**URBAN BUS OPERATIONS REPORT**

Wisconsin Department of Transportation

DT1489 3/2018

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | Year: | | | |
| **1. MUNICIPALITY/Transit System:** | | | | | | | | | |
| **2. Period Covered - Check one** | | | | | | | | | |
| 1st Quarter | | 2nd Quarter | | 3rd Quarter | | | | 4th Quarter | |
| Jan. 1–Mar. 31 | | Apr. 1-June 30 | | July 1-Sept. 30 | | | | Oct. 1-Dec. 31 | |
| **3. OPERATING CHARACTERISTICS** | | | | | | | | | |
| A. PASSENGER TRIPS | FIXED  ROUTE | | DEMAND RESPONSIVE  (PARATRANSIT) | | | | | | TOTALS FOR THE REPORTING PERIOD |
|  |  | | ADA SERVICE | | NON-ADA SERVICE | | OTHER PURCHASED SERVICE | |  |
| Revenue Trips |  | |  | |  | |  | |  |
| “Free Fare” Trips |  | |  | |  | |  | |  |
| Transfer Trips |  | |  | |  | |  | |  |
| TOTAL |  | |  | |  | |  | |  |
| B. PASSENGER REVENUE | $ | | $ | | $ | | $ | | $ |
| C. VEHICLE MILES | | | | | | | | | |
| Revenue Miles |  | |  | |  | |  | |  |
| Total Miles |  | |  | |  | |  | |  |
| D. VEHICLE HOURS | | | | | | | | | |
| Revenue Hours |  | |  | |  | |  | |  |
| Driver Pay Hours |  | |  | |  | |  | |  |
| E. GALLONS OF FUEL |  | |  | |  | |  | |  |
| **4. Comments** | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| **5. Certification:** | **I certify that the information presented on this form is true and correct.** | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **X** |  |  |  | X |  |  |
| (Transit Manager) |  | (Date) |  | (Prepared By) |  | (Date) |

**URBAN BUS OPERATIONS REPORT**

REPORTING INSTRUCTIONS AND DEFINITIONS

The Wisconsin Department of Transportation requires each urban transit system receiving state operating assistance under s.85.20 Wis. Stats. to file a report of urban transit operations. This report is due on the 30th day following the end of the reporting quarter, or the 30th day following the end of each calendar year.

This form is for reporting transit operations data associated with a system’s regularly scheduled urban transit operation. The system shall include routes that are generally known as express, shuttles, trippers, extras, route guarantees, specials, and special contract routes or services open to the general public. Special subsystems providing service exclusively for the elderly and disabled population shall be included if the subsystem’s operating expenses are included in the mass transit system’s program under s.85.20 Wis. Stats.. Data pertaining to all other transit operations, i.e., charter, are not to be included on this report.

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| --- | --- | --- | --- |
| 1. | TRANSIT SYSTEM: Identify the sponsoring municipality or grantee, and the transit system by its official name. | | |
| 2. | PERIOD COVERED: Check the box representing the year’s quarter to which the report pertains, or check the year-end box for the annual report. | | |
| 3. | OPERATING CHARACTERISTICS: Provide the requested information under fixed route or demand responsive service as applicable to your systems’ operating characteristics. Under 3A, 3B, 3C, 3D, and 3E include the grand totals for the reporting period for the combined figures under fixed route and/or demand responsive services as applicable to your system. | | |
|  | A. PASSENGER TRIPS: | | |
|  |  | Revenue Trips include trips taken on an urban mass transit system by any passenger who pays a fare to use the urban mass transit system, or by any passenger for whom a fare has been paid by another under contract or other arrangement with the urban mass transit system. Transit riders boarding with a daily, weekly, or monthly pass shall be counted as revenue passengers each time they board and use their pass. Special subsystems providing service exclusively for elderly and disabled persons shall be included to the extent that the subsystem’s operating expenses are included in the mass transit’s program under s.85.20 Wis. Stats. If the subsystem’s operating expenses are not fully supported by the participating urban mass transit system, then the revenue passengers’ trip figures from the subsystem shall be in proportion to the transit system’s share of the subsystem’s operating expenses. | |
|  |  | Free Fare Trips include trips taken on an urban mass transit system by any passenger who does not pay a fare or for whom a fare has not been paid by another or who does not use a transfer. | |
|  |  | Transfer Trips include trips taken on an urban mass transit system by any passenger who uses a transfer or other equivalent | |
|  |  | TOTAL equals the sum of Revenue Trips, Free Fare Trips, and Transfer Trips. | |
|  | B. PASSENGER REVENUE: Report revenue collected for each revenue passenger trip. Be sure to report revenue collected from **all sources**. | | |
|  | C. VEHICLE MILES: Vehicle miles are to be reported in two categories: “Revenue Miles” and “Total Miles.” Revenue miles are those miles which are operated while in **revenue service**. Revenue miles do not include deadhead miles. Total miles include all mileage, i.e., revenue miles, deadhead miles, training miles, etc. | | |
|  | D. VEHICLE HOURS: Vehicle hours are to be reported in two categories: “Revenue Hours” and “Driver Pay Hours.” Revenue hours include only the hours of **scheduled transit service**. Do not include time in deadhead service. Total driver pay hours include scheduled service hours, preparatory time, check-in or check-out time, deadhead time, penalty time, guarantee time, training time and all other duty time assigned to drivers for fueling, cleaning, maintenance, etc. | | |
|  | E. GALLONS OF FUEL: Report the total gallons consumed in revenue service vehicles only during the reporting period including both gas and diesel fuel. Do not report gallons consumed in nonpassenger carrying service vehicles. | | |
| 4. | COMMENTS: Use this space to report any unusual occurrences which took place during the reporting quarter, i.e., strikes, free fare days, tariff changes, route changes, etc. | | |
| 5. | CERTIFICATION: Sign and date the report. SEND TO: | | WISCONSIN DEPARTMENT OF TRANSPORTATION  TRANSIT SECTION, 6TH FLOOR SOUTH TOWER  P.O. BOX 7913  MADISON, WI 53707-7913 |