time spent in customer service			
11	2.12	Time spent in other non-operating functions			
11	2.12	Time spent in other non-operating functions			

NOT REQUIRED FROM TRANSIT SYSTEMS OPERATING 25 OR FEWER REVENUE VEHICLES

OPERATORS WAGES SUBSIDIARY SCHEDULE

Transit ID

--	--	--	--

Fiscal Year End

--	--

Month

--	--

Day

--	--

Year

Level

--

Line No.	TIME CLASSIFICATION	DOLLARS	HOURS
	1. OPERATING TIME		
1	1.01 Report time (Pull out)		
2	1.02 Turn-in time (Pull in)		
3	1.03 Travel time		
4	1.04 Platform time--line service		
5	1.05 Platform time--charter & special service		
6	1.06 Intervening time		
7	1.07 Paid breaks & meal allowance		
8	1.08 Min. guarantee for call out		
9	1.09 Minimum guarantee--daily		
0	1.10 Minimum guarantee--weekly		
1	1.11 Overtime premium--scheduled		
2	1.12 Overtime premium--unscheduled		
3	1.13 Spread time premium		
4	1.14 Shift premium		
5	1.15 Other operating premium		
6	TOTAL OPERATING TIME		
	2. NONOPERATING PAID WORK TIME		
7	2.01 Instructor premium for operator training		
8	2.02 Student training time		
9	2.03 Accident reporting time		
0	2.04 Witness time		
1	2.05 Stand-by time		
2	2.06 Time spent on union functions		
3	2.07 Run selection time		
4	2.08 Other time spent in transportation administration		
5	2.09 Time spent in revenue vehicle movement control		
6	2.10 Time spent in ticketing and fare collection		
7	2.11 Time spent in customer service		
8	2.12 Time spent in other nonoperating functions		
9	TOTAL NONOPERATING PAID WORK TIME		
0	TOTAL OPERATING AND NONOPERATING TIME		

Required from transit agencies which directly operate 100 or more revenue vehicles per mode in annual maximum service.

Operators' Wages Form (321)

Form not applicable
NTD ID
Form 005 Included

Mode

Table with columns: Line No., Time Classification, Dollars, Hours. Rows include Operating time (01-08), Total operating time, Non-operating paid work time (01-02), Total non-operating paid work time, and Total operating and non-operating time.

Date Prepared

Date Updated

FRINGE BENEFITS SUBSIDIARY SCHEDULE (331)

DESCRIPTION OF THE DATA

Form 331 contains information on fringe benefits. For some report years, this form includes the contributions of both employers and employees in such categories as pension plans, medical and dental plans, unemployment insurance, and sick leave.

CHANGES TO THE DATA

For 1979 through 1984, employee contributions were reported only for lines 1-6. Because employee contributions increased in other categories (e.g., uniform and clothing allowance), Form 331 was revised for the 1985 report year to allow data to be provided for all object classes (i.e., lines 1 through 15). This revision was consistent with industry standards.

Beginning in 1992, only employer fringe benefit contributions were required to be reported; employee fringe benefit contributions were eliminated from the form.

Beginning in 1994, this form incorporated two major changes. First, the threshold for required reporting of employer contributions changed from "more than 25" to "100 or more" directly operated revenue vehicles system-wide in annual maximum service. The second change required fringe benefit contributions to be reported for employees who incur labor costs on behalf of agency purchased transportation providers (object class 508).

DATA AVAILABILITY

All of the data on this form are contained in the complete data set. In addition, most of the information on fringe benefits is available from the published Data Tables and from National Transit Database diskettes, with some consolidations. See the chapter on "Data Availability" for more information.

NOT REQUIRED FROM TRANSIT SYSTEMS OPERATING 24 HOUR FEWER REVENUE VEHICLES

Form No. 331

FRINGE BENEFITS SUBSIDIARY SCHEDULE

Level

Transit System IC

Fiscal Year Ended
 Month Day Year

LINE NO.	FRINGE BENEFIT OBJECT CLASSES	b		c
		EMPLOYER TOTAL	EMPLOYEE TOTAL	
01	502.01 FICA or Railroad Retirement	\$	\$	
02	502.02 Pension Plans (including long-term disability insurance)			
03	502.03 Hospital, Medical and Surgical Plans			
04	502.04 Dental Plans			
05	502.05 Life Insurance Plans			
06	502.06 Short-Term Disability Insurance Plans			
07	502.07 Unemployment Insurance			
08	502.08 Workmen's Compensation Insurance or Fed. Empl. Liab. Act Contribution			
09	502.09 Sick Leave			
10	502.10 Holiday (including all premiums paid for work on holidays)			
11	502.11 Vacation			
12	502.12 Other Paid Absence (bereavement pay, military pay, jury duty pay, etc.)			
13	502.13 Uniform and Work Clothing Allowances			
14	502.14 Other Fringe Benefits			
15	TOTALS	\$	\$	\$

FRINGE BENEFITS SUBSIDIARY SCHEDULE

NOT REQUIRED FROM TRANSIT SYSTEMS WHICH OPERATE 25 OR FEWER REVENUE VEHICLES IN ANNUAL MAXIMUM SERVICE

Transit ID [][][][]

Fiscal Year End [][] Month [][] Day [][] Year [][]

Level []

Line No.	FRINGE BENEFIT OBJECT CLASSES	EMPLOYER TOTAL	EMPLOYEE TOTAL
01	502.01 FICA or Railroad Retirement		
02	502.02 Pension Plans (including long-term disability insurance)		
03	502.03 Hospital, Medical, and Surgical Plans		
04	502.04 Dental Plans		
05	502.05 Life Insurance Plans		
06	502.06 Short-Term Disability Insurance		
07	502.07 Unemployment Insurance		
08	502.08 Workmen's Compensation Insurance or Fed. Empl. Liab. Act Contribution		
09	502.09 Sick Leave		
10	502.10 Holiday (including all premiums paid for work on holidays)		
11	502.11 Vacation		
12	502.12 Other Paid Absence (bereavement pay, military pay, jury duty pay, etc.)		
13	502.13 Uniform and Work Clothing Allowances		
14	502.14 Other Fringe Benefits		
15	TOTAL		

Fringe Benefits Form (331)

- Form not applicable
- NTD ID
- Form 005 Included

which directly operate 100 or more revenue vehicles in annual maximum service.

a	b
Line No.	Fringe Benefit Object Classes
502.	Fringe benefits
01	FICA or railroad retirement and/or PERS
02	Pension plans (including long-term disability insurance)
03	Hospital, medical, and surgical plans
04	Dental plans
05	Life insurance plans
06	Short-term disability insurance plans
07	Unemployment insurance
08	Worker's compensation insurance or Federal Employee's Liability Act contribution
09	Sick leave
10	Holiday (including all premiums paid for work on holidays)
11	Vacation
12	Other paid absence (bereavement pay, military pay, jury duty pay, etc.)
13	Uniform and work clothing allowances
14	Other fringe benefits
15	Total fringe benefits
	Employer Total

Date Prepared

Date Updated

PENSION PLAN QUESTIONNAIRE (332)

DESCRIPTION OF THE DATA

Form 332 contains information on the cost components of the various pension plans that reporters provide for their employees for the 1979 through the 1990 report years.

CHANGES TO THE DATA

Form 332 was included in the reporting requirements for the National Transit Database in 1979 and remained unchanged. This form was discontinued beginning with the 1991 report year.

DATA AVAILABILITY

All of the information on this form is contained in the complete data sets. No data from this form are contained in the published Data Tables or on the National Transit Database diskettes. Data for 1979 through 1990 may also be obtained from special data subsets. The chapter on "Data Availability" contains more information on obtaining information from this form.

NOT REQUIRED FROM TRANSIT SYSTEMS OPERATING 25 OR FEWER REVENUE VEHICLES

Form 322 PENSION PLAN QUESTIONNAIRE

Transit System ID

Four empty boxes for Transit System ID

Level

One empty box for Level

Fiscal Year Ended

Month

Day

Year

a

b

LINE NO.	ITEM	DOLLAR AMOUNT
	1. Fully Funded Plan	
01	a. Current Service Cost	\$ <input type="text"/>
02	b. Prior Service Cost	<input type="text"/>
03	c. Interest on prior Service Cost	<input type="text"/>
04	Fully Funded Plan—Total Cost	<input type="text"/>
05	2. Pay-As-You-Go-Plan—Total Cost	<input type="text"/>
06	TOTAL PENSION PLAN COST (Line 04 plus line 05)	<input type="text"/>
	3. Pension Liability	
07	a. Plan Assets	<input type="text"/>
08	b. Less vested benefits	<input type="text"/>
09	Unfunded Liability	<input type="text"/>
	4. If you committed to a fully funded plan, please indicate the following:	
10	a. Unfunded prior service cost	<input type="text"/>
11	b. Years remaining to fully fund this cost	<input type="text"/>
	5. If you have a pay-as-you-go plan, please indicate the following:	
12	a. Unfunded prior service cost	<input type="text"/>
13	b. Years required to fully fund this cost	<input type="text"/>
	6. If you now have a pay-as-you-go plan and you have had a recent actuarial study or other similar estimate made to determine your cost under a fully funded pension plan, please indicate what your pension plan expense would have been during the period under the fully funded plan:	
14	a. Current Service Cost	<input type="text"/>
15	b. Prior Service Cost	<input type="text"/>
16	c. Interest on prior Service Cost	<input type="text"/>
17	ESTIMATED TOTAL COST	\$ <input type="text"/>

CHAPTER 7. NON-FINANCIAL OPERATING DATA

TRANSIT SYSTEM SERVICE PERIOD SCHEDULE (401)

DESCRIPTION OF THE DATA

This form shows all periods of transit service directly operated by National Transit Database reporters for the 1979 through the 1990 report years. Information is available on both the time limits of transit service periods (e.g., AM and PM peaks, and midday) and on the total hours involved in the provision of that service for weekdays, Saturdays, and Sundays. Data are available for each mode directly operated by the reporter.

CHANGES TO THE DATA

For the 1984 report year, this form was slightly revised. A "morning period" (line 7, column b), which is the elapsed time from "time AM service begins" (line 1, column b) to "time AM peak service begins" (line 2, column b), was added. This cell was not included on previous forms.

This form was eliminated for the 1991 report year. Data previously reported on Form 401 on limits of service by peak periods were consolidated with other related service statistics on the Transit Agency Service Form (406/407).

DATA AVAILABILITY

The data contained on this form are not provided in the published Data Tables or the National Transit Database diskettes. These data are available in the complete data set and in special data subsets. Refer to the chapter on "Data Availability" for further information on obtaining statistics from this form.

TRANSIT SYSTEM SERVICE PERIOD SCHEDULE

Transit System ID

Level

Fiscal Year Ended
Month Day Year

Mode Code

LINE NO.	ITEM	WEEKDAYS	SATURDAY	SUNDAY
LIMITS OF SERVICE PERIOD:				
01	Time AM service begins	<input type="text"/>	<input type="text"/>	<input type="text"/>
02	Time AM <i>PEAK</i> service begins	<input type="text"/>		
03	Time Midday service begins	<input type="text"/>		
04	Time PM <i>PEAK</i> service begins	<input type="text"/>		
05	Time Night service begins	<input type="text"/>		
06	Time Night service ends	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL HOURS				
07	AM Peak period	<input type="text"/>		
08	Midday period	<input type="text"/>		
09	PM Peak period	<input type="text"/>		
10	Night period	<input type="text"/>		
11	ENTIRE DAY—TOTAL HOURS	<input type="text"/>	<input type="text"/>	<input type="text"/>

TRANSIT SYSTEM SERVICE PERIOD SCHEDULE

Transit ID

Level

Fiscal Year End

Mode

Month

Day

Year

b

c

d

Line No.	ITEM	WEEKDAYS	SATURDAY	SUNDAY
	LIMITS OF SERVICE PERIOD:			
01	Time Morning service begins	<input type="text"/>	<input type="text"/>	<input type="text"/>
02	Time AM PEAK service begins	<input type="text"/>		
03	Time Midday service begins	<input type="text"/>		
04	Time PM PEAK service begins	<input type="text"/>		
05	Time Night service begins	<input type="text"/>		
06	Time Night service ends	<input type="text"/>	<input type="text"/>	<input type="text"/>
	TOTAL HOURS			
07	Morning period	<input type="text"/>		
08	AM Peak period	<input type="text"/>		
09	Midday period	<input type="text"/>		
10	PM Peak period	<input type="text"/>		
11	Night period	<input type="text"/>		
12	ENTIRE DAY -- TOTAL HOURS	<input type="text"/>	<input type="text"/>	<input type="text"/>

REVENUE VEHICLE MAINTENANCE AND ENERGY FORM (402)

DESCRIPTION OF THE DATA

This form contains reliability, maintenance, and energy consumption information for transit vehicles (i.e., service interruptions, labor hours for inspection, maintenance facilities, and fuel consumption). Data are available for each mode directly operated by the reporter through 1994 and also for purchased transportation service beginning with the 1995 report year.

CHANGES TO THE DATA

This form was included in the reporting requirement in 1979 and remained unchanged through the 1991 report year.

In 1992, this form was expanded to include data on heavy maintenance facilities. "Light Maintenance Facilities" was renamed as "General Purpose Facilities." This is consistent with the prior requirements to report facilities used for both light and heavy maintenance activities as a light maintenance facility. In addition, the energy consumption categories were expanded to include additional types of alternative fuels (e.g., ethanol and CNG).

In 1993, the roadcall category was renamed and further expanded to include all service interruptions.

For 1995, the form was changed to collect data by type of service (directly operated or purchased transportation). This information is optional for 1995 and required for 1996. For years prior to 1995, this data was not provided for purchased transportation. Also for the 1995 report year, data is required for rail modes. Prior to 1995, rail data were optional.

For 1997, report data by mode for directly operated service only.

DATA AVAILABILITY

All of the information from this form is contained in the published Data Tables and on National Transit Database diskettes. It is also available from the entire database or as a special data subset. Please refer to the chapter on "Data Availability."

Form No. 402

REVENUE VEHICLE MAINTENANCE PERFORMANCE
AND ENERGY CONSUMPTION SCHEDULE

Transit System ID

Level

Fiscal Year Ended
a Month Day Year

Mode _____ Code
b

LINE NO.	ITEM	AMOUNTS
	NUMBER OF ROADCALLS	
01	For mechanical failure	<input type="text"/>
02	For other reasons	<input type="text"/>
03	TOTAL ROADCALLS	<input type="text"/>
04	TOTAL LABOR HOURS FOR INSPECTION & MAINTENANCE	<input type="text"/>
	NUMBER OF LIGHT MAINTENANCE FACILITIES	
05	Serving under 200 vehicles	<input type="text"/>
06	Serving 200-300 vehicles	<input type="text"/>
07	Serving more than 300 vehicles	<input type="text"/>
08	TOTAL LIGHT MAINTENANCE FACILITIES	<input type="text"/>
	ENERGY CONSUMPTION	
09	Kilowatt hours of propulsion power (000)	<input type="text"/>
10	Gallons of diesel fuel	<input type="text"/>
11	Gallons of gasoline	<input type="text"/>
12	Gallons of LPG or LNG	<input type="text"/>
13	Gallons of bunker fuel	<input type="text"/>

Revenue Vehicle Maintenance Performance
and Energy Consumption
Form (402)

Section 15 ID

Form 005 Included

Mode

		<i>b</i>
Line no.	Item	Amounts
	Number of roadcalls	
01*	For mechanical failure	
02*	For other reasons	
03*	Total roadcalls	
04	Total labor hours for inspection and maintenance	
	Number of maintenance facilities	
	Number of general purpose facilities	
05	Serving under 200 vehicles	
06	Serving 200-300 vehicles	
07	Serving more than 300 vehicles	
08	Number of heavy maintenance facilities	
09	Total maintenance facilities	
	Energy consumption	
0	Kilowatt hours of propulsion power	
1	Gallons of diesel fuel	
2	Gallons of gasoline	
3	Gallons of LPG	
4	Gallons of LNG	
5	Gallons of methanol	
6	Gallons of ethanol	
7	Pounds of CNG	
8	Gallons of bunker fuel	
9	Other fuel	

*Not applicable to rail modes

Date Prepared

Date Updated

Revenue Vehicle
Maintenance and Energy
Form (402)

Form not applicable

Section 15 ID

Form 005 Included

Mode

a		b
Line	Item	Amounts
	Number of revenue service interruptions	
01	Mechanical reasons	
02	Other reasons	
03	Total revenue service interruptions	
04	Total labor hours for inspection and maintenance	
	Number of maintenance facilities	
	Number of general purposes facilities	
05	Serving under 200 vehicles	
06	Serving 200-300 vehicles	
07	Serving more than 300 vehicles	
08	Number of heavy maintenance facilities	
09	Total maintenance facilities	
	Energy consumption	
0	Kilowatt hours of propulsion power	
1	Gallons of diesel fuel	
2	Gallons of gasoline	
3	Gallons of LPG	
4	Gallons of LNG	
5	Gallons of methanol	
6	Gallons of ethanol	
7	Pounds of CNG	
8	Gallons of bunker fuel	
9	Other	

* Lines 01, 02, and 03, are optional for fixed guideway modes.

Date Prepared

Date Updated

Revenue Vehicle
Maintenance and Energy
Form (402)

Form not applicable

NTD ID

Form 005 Included

Mode
Type of Service

a		b
Line No.		Amounts
	Number of revenue service interruptions	
01	Mechanical reasons	
02	Other reasons	
03	Total revenue service interruptions	
04	Total labor hours for inspection and maintenance	
	Number of maintenance facilities	
05	Number of general purposes facilities	
06	Serving under 200 vehicles	
07	Serving 200-300 vehicles	
08	Serving more than 300 vehicles	
08	Number of heavy maintenance facilities	
09	Total maintenance facilities	
	Energy consumption	
10	Kilowatt hours of propulsion power	
11	Gallons of diesel fuel	
12	Gallons of gasoline	
13	Gallons of LPG	
14	Gallons of LNG	
15	Gallons of methanol	
16	Gallons of ethanol	
17	Gallons of CNG	
18	Gallons of bunker fuel	
19	Gallons of kerosene	
20	Gallons of grain additive fuel	
21	Other	

Date Prepared

Date Updated

TRANSIT WAY MILEAGE (403)

DESCRIPTION OF THE DATA

This form contains data on all fixed route modes. For each rail mode, it contains directional route miles, miles of track, number of crossings, number of stations, and average monthly directional routes. For each non-rail fixed route mode, it contains directional route miles on exclusive Rights-Of-Way (ROW), controlled access ROW, and mixed traffic ROW. In addition, average monthly directional route miles are reported to reflect partial year use of facilities, as required for Section 9 apportionments.

Data for transit way mileage is not provided for demand response, vanpool, or other non-fixed route modes.

CHANGES TO THE DATA

For 1979 through 1983, Form 403 was less detailed and contained only four columns of data (i.e., columns b-e). For 1983, this form was revised to permit explicit reporting of data for all modes. More detailed information is provided for rail modes than for non-rail modes (as on the original form), and provisions are made for reporting up to three rail modes and five non-rail modes on a single page. In addition, reporters indicate whether service reported is purchased or directly operated at the top of the page allowing a clear distinction between these types of services.

Beginning with the 1984 report year, several revisions were made to Form 403 and definitions were clarified as follows:

Directional Route Miles. The term "directional route miles" is defined synonymously with the term "miles of directional roadway." The term is defined as the total miles over which public transportation vehicles travel while in revenue service. It is computed with regard to direction, but without regard to the number of traffic lanes or rail tracks existing in the ROW.

If vehicles travel in only one direction within the ROW, each mile is counted once. If vehicles travel in both directions, each mile is counted twice.

For example, a mile of single track over which streetcars operate in both directions represents two directional route miles. And a mile of exclusive busway on which a transit company operates six different routes in only a single direction represents one directional route mile, regardless of the number of routes.

Exclusive Rights-of-Way. This term refers to roadways restricted at all times to use by transit vehicles and often other high-occupancy vehicles. The restriction must be sufficiently enforced so that 95% of the vehicles using the ROW are authorized to use it.

Controlled Access Rights-of-Way. Lanes restricted for at least a portion of the day to use by transit vehicles and often other high occupancy vehicles. Use of a controlled access lane may also be permitted for vehicles preparing to turn. The restriction must be sufficiently enforced so that 95% of vehicles using the lane during the restricted period are authorized to use it.

Mixed Traffic Rights-of-Way. Roadways other than exclusive and controlled access ROW used for transit operations.

Miles of Track. This figure replaced "miles of electric track" to accommodate the addition of non-electrified rail modes (commuter rail).

Average Monthly Directional Route Miles. Beginning with the 1984 report year, Form 403 incorporated a new data item, "Average Monthly Directional Route Miles." The data in columns c through f should contain data reflecting schedules in effect as of the end of the fiscal year. The average data in column g reflects service start-ups, interruptions, and discountenances. These data, however, are only computed and reported if a service change during the reporting year had an impact on the number of fixed guideway directional route miles being operated.

Explicit Reporting of Modal Data. For the 1985 report year and beyond, mode codes were placed directly on the form rather than entered by the reporter.

ADA Accessibility Requirements. For the 1992 report year, an additional two columns were included on Form 403 (i.e., columns f and g). These columns are used to report the number of stations that meet Americans with Disabilities Act (ADA) accessibility requirements.

Explicit Reporting of Monorail. For the 1993 report year, mileage for the Monorail Mode (MO) can be reported on line 28.

DATA AVAILABILITY

Some of the information on this form is contained in the published Data Tables and on the National Transit Database diskettes, which contain summaries of most of the data. For example, although Form 403 contains "Miles of Track" itemized by at grade, elevated, open cut, and subway, only the total number of miles of track is published in the Data Tables. The details are available only in special data subsets. Refer to the chapter on "Data Availability" for information on obtaining unpublished data.

TRANSIT WAY MILEAGE SCHEDULE

Transit System ID

Fiscal Year Ended

Month Day Year

Level

LINE NO.	RAILWAY CLASSIFICATIONS	MILES OF DIRECTIONAL ROADWAY	MILES OF ELECTRIC TRACK	NUMBER OF CROSSINGS	NUMBER OF STATIONS
		b	o	d	o
01	RAIL RAPID				
02	At grade, exclusive row*				
03	At grade, with cross traffic				
04	Elevated on structure				
05	Elevated on fill				
06	Open cut				
07	Subway				
	TOTAL				
08	STREETCAR				
09	At grade, exclusive row*				
10	At grade, with cross traffic				
11	At grade, mixed and cross traffic				
12	Elevated on structure				
13	Elevated on fill				
14	Open cut				
15	Subway				
	TOTAL				
16	FERRY BOAT MILES OF WATERWAY				
	BUS ROADWAY CLASSIFICATIONS				
17	MOTORBUS				
18	TROLLEY BUS				
19	TOTAL MILES				
	DIRECTIONAL MILES ON EXCLUSIVE ROW*		DIRECTIONAL MILES ON CONTROLLED ACCESS ROW	DIRECTIONAL MILES ON MIXED TRAFFIC ROW*	

* ROW = right-of-way
 Form UMTA F2710.65(7-78)

TRANSIT WAY MILEAGE SCHEDULE

Transit ID

Level

Fiscal Year End
Month Day Year

Type of Service *

GUIDEWAY CLASSIFICATIONS RAIL MODES	DIRECTIONAL ROUTE MILES	MILES OF TRACK	NUMBER OF CROSSINGS	NUMBER OF STATIONS	AVERAGE MONTHLY DIRECTIONAL ROUTE MILES
MODE CODE: RR At grade, exclusive row At grade, with cross traffic At grade, mixed & cross traffic Elevated on structure Elevated on fill Open cut Subway TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MODE CODE: SC At grade, exclusive row At grade, with cross traffic At grade, mixed & cross traffic Elevated on structure Elevated on fill Open cut Subway TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MODE CODE: CR At grade, exclusive row At grade, with cross traffic At grade, mixed & cross traffic Elevated on structure Elevated on fill Open cut Subway TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MODE CODE: IP Exclusive ROW	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MODE CODE: CC Exclusive ROW	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MODE CODE: AG Exclusive ROW	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NON-RAIL MODES	DIRECTIONAL ROUTE MILES ON EXCLUSIVE ROW	DIRECTIONAL ROUTE MILES ON CONTROLLED ACCESS ROW	DIRECTIONAL ROUTE MILES ON MIXED TRAFFIC ROW		
MODE CODE: MB TB FB TR OR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* DO = Directly Operated Service PT = Purchased Transportation Service

**Transit Way Mileage
Form (403)**

(1992)

Section 15 ID

Form 005 Included

Type of Service

b Guideway Classifications Rail Modes	c Directional Route Miles	d Miles of Track	e Number of Crossings	f Number of Stations		g ADA Accessible	h Average Monthly Directional Route Miles *
				Total			
Mode code: HR							
At grade, exclusive ROW							
At grade, with cross traffic							
At grade, mixed & cross traffic							
Elevated on structure							
Elevated on fill							
Open cut							
Subway							
Total							
Mode code: LR							
At grade, exclusive ROW							
At grade, with cross traffic							
At grade, mixed & cross traffic							
Elevated on structure							
Elevated on fill							
Open cut							
Subway							
Total							
Mode code: CR							
At grade, exclusive ROW							
At grade, with cross traffic							
At grade, mixed & cross traffic							
Elevated on structure							
Elevated on fill							
Open cut							
Subway							
Total							
Mode code: IP							
Exclusive ROW							
Mode code: CC							
Exclusive ROW							
Mode code: AG							
Exclusive ROW							
Non-Rail Modes	Directional Route Miles on Exclusive ROW	Directional Route Miles on Controlled Access ROW	Directional Route Miles on Mixed Traffic ROW				
Mode code: MB							
TB							
FB							
TR							
OR							

Complete column h only if there was a change (increase/decrease) in service during reporting period that affected the number of directional route miles

Date Prepared

Date Updated

Guideway Classifications Rail Modes	Directional Route Miles	Miles of Track	Number of Crossings	Number of Stations		Average Monthly Directional Route Miles
				Total	ADA Accessible	
Code: CR						
grade, exclusive ROW						
grade, with cross traffic						
grade, mixed & cross traffic						
elevated on structure						
elevated on fill						
open cut						
two-way						
Total						*
Code: HR						
grade, exclusive ROW						
grade, with cross traffic						
grade, mixed & cross traffic						
elevated on structure						
elevated on fill						
open cut						
two-way						
Total						*
Code: LR						
grade, exclusive ROW						
grade, with cross traffic						
grade, mixed & cross traffic						
elevated on structure						
elevated on fill						
open cut						
two-way						
Total						*
Code: AG						
exclusive ROW						*
Code: CC						
exclusive ROW						*
Code: IP						
exclusive ROW						*
Code: MO						
exclusive ROW						*
Non-Rail Modes	Directional Route Miles on Exclusive ROW	Directional Route Miles on Controlled Access ROW	Directional Route Miles on Mixed Traffic ROW			
Code: MB						*
TB						*
FB						*
TR						*
OR						*

Use column g only if there was a change (increase/decrease) in service during the reporting period that affected the number of fixed guideway total route miles.

**Transit Way Mileage
Form (403)**

*Not applicable to demand response,
jitney, publico and vanpool modes.*

Form not applicable

NTD ID

Form 005 Included

Mode

Type of Service

		b	c	d
line no.	Guideway Classification	Directional Route Miles	Miles of Track	Number of Crossings
	Rail modes			
	At grade,			
01	Exclusive ROW			
02	With cross traffic			
03	Mixed & cross traffic			
04	Elevated-on-structure			
05	Elevated-on-fill			
06	Open-cut			
07	Subway			
08	Total			
09	Average Monthly*			
10	Stations			
0a	[ADA accessible]			
	Guideway Classification	Directional Route Miles	Average Monthly DRM*	
	Non-rail modes			
11	Exclusive ROW			
12	Controlled access ROW			
13	Mixed traffic ROW			
14	Total			

*Complete only if there was a change in service during the reporting period that affected the number of fixed guideway directional route miles.

Date Prepared

Date Updated

5

TRANSIT AGENCY EMPLOYEES (404)

DESCRIPTION OF THE DATA

This form is used to determine the characteristics and number of employees working for the reporting agency. For example, this form contains employee equivalents for such categories as Transportation Administration, Revenue Vehicle Operation, and Vehicle Maintenance Administration. Reporters include only employees of their own organization on this form (i.e., employees whose labor expense is included in object class 501 on the 300 series expense forms). Personnel who work for other organizations, such as providers of purchased transportation or other contract services, are excluded from this form.

CHANGES TO THE DATA

This form has undergone extensive revision, including some clarifications as follows:

Labor Year. A revision involving the number of hours used to determine an employee's labor year was made to this form for the 1985 report year. Prior to the 1985 report year, one person's labor year was defined as 2000 hours. To determine the number of employees for each functional classification itemized on this form for 1979 through 1984, the total number of hours worked was divided by 2000 labor hours. The resulting number of employee equivalents is entered on this form to the nearest tenth employee. For example, if two employees worked a total of 800 hours, this figure would be divided by 2000 labor hours and the result reported as 0.4 employee equivalents.

For the 1985 and subsequent report years, the definition used for an employee equivalent was revised. In keeping with industry standards, "Employee Equivalents" are now based on 2080 hours. Using the same example as in the previous paragraph, the 800 hours worked by two employees are now divided by 2080 labor hours rather than 2000 to determine employee equivalents. Employee equivalents were used until 1992.

Labor Categories. The categories used to count labor full-time equivalents were revised for the 1985 report year. Previously, reporters used ten employee categories to provide information that primarily distinguished between managerial and clerical employees and employees assigned to operating and capital activities. These distinctions were of minor value to data users, despite significant general interest in labor information, and did not reflect personnel categories commonly used in the transit industry.

The modified form uses revised employee categories. Each new job category is clearly defined in terms of the functional expense totals for labor used on the audited expense forms (300 series). The revised labor definitions are more meaningful because they link equivalent labor years to audited dollar totals.

Capital Labor. For the 1979 through 1984 report years, capital labor was entered for all ten lines and the total. Beginning with the 1985 report year, capital data was entered only for the total.

For the 1992 report year, Form 404 was significantly revised and incorporated the following changes:

- Labor information for hours worked by employees, "Employee Work Hours," is reported instead of employee equivalents. Hours worked by the agency's employees on behalf of purchased transportation services as well as the directly operated services are reported. This information is optional for the 1992 report year but is required for the 1993 and subsequent report years.
- Hours worked by part-time employees are reported. This information is optional for the 1992 report year but is required for the 1993 and subsequent report years.

For 1993, the form was divided into two sections: "Employee Work Hours" and "Actual Person Count." Full- and part-time employees by the actual person count are reported. Part-time employee actual person count figures are optional.

Full- and Part-time Employees. Employee work hours (directly operated) and actual person count are required reporting for labor classification Vehicle Operations, and optional for sub-classification Transportation Administration and Support, Revenue Vehicle Operation, Ticketing and Fare Collection, and System Security. This figure includes both full- and part-time employees whose labor is included in object class 501 under directly operated service. Because some of these data are reported optionally, not all information regarding employees is readily available through the National Transit Database.

For 1995, the form was changed to collect data by type of service (directly operated or purchased transportation). This information is optional for 1995 but required for 1996. For years prior to 1995, this data was not separated by type of service. In addition, only a total for "Employee Work Hours" is reported; the category of "Actual Person Count" remained unchanged.

For 1997, report data by mode for directly operated service only.

DATA AVAILABILITY

All of the information on this form is contained in the published Data Tables and the National Transit Database diskettes.

Form 404

TRANSIT SYSTEM EMPLOYEE COUNT SCHEDULE

Transit ID

--	--	--	--

Level

--

Fiscal Year End

--	--

Month

--	--

Day

--	--

Year

Mode

--

b

c

Employee Classification	EMPLOYEE EQUIVALENTS	
	OPERATING LABOR	CAPITAL LABOR
11. Transportation Executive, Professional and Supervisory Personnel	<input type="text"/>	<input type="text"/>
12. Transportation Support Personnel	<input type="text"/>	<input type="text"/>
13. Revenue Vehicle Operators	<input type="text"/>	<input type="text"/>
21. Maintenance Executive, Professional and Supervisory Personnel	<input type="text"/>	<input type="text"/>
22. Maintenance Support Personnel	<input type="text"/>	<input type="text"/>
23. Revenue Vehicle Maintenance Mechanics	<input type="text"/>	<input type="text"/>
24. Other Maintenance Mechanics	<input type="text"/>	<input type="text"/>
25. Vehicle Servicing Personnel	<input type="text"/>	<input type="text"/>
31. General Administration, Executive Professional and Supervisory Personnel	<input type="text"/>	<input type="text"/>
32. General Administration Support Personnel	<input type="text"/>	<input type="text"/>
TOTAL TRANSIT SYSTEM EMPLOYEES	<input type="text"/>	<input type="text"/>

Form 404

TRANSIT SYSTEM EMPLOYEE EQUIVALENT SCHEDULE

Transit ID

Level

Fiscal Year End
Month Day Year

Mode

	LABOR CLASSIFICATION	EMPLOYEE EQUIVALENTS	
		OPERATING LABOR	CAPITAL LABOR
1	Transportation Administration	<input type="text"/>	
2	Revenue Vehicle Operation	<input type="text"/>	
3	Transportation Support	<input type="text"/>	
4	Vehicle Maintenance Administration	<input type="text"/>	
5	Revenue Vehicle Inspection & Maintenance	<input type="text"/>	
6	Vehicle Maintenance Support	<input type="text"/>	
7	Non-Vehicle Maintenance Administration	<input type="text"/>	
8	Non-Vehicle Maintenance Support	<input type="text"/>	
9	Marketing and Planning	<input type="text"/>	
0	General Administration Support	<input type="text"/>	
1	TOTAL TRANSIT SYSTEM EMPLOYEE EQUIVALENTS	<input type="text"/>	<input type="text"/>

Mode

Section 151D

Form 005 Included

a Line No.	Labor Classification	b Employee Work Hours		c Purchased Transportation	d Part-Time Employees	e Hours for Part-Time Employees
		Directly Operated	Part-Time Employees			
	501. Labor					
01	010 Transportation administration and support	<	>	>	<	>
02	030 Revenue vehicle operation	<	>	>	<	>
03	151 Ticketing and fare collection	<	>	>	<	>
04	161 System security	<	>	>	<	>
05	041 Vehicle maintenance	<	>	>	<	>
06	042 Non-vehicle maintenance	<	>	>	<	>
07	160 General administration	<	>	>	<	>
08	Total system operating labor hours	<	>	>	<	>
09	Total system capital labor hours	<	>	>	<	>

Date Prepared

Date Updated

Section 15 ID

Form 005 Included

Form (405)

a Line No.	b Labor Classification	c Employee Work Hours		d Purchased Transportation	e Actual Person Count		Mode
		Directly Operated			Full Time Employees	Part Time Employees	
01	501. Labor	<	>	>	<	>	>
02	010 Vehicle operations	<	>	>	<	>	>
03	010 Transportation administration and support	<	>	>	<	>	>
04	030 Revenue vehicle operation	<	>	>	<	>	>
05	151 Ticketing and fare collection	<	>	>	<	>	>
06	161 System security	<	>	>	<	>	>
07	041 Vehicle maintenance	<	>	>	<	>	>
08	042 Non-vehicle maintenance	<	>	>	<	>	>
08	160 General administration	<	>	>	<	>	>
09	Total system operating labor	<	>	>	<	>	>
10	Total system capital labor	<	>	>	<	>	>
11	Total system	<	>	>	<	>	>

Date Prepared

Date Updated

Form (404)

- Form not applicable
- NTD ID [][][][]
- Form 005 Included

Mode [][]
Type of Service [][]

a Line No.	b Labor Classification	c Employee Work Hours	d Actual Person Count	
			Full Time Employees	Part Time Employees
	501. Labor			
01	011 Transportation administration and support	^	^	^
02	030 Revenue vehicle operation	^	^	^
03	151 Ticketing and fare collection	^	^	^
04	161 System security	^	^	^
05	010 Vehicle operations			
06	041 Vehicle maintenance			
07	042 Non-vehicle maintenance			
08	160 General administration			
09	Total operating labor			
10	Total capital labor			
11	Total labor			

TRANSIT SAFETY AND SECURITY (405)

DESCRIPTION OF THE DATA

This form has undergone significant change since it became part of the reporting requirement in 1978. In particular, the addition of reporting thresholds has significantly improved the reliability of the data reported on this form. Because the National Transit Database used no thresholds for reporting transit accident data prior to 1990, interpretation of what constitutes an accident was not uniform and was not entirely consistent among transit agencies. Because of these limitations, accident data should be viewed as a gross indicator of transit safety or as an indication of one system's historical safety trends. This form also includes some security data beginning with the 1995 report year.

CHANGES TO THE DATA

Form 405 was included in the reporting requirement for the National Transit Database in 1979 and remained unchanged through the 1984 report year. For the 1985 report year, some definitions were clarified as follows:

Accident and Incident Definitions. Accident and incident definitions were clarified beginning with the 1985 report year. The ambiguities between incidents classified as accidents and the injuries that result from accidents were resolved. An accident is defined as any incident that involves injury, fatality, and/or property damage. Each accident may involve more than one injury. This clarification allows improved safety analysis and intermodal comparisons.

Beginning with the 1990 report year, this form was changed significantly. Reporters began submitting safety data (i.e., Collisions, Derailments, Personal Casualties, and Fires) by revised categories (i.e., Incidents, Fatalities, and Injuries). Also, the number of fatalities and injuries of patrons were submitted. These data exclude injuries resulting from illness, robberies, assaults, and other crimes or misdemeanors.

Transit Property Damage. Reporters began reporting a dollar amount for total transit property damage in 1990. This figure represents the amount paid during the reporter's fiscal year.

Purchased Transportation. Beginning with the 1990 report year, safety data is reported for or by purchased service contractors with more than 50 vehicles in maximum service.

Form 405 contained added information for the 1994 report year as follows:

Employee Injuries and Fatalities. For 1994, the number of injuries and fatalities for employees of the transit agency is reported on Line 11b. These data are optional for the 1994 report year and mandatory beginning with the 1995 report year.

Security Data. For the 1995 report year, there were significant revisions to the forms, definitions, and data collection. In particular, security data was added to the reporting requirement. All transit agencies are required to report safety data, however, only transit agencies serving urbanized areas with a population of 200,000 or more must report security data. Other important changes for the 1995 report year follow:

- Safety and security data is reported by all purchased transportation contractors.
- Safety items are reported for at-grade collision incidents and non-collision incidents in parking facilities, on ROW, and in stations/bus stops associated with elevators.
- All safety related fatalities and injuries are categorized by patrons, employees, and others.
- Arson and trespassing are reported as security items; previously they were reported as safety items.
- Security items are reported by summarizing data collected under the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting Program (1984). Data is categorized by location of incident: in transit vehicle, in transit station, or on transit property.
- Data is reported by mode for directly operated service, and for 1995 is optional for purchased transportation. Reporting for purchased transportation is required for 1996 and beyond.

DATA AVAILABILITY

Accident data are available at the summary level in the published Data Tables on National Transit Database diskettes. All of the information on this form is available from the complete data set and in special data subsets. Refer to the chapter on "Data Availability" for further information.

Transit Safety
Form (405)

Form not applicable

Section 15 ID

Form 005 Included

Mode

	b	c	d
e Items	Incidents	Fatalities	Injuries
Collisions			
1 Collisions with other vehicles			
2 Collisions with objects			
3 Collisions with people			
3a (attempted/successful suicides)	[]	[]	[]
Non-collisions			
Derailments			
4 Derailments/buses going off road			
Personal casualties			
5 Inside vehicle			
3 Boarding and alighting vehicle			
3a (associated with lifts)	[]	[]	[]
7 In stations/bus stops			
7a (associated with escalators)	[]	[]	[]
Fires (no thresholds)			
3 In vehicles			
3 In stations			
3 Right of way & others			
Total			
a Total patrons		[]	[]
Transit property damage	\$		

Date Prepared

Date Updated

Transit Safety Form (405)

Form not applicable

Section 15 ID

Form 005 Included

Mode

a	b	c	d	
Line No.	Items	Incidents	Fatalities	Injuries
Collisions				
01	Collisions with other vehicles			
02	Collisions with objects			
03	Collisions with people			
03a	(attempted/successful suicides)	[]	[]	[]
Non-collisions				
Derailments				
04	Derailments/buses going off road			
Personal casualties				
05	Inside vehicle			
06	Boarding and alighting vehicle			
06a	(associated with lifts)	[]	[]	[]
07	In stations/bus stops			
07a	(associated with escalators)	[]	[]	[]
Fires (no thresholds)				
08	In vehicles			
09	In stations			
10	Right of way & others			
11	Total			
1a	Total patrons		[]	[]
1b	Total employees		< [] >	< [] >
12	Transit property damage	\$		

Date Prepared

Date Updated

Transit Safety and Security
Form (405)
Page 1 of 2

(1995 - 1996)

Mode _____
Type of Service _____

	b	c	d	e	f	g	h
Safety Items	Incidents	Fatalities			Injuries		
		Patrons	Emps.	Others	Patrons	Emps.	Others
Collisions							
Collisions with other vehicles (at grade crossings)	[]	[]	[]	[]	[]	[]	[]
Collisions with objects (at grade crossings)	[]	[]	[]	[]	[]	[]	[]
Collisions with people (at grade crossings)	[]	[]	[]	[]	[]	[]	[]
(attempted/successful suicides)	[]	[]	[]	[]	[]	[]	[]
Non-collision Derailments							
Derailments/buses going off road							
Personal casualties							
Parking facility							
Inside vehicle							
On right-of-way							
Boarding and alighting vehicle (associated with lifts)	[]	[]	[]	[]	[]	[]	[]
In stations/bus stops (associated with escalators)	[]	[]	[]	[]	[]	[]	[]
(associated with elevators)	[]	[]	[]	[]	[]	[]	[]
Fires (no thresholds)							
In vehicles							
In stations							
Right-of-way & others							
Total Transit Property Damage			\$				

Date Prepared [] [] [] [] [] []

Date Updated [] [] [] [] [] []

Mode

Type of Service

Security Items		b	c	d
Part I Offenses (Reports)		In Vehicle	In Station	Other Transit Prop.
Violent Crime				
Homicide	Patrons			
	Employees			
	Others			
Forcible Rape	Patrons			
	Employees			
	Others			
Robbery	Patrons			
	Employees			
	Others			
Aggravated Assault	Patrons			
	Employees			
	Others			
Property Crime				
Larceny/Theft	Patrons			
	Employees			
	Others			
Motor Vehicle Theft	Patrons			
	Employees			
	Others			
Burglary				
Arson				
Part II Offenses (Arrests)				
Other Assaults				
Vandalism				
Sex Offenses				
Drug Abuse Violations				
Driving Under the Influence				
Drunkenness				
Disorderly Conduct				
Trespassing				
Fare Evasion				
Curfew and Loitering Laws				
Total Transit Property Damage			\$	

Transit Safety and Security

Form (405)

Page 1 of 2

Form not applicable

D [] [] [] [] []

Form 005 Included

Mode [] [] [] []

Type of Service [] [] [] []

	b	c	d	e	f	g	h
Safety Items	Incidents	Fatalities			Injuries		
		Patrons	Emps.	Others	Patrons	Emps.	Others
Collisions							
Collisions with other vehicles (at grade crossings)							
Collisions with objects (at grade crossings)							
Collisions with people (at grade crossings) (attempted/successful suicides)							
Non-collisions							
Derailments							
Derailments/buses going off road							
Personal casualties							
Parking facility							
Inside vehicle							
On right-of-way							
Boarding and alighting vehicle (associated with lifts)							
In stations/bus stops (associated with escalators) (associated with elevators)							
Non-arson fires (no thresholds)							
In vehicles							
In stations							
Right-of-way & others							
Total transit property damage				\$			

Prepared [] [] [] [] []

Date Updated [] [] [] [] []

Form not applicable

UTD ID

Form 005 Included

Transit Safety and Security

Form (405)

Page 2 of 2

*Required from transit agencies serving
UZAs of 200,000 or more population*

Mode

Type of Service

Based on the Uniform Crime Reporting Handbook

		b	c	d
Security Items		In Vehicle	In Station	Other Transit Prop.
Part I Offenses (Reports)				
Violent Crime				
Homicide	Patrons			
	Employees			
	Others			
Forcible rape	Patrons			
	Employees			
	Others			
Robbery	Patrons			
	Employees			
	Others			
Aggravated assault	Patrons			
	Employees			
	Others			
Property Crime				
Burglary				
Larceny/theft	Patrons			
	Employees			
	Others			
Motor vehicle theft	Patrons			
	Employees			
	Others			
Arson				
Part II Offenses (Arrests)				
Other assaults				
Vandalism				
Sex offenses				
Drug abuse violations				
Driving under the influence				
Drunkenness				
Disorderly conduct				
Trespassing				
Fare evasion				
Curfew and loitering laws				
Total transit property damage			\$	

Date Prepared

Date Updated

TRANSIT AGENCY SERVICE FORM (406)

DESCRIPTION OF THE DATA

Form 406 presents several types of data relating to the provision of service for non-rail modes: measures of the quantity of service supplied by reporters; measures of service consumed, including passenger trips and passenger miles; the number and characteristics of employees used to provide transit service; and the number of days that the system operated during the year. Most of these data are reported by time of day (e.g., AM and PM peaks and midday).

CHANGES TO THE DATA

Since the 1983 report year, Form 406 has undergone extensive revision including clarification and expansion of several definitions and several format changes.

Clarification of "Average Weekday." The term "Average Weekday" is used to report transit service characteristics. Average weekday is defined as the average of several weekdays selected at random throughout the year (abnormal days excluded). Beginning with the 1985 report year, "Average Weekday" data is interpreted as a typical or representative weekday in the operation of the transit system. "Average Weekday" figures exclude any atypical or high-demand transit operations, including special services or one-day events.

Deadheading -- Fixed Route Services. For fixed route transit services, deadheading was classified for the 1983 report as including: vehicles traveling between the garage and the beginning of the route where passengers may board; vehicle travel from the end of one route to the beginning of another route; travel from the end of a route to a garage or other storage facility; and removal of a vehicle from revenue service due to an accident or equipment malfunction.

Deadheading is included in total vehicle miles, but not in total vehicle revenue miles. Thus, the latter figure for fixed route transit service should be somewhat smaller than the former figure.

Deadheading -- Non-Scheduled, Non-Fixed Route Services. The concept of deadheading is not as well defined for demand response and other non-scheduled, non-fixed route services. In reporting vehicle miles and vehicle revenue miles for these modes, the following classifications were added for the 1988 report year.

- Vehicles traveling from a dispatching point to the point where the first passenger will be picked up and travel without passengers back to the dispatching point are considered deadheading.

-
- Travel with or without passengers while available to carry passengers between starting and ending places from a drop-off point to a pickup point should be considered revenue miles.
 - If vehicle storage and maintenance locations are different from the locations from which the vehicles are dispatched, travel between locations should be considered deadheading.

Reporting of Service Personnel. Service personnel was reported for the 1979 through the 1991 report years. The definition of service personnel was clarified for the 1985 report year. Previously, service personnel were defined only as those personnel working for the reporter's system. This created confusion over whether or not to include personnel employed under a variety of contractual arrangements. The figures should now be employee or "head counts" (not employee equivalents) of all paid service personnel required to provide the service reported on Forms 406, including all full-time, standby, part-time, and other extra employees. This clarification permits more accurate measurements of labor resources expended to produce reported service units. Beginning with the 1992 report year, these data were eliminated from the reporting requirement.

Submission of Separate 406 Forms by Mode. Beginning with the 1984 report year, multi-mode systems submit a separate Form 406 for each mode operated. In addition, separate Forms 406 are used to report: (1) vehicles used for transportation services operated directly; and (2) vehicles used for providing purchased transportation services. In prior years, reporters combined service by mode for these two types of service. This requires an additional breakdown by type of service as well as by mode.

Average Time per Unlinked Trip. This information was reported for 1979 through 1982. For 1983, the requirement for reporting these data was eliminated.

Annual Totals. Prior to the 1983 report year, annual totals were estimated by FTA by assuming the operation of 253 average weekdays, 53 Saturdays, and 59 Sundays. Although this approach was uniformly applied, it resulted in some inconsistencies because of seasonal, holiday and other schedule variations among reporters. Beginning with the 1983 report year, provisions were made to report annual totals directly. Some reporters chose not to enter annual totals directly. In these cases, the FTA computed these totals using the standard formula.

Service Operated (Days). Provisions were made for the 1984 and subsequent report years to report additional information on the numbers of days services/schedules are operated. This information could be useful in comparative analyses, and is required for the Formula Grant Program apportionments. For 1984 through 1991, there were six categories of days operated/not operated. In 1992, these categories were consolidated and reduced to three (e.g., days scheduled operated, days not operated due to strikes, days not operated due to officially declared emergencies).

Actual and Scheduled Vehicle Revenue Miles. In previous reporting years, confusion over whether actual vehicle revenue miles or scheduled vehicle revenue miles were requested on Form 406 resulted in some inconsistent reporting. "Vehicle revenue miles," was broken out in the 1984 report year to show "actual vehicle revenue miles" and "scheduled vehicle revenue miles."

Scheduled vehicle revenue miles are derived from schedules operated and should not reflect service interruptions or special additional service. Actual vehicle revenue miles exclude missed trips and other service interruptions. Differentiating between actual and scheduled vehicle revenue miles encourages consistency and presents a valuable measure of transit reliability.

Calculation of Revenue Capacity Miles. The formula used to calculate revenue capacity miles for 1979 through 1984 was vehicle revenue miles multiplied by average vehicle capacity derived from Form 408. Because this method yielded inaccurate results when some vehicle types accumulated greater mileage than others, a more accurate formula using weighting was developed for the 1985 report year and used through 1991. The revised formula determines revenue capacity miles by separating revenue vehicles by exact capacity prior to multiplying this number by vehicle revenue miles. This data item was eliminated from the reporting requirement beginning with the 1992 report year.

Charter and School Bus Service. Beginning with the 1983 report year, the requirement for reporting charter and school bus miles and hours by weekday, Saturday, and Sunday schedules was eliminated. Reporters are now required to submit only annual totals for these services.

In 1991, Form 406 underwent extensive format changes, including:

Consolidation of Form 401. Data from Form 401 was reduced and consolidated on Form 406. Reporters submit data on "Limits of Service" on this form. The time service begins and ends is reported by time of day, including peak periods. These data are reported using the 2400 hour military time system.

Fleet Data from Form 003/004. This form contains annual totals for vehicles operated in maximum service. In addition, it contains data for vehicles available for maximum service. These data were previously reported on Forms 003/004.

Passenger Mile Data. Beginning with the 1991 report year, only average weekday, Saturday, Sunday, and an annual total are required for passenger mile data. Previously, these data were not reported by peak period.

For 1992, Form 406 underwent the following changes:

Optional Reporting of Service Supplied and Consumed Data. Beginning with 1992, service supplied data for actual vehicle miles, actual vehicle hours, vehicle revenue miles, vehicle

revenue hours, and scheduled vehicle revenue miles for time periods of an average weekday are reported optionally. Service consumed data for unlinked passenger trips for time periods of an average weekday are also optional.

Consolidation of Forms 406/407. Beginning with the 1993 report year, service supplied data for rail and non-rail modes are reported on this form. Form 407 was eliminated.

ADA compliance requirements. Beginning with 1996, annual total unlinked passenger trips attributable to Americans with Disabilities Act (ADA) compliance requirements must be reported.

DATA AVAILABILITY

Some of the data reported on this form are available from the published Data Tables and the National Transit Database diskettes. For example, the published Data Tables and diskettes contain annual totals for service supplied and service consumed data, but average weekday figures for these data, as well as information on service personnel and days operated, must be obtained from the complete data set. See the chapter on "Data Availability" for further information on obtaining these data.

TRANSIT SYSTEM SERVICE SUPPLIED, SERVICE CONSUMED, SERVICE PERSONNEL, & SERVICE OPERATED SCHEDULE

Transit ID
 Fiscal Year End
 Type of Service*
 Mode
 Level

Non-Rail Modes

a	b	c	d			e	f	g	h	i
			AM PEAK	MIDDAY	PM PEAK					
LINE NO.	ITEM	AVERAGE WEEKDAY				AVERAGE WEEKDAY TOTAL	AVERAGE SATURDAY TOTAL	AVERAGE SUNDAY TOTAL	ANNUAL TOTAL	
SERVICE SUPPLIED										
01	Number of vehicles in operation								N/A	
02	Total actual vehicle miles									
03	Total actual vehicle hours									
04	Total actual vehicle revenue miles									
05	Total scheduled vehicle revenue miles									
06	Total actual vehicle revenue hours									
07	Total actual vehicle revenue capacity miles									
08	Charter service hours									
09	Charter service miles									
10	School bus hours									
11	School bus miles									
SERVICE CONSUMED										
12	Unlinked passenger trips									
13	Passenger miles									
SERVICE PERSONNEL										
14	Scheduled full-time vehicle operators									
15	Scheduled part-time vehicle operators									
16	Revenue vehicle movement control personnel									
17	Ticket/token sales agents, fare collectors, gate keepers									
18	Route/schedule information operators									
19	Security agents									
20	Total service personnel									
SERVICE OPERATED (Days)										
21	Days schedules operated									
22	Days not operated due to start-ups, terminations, and/or no scheduled services									
23	Days not operated due to strikes									
24	Days not operated due to officially declared emergencies									
25	Days not operated due to other reasons (describe on Form 005)									
26	Total days								365/366	

* DO = Directly Operated Service PT = Purchased Transportation Service

TRANSIT SYSTEM SERVICE SUPPLIED, SERVICE CONSUMED
AND SERVICE PERSONNEL SCHEDULE

Transit System ID

Fiscal Year Ended

Month Day Year

Mode

Code

Level

a	b	c	d	e	f	g	h
LINE NO.	AM PEAK*	MIDDAY*	PM PEAK*	NIGHT*	AVERAGE WEEKDAY	SATURDAY**	SUNDAY**
SERVICE SUPPLIED							
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
SERVICE CONSUMED							
11							
12							
13							
SERVICE PERSONNEL (No.)							
14							
15							
16							
17							
18							
19							
20							

*For average weekday **Average Saturday or Sunday
Form UMTA F2710.65(7-78)

Form 406
Transit System Service
(Non-Full Month)

Line No.	Item	Average Weekday				Average Weekday Total	Average Saturday Total	Average Sunday Total	Annual Total	Use Mo.	
		AM Peak		PM Peak							Other
		Midday	Other	Midday	Other						
01	Maximum service vehicle schedule								01		
02	Vehicles operated in maximum service								02		
03	Vehicles available for maximum service										
04	Limits of service								03		
05	Time service begins								04		
06	Time service ends										
07	Services supplied								05		
08	Vehicles in operation								06		
09	Total actual vehicle miles								07		
10	Total actual vehicle revenue miles								08		
11	Total actual vehicle revenue hours								09		
12	Total actual vehicle capacity miles								10		
13	Actual revenue capacity hours								11		
14	Charter service hours								12		
15	Charter service miles								13		
16	School bus hours								14		
17	School bus miles								15		
18	Service consumed								16		
19	Unfilled passenger trips								17		
20	Passenger miles										
21	Service personnel								18		
22	Scheduled full-time vehicle operators								19		
23	Scheduled part-time vehicle operators								20		
24	Revenue vehicle movement control personnel								21		
25	Ticket/bus fare agents, fare collectors, gate keepers								22		
26	Route/schedule information operators								23		
27	Security agents								24		
28	Total service personnel										
29	Service operated (days)								25		
30	Days schedules operated								26		
31	Days not operated due to no scheduled services								27		
32	Days not operated due to start-up and/or terminations								28		
33	Days not operated due to strikes								29		
34	Days not operated due to officially declared emergencies								30		
35	Days not operated due to other reasons (describe on Form 005)										
36	Total days							365/366	31		

Date Prepared _____ Date Updated _____

DO = Diversely Operated Services
 PF = Purchased Transportation Services

Trenail System Service (Non-Rail Modes)
Form (40)

Section 15 ID []
Form 005 Included

Type of Service []
Mode []

Line No.	Name	Average Weekday			Other	f	g	h	i	Annual Total	Line No.
		All Peak	Midday	PM Peak							
01	Maximum service vehicles										01
02	Vehicles operated in maximum service										02
03	Vehicle available for maximum service										03
04	Limits of service										04
	Time service begins										
	Time service ends										
	Services supplied										
05	Number of vehicles in operation	<	<	<	<	<	<	<	<	<	05
06	Total actual vehicle miles	<	<	<	<	<	<	<	<	<	06
07	Total actual vehicle hours	<	<	<	<	<	<	<	<	<	07
08	Total actual vehicle revenue miles	<	<	<	<	<	<	<	<	<	08
09	Total actual vehicle revenue hours	<	<	<	<	<	<	<	<	<	09
10	Total scheduled vehicle revenue miles	<	<	<	<	<	<	<	<	<	10
11	Charter service hours	<	<	<	<	<	<	<	<	<	11
12	Charter service miles	<	<	<	<	<	<	<	<	<	12
13	School bus hours	<	<	<	<	<	<	<	<	<	13
14	School bus miles	<	<	<	<	<	<	<	<	<	14
	Service consumed										
15	Unlinked passenger trips	<	<	<	<	<	<	<	<	<	15
16	Passenger miles	<	<	<	<	<	<	<	<	<	16
	Service operated (days)										
17	Days scheduled operated										17
18	Days not operated (all vehicles)										18
19	Days not operated due to officially declared emergencies										19

Date Prepared []

Date Updated []

(1993)

Transit System Service Form (406)

Form not applicable
Section 15 ID
Form 005 included

Line No.	Item	Type of Service				Other	Average Weekday Total	Average Saturday Total	Average Sunday Total	Annual Total	Line No.
		b	c	d	e						
		AM Peak	Midday	PM Peak							
01	Maximum service vehicles	>	>	>	>	>	>	>	>	01	
02	Vehicles operated in maximum service	>	>	>	>	>	>	>	>	02	
03	Vehicles available for maximum service	>	>	>	>	>	>	>	>	03	
04	Limits of service									04	
05	Time service begins	>	>	>	>	>	>	>	>	05	
06	Time service ends	>	>	>	>	>	>	>	>	06	
07	Service supplied (Non-Rail Modes)	>	>	>	>	>	>	>	>	07	
08	Number of vehicles in operation	>	>	>	>	>	>	>	>	08	
09	Total actual vehicle revenue miles	>	>	>	>	>	>	>	>	09	
10	Total actual vehicle revenue hours	>	>	>	>	>	>	>	>	10	
11	Total scheduled vehicle revenue miles	>	>	>	>	>	>	>	>	11	
12	Charter service hours	>	>	>	>	>	>	>	>	12	
13	School bus hours	>	>	>	>	>	>	>	>	13	
14	Service Supplied (Rail Modes)	>	>	>	>	>	>	>	>	14	
15	Number of trains in operation	>	>	>	>	>	>	>	>	15	
16	Number of passenger cars in operation	>	>	>	>	>	>	>	>	16	
17	Total actual train miles	>	>	>	>	>	>	>	>	17	
18	Total actual train revenue miles	>	>	>	>	>	>	>	>	18	
19	Total actual train revenue hours	>	>	>	>	>	>	>	>	19	
20	Total actual passenger car miles	>	>	>	>	>	>	>	>	20	
21	Total actual passenger car revenue miles	>	>	>	>	>	>	>	>	21	
22	Total scheduled passenger car revenue miles	>	>	>	>	>	>	>	>	22	
23	Total actual passenger car revenue hours	>	>	>	>	>	>	>	>	23	
24	Service consumed	>	>	>	>	>	>	>	>	24	
25	Unlinked passenger trips	>	>	>	>	>	>	>	>	25	
26	Passenger miles	>	>	>	>	>	>	>	>	26	
27	Service operated (days)	>	>	>	>	>	>	>	>	27	
28	Days not operated due to strikes	>	>	>	>	>	>	>	>	28	
28	Days not operated due to officially declared emergencies	>	>	>	>	>	>	>	>	28	

Date Prepared

Date Updated

**TRANSIT SYSTEM SERVICES SUPPLIED, SERVICE
CONSUMED, SERVICE PERSONNEL, AND SERVICE
OPERATIONS SCHEDULE
RAIL MODES (407)**

Form 407 is similar to Form 406.

For the 1979 through the 1992 report years, multi-mode systems submitted a separate Form 407 for each rail mode operated. Separate Forms 407 were used to report: (1) vehicles used for directly operated transportation services; and (2) vehicles used for providing purchased transportation services.

See the discussion on Form 406 for details concerning data availability and revisions also made to Forms 407. All comments for Form 406, except for those clearly applicable only to non-rail, also apply to rail service reported on Form 407.

This Form was eliminated from the National Transit Database requirement beginning with the 1993 report year. Operating data previously reported on this form for rail modes was consolidated with similar data for non-rail modes reported on Form 406, "Transit System Service."

TRANSIT SYSTEM SERVICE SUPPLIED, SERVICE CONSUMED AND SERVICE PERSONNEL SCHEDULE

Level

Code

Transit System ID

Fiscal Year Ended

Month Day Year

Mode

a	b	c	d	e	f	g	h	
LINE NO.	ITEM	AM PEAK*	MIDDAY*	PM PEAK*	NIGHT*	AVERAGE WEEKDAY	SATURDAY**	SUNDAY**
SERVICE SUPPLIED								
01	Number of trains in operation							
02	Number of passenger cars in operation							
03	Total train miles							
04	Total train revenue miles							
05	Total train hours							
06	Total train revenue hours							
07	Total passenger car miles							
08	Total passenger car revenue miles							
09	Total passenger car hours							
10	Total passenger car revenue hours							
11	Revenue capacity miles							
SERVICE CONSUMED								
12	Unlinked passenger trips							
13	Passenger miles							
14	Average time per unlinked trip (min.)							
SERVICE PERSONNEL								
Schedule train (streetcar) crewmen:								
15	Full-time							
16	Part-time							
17	Revenue vehicle movement control personnel							
18	Ticket/token sales agents, fare collectors, date keepers							
19	Route/schedule information operators							
20	Security agents							
21	Total Service Personnel							

*Average weekday **Average Saturday or Sunday
Form UMTA F2710.7(7-78)

TRANSIT SYSTEM SERVICE SUPPLIED, SERVICE CONSUMED, SERVICE PERSONNEL, & SERVICE OPERATED SCHEDULE

Type of Service*
 Mode
 Level

Rail Modes

Transit ID
 Fiscal Year End
 Month Day Year

a	Line No.	ITEM	c				e	f	g	h	i
			AM PEAK	MIDDAY	PM PEAK	OTHER					
		SERVICE SUPPLIED									
01		Number of trains in operation									N/A
02		Number of passenger cars in operation									N/A
03		Total actual train miles									
04		Total actual train revenue miles									
05		Total actual train hours									
06		Total actual train revenue hours									
07		Total actual passenger car revenue miles									
08		Total actual passenger car revenue hours									
09		Total scheduled passenger car revenue miles									
10		Total actual passenger car hours									
11		Total actual passenger car revenue hours									
12		Actual revenue capacity miles									
		SERVICE CONSUMED									
13		Unlinked passenger trips									
14		Passenger miles									
		SERVICE PERSONNEL									
15		Schedule full-time vehicle operators									
16		Schedule part-time vehicle operators									
17		Revenue vehicle movement control personnel									
18		Ticket/token sales agents, fare collectors, gate keepers									
19		Route/schedule information operators									
20		Security agents									
21		Total service personnel									
		SERVICE OPERATED (Days)									
22		Days schedules operated									
23		Days not operated due to start-ups, terminations, and/or no scheduled services									
24		Days not operated due to strikes									
25		Days not operated due to officially declared emergencies									
26		Days not operated due to other reasons (describe on Form 005)									
27		Total days									365/366

* DO = Directly Operated Service PT = Purchased Transportation Service

Transit ID
 Fiscal Year End
 Month Day Year

Form 407
Transit Systems Service
(Full Boxes)

Level
 Mode
 Type of Service*

Line No.	Item	Average Weekday			Average Saturday Total	Average Sunday Total	Annual Total	Line No.
		All Peak	Midday	PM Peak				
		Other						
01	Maximum service vehicle schedule						01	
02	Vehicle operated in maximum service						02	
03	Vehicle available for maximum service						03	
04	Limits of service						04	
05	Time service begins						05	
06	Time service ends						06	
07	Service supplied						07	
08	Number of trains in operation						08	
09	Number of passenger cars in operation						09	
10	Total actual train miles						10	
11	Total actual train hours						11	
12	Total actual passenger car miles						12	
13	Total actual passenger car revenue miles						13	
14	Total scheduled passenger car revenue miles						14	
15	Total actual passenger car hours						15	
16	Total actual passenger car revenue hours						16	
17	Actual revenue capacity miles						17	
18	Service consumed						18	
19	Unfilled passenger trips						19	
20	Passenger miles						20	
21	Service personnel						21	
22	Scheduled full-time vehicle operators						22	
23	Scheduled part-time vehicle operators						23	
24	Part-time vehicle operators						24	
25	Ticket/Station sales agents, fare collectors, gate keepers						25	
26	Route/schedule information operators						26	
27	Security agents						27	
28	Total service personnel						28	
29	Days operated (days)						29	
30	Days scheduled (days)						30	
31	Days scheduled due to no scheduled service						31	
32	Days not operated due to start-ups and/or terminations						32	
33	Days not operated due to strikes						33	
34	Days not operated due to officially declared emergencies						34	
35	Days not operated due to other reasons (describe on Form 005)						35	
36	Total days						36	
37	Annual Total						37	
38	Weekdays						38	
39	Saturdays						39	
40	Sundays						40	
41	Annual Total						41	
42	Weekdays						42	
43	Saturdays						43	
44	Sundays						44	
45	Annual Total						45	
46	Weekdays						46	
47	Saturdays						47	
48	Sundays						48	
49	Annual Total						49	
50	Weekdays						50	
51	Saturdays						51	
52	Sundays						52	
53	Annual Total						53	
54	Weekdays						54	
55	Saturdays						55	
56	Sundays						56	
57	Annual Total						57	
58	Weekdays						58	
59	Saturdays						59	
60	Sundays						60	
61	Annual Total						61	
62	Weekdays						62	
63	Saturdays						63	
64	Sundays						64	
65	Annual Total						65	
66	Weekdays						66	
67	Saturdays						67	
68	Sundays						68	
69	Annual Total						69	
70	Weekdays						70	
71	Saturdays						71	
72	Sundays						72	
73	Annual Total						73	
74	Weekdays						74	
75	Saturdays						75	
76	Sundays						76	
77	Annual Total						77	
78	Weekdays						78	
79	Saturdays						79	
80	Sundays						80	
81	Annual Total						81	
82	Weekdays						82	
83	Saturdays						83	
84	Sundays						84	
85	Annual Total						85	
86	Weekdays						86	
87	Saturdays						87	
88	Sundays						88	
89	Annual Total						89	
90	Weekdays						90	
91	Saturdays						91	
92	Sundays						92	
93	Annual Total						93	
94	Weekdays						94	
95	Saturdays						95	
96	Sundays						96	
97	Annual Total						97	
98	Weekdays						98	
99	Saturdays						99	
100	Sundays						100	
101	Annual Total						101	
102	Weekdays						102	
103	Saturdays						103	
104	Sundays						104	
105	Annual Total						105	
106	Weekdays						106	
107	Saturdays						107	
108	Sundays						108	
109	Annual Total						109	
110	Weekdays						110	
111	Saturdays						111	
112	Sundays						112	
113	Annual Total						113	
114	Weekdays						114	
115	Saturdays						115	
116	Sundays						116	
117	Annual Total						117	
118	Weekdays						118	
119	Saturdays						119	
120	Sundays						120	
121	Annual Total						121	
122	Weekdays						122	
123	Saturdays						123	
124	Sundays						124	
125	Annual Total						125	
126	Weekdays						126	
127	Saturdays						127	
128	Sundays						128	
129	Annual Total						129	
130	Weekdays						130	
131	Saturdays						131	
132	Sundays						132	
133	Annual Total						133	
134	Weekdays						134	
135	Saturdays						135	
136	Sundays						136	
137	Annual Total						137	
138	Weekdays						138	
139	Saturdays						139	
140	Sundays						140	
141	Annual Total						141	
142	Weekdays						142	
143	Saturdays						143	
144	Sundays						144	
145	Annual Total						145	
146	Weekdays						146	
147	Saturdays						147	
148	Sundays						148	
149	Annual Total						149	
150	Weekdays						150	
151	Saturdays						151	
152	Sundays						152	
153	Annual Total						153	
154	Weekdays						154	
155	Saturdays						155	
156	Sundays						156	
157	Annual Total						157	
158	Weekdays						158	
159	Saturdays						159	
160	Sundays						160	
161	Annual Total						161	
162	Weekdays						162	
163	Saturdays						163	
164	Sundays						164	
165	Annual Total						165	
166	Weekdays						166	
167	Saturdays						167	
168	Sundays						168	
169	Annual Total						169	
170	Weekdays						170	
171	Saturdays						171	
172	Sundays						172	
173	Annual Total						173	
174	Weekdays						174	
175	Saturdays						175	
176	Sundays						176	
177	Annual Total						177	
178	Weekdays						178	
179	Saturdays						179	
180	Sundays						180	
181	Annual Total						181	
182	Weekdays						182	
183	Saturdays						183	
184	Sundays						184	
185	Annual Total						185	
186	Weekdays						186	
187	Saturdays						187	
188	Sundays						188	
189	Annual Total						189	
190	Weekdays						190	
191	Saturdays						191	
192	Sundays						192	
193	Annual Total						193	
194	Weekdays						194	
195	Saturdays						195	
196	Sundays						196	
197	Annual Total						197	
198	Weekdays						198	
199	Saturdays						199	
200	Sundays						200	
201	Annual Total						201	
202	Weekdays						202	
203	Saturdays						203	
204	Sundays						204	
205	Annual Total						205	
206	Weekdays						206	
207	Saturdays						207	
208	Sundays							

(1992)

Transit System Service (Half Mode)
Form (607)

Section 15 ID: []
Form 005 included

Mode []
Type of Service []

a Line No.	b Item	c			d		e	f	g	h	i	j Annual Total	k Line No.
		AM Peak	Midday	Average Weekday	PM Peak	Other							
01	Maximum service vehicles vehicles used in maximum service												01
02	Vehicle available for maximum service												02
03	Limits of service												03
04	Time service begins												04
04	Time service ends												04
	Service supplied												
05	Number of trains in operation												05
06	Number of passenger cars in operation												06
07	Total actual train miles												07
08	Total actual train revenue miles												08
09	Total actual train hours												09
10	Total actual train revenue hours												10
11	Total actual passenger car revenue miles												11
12	Total actual passenger car revenue hours												12
13	Total scheduled passenger car revenue miles												13
14	Total actual passenger car revenue miles												14
15	Total actual passenger car revenue hours												15
16	Service consumed												16
17	Passenger tips												17
17	Passenger miles												17
18	Service operated (days)												18
19	Days schedules operated												19
19	Days not operated due to strikes												19
20	Days not operated due to officially declared emergencies												20

Date Prepared []

Date Updated []

REVENUE VEHICLE INVENTORY (408)

DESCRIPTION OF THE DATA

This form contains fleet data for each National Transit Database reporter including the number and type of total vehicles owned by the reporter and number and type of active vehicles used in revenue service during the fiscal year. In addition, it identifies several characteristics of these vehicles. Separate Forms 408 are used to report: (1) vehicles used for transportation services operated directly; and (2) vehicles used for providing purchased transportation services.

CHANGES TO THE DATA

Form 408 previously did not specify when inventories were to be taken. For ease and consistency of reporting, inventories for Form 408 are taken at the end of each reporter's fiscal year beginning with the 1983 report year.

The fleet size definitions used in the previous Form 408 also did not clearly state the categories of vehicles to be counted. For example, there was no provision to report "emergency contingency" vehicles, nor was there a clear definition of what should be reported as an active vehicle. Beginning with the 1983 report year, the revised form improves the clarity and consistency of fleet size data, reflects current industry definitions, and creates a more consistent and reliable data set of great value for maintenance, capital investment, and other analyses.

Relationships Between Form 408 and Forms 003 and 004. For more detailed information on the clarification and modification of previous National Transit Database fleet definitions, refer to Forms 003 and 004 which were used for 1984 through 1990.

Forms 003 and 004 provide data on the number of vehicles required to operate peak service and vehicles available for peak service. If the number of vehicles required to operate peak service varies during the year, the maximum annual figures should be reported on Forms 003 and 004. In contrast, Form 408 provides data on total and active fleets, inventoried at the end of the fiscal year.

Because Forms 003 and 004 were used to report the maximum vehicles required to operate peak service during the year (e.g., reflecting seasonal variations), the numbers of vehicles available for peak service on these forms may differ from the year-end active fleet figures reported on Form 408.

Definition of Total Fleet. The "Number of Vehicles in Total Fleet" should include all vehicles, including vehicles in storage, saved for parts, awaiting sale, etc. On each line, the number of vehicles reported are part of the active fleet (i.e., vehicles that were actually used for revenue service during the year) and were reported in column j for 1979 through 1983 and in column h for 1984 and later years.

Emergency Contingency Vehicles. Beginning with the 1984 report year, an additional column was included on Form 408 for "emergency contingency vehicles." This figure represents the number of vehicles that are in an approved emergency contingency plan for setting aside certain revenue vehicles. Usually these vehicles are at least 12 years old, or have 500,000 accumulated miles, are retired or stored, and are not ordinarily used in regular service.

Modes and Vehicle Types. For the 1979 through 1982 report years, single numeric codes were used to indicate modes and single alphabetic letters were used to describe vehicle types. There was some confusion for reporters and analysts because modes and vehicles could not be easily distinguished. For example, motorbus service consists of vehicles operating along fixed routes on fixed schedules. This service does not necessarily imply use of specific types of vehicles. In addition, some reporters used vans or small motorbuses to provide demand response service and indicated demand response as the vehicle type. Demand response, however, describes the service provided, not the vehicle type.

Beginning with the 1983 report, new mnemonic codes represented by two alphabet letters were used to describe modes and vehicle types. Beginning with the 1991 report, these mode and vehicle type codes were further expanded and clarified. The expanded mnemonic codes more clearly describe the type of vehicles used and type of service provided. These codes are defined below. Note that the trolleybus mode and vehicle type are defined as those drawing electrical power from overhead lines. Buses that have been designed to look like a trolleybus or streetcar, but do not use electric power from overhead lines, are reported as motorbus.

Beginning with the 1992 report, additional mnemonic codes were revised. The mnemonic code for Rapid Rail (RR) was changed to HR to represent Heavy Rail. In addition, the mnemonic code for Street Car (SC) which represented street care and light rail, was changed to LR. A separate code was also added for Monorail (MO), Publico (PB), and Other (OR).

**1979-1982 Numeric
Mode Codes**

1 Motorbus
2 Rail Rapid Transit
3 Streetcar
4 Trolleybus
5 Demand Response
9 Other

**1983-1991 Alphabetic
Mode Codes**

AG Automated Guideway
CC Cable Car
CR Commuter Rail
DR Demand Response
FB Ferry Boat
IP Inclined Plane
JT Jitney
MB Motorbus
RR Rapid Rail
SC Streetcar or Light Rail
TB Trolleybus
TR Aerial Tramway
VP Vanpool
OR Other

**1992-1995 Alphabetic
Mode Codes**

AG Automated Guideway
CC Cable Car
CR Commuter Rail
DR Demand Response
FB Ferry Boat
HR Heavy Rail
IP Inclined Plane
JT Jitney
LR Light Rail
MB Motorbus
MO Monorail
PB Publico
TB Trolleybus
TR Aerial Tramway
VP Vanpool
OR Other

**1979-1982 Alphabetic
Vehicle Type Codes**

A Rail Rapid Transit Cars
B Street Cars
C Trolleybuses
D Motorbuses, Class A
E Motorbuses, Class B
F Motorbuses, Class C
G Demand Response Vehicles
H School Buses
I Ferry Boats
Y Other Revenue Vehicles

**1983-1991 Alphabetic
Vehicle Type Codes**

AB Articulated Motorbus
AG Automated Guideway
Vehicles
AO Automobile
BA Motorbus,
Class A (>35 seats)
BB Motorbus,
Class B (25-35 seats)
BC Motorbus,
Class C (<25 seats)
CC Cable Car
DB Double Decked Bus
FB Ferry Boat
IP Inclined Plane
RL Commuter Rail
Locomotive
RP Commuter Rail
Passenger Coach
RR Rapid Rail Vehicle
RS Commuter Rail,
Self-propelled
Passenger Car
SB School Bus
SC Street Car/Light Rail
Vehicles
TB Trolleybus
TR Aerial Tramway
VN Van

**1992-1995 Alphabetic
Vehicle Type Codes**

AB Articulated Motorbus
AG Automated Guideway
Vehicles
AO Automobile
BA Motorbus,
Class A (>35 seats)
BB Motorbus,
Class B (25-35 seats)
BC Motorbus,
Class C (<25 seats)
CC Cable Car
DB Double Decked Bus
FB Ferry Boat
HR Heavy Rail
Passenger Cars
IP Inclined Plane
LR Light Rail Vehicles
(Streetcars)
MR Monorail vehicles
RL Commuter Rail
Locomotive
RP Commuter Rail
Passenger Coach
RR Rapid Rail Vehicle
RS Commuter Rail,
Self-propelled
Passenger Car
SB School Bus
TB Trolleybus
TR Aerial Tramway
VN Van
OR Other

Manufacturer Code and Model Number. For 1979 through 1983, the manufacturer code was included in column f as part of the "Model Number." Beginning with the 1984 report year, this column was divided to report two separate data items. A three-letter manufacturer code is reported in column f and the appropriate model number is reported in column g. The manufacturer name is the current corporation that manufactures the particular mode. A list of the acceptable manufacturer codes for both rail and non-rail vehicles is attached. Analysts are cautioned that some reporters have not adhered to this list as required by the Reporter's Manual for the National Transit Database.

Ownership and Vehicle Type Codes. The two digit mnemonic vehicle type and ownership codes used on this form are the same as those used on Form 003/004. These codes are described below:

1979-1982 Alphabetic Ownership Codes

- A Owned Outright
- B True Lease
- C Leased from related parties
- D Leased under lease-purchase agreement
- E Contracted as a result of purchased service

1983-1995 Alphabetic Ownership Codes

- LP Leased Under Lease Purchase Agreement
- LR Leased or Borrowed from Related Parties
- OO Owned Outright (includes safe harbor leasing situations where only tax title is sold)
- TL True Lease
- OR Other

Fuel Type Codes. The fuel type codes were revised for the 1983 report year. The two-letter mnemonic codes are used for reporting fuel type in 1983 and later years.

1979 - 1982 Fuel Type Codes

- A Diesel Fuel
- B Liquefied Petroleum Gas (LPG)
- C Liquefied Natural Gas (LNG)
- D Gasoline
- E Electric Propulsion
- Z Other

1983-1991 Fuel Type Codes

- DF Diesel Fuel
- EP Electric Propulsion
- GA Gasoline
- LN Liquefied Natural Gas
- LP Liquefied Petroleum Gas
- OR Other

1992-1995 Fuel Type Code

- BF Bunker Fuel
- CN Compressed Natural Gas
- DF Diesel Fuel
- DP Diesel Particulate Trap
- EP Electric Propulsion
- ET Ethanol
- GA Gasoline
- LN Liquefied Natural Gas
- LP Liquefied Petroleum Gas
- MT Methanol
- OR Other

For 1991, all revenue vehicles whether or not they were purchased with federal funds are reported.

In addition, one more column was added to Form 408 for identification of transit mode. All vehicles are grouped by mode according to identical vehicle type, ownership code and year of manufacture, manufacturer code, model number fuel type, and seating and standing capacity.

Beginning with the 1992 report year, Form 408 became a modal form. A separate Form 408 is completed for each mode.

ADA Vehicle. In addition, the number of ADA-accessible vehicles in the total active fleet is also reported.

Because Form 408 is a modal form, and because of the large fleet sizes of some reports, there may be multiple forms in the database.

DATA AVAILABILITY

All of the information on Form 408 is currently available in special data subsets available from the Volpe National Transportation Systems Center. Please see instructions on page 2-2 to order these subsets. In addition, the distribution of vehicle fleet age, average age of fleet and the number of active vehicles by vehicle type are available in the Annual Report and on diskette.

REVENUE VEHICLE INVENTORY SCHEDULE

Type of Service*
 Level

Transit ID
 Fiscal Year End
 Month Day Year

a	b	c	d	e	f	g	h	i	j	k	l	m	n
LINE NUMBER	NUMBER OF VEHICLES IN TOTAL FLEET	VEHICLE TYPE CODE	OWNERSHIP CODE	YEAR OF MANUFACTURE	MANUFACTURER CODE	MODEL NUMBER	NUMBER OF ACTIVE VEHICLES IN FLEET	EMERGENCY CONTINGENCY VEHICLES	FUEL TYPE CODE	SEATING CAPACITY	STANDING CAPACITY	TOTAL MILES ON ACTIVE VEHICLES DURING THE PERIOD (000)	AVERAGE LIFE TIME MILEAGE PER ACTIVE VEHICLE (000)
01													
02													
03													
04													
05													
06													
07													
08													
09													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

* DO = Directly Operated Service PT = Purchased Transportation Service

REVENUE VEHICLE INVENTORY SCHEDULE

Transit ID

Fiscal Year End

a	b	c	d	e	f	g	h	i	j	k	l	m	n
LINE NUMBER	NUMBER OF VEHICLES IN TOTAL FLEET	VEHICLE TYPE CODE	OWNERSHIP CODE	YEAR OF MANUFACTURE	MANUFACTURER CODE	MODEL NUMBER	NUMBER OF ACTIVE VEHICLES IN FLEET	EMERGENCY CONTINGENCY VEHICLES	FUEL TYPE CODE	SEATING CAPACITY	STANDING CAPACITY	TOTAL MILES ON ACTIVE VEHICLES DURING THE PERIOD (000)	AVERAGE LIFETIME MILEAGE PER ACTIVE VEHICLE (000)
01													
02													
03													
04													
05													
06													
07													
08													
09													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

* DO = Directly Operated Service PT = Purchased Transportation Service

NOTE: When reporting purchased transportation fleet, report only those vehicles that were purchased with Federal funds.

Date Prepared _____ Date Updated _____

revenue vehicle inventory
Form (608)

(1974)

Section 15 ID []
Form 005 Included []

Mode []
Type of Service []

a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p
Line No.	Number of Vehicles in Total Fleet	Vehicle's Type Code	Ownership Code	Year of Manufacturer	Manufacturer Code	Model Number	Number of Active Vehicles in Fleet	Number of Available Vehicles	Emergency Congruity Vehicle	Fuel Type Code	Seating Capacity	Standing Capacity	Total Miles on Active Vehicles During Period (000)	Average Lifetime Mileage Per Active Vehicle (000)	Line No.
01															01
02															02
03															03
04															04
05															05
06															06
07															07
08															08
09															09
10															10
11															11
12															12
13															13
14															14
15															15
16															16
17															17
18															18
19															19
20															20
21															21
22															22
23															23
24															24
Total															Total
															25

Date Prepared []

Date Updated []

Revenue Vehicle Inventory Form (400)

Form not applicable

Section 151D

Form 005 Included

a	b	c	d	e	f	g	h	i	j	k	l	m	n	Mode	
Line No.	Number of Vehicles in Total Fleet	Vehicle Type Code	Ownership Code	Year of Manufacture	Manufacturer Code	Model Number	Number of Active Vehicles in Fleet	Number of ADA Accessible Vehicles	Emergency Coningency Vehicles	Fuel Type Code	Seating Capacity	Standing Capacity	Total Miles on Active Vehicles During the Period (600)	Average Mileage Per Active Vehicle (600)	Type of Service
01														01	
02														02	
03														03	
04														04	
05														05	
06														06	
07														07	
08														08	
09														09	
10														10	
11														11	
12														12	
13														13	
14														14	
15														15	
16														16	
17														17	
18														18	
19														19	
20														20	
21														21	
22														22	
23														23	
24														24	
Total														Total	
25														25	

Date Updated

Date Prepared

Revenue Vehicle Inventory
Form (08)

From not applicable
NTD ID
 Form 005 included

Mode
Type of Service

Line No.	Number of Vehicles in Total Fleet	Vehicle Type Code	Ownership Code	Year of Manufacture	Manufacturer Code	Model Number	Number of Active Vehicles in Fleet	Number of ADA Accessible Vehicles	Emergency Contingency Vehicles	Fuel Type Code	Seating Capacity	Standing Capacity	Total Miles on Active Vehicles During the Period (000)	Average Lifetime Mileage Per Active Vehicle (000)	Line No.
01															01
02															02
03															03
04															04
05															05
06															06
07															07
08															08
09															09
10															10
11															11
12															12
13															13
14															14
15															15
16															16
17															17
18															18
19															19
20															20
21															21
22															22
23															23
24															24
Total															Total
25															25

Date Prepared

Date Updated

CHAPTER 8. SUMMARY FORMS

The forms contained in this section summarize information reported on other forms in the National Transit Database. Specifically, this section contains data used for the Urbanized Area Formula (formerly Section 9) apportionment which uses data drawn directly from the National Transit Database. Prior to the 1991 report year, these statistics were reported on Form 006.

URBANIZED AREA FORMULA STATISTICS FORM (901)

DESCRIPTION OF THE DATA

Form 901, Urbanized Area Formula Statistics, was added to the reporting requirements for the National Transit Database for the 1991 report year. It is submitted only by reporters serving one or more UZAs with a population of 200,000 or more. This form replaces Form 006, the Section 9 Statistics Summary Form, which was used from 1984 to 1990.

Form 901 is used by reporters to summarize financial and operating data used in the FTA Formula Grant Apportionment Program (formerly known as Section 9). This apportionment program distributes grants from Section 9 funds to U.S. Census designated UZAs with a population of 200,000 or more based, in part, on their vehicle revenue miles, fixed guideway directional route miles, passenger miles, and operating costs. These data are obtained directly from the National Transit Database. This form is designed to summarize these data into the appropriate categories (e.g., fixed or non-fixed guideway and urbanized and non-urbanized areas) for use in computing the apportionments. The information contained on this form is consistent with the mode totals on other reporting forms.

The allocation formula contains separate tiers for fixed guideway and non-fixed guideway modes. Fixed-guideway modes utilize a separate ROW or rails for the exclusive use of public transportation service. By statute, trolleybus and ferryboat modes that utilize a ROW usable by other forms of transportation are included in the fixed guideway tier. By definition, motorbuses operating on controlled access or exclusive ROWs are also included in the fixed guideway tier.

CHANGES TO THE DATA

For the 1984 through the 1990 report years, the statistics for the allocation formula were reported on Form 006, the Section 9 Statistics Summary Form. Beginning with the 1991 report year, Form 006 was eliminated and the data reported instead on this form.

Modal Reporting. Beginning with the 1991 report year, a single page was used to report data for each mode. The form was separated into fixed guideway and non-fixed guideway sections. Because many transit agencies operate more than one mode of service, there may be multiple copies of this form in the database.

Purchased Transportation Services. Beginning with the report, the total by mode for both directly operated services and for purchased services of contractors whose non-financial data are included in the report are also reported on this form. In addition, retained fare revenues were no longer reported as a separate line item as in prior years. For 1992, the total by mode for both directly operated services and for purchased services of contractors whose non-financial data are included in the report are submitted. Beginning in 1996, reporting data for purchased transportation service is mandatory.

UZA Codes. Beginning with 1992, data on the Section 9 Statistics Form is based upon the 1990 U.S. Bureau of Census UZA. UZA numbers for some service areas may have changed from prior years when the 1980 Census information was used.

Commencement Date of Fixed Guideway. Beginning with 1992, the commencement date of revenue service on the first segment of fixed guideway by mode is reported. For 1995, the commencement date for fixed guideway is also reported for each UZA served.

Allocation of Fixed Guideway Statistics by UZA. Beginning with 1994, a line was added to indicate UZAs and Non-UZA allocation (line 2). In addition, line 6 was included for reporting motorbus fixed guideway allocation. This allocation, however, is not mandatory. All fixed-guideway statistics may be reported as non-fixed guideway. Information on allocation methods is contained in the Reporting Manual for the National Transit Database.

Section 9 Statistics
Form (901)

Section 15 ID
 Form 005 Included

Mode

a	b	c	d	e	f	g
Line No.	Item	Annual Total	Non-UZA	UZA	UZA	UZA
01	UZA number					
	Non-fixed guideway					
02	Actual vehicle revenue miles					
03	Passenger miles					
04	Operating expense (reporting agency)					
	Fixed guideway					
05	Fixed guideway directional route miles					
06	Actual vehicle revenue miles					
07	Passenger miles					
08	Operating expense (reporting agency)					
09	Enter commencement date of revenue service on first fixed guideway segment.					
	month <input type="checkbox"/> day <input type="checkbox"/> year <input type="checkbox"/>					

Date Prepared

Date Updated

Section 9 Statistics
Form (901)

Section 15 ID

Form 005 Included

Mode

(1993)

a Line No.	b Item	c Annual Total	d Non-UZA	e UZA	f UZA	g UZA
01	UZA number					
	Non-fixed guideway					
02	Actual vehicle revenue miles					
03	Passenger miles					
04	Operating expense (reporting agency)					
	Fixed guideway					
05	Fixed guideway directional route miles					
06	Actual vehicle revenue miles					
07	Passenger miles					
08	Operating expense (reporting agency)					
09	Enter commencement date of revenue service on first fixed guideway segment.					
	month day year					

Date Prepared

Date Updated

Required from transit systems serving UZAs of 200,000 or more population.

Section 9 Statistics Form (901)

Form not applicable
Section 15 ID
Form 005 Included

Mode

a Line No.	b Item	c Annual Total		e UZA	f UZA	g UZA
		d Non-UZA	UZA	UZA	UZA	
01	UZA number					
02	UZAs and Non-UZA allocation					
03	Non-fixed guideway					
04	Actual vehicle revenue miles					
05	Passenger miles (reporting agency) Operating expense					
06	Fixed guideway Motor bus fixed guideway allocation					
07	Fixed guideway directional route miles					
08	Actual vehicle revenue miles					
09	Passenger miles					
10	Operating expense (reporting agency)					
11	Enter commencement date of revenue service on first fixed guideway segment	Month / Day / Year				

Date Prepared

Date Updated

CHAPTER 9. PURCHASED TRANSPORTATION (CONTRACTED) SERVICE

Procedures for reporting and identifying purchased transportation have varied. Prior to the 1983 reporting year, transit agencies that purchased transportation service were permitted either to: consolidate financial and operating data for more than one provider; or report only a "purchase of service" expense item for contractors using 25 or fewer vehicles. Because contractors and the associated expenses were not clearly identified, this resulted in confusion for reporters over what to report, and in potentially reduced data quality. Furthermore, reporting forms and procedures used for 1979 through 1982 did not allow clear allocation of non-financial operating statistics between directly operated and purchased services. Analysts are encouraged to exercise caution when using these data because of the potential for inconsistent reporting.

Beginning with the 1983 report year, new procedures called for dual copies of selected operating data forms (i.e., Forms 403, 406/407, and 408) -- one set for directly operated services, and one set for all purchased transportation services obtained from carriers using fewer than 50 vehicles to provide purchased transportation during peak service. These required forms provide directional route miles, ridership service supplied and vehicle fleet data. The revised procedures require that separate complete reports be submitted for carriers using 50 or more vehicles to operate purchased transportation services in peak periods (i.e., these services cannot be reported simply by the contracting agency as purchased transportation).

This change helps to distinguish directly operated services from purchased transportation services and allows operating data (vehicle revenue miles, passenger miles) to be clearly associated with the operating expenses incurred to produce that service. The added ability to associate expenses with service units is also crucial to assure report accuracy.

In addition, this change improves the comparability of expenses and operating statistics. Although many transit systems report purchased transportation expenses, some of these systems did not report corresponding operating statistics (e.g., vehicle revenue miles, passenger miles). By clearly distinguishing purchased transportation expenses from costs attributable to directly operated service, the latter will not be incorrectly inflated. For example, the data user may more accurately determine performance measures such as operating costs per passenger without inadvertently including purchased transportation expenses, which would incorrectly inflate the performance measure.

For 1992, the reporting threshold for submitting a complete report was raised to 100 vehicles in annual maximum service. In addition, definitions of what to report in object class 508.01 and 508.02 were clarified.

For more detailed discussion on how these data are reported, refer to the sections containing information on the affected forms (i.e., 300 series forms for reporting of financial data for purchased service and the 400 series forms for reporting operating statistics).

In 1996, purchased transportation service will be reported at the same level of detail as direct operated. The Capital Funding Form (103) and Operating Expenses Form (301) will collect data by type of service (purchased or direct operated).

The Revenue Vehicle Maintenance and Energy Form (402), Transit Agency Employee Form (404) and Transit Safety and Security Form (405) now collect data for purchased transportation service as well as direct operated service. This information was optional for purchased transportation in 1995, but is required for 1996 and beyond.

Definition of Purchased Transportation

The transportation service provided to a public transit agency or government unit from a public or private transportation provider based on a written contract. A contractual relationship exists only if all of the following criteria are met:

- The transportation provider is obligated in advance of the time service is furnished to provide the operations for which the operating statistics are being reported, for a specific monetary consideration; and
- A written agreement exists that specifies the contractual relationship for the time period and the specific service generating the operating statistics included in the National Transit Database report; and
- The written agreement is signed by authorized representatives of both the purchaser and the transportation provider, and should detail the services to be provided, and the nature and amount of monetary consideration.

Definition of Monetary Consideration

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

- Cash reimbursement of a private/public carriers operating deficit;
- Predetermined cash payments to the private/public carrier for specific transportation service;
- Cash reimbursement to the private/public carrier for reduced fare programs specified by the public body (e.g., for students and for elderly and disabled citizens); and
- Vehicles given.

The provider is obligated in advance to operate public transportation services for a public transit agency or governmental unit for a specific monetary consideration.

Purchased transportation does not include franchising, licensing operations, management services or private conventional bus service {fixed route, scheduled operations providing conventional, publicly available services without the use of Urbanized Area Formula (formerly Section 9) funds, direct or indirect, and not under contract to a public entity}.

Identification of Purchased Transportation in the National Transit Database

- Since report year 1984, purchased transportation providers submitting their own National Transit Database reports are identified in the National Transit Database with a capital "P" located next to the National Transit Database ID number. For report years 1983-1991, Purchased Transportation providers operating 50 or greater vehicles in annual maximum service across all modes for a single buyer, had to submit their own National Transit Database report. For report years 1992 to the present, Purchased Transportation providers operating 100 or greater vehicles in annual maximum service across all modes for a single buyer, were required to submit their own National Transit Database report.

-
- The data for purchased transportation providers operating less than 100 vehicles (for report years 1992 to the present) or operating less than 50 vehicles (for report years 1983-1991) may be provided in the contracting public agency's report. Since the 1983 reporting year, this information can be identified and distinguished from direct operated service by a small letter "p" located next to the mode identification (such as MBp, or DRp, or CRp).
 - For purchased transportation providers using fewer than 100 vehicles in annual maximum service (for report years 1992-present) or fewer than 50 vehicles (for report years 1983-1991), filing a separate report should be an exception. One such case is when the public transit agency or governmental unit contracting for the service does not directly operate any transit service. In this situation, the purchased transportation provider must submit a complete form on behalf of the public transit agency or governmental unit.
 - Private Conventional and Subscription Bus Operators who are not under contract to a Urbanized Area Formula funds recipient or beneficiary may voluntarily submit a complete NTD report. These operators can be identified by a 9 as the second digit in their four digit ID number.

Table 1. Purchased Transportation Table

<u>Reporting Report Year</u>	<u>Threshold</u>	<u>Required Data</u>
1979 - 1982	>25 vehicles	Financial: entered in object class 508.00 Operating: consolidated with directly operated service
1983 - 1991	>50	Financial: entered in object class 508.01 (<50 vehicles) entered in object class 508.02 (>50 vehicles) Operating: Forms 403, 406/407, and 408 (<50 vehicles) Separate Report (>50 vehicles)
1992 - 1995	>100	Financial: entered in object class 508.01 (<100 vehicles) entered in object class 508.02 (>100 vehicles) Operating: Forms 403, 406/407, and 408 (<100 vehicles) Separate Report (>100 vehicles)
1996	>100	Purchased Transportation must be reported at the same level of detail as directly operated service for all forms

CHAPTER 10. SPECIAL REPORTING REQUIREMENTS FOR SOME MODES

VANPOOL

Previously, there were no specific reporting requirements for vanpool service. Beginning with the 1983 report year, vanpool service was specifically included in the database. Publicly sponsored vanpools that report data for inclusion in the National Transit Database must be either directly operated by a public agency or under contract to a public agency. If under contract to a public agency, the vanpool service must be provided under a purchased transportation agreement (i.e., obligated in advance to provide a specific service for specific monetary consideration under a written agreement). In general, vanpools use vehicles with capacities of approximately 10-15 and are characterized by prearranged schedules, routes, and groups of riders.

Vehicle Revenue Miles. The vanpool driver is counted as a passenger. The driver's travel is reflected in service supplied and consumed statistics if he or she is making a work or other trip and is not paid a wage, regardless of whether or not the driver shares the costs of the vanpool service.

Travel to maintenance facilities and personal use by the driver is considered deadhead mileage for National Transit Database purposes and excluded from revenue service statistics.

Passenger Miles. Instead of sampling, most vanpool reporters estimate passenger miles based on actual rider counts and group or individual trip length, which usually do not vary by day.

Operating Expenses. Occasionally public agencies purchase or lease their own vehicles and then sublease to groups of riders. More commonly, non-profit agencies broker leases between private leasers and riders either by leasing and subleasing, or by coordinating direct arrangements between riders and leasers.

A public agency only reports data for contracts using less than 50 revenue vehicles to provide vanpool service. If the public agency contracts for service using more than 50 vehicles, a separate National Transit Database report must be filed for or by the service provider.

If vanpool service is directly operated by a public agency, full operating costs include: the public agency's own overhead expenses allocated to the vanpool service; the expenses of the private operator; and additional expenses to operate the vans (fuel, tires, insurance, etc.). As an alternative, if the contractor is unable to report all operating expenses associated with the purchased transportation services, fare revenues paid by riders to the broker are reported on Form 006/901.

Other Reporting Forms. Vanpools are currently waived from reporting several forms. Beginning with the 1983 report year, National Transit Database reporters submit a reduced set of data for vanpool service. This reduced set includes the 001, 101, 103, 201, 203, 301 (for single mode operators), 310 (for multi-mode operators), 401, 406, and 408 forms. All other National Transit Database forms are optional.

COMMUTER RAIL

Special circumstances differentiate the commuter rail data in the National Transit Database from that of other modes. Accurate analyses of commuter rail operations, particularly using data in modal aggregates and or in time-series for single operators, require both an understanding of these circumstances and caution. Analysts using commuter rail data should understand how the institutional structure of the industry changed, and how these and other changes affect the commuter rail data reported under the National Transit Database.

The FT Act of 1964, as amended, requires that all applicants and beneficiaries of financial assistance under Sections 5 or 9a/9 of the FT Act adhere to the Uniform System of Accounts and Records and participate in the National Transit Database reporting system. When the National Transit Database program began in 1978, most commuter rail service was by private rail operators under contract to public agencies. Most of these operators were subject to Interstate Commerce Commission (ICC) reporting requirements, and a required accounting system. To avoid placing an excessive burden on these railroads, they were exempted from maintaining separate National Transit Database accounts, and were permitted to file ICC reports in lieu of National Transit Database reports.

In the first National Transit Database report years, commuter rail was conspicuously missing from the database, which otherwise presented a thorough picture of urban public transit costs and operations in the United States. ICC commuter rail data could not be integrated into the National Transit Database because the two accounting systems were incompatible, and no service supplied or consumed data were collected. The incompatibility of the two sets of accounts precluded accurate comparisons of commuter rail to other public transit modes.

Three factors provided an impetus to integrate commuter rail into the National Transit Database.

First, in the early 1980's the commuter rail industry underwent a general shift in institutional structure from operations primarily provided by private railroads under purchase of service agreements with public agencies, to a greater degree of public agency involvement, including public ownership of vehicles and ROW, and managing or actually operating service. The Northeast Rail Services Act of 1981 transferred ten commuter rail systems from private Conrail operation to state, regional, and local public agencies. As a result of this change, these rail

systems were no longer required to file ICC reports, and the public agencies assuming responsibility were required to submit National Transit Database reports.

Second, the Section 9a/9 program created in 1982 used selected National Transit Database data in a formula to apportion FTA grants. This program provided an incentive for commuter rail systems to comply with National Transit Database requirements to assure that their data would be included in the formula apportionments. The ICC reports did not provide the statistics required by the formula.

Third, the picture of national urban public transit presented by the National Transit Database was limited by the lack of comprehensive and comparable commuter rail data. Commuter rail data in the standardized National Transit Database format will allow important comparisons between the performances of all major urban public transit modes.

Primarily because of the above reasons, FTA and APTA commuter rail representatives negotiated an agreement under which the commuter rail industry would ultimately meet full National Transit Database reporting requirements. Because many commuter rail systems used ICC accounts, and some National Transit Database definitions and procedures were not applicable to commuter rail, FTA and the industry agreed to a modified set of forms and instructions to use for a transition period. These interim procedures were in effect for the 1983 to 1986 Annual Report years. Adjustments were made to National Transit Database reporting guidelines, including mapping of ICC to National Transit Database accounts, that allowed commuter rail systems to file complete National Transit Database reports beginning with the 1987 Annual Report year.

Although the quality and quantity of National Transit Database commuter rail data have improved each year, data in the early report years are incomplete and inconsistent, and should be approached with caution. The following paragraphs summarize the characteristics of commuter rail data by report year.

Report Years 1979 to 1982. Commuter rail data in the National Transit Database were extremely limited. Some systems did not file reports, and others reported only partial data. Because of this inconsistency, commuter rail data were almost universally excluded from the published Data Tables. To compound difficulties, until the 1983 report year there was no unique mode code for commuter rail, which was included under "other" modes. Analysts have had difficulty identifying when "other" includes commuter rail either by itself or in combination with other unidentified modes.

During this period, some useful data were provided by the few public operators that included commuter rail as part of their multi-mode reports.

Report Years 1983 to 1986. During this period, most commuter rail reporters used the interim set of forms described above. A few reporters, notably Pittsburgh-PAT and Philadelphia-SEPTA, submitted complete commuter rail data as part of their A-level multi-modal reports. Copies of the interim forms and instructions (December 6, 1983) are available from FTA.

The interim commuter rail procedures were based on the required level of detail. Because certain requirements were considered inapplicable to or too burdensome for commuter rail, the interim procedures waived some forms and specific data items on other required forms.

To summarize the interim requirement, commuter rail systems used R-level forms and received waivers on Forms 101 and 201. On Form 301, reporters provided operating expenses by object class but not function, and made some small changes to object class definitions. On Form 402, only energy consumed was reported. On Form 403, only totals for stations and miles of directional roadway and track were reported. On Form 407, no time-of-day splits were reported for service supplied and consumed, and service personnel. On Form 408, waivers were granted for active vehicle total miles and average lifetime miles.

There was some inconsistency in reporting among commuter rail systems because some used interim forms and others used standard forms. Some commuter rail operators did not report forms waived for purchases of service from contractors with less than 50 vehicles.

Report Year 1987 to the Present. The quantity, quality, and consistency of commuter rail data greatly improved when all reporters began using standard National Transit Database forms.

NTD ID

1997 Declaration Worksheet

Form 005 included

Fiscal Year Ending

1. Transit agency identification information

Transit agency name

Street mailing address

City State Zip Code

2. Chief Executive Officer Certification

Yes No CEO Certification is on file.

3. Auditor Statement - Financial Data

Check only one box, A or B or C

- A. FTA granted waiver based on prior report year.
- B. Auditor Statement completed for the 1997 Report Year.
- C. Auditor Statement not completed for the 1997 Report Year.

Check box D only if box A applies and transit agency revised accounting system or method.

- D. New Auditor Statement completed.

4. Auditor Statement: Urbanized Area Formula (UAF) Data

Yes No N/A Auditor Statement: UAF data is on file.

5. Response to validation issues

Check only one box, A or B or C

- A. Form revisions in response to Detail Review Letter.
- B. Form revisions in response to Follow-up Letter.
- C. Form revisions for other reasons.

Check only one box.

Yes No CEO and/or independent Auditor reviewed and concurred with form revisions.

6. Submitted by

Name

Date

Title

Date Prepared

Date Updated







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