

Agency Name
Transit Policies and Procedures

Subject	Data Definitions & Acronyms
Section	Recordkeeping
Effective Date	
Approved By	
Approval Date	

Purpose

Ensure that ALDOT's current data definitions and acronyms are used when reporting and tracking data.

Definitions

ALDOT's list of definitions and acronyms is attached to this policy.

Procedure

Adopt ALDOT's definitions and acronyms for consistent recordkeeping. The Transit Director shall provide training to all employees on data definitions and acronyms. Drivers shall use these definitions and acronyms to accurately document data on their daily manifests.

Responsibilities

The Transit Director is responsible for training employees to use the proper data definitions and acronyms. Drivers are responsible for using the correct terminology when completing their daily manifests.

DEFINITIONS

ACCESSIBILITY: A measure of mobility and the ability of public transportation users to access transit modes. Accessibility includes not only how transit vehicles can be accessed but how the transit service as a whole is accessed (e.g. access to schedules and other service information).

ACCESSIBLE TRANSPORTATION: Facilities and/or vehicles which are barrier-free for all individuals (e.g. can be used by persons in wheelchairs).

ACCESSIBLE VEHICLE: A vehicle equipped with a wheelchair accessibility package which allows passengers using wheelchairs to enter, exit, and ride the vehicle.

ADMINISTRATIVE EXPENSES: The cost to administer a transportation project includes, but is not limited to, director's, secretary's, and bookkeeper's wages and fringes, office supplies, administrative office space, and utilities.

ALLOCATED COST: The total cost associated with the provision of a specific transit service including both fixed and variable costs.

ADA (AMERICAN WITH DISABILITIES ACT): Passed by Congress in 1990, this act mandates equal opportunities for person with disabilities in the areas of employment, transportation, communications, and public accommodations. Under the Act, most transportation providers are obliged to purchase lift-equipped vehicles for their fixed route services and must assure system-wide accessibility of their demand response services to persons with disabilities. Public transit providers also must supplement their fixed route services with complementary paratransit services for those persons unable to use fixed route services because of their disability.

APPORTIONMENT: The dollar amount of federal funds awarded to the state through the legislative process.

BMMS (BUS MAINTENANCE AND MANAGEMENT SYSTEM): A computerized program for transit projects to record all maintenance performed on fleet vehicles.

CAA (CLEAN AIR ACT AMENDMENTS OF 1990): Legislation which renews and expands upon previous clean air legislation aimed at reducing air pollution. It requires that all new vehicles purchased for public transportation service meet clean air requirements.

CAPITAL COSTS: The cost of equipment and facilities required to support transportation programs including vehicles, radios, shelters, etc.

CDL (COMMERCIAL DRIVER'S LICENSE): The CDL was mandated by the federal government in the Commercial Motor Vehicle Safety Act of 1986. The standardized driver's license required of bus and heavy truck drivers in every state. CDL covers drivers of any vehicle designed to seat 16 or more passengers (driver included) or gross vehicle weight of 26,001 or more pounds. Refer to www.fmcsa.dot.gov/registration-licensing/cdl/cdl.htm for detailed regulations.

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CFR (CODE OF FEDERAL REGULATIONS): The codification of the general and permanent rules and regulations (sometimes called [administrative law](#)) published in the [Federal Register](#) by the executive departments and agencies of the [Federal Government of the United States](#).

CHART OF ACCOUNTS: The line item expenditures of a program used for accounting purposes. (i.e. maintenance, fuel, driver salaries, fringe benefits, telephone, postage, director's salary, etc.)

CHARTER SERVICE: Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price and paid for by a third party. Transportation provided to the public for events or functions that occur on an irregular basis or for a limited duration. Subrecipients are only permitted to provide incidental charter service after the FTA charter participation process has been conducted and ALDOT concurs.

COMMUTE TO WORK ROUTES/VANPOOLS: A prearranged ridesharing service in which a number of people travel together on a regular basis in a van. Work routes may be publicly operated, employer operated, individually owned or leased.

COMPLEMENTARY PARATRANSIT: Transportation service that is required as part of the Americans with Disabilities Act (ADA) which complements, or is in addition to, already available fixed-route transit service. ADA complementary paratransit services must meet a series of criteria designed to ensure they meet the requirements of ADA. Refer to CFR, Title 49, Vol. 1, Part 37 for detailed information.

CONTRACT SERVICE: The transportation of a group of people for a specified cost scheduled and paid by a third party. The service is considered a premium service because the service is guaranteed. Contract Service must be open door, available to the general public, offered during regular service hours, secondary to the overall general public service, and must be operated in compliance with FTA charter regulations.

CONTRACT REVENUE: Reimbursement by any organization, government, agency, or company, as a result of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers.

COORDINATION PLAN: A plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation.

COST ALLOCATION: The ratio of the cost of a transit system to the level of service provided. Expenses are divided by miles, hours and administrative cost to obtain the cost per hour, cost per mile and administrative cost for the system. The hours and miles include all budget items that are attributable to vehicle operations and are used to calculate the "actual cost" to be recovered from all purchase of service contracts.

DBE (DISADVANTAGED BUSINESS ENTERPRISE): A certified small business which is at least 51% owned by one or more individuals socially and economically disadvantaged. The management and daily business operations must be under the control of one or more of the socially and economically disadvantaged individuals.

DEDICATED FUNDING SOURCE: A funding source, which by local or state law, is available for use only for a specific purpose and cannot be diverted to any other uses.

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DEMAND RESPONSE SERVICE: A transportation service characterized by flexible routing and scheduling of relatively small vehicles to provide point-to-point transportation. Services usually require advance reservations and can be curb-to-curb or door-to-door.

DISABLED: Any person who is either physically or mentally impaired and is unable without special facilities to use the local transit system services as effectively as persons without impairments.

DOL (UNITED STATES DEPARTMENT OF LABOR): A Cabinet department of the United States government responsible for occupational safety, wage and hour standards, unemployment insurance benefits, re-employment services, and some economic statistics

ELDERLY INDIVIDUALS AND INDIVIDUALS WITH DISABILITIES: The transportation service provided to persons who are disabled or elderly. The definition of elderly varies (e.g. age 60 and older, age 65 and older, etc.).

FARE: The designated payment for a trip on a passenger vehicle, such as cash, tokens, transfer, coupon, or pass.

FHWA (FEDERAL HIGHWAY ADMINISTRATION): A component of the U. S. Department of Transportation which provides funding to state and local governments for highway construction and improvements including funds which must be used for transit. FHWA also regulates the safety of commercial motor vehicle operations (vehicles which require a CDL to drive). FHWA is the lead agency in federal intelligent transportation activities and regulated interstate transportation.

FTA (FEDERAL TRANSIT ADMINISTRATION): A component of the U. S. Department of Transportation which administers the federal program of financial assistance to public transit.

FMCSA (FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION): The federal agency operating under the USDOT providing regulatory criteria for the safe operation of all transportation vehicles, and the rules affecting transportation drivers.

FIXED ROUTE: Transportation service operated over a set route or network of routes generally on a regular time schedule.

FIXED ROUTE WITH POINT DEVIATION: Transportation services that operate on a fixed route, but will, on demand, deviate from the route to meet passenger needs.

GENERAL PUBLIC SERVICE: A service open to the general public on a regular basis using vehicles designed to transport more than one person.

GRANTEE: A direct recipient of government funds or equipment purchased in whole or part with federal funds.

INCIDENTAL CHARTER SERVICE: Transportation services provided which do not interfere or detract from the provision of general public transportation and does not shorten the life of the equipment or facilities.

INDIAN TRIBAL GOVERNMENT: The governing body or a governmental agency of any Indian tribe, band, nation, or other organized group or community, including any Native village as defined in Section 3 of the Alaska Native Claims Settlement Act, 43 U.S.C. Section 1602, certified by the Secretary of the

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Interior as eligible for the special programs and services provided by him or her through the Bureau of Indian Affairs.

IN-KIND MATCH: The non cash resources provided by the grantee to match federal funds in the operation of the transportation system. Using general accepted accounting practices the value of said resources must be documented as to fair market value of the resources.

INTERCITY BUS PROGRAM: The Intercity Bus program is prescribed in accordance with 49 USC Section 5311(f) and requires a percentage of the 5311 annual apportionment be used to support intercity bus transportation. The intercity bus program was created to provide funding for service connections between nonurbanized areas and the larger regional or national system of intercity bus service, e.g. Greyhound. These funds may also be used for building or purchasing intermodal facilities and for marketing and planning assistance for the support of the intercity network system.

LARGE URBANIZED AREA: An urbanized area with a population of 200,000 or more.

LOCAL MATCH: A percentage of local funds (determined by the specific grant funding) required by the Federal government to complement Federal funds for a project (i.e., dedicated local tax, fares, contract revenue).

MAP-21 (MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY): On July 6, 2012, President Obama signed Moving Ahead for Progress in the 21st Century (MAP-21), reauthorizing surface transportation programs through fiscal year 2014. MAP-21 took effect on October 1, 2012 replacing previous SAFETEA-LU legislation.

MOBILITY MANAGEMENT: Mobility management is an approach that consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation-service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. Chapter 53 (other than Section 5309). Mobility management does not include operating public transportation services.

MRO (MEDICAL REVIEW OFFICER): A licensed medical doctor appointed to review drug and alcohol testing results.

MPO (METROPOLITAN PLANNING ORGANIZATION): An area wide organization charged with overseeing the urban transportation planning process. Together with the state, it carries out the planning and programming activities necessary for federal funding.

NATIONAL TRANSIT DATABASE (NTD): NTD was established by Congress to be the Nation's primary source for information and statistics on the transit systems of the United States. See www.ntdprogram.gov/ntdprogram/

NET OPERATING COST: A transportation project's eligible Operating Expenses; less any fare box or other direct revenue.

NONEXPENDABLE EQUIPMENT: Property that is durable (e.g., equipment and furniture), lasting for a year or longer, and generally has a high dollar value. Non-expendable property must be accounted for throughout its useful life.

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NONURBANIZED or RURAL: These terms are used synonymously for any area outside an urbanized area with a population of less than 50,000 inhabitants, as defined by the U. S. Bureau of the Census.

OMB (OFFICE OF MANAGEMENT AND BUDGETING): The largest cabinet-level office within the Executive Office of the President (EOP) measures the quality of agency programs, policies, and procedures.

OPERATOR: A term used to refer to the organization providing transportation service.

OPERATING COSTS/EXPENSES: Recurring expenses associated with the daily operation of a transportation system, including but not limited to items such as fuel, drivers' and dispatchers' wages, maintenance, insurance, vehicle registration, personnel performing duties supporting the system's overall operation, etc.

OPEN DOOR POLICY: During operating hours Section 5307 and 5311, FTA funded transit programs, are required to provide the general public the opportunity to freely access transportation system vehicles.

OPERATING DEFICIT: Total operating expenses less total operating revenue.

OPERATING REVENUE: Total revenue earned by a transit system through its transit operations. Revenue includes passenger fares, advertising, investment income, and any unrestricted federal, state or local funds received as a result of providing transportation services which are not used to match grant funds.

OUT OF REVENUE SERVICE: Any time public transportation vehicles are not open to allow general public access (i.e. operating hours ended, travel to maintenance facilities, etc.).

PARATRANSIT: Flexible forms of public transportation services that are not provided over a fixed route (e.g. demand response service), and most often refers to wheelchair accessible service.

PASSENGER FACILITIES: Buildings, bus shelters, waiting areas, etc. provided for general public passengers.

PASSENGER MILES: Total number of transit system miles driven with passengers onboard.

PASSENGER TRIPS: Passenger trips are always reported as "one way." If a person travels from home to the doctor office, to the pharmacy, then home, the trip count is three (3).

PEAK PERIOD: The hours during a day when the maximum amount of passenger travel occurs.

PEAK REQUIREMENT: The number of transportation program vehicles and drivers necessary to meet the demands of the peak travel period.

PERSONAL CARE ATTENDANTS/PCAS: Persons eligible under ADA regulations must be allowed a personal care attendant traveling with the eligible rider at no additional cost.

POINT DEVIATION: Transportation service in which the transit vehicle is required to arrive at designated stops in accordance with a prearranged schedule but is not given a specific route to follow between these stops.

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PREVENTATIVE MAINTENANCE: All activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of assets in a cost effective manner, up to and including the current state of the art for maintaining such assets.

PRIME CONTRACTS: Monetary awards made to businesses, consultants, etc. who are fully responsible for the contracted work.

PROGRAM OF PROJECTS (POP): A list of transit projects to be funded in a grant application submitted to FTA by the ALDOT.

PUBLIC HEARING: A formal meeting held that provides an opportunity for the general public to comment on a proposed transit project.

PUBLIC TRANSPORTATION: Transportation service transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include exclusive school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by AMTRAK. Public transportation service must be open door.

RPC (REGIONAL PLANNING COMMISSION): In Alabama there are thirteen (13) bodies designated as coordinating bodies in response to SAFETEA-LU or any subsequent funding re-authorization requirements for coordination of various federally funded transportation programs. The RPCs serve as the primary point of contact for development and implementation of transportation coordination plans. See Appendix I for a complete list of Alabama RPCs.

REVENUE SERVICE: The time during which transportation vehicles provide service (i.e., during the regular operating hours open to the general public).

RTAP (RURAL TRANSIT ASSISTANCE PROGRAM): A FTA program offering training materials, technical assistance and other support services for rural transit systems.

RIDESHARING: A form of transportation, other than public transit, in which more than one person shares in the use of the vehicle, such as a van or car, to make a trip.

RISK MANAGEMENT: The identification and evaluation of a transit system's safety management program's potential safety hazards to employees, passengers, and the public producing a plan to minimize danger/risk.

ROAD CALL: Any situation which requires assistance from the maintenance department during the vehicles regular operating hours.

SAFETEA-LU (SAFE, ACCOUNTABLE, FLEXIBLE, EFFICIENT TRANSPORTATION ACT, A LEGACY FOR USERS): Federal legislation enacted in August 2005 which authorized Federal surface transportation programs through federal FY 2009 and extended until September 30, 2012 when MAP-21 legislation became effective.

SECTION 504: The section of the Rehabilitation Act of 1973 which states, in part, that no disabled individual shall be denied the benefits of any program or activity receiving Federal financial assistance.

SECTION 5310 (49 USC 5310 of the Federal Transit Act of 1992, as amended): A program providing formula funding to states for the purpose of assisting private nonprofit groups in meeting the

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transportation needs of seniors and persons with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. Funds are apportioned based on each state's share of population for these groups of people.

SECTION 5311 (49 USC 5311 of the Federal Transit of 1992): A program providing formula funding to states for the purpose of supporting public transportation in areas of less than 50,000 population. It is apportioned in proportion to each State's nonurbanized population. Funding may be used for capital, operating, State administration, and project administration expenses.

SMALL URBANIZED AREA: A municipality with a population of at least 50,000 but less than 200,000 and is not a part of an existing Urbanized Area.

SPARE RATIO: A set percentage or number of vehicles based on fleet size set aside to be used to back-up vehicles which are out of service. FTA guidelines for spare ratios are 2 vehicles for fleets of up to 10 vehicles; 20% for vehicle fleets of 11 and over. Spare ratios must include vehicles sufficient for service requirements.

SUBRECIPIENT: Refers to a state agency or local governmental authority, a non-profit organization, or operator of public transportation or intercity bus service that receives Federal transit program grant funds indirectly through a recipient such as ALDOT.

SAP (SUBSTANCE ABUSE PROFESSIONAL): A substance abuse professional trained to provide counseling.

STRAIGHT LINE DEPRECIATION: The simplest and most commonly used depreciation method, straight line depreciation is calculated by taking the purchase or acquisition price of an asset subtracted by the salvage value divided by the total years of useful life.

THIRD-PARTY CONTRACT: Any purchase order or contract awarded by a subrecipient to a vendor or contractor using financial assistance funds awarded by ALDOT.

TIP (TRANSPORTATION IMPROVEMENT PLAN): Transportation plans prepared by the MPOS and their committees listing all transportation projects.

TRANSPORTATION STEERING COMMITTEE: A local committee comprised of transportation providers, purchasers, and consumers to assist in determining local needs.

URBANIZED AREA: An area encompassing a population of not less than 50,000 people.

USC (UNITED STATES CODE): The codification by subject matter of the general and permanent laws of the United States.

USEFUL LIFE: The length of time in years that a vehicle or other equipment is determined to be useable.

VEHICLE DEPRECIATION: The value of the cost of the vehicle annually reduced using a straight line depreciation accounting method based on the useful life of the vehicle.

VEHICLE MILES: Total miles of a vehicle including both service and non-service miles.

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VEHICLE HOURS: Total hours that a driver is operating the vehicle whether revenue or non-revenue service.

VEHICLE REPLACEMENT SCHEDULE: The scheduled replacement of vehicles based on a vehicle's expected useful life.