

Reporting Year 2011 National Transit Database Rural Reporting

California Department of Transportation
FTA Section 5311



National Transit Database Program: Agenda



- Rural Reporting Basics
- RU-20 Form
- Questions



Rural Reporting Basics

- Purpose of NTD
- Who needs to report
- Data Collection
- Key Dates



*The legislative requirement for the NTD is found in Title 49 U.S.C. 5335(a).

Rural Reporting Basics: Purpose



Financial and operation information collected through subrecipients helps government make public sector investment decisions regarding public transportation service planning, operating assistance, and capital assistance.

Rural Reporting Basics: Who needs to report?



A State reports on behalf of any subrecipient that:

- Receives 5311 funds from the State in the current year
- Benefits from Capital Assets purchased with 5311 funds
 - Vehicles: up until the FTA minimum useful life
 - Facilities: until replaced

There are three types of waivers:

- Small Systems Waiver
- Data and Report Waiver
- Natural Disaster Waiver



Rural Reporting Basics: Data Collection

Subrecipients are required to report information on:

- Capital Investment
- Operations
- Service Provided
- Fleet Inventory
- Safety



Rural Reporting Basics: Key Dates

- The Reporting Period
July 1, 2010 through June 30, 2011
- Subrecipient's Deadline to Caltrans
October 30, 2011
- Caltrans' Deadline to FTA
November 30, 2011





Rural General Public Transit (RU-20)

Subrecipient Basic Information

01 Subrecipient Basic Information

Subrecipient legal name *

Mailing address line 1 *

Mailing address line 2

City *

State *

 ▼

Subrecipient acronym

Is this **RU-20** form for an Indian **Tribe** ?

Yes

No

Rural General Public Transit (RU-20) Subrecipient Basic Information



Subrecipient ID	<input type="text"/>	(State: #R##-### or Indian Tribe: #T##-###)
Reporting Year End Date *	<input type="text"/>	(mm/dd/yyyy)
Agency type	<input type="text" value="Select"/>	<input type="button" value="▼"/>
P.O. Box	<input type="text"/>	
County *	<input type="text"/>	
Zip code *	<input type="text"/>	<input type="text"/> (ex: 22222-2222)
URL (website address)	<input type="text"/>	

Rural General Public Transit (RU-20) Subrecipient Contact Information



02 Subrecipient Contact Information

Subrecipient contact person

First name *

Middle Initial

Last name *

Phone ((555) 123-4567) *

Ext.

Rural General Public Transit (RU-20) Service Area & Mode



03 Service Area

Describe*

04 Modes (check all that apply) *

Bus

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

Commuter Bus

Demand Response

Ferryboat

Taxi

Vanpool

Other

Describe*

Line 4: Mode

- Bus (Deviated fixed route , Fixed route & Both)
- Commuter Bus
- Demand Response
- Taxi
- Vanpool
- Ferryboat
- Other



Rural General Public Transit (RU-20)

Financial Information



Financial Information		a	b
		Operating	Capital
05	Total Annual Expenses	<input type="text"/>	05 <input type="text"/>
Sources of Revenue Funds Expended			
06	Fare revenues	<input type="text"/>	
07	Contract revenues	<input type="text"/>	
08	Local funds	<input type="text"/>	08 <input type="text"/>
09	State funds	<input type="text"/>	09 <input type="text"/>
Federal Assistance			
10a	FTA Capital Program funds (§5309)	<input type="text"/>	10a <input type="text"/>
10b	FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)	<input type="text"/>	10b <input type="text"/>
10c	FTA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>	10c <input type="text"/>
10d	FTA Tribal Transit funds (§5311)	<input type="text"/>	10d <input type="text"/>
10e	ARRA Other than Urbanized Area Formula funds (§5311)	<input type="text"/>	10e <input type="text"/>
10f	ARRA Tribal Transit funds (§5311)	<input type="text"/>	10f <input type="text"/>
10g	FTA Job Access and Reverse Commute Formula Program funds (§5316)	<input type="text"/>	10g <input type="text"/>
10h	FTA New Freedom Program funds (§5317)	<input type="text"/>	10h <input type="text"/>
10i	FTA Alternative Transportation in Parks and Public Lands Program funds (§5320)	<input type="text"/>	10i <input type="text"/>
10j	ARRA TIGGER (Greenhouse Gas and Energy Reduction)	<input type="text"/>	10j <input type="text"/>
10k	Other FTA funds	<input type="text"/>	10k <input type="text"/> Describe* <input type="text"/>
10l	Other Federal funds	<input type="text"/>	10l <input type="text"/> Describe* <input type="text"/>
11	Total Federal Assistance	<input type="text" value="\$0"/>	11 <input type="text" value="\$0"/>
11a	Other Funds	<input type="text"/>	11a <input type="text"/> Describe* <input type="text"/>
12	Total Annual Revenues Expended	<input type="text" value="\$0"/>	12 <input type="text" value="\$0"/>

Funds Expended: Financial Tips

- Accrual based accounting
- Total expenses should match the figure in your annual audit
- Line 5 = Line 12
- Report Federal assistance by program
- Report based on ALL general public transit operations
- Gray fields are auto-calculated



Rural General Public Transit (RU-20)

Asset and Resource Information

Asset and Resource Information		a	b	c	d	e	f	g	h
Vehicles									
Add Fleet Group									
Revenue Vehicle Inventory ID Number		Number of Vehicles in Total Fleet	Vehicle Type	Vehicle Length (in feet)	Seating Capacity	Year of Manufacture	Largest Source of Funding for Purchase / Lease of Vehicles	Number of ADA Accessible Vehicles in Fleet	Ownership Code
RVI#	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>
RVI#	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>
RVI#	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>
Total		0						0	
Facilities									
		a	b	c	d	e			
		Owned by Service Provider	Owned by Public Agency for Service Provider	Leased by Public Agency for Service Provider	Leased by Service Provider	Total			
Number of general purpose maintenance facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0			
Other Resources									
	a								
Number of volunteer drivers	<input type="text"/>								
Number of personal vehicles in service	<input type="text"/>								



Vehicles: Line 13 - Columns

- Vehicle Type
- Number of ADA Accessible Vehicles in Fleet
- Fleet Age
- Number of General Purpose Maintenance Facilities



Rural General Public Transit (RU-20)

Service Data

Service Data	a	b	c	d	e	f	g
	Annual Vehicle Revenue Miles		Annual Vehicle Revenue Hours	Regular Unlinked Passenger Trips	Sponsored Unlinked Passenger Trips		Total Trips
Bus	<input type="text"/>		<input type="text"/>	<input type="text"/>			<input type="text" value="0"/>
Commuter Bus	<input type="text"/>		<input type="text"/>	<input type="text"/>			<input type="text" value="0"/>
Demand Response	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="0"/>
Ferryboat	<input type="text"/>		<input type="text"/>	<input type="text"/>			<input type="text" value="0"/>
Taxi	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="0"/>
Vanpool	<input type="text"/>		<input type="text"/>	<input type="text"/>			<input type="text" value="0"/>
Other	<input type="text"/>		<input type="text"/>	<input type="text"/>			<input type="text" value="0"/>
Total	<input type="text" value="0"/>		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="0"/>



Service Data: Unlinked Passenger Trips

What does “Unlinked Passenger Trip” mean?

The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.



Service Data: Lines 18 – 19

Regular vs. Sponsored Unlinked Passenger Trips

- Regular - Normal public transit service that is open to general public
- Sponsored – Public transportation paid in whole or part directly to the transit provider by a third party; sponsored by an outside organizations, such as Medicaid, Head Start Programs, Veteran Administration, etc.

*Sponsored Unlinked Passenger Trip is only relevant to demand response and taxi service.



Rural General Public Transit (RU-20)

Safety Data

Safety Data

a

20 Reportable incidents

21 Fatalities

22 Injuries

Safety Data: Lines 20 – 22

Line 20: Incidents

- Any event resulting in 1 or more fatalities
- Any event resulting in 1 or injuries
- Any event resulting in total property damage of \$25,000 or more

Line 21: Fatalities

- Anyone who dies associated with transit revenue operations

Line 22: Injuries

- A reportable injury requires immediate medical transportation away from the scene
- Only include injuries associated with transit revenue operations

Common Errors on RU-20 Form

- Missing Data
- Counties and Service Area
- Total Annual Operating/Capital Expenses Do Not Match Total Annual Operating/Capital Revenues Expended (Line 5 \neq Line 12)
- Rounding
- Annual Variation in Total Fleet , Ridership, Service Hours, and Expenses
- Fleet Size vs. Maintenance Facilities

Common Errors on RU-20 Form

- Sponsored Trips Are Applied to Demand Response and Taxi Only
- Fleet Age
- Miles Per Hour (Speed) is Too High or Too Low
- Operating Expense Per Mile is Too High or Too Low
- Operating Expense Per Hour is Too High or Too Low
- Operating Expense Per Trip is Too High or Too Low
- Trips Per Mile is Too High or Too Low

Definition of Annual Vehicle Revenue Miles



Annual Vehicle Revenue Miles (VRM)

Total amount of miles for the reporting period that all vehicle travel in revenue service. VRM exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

*For Demand Response (DR) mode, annual VRM are the total amount of miles for the reporting period that all vehicle travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service.

Definition of Annual Vehicle Revenue Hours



Annual Vehicle Revenue Hours (VRH)

Total amount of hours for the reporting period that all vehicle travel in revenue service. VRH exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

*For Demand Response (DR) mode, annual VRH are the total amount of hours for the reporting period that all vehicle travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service.

Common Errors on RU-20 Form

Miles Per Hour (Speed) is Too High or Too Low

Calculation:

- Bus - $18a$ (Annual Vehicle Revenue Miles) / $18c$ (Annual Vehicle Revenue Hours)
- Demand Response – $18c$ (Annual Vehicle Revenue Miles) / $18c$ (Annual Vehicle Revenue Hours)

Range

- Bus - Between 8 and 50
- Demand Response – Between 6 and 30

Common Errors on RU-20 Form

Operating Expense Per Mile is Too High or Too Low

Calculation:

- $\text{Bus/Demand Response} = \frac{05 \text{ (Total Annual Expenses)}}{19a \text{ (Annual Vehicle Revenue Miles)}}$

Range

- Bus/Demand Response - Between 0.5 and 7.0

Common Errors on RU-20 Form

Operating Expense Per Hour is Too High or Too Low

Calculation:

- $\text{Bus/Demand Response} - 05 = \frac{\text{Total Annual Expenses}}{18c \text{ (Annual Vehicle Revenue Hours)}}$

Range

- Bus - Between 15 and 120
- Demand Response - Between 12 and 100

Common Errors on RU-20 Form

Operating Expense Per Trip is Too High or Too Low

Calculation:

- $\text{Bus/Demand Response} = \frac{\text{05 (Total Annual Expenses)}}{\text{18g (Total Trips)}}$

Range

- Bus /Demand Response- Between 1.0 and 35.0

Common Errors on RU-20 Form

Trips Per Mile is Too High or Too Low

Calculation:

- Bus – $18g$ (Total Trips) / $18a$ (Annual Vehicle Revenue Miles)
- Demand Response – $18g$ (Total Trips) / $18c$ (Annual Vehicle Revenue Miles)

Range

- Bus - Between 0.05 and 1.7
- Demand Response – Between 0 and 0.7

Any Questions?

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