



**Section 5310 Program
Quarterly Report
Frequently Asked Questions**

- 1. Are Tabs 2 and 3 (Additional Vehicles and Equipment) of the Quarterly Report Excel Spreadsheet for reporting vehicles and equipment not purchased with Section 5310 funds?**

Answer: No. Report only on vehicles and/or equipment purchased with Section 5310 funds. Tabs 2 and 3 are for reporting vehicles that cannot fit on page 1 of the Quarterly Report.

- 2. Are agencies required to report loss, damage or major repairs to equipment that costs more than \$300?**

Answer: Due to feedback from our webinars Dec. 9th and 10th, we have modified the Quarterly Report *Section 5: Loss, Damage or Major Repairs*. The new Section 5 requires agencies to **report vehicles that are out of service for more than three working days**. Agencies shall notify Caltrans immediately in the event a Section 5310-funded vehicle is out of service for more than three working days due to loss, damage (e.g. accident, fire, theft, vandalism) or repairs. For additional information, refer to the Quarterly Report and Instructions.

- 3. Must agencies count staff members as incidental riders who attend to elderly and disabled clients while riding on Section 5310-funded vehicles?**

Answer: Agency staff persons attending to elderly and disabled passengers are serving in an incidental capacity and should be reported in the Quarterly Report as follows: 1) add into the total one-way passenger trips in *Section 1: FTA Section 5310 Vehicles* Column J of the Quarterly Report; 2) include in the category of incidental service passengers, *Section 3.A.: One-Way Passenger Trips*; and, 3) in *Section 3.B.: Incidental Services*, check “Yes” and provide an explanation of incidental service.

- 4. How many years are agencies required to report on their Section 5310-funded vehicles? What is the definition of Useful Life?**

Answer: Useful Life is the term used for criteria to determine how long Section 5310-funded vehicles are required to be reported on and monitored. The criteria are based on the type of vehicle, mileage and age.

<u>Type of Vehicle</u>	<u>Mileage and Age</u>
Minivans	100,000 miles and 4 years
Bus Type I, IA, IB, II, III	150,000 miles and 5 years
Bus Type VII	200,000 miles and 7 years
Bus Type VIII	350,000 miles and 10 years
Hardware/Software	3 years

Currently, both age **and** mileage criteria must be met before a vehicle is released from reporting and monitoring. The State Management Plan allows the Section 5310 Branch Chief discretion in requiring vehicles to meet either



or both years and mileage criteria. The Section 5310 State Management Plan may be found at:
<http://www.dot.ca.gov/hq/MassTrans/>

5. If an attendant is also a driver, is he/she counted as well?

Answer: No. The primary duty of the driver is to drive.

6. Does the report automatically highlight which vehicles may not be currently meeting the minimum weekly 20 service hour requirement?

Answer: No, auto-calculation for weekly service hours is included in the report format.

7. Once completed, may the report be emailed to our Section 5310 analyst?

Answer: Yes, once the report is signed by the agency signatory (i.e. the person who signed the Standard Agreement), the report may be scanned and emailed to the corresponding Caltrans Section 5310 Analyst.

8. If an agency has a blanket policy for the entire fleet of vehicles, may the agency send the certificate of insurance without listing the VINs for Section 5310-funded vehicles?

Answer: No. In order to document that all Section 5310-funded vehicles have been insured per the Standard Agreement, VINs must be listed on the Certificate of Liability Insurance or equivalent submitted to Caltrans.

9. When do agencies submit the Certificate of Liability Insurance?

Answer: Agencies shall provide a copy of the Certificate of Liability Insurance, or equivalent, with the Quarterly Report for the quarter in which the insurance was renewed.

10. If a passenger leaves the vehicle for any reason and then re-boards during the same transport, does this count as another trip? (Example: Transporting an elderly client to a medical appointment, the store, the pharmacy, and home = 4 one-way-passenger trips).

Answer: Yes, if these stops are part of the passenger's original trip plan. However, if this is not part of the original trip plan, then no.

11. When are agencies required to use the new form (updated as of Dec. 13, 2010)?

Answer: All agencies are required to use this new form starting with the 2010 4th quarter Quarterly Report.

12. May an agency leave its regular service area for a round trip one-day excursion?

Answer: Yes. It is categorized as "incidental services" and reported as such on the Quarterly Report.

13. Are vehicles that seat 10 or less passengers, including driver, required to have an annual CHP Terminal Inspection?

Answer: No. Vehicles that seat 11 or more, including driver, are required to have an annual CHP Terminal Inspection.

14. If incidental services were provided during the quarter, where and how do agencies report them?

Answer: Incidental services should be reported in the Quarterly Report as follows: 1) add into the total one-way passenger trips in *Section 1: FTA Section 5310 Vehicles*, Column J of the Quarterly Report; 2) include in the category of incidental service passengers, *Section 3. A.: One-Way Passenger Trips*; and 3) check “Yes” and provide an explanation of incidental service in *Section 3.B.: Incidental Services*.

15. What kinds of services are considered incidental services?

Answer: Incidental service is defined as transportation service beyond service to individuals with disabilities and the elderly. Incidental service may include, but are not limited to, meal delivery to the homebound, attendants riding with individuals with disabilities and elderly clients, and service to the public on an incidental basis. *Incidental service is allowed to the extent that the incidental service does not interfere with services to individuals with disabilities and the elderly.*

16. An agency’s signatory of the Standard Agreement is leaving the agency. Is the agency required to submit anything to Caltrans when his/her replacement comes on board?

Answer: Yes. The agency must contact its Caltrans Section 5310 Analyst to explain the situation and request a Sample Resolution of Authority. Using the Sample Resolution of Authority, the agency develops a new Resolution of Authority that contains all of the required language. The agency completes the form nominating the new signatory, adopts the new Resolution of Authority, and forwards a copy to their Caltrans Section 5310 Analyst.

17. Must maintenance servicing and tire replacement be reported? Where on the Quarterly Report?

Answer: An agency is not required to itemize and report on each maintenance service or replacement of tires. Include these charges in the total maintenance expenditure per quarter per vehicle. (See Quarterly Report, *Section 1: FTA 5310 Vehicles*, Column K: *Maintenance Costs*.)

18. Are agencies required to report clients with disabilities and elderly clients 65 years and older even if they did not ride in a Section 5310-funded vehicles during the year?



Answer: Yes, report in the 3rd quarter report only, Section 3.C. (1) which requests the total number of eligible elderly and/or disabled clients in the agency's program.

19. May an agency use its own spreadsheet developed from its database for capturing and reporting vehicle data for the quarterly reporting, or must they use the Caltrans Quarterly Report form?

Answer: An agency may use its own spreadsheet for capturing and reporting data on Section 5310 vehicles (Section 1 of the Quarterly Report) as long as it captures the exact same data as is on the Quarterly Report. The agency shall attach a copy of the spreadsheet to the Quarterly Report. The agency shall then complete the rest of the Quarterly Report form and provide attachments (Certificate of Liability Insurance, CHP Inspection Report) as necessary.

20. Question: How do agencies report multiple out-of-service Section 5310-funded vehicles in the Quarterly Report?

Answer: If an agency has multiple out-of-service Section 5310-funded vehicles, please report on a separate sheet of paper, listing vehicles by VIN and license, and attach to the quarterly report.

21. When and how often are CHP Terminal Inspection Reports required to be submitted to Caltrans?

Answer: Agencies shall provide a copy of the **annual** CHP Terminal Inspection Report with the Quarterly Report for the quarter in which the inspection report is made available. (Example: CHP Inspection is performed in December, and the report becomes available in January. The agency must provide a copy of the CHP Inspection Report in the 1st quarter's Quarterly Report.)

22. Will Caltrans accept the agency's signatory's stamped signature?

Answer: No. However, Caltrans does accept the signatory's electronic signature.

23. Should an after-market radio purchased with Section 5310 funds be reported?

Answer: Yes. This is equipment purchased with Section 5310 funds that is installed on the vehicle. Report the radio under *Section 2. Equipment* on the Quarterly Report

24. If a Section 5310 vehicle is out-of-service and the agency's services are not interrupted due to using backup vehicles, is the agency required to report the out-of-service vehicle?

Answer: Yes, per the agency's Standard Agreement, any time the vehicle is out of service for an extended time, it must be reported to Caltrans.

25. Why is the 3rd Quarter Report due earlier than the other quarters?

Answer: Agencies are required to complete *Section 3.C. Annual Performance Measures* of the Quarterly Report for the 3rd quarter. The Section 5310 Program Staff need the time to gather the annual performance measure data



from agencies and compile the Annual Performance Measure report for FTA that is due November 1 of each year. If an agency believes they will not meet the October 15th deadline to submit the 3rd Quarter Report, please notify your Caltrans, Section 5310 Analyst.

26. Are agencies required to report on cell phones (under Equipment)?

Answer: No. Cell phones are not eligible for Section 5310 funding.

27. Do agencies report fare changes on the Section 5310 Quarterly Report?

Answer: No. Fare changes are not required to be reported in the Section 5310 Quarterly Report.

28. How can agencies check to see if the weekly service hours for a vehicle are meeting the program requirement of a minimum of 20 service hours per week?

Answer: Refer to Page 1 of the Quarterly Report where vehicle information is listed on each 5310-funded vehicle. Divide the number in Column H (Total Service Hours for the Quarter) by 12 (number of weeks in the quarter). This calculation will provide the average service hours per week for the vehicle. (Example: Column H is 240 total hours. Divide 240 by 12 equals 20 hours.) The Section 5310 Program accepts the averaging of weekly hours to determine if a vehicle meets the minimum requirement.

29. What are agencies required to do if a vehicle's service hours are less than 20 hours per week?

Answer: If the service hour calculation is less than 20 for any one of the vehicles for which the agency is currently reporting on, the agency is to include a written explanation with the Quarterly Report providing the reason(s) for the low service hours, and providing an action plan of steps the agency is taking to remedy the problem.