

2014 Reporting Year 

NTD

National Transit Database



Monthly Ridership Reporting Manual

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Table of Contents

What is the National Transit Database?..... 1

 Funding for Transit Agencies Serving Urbanized Areas under 200,000 Population 1

 Reporting Modules2

Reference Information..... 3

 Transit Terminology and Parameters.....3

 Transit Agency..... 3

 Public Transportation..... 3

 Mode..... 4

 Type of Service (TOS)..... 8

 Area Definitions..... 8

 Maximum Service Vehicles 8

 Reference Documents..... 9

Changes in 2014 Monthly Reporting..... 9

Who Reports, What, How, When and Where to Report..... 10

 Who Reports..... 10

 Purchased Transportation Services..... 10

 Consolidated NTD Reporters 11

 Voluntary Reporters..... 11

 Waivers..... 11

 Small Systems Waiver – 30 or Fewer Vehicles 11

 Grants Waivers for Planning and Capital 11

 Natural Disaster Waiver..... 11

 Levels of Access 12

 User Names and Passwords..... 12

 What to Report..... 12

 Reporting Modules and Forms..... 13

 Calendar Year Data 13

 How to Report..... 13

 The NTD Identification Number 13

2014 Monthly Ridership Reporting Manual

Internet Reporting	13
Reporting Format	13
Reporting Purchased Transportation	14
When to Report	14
Failure to Report or Late Report	14
Where to Report	15
Internet Reporting	16
Overview	16
Internet Reporting System Security	16
Detailed Instructions	16
Accessing Internet Reporting	16
Connecting to the Internet	16
Verifying Your Internet Browser Settings	16
The National Transit Database Website	17
Reporting Manuals	17
Data, Publications and Reference Materials	17
NTD Resources	17
Accessing the NTD Report	18
User Names	18
<i>Passwords</i>	19
Reporting Structure	19
<i>Home</i>	20
e-File	20
Annual	20
Safety & Security	21
Help: Obtaining More Information	21
Communications Summary: Viewing a History of Correspondence with the NTD	21
Sys Admin: Changing Your Password	21
Monthly Ridership	22
Issues	22
Reports	22

Notes: Providing Additional Information	23
Creating a Form Note	23
Reviewing Form Notes	23
Editing Notes	23
Printing Form Notes	23
Tips for Using Internet Reporting.....	24
Navigating Between Screens	24
Saving a Form.....	24
Printing	24
<i>Printing a Form Report from a Form Screen.....</i>	24
Monthly Reporting Module Forms.....	25
Mode Service Operated Form (MR-10).....	25
Overview.....	25
Mode Service Operated Form (MR-10).....	26
Reporting Requirements and Thresholds.....	26
What Has Changed from Prior Year	26
Approach	26
Detailed Instructions.....	26
Completing the Mode Service Operated form (MR-10)	26
Mode.....	26
Multi-Modal Vehicles.....	26
Editing the Mode Service Operated form (MR-10)	27
Add / Delete Mode / Type of Service	27
Line by Line Instructions.....	27
Completing the Mode Service Operated form (MR-10).....	27
<i>Saving or Closing the Form.....</i>	27
Line by Line Instructions for Completing the MR-10 Form.....	27
Editing the Mode Service Operated form (MR-10)	27
Adding a Mode / Type of Service.....	27
Discontinuing a Mode / Type of Service	28

2014 Monthly Ridership Reporting Manual

Deleting a Mode / Type of Service.....	28
Ridership Activity Form (MR-20)	29
Overview.....	29
Reporting Requirements and Thresholds.....	29
What Has Changed from Prior Year	29
Approach	29
Detailed Instructions.....	30
Unlinked Passenger Trips	30
Actual Vehicle (Passenger Car) Revenue Hours and Miles.....	31
Vehicles Operated in Maximum Service.....	31
Form Notes	32
Data Validation Tools and Validation Checks.....	32
Issues	32
Pre-Submission Validation	32
Post-Submission Validation by NTD Analysts.....	33
Resolving Issues.....	34
Line by Line Instructions.....	34
Completing the Ridership Activity form (MR-20).....	34
Form Level Help.....	35
Saving and Closing the Form.....	35
Line by Line Instructions for Completing the MR-20 Form: Rail Modes.....	35
Line by Line Instructions for Completing the MR-20 Form: Non-Rail Modes.....	35
Monthly Ridership Data Reporting and the Small Systems Waiver (W-30)	35
Overview	35
Moving from full Annual Report to Small Systems Waiver.....	36
Moving from Small Systems Waiver to Full Annual Report.....	36
Questions.....	37

List of Exhibits

Exhibit 1 — NTD Contact Information	3
Exhibit 2 — Modes of Public Transportation.....	5
Exhibit 3 — NTD Reference Documents	9
Exhibit 4 — Calendar Year 2014 Reporting Changes and Highlights	9
Exhibit 5 — Summary of NTD Monthly Reporting Requirements	13
Exhibit 6 — NTD Monthly Reporting Requirements and Timeline	14
Exhibit 7 — Transit Agency Makes 100 Percent Count for Bus (MB) to Calculate the Total Unlinked Passenger Trips for the Month	31
Exhibit 8 - Annual Report Submission.....	36

What is the National Transit Database?

The National Transit Database (NTD) was established by Congress to be the Nation's primary source for information and statistics on the transit systems of the United States. Recipients or beneficiaries of grants from the Federal Transit Administration (FTA) under the [Urbanized Area Formula Program](#) (§5307) or the [Other than Urbanized Area \(Rural\) Formula Program](#) (§5311) are required by statute to submit data to the NTD. Over 750 transit providers in urbanized areas currently report to the NTD through the Internet-based reporting system. Each year, NTD performance data are used to apportion over \$5 billion of FTA funds to transit agencies in [urbanized areas](#) (UZAs). Annual NTD reports summarizing transit service and safety data are submitted to Congress.

The legislative requirement for the NTD is found in Title 49 U.S.C. 5335(a):

SECTION 5335 National transit database

(a) NATIONAL TRANSIT DATABASE — To help meet the needs of individual public transportation systems, the United States Government, State and local governments, and the public for information on which to base public transportation service planning, the Secretary of Transportation shall maintain a reporting system, using uniform categories to accumulate public transportation financial and operating information and using a uniform system of accounts. The reporting and uniform systems shall contain appropriate information to help any level of government make a public sector investment decision. The Secretary may request and receive appropriate information from any source.

(b) REPORTING AND UNIFORM SYSTEMS — the Secretary may award a grant under Section 5307 or 5311 only if the applicant and any person that will receive benefits directly from the grant, are subject to the reporting and uniform systems.

The NTD reporting system evolved from the transit industry-initiated Project [FARE](#) (Uniform Financial Accounting and Reporting Elements). Both the private and public sectors have recognized the importance of timely and accurate data in assessing the continued progress of the nation's public transportation systems.

Funding for Transit Agencies Serving Urbanized Areas under 200,000 Population

The NTD data are used in the formula allocations of federal transit funds. For urbanized areas with a population over 200,000, NTD data are used in the formula allocation of federal transit funds for the Urbanized Area Formula Program (§5307), the State of Good Repair Program (§5337), and for the Bus and Bus Facilities Formula (§5339). NTD data for urbanized areas with populations fewer than 200,000 are also used in the allocation of federal transit funding.

For urbanized areas with a population under 200,000, 1.5% of the funds for Section 5307 are allocated according to the [Small Transit Intensive Cities](#) (STIC) formula. Under the formula for STIC, funds are apportioned to UZAs with populations fewer than 200,000 that meet or exceed the average level of service for all UZAs with populations between 200,000 and 1,000,000 for one of more of the following six measures, all of which use reported NTD data:

- Passenger miles traveled per vehicle revenue mile;
- Passenger miles traveled per vehicle revenue hour;
- Vehicle revenue miles per capita;
- Vehicle revenue hours per capita;
- Passenger miles traveled per capita; and
- Passengers per capita.

For more information on the FTA funding program for urbanized areas, contact your regional administrator or go to www.fta.dot.gov.

Reporting Modules

The National Transit Database (NTD) Reporting Manual is divided into five reporting modules, each comprised of a series of data modules, as described below:

NTD Urban Reporting Manual, which includes:

- Basic Information Module;
- Financial Module;
- Asset Module;
- Service Module;
- Resource Module;
- Federal Funding Allocation Statistics Module; and
- Declarations;

NTD Small Systems Waiver Reporting Manual, which includes:

- Basic Information Module;
- Asset Module;
- Small Systems Module;
- Federal Funding Allocation Statistics Module; and
- Declarations;

NTD Monthly Reporting Manual, which includes:

- Monthly Ridership forms;

NTD Safety and Security Reporting Manual, which includes:

- Safety and Security forms; and
- Chief Executive Officer Certification; and

NTD Rural Reporting Manual (exclusively rural reporters), which includes:

- Rural forms.

2014 Monthly Ridership Manual

Exhibit 1 — NTD Contact Information	
Mailing Address You can write to the FTA NTD Project Office at the following address: Federal Transit Administration National Transit Database Program 943 Glenwood Station Ln Suite 102 Charlottesville, VA 22901	Telephone You can contact your NTD validation analyst and other NTD staff by telephone on weekdays. For telephone information and project assistance, call the NTD Help Desk at: 1-888-252-0936 The NTD Help Desk is open from 8:00 am to 7:00 pm (Eastern Time). If your NTD validation analyst is unavailable, you may use the voice-mail system and your validation analyst will return your call.
Please note that all official correspondence should be scanned and submitted to the NTD via the e-File tab in Internet Reporting.	E-mail You can contact your NTD validation analyst by using the telephone number or e-mail address located on the Home tab at: www.ntdprogram.gov > Internet Reporting Login > Announcements You can email the NTD Help Desk at any time at NTDhelp@dot.gov
	Internet The FTA NTD Project Office manages a website at the following address: www.ntdprogram.gov You may e-mail comments, questions or suggestions to the NTD by clicking on the NTD Feedback link. NTD publications, data and reference documents are available on the FTA NTD website by using the NTD Reference Materials and Access NTD Data links.

Reference Information

Transit Terminology and Parameters

Reporting data to the NTD requires an understanding of the following transit concepts and terms:

- Transit Agency
- Public transportation
- Mode
- Type of service (TOS)

Each of these terms is described in further detail in the sections that follow.

Transit Agency

A transit agency is responsible for the provision of public transportation service. The transit agency can provide the service using its own employees to operate the vehicles (directly operated service) or contract with a public or private provider to operate the transit vehicles and employ the vehicle operators (purchased transportation service). With some exceptions, transit agencies typically are public bodies and generally are the NTD reporting agencies for their DO and PT services.

Public Transportation

The NTD is established by law as a repository of information on public transportation. The term “public transportation” is synonymous with the terms “transit” and “mass transportation” and is defined by law at 49 U.S.C. 5302(a) (10).

(10) PUBLIC TRANSPORTATION. – The term “public transportation” means transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include schoolbus, charter, or intercity bus transportation or intercity passenger rail transportation provided by the entity described in chapter 243 (or a successor to such entity).

Transit definitional requirements for NTD reporting:

- Transit must be open to the public. Transit must also comply with the provisions of the [Americans with Disabilities Act of 1990](#) (ADA). Services that are only open to specific groups of people are excluded. Examples of excluded services include:
 - A bus system sponsored by a university that is only open to students, faculty, and staff of the university;
 - A vanpool sponsored by an employer that only provides service to employees of the employer;
 - An automated guideway in an airport, which only provides services to customers of the airport.
- Transit includes special transportation, such as complimentary paratransit required by the ADA. Transit also includes other shared-ride demand response services, including both sponsored and unsponsored trips.
- Transit excludes [charter](#) service. In accordance with FTA’s Charter Rule, any service reported to FTA’s charter registration website must not be treated as public transportation in NTD reports.
- Transit excludes [sightseeing](#) service. Sightseeing service is provided primarily for the enjoyment of sights and sounds during the ride, or for enjoyment of the ride itself. Sightseeing service includes services that have narration and services where passengers primarily make round-trips without disembarking the vehicle.
- Transit excludes [intercity](#) service. The NTD defines an intercity service as service where a majority of passengers are not making a same-day return trip. Thus, for public transportation, a majority of passengers across the totality of the service (i.e. all runs on all days of the week) must make a same-day return trip. On public transportation, a majority of passengers use the service three or more times a week.
- Transit excludes Amtrak (the entity described in 49 U.S.C. Chapter 243). NTD reporters must demonstrate that they are organizationally separate from Amtrak. This exclusion does not apply to cases where Amtrak is the supplier of purchased transportation for commuter rail service.

Mode

A mode is a system for carrying transit passengers described by specific right-of-way, technology and operational features. A variety of transit modes are operated in the United States. The NTD reporting system groups transit modes into two broad categories — [rail](#) and [non-rail](#) — as follows:

<u>Rail</u>	<u>Non-Rail</u>
Alaska railroad (AR)	Aerial Tramway (TR)
Cable car (CC)	Commuter Bus (CB)
Commuter rail (CR)	Bus (MB)
Heavy rail (HR)	Bus Rapid Transit (RB)
Hybrid Rail (YR)	Demand Response (DR)
Inclined plane (IP)	Demand Response -Taxi (DT)
Light rail (LR)	Ferryboat (FB)
Monorail /Automated Guideway (MG)	Jitney (JT)
Street Car Rail (SR)	Publico (PB)
	Trolleybus (TB)
	Vanpool (VP)
	Other (OR)

2014 Monthly Ridership Manual

Exhibit 2 — Modes of Public Transportation

Aerial Tramway (TR) Non-Rail – Fixed Guideway



A system of aerial cables with suspended vehicles.

Alaska Railroad (AR) Rail – Fixed Guideway



A special railroad that Congress recognized for certain FTA funding that operates in Alaska.

Bus (MB) Non-Rail – Fixed Guideway or Non-Fixed Guideway



Fixed-route bus service is the most-prevalent mode in the country. MB service is powered by a motor and fuel contained within a vehicle. Deviated fixed-route service is also reported as MB.

Bus Rapid Transit (RB) Non-Rail – Fixed Guideway or Non-Fixed Guideway



Fixed-route bus systems that operate at least 50% of the service on fixed guideway. These systems also combine passenger stations, traffic signal priority or pre-emption, low-floor vehicles or level-platform boarding, and separate branding of the service. This is often a lower-cost alternative to light rail.

Cable Car (CC) Rail – Fixed Guideway



A railway propelled by moving cables located beneath the street. While popular at the turn of the last century, the only surviving system is operated in San Francisco.

Commuter Bus (CB) Non-Rail – Fixed Guideway or Non-Fixed Guideway



Fixed-route bus systems that are primarily connecting outlying areas with a central city. Service typically uses over-the-road buses with service predominantly in one direction during peak periods, limited stops, and routes of extended length.

Exhibit 2 — Modes of Public Transportation

Commuter Rail (CR) Rail – Fixed Guideway



Rail service operating on either old freight railways, or on tracks that are shared with freight railways, Amtrak, or both. The service is characterized by relatively long distances between stops, for service primarily connecting a central city with outlying suburbs and cities. The service may be either diesel or electric-powered and usually has grade-crossings with roadways.

Demand Response (DR) Non-Rail – Non-Fixed Guideway



Shared-ride demand response service is scheduled in response to calls from passengers. Many transit systems operate demand response (DR) service to meet the requirements of ADA.

Demand Response – Taxi (DT) Non-Rail – Non-Fixed Guideway



A special form of the demand response mode operated through taxicab providers, but with a system in place to facilitate ride sharing. The mode is always purchased transportation type of service. For Demand Response Taxi to be considered public transportation there must be an attempt for a shared ride program. Voucher Programs are not considered public transportation.

Ferryboat (FB) Non-Rail – Fixed Guideway



A mode that carries passengers over water.

Heavy Rail (HR) Rail – Fixed Guideway



An electric railway that operates local service in exclusive right-of-way. The service is characterized by long trains of six to eight cars or more and by relatively short distances between stops for local service within a city and the immediate suburbs. The Nation's traditional subway systems are classified as heavy rail.

Hybrid Rail (YR) Rail – Fixed Guideway



Rail systems primarily operating routes on the National system of railroads, but not operating with the characteristics of commuter rail. This service typically operates light rail-type vehicles as diesel multiple-unit trains (DMU's).

2014 Monthly Ridership Manual

Exhibit 2 — Modes of Public Transportation

Inclined Plane (IP) Rail – Fixed Guideway



A railway operating on steep slopes and grades with vehicles powered by moving cables.

Jitney (JT) Non-Rail – Non-Fixed Guideway



A unique form of bus service using owner-operated vehicles on fixed routes.

Light Rail (LR) Rail – Fixed Guideway



An electric railway that operates local service in mixed traffic with road vehicles, or has grade crossings with roadways. The service is characterized by short trains of one to four cars and by relatively short distances between stops for local service within a city and the immediate suburbs.

Monorail/Automated Guideway (MG) Rail – Fixed Guideway



An electric railway that straddles a single guideway. It may have vehicle operators or may use computers to guide the vehicles.

Publico (PB) Non-Rail – Non-Fixed Guideway



Publicos are jitney services operated in Puerto Rico.

Streetcar Rail (SR) Rail – Fixed Guideway



Rail systems operating routes predominantly on streets in mixed-traffic. This service typically operates with single-car trains powered by overhead catenaries and with frequent stops.

Trolleybus (TB) Non-Rail – Fixed Guideway



Fixed-route service using rubber tire buses powered by electric current from overhead wires using trolley poles. Service using rubber tire replica trolleys or historic trolleys, powered by an on-board motor are not included in this mode.

Vanpool (VP) Non-Rail – Non-Fixed Guideway



A commuting service operating under pre-arranged schedules for previously formed groups of riders in vans.

Other

If none of the choices fits your agency, select the category: Other. Internet Reporting will display a box for you to describe the other mode.

Type of Service (TOS)

Public transportation can be provided in two ways:

1. Directly operated (DO) service – the NTD reporting agency, usually the public transit agency, uses its own employees to operate the transit vehicles and provide the transit service.
2. Purchased transportation (PT) service – the NTD reporting agency, usually the public transit agency, contracts with a public or private provider to operate the transit vehicles, employ the operators, and provide the transit service.

Type of Service (TOS) is an important element of NTD reporting. On most reporting forms, transit agencies are required to report data by TOS.

Area Definitions

The NTD reporting system uses two definitions of area:

1. UZA, and
2. Service area.

UZA is defined by the US Census Bureau based on incorporated places (e.g., cities, towns, villages) and their adjacent areas that together form a densely populated area of at least 50,000 persons. UZAs do not conform to congressional districts or any other political boundaries.

The most current UZA designations are based on the 2000 census. The NTD reporting system assigns a unique number to each of the UZAs in the country. All transit providers reporting to the NTD must serve at least one UZA; many reporters service multiple UZAs, as well as rural areas (non-UZAs) of less than 50,000 persons. The Census-defined UZAs are an important part of NTD reporting requirements. Reporters must report selected data by UZA number on two forms - the S-20 and the FFA-10. Transit agencies serving UZAs of 200,000 or more population must report security data on the Reportable Incident Report form (S&S-50). Finally, UZA size determines the sampling requirements for passenger miles traveled (PMT) data reported on the S-10.

[Service area](#) is a measure of access to transit service in terms of population served and area coverage (square miles). The reporting transit agency determines the service area boundaries and population for most transit services using the definitions contained in the ADA.

For most transit agencies, the size of the UZA is different from the size of the service area. In many instances, the size of the service area will be smaller than the UZA served. In other cases, where there is broad public support for transit, the size of the service area is greater than the size of the UZA. These differences can cause confusion, since a transit agency's NTD reporting requirements are based on the size of the UZA served and the data reported are for the transit agency's service area.

Maximum Service Vehicles

The maximum service operated during the year is an important determinant of a transit system's size and resulting performance. Transit agencies are required to report data on two measures of maximum service:

1. Vehicles operated in maximum service (VOMS)
2. [Vehicles available for annual maximum service](#).

VOMS is a count of the [revenue vehicles](#) scheduled for the peak day and operating period of the peak service season or schedule of the year. The revenue count is the typical number of vehicles operated and does not consider the number of vehicles operated on atypical days such as holiday celebrations (e.g., Fourth of July), or one-time special events (e.g., World Series celebrations, political conventions).

Vehicles available in annual maximum service are a count of the revenue vehicles available to meet the maximum service requirement (revenue vehicles necessary to meet peak demand) for the fiscal year. This count of revenue vehicles includes:

- VOMS

2014 Monthly Ridership Manual

- [Spare vehicles](#) – revenue vehicles used to accommodate routine maintenance and repair operations, and to replace vehicles in scheduled service that breakdown or are involved in accidents.

The count of vehicles does not include:

- Vehicles out for extended major repair or rehabilitation
- [Emergency contingency vehicles](#) – inactive revenue vehicles that normally would have been disposed of at the end of their useful life. FTA allows transit agencies to retain these vehicles if they are stored and maintained, and part of an approved FTA Emergency Contingency Plan.

Reference Documents

The FTA Uniform System of Accounts (USOA) and Final Rule (49 CFR Part 630) are essential to understanding the forms and instructions presented in this manual. You can obtain these documents, as well as the other reference documents listed in Exhibit 5 NTD Reference Documents below, by visiting the NTD Project website at www.ntdprogram.gov or calling the NTD Help Desk at 1-888-252-0936.

Exhibit 3 — NTD Reference Documents

The Reference documents listed below are available for downloading or viewing from the NTD website:

- Current Reporting Manuals
- Annual
- Safety and Security
- Monthly
- Rural
- Small Systems Waiver Manual
- NTD Reference Materials
- NTD Final Rule (49 CFR Part 630)
- Uniform Crime Reporting Handbook.

Changes in 2014 Monthly Reporting

In its ongoing efforts to improve upon the NTD Internet Reporting system and to be responsive to the needs of transit agencies reporting to the NTD and the transit community, FTA continues to refine and clarify reporting requirements and internet reporting.

Reporting changes for the 2014 NTD are highlighted below. Specific changes are discussed in detail in the applicable sections of this manual.

Exhibit 4 — Calendar Year 2014 Reporting Changes and Highlights

Mode Service Operated form (MR-10):

1. No Changes.

Monthly Ridership Reporting form (MR-20):

1. Clarification on Monthly Ridership Reporting and the Small Systems Waiver (W-30).

Who Reports, What, How, When and Where to Report

Who Reports

Transit providers, States, or Metropolitan Planning Organizations (MPOs) that receive Urbanized Area Formula Program (§5307) grants, or that directly benefit from these grants, must report to the NTD or coordinate the submittal of data to the NTD on their behalf. The requirement to report begins in the year after you apply for a §5307 Grant, or in the year in which benefits are first received from a §5307 grant, whichever is sooner. The reporting requirement lasts for as long as the §5307 remains open, or through the minimum useful life of any capital assets purchased with §5307 grant funds, whichever is later.

Please note that this means that you may be required to report in year in which no §5307 grant funds were received. An NTD reporter that is no longer required to report to the NTD, should continue to file NTD reports if that reporter intends to apply for a §5307 or a §5311 grant in the future.

Recipients or direct beneficiaries from Other than Urbanized Area Program (§5311) grants are also required to report to the NTD, under the streamlined Rural NTD reporting requirements. Please consult the Rural NTD Reporting Manual for more information on these requirements.

A complete understanding of who must submit an NTD report requires an understanding of the following:

- Purchased transportation services
- Consolidated NTD reporters
- Voluntary reporters
- Extensions, waivers and special requests
- Commuter Rail (CR) Operations

Purchased Transportation Services

Purchased transportation (PT) service is service provided to a [public transit agency](#) or governmental unit from a public or private transportation provider based on a written contract. A contractual relationship exists only if all the following criteria are met:

- The seller is obligated, in advance of the time the service is furnished, to provide the operations for which the operating statistics are being reported for a specific [monetary consideration](#).
- A written agreement exists that specifies the contractual relationship for the time period and the specific service generating the operating statistics included in the NTD Annual report.
- The written agreement is signed by authorized representatives of both the buyer and the seller, and details the services to be provided, and the nature and amount of the monetary consideration.

Granting a transportation provider permission to operate certain services through a franchise or license does not, in itself, constitute PT. Also, management services contracts, in which all or some personnel or services are provided to manage or operate the transit agency, are not considered PT. Generally, the service is part of the public transit agency's DO service.

[Cooperative agreements](#) between public transit agencies or governmental units should not be reported as PT services.

The NTD operates under a “you buy it, you report it” rule. Thus, [sellers](#) of purchased transportation services do not report directly to the NTD – the agency purchasing the service (buyer) generally reports data for the service.

For the most part, the NTD does not recognize agreements or memorandums of understanding between two public agencies as “purchased transportation services.” In these cases, the two public agencies should establish which one will report the service (as a directly operated service) to the NTD..

Please see Contractual Relationship form (B-30) in the Basic Information Module of the Annual Reporting Manual for further discussion on reporting PT services.

2014 Monthly Ridership Manual

Consolidated NTD Reporters

Consolidated NTD reporters are a collection of transit agencies filing one report. One reporter may file a consolidated report on behalf of other reporters if it is easier to collect and control the quality of the data. This often occurs when one transit agency coordinates the development and funding of public transportation services in an area. Transit agencies filing a consolidated report must operate within the same UZA.

Transit agencies that wish to file a consolidated report must submit a request to FTA in writing. Such requests for consolidations are subject to FTA approval and must include the following:

- Names of all transit agencies to be included
- Fiscal year end dates for the transit agencies
- Previous/current [NTD identification numbers](#) (NTD IDs) of the transit agencies, as appropriate
- Fiscal year to be covered for the first consolidated report

Consolidation requests are subject to review and approval by FTA and are not granted automatically. FTA will notify you, in writing via the e-File tab, if your request is approved.

Voluntary Reporters

FTA encourages all providers of transit service in urbanized areas to report to the NTD, regardless of whether they are [public](#) or [private](#), and whether or not they receive or benefit from §5307 grants. To be accepted as a [voluntary reporter](#) in the NTD, you must be a provider of transit services in at least one urbanized area (UZA), and be able to comply with all of the NTD reporting requirements and the Uniform System of Accounts (USOA). All urbanized area NTD reporters are required to comply with all NTD requirements for the Annual, Monthly, and Safety & Security Modules. Please refer to the Annual Reporting Manual and the Safety & Security Reporting Manual for information on the reporting requirements of those modules.

Waivers

Transit agencies can request seven different types of waivers for relief from certain reporting requirements. Three of these waivers affect whether or not your agency must report monthly ridership data. Those waivers are:

Small Systems Waiver – 30 or Fewer Vehicles

A transit provider that operates 30 or fewer vehicles in annual maximum service (VOMS) across all modes for both directly operated (DO) and purchased transportation (PT) services and operates all service on non-fixed guideway may submit a report with significantly reduced reporting requirements. The reporting requirements for this waiver can be found in the separate [Small Systems Waiver Reporting Manual](#).

Grants Waivers for Planning and Capital

An organization that receives or benefits from Section 5307 funds, but does not have any transit operations, may request a waiver from certain NTD reporting requirements. Typically, this organization is using the Section 5307 funds for planning or capital investment. Transit operations must request this waiver each year.

Natural Disaster Waiver

A transit provider that is severely impacted by a natural disaster may request a waiver from reporting to the NTD for the current year. A request for a natural disaster waiver must demonstrate that the natural disaster was so severe as to prevent the actual collection and reporting of data, or that the actual collection and reporting of data would constitute an unreasonable burden on the transit agency in light of the natural disaster. Disaster waivers are only granted for one year.

For more information on waivers, please refer to the [Annual Reporting Manual](#).

Levels of Access

The system provides six levels of access to the NTD Program. Transit agencies designate the individuals within their organizations who are responsible for entering data into the NTD program. These access levels are assigned on the B-20 (**Contacts**) form located on the **Annual** tab.

CEO: Edit, save, and submit in all reporting areas (Annual, Monthly, and Safety and Security), as well as all CEO certifications.

NTD contact: Edit, save, and submit in all reporting areas (Annual, Monthly, and Safety and Security).

NTD editor: Edit and save in all reporting areas (Annual, Monthly, and Safety and Security).

NTD viewer: View all reporting areas (Annual, Monthly, and Safety and Security).

Safety contact: Edit, save, submit and delete in the Safety and Security reporting area only.

Safety editor: Edit and save in the Safety and Security reporting area only.

Safety viewer: View the Safety and Security reporting area only.

Security contact: View the Safety and Security reporting area only.

User Names and Passwords

The system access level is determined by the user name. The first portion of the user name defines the access level and the last four digits represent the agency's NTD ID number:

- CEO — CEO####
- NTD contact — NTD####
- NTD Editor — EDT####
- NTD Viewer — VWR####
- Safety contact— SFTYNTD####
- Safety editor — SFTYEDT####
- Safety viewer — SFTYVWR####
- Security contact— SECURITY####

FTA e-mails each agency this set of user names with a password for each.

A user can change his / her password at any time. For additional information on this topic, refer to the Sys Admin tab section within this manual titled: Changing Your Password. Please be aware that passwords expire every sixty days. In addition, the system now has an inactivity lock-out feature if you do not log in under your user name for sixty days.

If you forget your password, or are locked out due to inactivity, contact your Analyst or the NTD Help desk.

Note: The system can e-mail passwords only to the addresses listed on the Contacts form (B-20).

What to Report

The NTD Monthly Report consists of a series of forms that collect data providing FTA with monthly trends in ridership and service supplied throughout the year. It must contain all the public transportation service, including [complementary paratransit services](#) required by the [Americans with Disabilities Act of 1990](#) (ADA), which the transit agency provides or purchases.

For [purchased transportation](#) (PT) service, the report must contain data only for those services under contract.

2014 Monthly Ridership Manual

Reporting Modules and Forms

All agencies are required to submit data on a monthly basis. The following exhibit presents a summary of NTD Monthly reporting requirements.

Exhibit 5 — Summary of NTD Monthly Reporting Requirements	
NTD Monthly Report	Who Reports
Mode Service Operated form (MR-10)	All reporters without Waivers
Ridership Activity form (MR-20)	All reporters without Waivers

Calendar Year Data

Unlike the NTD Annual report, which covers the 12-month fiscal year period, the data in the NTD Monthly report covers a 12-month period corresponding to the calendar year.

How to Report

This section describes the following:

- NTD identification number (NTD ID)
- Internet reporting
- Reporting format
- Purchased transportation (PT).

The NTD Identification Number

Each reporter is assigned a unique four-digit NTD ID, which is to be used in all NTD reports and correspondence. The first digit of the NTD ID corresponds to the FTA Region where the reporter is located (e.g., 9### indicates Region IX, 0### indicates Region X).

Internet Reporting

All required forms are completed using Internet Reporting which is accessible from the NTD website at www.ntdprogram.gov. Completing the Mode Service Operated form (MR-10) automatically generates the required Ridership Activity forms (MR-20) for the transit agency.

This manual contains all information necessary to complete the NTD Monthly report using Internet Reporting. See the Internet Reporting section of this manual for specifics. FTA provides Internet Reporting user names and passwords to transit agencies.

Reporting Format

Transit agencies must submit their reports via the Internet Reporting system. A transit agency must file a complete report by the report due date. See the When to Report section below to determine your due date.

General Formatting Rules: Data reported must adhere to the following rules.

- Follow rounding directions for each form
- Unless otherwise indicated, report data as whole numbers
- Use four digits for year entries.

Internet Reporting incorporates these rules, formatting data automatically when you complete a cell entry.

Reporting Purchased Transportation

Purchased transportation (PT) service is service provided to a [public transit agency](#) or governmental unit from a public or private transportation provider based on a written contract. A contractual relationship exists only if all the following criteria are met:

- The seller is obligated in advance of the time the service is furnished to provide the operations for which the operating statistics are being reported for a specific monetary consideration.
- A written agreement exists that specifies the contractual relationship for the time period and the specific service generating the operating statistics included in the NTD Annual report.
- The written agreement is signed by authorized representatives of both the buyer and the seller, and should detail the services to be provided, and the nature and amount of the monetary consideration.

Granting a transportation provider permission to operate certain services through a franchise or license does not, in itself, constitute PT. Also, management services contracts, in which all or some personnel or services are provided to manage or operate the transit agency, are not PT. Generally, the service is part of the public transit agency's DO service.

[Cooperative agreements](#) between public transit agencies or governmental units should not be reported as PT services.

When to Report

Exhibit 6 — NTD Monthly Reporting Requirements and Timeline			
Form Name	Form Purpose	Reporting Frequency	Forms Submitted
Mode Service Operated form (MR-10)	Gives the NTD the information needed to generate the ridership activity forms the transit agency will need to complete for the reporting year.	Annually (January) and when a mode or type of service is added or deleted	One per transit agency
Ridership Activity form (MR-20)	Provides the NTD with monthly information on service provided by the transit agency.	Monthly	One per mode / type of service (TOS) combination
Monthly Reporting Due Dates			
<u>Month</u>	<u>Due Date</u>	<u>Month</u>	<u>Due Date</u>
January	February 29	July	August 31
February	March 31	August	September 30
March	April 30	September	October 31
April	May 29	October	November 30
May	June 30	November	December 31
June	July 31	December	January 31 of following year

Failure to Report or Late Report

The NTD requires transit agencies to submit complete reports according to the due date schedule. Delinquent reports result from not submitting a report, submitting a [late report](#), or not responding to validation inquires. As a result, your transit agency's data may not be included in the NTD. Furthermore, FTA may declare your transit agency ineligible to receive any [Urbanized Area Formula Program](#) (UAF) grants during an entire Federal fiscal year. This ineligibility applies to all transit agencies, regardless of the size of the urbanized area (UZA) served.

2014 Monthly Ridership Manual

A report is considered late if it is not submitted by the due date. Refer to Exhibit 3 — NTD Monthly Requirements and Timelines for due dates.

The system will auto-generate a series of four e-mails sent per reporting due date:

- A reminder will be sent to the NTD Contact on the 20th of each month.
- The First Late Notice will be sent to the NTD Contact and CEO on the 1st of the month no report has been submitted.
- A Second Late Notice will be sent to the NTD Contact and CEO on the 5th of the month if no report has been submitted.
- If an agency does not submit required data by the 15th of the month, they will be added to FTA's Delinquent Reporter List. NTD staff will then contact the appropriate FTA Regional Administrator, who will in turn contact your agency's CEO directly regarding the outstanding data.

Please do not respond to these e-mails. These notices are auto-generated by the system the morning it is sent out, and should be disregarded if you submitted your report within the last few hours.

Transit agencies are required to respond to validation inquiries. Failure to respond within the prescribed timeframe may result in a delinquent status, which may affect your [Urbanized Area Formula Program](#) (UAF) funding eligibility and the amount of funding the UZA receives. If your transit agency serves a UZA with a population of 200,000 or more, data will not be entered into the formula for selected formula statistics.

Where to Report

Transit agencies submit all NTD reports via Internet Reporting at the project's website, www.ntdprogram.gov.

FTA assigns an NTD analyst to each reporting transit agency to assist reporters throughout the year. Please feel free to contact your Analyst if there are any questions, or if FTA can do anything to assist you in reporting.

Internet Reporting

Overview

Transit agencies must use the National Transit Database (NTD) Internet Reporting system to provide their data via reports to the Federal Transit Administration (FTA). NTD Internet Reporting is the online means for transit agencies to enter, save, review and revise data, and submit reports. It provides for timely and accurate reporting as all tasks and requirements for the NTD can be fulfilled via this system.

This section provides Internet Reporting information for the NTD Monthly report.

Internet Reporting System Security

Many measures have been taken to ensure that all data entered into the Internet reporting system are safe and available only to those with proper access. The NTD servers and network are secured behind a firewall. The website is password protected. Additionally, multiple server and database protection layers protect the database files.

Detailed Instructions

Accessing Internet Reporting

Internet reporting is accessed from the **NTD Homepage**. To access Internet reporting:

- Connect to the Internet via your Internet service provider (ISP)
- Verify your Internet browser settings
- Access the Internet reporting website at www.ntdprogram.gov
- Access your transit agency's NTD report via the **Internet Reporting Login** link.

Connecting to the Internet

You should use your ISP to connect to the Internet. Internet reporting requires a version of Internet Explorer that is at least a 6.x version (e.g., Internet Explorer 6.0). If you don't have the latest version of the browser, go to Microsoft.com to download the latest version free of charge.

Verifying Your Internet Browser Settings

You should verify that your browser is set to check for newer versions of stored pages with each visit to the website. To do this in Internet Explorer, access Tools / Internet Options / General / Temporary Internet Files Settings / Every Visit to Page.



The **NTD Homepage** offers the following information and data for reporters and others interested in the NTD:

- Internet Reporting Login link.
- What is the NTD? An overview of the NTD program, milestones in transit history, how to obtain an NTD ID number, and an overview of the NTD reporting forms.

Reporting Manuals

Annual Reporting: Access to HTML and PDF versions of the current Annual Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.

Monthly Reporting: Access to HTML and PDF versions of the current Monthly Reporting Manual, an overview of the reporting changes and highlights, reporting manual archives, etc.

Safety and Security Reporting: Access to HTML and PDF versions of the current Safety and Security Reporting Manual, Newsletters, Safety and Security frequently asked questions (FAQ), an overview of reporting changes and highlights, reporting manual archives, etc.

Rural Reporting: Access to HTML and PDF versions of the current Rural Reporting Manual and Excel spreadsheets, an overview of reporting changes and highlights, reporting manual archives, etc.

Data, Publications and Reference Materials

NTD Glossary: HTML version of the NTD Glossary of transit terms.

NTD Reference Materials: NTD reference materials such as the Uniform System of Accounts, FTA Circulars and Federal Register Notices.

Access NTD Data: HTML and downloadable PDF publications, including the Data Tables (also available as MS Excel self-executable files), Profiles, National Transit Summaries and Trends, as well as Annual, Monthly and Historical databases (MS Excel self-executable files) and other data products.

NTD Resources

FTA / NTD Presentations, Announcements and Updates: FTA / NTD presentations, new and useful information, interim updates to reporting requirements, etc.

NTD Feedback: The mailing address, telephone number and fax number for the NTD Project site as well as an opportunity to provide comments or suggestions regarding the NTD Program.

2014 Monthly Ridership Manual

- Viewer — VWR####

Each transit agency is e-mailed this set of user names with a password for each. Transit agencies should determine access within their organizations and distribute user names and passwords accordingly.



The CEO and NTD Contact person access all reporting areas (Annual, Monthly and Safety and Security) from the **Home** tab.

Passwords

Please note the new password requirements for password length and complexity, as well as that the password expiration period has also changed from 90 to 60 days. Moreover, please note that a new 60-day account inactivity feature will lock accounts that have not been used at least once in a 60 day period. Accounts that become “locked” can be unlocked through an automatic web-based process, which will also prompt you to choose a new password.

New Password requirements are as follows:

- Password length: Passwords must be at least 12 characters and not more than 20 characters.
- Complexity: Passwords must use 3 out of 4 character types – Lower case, Upper case, Numbers, Special Characters.
- Password History: Passwords must be different from 10 previous passwords and must be different from any password used in the last 6 months.

Maximum Password Age

- 60 Day Password Expiration Period.

Account Inactivity

- Your account is locked if you do not login during a 60 day period.

A user can change his / her password at any time. Refer to Sys Admin: Changing Your Password for additional information on this topic.

Reporting Structure

Monthly Reporting includes the following tabs:

Home: The starting point when entering the NTD report. It displays the transit agency’s NTD analyst information and any project related announcements.

e-File: The e-File screen provides for processing and tracking and Monthly report.

Annual: Access to the Annual reporting modules and forms.

Monthly: This screen provides access to the NTD Monthly reporting forms for editing and submitting your report to FTA. Form-by-form instructions and reporting details for the Monthly Module are included in the NTD Monthly Reporting Manual. The NTD contact person is responsible for submitting Monthly data to the NTD.

Safety & Security: Access to the Safety and Security forms.

Notes: Internet Reporting allows the transit agency to create Form Notes to provide additional information applicable to the overall form. Displays all the Form Notes added to the transit agency’s report.

Issues: Displays all the Issues generated for the transit agency’s Monthly report. Issues highlight potential problems with specific data items (specific data which fall out of a typical range of values) and are generated each time the transit agency saves a form or attempts to submit the NTD Monthly report. To correct an Issue, the transit agency may either change the data item on the appropriate form or attach a Comment to the individual Issue and explain. You should use this screen to review the Issues for your report prior to submitting your current NTD Monthly report. All issues must be addressed before submission of the data can be finalized.

2014 Monthly Ridership Reporting Manual

Reports: Print and export reports. All reports have been developed to allow the transit agency to print each form or report without altering print settings to fit a form on the page. The reports listed will vary depending on access level.

Communications: Lists a record of the report submissions the agency has made to the NTD, including any comments from the agency and the review status of the report.

Sys Admin: Change NTD passwords—CEO, NTD Contact Person, Editor and Viewer. You may only change your password. Should you need assistance, contact your Analyst.

Help: Online version of the Monthly Reporting Manual.

Home

Date	Title
March 22, 2009	New Email Contact Information Announcement - NTD Help Desk

After completing the logon process you will be taken to the **Report Homepage**. Click the **Home** tab near the top of any screen to return to the **Home** tab from another area.

e-File

Report Stage	Date Sent To NTD	Date Returned From NTD
Waivers	Year Create Date	Routing Date Status
Declarations	Year Create Date	Routing Date Status
Other Agency Requests	Year Create Date	Routing Date Status
Outgoing NTD Correspondence	Year Create Date	Routing Date Status

The **e-File** tab is located between the **Home** tab and the **Annual** tab. The **e-File** tab is a centralized area in which to compose, organize and track agency correspondence with the NTD program.

Annual

Module	Form Name	Model Service	Update User	Update Date	Issues
					C I

These Annual Module reporting forms are completed by the NTD contact person according to the requirements established in the Annual Reporting Manual.

2014 Monthly Ridership Manual

Safety & Security



This tab provides access to the Safety and Security Module forms for editing and submitting your reports to FTA. Form-by-form instructions and reporting details for the Safety and Security Module are included in the Safety and Security Reporting Manual.

Help: Obtaining More Information



Click on the **Help** tab to display the **Help** screen. The **Help** screen provides access to the 2014 Monthly Reporting Manual for additional help in completing the NTD report forms. The **Help** screen displays the table of contents for the Monthly Reporting Manual with links to each section of the manual.

Communications Summary: Viewing a History of Correspondence with the NTD



The **Communications** tab gives transit agencies a centralized area in which to view past correspondence with the Federal Transit Administration's (FTA) National Transit Database (NTD) program. In addition, the correspondence view can be filtered to show only certain processes or communication types.

Sys Admin: Changing Your Password



The **Sys Admin** screen provides the ability to change your NTD password.

All passwords expire every sixty days. You can change your password at anytime on the **Sys Admin** screen by specifying your current and new password. To be valid, a password must be between 12 and 20 characters long and contain at least three out of four character types (Upper case, Lower case, Numbers, Special characters). Passwords cannot contain spaces and are case-sensitive. If you do not update your password within the sixty-day term, you will be forced to update your password when you first access the system once the sixty-day

period has expired. The screen is similar to the one available on the **Sys Admin** screen and the same password rules apply.

Monthly Ridership



Click on the **Monthly** tab to locate the Monthly forms that your agency is required to complete.

At the beginning of each calendar year the **Monthly** tab only provides access to the Mode Service Operated form (MR-10).

When you have completed, reviewed and saved the Mode Service Operated form (MR-10), the NTD will automatically generate the Ridership Activity form(s) (MR-20) for each mode / type of service your agency operates.

Issues



Reporters can access the Issues screen by clicking the Issues tab. This screen highlights potential problems with specific data items identified through the NTD validation process.

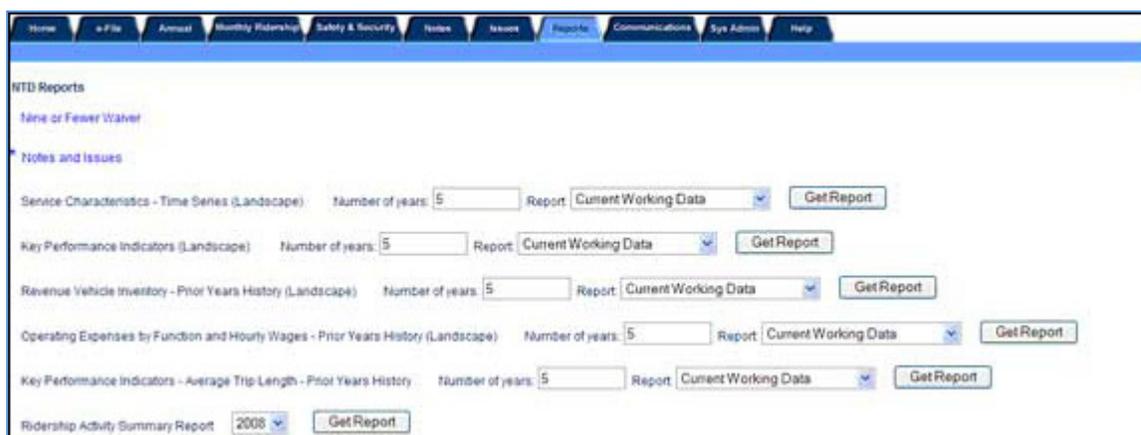
The NTD validation process ensures that NTD reporting requirements are met and that the reported data fall into reasonable ranges and make sense.

NTD Monthly Ridership validation is an interactive, iterative process with two alternating phases:

- Pre-submission validation – automatic system validation checks performed prior to submission of the NTD Monthly report.
- Post-submission validation – review by your assigned NTD analyst after submission of the NTD Monthly report.

In support of the NTD validation process, FTA has assigned an NTD analyst to each transit agency. NTD analysts are available to assist transit agency personnel and may be contacted at the NTD Help Desk. Direct contact information for each analyst is available from the Home tab in the Announcements section (NTD Contact Information) Refer to the exhibit in the Introduction section of this manual for general NTD contact information (mailing addresses, hours of operation, etc.).

Reports



2014 Monthly Ridership Manual

Click on the Reports tab to display the **Reports** screen. This screen provides access to several reports available to assist you in preparing your NTD Monthly report. Most notably, the **Ridership Activity Summary** Report. We suggest that you run this report after saving but prior to submitting your data each month. Please refer to the section on **Printing** for instructions on viewing, printing and exporting a report. To open a report you should click the corresponding link on the **Reports** screen and the report will open Adobe Acrobat Viewer. You can print the report by clicking the **Print** button  in the upper left corner of the viewer and click the Okay button on the resulting Print window.

You can also review selected reports associated with prior submissions for the current Report Year (i.e., 2014) and prior Report Years i.e., 2012 and earlier). To view current or prior year's reports, click on the Report drop-down menu located above the tab line, and select the year and report stage that you wish to view.

Notes: Providing Additional Information



Click on the **Notes** tab to open the **Notes Summary** screen. Internet reporting allows the transit agency to create a **Form Note** for information applicable to the overall form.

Creating a Form Note

To create a form note, click on the **Add Form Note** link at the top right of the form you are editing or viewing. Internet reporting will take you to the **Form Notes** screen for the specific form. Internet reporting pre-fills the mode and TOS (if applicable) for which the note is created, but reporters must complete the note comment.

To save a form note, click on the **Save** button at the bottom of the screen. To return to the form being edited without saving the note, click on the **Cancel** button.

Reviewing Form Notes

Click on the **Form Notes** tab to view the **Form Notes** screen. You can review the form notes associated with a specific form or all form notes for the report. While working in a form click on the **Form Notes** tab to display the **Form Notes** screen for the form. The form name, mode and TOS will be displayed just beneath the tabs.

You also can review form notes associated with prior submissions for the current Report Year (i.e., 2014) and prior Report Years (i.e., 2012 and earlier). To view current or prior year's form notes, click on the **Report** drop-down menu located above the tab line, and select the year and report stage that you wish to view.

Editing Notes

While you are in the **Working Data** report stage, you can edit a form note after it has been created by clicking on the **Edit Note** link in the far right column on the **Form Notes** screen. Once the NTD report is submitted the notes are frozen and cannot be edited. Notes can only be edited while in the report status is **Working Data** which is displayed at the top of screen in the **Report** menu.



Notes are frozen with each submission. If the report is sent back to the transit agency and notes are reviewed or added, the previously submitted notes will not be affected.

Printing Form Notes

You can print all form notes from the **Reports** tab by clicking the **Notes and Issues Report** link.

Tips for Using Internet Reporting

Navigating Between Screens

Do not use the browser **Back** and **Forward** buttons to navigate between screens. Instead, use the Internet Reporting system buttons, tabs and links.

Saving a Form

A Save button is provided at the bottom of each Internet reporting form. When entering information into a form, it is strongly recommended that you save the form frequently. This will prevent the loss of data if your Internet connection is unexpectedly lost.

Also, Internet reporting has an automatic time-out feature that will log users off of the system after a period of inactivity. It is strongly recommended that you save your work every 15 minutes. Otherwise, there is a risk that the next action you take on the system will result in the closure of the screen displayed in your browser and the loss of any data that you had not saved.

Printing

Printing a Form Report from a Form Screen

Click on the **Print** button at the bottom of the **Form** screen to display the report in **Adobe Acrobat Viewer**; then click the **Print** button  in the upper left corner of the viewer and click the **Okay** button on the resulting **Print** window.

Monthly Reporting Module Forms

Mode Service Operated Form (MR-10)

Overview

The Mode Service Operated form (MR-10) is used to identify the modes and types of service (TOS) operated by the transit agency. Internet Reporting uses this information to generate the appropriate ridership activity forms for the transit agency. This form is completed once at the beginning of the calendar year and revised only if there is a mode added or discontinued during the reporting period.

The Mode Service Operated form (MR-10) is completed once at the beginning of the calendar year and revised only if there is a new mode and type of service (TOS) added or discontinued during the reporting period. This form is used to identify the modes and types of service (TOS) operated by the transit agency. Internet Reporting uses this information to generate the appropriate ridership activity forms for the transit agency.

This form is required for all transit agencies, except those agencies with an approved Small Systems Waiver (30 or Fewer Vehicles).

Check all boxes that apply.

Line	a	b
	Directly Operated	Purchased Transportation
01 Aerial tramway (TR)	<input type="checkbox"/>	<input type="checkbox"/>
02 Alaska railroad (AR)	<input type="checkbox"/>	<input type="checkbox"/>
03 Automated guideway (AG)	<input type="checkbox"/>	<input type="checkbox"/>
04 Bus (MB)	<input type="checkbox"/>	<input type="checkbox"/>
05 Cable car (CC)	<input type="checkbox"/>	<input type="checkbox"/>
06 Demand response (DR)	<input type="checkbox"/>	<input type="checkbox"/>
07 Commuter rail (CR)	<input type="checkbox"/>	<input type="checkbox"/>
08 Ferryboat (FB)	<input type="checkbox"/>	<input type="checkbox"/>
09 Heavy rail (HR)	<input type="checkbox"/>	<input type="checkbox"/>
10 Inclined plane (IP)	<input type="checkbox"/>	<input type="checkbox"/>
11 Jitney (JT)	<input type="checkbox"/>	<input type="checkbox"/>
12 Light rail (LR)	<input type="checkbox"/>	<input type="checkbox"/>
13 Monorail (MO)	<input type="checkbox"/>	<input type="checkbox"/>
14 Publico (PB)	<input type="checkbox"/>	<input type="checkbox"/>
15 Trolleybus (TB)	<input type="checkbox"/>	<input type="checkbox"/>
16 Vanpool (VP)	<input type="checkbox"/>	<input type="checkbox"/>
17 Other (OR)	<input type="checkbox"/>	<input type="checkbox"/>
18 Demand response Taxi (DT)		<input type="checkbox"/>

Mode Service Operated Form (MR-10)

Reporting Requirements and Thresholds

All agencies must complete the Mode Service Operated form (MR-10) annually. The exceptions are transit agencies with a Small Systems Waiver (30 or Fewer Vehicles), who need not complete this form. Forms will not be generated for agencies that have an approved Small Systems Waiver (30 or Fewer Vehicles).

What Has Changed from Prior Year

1. There are no changes from the prior year.

Approach

The Mode Service Operated form (MR-10) is used to identify the modes and types of service (TOS) operated by the transit agency. The data reported on this form is used by Internet Reporting to generate the appropriate Ridership Activity forms (MR-20) for the transit agency for the calendar year.

Internet Reporting prepares one set of monthly forms for each mode / type of service (TOS) operated by the transit agency.

Detailed Instructions

When the Mode Service Operated form (MR-10) is accessed, use the check boxes to indicate which modes/types of service (TOS) your agency operates. Once the form has been saved and submitted, the check boxes are no longer active.

If you need to add, delete or end a mode or type of service (TOS) during the report year, use the **Add / Delete Mode / Type of Service** button at the bottom of the screen. Common reasons for a mode / type of service being added, deleted or ended:

- A mode / type of service (TOS) was discontinued,
- A mode / type of service (TOS) was inadvertently reported / omitted on the Mode Service Operated form (MR-10), or
- A new mode / type of service (TOS) began operation during the year.

Completing the Mode Service Operated form (MR-10)

Mode

Transit agencies operate one or more modes of transit service. A [mode](#) is a system for carrying transit passengers described by specific right-of-way (ROW), technology and operational features. All modes recognized by the NTD are described in detail in the [Reference section](#) at the beginning of this document.

Multi-Modal Vehicles

If a vehicle is used for more than one [mode](#), report it under each mode for which it is used and describe the use of the vehicle using the **Add Form Notes** link.

When all data have been entered into the form and verified for accuracy, click on the **Submit Report** button to generate the required forms.

2014 Monthly Ridership Manual

Editing the Mode Service Operated form (MR-10)

Add / Delete Mode / Type of Service

Home e-File Forms Monthly Safety & Security Notes Issues Reports Communications Sys Admin Help

Mode Service Operated form (MR-10) Add / Delete Mode / Type of Service

To Add a Mode / Type of Service to the MR-10, click on the Add Mode / Type of Service Button (Click and add as many modes as necessary.)

Add Mode / Type of Service

a Mode **b** Type of Service **c** New Service Start Date **d** Vehicles Operated in Maximum Service

Make Selection Make Selection

To Delete a Mode / Type of Service from the MR-10, click on the Delete Mode / Type of Service Button (Click and delete as many modes as necessary.)

Delete Mode / Type of Service

a Mode **b** Type of Service **c** Out of Service Date

Make Selection Make Selection

Save Close Submit Report Print

If the agency adds, deletes or discontinues a new mode / type of service (TOS) ([directly operated](#) (DO) or [purchased transportation](#) (PT)), click on the **Add / Delete Mode / Type of Service** button at the bottom of the form. A new screen will appear. Click on either the **Add** or **Delete Mode / Type of Service** button depending on whether a mode / type of service (TOS) is being added, deleted or discontinued. Select the mode and type of service from the **Drop-Down** boxes for the correct line and enter either the new service start date or the out of service date. Save the form by clicking on the **Save** button.

Line by Line Instructions

Completing the Mode Service Operated form (MR-10)

From the Monthly tab, click on the Mode Service Operated form (MR-10) link.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help. A form note can be attached to any form. Use the **Add Form Note** link to include relevant information for a specific field, for the entire form or for multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab. Form notes can be edited or revised until the form is saved after which new form notes can be added.

Saving or Closing the Form

Click on the **Submit** button to save and submit the form. Click on the **Close** button to close the form without saving.

Line by Line Instructions for Completing the MR-10 Form

Lines 1 - 17, column a: Directly Operated (DO) - Vehicles Operated in Maximum Service (VOMS): Select the Check-Box (es) to indicate which modes are directly operated by the transit system. Select Other if none of the above apply and describe the Other mode in the Describe Other field that appears on the form.

Lines 1 - 17, column b: Purchased Transportation (PT) - Vehicles Operated in Maximum Service (VOMS): Select the Check-Box(es) to indicate which modes are directly operated by the transit system. Select Other if none of the above apply and describe the Other mode in the Describe Other field that appears on the form.

Editing the Mode Service Operated form (MR-10)

Adding a Mode / Type of Service

From the Monthly tab, click on the Mode Service Operated form (MR-10) link.

Click on the **Add / Delete Mode / Type of Service** button to enter new service.

In the new window, click on the **Add Mode / Type of Service** button.

Column a: Mode. Select the mode that your agency has begun operating from the Drop-Down menu.

Column b: Type of Service. Select the type of service (TOS) that your agency has begun operating from the Drop-Down menu.

Column c: New Service Start Date. Enter the date that the new mode / type of service (TOS) began operating.

Discontinuing a Mode / Type of Service

From the Monthly tab, click on the Mode Service Operated form (MR-10) link.

Click on the **Add / Delete Mode / Type of Service** button to delete an existing service.

In the new window, click on the **Delete Mode / Type of Service** button.

Column a: Mode. Select the mode that your agency has stopped operating from the Drop-Down menu.

Column b: Type of Service. Select the type of service (TOS) that your agency has stopped operating from the Drop-Down menu.

Column c: Out of Service Date. Enter the date that the mode / type of service (TOS) was taken out of service.

Deleting a Mode / Type of Service

From the Monthly tab, click on the Mode Service Operated form (MR-10) link.

Click on the **Add / Delete Mode / Type of Service** button to delete an existing service.

In the new window, click on the **Delete Mode / Type of Service** button.

Column a: Mode. Select the mode that was incorrectly entered from the Drop-Down menu.

Column b: Type of Service. Select the type of service (TOS) that was incorrectly entered from the Drop-Down menu.

Column c: Out of Service Date. Enter January first of the year you wish to completely delete the Mode / TOS from.

2014 Monthly Ridership Reporting Manual

Ridership Activity Form (MR-20)

The Ridership Activity form (MR-20) collects monthly information regarding transit service provided by the agency. These data provide FTA with monthly trends in passenger usage and service levels.

This form is required for all transit agencies, except those agencies with an approved Small Systems Waiver (30 or Fewer Vehicles).

Line	Month	a Unlinked Passenger Trips (UPT)	b Vehicle Revenue Hours (VRH)	c Vehicle Revenue Miles (VRM)	d Vehicles Operated in Maximum Service (VOMS)	e Submit Date
01	January	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Submit
02	February	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Submit
03	March	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Submit
04	April	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Submit
05	May	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Submit
06	June	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Submit
07	July	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Submit
08	August	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Submit
09	September	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Submit
10	October	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Submit
11	November	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Submit
12	December	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Submit

Overview

Reporting Requirements and Thresholds

Monthly ridership activity information is collected by [mode](#) and [type of service](#) (TOS). These data provide FTA with monthly trends in passenger usage and service levels.

Reporters must enter their data by the end of the month following the month for which data is being reported, i.e., January data is submitted by the last day of February.

What Has Changed from Prior Year

1. There are no changes from the prior year.

Approach

There are two Ridership Activity forms (MR-20) tailored for:

- Rail
- Non-rail

The Ridership Activity form (MR-20) is used to report monthly data by mode and type of service (TOS) for the [revenue vehicles](#) used to provide transit service.

Agencies must report all service for the month – this includes weekend service and non-regular service days.

The data include:

- Service consumed ([unlinked passenger trips](#) (UPT))
- Service supplied ([actual vehicle \(passenger car\) revenue miles](#) (VRM) and [hours](#) (VRH))
- Passenger cars in operation / vehicles operated in maximum service (VOMS)

The data items in this form are similar to the annual data reported on the Service form (S-10). The data reported on the Ridership Activity form (MR-20) must be consistent with the annual data reported in the Service form (S-10).

Detailed Instructions

Data fields for any given month will not appear until that month has ended. As the form is being completed, changes should be saved by clicking the **Save** button frequently.

When all data have been entered for a particular month and the data have been verified for accuracy, the month's data should be date stamped by clicking the **Submit** button at the end of the row. The date under the Submit Date column should reflect the current date. Next click on the **Save** button at the bottom of the form to save the data. If you do not click on the **Save** button at the bottom of the form, the data will not be saved. Any change to a prior month's data takes effect only after the **Submit** button is clicked and a submit date shows in the column for Submission date.

To close the form, click on the **Close** button to return to the Monthly tab. The submit date is the date that the user last updated and saved data for a particular month. Monthly data can be updated, date stamped and saved until the end of February of each year, after this time revisions must be done through your Monthly analyst.

To revise data for prior months, enter the data in the appropriate cell for the month being revised. Click on the **Submit** button at the end of the row. The date under the Submit Date column should reflect the current date. Next, click on the **Save** button at the bottom of the form. To close the form, click on the **Close** button to return to the Monthly tab.

Unlinked Passenger Trips

[Unlinked passenger trips](#) (UPT) are the number of passengers who board [public transportation](#) vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

FTA requires 100 percent counts if available and reliable. One hundred percent counts include Automatic Passenger Counting (APC) systems, fare box counts, manual counts, and any other automated system of counting transit passengers. If 100 percent counts of any type are not available or reliable, FTA allows reporters to apply a methodology developed for estimating monthly trips. This methodology does not need to be the same as the one used in annual reporting. However, the two methodologies cannot be biased in relation to each other.

Actual counts (100 percent sample) involve counting passengers each time they board a vehicle. This method is generally applicable to smaller systems, but its use is not precluded by a system's size.

If the transit agency uses a sampling method, the total unlinked passenger trips (UPT) for a specific month should be estimated using the sample data collected during the month and the same procedure that the transit agency uses to estimate annual unlinked passenger trips (UPT). This approach may not meet FTA's confidence and precision levels for annual data (+-10% precision for a 95% confidence level), but does meet FTA's requirements for a good faith effort for reporting monthly data on the Ridership Activity form (MR-20).

If the transit agency changes its sampling procedure, it should revise its reported unlinked passenger trips (UPT) for the current year and the prior year using the new methodology. The transit agency should contact their Validation analyst for assistance in reporting the revised estimates for the prior year.

Other estimation methods not necessarily based on sampling can also be used. For example, monthly fare box revenues can be used, provided that bias correction factors are factored into the method to account for trips for which no fare box revenues are recorded, or a large number of intra-modal transfers skews the relationship of trips and fare box revenues.

2014 Monthly Ridership Reporting Manual

Exhibit 7 — Transit Agency Makes 100 Percent Count for Bus (MB) to Calculate the Total Unlinked Passenger Trips for the Month

Day	Number of Days in Month	Total Unlinked Passenger Trips
Weekday	21	46,956
Saturday	5	5,987
Sunday	5	3,125
Solution	31	56,068

The total unlinked passenger trips for weekday, Saturday, and Sunday are summed to arrive at the total unlinked passenger trips for the month.

The transit agency reports 56,068 for total unlinked passenger trips (UPT) for the month.

If the transit agency uses an estimation method to report the data and not 100 percent counts, this method does not need to be the same procedure that the transit agency uses to estimate annual unlinked passenger trips (UPT). However, the two methods cannot be biased in relation to each other. The annual data and the cumulative monthly data for the agency's fiscal year should be very close, if not identical.

Actual Vehicle (Passenger Car) Revenue Hours and Miles

[Actual vehicle revenue hours](#) (VRH) and [miles](#) (VRM) are incurred when [non-rail](#) service is available to the general public. These are the miles and hours traveled by vehicles in carrying passengers, plus [layover/recovery time](#). It does not include the miles and hours for items such as [deadhead](#), [charter services](#), [school bus service](#), operator training or maintenance testing. For [rail](#) service, the data are reported in terms of [passenger car revenue hours](#) and [miles](#).

Vehicles Operated in Maximum Service

This is the number of [revenue vehicles/passenger cars](#) operated to meet the maximum service requirement during the month. In most instances, this is the number of scheduled vehicles/passenger cars since most transit agencies have sufficient vehicles/passenger cars to operate the scheduled service. Vehicles operated in maximum service (VOMS) / passenger cars in operation exclude atypical days or one-time special events.

This data item is different than the [vehicles operated in annual maximum service](#) (VOMS) that is reported on the Service form (S-10). The difference between the forms is the time period used in the definition— a month in the Ridership Activity form (MR-20) and a fiscal year in the Service form (S-10).

Form Notes

Reporters can attach a **Form Note** to any form to explain unusual circumstances or data discrepancies that impact the data being submitted to the NTD. Use the **Add Form Note** link to submit relevant information for a form. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a **Form Note** from the **Notes** tab.

Data Validation Tools and Validation Checks

If there is missing data when a reporter clicks the **Submit** button, the NTD system will generate an alert and the form will not be submitted. The agency is required to provide all missing data in order to submit the NTD Monthly report.

Starting in the 2011 calendar year, automated validation checks were incorporated into the Monthly module. You can access these validation checks from the **Issues** tab. You will be required to either correct the data or explain why the data should be acceptable in order to submit your monthly report. In addition, a report comparing Monthly data with the most recent submitted Annual data is available from the **Reports** tab.

Agencies are encouraged to make changes to the data for any month(s) in the current calendar year, as necessary, to ensure that the best available data is reported. Changes can be made without requesting permission from FTA. However, a change to a prior year's data requires authorization from FTA.

Issues

Reporters can access the **Issues** screen by clicking the **Issues** tab. This screen highlights potential problems with specific Monthly Ridership data points identified through the NTD validation process.

The NTD validation process ensures that NTD reporting requirements are met and that the reported data fall into reasonable ranges and make sense.

NTD Monthly Ridership validation is an interactive, iterative process with two alternating phases:

- Pre-submission validation – automatic system validation checks performed prior to submission of the NTD Monthly report.
- Post-submission validation – review by your assigned NTD analyst after submission of the NTD Monthly report.

Pre-Submission Validation

Reporters access the **Issues** screen by clicking the **Issues** tab. This screen highlights potential problems with specific data items identified through basic NTD validation checks. When a reporter enters MR-20 form data or revises existing entries and clicks the Save or Submit button, the system runs a series of automated validation checks. If any of the data on the MR-20 form falls outside of expected ranges, the system will notify the user

2014 Monthly Ridership Reporting Manual

and the Submit Date field will not populate. These issues may include but are not limited to identical data submitted for previous months, entries that include zero values or entries that include figures outside the normal expected ranges.

The NTD validation process ensures that NTD reporting requirements are met and that the reported data fall into reasonable ranges and make sense. These validation checks are designed to flag:

- Monthly variations in the data outside the ranges derived from the historic data reported for that service mode by all agencies.
- Identical data for successive months.

Upon saving your most recent report, Internet reporting will notify you if you have issues that you need to address. You will be required to either correct the data or explain why the data should be acceptable in order to submit your monthly report.

Internet reporting automatically performs issue checks after a form is saved. The issue checks help you assess the completeness and reasonableness of your data prior to submission to FTA. You can access the complete listing of issues for the specific form by clicking on the Issues tab while viewing the form.

Prior to the original submission, issues are deleted as you correct the data and resave the forms. Issues that are explained but not corrected will no longer be marked as active but will not be deleted. Important issues that remain when the NTD Monthly report is submitted will continue to be available for review on the Issues tab. Any corrections or explanations subsequent to the original submission will be recorded and are available for review by you and the NTD staff.

Post-Submission Validation by NTD Analysts

The issues undergo a series of reviews by NTD staff during which the issue status may be changed. At each stage, you should revise forms as necessary, review issues, respond to the issues, save and re-submit the report.

The screenshot shows the NTD reporting interface. At the top, there is a navigation bar with tabs: Home, e-File, Annual, Monthly Ridership (selected), Safety & Security, Notes, Issues, Reports, Communications, Sys Admin, and Help. Below the navigation bar, the form name is "Ridership Activity (MR-20)", the mode is "MB", and the service is "DO". There are links for "Add Form Note" and "Close Form".

A message box displays the following text: "The Submit Date cannot be saved as there are some active issues for this form. Please click the Issues tab for further information."

Below the message box is a table with the following columns: Line, Month, a (Unlinked Passenger Trips (UPT)), b (Vehicle Revenue Hours (VRH)), c (Vehicle Revenue Miles (VRM)), d (Vehicles Operated in Maximum Service (VOMS)), and e (Submit Date). The table contains data for January and February, with input fields for the remaining months. There are "Submit" buttons next to each row. At the bottom of the table, there are "Save", "Close", and "Print" buttons.

Line	Month	a Unlinked Passenger Trips (UPT)	b Vehicle Revenue Hours (VRH)	c Vehicle Revenue Miles (VRM)	d Vehicles Operated in Maximum Service (VOMS)	e Submit Date
01	January	12,497	114	22,037	5	Submit
02	February					Submit
03	March					Submit
04	April					Submit
05	May					Submit
06	June					Submit
07	July					Submit
08	August					Submit
09	September					Submit
10	October					Submit
11	November					Submit
12	December					Submit

You can view exactly what issues have been flagged in the Issues tab. The issues provide reporters with the Mode/TOS and month in question, as well as the questionable data point and possible resolution activity.

Form Name: Ridership Activity (MR-20) **Mode:** MB **Service:** DO [Add Form Note](#) [Close Form](#)

Form Name	Mode / Service	Issue Type	Issue #	Issue Status	<input checked="" type="checkbox"/> Active only
Basic Information					
Financial					
Assets					
Services					
Resources					
Ridership Activity					
Ridership Activity (MR-20)	MB / DO	Important	MR20-008	Active	Add Comments
Issue Description	For MR-20 MB/DO January/2011, Unlinked Passenger Trips (12497) divided by Vehicle Revenue Hours (114) equals 109.62 trips per hour. This is outside the expected range of 2-100.				
Possible Resolution	<ul style="list-style-type: none"> From the Monthly Ridership tab, select Ridership Activity form(s) MR-20 and change unlinked passenger trips - column(a) or From the Monthly Ridership tab, select Ridership Activity form(s) MR-20 and change vehicle revenue hours - column(b) or If the data is correct as reported click on <i>add comments</i> and explain. 				
Ridership Activity (MR-20)	MB / DO	Important	MR20-009	Active	Add Comments
Issue Description	For MR-20 MB/DO January/2011, Vehicle Revenue Miles (22037) divided by Vehicle Revenue Hours (114) equals 193.31 miles per hour (revenue speed). This is outside the expected range of 5-70.				
Possible Resolution	<ul style="list-style-type: none"> From the Monthly Ridership tab, select Ridership Activity form(s) MR-20 column(b) or From the Monthly Ridership tab, select Ridership Activity form(s) MR-20 column(c) or If the data is correct as reported click on <i>add comments</i> and explain. 				

Resolving Issues

There are two ways to address identified issues and submit data. If the data has been entered incorrectly, reporters should change the values directly on the MR-20 form to reflect the proper numbers, save and submit the form. However, if the data is entered correctly but nonetheless result in issues, they can be resolved by adding comments that explain the issue. To add a comment, click on the [Add Comments](#) link for any active issue. A separate comment must be supplied for each issue. Even though adding a comment will allow a reporter to submit the MR-20 form, the issue is not considered permanently closed until the NTD analyst has reviewed and accepted the explanation.

Form Name: Ridership Activity (MR-20) **Mode:** MB [Add Form Note](#) [Close Form](#)

Issue # MR20-001

Comments

[Save](#) [Cancel](#)

Once a reporter has resolved all Monthly Ridership and/or has added a comment to explain each active issue, the reporter can click the [Submit](#) button on the MR-20 form. Reporters can confirm successful submission by verifying that the [Submit Date](#) field has been populated with the current date. Data is not considered submitted until the [Submit Date](#) field is correctly populated. Any month on the MR-20 that does not have a populated [Submit Date](#) field by the data submission deadline will be considered outstanding.

Line by Line Instructions

Completing the Ridership Activity form (MR-20)

From the **Monthly** screen, click on the **Ridership Activity form (MR-20)** link for the applicable mode / type of service (TOS).

Complete the **Ridership Activity form (MR-20)** following the instructions in this section. Data fields for future months will not appear until the 1st of the following month (i.e., February will not be available until March 1).

2014 Monthly Ridership Reporting Manual

Form Level Help

Click on the **Help** tab at the top of the screen for form level help. A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab. Reporters can edit or revise **Form Notes** until the form is **Date Stamped** and saved after which new form notes can be added.

Saving and Closing the Form

To save your data, click the **Save** button at the bottom of the form. If you do not click the **Save** button prior to closing the **Ridership Activity form MR-20**, your data will be lost. This procedure is followed each month, or each time you return to a prior month to revise data.

Line by Line Instructions for Completing the MR-20 Form: Rail Modes

Lines 01-12, column a: By Month - Unlinked Passenger Trips (UPT). Enter the number of unlinked passenger trips (UPT) (need not be audited).

Lines 01-12, column b: By Month - Passenger Car Revenue Hours. Enter the number of actual passenger car revenue hours (data need not be audited).

Lines 01-12, column c: By Month - Passenger Car Revenue Miles. Enter the number of actual passenger car revenue miles (data need not be audited).

Lines 01-12, column d: By Month - Passenger Cars in Operation. Enter the number of passenger cars in operation (data need not be audited).

Lines 01-12, column e: By Month - Submit. When all data have been entered for a particular month and the data have been verified for accuracy, the month's data should be date stamped by clicking the **Submit** button for that row. The submit date is the date that the user last updated data for a particular month. This procedure is followed each month, or each time you return to a prior month to revise data.

Line by Line Instructions for Completing the MR-20 Form: Non-Rail Modes

Lines 01-12, column a: By Month - Unlinked Passenger Trips (UPT.) Enter the number of unlinked passenger trips (UPT) (need not be audited).

Lines 01-12, column b: By Month - Vehicle Revenue Hours (VRH). Enter the number of actual vehicle revenue hours (VRH) (data need not be audited).

Lines 01-12, column c: By Month - Vehicle Revenue Miles (VRM). Enter the number of actual vehicle revenue miles (VRM) (data need not be audited).

Lines 01-12, column d: By Month - Vehicles Operated in Maximum Service (VOMS). Enter the number of vehicles operated in maximum service (VOMS) (data need not be audited).

Lines 01-12, column e: By Month - Submit. When all data have been entered for a particular month and the data have been verified for accuracy, the month's data should be saved by clicking the **Save** button at the bottom of the form, and then date stamped by clicking the **Submit** button for that row. The submit date is the date that the user last updated data for a particular month. This procedure is followed each month, or each time you return to a prior month to revise data.

Monthly Ridership Data Reporting and the Small Systems Waiver (W-30)

Overview

Transit agencies with an approved Small Systems Waiver form (W-30) do not report Monthly Ridership data on the reporting forms on the Monthly Ridership tab. Instead, FTA estimates Monthly Ridership data for all agencies during Fiscal Years with Small Systems Waivers.

Moving from full Annual Report to Small Systems Waiver

Monthly Ridership reports (MR-20) are no longer required as of the first month of the Small Systems Waiver. In order to discontinue Monthly Ridership reporting, “delete” all modes as of the first of the month starting the new Fiscal Year using the Add/Delete Mode button in the MR-10 Mode Service Operated form. If Monthly Ridership reports have already been submitted for months in the new Fiscal Year including the Small Systems Waiver, there is no need to delete reports already submitted. Please ensure that Monthly Ridership reports have been submitted for all months prior to the start of the Small Systems Waiver.

Moving from Small Systems Waiver to Full Annual Report

Monthly Ridership reports (MR-20) are required as of the first month of the new Fiscal Year without a Small Systems Waiver. In order to begin Monthly Ridership reporting, add all modes as of the first of the month starting the new Fiscal Year using the Add/Delete Mode button in the MR-10 Mode Service Operated form.

Exhibit 8 - Annual Report Submission

Monthly ridership data is required until start of the period of time covered by the agency’s fiscal year with a Small Systems Waiver. The following table depicts the fiscal period, the date of waiver deadlines and the due date for the Annual Report.

Fiscal Year End	January 1 – June 30	July 1 – Sept 30	Oct 1 – December 31
Waiver Deadlines	August 31	November 30	February 28
Report Due Date	October 29	January 31	April 29

Questions

If you have any questions regarding Monthly Reporting, contact your Analyst. If you are unsure of the name of your analyst or their contact information, contact the NTD Helpdesk at: 1-888-252-0936 or by email at: NTDhelp@dot.gov.