



Caltrans Division of Mass Transportation Federal Transit Programs Charter Service Reporting Form

Name of Subrecipient: _____
Contact Person: _____ **Title:** _____
Phone: _____ **E-Mail:** _____

Complete and email this form and any additional requested information to DMT, HQ Staff for any charters performed in accordance with an allowable exception. The allowable exceptions are:

- Exception 604.6 – Government officials on official government business
- Exception 604.7 – Qualified human service organizations (Please note that For Section 5310, 5311, 5316, and 5317 recipients, transportation for program purposes, that is, that serves the needs of either human service agencies or elderly persons, persons with disabilities, or low-income persons, is not considered charter service.)
- Exception 604.8 – Leasing FTA-funded equipment and drivers to private charter operators
- Exception 604.9 – When no registered charter provider responds to notice
- Exception 604.10 – Agreement with registered charter providers
- Exception 604.11 – Petitions to the Administrator

Maintain the completed form on file for at least three years. The DMT will post the forms and any additional requested information on FTA’s new charter website.

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| 1. Provider name, address, phone number, and email address | |
| 2. Allowable exception | |
| 3. Name, address, phone number, and email address of government organization, qualified human service agency (receives funds listed in Appendix A of the charter regulation or has registered on the FTA charter website at least 60 days before the charter request), registered charter provider, or group | |
| 4. Date and time of service | |
| 5. Number of passengers (If providing service under exception 604.6, please note the number of government official on the trip.) | |
| 6. Origin and destination | |
| 7. Trip miles and hours | |
| 8. Fee collected | |
| 9. Number(s) of vehicle used in charter service | |
| 10. Number of vehicles leased (Exception 604.8 only) | |
| 11. Types of vehicles leased (Exception 604.8 only) | |

To the best of my knowledge the information on this document are true and correct.

Subrecipient Contact (Signature): _____ **Date:** _____

For Exception 604.8 – Leasing FTA funded equipment and drivers to private charter operators, provide documentation presented by the registered charter provider that it is:

- Registered on the FTA charter registration website
- Owns and operates buses or vans in a charter service business
- Received a request for charter service that exceeds its capacity either of the number of vehicles operated or the number of accessible vehicles
- Has exhausted all of the available vehicles of all registered charter providers in your geographic service area

For Exception 604.10 – Agreement with registered charter providers, provide a copy of the agreement.

For Exception 604.11 – Pertains to the Administrator, provide a copy of the petition and the Administrator’s approval.

Internal Use Only

Charter Service Reporting Form reviewed by:

HQ Staff Contact (Signature): _____ **Date:** _____