Multi-Region Vanpool Incentive Program

Task 3E: NTD Reporting Process

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with

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1. Introduction

Receipt of Section 5307 funds requires the collection and submittal of selected financial and operating data to the Federal Transit Administration through the National Transit Database (NTD). The collection and validation of NTD data requires a clearly defined process for the reporting, collection and validation of data.

This portion of the study makes recommendations for the efficient collection and validation of data required for NTD reporting. The vanpool reporting will be added as a mode to the NTD reporting now being done by PRTC. The vanpool program will assemble and validate the vanpool data and provide it to PRTC for inclusion in its NTD reports. Section 2 of this report briefly discusses the information that must be collected for NTD reporting. Section 3 details the recommended process for collecting the NTD data.

Other portions of this study have considered issues related to NTD reporting and are applicable to this discussion. They include:

- Task 2B, a discussion of the incentive amounts necessary to encourage NTD reporting by vanpool operators;
- Task 2C, identification of the level of subsidy required by the FTA to allow NTD reporting;
- Task 2I, discussion of technologies that can be used to facilitate the collection of data required for NTD reporting; and
- Task 3I, definition of vanpool driver, passenger, and program administrator responsibilities. These tasks will be referenced within this portion of the study.

2.0 Data Requirements

NTD reporting requires vanpool programs to collect a broad range of data covering:

- Program costs such as administration, staffing, fringe benefits, supplies, fuel, maintenance, and lease costs;
- Vehicle data such as vehicle type, fuel used, and year of manufacture; and
- Service data such as number of passenger boardings, passenger miles, revenue hours, revenue miles, and days of operation.

The required data are reported on various NTD forms through an internet reporting system. Table 1, shown below, provides a summary as follows:

- Data items that must be collected and reported,
- Who is responsible for providing the information (individual vanpool, vanpool operator),
- The required reporting frequency (monthly, annually), and
- the NTD form through which the data are reported.

Note that the term “operator” as used herein means the entity that owns or leases the vans and provides the van to the driver and passengers.
Table 1: NTD Data Collection Requirements, Collecting Entity, and Reporting Frequency

<table>
<thead>
<tr>
<th>Data Source</th>
<th>Data Item</th>
<th>Required for National Transit Database Form</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A-30</td>
</tr>
<tr>
<td>Individual vanpools</td>
<td>Out-of-pocket costs by NTD function</td>
<td>X</td>
</tr>
<tr>
<td>Individual vanpools</td>
<td>Revenue vehicle system failures</td>
<td>X</td>
</tr>
<tr>
<td>Individual vanpools</td>
<td>Revenue hours</td>
<td>X</td>
</tr>
<tr>
<td>Individual vanpools</td>
<td>Specific days operated</td>
<td>X</td>
</tr>
<tr>
<td>Individual vanpools</td>
<td>Fuel consumption (options)</td>
<td>X</td>
</tr>
<tr>
<td>Individual vanpools</td>
<td>Fuel type</td>
<td>X</td>
</tr>
<tr>
<td>Individual vanpools</td>
<td>Specific days operated</td>
<td>X</td>
</tr>
<tr>
<td>Individual vanpools</td>
<td>Passenger miles traveled</td>
<td>X</td>
</tr>
<tr>
<td>Individual vanpools</td>
<td>Safety incidents</td>
<td>X</td>
</tr>
<tr>
<td>Individual vanpools</td>
<td>Security Incidents</td>
<td>X</td>
</tr>
<tr>
<td>Operators</td>
<td>Total costs charged to users by NTD function before subsidies</td>
<td>X</td>
</tr>
<tr>
<td>Operators</td>
<td>Use of financial payment (data reporting and/or fare buydown)</td>
<td>X</td>
</tr>
<tr>
<td>Operators</td>
<td>Vehicle inventory on June 30</td>
<td>X</td>
</tr>
<tr>
<td>Operators</td>
<td>NTD vehicle type</td>
<td>X</td>
</tr>
<tr>
<td>Operators</td>
<td>Ownership</td>
<td>X</td>
</tr>
<tr>
<td>Operators</td>
<td>Funding source</td>
<td>X</td>
</tr>
<tr>
<td>Operators</td>
<td>Year of manufacture</td>
<td>X</td>
</tr>
<tr>
<td>Operators</td>
<td>Model number</td>
<td>X</td>
</tr>
<tr>
<td>Operators</td>
<td>ADA accessible (yes/no)</td>
<td>X</td>
</tr>
<tr>
<td>Operators</td>
<td>Fuel type</td>
<td>X</td>
</tr>
<tr>
<td>Operators</td>
<td>Vehicle length</td>
<td>X</td>
</tr>
<tr>
<td>Operators</td>
<td>Seating capacity</td>
<td>X</td>
</tr>
<tr>
<td>Vanpool Program</td>
<td>Program administration costs by NTD function, object class</td>
<td>X</td>
</tr>
<tr>
<td>Vanpool Program</td>
<td>Funding sources earned, applied to capital, operations</td>
<td>X</td>
</tr>
</tbody>
</table>

Definitions for non-vehicle inventory data items are provided below:

- Out-of-pocket costs by NTD Function: Any expenses paid by vanpool users that are not covered by a van’s lease cost or fares (e.g., gasoline, parking fees, and tolls)
- Revenue vehicle system failures: Failures that prevent a vehicle from completing its scheduled service
- Fuel consumption: Fuel consumed in the provision of the vanpool service
- Specific days operated: Days of operation must be tracked by weekday, Saturday and Sunday service
- Revenue hours: Hours the vehicle is operated in passenger service
- Revenue miles: Miles the vehicle travels in passenger service
- Unlinked passenger trips: Total passenger boardings
- Passenger miles traveled: Total miles traveled for each passenger (e.g., five passengers traveling 10 miles in one van is 50 passenger miles)
- Safety and security incidents: Accidents and crimes as defined in Section 3
- Total costs charged to users by NTD function before subsidies: The actual costs charged to users each month broken down by four pre-defined NTD operating functions and one capital leasing area.
- Use of financial payment: How financial incentives provided by the vanpool program are used to either pay for operator costs or to reduce costs charged to users.
- Program administration costs by NTD function, object class: All costs associated with operating the vanpool program broken down by pre-defined NTD function and object classes (e.g., administrative costs, marketing costs, legal costs, etc.)
- Funding sources earned and/or applied to capital and operating expenses: Source of all revenue used to operate the program and pay subsidies.

A complete explanation of the NTD forms and the data collected by those forms is provided in Appendix A. Section 3 of this report provides a recommended process for the collection of the data items presented in Table 1.
Section 2 provided a summary of the information that must be collected for NTD reporting. The vanpool operators and individual vanpools must provide a large amount of the required data. This means that the vanpool program will need to regularly work with hundreds of vanpool operators and drivers. Depending on the success of the vanpool program, 500 or more vanpools could report data on a monthly basis.

It is easy to see that a well-defined and efficient collection process must be in place. Interviews with other agencies that collect NTD data from vanpool riders indicate that the collection process can be time consuming, reporting errors from first-time reporting vanpools are common, and as many as 10 percent of vanpools will fail to provide data on time.

Task 2I provided an analysis of the different NTD data collection tools currently available. Options included paper-based, Excel-based, online, and automatic reporting.

The Task 2I report noted that the Utah Transit Authority (UTA) allows vanpool operators to report NTD data using paper forms or a Web-based system. The Web-based system was introduced in 2009. In less than two years approximately 80 percent of users switched over voluntarily. This indicates that there is a strong preference for Web-based reporting systems.

Given the highly educated population in Northern Virginia, the demand for Web-based tools may be even higher here. To assure a positive customer service experience and reduce administrative burdens associated with NTD reporting, it is recommended that Northern Virginia utilize a Web-based reporting system. The remainder of this section assumes that the planned vanpool program will utilize a Web-based reporting system.

The data collection recommendations are divided into the following sections:

- Tools for collecting data;
- Collecting vanpool program data;
- Collecting operator data;
- Collecting and validating individual vanpool data;
- Individual vanpool reporting steps; and
- Enforcement.

### 3.1 Tools for Collecting Individual Vanpool and Operator Data

Task 2I provides in-depth descriptions of tools available to collect data from vanpool operators. Given the anticipated size of the proposed vanpool program it is strongly recommended that a web-based system be purchased or created for the collection and verification of individual vanpool data. The actual system should track the following information:

- **Enrollment Information**
  - Contact information for the individual reporting data for a vanpool
  - Rider names
  - Rider pickup and drop-off locations
  - Rider pickup and drop-off times
  - Rider pickup and drop-off days
  - Commuting trip information
    - Distances between pickup and drop-off locations
    - Distances traveled within specific urbanized and non-urbanized areas
    - Deadheading distances for vanpools operated by entities operating more than one van
- Vehicle information
  - Odometer readings
  - Manufacturer
  - Model
  - Fuel type
  - Length
  - Ownership
  - Vehicle funding source
  - ADA accessibility

- Operational Information
  - Rider usage by day
  - Fuel costs and consumption
  - Toll costs
  - Parking fees
  - Cleaning fees
  - Miscellaneous costs paid by riders
  - Mechanical failure information
  - Safety and security information

The system should also allow for e-signatures so that individuals reporting data can verify that the information provided is accurate to the best of their knowledge.

The enrollment information about the riders, commuting can be collected during an operator's enrollment process. It should be updated as conditions change. This updating process would allow changes to be made by the individual vanpools or operators subject to approval by the vanpool program. Examples of changes include:

- Change reporter's contact information
- Add or delete passengers
- Change rider pickup and drop-off locations
- Change rider pickup and drop-off times
- Change rider pickup and drop-off days
- Adjust vanpool routes
- Submit changes to vehicle information

By geographically tracking rider pickup and drop-off locations and times, the system would be able to automatically track vehicle revenue hours, vehicle revenue miles, passenger trips, passenger miles, and operating expenses. The system would also be able to track those items by urbanized areas (UZAs) and Non-UZAs, as required by the NTD. In addition, as the geographic area in which vanpool vehicle miles are operated will be used for the suballocation of incremental 5307 revenues, the system must be able to determine the vanpool revenue miles operated in the Transit Zone, in greater Prince William County, in the GWRC jurisdictions, and elsewhere.

The vanpool program should consider asking for waiver regarding the collection of fuel consumption data. The NTD requires that actual fuel consumption be reported; however, experience has shown that this is very difficult. Wavers have been granted to other vanpool
programs and have allowed them to use fuel consumption averages by vehicle type. It is recommended that the program seek a waiver.

It is recommended that a request for proposals be issued that identifies all of the above listed needs. A tool can then be selected based on its price and ability to meet the program’s data collection and evaluation needs.
3.2 Collecting Vanpool Program Data

Vanpool program data consists of program operating costs and revenue sources. Program operating costs must be reported by standard object classes and detailed function as specified in the Uniform System of Accounts. Operating funds must be reported by source including federal, state, local, and directly generated funds. The collection of this type of data is a relatively simple process and can be done with standard accounting tools and does not require the specialized tool discussed in Section 3.1. Good bookkeeping standards should assure that all required NTD vanpool program data are available for reporting purposes.

3.3 Operator Data

The operators should report financial data monthly to the vanpool program. The data would be reported by individual vanpool. These data include:

- **Total costs charged to users by NTD function before subsidies.** The total costs are the actual costs charged to users each month broken down by four pre-defined NTD operating functions and one capital leasing area. The total costs are those before any subsidies are applied that are received from the vanpool program, employers, or other sources.

- **Use of financial payment.** It is recommended the vanpool program provide operators with a financial payment that could be used to pay for operator costs or to reduce costs charged to users. The operators would be required to indicate how this payment was used for each vanpool.

Annually, the operators should report data on the vehicles being operated on the last day of the fiscal year for PRTC which is June 30. Specific items that should be obtained about the vanpool vehicle include the following:

- Manufacturer
- Model
- Fuel type
- Length (can be obtained by a site such as edmunds.com if unknown)
- Ownership
- Vehicle funding source
- ADA accessibility
- Lifetime mileage

The operator data should be submitted through the web-based program. The submittal of the monthly data should be made a contractual requirement for receiving the financial payment from the vanpool program.

3.4 Collecting and Validating Individual Vanpool Data

Individual vanpool data is provided by individual vanpools or by the operators. The specific procedure used to collect daily data from vanpools (i.e. paper or electronic) will be left to the discretion and judgment of each operator. However, each operator will be responsible for enforcing data collection requirements and for providing the data promptly to the program using an electronic reporting procedure to be developed.
A process to enforce data collecting requirements is discussed in Section 3.6. A process that the vanpool program can use to collect data from individual vanpools is discussed below. The process that individual vanpools must go through to collect and report data is described in Section 3.5.

As noted previously, the program may work with more than 500 vanpools on a monthly basis. Collection of data from these vanpools should be performed through the online tool described in Section 3.1.

Data can be entered directly by the individual vanpool or by the operator. It will be the responsibility of the operator to decide which approach will be used. A primary data reporter should be identified for each vanpool. In some cases it may be appropriate to designate a secondary reporter as a backup. These people are responsible for the collection and reporting of all individual vanpool data shown in Table 1.

These people can be provided with user accounts that allow them to login to the vanpool reporting tool described in Section 3.1. Special log-in accounts should be provided to operators who wish to enter the data for their vanpools. The collection and validation of data from individual vanpools should follow the process outlined below and visually depicted in Figure 1:

1. Send an email reminder to vanpool reporters approximately one week before the reporting deadline.
2. Confirm receipt of data and contact delinquent reporters.
3. Check for route changes or terminations.
4. Check for rider adds and drops.
5. Randomly sample vanpools to assure reported riders are still enrolled.
6. Verify vans meet minimum ridership thresholds required to receive subsidies.
7. Verify fuel consumption.
8. Follow up as needed regarding mechanical, security, and safety issues.
9. Place vans that fail to meet ridership requirements on probation.
10. Remove vans from the program that failed to meet ridership requirements during the probation period.
11. Remove vans that have been terminated from the program.
12. Cancel subsidies for vans that failed to report NTD data.

Vanpools should report data by the 10th of each month. As an example, vanpool data for the month of March should be reported by April 10. Requiring data reporting by the 10th allows approximately two weeks to contact vanpools that forgot to report and encourage them to do so. Vanpool that fail to provide data by the 25th of the month should have their subsidies canceled.

Step 5 is recommended if the program lacks a direct way to track vanpool riders. If the program is dependent on reports from vanpools to verify the number of riders per van, the program should randomly select four percent of the vans for rider verifications each month. During the verification process riders should be contacted to assure that they are still riding in the van as reported. No van should be selected for random verification more than once in a twelve-month period. Selecting four percent of vans for this process each month means that approximately 50 percent of vanpool riders will be contacted each year. Any vanpool operator caught misreporting data should be immediately removed from the program.
Step 8 addresses safety and security information, which must be reported to the NTD on a monthly basis. Each month vanpools should be asked to verify that no mechanical, safety, or security incidents occurred. Vanpools should report major safety or security incidents immediately. The monthly reporting process allows any incidents that may have gone unreported to be identified. A major incident meets one or more of the following:

- Two or more injuries (1 injury for a collision at a grade crossing)
- A fatality other than a suicide
- Property damage greater than $25,000 (less than or equal to $7,500 for a collision at a grade crossing)
- Forcible rape

Minor safety or security incidents can be reported with monthly data submittals. A minor incident is an event that meets one or two of the following:

- One injury
- Property damage greater than or equal to $7,500 and less than $25,000
- Occurrence of robbery, aggravated assault, burglary, larceny/theft or vehicle theft
- Arrest or citation for other assaults or vandalism

An injury is defined as “requiring immediate medical attention away from the scene of the safety incident.” Safety and security incidents are very rare with vanpool programs. Should one occur the administrative professional assigned to the safety or security incident should contact the vanpool program’s representative at the NTD for assistance reporting the incident.
Figure 1

1. Send e-mail reminder
   - Log not received
     - Contact vanpool operators and verify the vanpool is still in operation
       - Log provided
         - Log received
           - Check for route changes or terminations
             - Terminated
               - Not terminated
                 - Check for rider adds & drops
                   - Data incorrect
                     - Remove vanpool
                       - Threshold not met and exceeds probation period
                         - Verify that ridership meets minimum thresholds
                           - Threshold met
                             - Place van on probation
                           - Threshold not met
                             - Release subsidy

2. Log provided
   - Randomly sample for rider checks
     - Data correct
       - Verify fuel consumption
         - Follow up on mechanical, security and safety issues
           - Release subsidy
3.5 Individual Vanpool Reporting Steps

The processes described in Section 3.3 outlined the internal steps that the program will need to perform each month and when vanpools are added to the program. Vanpools will need to conduct the steps outlined in this section to assure that data are accurately collected in a timely manner for sharing with the vanpool program.

3.5.1 Daily Data Collection

Vanpools should collect certain data daily to minimize reporting errors. Information that should be collected daily includes:

1. Riders who board the vehicle in the morning
2. Riders who board the vehicle in the evening
3. Any deviations a rider may make from his or her standard boarding location or time

Depending on the data collection tool selected by the vanpool program and the data reporter’s access to the Internet, vanpools may choose to report the data daily or record the above items in a journal and report them weekly or monthly. Data reporters should be free to decide the frequency of their own reporting so long as each month’s data are reported no later than the established reporting deadline, which is likely to be on or around the 10th of each month.

Should a van experience a major incident, as described in Section 3.3, that incident should be reported immediately to the vanpool program.

3.5.2 Monthly Data Collection

Vanpools are also required to track data for events and transactions that will occur more randomly throughout the month. Those items include:

1. Route changes
2. Vehicle changes
3. Rider adds or drops
4. Fuel consumption
5. Minor incidents as defined in Section 3.3

The above items should be tracked and collected by all vanpools and submitted with their monthly reports.

3.6 Enforcement

An enforcement process is necessary to assure that vanpools provide NTD data in a timely manner. As noted previously, it is recommended that subsidies be canceled for vanpools that fail to provide data by the 25th of the month. Once vanpool reporting is brought up to date subsidies can be renewed; however, missed subsidies should not be provided retroactively.

One vanpool operator contacted as part of the development of this task said, “Don’t be afraid to withhold a subsidy. You have to be proactive.” Her vanpool program has never had to withhold a subsidy due to a vanpool’s failure to report data in a timely manner.
It will be the operator’s responsibility to contact vanpools that fail to report. These operators will be responsible for their own enforcement and should be allowed to use whatever enforcement process they deem appropriate. However, failure of one or more of their vanpools to report on time should reduce the value of the subsidy provided to the vanpool operator.

4.0 Conclusions

This document provides recommendations for tracking, validating and reporting NTD data. The processes outlined should be viewed as a guide. The recommendations are based on comments from various people who may reasonably disagree with one another. The riders and vanpool operators in Northern Virginia will vary from those in other areas. In addition, the vanpool program will have different staff members and different tools for tracking data. What has worked well in one location may not work well in Northern Virginia. The vanpool program should not be afraid to make changes to the reporting process.
Appendix A: NTD Forms

A.1 Form F-10: Funds Expended and Funds Earned

What is it for?

This form is designed to identify the source of funds used by the vanpool-operating agency. Applicable funding sources include federal, state and local sources along with any funds generated by the vanpool agency itself.

What information needs to be collected to complete the form?

All revenue collected by the program. In the case of vanpool programs revenue sources include all fees paid by riders including costs for fuel, tolls and other out-of-pocket expenses.

Who provides the information?

<table>
<thead>
<tr>
<th>Program</th>
<th>Operators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal funds</td>
<td>Fares</td>
</tr>
<tr>
<td>State funds</td>
<td>Out-of-pocket</td>
</tr>
<tr>
<td>Local funds</td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
</tr>
<tr>
<td>Section 5307</td>
<td></td>
</tr>
</tbody>
</table>

A.2 Form F-30: Operating Expenses

What is it for?

This form is used to track the programs operating expenses by various categories. Operating expenses include costs associated with the administration of the program and operation of the vanpools.

What information needs to be collected to complete the form?

The information that needs to be collected for this form includes the following: (1) labor costs including salaries, fringe benefits and professional services (2) materials and supplies, which in the case of the recommended vanpool program primarily includes supplies for general administration; (3) utilities; (4) casualty and liability; (5) taxes; (6) purchased transportation services; and (7) miscellaneous.

Purchased transportation services include the costs incurred by vanpool operators, excluding lease and depreciation costs. Examples of these costs include fuel, scheduled maintenance, repairs (including accidents and vandalism), cleaning, tires, towing, windshield wiper blades, taxes and inspections.

Miscellaneous items are incurred by the vanpool agency and include items such as dues and subscriptions, travel and meeting expenses, entertainment expenses, advertising and promotional expenses, and guaranteed ride home expenses.
Who provides the information?

<table>
<thead>
<tr>
<th>Program</th>
<th>Operators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor costs</td>
<td>Fuel</td>
</tr>
<tr>
<td>Materials &amp; supplies</td>
<td>Scheduled</td>
</tr>
<tr>
<td></td>
<td>maintenance</td>
</tr>
<tr>
<td>Utilities</td>
<td>Repairs</td>
</tr>
<tr>
<td>Casualty &amp; liability</td>
<td>Cleaning</td>
</tr>
<tr>
<td>Taxes</td>
<td>Tires</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Towing</td>
</tr>
<tr>
<td></td>
<td>Etc.</td>
</tr>
</tbody>
</table>

A.3 Form F-40: Operating Expenses Summary

What is it for?

This form summarizes total agency expenses for all travel modes and types of services reported. For example, a transit agency may operate bus service, light rail service and commuter rail service. That transit agency is required to complete one form F-30 for each type of service. Form F-40 consolidates the data reported on the various F-30 forms. In addition, form F-40 reconciles expenses reported on form F-30 with other expenses that may be reported by a transit agency. In the case of the recommended vanpool program, this form is interested in lease costs.

What information needs to be collected to complete the form?

To complete this form monthly lease costs must be collected from vanpool operators.

Who provides the information?

<table>
<thead>
<tr>
<th>Program</th>
<th>Operators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Already supplied on F-30</td>
<td>Lease costs</td>
</tr>
</tbody>
</table>

A.4 Form A-30: Revenue Vehicle Inventory

What is it for?

This form is used to report data regarding the number of revenue vehicles in the fleet and those vehicle's characteristics.

What information needs to be collected to complete the form?

Information is collected for all vehicles in the fleet at the fiscal year end. Vehicles that were in use for part of the year but not at the fiscal year end are not included in the report. For each vehicle included in the fleet it will be necessary to know the vehicle year of manufacture, manufacturer, model, fuel type, length, seating capacity and odometer reading.
Who provides the information?

<table>
<thead>
<tr>
<th>Program</th>
<th>Operators</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vehicle year</td>
</tr>
<tr>
<td></td>
<td>Manufacturer</td>
</tr>
<tr>
<td></td>
<td>Model</td>
</tr>
<tr>
<td></td>
<td>Fuel type</td>
</tr>
<tr>
<td></td>
<td>Length</td>
</tr>
<tr>
<td></td>
<td>Seating capacity</td>
</tr>
<tr>
<td></td>
<td>Odometer</td>
</tr>
</tbody>
</table>

A.5 Form S-10: Service

What is it for?

This form is used to report data about the vanpool service provided and the use of the vanpool service by riders.

What information needs to be collected to complete the form?

Information that must be collected to complete this form includes period of service, number of miles and hours that the vehicle is in operation, number of passenger boardings, number of passenger miles (revenue miles) and days of operation.

All information must be separated between weekday service, Saturday service and Sunday service. In addition, all information reported must be actual data with the exception of passenger miles traveled, which can be estimated through sampling. Information must be collected for each vanpool in operation during the reporting year.

Who provides the information?

<table>
<thead>
<tr>
<th>Program</th>
<th>Operators</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Period of service</td>
</tr>
<tr>
<td></td>
<td>Hours and miles in operation</td>
</tr>
<tr>
<td></td>
<td>Passenger boardings</td>
</tr>
<tr>
<td></td>
<td>Revenue miles</td>
</tr>
<tr>
<td></td>
<td>Days of operation</td>
</tr>
</tbody>
</table>

A.6 Form R-20: Maintenance Performance

What is it for?

This form is used to report mechanical failures that prevent a vehicle from completing its scheduled trip.
What information needs to be collected to complete the form?

Track the total number of mechanical failures that occur that prevent a vehicle from completing its scheduled trip.

Who provides the information?

<table>
<thead>
<tr>
<th>Program</th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mechanical failures</td>
</tr>
</tbody>
</table>

A.7 Form R-30: Energy Consumption

What is it for?

This form collects information on the amount of fuel used by the vanpools.

What information needs to be collected to complete the form?

The total of all types of fuel consumed during the reporting period must be tracked. Fuel consumption should be separated by type, including gasoline, diesel and compressed natural gas.

Who provides the information?

<table>
<thead>
<tr>
<th>Program</th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Depends on methodology</td>
</tr>
</tbody>
</table>

A.8 Form FFA-10: Federal Funding Allocation Statistics

What is it for?

This form collects data that the Federal Transit Administration uses to apportion funds for the Section 5307 and 5309 programs.

What information needs to be collected to complete the form?

This form requires that vehicle revenue hours, vehicle revenue miles, passenger trips, passenger miles and operating expenses be allocated by urbanized area (UZA) and non-urbanized area (non-UZA). The information requested is already collected for forms S-10, S-20 and F-30; however, that information must be allocated to UZAs and non-UZAs. The method of allocation will be dictated by the local transit agency through which NTD data are reported. This allocation process will be much easier if electronic data collection tools are used.

Who provides the information?

<table>
<thead>
<tr>
<th>Program</th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performs allocation</td>
<td>Provides base data</td>
</tr>
</tbody>
</table>