

Asset Inventory Module

FY 2017 Reporting Manual



Table of Contents

ASSET INVENTORY MODULE	1
MANUAL DATA ENTRY	5
AUTOMATED DATA ENTRY	15
AGENCY IDENTIFICATION (A-00)	18
OVERVIEW	19
REPORTING REQUIREMENTS AND THRESHOLDS.....	19
APPROACH	19
<i>NTD Identification Number</i>	19
<i>Agency Name and Acronym</i>	19
<i>Mailing Address</i>	19
<i>Urbanized Area</i>	19
ADMINISTRATIVE AND MAINTENANCE FACILITY INVENTORY (A-10)	20
OVERVIEW	21
REPORTING REQUIREMENTS AND THRESHOLDS.....	21
APPROACH	21
<i>Administrative Facilities</i>	21
<i>Maintenance Facilities</i>	21
<i>Size</i>	22
<i>Primary Mode in Shared Facilities</i>	22
DETAILED INSTRUCTIONS.....	23
<i>A-10 Form Instructions (Field-by-Field)</i>	24
PASSENGER AND PARKING FACILITY INVENTORY (A-20)	26
OVERVIEW	27
REPORTING REQUIREMENTS AND THRESHOLDS.....	27
APPROACH	27
PASSENGER STATIONS.....	27
<i>Station Criteria</i>	27
<i>Primary Mode at Multi-Modal Stations</i>	28
DETAILED INSTRUCTIONS.....	29
<i>A-20 Form Instructions (Field-by-Field)</i>	29
RAIL FIXED GUIDEWAY INVENTORY (A-50)	32
OVERVIEW	33
REPORTING REQUIREMENTS AND THRESHOLDS.....	33
APPROACH	33
<i>Expected Service Lives</i>	33
<i>Age Distribution</i>	33
DETAILED INSTRUCTIONS.....	34
<i>A-50 Form Instructions (Field-by-Field)</i>	35
TRACK INVENTORY (A-55)	38
OVERVIEW	39
REPORTING REQUIREMENTS AND THRESHOLDS.....	39
APPROACH	39
<i>Expected Service Lives</i>	39
DETAILED INSTRUCTIONS.....	40
<i>A-55 Form Instructions (Field-by-Field)</i>	40
SERVICE VEHICLE INVENTORY (A-60)	42

OVERVIEW	43
REPORTING REQUIREMENTS AND THRESHOLDS	43
APPROACH	43
DETAILED INSTRUCTIONS	44
<i>A-60 Form Instructions (Field-by-Field)</i>	44
REVENUE VEHICLE INVENTORY (A-70)	46
OVERVIEW	47
REPORTING REQUIREMENTS AND THRESHOLDS	47
APPROACH	47
<i>Vehicles Operating in Multiple Modes</i>	47
<i>Purchased Transportation</i>	48
<i>Grouping Vehicles by Like Characteristics (Sub-Fleet)</i>	48
<i>Number of Vehicles in Total Fleet</i>	48
<i>Vehicle Type</i>	48
<i>Funding Source</i>	48
<i>Year of Manufacture</i>	49
<i>Year of Rebuild</i>	50
<i>Manufacturer</i>	50
<i>Model Number</i>	50
<i>Number of Active Vehicles in Fleet</i>	50
<i>ADA Accessible Vehicles</i>	50
<i>Number of Emergency Contingency Vehicles</i>	51
<i>Fuel Type</i>	51
<i>Vehicle Length</i>	51
<i>Seating Capacity</i>	51
<i>Standing Capacity</i>	51
<i>Total Miles on Active Vehicles during Period</i>	52
<i>Average Lifetime Mileage per Active Vehicle</i>	52
<i>Supports Other Mode</i>	52
DETAILED INSTRUCTIONS	54
<i>A-70 Form Instructions (Field-by-Field)</i>	55
DROP-DOWN MENU SELECTIONS (A-70 FORM)	57
DIRECT ENTRY INVENTORY (A-80)	61
OVERVIEW	67
REPORTING REQUIREMENTS AND THRESHOLDS	67
APPROACH	67
DETAILED INSTRUCTIONS	68
<i>A-80 Form Instructions (Table-by-Table)</i>	72

List of Exhibits

- EXHIBIT 1. ASSET INVENTORY MODULE FORMS4
- EXHIBIT 2. CHANGE IN FORMATTING OF DATA ENTRY CELL5
- EXHIBIT 3. ENTRY COMPLETION FEATURE (BEFORE DATA ENTRY)5
- EXHIBIT 4. ENTRY COMPLETION FEATURE (AFTER DATA ENTRY)6
- EXHIBIT 5. EXAMPLE OF DATA ENTRY VIA DROP-DOWN MENU7
- EXHIBIT 6. SAMPLE ENTRY ON A-10 FORM.....16
- EXHIBIT 7. SAMPLE ENTRY ON THE ADMINISTRATIVE AND MAINTENANCE FACILITY TABLE ON THE A-80 FORM.....17
- EXHIBIT 8. AGENCY IDENTIFICATION (A-00)18
- EXHIBIT 9. ADMINISTRATIVE AND MAINTENANCE FACILITY INVENTORY (A-10)20
- EXHIBIT 10. FIELDS IN THE ADMINISTRATIVE AND MAINTENANCE FACILITY INVENTORY (A-10)23
- EXHIBIT 11. PASSENGER AND PARKING FACILITY INVENTORY (A-20)26
- EXHIBIT 12. FIELDS IN PASSENGER AND PARKING FACILITIES (A-20)29
- EXHIBIT 13. RAIL FIXED GUIDEWAY INVENTORY (A-50)32
- EXHIBIT 14. AGE DISTRIBUTION FOR A COASTER CONNECTION LIGHT RAIL ASSET (A-50)34
- EXHIBIT 15. FIELDS IN RAIL FIXED GUIDEWAY INVENTORY (A-50)34
- EXHIBIT 16. ALLOCATION OF LINEAR FEET EXAMPLE (A-50)36
- EXHIBIT 17. TRACK INVENTORY (A-55).....38
- EXHIBIT 18. FIELDS IN THE TRACK INVENTORY (A-55).....40
- EXHIBIT 19. ALLOCATION OF TRACK FEET EXAMPLE (A-55)41
- EXHIBIT 20. SERVICE VEHICLE INVENTORY (A-60).....42
- EXHIBIT 21. FIELDS IN THE SERVICE VEHICLE INVENTORY (A-60).....44
- EXHIBIT 22. REVENUE VEHICLE INVENTORY (A-70).....46
- EXHIBIT 23. FIELDS IN THE REVENUE VEHICLE INVENTORY (A-70).....54
- EXHIBIT 24. ADMINISTRATIVE AND MAINTENANCE FACILITY INVENTORY TABLE (A-80)61
- EXHIBIT 25. PASSENGER AND PARKING FACILITY INVENTORY TABLE (A-80).....62
- EXHIBIT 26. RAIL FIXED GUIDEWAY INVENTORY TABLE (A-80)63
- EXHIBIT 27. TRACK INVENTORY TABLE (A-80)64
- EXHIBIT 28. SERVICE VEHICLE INVENTORY TABLE (A-80)65
- EXHIBIT 29. REVENUE VEHICLE INVENTORY TABLE (A-80)66
- EXHIBIT 30. FIELDS IN THE ADMINISTRATIVE AND MAINTENANCE FACILITY INVENTORY TABLE (A-80)68
- EXHIBIT 31. FIELDS IN THE PASSENGER AND PARKING FACILITY INVENTORY TABLE (A-80).....69
- EXHIBIT 32. FIELDS IN THE RAIL FIXED GUIDEWAY INVENTORY TABLE (A-80)70
- EXHIBIT 33. FIELDS IN THE TRACK INVENTORY TABLE (A-80)70
- EXHIBIT 34. FIELDS IN THE SERVICE VEHICLE INVENTORY TABLE (A-80)71
- EXHIBIT 35. FIELDS IN THE REVENUE VEHICLE INVENTORY TABLE (A-80)72

Asset Inventory Module

The National Transit Database (NTD) program's Asset Inventory Module (AIM) is designed to collect basic information on assets and infrastructure applied by U.S. transit agencies to deliver service. The purpose of assembling a nationwide inventory is to improve the Federal Transit Administration's (FTA's) ability to project capital costs for the replacement (and necessary capital renewal activities) of existing transit assets in the future. This information supports the FTA biennial report to the U.S. Congress regarding cost estimates of transit capital. These estimates directly influence the FTA annual budget request submitted for the federal fiscal year (FFY).

The pilot version of the AIM is a Microsoft Excel spreadsheet rather than a part of the www.ntdprogram.gov on-line reporting system. This version is a "proof-of-concept" approach that includes several important features (e.g., self-validation) that may be included in revisions of the on-line reporting system.

The Asset Inventory Module contains the following forms:

- Agency Identification (A-00)
- Administrative and Maintenance Facility Inventory (A-10)
- Passenger and Parking Facility Inventory (A-20)
- Rail Fixed Guideway Inventory (A-50)
- Track Inventory (A-55)
- Service Vehicle Inventory (A-60)
- Revenue Vehicle Inventory (A-70)
- Direct Entry Inventory (A-80)

The relationship among these forms is shown in [Exhibit 1](#).

Agency Identification (A-00)

The A-00 form collects basic organizational information about transit agencies, including State recipients, Metropolitan Planning Organizations (MPOs), and regional planning commissions filing National Transit Database (NTD) reports. This form is required for all transit agencies, including State recipients, Metropolitan Planning Organizations (MPOs), and regional planning commissions. You must include the contact information for a designated liaison staff member at the NTD reporting agency, often the person entering the data. If you operate rail transit service, you must identify the urbanized area(s) (UZAs) *where your fixed guideway infrastructure is located*.

Go to the full instructions by clicking here: [Agency Identification \(A-00\)](#).

Administrative and Maintenance Facility Inventory (A-10)

The A-10 form collects basic information on administrative and maintenance facilities used to supply transit service. For each reported facility, you must include the facility's name, street address, square footage, year built or substantially reconstructed, and the primary mode served by or operated out of the facility. In addition, each reported facility must have a percent indicating your level of responsibility ("share") to fund the estimated cost and a condition rating. This estimate includes ancillary costs such as professional services and unallocated contingency costs that are typically part of the planning, design, and replacement of a facility. Finally, the reported facility must be classified under a facility type. Note that in situations where a major facility's age varies by section (due to significant rebuilding, addition, or retrofitting), you are encouraged to report the facility on several line items in order to more accurately represent its age.

Go to the full instructions by clicking here: [Administrative and Maintenance Facility Inventory \(A-10\)](#).

Passenger and Parking Facility Inventory (A-20)

The A-20 form collects basic information on passenger and passenger parking facilities used to supply transit service. For each reported facility, you must include the name, street address, square footage or number of parking spaces

(parking facilities only), year built or substantially reconstructed, and the primary mode operated at or served by the facility. In addition, each reported facility must have a percent indicating your level of responsibility (“share”) to fund the estimated cost and a condition rating. Finally, the reported facility must be classified under a passenger facility type. Note that in situations where a major facility’s age varies by section (due to significant rebuilding, addition, or retrofitting), you are encouraged to report the facility on several line items in order to more accurately represent its age.

Go to the full instructions by clicking here: [Passenger and Parking Facility Inventory \(A-20\)](#).

Rail Fixed Guideway Inventory (A-50)

The A-50 form collects data on linear guideway assets and power and signal equipment found in or making up an agency’s rail network. You can identify the length of specific types of guideway construction and corresponding equipment by rail mode. ***You should report data as network totals by rail mode type and operating agreement (direct operation (DO) or purchased transportation (PT)).***

You must provide data on the expected service years and date of construction or major rehabilitation. In addition, you must report the percent of each asset type’s estimated cost that you are responsible for funding (capital responsibility).

You have the choice of entering either the default value for expected service life for each asset or you can choose to enter a different value based on previous agency experience with the asset. You must break out the reported quantities into year ranges corresponding to the asset’s date of construction or last major rehabilitation. (Reporting ranges are in fixed 10-year intervals.) You must allocate either asset quantities (e.g., linear feet or track feet) or percent of the total value of an asset to its corresponding intervals.

Go to the full instructions by clicking here: [Rail Fixed Guideway Inventory \(A-50\)](#).

Track Inventory (A-55)

The A-55 form collects data on track assets in an agency’s rail network. You must report the length of linear track assets (tangent or curved track) and total number of track special work by rail mode. ***You are to report data as network totals by rail mode type and operating agreement (direct operation (DO) or purchased transportation (PT)).***

You must provide data on the expected service years and date of construction or major rehabilitation. In addition, you must report the percent of each asset type’s estimated cost that you are responsible for funding (capital responsibility).

You have the choice of entering either the default value for expected service life for each asset or you can choose to enter a different value based on previous agency experience with the asset.

Go to the full instructions by clicking here: [Track Inventory \(A-55\)](#).

Service Vehicle Inventory (A-60)

The A-60 form collects data on different types of service vehicles used to indirectly deliver transit service, maintain revenue vehicles, and perform transit-oriented administrative activities. These vehicles include sedans, trucks and other rubber tire vehicles, and steel wheel vehicles.

Each service vehicle fleet should have information reported on its type of vehicle, the number of vehicles in the fleet, expected service life, year of manufacture, your agency’s capital responsibility, the fleet’s estimated cost, and the year dollar value of the estimated cost.

Similar to the A-50 and A-55 forms, you have the choice of entering either the default value for expected service life for each asset or you can choose to enter a different value based on previous agency experience with the asset.

The estimated costs of service vehicle fleets represent the replacement of an amalgamation of assets. The reported estimated cost should therefore be the lump sum dollar cost to replace the entire fleet.

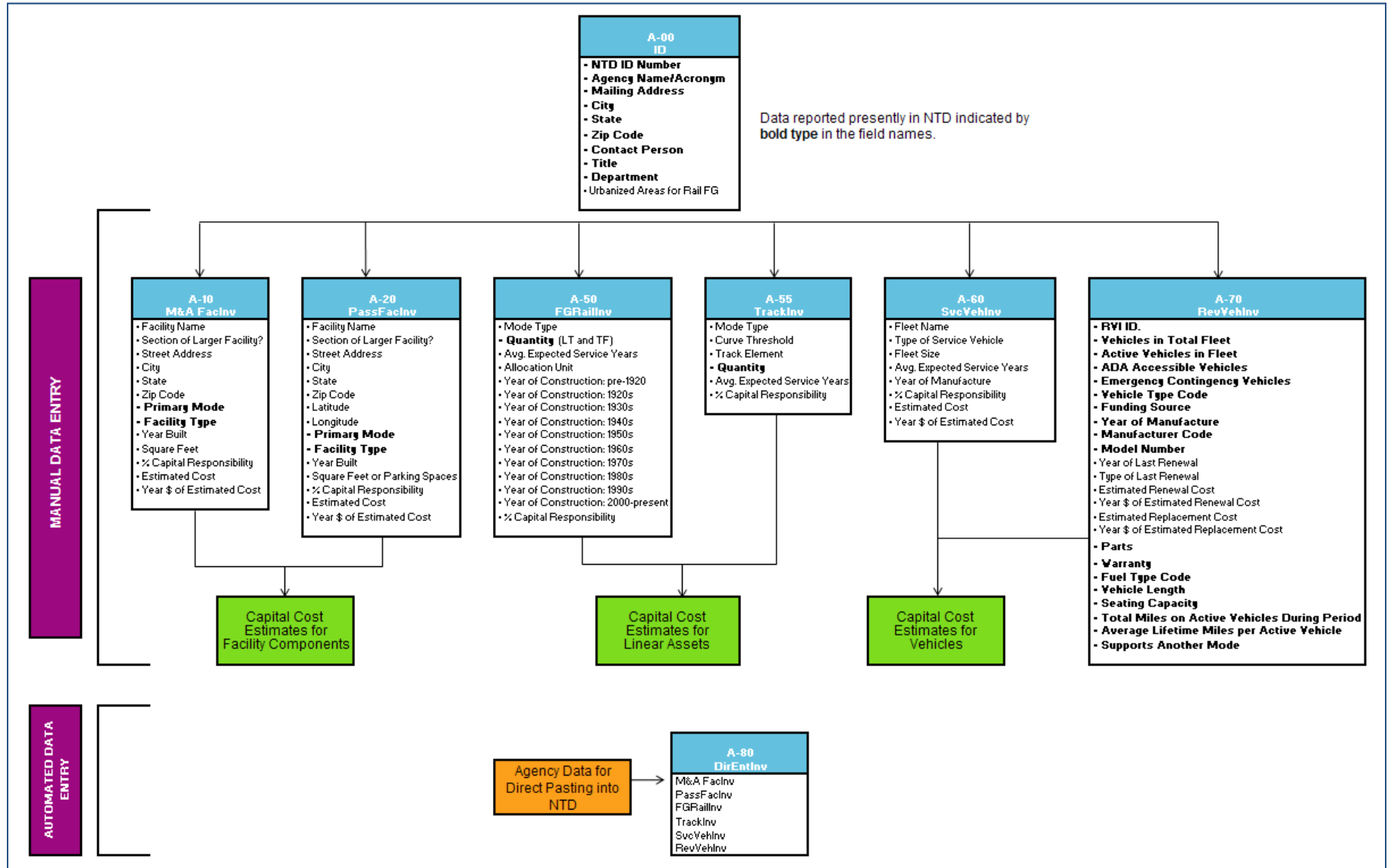
Go to the full instructions by clicking here: [Service Vehicle Inventory \(A-60\)](#).

Revenue Vehicle Inventory (A-70)

The A-70 form is identical to the old online reporting system Revenue Vehicle Inventory form A-30 in the [Asset Module](#) of the [2011 Reporting Manual](#). The A-70 form collects data on the revenue vehicle inventory at the end of the fiscal year and identifies the characteristics of the vehicles in the fleet. This form is required for all transit agencies.

Go to the full instructions by clicking here: [Revenue Vehicle Inventory \(A-70\)](#).

Exhibit 1. Asset Inventory Module Forms



Manual Data Entry

If you elect to enter data manually, the AIM features three data entry elements for you: Data Validation, Entry Completion, and Drop-Down Menus. In order to most effectively input asset data, it is recommended that you use the Tab key to toggle between data entry fields.

Data Validation

Certain spreadsheet cells contain “conditional formatting” to alert you of potential data input errors. When a cell is “flagged”, its formatting changes from black font on a white-filled background to:

- gray font on a pink-filled background if you omit necessary data (e.g., inputting facility data without naming facility)
- white font on a red-filled background if the value that you enter is *outside* of the AIM validation range or value chosen from drop-down menu does not comply with the asset (e.g., reported year of construction or major rehabilitation falls outside acceptable range or erroneously selecting parking spaces as unit of analysis for a passenger station)
- white font on an orange-filled background if the value that you enter is *too low* (e.g., facility’s reported cost per square foot is below the AIM cost range)
- white font on a light blue-filled background if the value that you enter is *too high* (e.g., parking facilities reported number of parking spaces exceeds the AIM validation range)

Exhibit 2 illustrates the various formatting changes that occur when data is “flagged”.

Exhibit 2. Change in Formatting of Data Entry Cell

Empty Cell	Entry Within Range	Cell with omitted data	Entry Outside Range	Entry that is “too low”	Entry that is “too high”
Year?	1976	Enter Facility Name	1876	\$ 2	15,000

The FTA does not consider entries that fall outside the validation range to be incorrect automatically, and will accept them initially. However, these entries will be flagged for subsequent confirmation by you.

Entry Completion

This feature is located in column E of the AIM forms where data for an asset are entered in a row. It uses a “red light/green light” scheme to indicate that you may proceed to the next entry. When an entry has all required information, this feature’s cell background fill turns green. However, it remains red if data are missing to complete the entry.

Prior to data entry, the feature will show a blank cell to indicate there is no recorded input. Exhibit 3 shows the Entry Completion feature before you enter data.

Exhibit 3. Entry Completion Feature (Before Data Entry)

Row Complete Yes/No
<input type="text"/>

Once you have entered data, the feature displays the word 'No' in white font on red-filled background until all required data have been provided. Upon providing all required data, the feature displays the word 'Yes' in white font on green-filled background. Exhibit 4 displays the change in the Entry Completion indicator after all required data are entered.

Exhibit 4. Entry Completion Feature (After Data Entry)

Incomplete Entry	Complete Entry
No	Yes

Drop-Down Menus

Drop-down menus are used for data fields with too many selections to list on individual rows on the forms. The following fields require you to select an option using a drop-down menu if entering data manually for one or more of the forms.

- Section of a larger facility (A-10 and A-20 forms)
- Primary Mode (A-10 and A-20 forms)
- Administrative and Maintenance Facility Type (A-10 form)
- Passenger and Parking Facility Type (A-20 form)
- Units (Passenger and Parking Facilities in the A-20 form)
- Rail Mode Type (A-50 and A-55 forms)
- Allocation Unit (A-50 form)
- Service Vehicle Type (A-60 form)

The menu selections for these four tables are show in Exhibit 6 on the following page. The following drop-down menus are found only in the A-70 form. You may examine menu selections for drop-down menus featured on the A-70 Vehicle Inventory form by clicking here: [Drop-Down Menu Selections \(A-70 form\)](#).

- Vehicle Type Code
- Funding Source
- Manufacturer Code
- Type of Last Renewal
- Fuel Type Code
- Supports Another Mode

Exhibit 5 illustrates a field with a drop-down menu.

Exhibit 5. Example of Data Entry via Drop-Down Menu

Form Name: Administrative and Maintenance Facility Inventory (A-10)											
c			h	j	i	n	p	r			
NO BAD DATA Check for Missing Data in Cols. j to ad			Mode?								
Line	Facility Name	Row Complete Yes / No	Mark "X" if line item is section of larger facility	Street Address	City	State	Zip Code	Primary Mode Served at Facility	Adm Main Facili Type		
1	Western Bus Garage	No		4500 48th Street	Chicago	IL - Illinois	60800	<div style="border: 1px solid black; padding: 2px;"> Select from Pull-Down List </div> <ul style="list-style-type: none"> HR - Heavy Rail (DO) IP - Inclined Plane JT - Jitney LR - Light Rail (DO) MB - Bus MA - Monorail/Automated Guideway (DO) PS - Public PB - Bus Rapid Transit 			
2	Enter Facility 2 Name, then Fill in Columns h - ad										
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											

Primary Mode menu selections:		Selection Definition
1.	<p>RMM – Transit Rail Mode/Ferry (Example: New York MTA Saint George Station connecting Staten Island Ferry service to the Staten Island Railway).</p>	Primary mode if passenger facility building is shared between a transit rail mode and transit ferry service. Shared space may include passenger waiting and ticket vending areas.
2.	<p>RMM – Transit Rail Mode/Amtrak (Example: Washington, D.C. Union Station with MARC commuter rail and Amtrak passenger rail service sharing facility.)</p>	Primary mode if passenger facility building is shared between a transit rail mode and Amtrak passenger rail service. Shared space may include platforms, passenger waiting areas and ticket vending locations.
3.	<p>RMM – Transit Rail Mode/Airport (Examples include:</p> <ul style="list-style-type: none"> • MBTA provides connecting service between the Airport Station heavy rail station and Logan International Airport using MBTA shuttle buses. • WMATA Ronald Reagan Washington National Airport heavy rail station connects to airport using pedestrian overpass. • CTA O'Hare heavy rail station terminates inside the O'Hare Airport.) 	Primary mode if passenger facility building is shared between a transit rail mode and an airport <u>or</u> the passenger facility provides connectivity to an airport. Connectivity may mean station and airport are connected directly via pedestrian overpasses, indirectly via airport shuttle buses, or directly with rail cars entering a station located in an airport building.
4.	<p>RMM – Transit Rail Mode/Intercity Bus (Example: Charles A. Gallagher Transit Terminal in Lowell, MA shared by MBTA commuter rail service and intercity bus service.)</p>	Primary mode if passenger facility building is shared between a transit rail mode and intercity bus operators. Shared space may include passenger waiting areas, restrooms and ticket vending locations.
5.	<p>AG - Automated Guideway (Example: JTA Skyway in Jacksonville, FL; Metromover in Miami, FL; Detroit People Mover)</p>	Fixed guideway service utilizing unmanned vehicles/trains operated with automatic train control.
6.	<p>AR - Alaska Railroad (Rail – Fixed Guideway)</p>	A special railroad that Congress recognizes for certain FTA funding that operates in Alaska.
7.	<p>CB - Commuter Bus (Non-Rail – Fixed Guideway or Non-Fixed Guideway) (Example: <i>Commuter Express</i> service operated by the Los Angeles Department of Transportation.)</p>	Fixed-route bus service that primarily connects outlying areas with a central city within the same or adjacent region. Mode typically uses over-the-road buses over long distances with service predominantly in one direction during peak periods with limited stops. Main difference with intercity bus service is that the service area is limited to regional only.

8.	<p>CC - Cable Car (Rail – Fixed Guideway) (Example: Cable cars operated by the San Francisco Municipal Transportation Agency (MUNI))</p>	<p>A railway propelled by moving cables located beneath the street. The only surviving system is operated in San Francisco.</p>
9.	<p>CR - Commuter Rail (Rail – Fixed Guideway) (Example: <i>Sounder</i> commuter rail service operated between Tacoma, WA and Seattle by Sound Transit.)</p>	<p>Rail service operating on former freight railways, or on tracks shared with freight railways, Amtrak, or both. Service typically connects riders in outlying suburbs and cities to a central city with relatively long distances between stops. Trains are diesel or electric-powered and guideway typically has grade-crossings with roadways.</p>
10.	<p>DR - Demand Response (Non-Rail Non-Fixed Guideway) (Example: Customized Community Transportation (CCT) operated By the Southeastern Pennsylvania Transportation Authority.)</p>	<p>Demand response (DR) service is a shared-ride mode between pick-up and drop-off locations in response to calls from passengers. (Point Deviation service should be classified as Demand Response.) Many transit systems operate demand response service to meet requirements under the Americans with Disabilities Act of 1990 (ADA); therefore, service classified as “paratransit” should be classified as DR. Service often operated with a cut-away bus on chassis.</p>
11.	<p>FB - Ferry Boat (Example: <i>Golden Gate Ferry</i> service operated in the Bay Area By the Golden Gate Bridge, Highway and Transportation District.)</p>	<p>Steam or diesel-powered vessels carrying passengers and/or vehicles over a body of water. Predominantly serves as a commuter service such that most ridership travels round trip on the ferry service on the same day.</p>
12.	<p>HR - Heavy Rail (Example: New York City subway operated by the Metropolitan Transportation Authority of the State of New York (MTA))</p>	<p>A high-capacity rapid transit mode operated over electric railway with local service in exclusive right-of-way. Service is characterized by relatively short distances between stops for local service within a city and the immediate suburbs. Typically operated on long trains of six to eight rail cars. Usually powered via third rail.</p>
13.	<p>IP - Inclined Plane (Example: <i>Lookout Mountain Incline Railway</i> operated by the Chattanooga Area Regional Transportation Authority.)</p>	<p>A railway operating on steep slopes and grades with vehicles powered by moving cables.</p>

14.	<p>JT – Jitney (Example: <i>Atlantic City jitney</i> routes operated by the Atlantic City Jitney Association (ACJA))</p>	A bus service using owner-operated vehicles on fixed routes.
15.	<p>LR - Light Rail (Example: METRO light rail line operated in the Phoenix, AZ area.)</p>	A medium-capacity electric-powered rapid transit mode with local service often in mixed traffic with road vehicles, and, sometimes exclusive right-of-way with grade crossings at intersections. The service is characterized by relatively short distances between stops with short trains of one to four cars operating locally within a city and the close in suburbs.
16.	<p>MB – Bus (Example: <i>Falls Ride</i> fixed route bus service operated by the Aviation, Traffic and Transportation Department of the City of Wichita Falls, TX.)</p>	Fixed-route bus service (MB) is the most-prevalent mode in the country. MB service is powered by a motor and fuel contained within the vehicle. Deviated fixed-route service and route deviation should be reported as MB.
17.	<p>MG - Monorail/Automated Guideway (Las Vegas Monorail)</p>	An electric railway that straddles a single-beam guideway. May have vehicle operators or may operate with automated train control.
18.	<p>PB – Publico (Blue Line company operating between cities in the San Juan Metropolitan Area and northern Puerto Rico.)</p>	Shuttle bus providing intercity travel within Puerto Rico with pick-up and drop-off locations in response to calls from passengers.
19.	<p>RB - Bus Rapid Transit (Example: <i>EmX routes</i> operated by Lane Transit District In Eugene, OR.)</p>	Fixed-route bus systems that combine passenger stations, traffic signal priority or pre-emption, low-floor vehicles or level-platform boarding, and separate branding of the service. Often designed as a lower-cost alternative to light rail.
20.	<p>SR - Streetcar Rail (St. Charles, Canal Street, and Riverfront lines operated by the Regional Transit Authority in New Orleans.)</p>	Rail systems operating routes predominantly on streets in mixed-traffic. This service typically operates with single-car trains powered by overhead contact system and with frequent stops.

21.	TB – Trolleybus (Example: Trolleybus routes operated by the Greater Dayton Regional Transit Authority.)	Fixed-route service using rubber tire buses powered by overhead contact system. Service using rubber tire replica trolleys or historic trolleys, powered by an on-board motor should be classified under the motor bus (MB) service.
22.	TR - Aerial Tramway	A system of suspended vehicles transported over aerial cables; similar to systems found at some ski resorts.
23.	VP - Vanpool	A commuting service operating under pre-arranged schedules for previously formed groups of riders in vans.
24.	YR - Hybrid Rail	Rail systems primarily operating routes on freight railroads, but not operating with the characteristics of commuter rail. This service typically operates light weight non FRA-compliant vehicles as diesel multiple-unit trains (DMU's). Only the Sprinter (San Diego) and A-train (Dallas) services operate this mode presently.

Administrative and Maintenance Facility Type menu selections:		Selection Definition
1.	Maintenance Facility (Service and Inspection)	<p>Maintenance facility where mechanics, machinists and other maintenance personnel perform preventive maintenance, daily service and inspection, and/or corrective maintenance activities on revenue vehicles to keep them in-service. Facilities generally contain maintenance bays, built-in or portable lifts and/or inspection pits, fuel pump islands, fuel storage tanks, bus wash systems, and brake testing lanes.</p> <p>Personnel inspect, repair, or replace some, but not all, vehicle components during the following activities:</p> <ul style="list-style-type: none"> • Clean interiors • Maintain cameras • Fill/replace fluids and lubricants • Replace filters • Replace/repair tires • Inspect suspensions and brakes • Inspect batteries, wheelchair lifts and ramps • Degrease engines • Perform minor body repairs and painting. <p>Revenue vehicles may be stored overnight or between being placed into revenue service.</p>

Administrative and Maintenance Facility Type menu selections:		Selection Definition
2.	<p>Heavy Maintenance and Overhaul (Backshop) (Example: Carmen Turner Heavy Overhaul Shop of the Washington Metropolitan Area Transit Authority)</p>	<p>Maintenance facility where mechanics, machinists and other maintenance personnel perform heavy overhaul and other related rebuilding activities to help revenue vehicles reach their targeted service life. Activities usually occur at mid-life (i.e., mid-point of useful life) to refurbish, overhaul or replace major vehicle components. These components include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Engines, transmissions, or axles • Fareboxes, radios, and other electronics • Starters, alternators, and brake system components • Chassis parts and seats • Bearings
3.	<p>General Purpose Maintenance Facility/Depot</p>	<p>Maintenance facility where mechanics and other maintenance department personnel, provide basic service readiness inspection (e.g. tire pressure, oil/fluid levels etc) and light repair (e.g. mirror replacement) or service (e.g. sweeping) on revenue. Revenue vehicles may be stored here overnight or between being placed into revenue service.</p>
4.	<p>Vehicle Washing Facility</p>	<p>Stand-alone building or structure containing vehicle washer equipment.</p>
5	<p>Vehicle Blow-Down Facility</p>	<p>Stand-alone building or structure containing equipment for cleaning under-floor equipment of rail rolling stock.</p>
6.	<p>Vehicle Fueling Facility</p>	<p>Stand-alone building or structure containing vehicle fuel dispensing equipment.</p>
7.	<p>Vehicle Testing Facility</p>	<p>Maintenance facility used for vehicle acceptance testing (after being received from manufacturer or overhauls or other maintenance activity).</p>
8.	<p>Administrative Office / Sales Office (Example: Headquarters or ticket sales offices for the the Greater Cleveland Regional Transit Authority.)</p>	<p>Facilities and offices which house the executive management and supporting activities for transit operations, with the exception of vehicle maintenance, that could include accounting, finance, engineering, legal, safety, security, customer services, scheduling and planning. These buildings may include customer information or ticket sale offices, which are owned by the transit agency but not part of passenger stations.</p>
9.	<p>Revenue Collection Facility (Example: MBTA revenue collection facility)</p>	<p>Facility where revenue collection personnel process electronic and/or cash fare payments. May include revenue counting equipment such as bill counters, coin scanners, and coin sorters. May also include or store the following revenue collection and monitoring equipment:</p> <ul style="list-style-type: none"> • Cameras and CCTV • Cash box repair areas • Alarm systems • Computerized probe for downloading e-transactions on GFI farebox • Vault compartment
10.	<p>Combined Administrative and Maintenance Facility</p>	<p>Any facility with combined functions of at least one</p>

Administrative and Maintenance Facility Type menu selections:		Selection Definition
		of the administrative facilities listed above (8 and 9) and one of the maintenance facilities listed above (1-7). If selected, describe specific facility in "Notes" field (A-10 form, column AH).
11.	Other	Any administrative or maintenance facility that does not fit into one of the ten categories described above. If selected, describe specific facility and its functions in the "Notes" field (A-10 form, column AH).

Passenger Facility Type menu selections:		Selection Definition
1.	Bus Transfer Center (Example: Triangle Transit's Regional Transit Center (RTC) in Durham, NC.)	Terminal station for several routes or a large mid-route transfer facility where passengers may connect between two or more fixed-route bus services. Terminal may have a single rubber-tire mode, usually motor buses, but may be connection hub for motor bus, commuter bus, and/or intercity bus services. Transfer centers often have a passenger waiting area (enclosed or non-enclosed), multiple canopies or shelters, lighting, and signage. Some transfer centers have ticket vending machines or staffed ticketing booths.
2.	Elevated Fixed Guideway Station (Example: LaSalle/Van Buren station on the Chicago Transit Authority's Elevated ('E') lines.)	Station located above grade built on a viaduct, a steel or concrete structure, or on retained fill. Steel and reinforced concrete components in elevated structure can include: <ul style="list-style-type: none"> • Foundation • Piers • Retaining Walls • Beams • Stringers • Bearing pads • Expansion joints Passenger stations include stairs, elevators, and escalators to reach ticket mezzanines and/or train platforms. Elevated stations may have pedestrian overpasses to allow passengers to cross over the tracks before or after entering the station. Stations may include canopies or shelters, lighting, and signage.
3.	At-Grade Fixed Guideway Station (Example: West Falls Church station on the Orange Line operated by the Washington Metropolitan Area Transit Authority.)	Station located at street grade along an exclusive grade-separated right-of-way. May include pedestrian overpasses to allow passengers to reach station.
4.	Underground Fixed Guideway Station (Example: 34 th Street/Penn Station on the E line operated by the New York MTA.)	A passenger station typically consisting of a concrete structure built below grade constructed by cut and cover, drill-and-blast, excavated, bored tunnel, or sunken underwater tube. Stations typically include sump pumps, ventilation systems, and lighting systems.

5.	<p>Simple At-Grade Platform Station</p> <p>(Example: Main Street Square station operated by the Metropolitan Transit Authority of Harris County, Texas)</p>	<p>Stops on-street or in street or highway medians. May be low level platforms (serving low-floor vehicles) or raised platforms serving high-floor vehicles. Typically include shelters, canopies, lighting, signage and/or ticket vending machines. Right-of-way leading up to the platform station is generally in mixed traffic. This station type is often served by light rail and street car transit in the U.S.</p>
6.	<p>Exclusive Grade-Separated Platform Station</p> <p>(Example: <i>Hampton station</i> on the Westmoreland line operated by the Dallas Area Rapid Transit (DART) agency.)</p>	<p>Stops on-street or in street or highway. May be low level platforms (serving low-floor vehicles) or raised platforms serving high-floor vehicles. Typically include shelters, canopies, lighting, signage and/or ticket vending machines. Right-of-way leading up to the platform station is grade separated from automobile traffic. This station type is often served by light rail and street car transit in the U.S.</p>
7.	<p>Surface Parking Lot</p>	<p>A lot paved with asphalt, concrete, or permeable materials with parking spaces outlined by paint and other materials for demarcation. Typically include lanes for vehicle circulation and are usually uncovered.</p>
8.	<p>Parking Structure</p>	<p>Single or multi-level parking structure built either underground (typically underneath a building or station), above grade, or both. Characterized by a street level entrance with ramps to access parking spaces below the surface.</p>
9.	<p>Other</p>	<p>Any passenger or parking facility that does not fit into one of the eight categories described above. If selected, describe specific facility and its functions in the "Notes" field (A-20 form, column AN).</p>

Unit Type menu selections (passenger and parking facilities):	
1.	Square Foot
2.	Parking Space

Automated Data Entry

Direct Entry Inventory (A-80)

You also have the option of inputting your asset information by pasting data directly into the tables on form A-80: Direct Entry Inventory—provided that your reported data are already tabularized and in the same sequence and format as the form. The A-80 form allows you to more directly and quickly report your asset data into the module by giving you the option of skipping the manual entry in forms A-10 through A-70 and pasting your data directly into their corresponding tables on A-80,

Note that form A-80 is optional for all agencies. You must choose between entering data manually in the A-10 through A-70 forms or pasting them directly into the appropriate tables in the A-80 form.

Manual entry of data may be more advantageous for a small number of entries because user prompts, validation features, and drop-down menus help you provide accurate data. Conversely, pasting data into the Direct Entry Inventory sheet (A-80 form) is less cumbersome if you have large quantities of assets to report. This may be particularly true if you have enterprise asset reporting systems that can generate the data in the same sequence of fields in the tables of the A-80 form.

Exhibits 6 and 7 show the difference in the layout of a sample entry in the A-10 form and the same entry in the Administrative and Maintenance Facility Inventory table on the Direct Entry Inventory sheet (form A-80).

Note that the Direct Entry Inventory (A-80) form does not incorporate any of the three manual data entry features discussed in the [preceding section](#).

Go to the full instructions by clicking here: [Direct Entry Inventory \(A-80\)](#).

Exhibit 6. Sample Entry on A-10 Form

Form Name: Administrative and Maintenance Facility Inventory (A-10)																
NO BAD DATA NO MISSING DATA																
Line	Facility Name	Row Complete Yes / No	Mark "X" if line item is section of larger facility	Street Address	City	State	Zip Code	Primary Mode Served at Facility	Administrative and Maintenance Facility Type	Year Built or Reconstructed (as new)	Square Feet	Transit Agency Capital Estimated	Condition Assessment	Condition Assessment	Estimated Date of Condition Assessment	Notes
1	Western Bus Garage	Yes		4800 Western Ave	Chicago	IL - Illinois	60660	MB - Bus	Maintenance Facility (Service and	1980	380,000	100%	3.88	3	1/15/2010	
2	Enter Facility 2 Name, then Fill in Columns 4 - 16															
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
26																

Exhibit 7. Sample Entry on the Administrative and Maintenance Facility table on the A-80 form

Administrative and Maintenance Facility Inventory													
Facility Name	Mark "X" if line item is section of larger facility	Street Address	City	State	Zip Code	Primary Mode Served at Facility	Facility Type	Year Built or Replace as New	Square Feet	Percent Agency Capital Responsibility	Condition Assessment	Estimated Date of Condition Assessment	Notes
Western Bus Garage		4800 Western Ave	Chicago	IL - Illinois	60660	MB - Bus	Maintenance Facility (Service and Inspection)	1980	380,000	100%	\$ 3	1/15/2010	

Agency Identification (A-00)

Exhibit 8. Agency Identification (A-00)

Form Name: Agency Identification (A-00)

Transit Agency Identification Information

1 NTD Identification No.

2 Agency Name/Acronym

3a Mailing Address 3b P.O. Box

4 Mailing Address

5 City

6 State

7 Zip Code

Person Reporting Data

8 Name

9 Title

10 Department

11 E-mail Address

12 Phone Number

Select urbanized area(s) to indicate the location of rail infrastructure used in reported rail transit service

13 UZA 1?

14 UZA 2?

15 UZA 3?

16 UZA 4?

17 UZA 5?

18 UZA 6?

19 UZA 7?

20 UZA 8?

21 UZA 9?

22 UZA 10?

Notes:

Overview

The NTD program requires basic information about you to attribute data properly and to provide a contact person at the transit agency who may be contacted regarding submitted data.

Reporting Requirements and Thresholds

You must complete the first 12 lines of the form. ***If you operate transit service on fixed guideway you must also identify the UZAs where the infrastructure is located (lines 13 – 22).***

Approach

The reported data represents your basic identification information and contact person.

NTD Identification Number

The *NTD identification number* is the four-digit number assigned to your agency by FTA. Enter the NTD ID and review it to ensure that the NTD ID is correct (i.e., the first number in the agency's ID is the region where it operates service).

Agency Name and Acronym

Enter the full legal name of the agency. The agency's acronym is the trademark or familiar name used for marketing the transit service (e.g., WMATA for the Washington Metropolitan Area Transit Authority). This acronym may be used in selected FTA publications.

Mailing Address

Report the agency's mailing address by entering either mailing building address on line one or a P.O. Box address in the P.O. Box field.

Urbanized Area

Identify all urbanized areas (UZAs) with fixed guideway infrastructure that is traversed to provide transit service (i.e., heavy rail track, bus expressways). You can identify up to 10 UZAs when designating the location of segments making up its network(s). Select the 'Non-UZA-0' option to designate any quantity in track miles of the fixed guideway that is outside of the U.S. Census-defined Urbanized Areas, even if all service data will be allocated to one or more UZAs on the FFA-10 form.

The UZA number is a designation assigned by FTA. For urbanized areas in the 50 United States and the District of Columbia, the UZA number is a numerical ranking by population size according to the 2000 U.S. Census. Urbanized areas in Puerto Rico, the Virgin Islands, and the Northern Marianas are also assigned a unique UZA number by FTA. The Virgin Islands are not recognized as an urbanized area by the Census Bureau, but pursuant to 49 U.S.C. 5307(l), FTA treats the Virgin Islands as an urbanized area for purposes of transit grant-making.

The U.S. Bureau of the Census defines and identifies Urbanized Areas (UZA). As of the 2010 U.S. Census, The Census Bureau still defined a UZA as a densely-populated core and nearby densely-settled areas that together contain at least 50,000 in population. The most recent UZAs were identified using data from the 2010 Census. For detailed information on how the Census Bureau defines and identifies Urbanized Areas, please consult the Census Bureau website at:

<http://www.census.gov/geo/www/ua/2010urbanruralclass.html>.

Administrative and Maintenance Facility Inventory (A-10)

Exhibit 9. Administrative and Maintenance Facility Inventory (A-10)

Form Name: Administrative and Maintenance Facility Inventory (A-10)															
NO BAD DATA NO MISSING DATA															
Line	Facility Name	Row Complete Yes / No	Mark "X" if line item is section of larger facility	Street Address	City	State	Zip Code	Primary Mode Served at Facility	Administrative and Maintenance Facility Type	Year Built or Reconstructed (as new)	Square Feet	Transit Agency Capital Condition Assessment	Estimated Condition Assessment	Estimated Date of Condition Assessment	Notes
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															

Overview

The A-10 form collects data on administrative and maintenance facilities used to operate transit service. **You must report all administrative and maintenance facilities for which you are fully or partially responsible to fund the renewal or replacement of any component or the facility in its entirety.** Note that in situations where a major facility's age varies by section (due to significant rebuilding, addition, or retrofitting), you are encouraged to report the facility on several line items in order to more accurately represent its age. Each facility (or section of a facility) is reported on a separate line with its data entered across 15 data fields (the 'notes' field is optional).

Reporting Requirements and Thresholds

To report administrative and maintenance facility data, all transit agencies must complete either the A-10 form or the Administrative and Maintenance Facility Inventory table on the [Direct Entry Inventory \(A-80\)](#) form. **You may not report data in both locations.**

Approach

The reported data represent the inventory of administrative and maintenance facilities used to support transit services reported to the NTD at the end of the fiscal year. The reported data will be used to estimate the future estimated cost of these facilities and to gauge your level of responsibility toward funding their capital needs.

Administrative Facilities

Rely on the following definition provided in the National Transit Database program's glossary when deciding which facilities constitute an administrative facility:

"[Administrative facilities are] [f]acilities and offices which house the executive management and supporting activities for overall transit operations such as accounting, finance, engineering, legal, safety, security, customer services, scheduling and planning (see General Administration (160) function). They include separate buildings for customer information or ticket sales, which are owned by the transit agency and which are not part of passenger stations."

Maintenance Facilities

Rely on the following definition when deciding which facilities constitute a maintenance facility:

"Maintenance facilities are the garages and buildings where routine maintenance and repairs are performed (see definition for [general purpose maintenance facility](#)) and, in larger transit agencies, where engine and other major unit rebuilds are performed (see definition for [heavy maintenance facility](#)). General purpose maintenance facilities usually also serve as operating garages where vehicles are stored and dispatched daily for revenue service."

If routine maintenance and repairs are performed in the maintenance facility, then classify the facility as a 'Maintenance Facility (Service and Inspection)' under type of facility. If the facility is primarily a depot or storage facility where only service readiness inspections (e.g. tire pressure or fluid level checks) or small maintenance tasks are performed, classify the facility as 'general purpose maintenance facility/depot'.

In some transit agencies, the same facility is used for both general purpose and heavy maintenance. Report joint general purpose/heavy maintenance facility as a general purpose maintenance facility.

Size

Report the size of the facility (or section of a facility) in square feet. Unlike the old A-10 form from the online version, this form does not require a measure of vehicle storage capacity for the facility. The old form measured capacity by the number of vehicles that could be stored or operated out of a maintenance facility).

Primary Mode in Shared Facilities

Some transit agencies operate more than one mode from a facility. Assign each facility to the mode with the most revenue vehicles serviced, overhauled, and/or stored at the facility. For example, if a shared facility hosts revenue vehicles for the operation of motor bus (MB) and demand response (DR) vehicles, but predominantly handles buses, then classify the facility as a motor bus (MB) maintenance facility. This is the primary mode served at the facility. The [Primary Mode drop-down menu](#) permits the selection of only one transit mode.

Detailed Instructions

The following table explains the data entry fields in the form. In certain fields, you must select from a list of options in a 'drop-down menu.' (See [drop-down menu section](#).) Some 'open entry' data fields have the data validation feature whereby the formatting of the data entry cell will change if the entry is erroneously missing, is invalid, or falls outside a range built into the AIM (see [Data Validation](#)). **FTA does not consider data entered as "wrong" if a data validation feature appears; rather, the data will be confirmed in a follow up communication with you and is intended to highlight potential data entry errors.**

Exhibit 10 displays data fields on the A-10 form.

Exhibit 10. Fields in the Administrative and Maintenance Facility Inventory (A-10)

Field	Column	Data Entry Type	Data Validation
Facility Name	C	Open entry	Yes
Section of a Larger Facility	H	Drop-down menu	No
Street Address	J	Open entry	No
City	L	Open entry	No
State	N	Drop-down menu	No
Zip Code	P	Open entry	No
Primary Mode	R	Drop-down menu	No
Facility Type	T	Drop-down menu	Yes
Year Built or Replaced (as new)	V	Open entry	Yes
Square Feet	X	Open entry	Yes
Percent Capital Responsibility	Z	Open entry	Yes
Estimated Condition Assessment	AB	Auto calculated	No
Condition Assessment	AD	Open Entry	No
Estimated Date of Condition Assessment	AF	Drop-down menu	No
Notes (optional)	AH	Open entry	No

A-10 Form Instructions (Field-by-Field)

1. **Facility Name:** Enter the name of the administrative or maintenance facility.
2. **Section of a Larger Facility:** Enter "X" if line-item entry reports a section of a larger facility. In situations where a major facility's age varies by section (due to significant rebuilding, addition, or retrofitting), agencies are encouraged to report the facility on several line items in order to more accurately represent its age.
3. **Street Address:** Enter the official street address, or closest approximation ('2500 16th Street'), of the administrative or maintenance facility.
4. **City:** Enter the city in which the facility is located.
5. **State:** Select the state in which the facility is located using the drop-down menu.
6. **Zip Code:** Enter the zip code corresponding to the facility's street address.
7. **Primary Mode Served at Facility:** Select the primary mode
8. **Facility Type:** Define the facility type by selecting one of six types of facilities for a maintenance facility or one of two types for an administrative facility.
9. **Year Built or Reconstructed (as new):** Report the year in which the facility (or section of a facility) was built or was substantially reconstructed as new. "Reconstructed as new" means that substantial changes have been made to the facility's interior floor plan, mechanical systems, etc. in order for the facility to better fulfill its administrative or maintenance functions. Changes to the building envelope (i.e., foundation and walls) typically do not constitute a facility being "Reconstructed as New." The year provided should best reflect the approximate age of the facility.
10. **Square Feet:** Enter the best available measurement for the total number of square feet in a facility (or section of a facility). Use the exact number of square feet if the figure is readily available, otherwise, round to the nearest thousands. For example, enter 158,325 square feet for a facility if the figure is readily available, otherwise, enter '158000' or '158,000' to represent the approximate size of the facility. (The field automatically adds the comma to the figure to separate it into thousands upon hitting the Enter key.)
11. **Percent Capital Responsibility:** Indicate your share of the facility's (or section of a facility's) estimated cost by entering a percent from zero to 100 in this field. (Do not enter a negative number or a number greater than 100).
 - a. For example, enter the number '100' in this field, if the transit agency owns the facility and is fully responsible for funding its replacement, even if you receive some or all of its capital funding from another public entity.
 - b. If the transit agency is responsible for funding capital needs, but is unaware of the funding share, then use the best proxy measure, such as percent of operating hours, square footage, or parking spaces used for transit purposes, to approximate its share of funding to replace the facility.

- c. If a transit agency is responsible for funding the replacement cost of a facility per terms in a lease, then enter the percentage of funding responsibility from the lease terms or the share based on the collective cost of major components for which it is responsible to fund replacements.
 - d. Enter '0' if you are not responsible to fund a leased facility's replacement cost directly or if you pay indirectly through lease payments.
12. **Estimated Condition Assessment:** Auto-populated field that provides an estimated condition assessment rating based on facility age as reported from the original construction date.
13. **Condition Assessment:** Enter the facility condition assessment based on either 1) the auto-populated condition assessment provided or 2) an agency conducted condition assessment based on FTA guidance.
14. **Estimated Date of Condition Assessment:** Enter the month and year that the facility condition assessment was conducted. If no condition assessment has been conducted, you may leave this field blank.

Passenger and Parking Facility Inventory (A-20)

Exhibit 11. Passenger and Parking Facility Inventory (A-20)

Form Name: Passenger and Parking Facility Inventory (A-20)																				
NO BAD DATA NO MISSING DATA																				
Line	Facility Name	Req Complete Yr #	Mark "X" if line item is location of larger facility	Street Address	City	State	Zip Code	Lat. (N)	Long. (W)	Primary Mode Served at Facility	Passenger or Parking Facility Type	Total Square Feet Built or Constructed (or new)	sq. Number of Parking Spaces	Select Unit Using Drop-Down Menu	X Transit Agency Capital Respon- sibility	Estimated Condition Assessment	Estimated Condition Assessment	Estimated Condition Assessment	Motor	
1	Enter Facility Name, then fill in columns below																			
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				
25																				

Overview

The A-20 form collects data on passenger stations used in transit service and parking facilities provided for transit riders ('passenger parking facilities'). **You must report passenger stations and parking facilities that you use in the provision of public transportation and you must indicate if you are partially or fully responsible to fund the renewal or replacement of any component or the facility in its entirety.** Note that in situations where a major facility's age varies by section (due to significant rebuilding, addition, or retrofitting), agencies are encouraged to report the facility on several line items in order to more accurately represent its age. Each facility (or section of a facility) is reported on a separate line with its data entered across 18 data fields (the 'notes' field is optional).

Reporting Requirements and Thresholds

To report passenger and parking facility data, all transit agencies must complete either the A-20 form or the Passenger and Parking Facility Inventory table on the [Direct Entry Inventory \(A-80\)](#) form. **You may not report data in both locations.**

Approach

The reported data represents the inventory of passenger stations and passenger parking facilities used in transit services reported to the NTD at the end of the fiscal year. The reported data will be used to estimate the future costs of these passenger facilities and to gauge your level of responsibility to fund these replacement costs.

Passenger Stations

All passenger stations are reported, even if you may not own them. The key reporting criterion is that the passenger stations are served by the public transportation services contained in the NTD Annual report.

Unlike the old A-10 form from the on-line version, this form does not require you to declare the station an [Americans with Disabilities Act of 1990 \(ADA\) accessible station](#) or a [non-ADA accessible station](#).

Report passenger station information only for fixed route, fixed schedule services (all rail modes, as well as bus (MB), trolleybus (TB), ferryboat (FB), and aerial tramway (TR)).

Scheduled versus non-scheduled services: the fixed schedule services form for all rail modes, MB, TB, FB, and TR collects information about passenger stations. The non-scheduled services form for DR, VP, JT, and PB does not collect passenger station information.

Station Criteria

Adhere to the FTA list of elements comprising a [passenger station](#) to only report stations that are significant structures in separate rights-of-way (ROW). This usually means a [platform](#) area for [rail modes](#) and something more than a street stop or street side passenger shelter for [non-rail modes](#).

The following rules apply:

- All rail passenger facilities (except light rail (LR) and cable car (CC)) are stations automatically considered passenger stations.
- All LR and CC passenger facilities in a separate ROW that have platforms are stations.
- All MB, RB, and TB passenger facilities in a separate ROW that have a structure (building) for passenger services and amenities, such as ticketing, information booths, restrooms, and video display boards.
- Stops on street or in medians for CC, LR, SR, MB, RB, and TB are not stations if at most there is only a shelter, canopy, signage or ramps for accessibility requirements, (i.e., no separate, enclosed buildings).

- All transportation, transit or transfer centers, park-and-ride facilities and transit malls are stations if there is an enclosed structure (building) for passengers for such items as ticketing, information, restrooms, concessions, and telephones.

Primary Mode at Multi-Modal Stations

Passenger stations or parking facilities serving multiple transit modes should not be double counted. When the station is served by a rail mode and a non-rail mode, typically MB service, assign the station's 'Primary Mode' according to the rail mode operated there. However, when two or more rail modes serve the station, or its respective riders use the same parking facility, then select 'RMM – Multi-Modal (Rail only)' from the form's "Primary Mode Served" field.

Another reporting consideration is the definition of a multi-modal station. A station is defined as multi-modal if it serves one of your operated transit modes and serves at least one of the following:

- Other transit modes whether operated by you or another transit agency
- Amtrak (non-transit services)
- Airports
- Intercity bus (non-transit services such as Greyhound and Trailways)
- Water transportation (non-transit services)

Detailed Instructions

The following table explains the data entry fields in the form. Enter data freely on 'open entry' fields and select from a list of options in fields with 'drop-down menus.' (See [drop-down menu section](#).) The data entry cell's formatting will change to white font on a red filled background if the field has the data validation feature and the entry falls outside a range built into the AIM. **FTA does not consider data entered as "wrong" if the data validation feature appears; rather, the data will be confirmed in a follow up communication with you.**

Exhibit 12. Fields in Passenger and Parking Facilities (A-20)

Field	Column	Data Entry Type	Data Validation
Facility Name	C	Open entry	Yes
Section of a Larger Facility	H	Drop-down menu	No
Street Address	J	Open entry	No
City	L	Open entry	No
State	N	Drop-down menu	No
Zip Code	P	Open entry	No
Latitude	R	Open entry	No
Longitude	T	Open entry	No
Primary Mode	V	Drop-down menu	No
Facility Type	X	Drop-down menu	Yes
Year Built or Replaced (as new)	Z	Open entry	Yes
Square Feet or Parking Space	AB	Open entry	Yes
Unit	AD	Drop-down menu	Yes
Percent Capital Responsibility	AF	Open entry	Yes
Estimated Condition Assessment	AH	Auto calculated	No
Condition Assessment	AJ	Drop-down menu	No
Estimated Date of Condition Assessment	AL	Open entry	No
Notes (optional)	AN	Open entry	No

A-20 Form Instructions (Field-by-Field)

1. **Facility Name:** Enter the name of the station or parking facility.
2. **Section of a Larger Facility:** Enter "X" if line-item entry reports a section of a larger facility. In situations where a major facility's age varies by section (due to significant rebuilding, addition, or retrofitting), agencies are encouraged to report the facility on several line items in order to more accurately represent its age.
3. **Street Address:** Enter the official street address, ('3801 MacArthur Blvd. '), of the facility. For certain facilities (particularly passenger stations) without an official address, you may enter either an address that is

used for emergency response vehicles or an approximate address of a facility's centroid. If you have a facility's latitude and longitude coordinates, these may be used as a substitute for a street address.

4. **City:** If you choose to enter street address instead of latitude and longitude coordinates, enter the city in which the facility is located.
5. **State:** If you choose to enter street address instead of latitude and longitude coordinates, select the state in which the facility is located using the drop-down menu.
6. **Zip Code:** If you choose to enter street address instead of latitude and longitude coordinates, enter the zip code corresponding to the facility's street address.
7. **Latitude:** For certain facilities without official street addresses, you have the option of entering their geographic coordinates. *This is optional. If you have already entered a street address, inputting latitude coordinates is not necessary.*
8. **Longitude:** For certain facilities without official street addresses, you have the option of entering their geographic coordinates. *This is optional. If you have already entered a street address, inputting longitude coordinates is not necessary.*
9. **Primary Mode Served at Facility:** Select the primary mode operated at the facility. Select one of the rail multi-modal (RMM) types based on the definitions in the table showing primary mode menu selections.
10. **Facility Type:** Define the facility type by selecting one of six facility types for a passenger station or one of three facility types for a passenger parking facility.
11. **Year Built or Reconstructed (as new):** Report the year in which the passenger or parking facility (or section of a facility) was built or was substantially reconstructed as new. "Reconstructed as new" means that substantial changes have been made to the facility's interior floor plan, mechanical systems, platforms, roof, etc. in order for the facility to better fulfill its functions. The year provided should best reflect the approximate age of the facility.
12. **Square Feet or Number of Parking Spaces:** Enter the best available measurement for the total number of square feet or parking spaces in a passenger or parking facility (or section of a facility). Use the following criteria to measure passenger facilities:
 - a. Underground Facilities: Measure all areas under the roof, including mezzanines, platforms, and track.
 - b. Multilevel Facilities: Measure all platforms and other floor areas under a roof.
 - c. Elevated Facilities: Measure all platform and mezzanine space. Do not include track space.

Use the exact number if the figure is readily available. For example, enter 68,312 square feet for a facility if the figure is readily available, otherwise, enter '68000' or '68,000' to represent the approximate size of the facility. (The field automatically adds the comma to the figure to separate it into thousands upon hitting the Enter key.)

13. **Unit:** Indicate whether the quantity entered into column AB represents square feet or the number of parking spaces in a facility (or section of a facility). Square feet can be used as a measurement for both passenger and parking facilities, but parking spaces may only be used to measure parking facilities. For facilities that include both passenger and parking components (such as a rail station with a parking garage), it is preferable to include separate entries for building and parking structure. This helps with the accuracy of reporting since costs vary so greatly between the two types of facilities.

14. **Percent Capital Responsibility:** Indicate your share of the estimated cost to replace the passenger facility (or section of a facility) by entering a percent from zero to 100 in this field. (Do not enter a negative number or a number greater than 100).
- a. For example, enter '100' in this field, indicating full responsibility to fund its replacement, if the facility is entirely owned by you, even if you receive some or all of its capital funding from another public entity.
 - b. If you lease access to the passenger facility from another public or private entity, but are responsible to directly pay for the replacement of components according to lease terms, then enter, for example, '10' if these components amount to 10 percent of the estimated cost.
 - c. Enter '0' if you are not responsible to fund a leased passenger facility's replacement cost directly or you pay indirectly through lease payments.
15. **Estimated Condition Assessment:** Auto-populated field that provides an estimated condition assessment rating based on facility age as reported from the original construction date.
16. **Condition Assessment:** Enter the facility condition assessment based on either 1) the auto-populated condition assessment provided or 2) an agency conducted condition assessment based on FTA guidance.
17. **Estimated Date of Condition Assessment:** Enter the month and year that the facility condition assessment was conducted. If no condition assessment has been conducted, you may leave this field blank.

Rail Fixed Guideway Inventory (A-50)

Exhibit 13. Rail Fixed Guideway Inventory (A-50)

Form Name: Rail Fixed Guideway Inventory (A-50)																			
NO BAD DATA NO MISSING DATA																			
Line	Guideway Element (excludes track)	Quantity (Leave as Zero if Not Applicable)	Average Expected Service Years	Allocation Unit: Linear Ft., Track Ft., or % of Total Value	Enter Quantity (or % of total value) in Interval: Based on Year of Construction or Last Major Rehabilitation										Total Inst- Quantity in Column k or 100%	Percent Travel Agency Capital Reopen- ability	Meter		
					Pre-1920	1920-1929	1930-1939	1940-1949	1950-1959	1960-1969	1970-1979	1980-1989	1990-1999	2000-present					
Raw Complete Year / Mo	Linear Foot	Track Foot	Man	Man	Pre-1920	1920-1929	1930-1939	1940-1949	1950-1959	1960-1969	1970-1979	1980-1989	1990-1999	2000-present	Column k or 100%	Percent Travel Agency Capital Reopen- ability	Meter		
Select Made from Pull-Down List																			
Guideway (Excludes Track)																			
1	At-Grade/Ballast (including crossover)																		
2	At-Grade/In-Street/Embedded																		
3	Elevated/Retained Fill																		
4	Elevated/Concrete																		
5	Elevated/Steel W/duct or Bridge																		
6	Below-Grade/Retained Cut																		
7	Below-Grade/Out-and-Over Tunnel																		
8	Below-Grade/Bored or Blasted Tunnel																		
9	Below-Grade/Submerged Tube																		
					Total Guideway (Excluding Track) in Linear Foot and Track Foot														
Power and Signals																			
10	Substation Building																		
11	Substation Equipment			25 Yrs.?															
12	Third Rail Power Distribution			25 Yrs.?															
13	Overhead Contact System Power Distribution			25 Yrs.?															
14	Train Control & Signaling			25 Yrs.?															

Overview

The A-50 form requires you to report on the specific types of guideway assets and power and signal equipment for all rail modes. **You must specify whether the mode is a direct operation (DO) or purchased transportation (PT).** Each rail fixed guideway asset's data are to be entered across 19 data fields (the 'notes' field is optional).

Reporting Requirements and Thresholds

If you operate or purchase transit service over rail fixed guideways, you must report guideway and equipment asset data for assets that you use in the provision of public transportation and you must indicate if you are partially or fully responsible to fund the capital needs to replace all or some of the components within the rail fixed guideway (RFG) system. Report this data using manual entry in the A-50 form or by pasting data into the Rail Fixed Guideway Inventory table on the [Direct Entry Inventory \(A-80\)](#) form. **You may not report data in both locations.**

Approach

You must provide data on the quantity and expected service years for guideway assets for all rail modes.

In addition, you must break out each asset's reported quantity according to an age distribution that is based on the individual asset's year(s) of construction or last major rehabilitation. Also, report the percent of each asset's estimated cost for which you are financially responsible ("capital responsibility").

Expected Service Lives

To accept the recommended default values for these assets' expected service lives, enter the prompted amount which appears prior to data entry. You may also enter a different expected service life for the assets based on prior agency experience.

Year of Construction or Major Rehabilitation Distribution

This form requires that asset quantities be broken out by the quantities (or percentage of total value) that were constructed or rehabilitated within specific year ranges. "Major rehabilitation" is defined as the rebuilding of the guideway facility to its original specifications in order to enhance reliability or extend a facility's useful life. These standard ranges are set roughly by decade: pre-1920; 1920-1929; 1930-1939; 1940-1949; 1950-1959; 1960-1969; 1970-1979; 1980-1989; 1990-1999; and 2000-present. These year ranges—coupled with the stated expected service lives of the assets—are used to determine the useful life remaining of the various rail guideway and equipment asset classes. The following exhibit demonstrates how to report the age distribution for 50,000 linear feet of at-grade/ballast light rail guideway.

Coaster Connection transit agency reports that it expects a 75-year service life for its 50,000 linear feet of ballasted, at-grade light rail guideway based on maintenance records. The total linear feet of guideway must then be allocated by the various years of construction or last major rehabilitation for the system as a whole. In this exhibit, 25,000 linear feet were constructed in 1955, 20,000 linear feet were constructed in 1973, 5,000 linear feet were constructed in 1995, and 10,000 linear feet of the original 1955 construction went through a major rehabilitation in 2008. This 10,000 linear foot rehabilitation must therefore be reported in the "2000-present" range, not the "1950-1959" range.

Exhibit 14. Age Distribution for a Coaster Connection Light Rail Asset (A-50)

Form Name: Rail Fixed Guideway Inventory (A-50)																	
NO BAD DATA Check for Missing Data in Cols. k to al																	
Line	Guideway Element (excludes track)	Row Complete Yes / No	Quantity		Average	Allocation	Estor Quantity (or % of total value) is Interval: Based on Year of Construction or Last Major Rehabilitation										Total Must- Quantity in Column k or 100%
			Linear Feet	Track Feet	Expected Service Years	Unit: Linear Ft., Track Ft., or % of Total Value	Pre-1920	1920- 1929	1930- 1939	1940- 1949	1950- 1959	1960- 1969	1970- 1979	1980- 1989	1990- 1999	2000- present	
LR - Light Rail (DO)																	
Light Rail (DO) Guideway (Excludes Track)																	
1	At-Grade/Ballast (including expressway)	No	30,000	100,000	15	LF					15,000		20,000		5,000	10,000	50,000
2	At-Grade/In-Street/Embedded	Yes															
3	Elevated/Retained Fill	Yes															
4	Elevated/Concrete	Yes															
5	Elevated/Steel Viaduct or Bridge	Yes															

Detailed Instructions

The following table explains the data entry fields in the form. You can enter data freely on ‘open entry’ fields, but must select from a list of options in fields with ‘drop-down menus.’ (See [drop-down menu section](#)). If the field has data validation, this means that the data entry cell’s formatting will change to white font on a red background if the entry falls outside a range built into the AIM. **FTA does not consider data entered as “wrong” if the data validation feature appears; rather, the data will be confirmed in a follow up communication with you.**

Exhibit 15. Fields in Rail Fixed Guideway Inventory (A-50)

Field	Column	Data Entry Type	Data Validation
Rail Mode Type	C	Drop-down menu	Yes
Guideway Element	C	Hard coded	N/A
Quantity- Linear Feet	H	Open entry	Yes
Quantity- Track Feet	J	Open entry	Yes
Avg. Expected Service Years	L	Open entry	Yes
Allocation Unit	N	Drop-down menu	No
Year of Construction or Rehab: Pre-1920	P	Open entry	No
Year of Construction or Rehab: 1920-1929	Q	Open entry	No
Year of Construction or Rehab: 1930-1939	S	Open entry	No
Year of Construction or Rehab: 1940-1949	V	Open entry	No
Year of Construction or Rehab: 1950-1959	X	Open entry	No
Year of Construction or Rehab: 1960-1969	Z	Open entry	No
Year of Construction or Rehab: 1970-1979	AB	Open entry	No
Year of Construction or Rehab: 1980-1989	AD	Open entry	No
Year of Construction or Rehab: 1990-1999	AF	Open entry	No
Year of Construction or Rehab: 2000-present	AH	Open entry	No
Total Quantity	AJ	Auto calculated	Yes
Percent Capital Responsibility	AL	Open entry	Yes
Notes (optional)	AN	Open entry	No

A-50 Form Instructions (Field-by-Field)

1. **Rail Mode Type:** Define the rail mode type by selecting your mode from one of ten predefined rail modes. After inputting data for a specific rail mode, you may not report additional asset data for this mode in any other section. *All linear feet of guideway and individually distinct equipment assets for an individual mode must be reported as a system total, not by segment.* Include rail asset data for all rail modes for which the agency is responsible. **Note that you must specify whether the mode is a direct operation (DO) or purchased transportation (PT).**
2. **Quantity-Linear Feet:** For linear assets like guideway, enter the number of linear feet of each asset type for the corresponding mode. For discrete (individually distinct) assets (substation buildings), instead report the number of facilities associated with the mode. For Power and Signal equipment (except substation buildings), no quantity is needed.
3. **Quantity-Track Feet:** For linear assets like guideway, enter the number of track feet of each asset type for the corresponding mode.

All linear feet and track feet of guideway for individual rail mode types must be accounted for among the nine different guideway asset classes included in the form. For example, consider an agency that has capital responsibility over 200,000 linear feet and 400,000 track feet of directly-operated commuter rail guideway. These 200,000 linear feet and 400,000 track feet must be accounted for in the summation of individual guideway asset classes. Enter "0" into all asset quantity fields that are not applicable to the mode. Exhibit 18 displays an example of allocating a mode's total linear feet and track feet of guideway among the various asset classes.

Exhibit 16. Allocation of Linear Feet Example (A-50)

Line	Guideway Element (excludes track)	Row Complete Yes / No	Quantity <i>Leave as Zero if Not Applicable</i>	
			Linear Feet	Track Feet
CR - Commuter Rail (DO)				
Commuter Rail (DO) Guideway (Excludes Track)				
			Linear Feet	Track Feet
1	At-Grade/Ballast (including expressway)	No	145,000	290,000
2	At-Grade/In-Street/Embedded	Yes	-	-
3	Elevated/Retained Fill	No	20,000	40,000
4	Elevated/Concrete	Yes	-	-
5	Elevated/Steel Viaduct or Bridge	No	5,000	10,000
6	Below-Grade/Retained Cut	No	5,000	10,000
7	Below-Grade/Cut-and-Cover Tunnel	No	15,000	30,000
8	Below-Grade/Bored or Blasted Tunnel	No	10,000	20,000
9	Below-Grade/Submerged Tube	Yes	-	-
			200,000	400,000

4. **Average Expected Service Years:** Upon entering a figure in the quantity fields, you are prompted with the average expected number of service years for the asset. You may select this prompted default value by entering the amount in this field. You may also choose to report a different expected service life based on previous agency experience.
5. **Allocation Unit:** For guideway classes, you have the option of reporting the date of construction or last major rehabilitation in linear feet, track feet, or as a percentage of the asset's total value. For discrete assets (substation buildings), you have the option of reporting the date of construction or last major rehabilitation as the number of facilities built or by percentage of the total value of the assets. Select the preferred allocation unit from the drop-down menu in column N. **Note that substation equipment, third rail/power distribution, overhead contact system/power distribution, and train control and signaling assets must be reported as percentage of the assets' total value by year range.**
6. **Year of Construction or Major Rehabilitation:** Allocate the quantity reported in column H or J into the corresponding ranges based on the asset class's year of original construction or the year of its last major rehabilitation. The year ranges are as follows:
 - a. year of construction or last major rehabilitation: Pre-1920
 - b. year of construction or last major rehabilitation: 1920-1929
 - c. year of construction or last major rehabilitation: 1930-1939
 - d. year of construction or last major rehabilitation: 1940-1949
 - e. year of construction or last major rehabilitation: 1950-1959
 - f. year of construction or last major rehabilitation: 1960-1969

- g. year of construction or last major rehabilitation: 1970-1979
- h. year of construction or last major rehabilitation: 1980-1989
- i. year of construction or last major rehabilitation: 1990-1999
- j. year of construction or last major rehabilitation: 2000-present

As stated above, you have the option of entering the percentage of the total value of the assets reported in columns H and J in the different year ranges in the form. If “%” is chosen for the allocation unit in column N, report values between 0 and 100 in the allocation fields. For assets without a quantity requirement (substation equipment, third rail/power distribution, overhead contact system/power distribution, and train control and signaling), you must enter the percentage of the assets’ total value that is represented by each year interval.

- 7. **Total Quantity:** An automatically calculated field that sums quantities entered in the ten year intervals to make sure that the total matches the total quantity input in either column H or J. For assets reported as percentage, total must equal 100.
- 8. **Percent of Capital Responsibility:** If you are responsible for funding all of the cost to replace the quantity of specific rail asset classes, then enter ‘100’ in this field, even if you receive capital funding assistance from another public entity. (Do not enter a negative number or a number greater than 100).
 - a. If you pay for access to rail facilities owned by another entity, but you are still responsible for funding some of the assets’ replacement cost, then you should enter the percent of capital needs that you are responsible for funding based on the lease terms.
 - b. If the percentage is unknown, then apply a proxy measure centered on usage levels to gauge capital funding responsibility, such as daily train trips vs. capacity. Alternatively, use current/recent budgeted amount towards capital funding to estimate percent share.

Track Inventory (A-55)

Exhibit 17. Track Inventory (A-55)

Form Name: Track Inventory (A-55)								
c				h		l	n	p
NO BAD DATA NO MISSING DATA								
Line	Track Element (excludes guideway)	Row Complete Yes / No	Quantity (Leave as Zero if Not Applicable)	Units	Average Expected Service Years When New	Percent Transit Agency Capital Responsibility	Notes	
<input type="text" value="Select Mode from Pull-Down List"/>								
Linear Track								
1	Tangent	<input type="text"/>	<input type="text"/>	Track Feet	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	Curve	<input type="text"/>	<input type="text"/>	Track Feet	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Linear Track Totals (excluding special work)>>				-				
Track Special Work (excluding linear assets)								
3	Double Diamond Crossover	<input type="text"/>	<input type="text"/>	Each	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	Single Crossover	<input type="text"/>	<input type="text"/>	Each	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5	Half Grand Union	<input type="text"/>	<input type="text"/>	Each	<input type="text"/>	<input type="text"/>	<input type="text"/>	
6	Single Turnout	<input type="text"/>	<input type="text"/>	Each	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7	Grade Crossings	<input type="text"/>	<input type="text"/>	Each	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Track Special Work Totals (excluding linear assets)>>				-				

Overview

The A-55 form requires you to report on the specific types of track fixation assets for all rail modes. **You must specify whether the mode is a direct operation (DO) or purchased transportation (PT).** Each track asset's data are to be entered across 8 data fields (the 'notes' field is optional).

Reporting Requirements and Thresholds

If you operate or purchase transit service over fixed track, you must report rail facility data and indicate if you are partially or fully responsible to fund the capital needs to replace all or some of its components. Report this data using manual entry in the A-55 form or by pasting data into the Track Inventory table on the [Direct Entry Inventory \(A-80\)](#) form. **You may not report data in both locations.**

Approach

You must provide data on the quantity and expected service years for all rail modes. Included in the A-55 form are linear track assets and track special work assets. Linear assets are defined as either tangent or curve track, and track special work assets are broken into five subcategories: double diamond crossovers, single crossovers, half grand unions, single turnouts, and grade crossings.

You must also report the percent of each asset's estimated cost for which you are financially responsible ("capital responsibility").

Expected Service Lives

To accept the recommended default values for these assets' expected service lives, enter the prompted amount which appears prior to data entry. You may also enter a different expected service life for the assets based on prior agency experience.

Detailed Instructions

The following table explains the data entry fields in the form. You can enter data freely on ‘open entry’ fields, but must select from a list of options in fields with ‘drop-down menus.’ (See [drop-down menu section](#).) If the field has data validation, this means that the data entry cell’s formatting will change to white font on a red background if the entry falls outside a range built into the AIM. **FTA does not consider data entered as “wrong” if the data validation feature appears; rather, the data will be confirmed in a follow up communication with you.**

Exhibit 18. Fields in the Track Inventory (A-55)

Field	Column	Data Entry Type	Data Validation
Rail Mode Type	C	Drop-down menu	Yes
Agency-Specific Curvature Threshold	C	Open entry	Yes
Track Element	C	Hard-coded	N/A
Quantity	H	Open entry	Yes
Units	J	Hard coded	N/A
Avg. Expected Service Years	L	Open entry	Yes
Percent Capital Responsibility	N	Open entry	Yes
Notes (optional)	P	Open entry	No

A-55 Form Instructions (Field-by-Field)

1. **Rail Mode Type:** Define the rail mode type by selecting your mode from one of ten predefined rail modes. After inputting data for a specific rail mode, you may not report additional asset data for this mode in any other section. *All track miles (linear assets) and individually distinct assets (special work) for an individual mode must be reported as a system total, not by segment.* Include rail asset data for all rail modes for which the agency is responsible. **Note that you must specify whether the mode is a direct operation (DO) or purchased transportation (PT).**
2. **Agency-Specific Curvature Threshold:** Report the mode-specific curve radius the agency uses as a threshold to differentiate curved track from tangent track.
3. **Quantity:** Enter either the number of track feet (for linear assets) or the number of individually distinct track elements (for special work) for all rail modes. All track feet must be accounted for among the two linear asset categories (tangent and curved track). For example, consider an agency that has capital responsibility for 100,000 track feet of directly-operated heavy rail track. The full 100,000 track feet must be accounted for in the summation of tangent and curved track. Enter “0” into all asset quantity fields that are not applicable to the mode. Exhibit 21 displays an example of allocating track feet between the two linear asset classes.

Exhibit 19. Allocation of Track Feet Example (A-55)

Line	Track Element (excludes guideway)	Row Complete Yes / No	Quantity (Leave as Zero if Not Applicable)	Units
	HR - Heavy Rail (DO)			
	5%			
	Heavy Rail (DO) Linear Track			
1	Tangent	No	75,000.0	Track Feet
2	Curve	No	25,000.0	Track Feet
	Heavy Rail (DO) Linear Track Totals (excluding special work)>>		100,000.0	

4. **Average Expected Service Years:** Upon entering a figure in the quantity field, you are prompted with the average expected number of service years for the track asset class. You may select this prompted default value by entering the amount in this field. You may also choose to report a different expected service life based on previous agency experience.
5. **Percent of Capital Responsibility:** If you are responsible for funding all of the cost to replace the quantity of track assets for the specific mode, then enter '100' in this field, even if you receive capital funding assistance from another public entity. (Do not enter a negative number or a number greater than 100).
 - a. If you pay for access to track owned by another entity, but you are still responsible for funding some of the assets' replacement cost, then you should enter the percent of capital needs that you are responsible for funding based on the lease terms.
 - b. If the percentage is unknown, then apply a proxy measure centered on usage levels to gauge capital funding responsibility, such as daily train trips vs. capacity. Alternatively, use current/recent budgeted amount towards capital funding to estimate percent share.

Service Vehicle Inventory (A-60)

Exhibit 20. Service Vehicle Inventory (A-60)

Form Name: Service Vehicle Inventory (A-60)															
NO BAD DATA NO MISSING DATA															
Line	Service Vehicle Fleet	Row Complete Yes / No	Type of Service Vehicle	Number of Vehicles in Total Fleet	Estimated Service Yrs When New	Expected Service Yrs When New	Year of Manufacture	Useful Life Remaining	% Transit Agency Capital Responsibility	Estimated Cost	Yr. Dollars of Estimated Cost	Estimated Cost in 2015 Dollars	Dollars	Unit Cost	Notes
1	Service Fleet Description then fill in columns h - z														
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															

Overview

The A-60 form collects data on service vehicles that indirectly deliver transit service. These non-revenue vehicles include sedans, trucks and other rubber tire vehicles, and steel wheel vehicles. Each service vehicle fleet is reported with its data entered across 13 data fields (the 'notes' field is optional).

Reporting Requirements and Thresholds

You are required to report service vehicle inventory if you are responsible to fund its replacement. Report by completing either the A-60 form or the Service Vehicle Inventory table on the [Direct Entry Inventory \(A-80\)](#) form. ***You may not report data in both locations.***

Approach

Report information on the type of service vehicle, fleet size, expected service life, the fleet's date of manufacture, the agency's percent capital responsibility, the fleet's estimated cost, and the year dollar value of the estimated cost.

Detailed Instructions

The following table explains the data entry fields in the form. You can enter data freely on ‘open entry’ fields, but must select from a list of options in fields with ‘drop-down menus.’ (See [drop-down menu section](#).) If the field has data validation, this means that the data entry cell’s formatting will change to white font on a red background if the entry falls outside a range built into the AIM. **FTA does not consider data entered as “wrong” if the data validation feature appears; rather, the data will be confirmed in a follow up communication with you.**

Exhibit 21. Fields in the Service Vehicle Inventory (A-60)

Field	Column	Data Entry Type	Data Validation
Service Vehicle Fleet Name	C	Open entry	No
Type of Service Vehicle	H	Drop-down menu	No
Number of Vehicles in Fleet	J	Open entry	Yes
Average Estimated Service Years	L	Auto populated	No
Average Expected Service Years	N	Open entry	No
Year of Manufacture	M	Open entry	Yes
Useful Life Remaining	R	Auto populated	No
Percent Capital Responsibility	V	Open entry	Yes
Estimated Cost	X	Open entry	No
Year Dollars of Estimated Cost	Z	Open entry	Yes
Estimated Cost (Current Year)	AB	Auto populated	No
Estimated Unit Cost (Current Year)	AD	Auto populated	No
Notes (optional)	AF	Open entry	No

A-60 Form Instructions (Field-by-Field)

1. **Fleet Name:** Enter the name of the fleet. Fleet names should include enough information to make an entry distinguishable from the all other entries (make and model, purpose/use, size, etc.)
2. **Type of Service Vehicle:** Select type of service vehicle from the drop-down menu provided. Choices include Sedans, Trucks and Other Rubber Tire Vehicles, and Steel Wheel Vehicles.
3. **Number of Vehicles in Fleet:** Enter the number of service vehicles in the total fleet on the transit agency’s property at fiscal year-end (FYE). Include vehicles in storage, emergency contingency vehicles, and vehicles awaiting sale.
4. **Average Estimated Service Years:** Auto-populated field recommends an estimated service years number based on the vehicle type.
5. **Average Expected Service Years:** Enter the average expected service years. You may use the average estimated service years recommended by the form or enter your own value.
6. **Year of Manufacture:** Enter the fleet’s original year of manufacture.
7. **Useful Life Remaining:** Auto-populated field showing the estimated useful life remaining calculated from the average expected service years.
8. **Percent of Capital Responsibility:** If you own the vehicles and, generally, would be responsible for funding all of their replacement cost, then enter ‘100’ in this field, even if you receive capital funding assistance from another public entity. (Do not enter a negative number or a number greater than 100). If you lease the vehicles but must pay a certain percent annually to eventually own the assets, such as lease-to-own

arrangements, then enter, for example, '15' if responsible for funding 15 percent of the vehicle type's capital needs. Enter '0' if you are not responsible for replacing any portion of this type of asset.

9. **Estimated Cost:** Enter the full cost to replace the fleet described in the first field of the form. Included in the cost estimate "soft costs" such as unallocated contingencies or finance charges. The dollar figure should represent the agency's most recent estimate of the full cost to replace these assets. If no recent cost estimate has been developed, then the agency may report either the original cost of the asset or its insured value. (These cost figures are inflation-adjusted to a base year value (2012\$) in an automatically calculated field in column X by applying an index.)
10. **Year Dollars of Estimated Cost:** Enter the year corresponding to the dollar value entered in the "Estimated Cost" field. (This reported year is used to adjust the dollar figure reported in the estimated cost to a base year value.)

Revenue Vehicle Inventory (A-70)

Exhibit 22. Revenue Vehicle Inventory (A-70)

Form Name: Revenue Vehicle Inventory (A-70)																			
NO BAD DATA NO MISSING DATA																			
Line	Revenue Vehicle Inventory (RVI) ID	Row Complete Yes / No	No. of Active Vehicles in Fleet	No. Americans with Disabilities in lot of 1990 (ADA) Accessible Vehicles	No. of Emergency Dedicated Vehicles	Vehicle Type Code	Funding Source	Avg Estimated Service Yrs When New	Expected Service Yrs When New	Year of Manufacture	Useful Life Remaining	Manufacturer Code	Model Number	Year of Last Renewal (leave blank if N/A)	Type of Last Renewal (leave blank if N/A)	Fuel Type Code			
1	Enter RVI ID, then fill in Columns 1 - 18																		
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			
21																			
22																			
23																			
24																			
25																			
26																			
27																			
28																			
29																			
30																			
31																			
32																			
33																			
34																			
35																			
36																			
37																			
38																			

Overview

The A-70 form collects data on the revenue vehicle inventory at the end of the fiscal year and identifies the characteristics of the vehicles in the fleet. Each class of revenue vehicle is reported on a separate line with its data entered across 23 data fields (the 'notes' field is optional).

This A-70 form replaces the current A-30 Revenue Vehicle Inventory form in the on-line reporting system, so it contains the same fields as the A-30 form.

Reporting Requirements and Thresholds

You are required to report the revenue vehicles by fleet used to operate transit service that you report to the NTD. Report by either completing the A-70 form or by entering all data into the Revenue Vehicle Inventory table on the [Direct Entry Inventory \(A-80\)](#) form. **You may not report data in both locations.**

There is not a distinction between whether a vehicle fleet, or an individual vehicle, was used in directly operated (DO) versus purchased transportation (PT) service. However, in the case of PT service, you should only report the contractor's vehicles used to deliver the purchased transportation.

Approach

The reported data represent the inventory of all revenue vehicles (i.e., those used to transport passengers) used to provide public transportation at the end of the fiscal year. For commuter rail (CR), both passenger cars and the locomotives used to pull or push them are included in the inventory.

This inventory identifies the vehicles in the total fleet. Include all revenue vehicles in the inventory:

- Vehicles in operation, (i.e., providing revenue service)
- Spare vehicles
- New vehicles purchased and delivered (but not yet put into revenue service)
- Vehicles out for long term repair
- Vehicles in storage
- Vehicles in a Federal Transit Administration (FTA) approved emergency contingency plan
- Vehicles awaiting sale

The inventory includes only revenue vehicles at the fiscal year end (FYE). Vehicles in total fleet do not include vehicles that were in use part of the year but were sold or scrapped, and therefore, do not appear on the transit agency books at the FYE.

The NTD reporting requirements focus on the public transportation use of the revenue vehicles and not on how they were funded or their ownership. All revenue vehicles are reported, whether purchased with Federal, state, local or directly generated funds, or by a seller of purchased transportation service.

The key considerations in the approach are:

- Vehicles operating in multiple modes
- Purchase transportation vehicles
- Non-dedicated vehicles
- Grouping Vehicles by Like Characteristics (Sub-Fleet)

Vehicles Operating in Multiple Modes

Report revenue vehicles used in more than one mode or type of service (TOS) in each mode by type of service (TOS). If this is the case, use the "Supports Another Mode" drop-down menu to select the other mode. The vehicles reported as serving more than one mode or type of service (TOS) should have all fields reported as identical on all applicable forms.

Purchased Transportation

For purchased transportation (PT) modes, the vehicle data cover only the revenue vehicles that the seller uses under the purchased transportation agreement.

Grouping Vehicles by Like Characteristics (Sub-Fleet)

Group all dedicated transit revenue vehicles in the transit agency's total fleet at the end of the fiscal year, by mode, according to identical characteristics for the following:

- Vehicle type
- Funding source
- Year of manufacture
- Year of rebuild
- Manufacturer
- Model number
- Fuel type
- Vehicle length
- Seating capacity
- Standing capacity

Report data for each group of vehicles on one row.

Number of Vehicles in Total Fleet

Report the number of vehicles in the total fleet at fiscal year-end (FYE) for the group of vehicles. Total vehicles include both active vehicles and inactive vehicles held at the end of the fiscal year, including those in storage, emergency contingency and awaiting sale.

Active vehicles are the vehicles available to operate in revenue service. Active vehicles include spare vehicles and vehicles temporarily out of service for routine maintenance and minor repairs. Often the number of active vehicles equals or is very close to the number of vehicles available for annual maximum service reported on the Service form (S-10).

Inactive vehicles are either not readily available to be used in revenue service, (i.e. vehicles in storage, emergency contingency vehicles, and vehicles out of service for an extended period of time for major repairs). Inactive vehicles also include vehicles that have been pulled from the active fleet and are awaiting sale.

Vehicle Type

Select the vehicle type from the [Vehicle Type drop-down menu](#).

Funding Source

The funding source used to purchase or lease vehicles is categorized by three considerations:

1. Were public funds used?
2. If public funds were used, were Federal funds used?
3. If Federal funds were used, were Urbanized Area Formula Program (UA) funds used?

If vehicles were purchased using funds from the Urbanized Area Formula Program (UA) and if funds from other Federal programs and non-Federal sources were used in addition to UA funds, report the funding source as Urbanized Area Formula Program (UA) funds.

If vehicles were purchased through Federal Programs other than the FTA Urbanized Area Formula Program or administered through the Urbanized Area Formula Program Fund, report the funding source as Other Federal Funds (OF).

If vehicles were purchased using non-Federal funds from both other public and private sources, report the funding source as non-Federal public agency funds (NFPA).

If vehicles were not purchased using any funds from Federal and non-Federal public sources, report the funding source as non-Federal private entity funds (NFPE).

Use the **Funding Source drop-down menu** to select the source of funding used to purchase or lease the vehicles.

Expected Service Years

Report the expected useful life by vehicle type. The reporting system provides a default value for each revenue vehicle type in the 'Estimated Service Years' column using the values in the table below. You may use the estimated service years recommended by the form or enter your own value.

Revenue Vehicle Type	Default Useful Life (in years)
AB - Articulated bus	14
AG - Automated guideway vehicle	31
AO - Automobile	8
BR - Over-the-road bus	14
BU - Bus	14
CC - Cable car	112
CU - Cutaway Bus	10
DB - Double decked bus	14
FB - Ferryboat	42
HR - Heavy rail passenger car	31
IP - Inclined plane vehicle	56
LR - Light rail vehicle	31
MB - Minibus	10
MO - Monorail vehicle	31
MV - Minivan	8
RL - Commuter rail locomotive	39
RP - Commuter rail passenger coach	39
RS - Commuter rail, self-propelled passenger car	39
RT- Rubber Tired Vintage Trolley	14
SB - School bus	14
SR - Streetcar	31
SV - Sport Utility Vehicle	8
TB - Trolleybus	14
TR - Aerial tramway	12
VN - Van	8
VT - Vintage trolley	58

Year of Manufacture

Report the year the vehicles were originally built.

Year of Rebuild

If applicable, report the year of rebuild for the vehicles. This is for work done to vehicles to increase their useful lives so that they will operate longer at an acceptable level of reliability.

Manufacturer

Report the original manufacturer of the vehicle. The manufacturer of the vehicle body (final vehicle manufacturer) is defined as the manufacturer (e.g., National Coach Corporation (NCC) is the manufacturer of a vehicle with an Escort chassis, but manufacture by NCC). For vehicles manufactured by Flxible Corporation, use the choice FLX – Flxible Corporation.

Select the manufacturer of the vehicle from the Manufacturer Codes drop-down menu, by using the manufacturer name of the current corporation that manufactures the particular model. If the manufacturer is not listed, select ZZZ – Other Manufacturers. When type ZZZ-Other is selected for manufacturer, report the manufacturer name under the 'Notes' column. Use the [Vehicle Manufacturer drop-down menu](#) to select the manufacturer of the vehicle fleet.

Model Number

Report the model number of the vehicle as used by the manufacturer. Do not use any spaces, dashes, or other punctuation when entering the model number.

It is not necessary to report vehicle model numbers for automobiles and vans used in revenue service, such as those used for demand response (DR) and vanpool (VP) services. If the model number is not available for heavy rail (HR) cars, use the most recent edition of Roster of North American Rapid Transit Cars from the American Public Transportation Association, www.apta.com.

Number of Active Vehicles in Fleet

Report the number of active vehicles in fleet, which are vehicles used in revenue service during the year and still active at fiscal year-end (FYE). These include spares and vehicles that are in for scheduled preventive maintenance and minor repairs. Active vehicles do not include emergency contingency vehicles.

If vehicles reported were not active at the fiscal year end (FYE) but remained in the fleet because they had not been disposed of, report the number of active vehicles as zero. When reporting zero active vehicles for a fleet, the number of Americans with Disabilities Act of 1990 (ADA) accessible vehicles, the total miles on active vehicles during the period and the average lifetime miles per active vehicle should also be reported as zero.

ADA Accessible Vehicles

Report active vehicles that meet Americans with Disabilities Act of 1990 (ADA) requirements for accessibility.

There are two types of vehicle design for accessibility:

1. Lift-equipped vehicles
2. Ramp/low floor vehicles

Lift-equipped vehicles use wheelchair lifts. Low floor vehicles do not have stairs inside the front or rear doors. They are equipped usually with a front door accessible ramp and a kneeling feature. This allows easier access for persons with mobility aids, or who have difficulty climbing steps or who may use a wheelchair.

Number of Emergency Contingency Vehicles

Report the number of vehicles in an approved Federal Transit Administration (FTA) Emergency Contingency Plan. These are vehicles that FTA normally requires you to dispose of when they are replaced by vehicles funded through FTA. However, FTA can permit a transit agency to keep the vehicles in an inactive fleet to be used in the event of energy and other local emergencies that requires more vehicles than are available in the active fleet.

Request FTA approval of its Emergency Contingency Plan for keeping replaced vehicles in an inactive fleet. If you make substantial changes to an Emergency Contingency Plan (10 percent or more of the vehicles), request re-approval of the plan by FTA.

Fuel Type

Report the type of fuel used to move the revenue vehicles in revenue service. Use the [Fuel Type drop-down menu](#) to select the type of fuel used for propulsion of the vehicles.

If a vehicle uses more than one type of fuel or a mixture of fuels, report the fuel type as dual fuel (DU) and click the Add Form Notes link to describe the types of fuel. Report the fuel type as dual fuel only if all fuels are from sources external to the vehicle.

There are special reporting rules hybrid vehicles—vehicles that use two or more sources of power:

- Internally generated electric power: Report only the primary fuel source, such as gasoline (HG) or diesel (HD) that is used to propel the vehicle. NTD uses this reporting approach because it is difficult to measure the electric power that is generated and used to propel the vehicle.
- Externally-charged electric batteries: Report the vehicle as a dual fuel (DU) if the “hybrid” vehicle uses batteries charged externally. Enter in the ‘Notes’ column the types of fuel used which would include electric batteries charged externally. Then report each of these external fuel sources on the Energy Consumption form (R-30), for example, kilowatt hours to charge batteries and gallons of diesel.

Select EP- Electric propulsion for the trolleybus (TB) mode and TB vehicle type. A TB is defined as a vehicle that draws its electrical power from overhead lines.

Some transit systems operate buses that are designed externally to look like trolleybuses. However, these “replica trolleybuses” are designed as motor buses and do not draw their electrical power from overhead lines. If you operate replica trolleybuses, report these buses as MB mode.

Vehicle Length

Report the total length of the vehicles in feet (e.g. 30, 35, 40, 44, and 60).

Seating Capacity

Report the seating capacity of the vehicle. This is the actual number of seats on-board the vehicle and generally is cited in the specification used in manufacturing the vehicle.

Standing Capacity

Report the standing capacity of the vehicle. This is the number of standees allowed by transit agency policy. If local policy prohibits standing, report zero. If there is no local policy on the maximum number of standees, report the manufacturers rated standing capacity.

Total Miles on Active Vehicles and Average Lifetime Mileage per Active Vehicle

Two statistics are reported:

1. Total miles on active vehicles during period
2. Average lifetime mileage per active vehicle

Total Miles on Active Vehicles during Period

Report the total miles accumulated by revenue vehicles in the active fleet during the fiscal year.

Total miles on active vehicles during the period are only for mileage operated by the active vehicles during the current fiscal year that are in the revenue fleet at fiscal year-end (FYE). The total miles operated includes: 1) the actual vehicle miles reported on the Service form (S-10) and: 2) other miles operated during the reporting period such as mileage accumulated in operator training when the vehicle is not in revenue service, and mileage accumulated moving vehicles between and within maintenance facilities/garages.

For vehicles with working odometers/hubodometers, calculate the total miles by subtracting the odometer/hubodometer readings from the beginning of the fiscal year from those at the end of the fiscal year. If vehicles have damaged or defective odometers/hubodometers estimate total vehicle mileage from available records. Start with mileage from schedules, subtract mileage for missed trips and add mileage for extra service that was operated and was not on the schedule. For non-scheduled services, use trip logs to estimate mileage.

Average Lifetime Mileage per Active Vehicle

Report the average mileage on the vehicles at the end of the fiscal year.

Average lifetime mileage per active vehicle is average mileage, since the date of manufacture, on active vehicles that are in the revenue fleet at FYE. Calculate the average lifetime mileage per active vehicle by dividing the cumulative mileage on the active vehicles at the end of the fiscal year by the number of active vehicles at the end of the fiscal year.

For rebuilt vehicles, average lifetime mileage does not re-start at the year of rebuild. Average lifetime mileage always begins with the original date of manufacture.

For vehicles with working odometers/hubodometers, calculate cumulative mileage by summing the odometer / hubodometer readings, from the date of manufacture through FYE, for all active vehicles. If vehicles have damaged or defective odometers/hubodometers estimate total vehicle mileage from available records.

A simplified way to calculate the average lifetime miles per active vehicle is to divided the total miles during the period (column BI) by the number of active vehicles (column I) then add the prior report year's average lifetime mileage per active vehicle (column BK).

Supports Other Mode

Use the Supports Other Mode drop-down menu to indicate that all of the active vehicles are used to provide service on another mode of service. Select only one mode. Report a fleet group shared between modes for each mode for which it is used. All fields, for shared vehicles, should be identical on the A-70 form for each applicable mode. Only report this for vehicles that are used to provide service on both modes. If you use buses to provide a bus bridge between rail stations during breakdowns or constructions, these buses are not reported as supporting the rail mode as the service they are providing is bus service, not rail service. If only some of the active vehicles are used for other modes, report the grouped characteristics on two lines (rows). For example, one grouping of vehicles has twenty

vehicles with the same characteristics, except five of the vehicles are used for both MB and DR mode. Report the vehicles on two lines — one with fifteen vehicles and the other with five vehicles.

Detailed Instructions

The following table explains the data entry fields in the form. You can enter data freely on ‘open entry’ fields, but must select from a list of options in fields with ‘drop-down menus.’ (See [drop-down menu section](#)). If the field has data validation, this means that the data entry cell’s formatting will change to white font on a red background if the entry falls outside a range built into the AIM. **FTA does not consider data entered as “wrong” if the data validation feature appears; rather, the data will be confirmed in a follow up communication with you.**

Exhibit 23. Fields in the Revenue Vehicle Inventory (A-70)

Field	Column	Data Entry Type	Data Validation
RVI ID.	C	Open entry	Yes
Number of Vehicles in Total Fleet	I	Open entry	Yes
Number of Active Vehicles in Fleet	K	Open entry	Yes
Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles	M	Open entry	No
Number of Emergency Contingency Vehicles	O	Open entry	No
Vehicle Type Code	S	Drop-down menu	Yes
Funding Source	U	Drop-down menu	No
Estimated Service Years	W	Auto populated	No
Expected Service Years	Y	Open Entry	No
Year of Manufacture	AA	Open entry	Yes
Useful Life Remaining	AC	Auto populated	No
Manufacturer Code	AG	Drop-down menu	No
Model Number	AI	Open entry	No
Year of Last Renewal	AK	Open entry	Yes
Type of Last Renewal	AM	Drop-down menu	Yes
Fuel Type Code	AO	Drop-down menu	No
Vehicle Length	AQ	Open entry	No
Seating Capacity	AS	Open entry	No
Standing Capacity	AU	Open entry	No
Total Miles on Active Vehicles During Period	AW	Open entry	No
Average Lifetime Miles per Active Vehicle	AY	Open entry	No
Supports Another Mode	BA	Drop-down menu	No
Notes (optional)	BC	Open entry	No

A-70 Form Instructions (Field-by-Field)

1. **RVI ID:** Enter FTA assigned RVI identification number.
2. **Number of Vehicles in Total Fleet:** Enter the number of revenue vehicles in the total fleet on the transit agency's property at fiscal year-end (FYE). Include vehicles in storage, emergency contingency vehicles and vehicles awaiting sale.
3. **Number of Active Vehicles in Fleet:** Report the number of active vehicles in fleet, which are vehicles used in revenue service during the year and still active at fiscal year-end (FYE). These include spares and vehicles that are in for scheduled preventive maintenance and minor repairs. Active vehicles do not include emergency contingency vehicles. ***This entry will be flagged as invalid if the combined number of ADA Accessible vehicles and Emergency Contingency Vehicles reported in columns M and O exceeds the amount reported.***
4. **Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles:** Of the active vehicles, enter the number that are accessible using wheelchair lifts, or using ramps or having low floors and meet Americans with Disabilities Act of 1990 (ADA) accessibility requirements. Low floor buses are a type of ramp-equipped vehicle. Low floor buses do not have stairs inside the front or rear doors. They are equipped usually with a front door accessible ramp and a kneeling feature that permits easier access for persons with mobility aids or who have difficulty climbing steps or who may use a wheelchair.
5. **Number of Emergency Contingency Vehicles:** Enter the number of inactive vehicles stored and maintained under an FTA approved emergency contingency plan. Not required for non-dedicated vehicles. Non-dedicated applies only to PT TOS.
6. **Vehicle Type Code:** Select revenue vehicle type from list.
7. **Funding Source:** If vehicles were purchased using funds from the Urbanized Area Formula Program (UAF) as well as funds from other Federal programs and non-Federal sources, report the funding source as Urbanized Area Formula Program funds (UA). If vehicles were purchased using non-Federal funds from *both* other public and private sources, report the funding source as non-Federal public agency funds. If vehicles were not purchased using any funds from Federal and non-Federal public sources, report the funding source as non-Federal private entity funds.
8. **Estimated Service Years:** Auto-populated field recommends an estimated service years number based on the vehicle type.
9. **Expected Service Years:** Enter the average expected service years. You may use the estimated service years recommended by the form or enter your own value.
10. **Year of Manufacture:** Enter the original year of manufacture of the vehicle. Not required for non-dedicated vehicles. Non-dedicated applies only to PT TOS.
11. **Useful Life Remaining:** Auto-populated field showing the estimated useful life remaining calculated from the average expected service years.
12. **Manufacturer Code:** Select only one code designating the original manufacturer of the vehicle from the drop-down menu. Select ZZZ-Other Manufacturers for a manufacturer not listed in the menu. Enter the description of the manufacturer in the field that appears after selecting ZZZ. Not required for non-dedicated vehicles.
13. **Model Number:** Enter the model number of the vehicle as used by the manufacturer. Do not use any spaces, dashes, or other punctuation in the identification of the model number. Not required for non-

dedicated vehicles. Non-dedicated applies only to PT TOS. For heavy rail cars, use the most recent edition of Roster of North American Rapid Transit Cars. The Reported is required to report vehicle model numbers for automobiles and vans used in revenue service, such as those used for DR and VP services.

14. **Year of Last Renewal:** Enter the year of the last major renewal activity performed on the vehicle fleet. A major renewal activity is defined as an activity that will enable the vehicles to reach their expected service years. Leave field blank if there have been no renewal activities on the fleet.
15. **Type of Last Renewal:** Select from the drop-down menu the type of renewal last performed. Leave field blank if there have been no renewal activities on the fleet.
16. **Fuel Type Code:** Select only one item for the fuel used to propel revenue vehicles from the drop-down menu. If a vehicle uses more than one type of fuel or a mixture of fuels, select dual fuel (DU). For dual fuel type, all fuels are from sources external to the vehicle. For hybrid vehicles report only the primary fuel source, such as gasoline or diesel that is used to produce electrical power to help propel the vehicle. If the "hybrid" vehicle uses batteries charged externally, then report the vehicle as a dual fuel for fuel type.
17. **Vehicle Length:** Enter the length of the vehicle in feet to the nearest whole foot. Not required for non-dedicated vehicles. Non-dedicated applies only to purchased transportation PT TOS.
18. **Seating Capacity:** Enter the number of seats on the vehicle.
19. **Total Miles on Active Vehicles during Period:** Enter the total number of miles that active vehicles have accumulated during the report year. Include only vehicles that are active at the end of the fiscal year. Not required for non-dedicated vehicles. Non-dedicated applies only to PT TOS.
20. **Average Lifetime Miles per Active Vehicle:** Enter the average lifetime mileage per active vehicle. This is the average mileage since the date of manufacture, on active vehicles that are in the revenue fleet at fiscal year-end (FYE). Not required for non-dedicated vehicles. Non-dedicated applies only to PT TOS. For rebuilt vehicles, average lifetime mileage does not re-start at the year of rebuild. Average lifetime mileage always begins with the original date of manufacture.
21. **Supports Another Mode:** Use the drop-down menu to indicate that all of the active vehicles are used to support another mode of service. Select a mode from the menu. Leave this field blank if the fleet does not support another mode.

Drop-Down Menu Selections (A-70 form)

These tables illustrate your menu selections for fields requiring drop-down menus on the A-70 form.

Vehicle Type menu selections:

1. AB - Articulated bus
2. AG - Automated guideway vehicle
3. AO - Automobile
4. BR - Over-the-road bus
5. BU - Bus
6. CC - Cable car
7. CU - Cutaway bus
8. DB - Double decked bus
9. FB - Ferryboat
10. HR - Heavy rail passenger car
11. IP - Inclined plane vehicle
12. LR - Light rail vehicle
13. MO - Monorail vehicle
14. RL - Commuter rail locomotive
15. RP - Commuter rail passenger coach
16. RS - Commuter rail, self-propelled passenger car
17. SB - School bus
18. SR - Streetcar
19. SV - Sport Utility Vehicle
20. TB - Trolleybus
21. TR - Aerial tramway
22. VN - Van
23. VT - Vintage trolley

Funding Source menu selections:

1. UA - Urbanized Area Formula Program
2. OF - Other Federal funds
3. NFPA - Non-Federal public funds
4. NFPE - Non-Federal private fund

Vehicle Renewals menu selections:

1. Mid-Life Power Train
2. Mid-Life Overhaul
3. Life-Extending Overhaul

Fuel Type menu selections:

1. BD - Bio-diesel
2. BF - Bunker fuel
3. CN - Compressed natural gas (CNG)
4. DF - Diesel fuel
5. DU - Dual fuel
6. EB - Electric battery
7. EP - Electric propulsion
8. ET - Ethanol
9. GA - Gasoline
10. GR - Grain additive
11. HD - Hybrid diesel
12. HG - Hybrid gasoline
13. KE - Kerosene
14. LN - Liquefied natural gas (LNG)
15. LP - Liquefied petroleum gas (LPG)
16. MT - Methanol
17. OR - Other fuel (Describe)

Manufacturer Code menu selections:

1. AAI - Allen Ashley Inc.
2. ABB - Asea Brown Boveri Ltd.
3. ACF - American Car and Foundry Company
4. AII - American Ikarus Inc.
5. ALS - ALSTOM Transport
6. AMI - Amrail Inc.
7. ASK - AAI/Skoda
8. BBB - Blue Bird Corporation
9. BFC - Breda Transportation Inc.
10. BIA - Bus Industries of America
11. BOM - Bombardier Corporation
12. BRA - Braun
13. BUD - Budd Company
14. BVC - Boeing Vertol Company
15. CBC - Collins Bus Corporation (formerly Collins Industries Inc./COL)
16. CBW - Carpenter Industries LLC (formerly Carpenter Manufacturing Inc.)
17. Crown Coach Corporation
18. CCC – Cable Car Concepts Inc.
19. CCI - Chance Bus Inc. (formerly Chance Manufacturing Company/CHI)
20. CEQ - Coach and Equipment Manufacturing Company
21. CHA - Chance Manufacturing Company
22. CMC - Champion Motor Coach Inc.
23. CMD - Chevrolet Motor Division - GMC
24. CVL - Canadian Vickers Ltd.
25. DIA - Diamond Coach Corporation (formerly Coons Manufacturing)
26. DMC - Dina/Motor Coach Industries (MCI)
27. DTD - Dodge Division - Chrysler Corporation
28. EBC - ElDorado Bus (EBC Inc.)

Manufacturer Code menu selections:

29. EDN - EIDorado National (formerly El Dorado/EBC/National Coach/NCC)
30. EII - Eagle Bus Manufacturing
31. FIL - Flyer Industries Ltd (also known as New Flyer Industries)
32. FLX - Flixible Corporation
33. FRC - Freightliner Corporation
34. FRD - Ford Motor Corporation
35. Federal Coach
36. GCC - Goshen Coach
37. GEC - General Electric Corporation
38. GIL - Gillig Corporation
39. Girardin Corporation
40. Glaval Bus
41. GMC - General Motors Corporation
42. GTC - Gomaco Trolley Company
43. HIT - Hitachi
44. HSC - Hawker Siddeley Canada
45. INT - International
46. KAW - Kawasaki Rail Car Inc. (formerly Kawasaki Heavy Industries)
47. MAF - Mafersa
48. MBB - M.B.B.
49. MCI - Motor Coach Industries International (DINA)
50. MKI - American Passenger Rail Car Company (formerly MorrisonKnudsen)
51. MPT - Motive Power Industries (formerly Boise Locomotive)
52. NAB - North American Bus Industries Inc. (formerly Ikarus USA Inc./IKU)
53. NEO - Neoplan - USA Corporation
54. NFA - New Flyer of America
55. NOV - NOVA Bus Corporation
56. OBI - Orion Bus Industries Ltd. (formerly Ontario Bus Industries)
57. Overland Custom Coach Inc.
58. OTC - Oshkosh Truck Corporation
59. PCI - Prevost Car Inc.
60. PLY - Plymouth Division-Chrysler Corporation
61. PST - Pullman-Standard
62. PTC - Perley Thomas Car Company
63. RHR - Rohr Corporation
64. SDU - Siemens Mass Transit Division
65. SFB - Societe Franco-Belge De Material
66. SHI - Shepard Brothers Inc.
67. SLC - St. Louis Car Company
68. SOF - Soferval
69. SPC - Startrans (Supreme Corporation)
70. SPC - Supreme Corporation
71. SPR - Spartan Motors Inc.
72. STR - Starcraft
73. SUM - Sumitomo Corporation
74. SVM - Specialty Vehicle Manufacturing Corporation
75. TBB - Thomas Built Buses
76. TCC - Tokyo Car Company

Manufacturer Code menu selections:

- 77. TEI - Trolley Enterprises Inc.
- 78. TMC - Transportation Manufacturing Company
- 79. TTR - Terra Transit
- 80. TTT - Turtle Top
- 81. UTD - UTDC Inc.
- 82. VAN - Van Hool N.V.
- 83. WAM - Westinghouse-Amrail
- 84. ZZZ - Other (Describe)

Direct Entry Inventory (A-80)

Exhibit 24. Administrative and Maintenance Facility Inventory table (A-80)

Administrative and Maintenance Facility Inventory													
Facility Name	Mark "X" if line item is section of larger facility	Street Address	City	State	Zip Code	Primary Mode Served at Facility	Facility Type	Year Built or Replaced as New	Square Feet	Percent Agency Capital Responsibility	Condition Assessment	Estimated Date of Condition Assessment	Notes

Exhibit 26. Rail Fixed Guideway Inventory table (A-80)

Rail Fixed Guideway Inventory																						
Primary Mode (Rail)	Guideway Element (excludes track)	Quantity (Leave as Zero if Not Applicable)	Unit	Quantity (Leave as Zero if Not Applicable)	Unit	Average Expected Service Years When New	Allocation Unit: Linear Feet, Track Feet, or % of Total Value	Enter Quantity (or % of total value) in Intervals Based on Year of Construction or Last Major Rehabilitation											Total Meas= Quantity in Column si or 100%	Percent Transit Agency Capital Respon sibility	Notes	
								Pre- 1920	1920- 1929	1930- 1939	1940- 1949	1950- 1959	1960- 1969	1970- 1979	1980- 1989	1990- 1999	2000- present					
AG - Automated Guideway (DO)	At-Grade/Ballast (including expressway)		Linear Feet		Track Feet																	
AG - Automated Guideway (DO)	At-Grade/In-Street/Embedded		Linear Feet		Track Feet																	
AG - Automated Guideway (DO)	Elevated/Retained Fill		Linear Feet		Track Feet																	
AG - Automated Guideway (DO)	Elevated/Concrete		Linear Feet		Track Feet																	
AG - Automated Guideway (DO)	Elevated/Steel Viaduct or Bridge		Linear Feet		Track Feet																	
AG - Automated Guideway (DO)	Below-Grade/Retained Cut		Linear Feet		Track Feet																	
AG - Automated Guideway (DO)	Below-Grade/Cut-and-Cover Tunnel		Linear Feet		Track Feet																	
AG - Automated Guideway (DO)	Below-Grade/Bored or Blasted Tunnel		Linear Feet		Track Feet																	
AG - Automated Guideway (DO)	Below-Grade/Submerged Tube		Linear Feet		Track Feet																	
AG - Automated Guideway (DO)	Substation Building		Each																			
AG - Automated Guideway (DO)	Substation Equipment																				0%	
AG - Automated Guideway (DO)	Third Rail/Power Distribution																				0%	
AG - Automated Guideway (DO)	Overhead Contact System/Power Distribution																				0%	
AG - Automated Guideway (DO)	Train Control & Signaling																				0%	
AG - Automated Guideway (PT)	At-Grade/Ballast (including expressway)		Linear Feet		Track Feet																	
AG - Automated Guideway (PT)	At-Grade/In-Street/Embedded		Linear Feet		Track Feet																	
AG - Automated Guideway (PT)	Elevated/Retained Fill		Linear Feet		Track Feet																	
AG - Automated Guideway (PT)	Elevated/Concrete		Linear Feet		Track Feet																	
AG - Automated Guideway (PT)	Elevated/Steel Viaduct or Bridge		Linear Feet		Track Feet																	
AG - Automated Guideway (PT)	Below-Grade/Retained Cut		Linear Feet		Track Feet																	
AG - Automated Guideway (PT)	Below-Grade/Cut-and-Cover Tunnel		Linear Feet		Track Feet																	
AG - Automated Guideway (PT)	Below-Grade/Bored or Blasted Tunnel		Linear Feet		Track Feet																	
AG - Automated Guideway (PT)	Below-Grade/Submerged Tube		Linear Feet		Track Feet																	
AG - Automated Guideway (PT)	Substation Building		Each																			
AG - Automated Guideway (PT)	Substation Equipment																				0%	
AG - Automated Guideway (PT)	Third Rail/Power Distribution																				0%	
AG - Automated Guideway (PT)	Overhead Contact System/Power Distribution																				0%	
AG - Automated Guideway (PT)	Train Control & Signaling																				0%	
AR - Alaska Railroad	At-Grade/Ballast (including expressway)		Linear Feet		Track Feet																	
AR - Alaska Railroad	At-Grade/In-Street/Embedded		Linear Feet		Track Feet																	
AR - Alaska Railroad	Elevated/Retained Fill		Linear Feet		Track Feet																	
AR - Alaska Railroad	Elevated/Concrete		Linear Feet		Track Feet																	
AR - Alaska Railroad	Elevated/Steel Viaduct or Bridge		Linear Feet		Track Feet																	
AR - Alaska Railroad	Below-Grade/Retained Cut		Linear Feet		Track Feet																	
AR - Alaska Railroad	Below-Grade/Cut-and-Cover Tunnel		Linear Feet		Track Feet																	
AR - Alaska Railroad	Below-Grade/Bored or Blasted Tunnel		Linear Feet		Track Feet																	
AR - Alaska Railroad	Below-Grade/Submerged Tube		Linear Feet		Track Feet																	
AR - Alaska Railroad	Substation Building		Each																			
AR - Alaska Railroad	Substation Equipment																				0%	
AR - Alaska Railroad	Third Rail/Power Distribution																				0%	
AR - Alaska Railroad	Overhead Contact System/Power Distribution																				0%	
AR - Alaska Railroad	Train Control & Signaling																				0%	
CC - Cable Car (DO)	At-Grade/Ballast (including expressway)		Linear Feet		Track Feet																	
CC - Cable Car (DO)	At-Grade/In-Street/Embedded		Linear Feet		Track Feet																	
CC - Cable Car (DO)	Elevated/Retained Fill		Linear Feet		Track Feet																	
CC - Cable Car (DO)	Elevated/Concrete		Linear Feet		Track Feet																	
CC - Cable Car (DO)	Elevated/Steel Viaduct or Bridge		Linear Feet		Track Feet																	

Exhibit 27. Track Inventory table (A-80)

Track Inventory						
Rail Mode Type	Track Element	Quantity (Leave as Zero if Not Applicable)	Units	Average Expected Service Years When New	Percent Transit Agency Capital Responsibility	Notes
AG - Automated Guideway (DO)	Tangent		Track Feet			
AG - Automated Guideway (DO)	Curve		Track Feet			
AG - Automated Guideway (DO)	Double Diamond Crossover		Each			
AG - Automated Guideway (DO)	Single Crossover		Each			
AG - Automated Guideway (DO)	Half Grand Union		Each			
AG - Automated Guideway (DO)	Single Turnout		Each			
AG - Automated Guideway (DO)	Grade Crossings		Each			
AG - Automated Guideway (PT)	Tangent		Track Feet			
AG - Automated Guideway (PT)	Curve		Track Feet			
AG - Automated Guideway (PT)	Double Diamond Crossover		Each			
AG - Automated Guideway (PT)	Single Crossover		Each			
AG - Automated Guideway (PT)	Half Grand Union		Each			
AG - Automated Guideway (PT)	Single Turnout		Each			
AG - Automated Guideway (PT)	Grade Crossings		Each			
AR - Alaska Railroad	Tangent		Track Feet			
AR - Alaska Railroad	Curve		Track Feet			
AR - Alaska Railroad	Double Diamond Crossover		Each			
AR - Alaska Railroad	Single Crossover		Each			
AR - Alaska Railroad	Half Grand Union		Each			
AR - Alaska Railroad	Single Turnout		Each			
AR - Alaska Railroad	Grade Crossings		Each			
CC - Cable Car (DO)	Tangent		Track Feet			
CC - Cable Car (DO)	Curve		Track Feet			
CC - Cable Car (DO)	Double Diamond Crossover		Each			
CC - Cable Car (DO)	Single Crossover		Each			
CC - Cable Car (DO)	Half Grand Union		Each			
CC - Cable Car (DO)	Single Turnout		Each			
CC - Cable Car (DO)	Grade Crossings		Each			
CC - Cable Car (PT)	Tangent		Track Feet			
CC - Cable Car (PT)	Curve		Track Feet			
CC - Cable Car (PT)	Double Diamond Crossover		Each			
CC - Cable Car (PT)	Single Crossover		Each			
CC - Cable Car (PT)	Half Grand Union		Each			
CC - Cable Car (PT)	Single Turnout		Each			
CC - Cable Car (PT)	Grade Crossings		Each			

Exhibit 28. Service Vehicle Inventory table (A-80)

Service Vehicle Inventory								
Service Vehicle Fleet	Type of Service Vehicle	Number of Vehicles in Fleet	Average Expected Service Years When New	Year of Manufacture	Percent Transit Agency Capital Responsibility	Estimated Cost	Yr. Dollar of Estimated Cost	Notes

Overview

The A-80 form allows you to directly paste data into tables corresponding to the A-10 through A-70 forms. The purpose of this form is to allow you to more easily report large quantities of data by avoiding the interspersed blank rows and columns in the A-10 through A-70. This is especially true if you have enterprise asset reporting systems that can generate the spreadsheet or database tables in the same sequence of fields as in the Direct Entry Inventory form tables.

You must not fill out forms A-10 through A-70 if you opt to paste your data directly into the A-80 form.

Conversely, you may choose to report your assets using the A-10 through A-70 forms, but then you must not report any assets using the A-80 form.

Reporting Requirements and Thresholds

You are not required to fill out this form. The purpose of this form is to allow agencies with large quantities of assets to report to more easily input their data, assuming their data is in a tabularized format in the same sequence of fields as those in the Direct Entry Inventory form tables.

Approach

Report the same data as would otherwise be reported in the A-10 through A-70 forms (including administrative and maintenance facilities, passenger and parking facilities, rail fixed guideway inventory, service vehicle inventory, and revenue vehicle assets). For each asset, agencies report, the same data as the manual entry forms: its expected service life, age distribution, percent capital responsibility, estimated cost, and the year dollar value of the estimated cost of each type of reported equipment, etc.

Individual tables in the A-80 form replicate the A-10 through A-70 forms, but allows for you to paste information directly into the spreadsheet instead of manually inputting the data asset-by-asset. For more information on the proper approaches to the individual tables in the A-80 form, refer to the above sections which offer instructions on properly reporting data in forms A-10 through A-70. For example, for information about data reporting for the table titled "Administrative and Maintenance Facility Inventory," refer to the corresponding [Administrative and Maintenance Facilities \(A-10\)](#) form above.

Some exceptions do apply for the A-80 form. Unlike the manual entry forms, A-80 does not have data validation and entry completion features or drop-down menus to assist the user. The form also does not calculate per-unit estimated costs or convert costs to 2012 dollars.

Detailed Instructions

The following table explains the data entry fields in the form. Unlike the A-10 through A-70 forms, you can enter or paste data freely into all fields since they are all “open entry.” There are no drop-down menus to assist you with data entry. Similarly, there is no data validation feature in the form. It is your responsibility to report accurate information in all fields. Again, **FTA does not consider data entered as “wrong” if it falls outside of the default acceptable ranges; rather, the data will be confirmed in a follow up communication with you.**

Exhibit 30. Fields in the Administrative and Maintenance Facility Inventory Table (A-80)

Field	Column	Data Entry Type	Data Validation
Facility Name	B	Open entry	No
Section of a Larger Facility	C	Open entry	No
Street Address	D	Open entry	No
City	E	Open entry	No
State	F	Open entry	No
Zip Code	G	Open entry	No
Primary Mode	H	Open entry	No
Facility Type	I	Open entry	No
Year Built or Replaced (as new)	J	Open entry	No
Square Feet	K	Open entry	No
Percent Capital Responsibility	L	Open entry	No
Condition Assessment	M	Open entry	No
Estimated Date of Condition Assessment	N	Open entry	No
Notes (optional)	O	Open entry	No

Exhibit 31. Fields in the Passenger and Parking Facility Inventory table (A-80)

Field	Column	Data Entry Type	Data Validation
Facility Name	R	Open entry	No
Section of a Larger Facility	S	Open entry	No
Street Address	T	Open entry	No
City	U	Open entry	No
State	V	Open entry	No
Zip Code	W	Open entry	No
Latitude	X	Open entry	No
Longitude	Y	Open entry	No
Primary Mode	Z	Open entry	No
Facility Type	AA	Open entry	No
Year Built or Replaced (as new)	AB	Open entry	No
Square Feet or Parking Space	AC	Open entry	No
Unit	AD	Open entry	No
Percent Capital Responsibility	AE	Open entry	No
Condition Assessment	AF	Open entry	No
Estimated Date of Condition Assessment	AG	Open entry	No
Notes (optional)	AH	Open entry	No

Exhibit 32. Fields in the Rail Fixed Guideway Inventory table (A-80)

Field	Column	Data Entry Type	Data Validation
Primary Mode (Rail)	AK	Hard coded	N/A
Asset Name	AL	Hard coded	N/A
Quantity- Linear Feet	AM	Open entry	No
Quantity- Track Feet	AO	Open entry	No
Avg. Expected Service Years	AQ	Open entry	No
Allocation Unit	AR	Open entry	No
Year of Construction or Rehab: Pre-1920	AS	Open entry	No
Year of Construction or Rehab: 1920-1929	AT	Open entry	No
Year of Construction or Rehab: 1930-1939	AU	Open entry	No
Year of Construction or Rehab: 1940-1949	AV	Open entry	No
Year of Construction or Rehab: 1950-1959	AW	Open entry	No
Year of Construction or Rehab: 1960-1969	AX	Open entry	No
Year of Construction or Rehab: 1970-1979	AY	Open entry	No
Year of Construction or Rehab: 1980-1989	AZ	Open entry	No
Year of Construction or Rehab: 1990-1999	BA	Open entry	No
Year of Construction or Rehab: 2000-present	BB	Open entry	No
Total Quantity	BC	Auto calculated	N/A
Percent Capital Responsibility	BD	Open entry	No
Notes (optional)	BE	Open entry	No

Exhibit 33. Fields in the Track Inventory table (A-80)

Field	Column	Data Entry Type	Data Validation
Rail Mode Type	BJ	Hard coded	N/A
Track Element	BK	Hard coded	N/A
Quantity	BL	Open entry	No
Units	BM	Hard coded	N/A
Avg. Expected Service Years	BN	Open entry	No
Percent Capital Responsibility	BO	Open entry	No
Notes (optional)	BP	Open entry	No

Exhibit 34. Fields in the Service Vehicle Inventory table (A-80)

Field	Column	Data Entry Type	Data Validation
Service Vehicle Fleet	BU	Hard coded	N/A
Type of Service Vehicle	BV	Open entry	No
Number of Vehicles in Fleet	BW	Open entry	No
Average Expected Service Years When New	BX	Open entry	No
Year of Manufacture	BY	Open entry	No
Percent Capital Responsibility	BZ	Open entry	No
Estimated Cost	CA	Open entry	No
Year Dollar of Estimated Cost	CB	Open entry	No
Notes (optional)	CC	Open entry	No

Exhibit 35. Fields in the Revenue Vehicle Inventory table (A-80)

Field	Column	Data Entry Type	Data Validation
RVI ID.	CF	Open entry	No
Number of Vehicles in Total Fleet	CG	Open entry	No
Number of Active Vehicles in Fleet	CH	Open entry	No
Number of Americans with Disabilities Act of 1990 (ADA) Accessible Vehicles	CI	Open entry	No
Number of Emergency Contingency Vehicles	CJ	Open entry	No
Vehicle Type Code	CL	Open entry	No
Funding Source	CM	Open entry	No
Average Expected Service Years When New	CN	Open entry	No
Year of Manufacture	CO	Open entry	No
Manufacturer Code	CP	Open entry	No
Model Number	CQ	Open entry	No
Year of Last Renewal	CR	Open entry	No
Type of Last Renewal	CS	Open entry	No
Fuel Type Code	CT	Open entry	No
Vehicle Length	CU	Open entry	No
Seating Capacity	CV	Open entry	No
Standing Capacity	CW	Open entry	No
Total Miles on Active Vehicles During Period	CX	Open entry	No
Average Lifetime Miles per Active Vehicle	CY	Open entry	No
Supports Another Mode	CZ	Open entry	No
Notes (optional)	DA	Open entry	No

A-80 Form Instructions (Table-by-Table)

1. **Administrative and Maintenance Facility Inventory:** Paste asset data for all agency administrative and maintenance facilities. This table corresponds to the A-10 manual entry form. Refer to [Administrative and Maintenance Facility Inventory \(A-10\) instructions](#) above for more information. ***If you choose to use this form, you must not fill out form A-10.***
2. **Passenger and Parking Facility Inventory:** Paste asset data for all agency passenger and parking facilities. This table corresponds to the A-20 manual entry form. Refer to [Passenger and Parking Facility Inventory \(A-20\) instructions](#) above for more information. ***If you choose to use this form, you must not fill out form A-20.***
3. **Rail Fixed Guideway Inventory:** Paste asset data for all agency rail guideway and equipment assets. This table corresponds to the A-50 manual entry form. Refer to [Rail Fixed Guideway Inventory \(A-50\) instructions](#) above for more information. ***If you choose to use this form, you must not fill out form A-50.*** The Rail Fixed Guideway Inventory table is organized by mode type in hard coded sections indicated in column. You must verify that any asset data for a specific mode is input in the correct corresponding section. Below the Rail Fixed Guideway Inventory table is a summary of quantities and estimated costs of guideway

and equipment for the different reported rail modes. **Unlike other tables in A-80, the Rail Fixed Guideway Inventory Table includes “flags” that are activated if information is previously input into the A-50 form.** This is to help you avoid inputting conflicting data for rail assets of a particular mode.

4. **Track Inventory:** Paste asset data for all agency track assets. This table corresponds to the A-55 manual entry form. Refer to [Track Inventory \(A-55\) instructions](#) above for more information. **If you choose to use this form, you must not fill out form A-55.** The Rail Inventory table is organized by mode type in hard coded sections indicated in column BH. You must verify that any asset data for a specific mode is input in the correct corresponding section. Below the Track Inventory table is a summary of quantities and estimated costs of linear track and special work for the different reported rail modes. **Similar to the Rail Fixed Guideway Inventory table, the Track Inventory Table includes “flags” that are activated if information is previously input into the A-50 form.** This is to help you avoid inputting conflicting data for track assets of a particular mode.

Note that you must report the mode-specific curve radii that your agency uses as a threshold to differentiate curved track from tangent track. This measure must be input in rows 148 through 166 below the Track Inventory table.

5. **Service Vehicle Inventory:** Paste asset data for all non-revenue service vehicles. This table corresponds to the A-60 manual entry form. Refer to [Service Vehicle Inventory \(A-60\) instructions](#) above for more information. **If you choose to use this form, you must not fill out form A-60.**
6. **Revenue Vehicle Inventory:** Paste asset data for all agency revenue vehicles. This table corresponds to the A-70 manual entry form. Refer to [Revenue Vehicle Inventory \(A-70\) instructions](#) above for more information. **If you choose to use this form, you must not fill out form A-70.**