

Performance Reporting Program

Shauna Miller
October 2020



YOUR *Safety* • • • ► YOUR *Mobility* • • • ► YOUR *Economic Opportunity*

Data



Why is it important?



National Transit Database



☞ **Required Reporters**

☞ **NTD Data Products**

☞ **Annual Submission**



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Quarterly Reporting



Due	Time Period
May 31	January - March
August 31	April - June
November 30	July - September
February 28	October - December



Monthly Reporting

Due	Time Period
March 31	January
April 30	February
May 31	March
June 30	April
July 31	May
August 31	June
September 30	July
October 31	August
November 30	September
December 31	October
January 31	November
February 28	December



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Reporting Template



General Information



Reporting Template



- Resources
- General Information
- Mode Report
 - Demand Response
 - Fixed Route
 - Vanpool
- Fleet Inventory
- Facility Inventory

Demand Response Operations	
Service Area: <u>County / Independent City</u> Reporting Range: <u>Q1: January 1 - March 31</u> # of Vehicles Operated in Maximum Service (VOM): _____	
Vehicle Revenue Revenue Hours: _____ Revenue Miles: _____ Unlinked Passenger Trips Regular: _____ Sponsored: _____	Additional Resources Number of Volunteer Drivers: _____ Number of Personal Vehicles in Service: _____
Ridership Elderly _____ Disabled _____	Additional Information
Safety Data Reportable Incidents: _____ Fatalities: _____ Injuries: _____	
Operating Financial Information Administration _____ Operating _____ Preventative Maintenance _____ Mobility Management _____ Planning _____ \$ - - Total Expenses	Capital Financial Information Capital Expenses _____ \$ - - Total Expenses
Sources of Revenue Funds Fare revenues _____ Contract revenues _____ Local funds _____ State funds _____	Sources of Revenue Funds Fare revenues _____ Contract revenues _____ Local funds _____ State funds _____
Federal Assistance FTA Urban Program funds (§5307) _____ FTA Capital Program funds (§5309) _____ FTA Elderly Individuals and Individuals with Disabilities Formula funds (§5310) _____ FTA Other than Urbanized Area Formula funds (§5311) _____ FTA Tribal Transit funds (§5311) _____ ARRA Other than Urbanized Area Formula funds (§5311) _____ ARRA Tribal Transit funds (§5311) _____ FTA Job Access and Reverse Commute Formula Program funds (§5316) _____ FTA New Freedom Program funds (§5317) _____ FTA Alternative Transportation in Parks and Public Lands Program funds (§5320) _____ ARRA TIGGER (Greenhouse Gas and Energy Reduction) _____ Other FTA funds _____ Other Federal funds (Including Medicaid) _____ \$ - - Total Federal Assistance	Federal Assistance FTA Urban Program funds (§5307) _____ FTA Capital Program funds (§5309) _____ FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula _____ FTA Other than Urbanized Area Formula funds (§5311) _____ FTA Tribal Transit funds (§5311) _____ ARRA Other than Urbanized Area Formula funds (§5311) _____ ARRA Tribal Transit funds (§5311) _____ FTA Job Access and Reverse Commute Formula Program funds (§5316) _____ FTA New Freedom Program funds (§5317) _____ FTA Alternative Transportation in Parks and Public Lands Program funds (§5320) _____ ARRA TIGGER (Greenhouse Gas and Energy Reduction) _____ Other FTA funds _____ Other Federal funds (Including Medicaid) _____ \$ - - Total Federal Assistance
Total Revenues Other funds _____ \$ - - Total Revenues Expended	Total Revenues Other funds _____ \$ - - Total Revenues Expended



Resources



ITD Contact Person	
Ada Finlayson, Grants & Contracts Officer	
Phone Number:	208 334-8848
Shauna Miller, Grants & Contracts Officer	
Phone Number:	208 334-8533
E-Mail:	PTReporting@ITD.Idaho.gov

NTD Reporting Glossary
http://www.ntdprogram.gov/ntdprogram/rural.htm



General Information



☞ Agency Information

☞ Contact Information

☞ General Purpose Maintenance Facilities



General Information



Agency Type:	<input type="text"/>
Agency Acronym:	Private Non-Profit
Organization Type:	Private For Profit
DUNS Number:	Public Agency (Tribal)
	Public Agency (not ITD/Tribal)
	ITD



General Information

Drop Downs Boxes



☞ Agency Type

☞ Organization Type



Reporting Template



Modal Reporting



Mode Reporting



- ∞ General Information
- ∞ Vehicle Revenue
- ∞ Unlinked Passenger Trips
- ∞ Ridership
- ∞ Safety Data
- ∞ Additional Resources
- ∞ Additional Information
- ∞ Financial Information
 - ∞ Operating
 - ∞ Capital



NTD Modes of Service



∞ Bus (MB) = Fixed Route Service

∞ Demand Response (DR) = Demand Response Service

∞ Demand Response - Taxi (DT) = Taxi Service

∞ Vanpool (VP) = Vanpool Service

∞ Commuter Bus (CB) = Intercity Bus Service



General Information



Service Area:	County / Independent City			
Reporting Range:	Q1: January 1 - March 31			
# of Vehicles Operated in Maximum Service (VOM):				

Days of Service:			
Weekdays:		Saturday:	
		Sunday:	



General Information



Additional Resources							
Number of Volunteer Drivers:							
Number of Personal Vehicles in Service:							
Additional Information							



Reporting Template



Service Information



Revenue Service



- ❧ The time when a vehicle is available to the general public and there is an expectation of carrying passengers. The passengers either:
 - ❧ Directly pay fares;
 - ❧ Are subsidized by public policy; or
 - ❧ Provide payment through some contractual arrangement.

- ❧ Vehicles operating in fare free service



Revenue Information



Vehicle Revenue							
Revenue Hours:				Revenue Miles:			
Unlinked Passenger Trips							
Regular:				Sponsored:			
5310 Ridership:							
Elderly:				Disabled:			



Reporting Template



Safety Information



Safety Data



Safety Data							
Reportable Incidents:				Non-Reportable Incidents:			
Fatalities:							
Injuries:							



Safety Event



- ∞ Fatalities
- ∞ Injuries
- ∞ Property Damage
- ∞ Collisions
- ∞ Evacuations



Fatalities



∞ A fatality is a death due to...

∞ Collision (including suicides),

∞ Hazardous Material Spill,

∞ Fire,

∞ Acts of God

∞ System or Personal Security Event (including suicides)

∞ Other Safety Event



Injuries



☞ Serious Injury

- ☞ Requires hospitalization for more than 48 hours within 7 days of the event;
- ☞ Results in fracture of any bone (except simple fractures);
- ☞ Causes severe hemorrhages, or nerve, muscle, or tendon damage;
- ☞ Involves an internal organ; or
- ☞ Involves 2nd or 3rd degree burns, or any burns affecting more than 5% of the body surface.

☞ Non-Serious Injuries



Reportable Collisions



- ☞ Meets thresholds
- ☞ Vehicle Towed
- ☞ Suicide
- ☞ Damage Threshold (\$25,000)



Damage Threshold



Estimated property damage equal to or exceeding
\$25,000



Evacuations



Evacuation of a transit facility or vehicle for life-safety reasons.



Reporting Template



Financial Information



Financial Information



œ Operating

œ Capital

œ Actual vs. Accrual



Operating Financials



Operating Financial Information	
	Administration
	Operating
	Preventative Maintenance
	Mobility Management
	Planning
\$ -	Total Expenses



Sources: Revenue Funds



Sources of Revenue Funds

Fare revenues

Contract revenues (not Medicaid)

Local funds

State funds



Federal Assistance



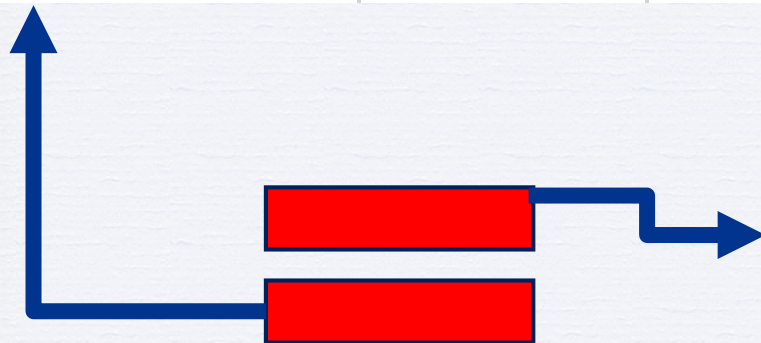
Federal Assistance	
	5307 - FTA Urban Program funds
	5310 FTA Elderly & Individuals with Disabilities Formula Program funds
	5311 FTA CARES Act Funding
	5311 FTA Other than Urbanized Area Formula funds
	5311 FTA Tribal Transit funds
	Federal Area on Aging Funding
	Medicaid Funding
	Other FTA funds
	Other Federal funds
\$	- Total Federal Assistance



Total Revenues



Total Revenues	
	Other funds
\$ -	Total Revenues Expended



Planning	
\$ -	Total Expenses



Capital Financials



Capital Financial Information	
	Capital Expenses
\$ -	Total Expenses



Sources: Revenue Funds



Sources of Revenue Funds	
	Fare revenues
	Contract revenues (not Medicaid)
	Local funds
	State funds (not VIP)



Federal Assistance



Federal & State Assistance	
	5307 FTA Urban Program funds
	5309 FTA Capital Program funds
	5310 FTA Elderly & Individuals with Disabilities Formula Program funds
	5311 FTA CARES Act Funding
	5311 FTA Other than Urbanized Area Formula funds
	5311 FTA Tribal Transit funds
	5339 Bus & Bus Facilities Program
	Vehicle Investment Program (VIP - State Funds)
	Federal Area on Aging Funding
	Medicaid Funding
	Other FTA funds
	Other Federal
\$ -	Total Federal Assistance



Total Revenues



Total Revenues	
	Other funds
\$ -	Total Revenues Expended



**ANY
QUESTIONS?**



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Reporting Template



Asset Management Information

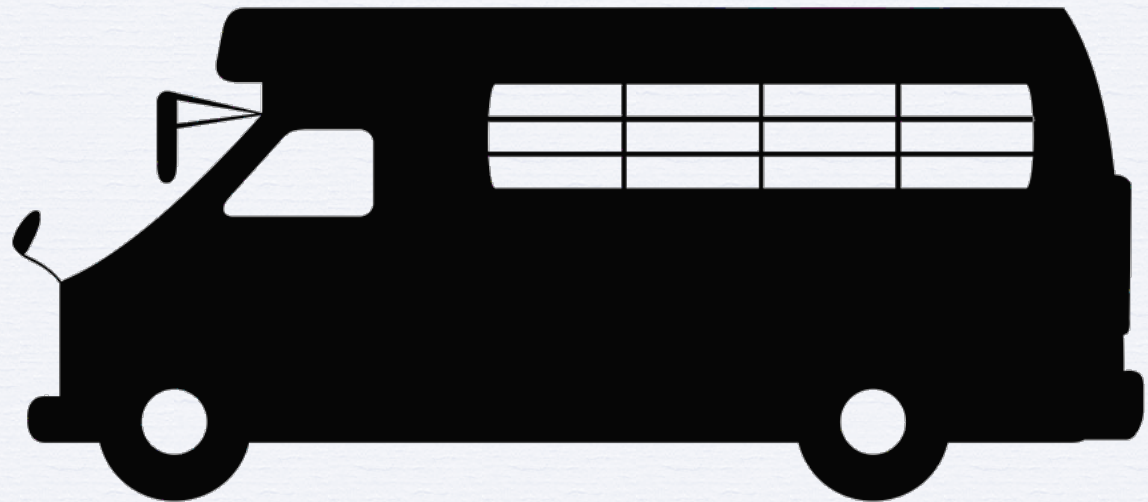


Inventory



☞ Fleet Inventory

☞ Facility Inventory



VIN	1A2C345D67EF89012
License Plate	FLEET1
ProviderVehicle ID	990
Make	Ford
Model	E350
Year	2008
Fuel Type	Gas
Type	Cutaway
Gross Vehicle Weight (GVWR)	7000
Classification	Active
Vehicle Location - City	Boise
Vehicle Location - Street Address	3311 W State St
Ownership	ITD is Lienholder/Owner
Length	22
# of Passengers(Including Driver)	11
WheelchairCapacity	2
Accessible	Yes
Lift/Ramp Type	Ramp
Lift/Ramp Weight Capacity	800
Service Mode	Demand Response
Revenue Type	Non-Revenue
Vehicle Acceptance Date	05/15/08
Vehicle In Service Date	06/01/08
Funding Information: Primary	ARRA
Funding Information: Amount	\$ 41,421.00
Funding Information: Secondary	Private Non-Profit
Funding Information: Amount	\$ 10,356.00
Total Purchase Amount	\$ 51,777.00
Registration Expiration	12/31/2015
Insurance Expiration	12/31/2015
Current Odometer	72,545
Revenue Miles	55,647
Revenue Hours	2,500
Additional Comments/Information	None

Fuel
Gas
...
...

Classification
Spare
Standby
Active

Ownership
ITD is Lienholder/Owner
Owned by Public Agency (not ITD)
Owned outright by Private Entity
Other

Lift/Ramp Type
Lift
Ramp

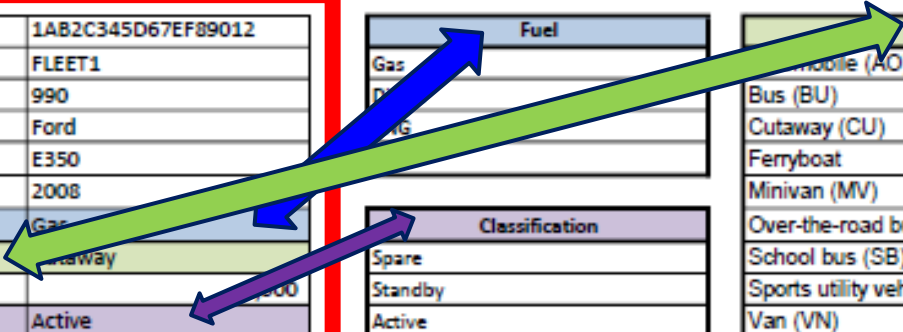
Service Mode
Demand Response
Deviated Fixed Route
Fixed Route
Non-Service

Revenue Type
Revenue
Non-Revenue

Vehicle Type
Mobile (AO)
Bus (BU)
Cutaway (CU)
Ferryboat
Minivan (MV)
Over-the-road bus (BR)
School bus (SB)
Sports utility vehicle (SV)
Van (VN)
Other (OR)

Accessible
Yes
No

Funding
ARRA
VIP
5309
5310
5311
5339
UZ – Urbanized Area Formula Program
OF – Other Federal funds
NFPA – Non-Federal public funds
NFPE – Non-Federal private funds
EMSID – Enhanced Mobility of Seniors & Individuals with Disabilities



VIN	1AB2C345D67EF89012
License Plate	FLEET1
ProviderVehicle ID	990
Make	Ford
Model	E350
Year	2008
Fuel Type	Gas
Type	Cutaway
Gross Vehicle Weight (GVWR)	9,500
Classification	Active
Vehicle Location - City	Boise
Vehicle Location - Street Address	3311 W State St
Ownership	ITD is Lienholder/Owner
Length	22
# of Passengers(Including Driver)	11
WheelchairCapacity	2
Accessible	Yes
Lift/Ramp Type	Ramp
Lift/Ramp Weight Capacity	800

Fuel
Gas
Diesel
CNG
Other

Classification
Spare
Standby
Active

Ownership
ITD is Lienholder/Owner
Owned by Public Agency (not ITD)
Owned outright by Private Entity
Other

Lift/Ramp Type
Lift
Ramp

Vehicle Type
Automobile (AO)
Bus (BU)
Cutaway (CU)
Ferryboat
Minivan (MV)
Over-the-road bus (BR)
School bus (SB)
Sports utility vehicle (SV)
Van (VN)
Other (OR)





Automobile



Bus



Cutaway



Ferryboat



Minivan



Over the Road Bus



School Bus



Sports Utility Vehicle



Van



Articulated Bus



Double decked bus



Aerial Tram

Other

Vehicle Type

Automobile (AO)

Bus (BU)

Cutaway (CU)

Ferryboat

Minivan (MV)

Over-the-road bus (BR)

School bus (SB)

Sports utility vehicle (SV)

Van (VN)

Other (OR)



Service Mode	Demand Response
Revenue Type	Non-Revenue
Vehicle Acceptance Date	05/15/08
Vehicle In Service Date	06/01/08
Funding Information: Primary	ARRA
Funding Information: Amount	\$ 41,421.00
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Current Odometer	72,545

Service Mode
Demand Response
Deviated Fixed Route
Fixed Route
Non-Service

Revenue Type
Revenue
Non-Revenue

Funding
ARRA
VIP
5309
5310
5311
5339
UZ – Urbanized Area Formula Program
OF – Other Federal funds
NFPA – Non-Federal public funds
NFPE – Non-Federal private funds
EMSID – Enhanced Mobility of Seniors & Individuals with Disabilities



Facility	Example Park & Ride Lot
Building Type	Park & Ride
Street Address	3311 W State St
City	Boise
Zip	83707
Ownership	ITD is Lienholder/Owner
Date Acquired	05/15/08
Insurance Information	
Policy Holder	Example Insurance
Policy Number	123456789
Expiration Date	12/31/15
Funding Information	
Primary	5309
Amount	\$ 500,000
Secondary	5311
Amount	\$ 250,000
Total Purchase Amount	\$ 750,000

Building Type
Administration Center
Bike/Ped
Bus Stop
Bus Storage
Carport
Garage
Hub
Maintenance
Park & Ride
Transit Center
Other

Funding
ARRA
VIP
5309
5310
5311
5339
UZ – Urbanized Area Formula Program
OF – Other Federal funds
NFPA – Non-Federal public funds
NFPE – Non-Federal private funds
EMSID – Enhanced Mobility of Seniors & Individuals with Disabilities

Ownership
ITD is Lienholder/Owner
Owned by Public Agency (not ITD)
Owned outright by Private Entity
Other



WHAAAA?!?!



Reporting Template



Common Errors



Common Errors



⌘ Balancing

- ⌘ Financial Information
- ⌘ Ridership

⌘ Inventory

- ⌘ Missing data
- ⌘ Changes to fleet
- ⌘ Mileage
- ⌘ Out dated information



ERROR



Annual Performance Report



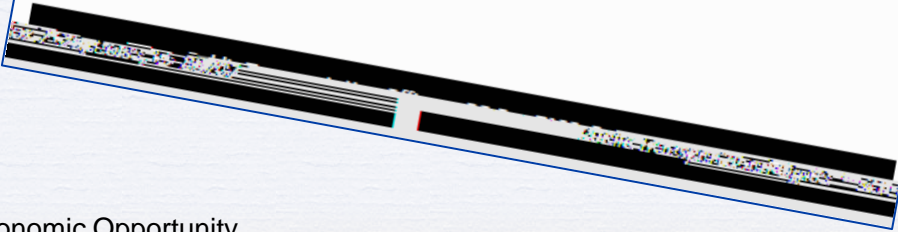
Scorecards





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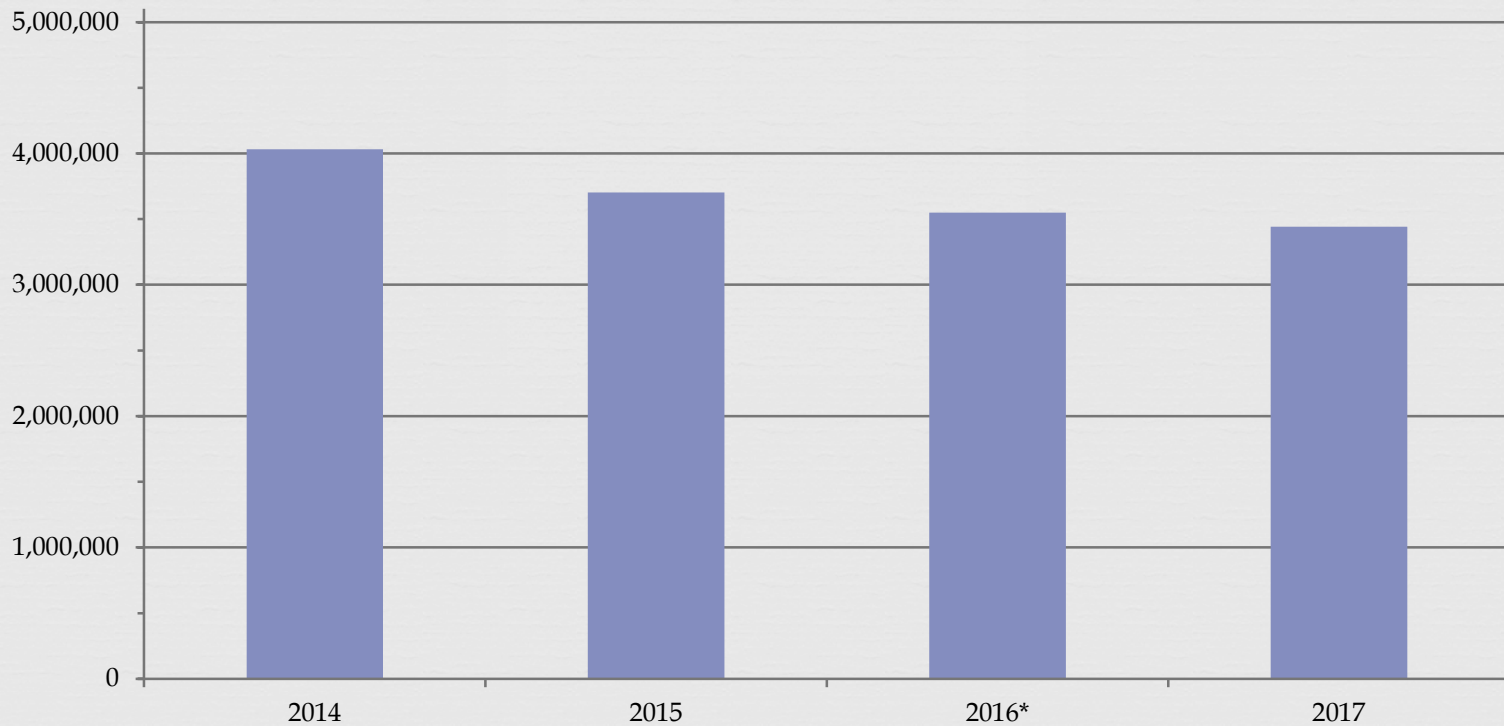
6th Annual Public Transportation Performance Report 2017



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Statewide Performance Measures

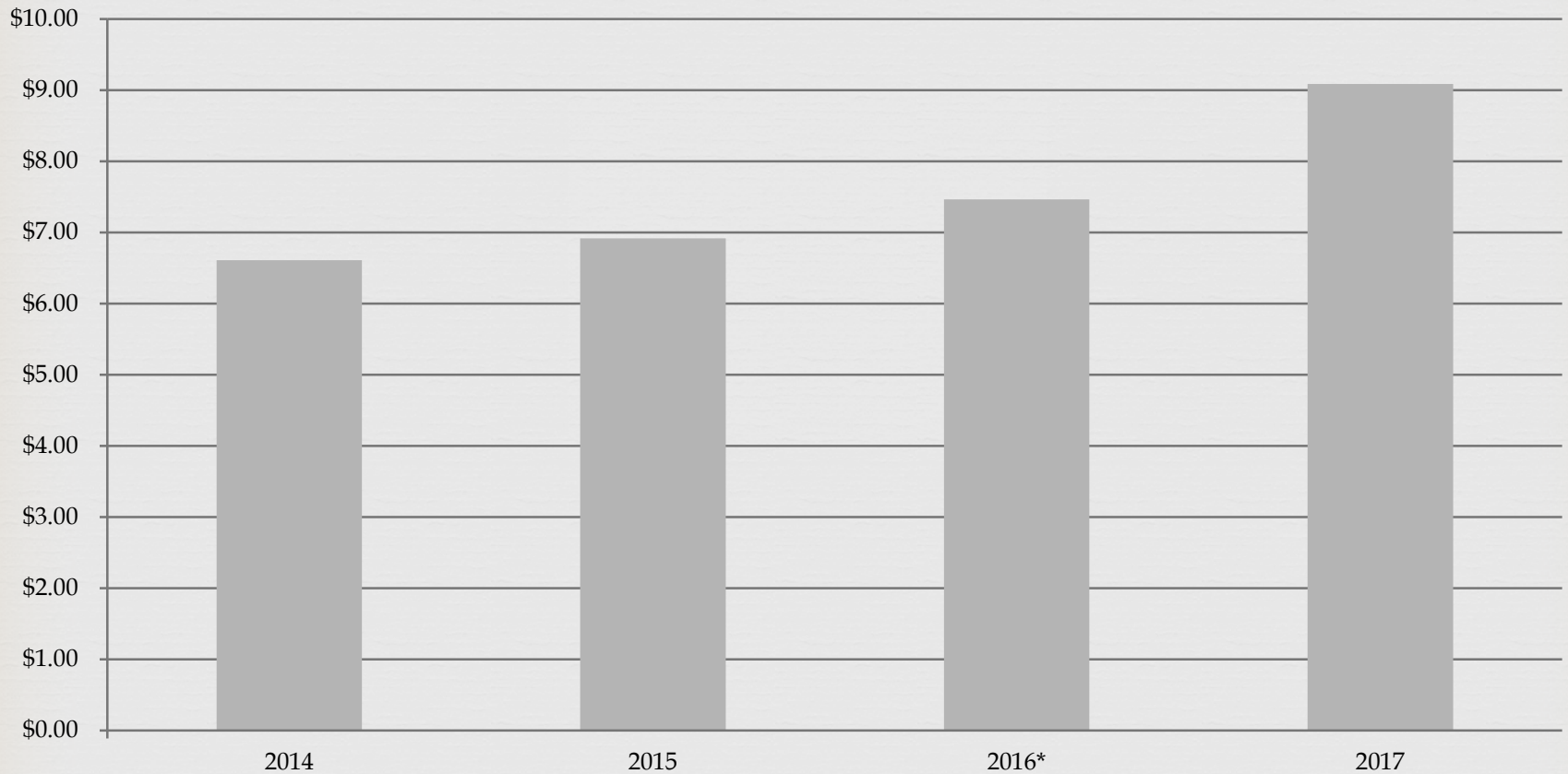
Statewide Passenger Trips:



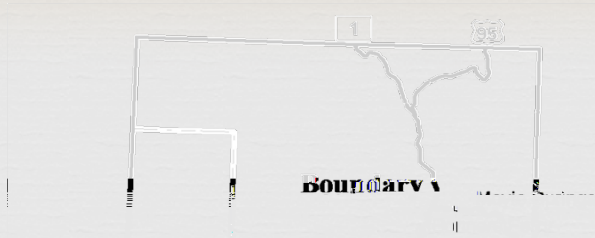
*2016 numbers adjusted to reflect error found in ridership calculation from previous year.

Statewide Performance Measures

Total Operating Costs Per Trip:



*2016 numbers adjusted to reflect error found in ridership calculation from previous year.



District 1

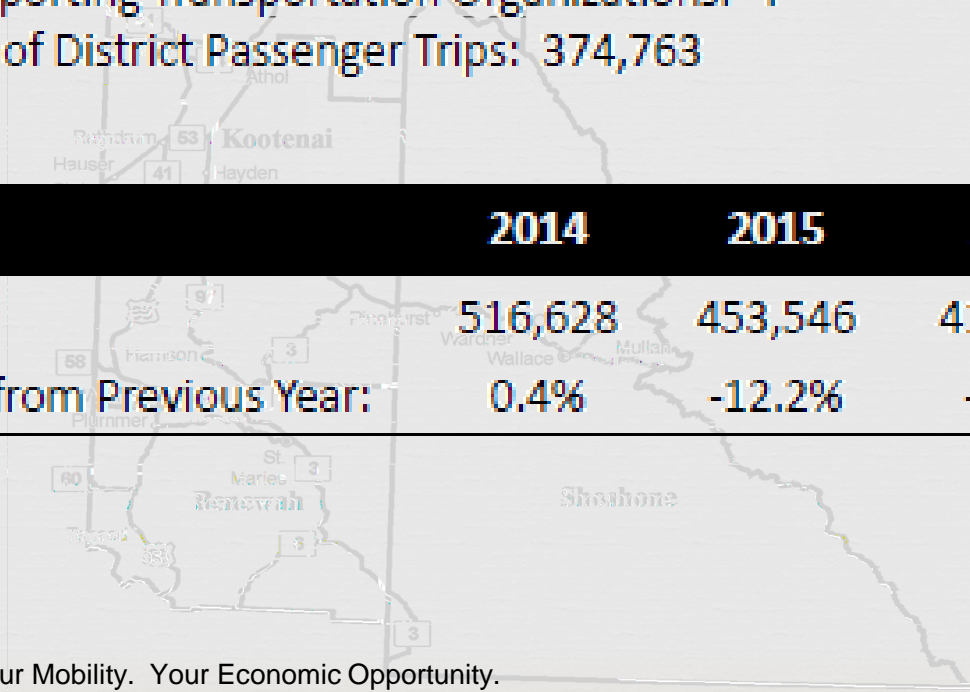


General Public Transportation Information:

Number of Reporting Transportation Organizations: 4

Total Number of District Passenger Trips: 374,763

Year:	2014	2015	2016	2017
Total Trips:	516,628	453,546	418,637	374,763
% Change from Previous Year:	0.4%	-12.2%	-7.7%	-10.5%



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Fixed Route

Passenger Trips:

Year:	2014	2015	2016	2017
Total Trips:	468,230	454,038	481,250	499,654
% Change from Previous Year:	10%	-3%	6%	4%

Operating Costs per Passenger Trip:

Year:	2014	2015	2016	2017
Total Operating Costs Per Trip:	\$4.09	\$4.19	\$4.43	\$4.52
% Change from Previous Year:	-11%	2%	6%	2%

Operating Costs per Vehicle Revenue Mile:

Year:	2014	2015	2016	2017
Total Operating Costs Per Mile:	\$4.15	\$4.07	\$4.14	\$4.37
% Change from Previous Year:	4%	-2%	2%	5%



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Provider Comments:

In 2017, Mountain Rides enjoyed a substantial increase in ridership on our Valley Route, a primary commuter route option serving communities up-and-down the Wood River Valley. We attribute this increase to having added trips throughout the day to the route.



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Provider Comments:

The Gem Transportation program will connect our residents in rural communities to critical health care, social and other services by providing safe dependable round trip transportation to the Treasure Valley area. Transportation is an important social determinant of health in rural communities. Many medical procedures and/or specialists are only available in the Treasure Valley area. Individuals with health issues are not comfortable or able to make this lengthy trip themselves and many, particularly seniors, are intimidated by city driving.

CY17 Stats (% of total trips): Nutrition (30%); Shopping (27%); Health (32%); Recreation (3%); Other (8%)



Questions

Ada Finlayson
208 334-8848

Shauna Miller
208 334-8533

PTReporting@ITD.Idaho.gov



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Example: Poll 01



A crash occurs in the afternoon. Bus was in the left hand turn lane. After the light turns green a private vehicle runs through the red light and crashes into the front of the bus. Nobody at the scene requires more than minor first aid treatment. No persons require medical transport. Damage is estimated at \$15,000. The bus had to be towed. The next day the Director receives a call that the driver passed away in the middle of the night from a heart attack.

What type of reportable incident is this?

Answer: Reportable incident



Example: Poll 02a



Three patrons are disembarking your bus. The second passenger down the stairs trips and knocks down the patron in front of and behind them. This requires the transport for 2 patrons. The third patron refuses medical attention and goes on their way.

What type of reportable incident is this?

Answer: Reportable incident



Example: Poll 02b



Three patrons are disembarking your bus. The second passenger down the stairs trips and knocks down the patron in front of and behind them. This requires the transport for 2 patrons. The third patron refuses medical attention and goes on their way.

How many serious injuries?

Answer: 2



Example: Poll 03a



A bus collides with a private car. The car is totaled; the bus incurred body damage. The car has an estimated value of \$15,000 (transit agency uses the car's *Kelley Blue Book* value or another reasonable source to estimate the present value). The cost of the bus body damage is estimated at \$12,000.

What is the total property damage for reporting purposes?

Answer: \$27,000



Example: Poll 03b



A bus collides with a private car. The car is totaled; the bus incurred body damage. The car has an estimated value of \$15,000 (transit agency uses the car's *Kelley Blue Book* value or another reasonable source to estimate the present value). The cost of the bus body damage is estimated at \$12,000.

Is this reportable?

Answer: Yes



Example: Poll 04



A transit passenger exits a transit bus, crosses the street in front of the bus, and is struck and killed by a passing motor vehicle.

What type of reportable incident is this?

Answer: Non-Reportable Incident



Example: Poll 05



You pick up Sue, Tom, and George at their homes. You drop Sue off at a medical appointment, Tom off at work, and then pick up Sue. You then drop off George to the grocery store and take Sue to the pharmacy. Once done, Sue accompanies you to pick up George and take Sue and George home.

How many trips should be logged?

Answer: 6



Example: Poll 06



You pick up 15 passengers at the local senior center to take on a drive to view the Holiday Light Tour. You pick up the passengers and drive for 2 hours before returning back at the senior center. During the trip no passengers departed the vehicle or boarded.

How many trips should be logged?

Answer: 15

