

Agency Name

Transit Policies and Procedures

Subject	Statistics, Reporting, & Tracking Historical Trends
Section	Recordkeeping
Effective Date	
Approved By	
Approval Date	

Purpose

Collect and maintain data for current service evaluations, future service projections, and required reporting.

Definitions

Revenue Service: The time during which transportation vehicles provide service.

Road Call: Any situation which requires assistance from the maintenance department during a vehicle's regular operating hours.

TERM Condition Rating: The rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset where 5 = Excellent, 4 = Good; 3 = Adequate, 2 = Marginal, and 1 = Poor.

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

Procedure

Develop procedures for collecting, maintaining, analyzing, and reporting transit data. The Dispatcher shall compile the following information for all Agency vehicles and submit it to the Transit Director daily:

- Revenue service miles
- Revenue service hours
- Passenger trips
- Trip denials
- Fares collected

The Transit Director shall prepare monthly reports of this data and submit the reports to the Governing Board. These monthly reports will be used for the following purposes:

- Determining if the Agency is meeting their goals and objectives
- Comparing and evaluating improvements in service from previous months
- Identifying trends or patterns for future service projections

- Calculating performance measures such as passengers per hour, cost per trip, cost per mile, and cost per hour

The Transit Director shall submit an annual statistical comparison of the previous five years to the Governing Board by February 1st of the following year. This report will be used to compare and evaluate service progress from year to year and to plan for future service.

The Agency shall also collect data required for ALDOT reports. Inventory and condition information for the Transit Asset Management Plan should be collected on the following forms: Vehicle Inventory Form, Vehicle Profile Sheet, Facilities Inventory / Condition Assessment / Decision Support / Investment Prioritization Data Points Form, and Road Call Detail Form. All forms shall be submitted to ALDOT annually except for the Road Call Detail Form which shall be submitted quarterly. Each form is listed below along with a list of required data to be collected.

Vehicle Inventory Form (include all Agency vehicles):

- Asset Information
 - Category (revenue or service vehicle)
 - Class
- Vehicle Information
 - Description
 - Vehicle ID Number
 - Chassis Manufacturer
 - Make
 - Model
 - Mileage
- Acquisition and Ownership
 - Grant Number
 - Acquisition Date
 - Cost
 - Replacement Cost / Value
 - Percent Federal Participation
 - Title Holder
- Usage
 - Use Location
 - TERM Condition Rating
 - Primary Use of Vehicle
 - Useful Life
 - Useful Life Age
 - Number of Years Past Useful Life Age
 - Useful Life Mileage
 - Number of Years Past Useful Life Mileage
 - Disposal Date

Vehicle Profile Sheet (include all Agency vehicles):

- VIN Number
- Funding

- Vehicle Type
- Mileage as of <Date>
- Seating Capacity
- Tag
- Model Year
- Lift (Yes/No)
- Stations
- Start Time
- End Time
- Duration
- Usage
- Days Used
- Description of Service

Facilities Inventory / Condition Assessment / Decision Support / Investment Prioritization Data Points Form (include all Agency facilities):

- Asset Category
- Asset Class
- Asset Owner
- Asset Name
- Asset Address
- Count
- ID / Serial Number
- Acquisition Year
- Age
- Square Footage
- Replacement Cost / Value
- TERM Scale Condition
- Facility Rehabilitation / System Upgrade Costs

Road Call Detail Form:

- Asset Category (revenue or service vehicle)
- Asset Class
- Vehicle Make
- Vehicle Model
- Model Year
- VIN
- Vehicle Mileage
- Road Call Date
- Road Call Details
- Quarterly Mean Distance Between Failures / Road Calls

In addition, the Agency must prepare and submit any of the following reports to ALDOT that are required based on the Agency's FTA Program:

- Quarterly Reports
- Semi-Annual DBE Reports
- Annual Operating Report
- Annual Operations Expenditures Report
- Annual Monitoring Report
- Annual Maintenance Report

The Transit Director is responsible for preparing and submitting these reports.

Responsibilities

The Dispatcher is responsible for collecting daily data and submitting it to the Transit Director. The Transit Director is responsible for maintaining the data, preparing monthly and annual reports, and submitting the reports to the Governing Board. The Transit Director is also responsible for ensuring that inventory and condition data is collected and reported to ALDOT. Finally, the Transit Director is responsible for preparing and submitting all required ALDOT reports.