

# NTD Rural Reporting Training Material Fiscal Year 2019



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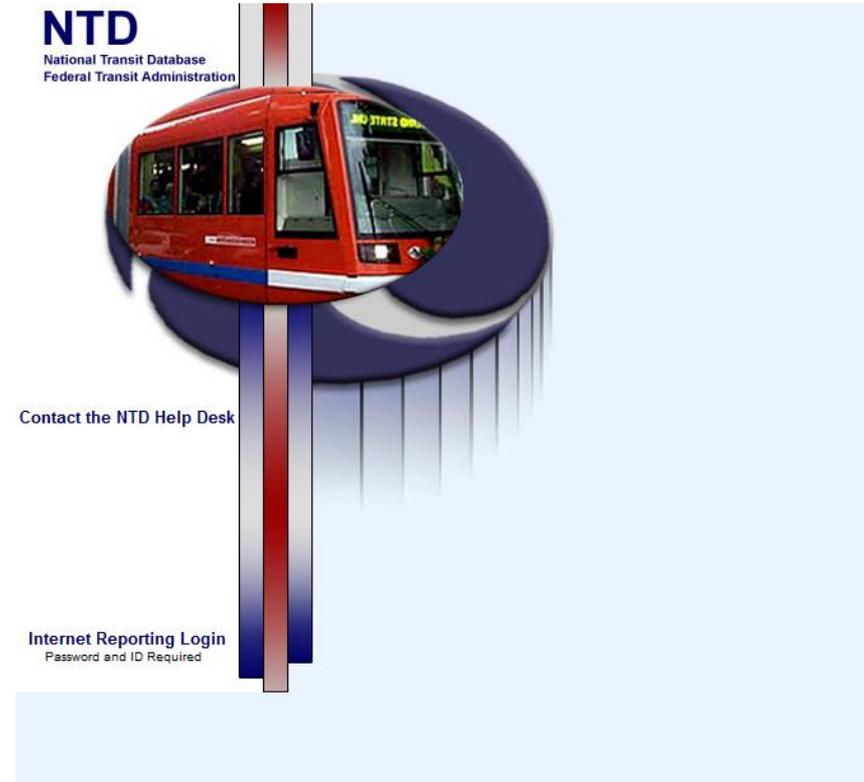
# Presentation Material

- Overview of NTD
- Key Reporting Definitions
- NTD Reporting Process
- NTD Trivia

# Overview of NTD

# NTD – National Transit Database

- Federally mandated reporting system. And primary source for information and statistics on US transit systems.
- Annual NTD data submitted to Congress to assist in apportioning funds.
- Federal resources becoming scarce, analysis of submitted data is becoming more critical.
- Data needs to be submitted accurately and timely to ensure continued funding.



***Not just another set of forms to be filled in!!***

# NTD - Data Collection Requirements

- Total annual revenue
- Sources of revenue
- Total annual operating costs
- Total annual capital costs
- Fleet size and type, and related maintenance facilities
- Revenue vehicle miles
- Ridership
- Incidents
- TAMS condition report for some facilities

# Key Reporting Definitions

# Key Terms and Definitions

- NTD Website:  
[www.ntdprogram.gov](http://www.ntdprogram.gov)
- Reporting Manual:  
[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ntd/117156/2018-ntd-policy-manual\\_1.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ntd/117156/2018-ntd-policy-manual_1.pdf)



## National Transit Database

2018 Policy Manual  
Full Reporting

Office of Budget and Policy



# Modes of Transit

- **Demand Response (DR)** – trips scheduled in response to calls from passengers. Shared ride service, curb to curb. Vast majority of 5311 sub-recipients operate this service.
- **Bus (MB)** – motorized and powered by fuel within vehicle. Fixed-route and deviated-fixed-route service. Examples include MARTA, ACC Transit, Metra
- **Commuter Bus (CB)** – fixed route bus with closed-door service/limited stops of over five miles and extended routes. Examples include GRTA express.
- **Intercity Bus (IB)** – regularly scheduled public service operating with limited stops between two urbanized areas or connecting rural areas with an urbanized area. Used by private operators that are sub-recipients of 5311(f) intercity bus allocation. Examples include Greyhound and Southeastern.



# Service Data: Miles and Hours

- Annual Vehicle Revenue Miles
  - Total amount of miles for reporting period that all vehicles travel in revenue service.
  - For demand response (DR) VRM includes all miles traveled from when vehicles pull-out to go into revenue service to when they pull-in from revenue service.
- Annual Vehicle Revenue Hours
  - Total amount of hours for reporting period that all vehicles travel in revenue service.
  - For demand response (DR) VRH includes all hours traveled from when vehicles pull-out to go into revenue service to when they pull-in from revenue service.

# Service Data: Unlinked Passenger Trips

- Regular Unlinked Passenger Trips
  - Number of passengers who board vehicles, regardless of how many vehicles they use to travel from origin to destination.
- Sponsored Unlinked Passenger Trips
  - Number of passengers whose trips are paid in part or whole to the transit provider by a third party.
    - Third party can include VA, Medicaid, Assisted Living, etc.

# Financial Data

- Accrual based accounting for capital expenses
  - Report funds as earned.
  - Report expenditure when resulting in liabilities for benefits received.
- Total Expenses should match total revenues expended.



# Safety Data

- Reportable Incidents
  - Occurrence of a fatality.
  - Occurrence of injuries where immediate medical attention must be given away from the scene.
  - Property damage greater than or equal to \$25,000.
  - Towing of transit or other vehicle from the scene.
  - Evacuation for life safety reasons.
- Injuries
  - Injuries associated with transit revenue operations
  - Require immediate medical attention away from the scene.
- Fatalities
  - Death associated with transit revenue operations.

# NTD Rural System Vehicle Types

- Cutaway (CU) – a transit vehicle built on a van or truck chassis by a second stage manufacturer and used as a small transit bus.
  - Majority of rural systems' vehicles are cutaway vehicles.
  - "Shuttle bus" and "shuttle van" fit in this category
- Van (VN) – enclosed vehicle with typical seating capacity of 8-18 passengers. Higher floor than passenger car. Does not accommodate standing passengers.
- Minivan (MV) – light-duty vehicle accommodating up to 7 passengers, smaller than standard van.



# Vehicle Useful Life

- GDOT criteria approved by FTA:
  - 150,000 or 5 years old at end of year, whichever comes first.

# Maintenance Facilities

- Location where routine maintenance and minor repairs are performed. NTD definitions:
  - Owned by service provider
  - Owned by public agency for service provider
  - Leased by service provider
  - Leased by public agency for service provider
- Most common occurrence – county system maintained in county facilities.

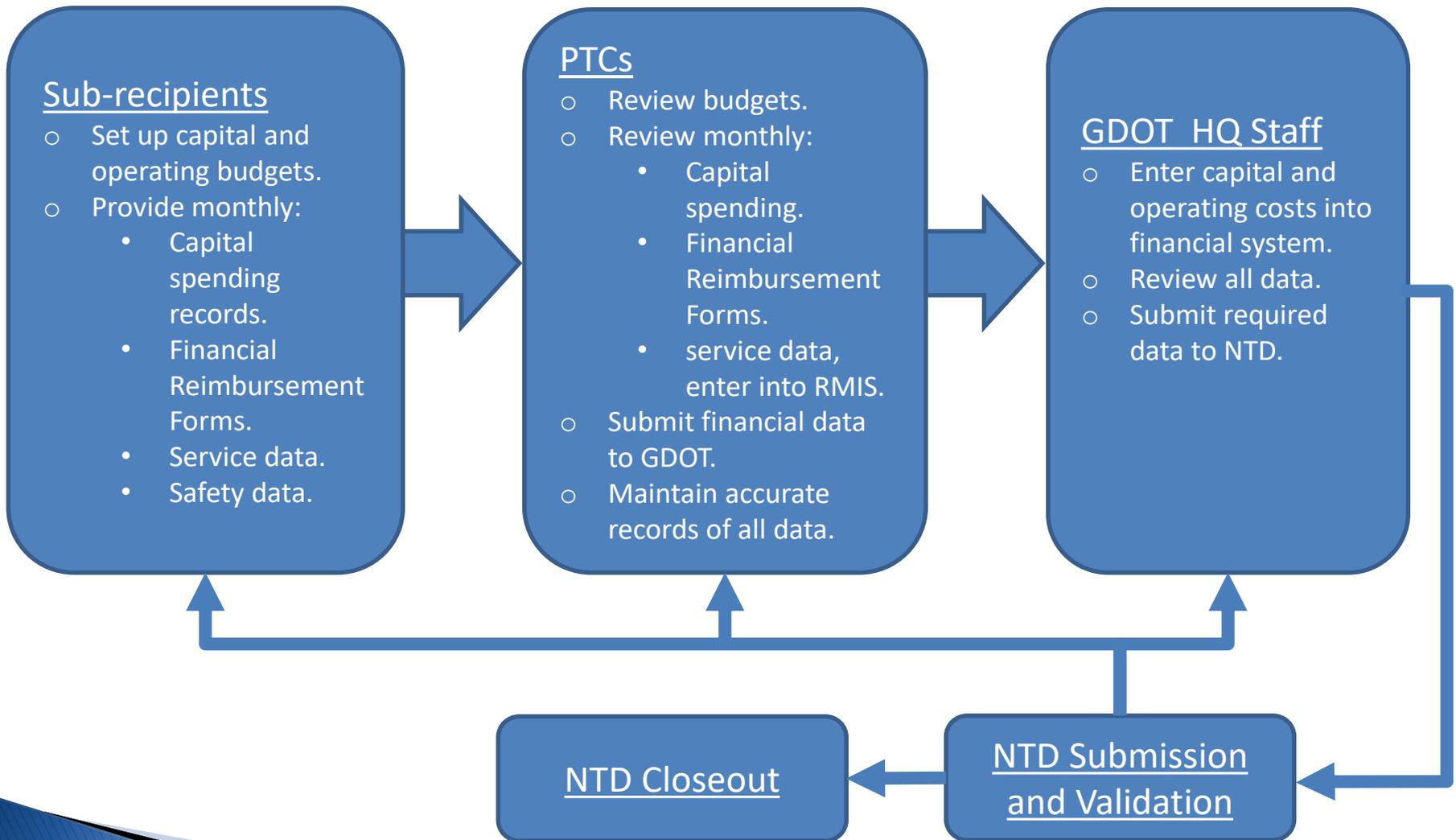
*Not included are other maintenance locations. For example vehicles taken to local gas station or service facility.*

# NTD Reporting Process

# Rural Reporting Process – Who Reports

- Rural sub-recipients who receive 5311 funds.
- Small urban sub-recipients who also receive 5311 funds.
- Intercity sub-recipients – state must set aside 15% of 5311 money for funding of intercity service.
- State of Georgia reports on behalf of rural and intercity sub-recipients.

# Reporting Process



# Rural Transit – Service Data: Revenue Miles

Total Number of  
Passenger Trips **1,721,347**

Total Annual  
Vehicle Miles **16,898,963**

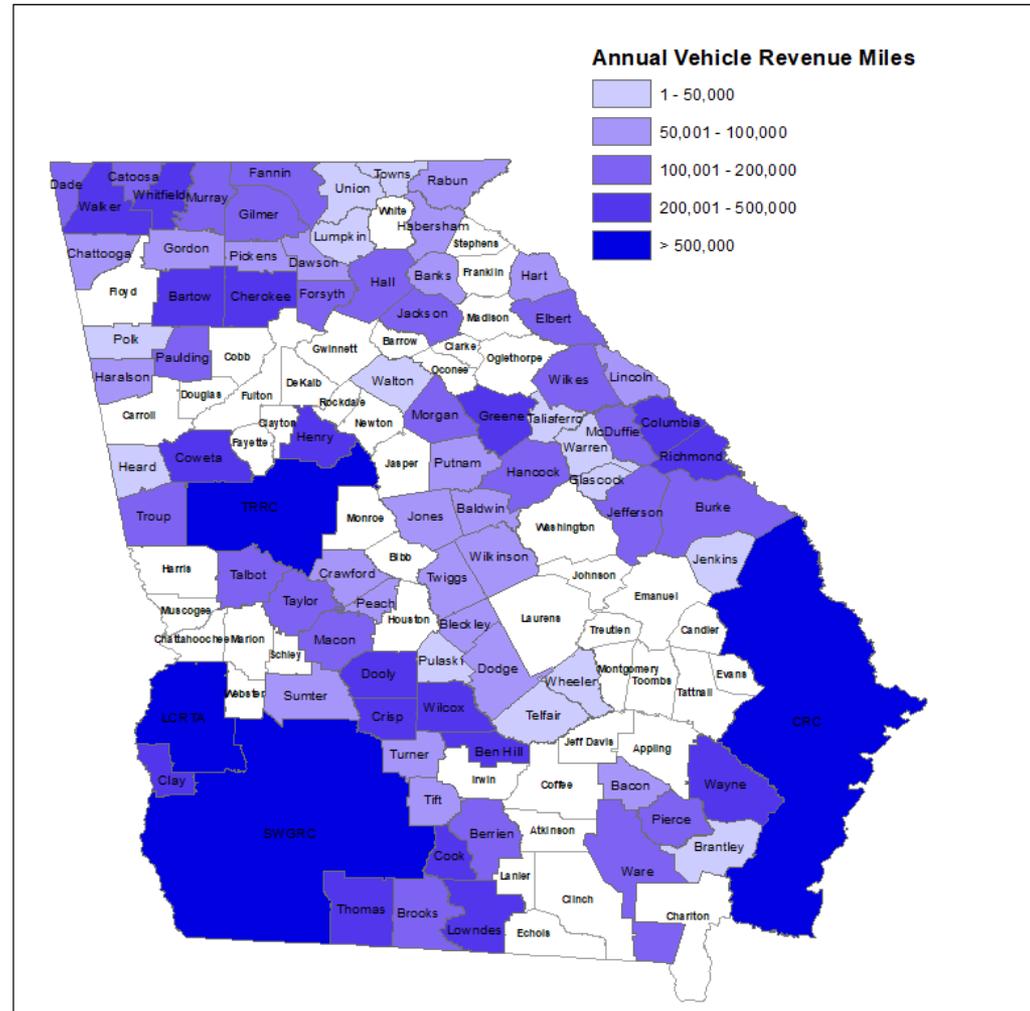
Total Annual  
Vehicle Hours **976,985**

| Revenue Miles   | # of Systems* | % of Systems* |
|-----------------|---------------|---------------|
| >500,000        | 4             | 4.82%         |
| 200,001-500,000 | 18            | 21.69%        |
| 100,001-200,000 | 24            | 28.92%        |
| 50,001-100,000  | 23            | 27.71%        |
| 1-50,000        | 14            | 16.87%        |

**Notes:**

All service and operating figures include the four regional commissions and four joint (5307/5311) reporters.

\* Includes the four regional commissions.



# NTD Trivia

*How many rural sub-recipients did Georgia have in FY18?*

113

83

57

24

**Largest number in the nation!**

# NTD Trivia

*How many joint rural and urban providers did Georgia have in FY18?*

15

10

6

4

Cherokee

Henry

Hall

Richmond

(and Bartow for 2019!)

# NTD Trivia

*How many individual pieces of data are entered online for NTD reporting by GDOT?*

2000

1000

500

250

About 25 data points  
per sub

# NTD Trivia

*How many questions do we have to answer as part of “anomaly checks?”*

1000

500

50

10

Reduced threshold for YOY checks from 30% to 10%.

We typically need to go out to field for help with 10-20 of these

# A Team Effort

- Quality of data is key!!
- PTCs play a crucial role for gathering and verifying data from the sub-recipients.
- Future transit finding is dependent on accurate and timely reporting.

**Not just another set of forms to be filled in!!**

# Thanks to Each of You

- I could not do this job without you... and for that I am incredibly grateful.