



Subrecipient Vehicle Reporting Guide



**Alaska Department of
Transportation &
Public Facilities**

Alaska Community Transit Office

2015



ANNUAL VEHICLE REPORT AND QUARTERLY VEHICLE REPORT FOR GRANT FUNDED HUMAN SERVICES VEHICLES

As a subrecipient of Federal Transit Administration (FTA) and/or Alaska State grant funds from the Alaska Department of Transportation and Public Facilities (AK DOT&PF) Community Transit Office (ACT), your organization is required to report on the usage and condition of each vehicle funded with grant funds from ACT until the vehicle has passed its useful life period. ACT requires that agencies report on a quarterly or an annual basis in order to provide timely data for the federal reports ACT is required to submit to FTA.

Which report do you fill out?

ANNUAL VEHICLE REPORT – Required annually from subrecipients with a grant funded vehicle still within its useful life, and no active grant agreement with ACT. The reporting period is July 1 – June 30, with the annual report due August 31st each year of the useful life of the vehicle(s). Currently annual reports will not be submitted through BlackCat, completed forms can be emailed to ACT.

Use this reporting method if you received a grant from ACT to purchase a vehicle in a previous year, and are not currently receiving any other funding from ACT (i.e. operating, admin or Purchase of Services (POS)).

QUARTERLY VEHICLE REPORT – Required quarterly from subrecipients with a grant funded vehicle still within its useful life and currently have any type of active grant agreement with ACT. The reporting period is July 1 – September 30 (Q1), October 1 – December 31 (Q2), January 1 – March 31 (Q3) and April 1 – June 30 (Q4). Each quarterly report is due one month after the end of the quarter and must be submitted through BlackCat.

Use this reporting method if you received a grant from ACT to purchase a vehicle and are currently receiving additional funding from ACT (i.e. operating, admin or Purchase of Services (POS)). This information is reported in BlackCat with other Quarterly Report information. The attached quarterly report form is for your convenience and can be given to contractors (i.e. taxi cabs) to track rides and other information about the vehicle(s).

ANNUAL VEHICLE REPORT FORM INSTRUCTIONS

Below are instructions for each of the items under the sections required for the annual report. If reporting on more than one vehicle, please repeat this form for each vehicle.

GENERAL INFORMATION

Report for the Period Ending – Vehicle reporting periods are for the State fiscal year (July 1 – June 30).

Date – Date form was filled out.

DUNS# - Data Universal Numbering System, more information online at: <http://fedgov.dnb.com/webform>.

Agency Address – Mailing address of agency.

Physical Address – Physical address of the vehicle.

VIN – Vehicle Identification Number.

License No. – State license plate number.

Fleet Service ID – Agency identification number for the vehicle (if any).

Manufacturer – Vehicle manufacturer.

Year – Vehicle model year.

Make/Model – Make and/or model of the vehicle.

Vehicle Type – Select the vehicle type from the list provided.

Fuel Type – Select the fuel type from the list provided.

Lift Ramp – Select yes or no to identify if the vehicle has a lift ramp.

Lift Manufacturer – Name of the lift manufacturer.

Seating Capacity – Number of seats available for riders.

Wheelchair Capacity – Number of wheelchairs able to transport at one time.

Primary Usage – Select from dropdown list primary usage type for the vehicle.

Delivery Date – Date that the vehicle was originally delivered.

In Service Date – Date that the vehicle was first put into service.

Expansion or Replacement – Select whether the vehicle was an expansion, replacement or start-up purchase.

FINANCIAL INFORMATION

Full Purchase Price – List the full purchase price of the vehicle, this includes the cost of delivery.

Match Amount – List the required match amount that the agency paid for the vehicle.

Ratio – List the match percentage (match amount divided by full price)

Funding Type/Funding Program – Mark all funding sources that were used to purchase the vehicle.

Funding Year – fiscal year of the grant agreement the year the vehicle was awarded.

Grant Agreement # - Grant agreement number/identification.

Grant Amount – Original grant amount awarded for the vehicle.

Replacement Cost – Estimated total replacement cost for the vehicle.

SERVICE INFORMATION

Status – Select from the dropdown the current status of the vehicle.

Condition – Select the condition of the vehicle.

As of Date – Condition of the vehicle as of the date this form was completed.

Odometer Reading – Record the number of miles showing on the odometer of the vehicle.

Reading as of Date – Date that the odometer reading was recorded.

Maintenance Plan – Select whether the agency has a maintenance plan for the regular upkeep of the vehicle.

Expected Retirement Year – Expected retirement date of the vehicle. This date will be when the vehicle is no longer in service, meaning it is either sold or scrapped.

TITLE

Title Issued Date – Date that the title for the vehicle was issued.

Title Due to Transfer Date – Estimated date the vehicle will reach the end of its useful life and the lien will be removed from the title. Use the following time frames based on the vehicle type:

<u>Vehicle Classification</u>	<u>Useful Life Miles</u>	<u>Years</u>
Vans		
-Mini Van	100,000	4
-Mini-Van Conversion	100,000	4
Buses		
-Poptop Bus	100,000	5
-Cutaway Bus	100,000	7
Transit Buses:		
-Light Duty (Under 29')	200,000	10
-Medium Duty (30' to 34')	300,000	10
-Heavy Duty (35' to 40')	400,000	12

SERVICE DATA & PASSENGER TOTALS

Demand Response – number of one-way trips using any non-fixed route system of transporting individuals that requires advanced scheduling by the customer, including services provided by public entities, nonprofits, and private providers.

POS – Purchase of Services – number of one-way trips for riders who use vouchers or coupons that are redeemed.

Other – Other forms of transit service.

Vehicle Revenue Miles – Enter the number of miles for the year for the vehicle based on the type of service (demand response, purchase of service, other).

Vehicle Revenue Hours – Enter the number of hours for the year for the vehicle based on the type of service (demand response, purchase of service, other).

Regular Unlinked Passenger Trips – Enter the number of total regular passenger trips (the rider did not have a voucher or pass from a local agency) for the year based on the type of service (demand response, purchase of service, other).

Sponsored Unlinked Passenger Trips – Enter the number of sponsored passenger trips (the rider had a voucher or pass from a local agency) for the year based on the type of service (demand response, purchase of service, other).

Total Passenger Trips – Total of all passenger trips for all types of service.

How many of these Unlinked (Regular & Sponsored) Passenger trips were delivered on a vehicle purchased with 5310 Fund – Enter the total number of rides provided on a vehicle funded with FTA 5310 funds.

RIDERS: TRIP DISTRIBUTION & TRUST BENEFICIARIES

Elderly (Not Disabled/Not Wheelchair) – Enter the number of elderly riders who are not disabled and do not use a wheelchair, that received rides over the last reporting period.

Elderly (Wheelchair or Disability) – Enter the number of elderly riders who are disabled or use a wheelchair, that received rides over the last reporting period.

Disabled under 60 Years (Not Wheelchair) – Enter the number of disabled riders under the age of 60 that do not use a wheelchair, that received rides over the last reporting period.

Disabled under 60 Years (Wheelchair) – Enter the number of disabled riders under the age of 60 that do use a wheelchair, that received rides over the last reporting period.

Youth / Students – Enter the number of riders that attend either primary or post-secondary institutions.

All Other / General Public – Enter the number of all other riders.

Of the numbers reported above in Trip Distribution, how many are Trust Beneficiaries – Estimate the number of riders who also qualify as Mental Health Trust Beneficiaries.

SAFETY DATA

Reportable Incidents – Enter the number of reportable incidents (something that happened to a person). These incidents are related to the riders and/or driver of the vehicle while in operation, such as a rider hitting their head, slipping, or having a seizure etc. Provide brief explanation of incident(s).

Accidents – Enter the number of accidents the vehicle was involved in. These accidents are related to the vehicle itself that has caused damage to the vehicle, such as hitting another vehicle or animal, fender bender, rolling over, etc. Provide brief explanation of accident(s).

Fatalities – Enter the number of rider or driver fatalities related to an accident with the vehicle.*

Injuries – Enter the number of injuries related to an accident with the vehicle.

*Agencies may be contacted to discuss further with ACT staff.

ATTACHMENTS

Proof of Insurance – Provide documentation for proof of insurance of the vehicle.

Maintenance Plan & Records – Provide documentation for the plan for regular maintenance and upkeep of the vehicle as well as records/proof of maintenance from July 1 – June 30.

QUARTERLY VEHICLE REPORT FORM INSTRUCTIONS

Below are instructions for each of the items under the sections required for quarterly reports. If reporting on more than one vehicle, please repeat this form for each vehicle. This information should then be entered into BlackCat in the Quarterly Report on the Service/Safety and Demographics tabs.

GENERAL INFORMATION

Report for Quarter – Vehicle reporting periods are for the State fiscal year (July 1 – June 30).

VIN – Vehicle Identification Number.

License No. – State license plate number.

Fleet Service ID – Agency identification number for the vehicle (if any).

Operated By – List the name of the agency that operates the vehicle.

SERVICE INFORMATION

Status – Select the current status of the vehicle.

Condition – Select the condition of the vehicle.

As of Date – Condition of the vehicle as of the date this form was completed.

Odometer Reading – Record the number of miles showing on the odometer of the vehicle.

Reading as of Date – Date that the odometer reading was recorded.

SERVICE DATA & PASSENGER TOTALS

Demand Response – number of one-way trips using any non-fixed route system of transporting individuals that requires advanced scheduling by the customer, including services provided by public entities, nonprofits, and private providers.

POS – Purchase of Services – number of one-way trips for riders who use vouchers or coupons that are redeemed.

Other – Other forms of transit service.

Vehicle Revenue Miles – Enter the number of miles for the year for the vehicle based on the type of service (demand response, purchase of service, other).

Vehicle Revenue Hours – Enter the number of hours for the year for the vehicle based on the type of service (demand response, purchase of service, other).

Regular Unlinked Passenger Trips – Enter the number of total regular passenger trips (the rider did not have a voucher or pass from a local agency) for the year based on the type of service (demand response, purchase of service, other).

Sponsored Unlinked Passenger Trips – Enter the number of sponsored passenger trips (the rider had a voucher or pass from a local agency) for the year based on the type of service (demand response, purchase of service, other).

Total Passenger Trips – Total of all passenger trips for all types of service.

How many of these Unlinked (Regular & Sponsored) Passenger trips were delivered on a vehicle purchased with 5310 Fund – Enter the total number of rides provided on a vehicle funded with FTA 5310 funds.

RIDERS: TRIP DISTRIBUTION & TRUST BENEFICIARIES

Elderly (Not Disabled/Not Wheelchair) – Enter the number of elderly riders who are not disabled and do not use a wheelchair, that received rides over the last reporting period.

Elderly (Wheelchair or Disability) – Enter the number of elderly riders who are disabled or use a wheelchair, that received rides over the last reporting period.

Disabled under 60 Years (Not Wheelchair) – Enter the number of disabled riders under the age of 60 that do not use a wheelchair, that received rides over the last reporting period.

Disabled under 60 Years (Wheelchair) - Enter the number of disabled riders under the age of 60 that do use a wheelchair, that received rides over the last reporting period.

Youth / Students – Enter the number of riders that attend either primary or post-secondary institutions.

All Other / General Public – Enter the number of all other riders.

Of the numbers reported above in Trip Distribution, how many are Trust Beneficiaries – Estimate the number of riders who also qualify as Mental Health Trust Beneficiaries.

SAFETY DATA

Reportable Incidents – Enter the number of reportable incidents (something that happened to a person).

These incidents are related to the riders and/or driver of the vehicle while in operation, such as a rider hitting their head, slipping, or having a seizure etc. Provide brief explanation of incident(s).

Accidents – Enter the number of accidents the vehicle was involved in. These accidents are related to the vehicle itself that has caused damage to the vehicle, such as hitting another vehicle or animal, fender bender, rolling over, etc. Provide brief explanation of accident(s).

Other Comments – List any other comments relevant to the vehicle