

## **NJ TRANSIT Community Mobility, Local Programs and Minibus Support Quarterly Vehicle Ridership Report – Definitions/Instructions**

The Federal Transit Administration requires certification that funded vehicles are being used responsibly. Therefore, Quarterly Vehicle Ridership Reports (QVRR) are distributed to each grant recipient agency, for each vehicle operated, to collect operating information and to attest to appropriate vehicle use and management procedures.

NJ TRANSIT Local Programs and Minibus Support must receive a QVRR for each vehicle operated by your agency and, funded through the Federal Section 5307, 5310 and 5311 programs every calendar quarter throughout the useful life of the vehicle.

The QVRR **submitted to NJ TRANSIT electronically via S-RIDES** onto <http://s-rides.njtransit.com/> on or before the 30th day of the month following the close of each calendar quarter. Chronic failure to complete a QVRR accurately and promptly may result in termination of a contract/lease, repossession of project equipment and/or a rating penalty assessed to subsequent grant applications.

<u><b>Quarter</b></u>	<u><b>Report Due No Later Than</b></u>
January - March 30	April 30
April - June 30	July 31
July - September 30	October 31
October - December 31	January 31

### **Trip by Trip Purpose and Customer Characteristics Headings –**

There are two headings Trip by Trip Purpose and Trip by Customer Characteristics. For each vehicle provide the number of one way trips in each of the columns below these headings.

**One Way Trip** - is defined as one passenger traveling in one direction from an origin to a destination; also referred to as an “unlinked passenger trip”. Two people traveling in one direction equal two one-way trips; two people making a round trip equal four one-way trips. Personal care attendants and companions of a passenger are counted; however, they should be included in the “Other” category. In addition those using ARRA, 5307, 5311, 5316 and 5317 funded vehicles in general public transportation can put ridership in the “Other” category.

**Please Note:** The "**Total**" of one way trips by "Trip Purpose" **must equal** the "**Total**" of one way trips by "Customer Characteristics". The S-RIDES system will auto-fill the totals after you enter the data and hit the save button.

### **The following definitions correspond with Customer Trip Purposes Heading:**

**Days Operated** – The number of days the vehicle operated to meet the service provided for the reporting period.

**Medical** – trips taken for medical appointments such as dialysis, doctor's offices, physical therapy, chemotherapy etc.

**Non Competitive Employment** – trips to places of employment of a non-competitive nature (i.e. sheltered workshop or extended employment center).

**Competitive Employment** – trips to places of gainful employment.

**Recreation** – Number of trips to senior centers, sporting events, concerts, plays or community sponsored special events as well as planned social outings.

**Training & Education** – Number of trips to schools or vocational training centers, full-time or part-time, day or evening, credited or non-credited.

**Nutrition** – Number of trips exclusively to/from designated nutrition sites and centers with the primary purpose of obtaining a meal.

**Shopping** – Number of trips to any shopping area or store.

**Other** – Any trip that does not fit in any of the other categories including personal care attendants or for errands such as banking, hair salon or visiting friends or for a deviated route service (open door policy) where you do not collect this data.

**Total** - The total is auto-filled by the S-RIDES system upon saving your data. The system calculates Customer Trip Purpose data across the columns left to right.

**The following definitions correspond with Customer Characteristics Heading:**

**Senior Ambulatory** – A trip taken by a customer who is 60 years of age or older and who can walk with or without the use of a mobility device such as a cane or walker.

**Senior Non Ambulatory** - A trip taken by a customer who is 60 years of age or older, who cannot walk and uses a mobility device such as a wheelchair or scooter.

**Disabled Ambulatory** - A trip taken by an individual who is **less** than 60 years of age, who has a physical or mental impairment that substantially limits one or more major life activities and who can walk with or without the use of a mobility device such as a cane or walker.

**Disabled Non Ambulatory** - A trip taken by a customer who is **less** than 60 years of age, who cannot walk and uses a mobility device such as a wheelchair or scooter.

**Other** – Any customer trip that does not fit in any of the above Customer Characteristic categories such as personal care attendants, companions or for a deviated route service (open door policy) where you do not collect this data.

**Total** - The total is auto-filled by the S-RIDES system upon saving your data. The system calculates Customer Characteristics data across the columns left to right.

**Validation** – After hitting the “Submit” button, you must validate the data by checking the box, when prompted and by doing so you certify that:

1. The above information is true and verifiable.
2. The transportation service provided has been operated in accordance with the project application and contract.

QUARTERLY RIDERSHIP must be submitted to NJ TRANSIT electronically via S-RIDES

**SAMPLE**



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**OCEAN COUNTY**  
**TRANSPORTATION**

Home
e-Forms
Import
Account History

### Quarterly Vehicle Ridership

Year:  Quarter:

Status: SUBMITTED

Filter Data:

[Export Data Into Excel](#)

**^ Trip Purpose**

Vehicle	Days Operated	Medical	Non Comp. Employment	Comp. Employment	Recreation	Training & Education	Nutrition	Shopping	Other	Total Trips
16-1124	11	12	6	0	0	0	0	0	0	18
16-1125	0	0	0	0	0	0	0	0	0	0
16-1127	0	0	0	0	0	0	0	0	0	0
16-1137	0	0	0	0	0	0	0	0	0	0
16-1319	0	0	0	0	0	0	0	0	0	0
16-939	0	0	0	0	0	0	0	0	0	0
Total	11	12	6	0	0	0	0	0	0	18

**^ Customer Characteristics**

Vehicle	Senior Ambulatory	Senior Non Ambulatory	Disabled Ambulatory	Disabled Non Ambulatory	Other	Total Trips

**NJ TRANSIT Community Mobility, Local Programs and Minibus Support  
Quarterly Vehicle Maintenance Report Definitions**

**Actual Miles Driven** – Enter the actual miles a vehicle traveled in the quarter; the sum of vehicle service and non-service miles.

**Service Miles** – Maintenance Intervals, or the number of miles prescribed to conduct a preventative maintenance as outlined in your agency’s vehicle preventative maintenance policy. Most agencies have 5,000 miles set as their service miles, but it should be specific to each vehicle type.

**Odometer Reading** – Enter the odometer reading at the end of quarter.

**Days Out of Service** - Enter the number of days the vehicle was out of service during the quarter due to preventive and/or corrective maintenance performed. This would be for service days (days of normally scheduled operation) that vehicle was not available for service.

**PM Performed - Vehicle and Engine Preventative Maintenance Performed (VEPM)** – Each active federally funded vehicle will appear in this section. If preventative maintenance was performed on the vehicle in the quarter, list the date the maintenance was performed, the miles on the vehicle at the time of service, the vendor who performed the maintenance (you can list “In-House” if your staff performed the maintenance), place a check in the columns of the items that were maintained. In the Lift Counter column, indicate the number on the counter at the time of maintenance.

If preventative maintenance was performed more than once during the quarter, click on the “Add New PM Performed” and complete all of the requested information. If you’ve made a mistake, you can choose “Remove PM” to erase the line (this will only erase any additional fields you created).

If no maintenance was performed, leave the date field blank, put a zero in the field for Miles at time of service, and put “n/a” in the field for Vendor.

Similar to oil changes, lift maintenance is cycle driven. If you performed maintenance on the lift on a certain date, you should indicate the lift counter at the time of the maintenance. If no maintenance was performed on the lift in the quarter, please provide what the count was at the end of the quarter.

**Other Maintenance** – Each active federally funded vehicle will appear in this section. If other maintenance was performed on the vehicle in the quarter, list the date the maintenance was performed, the miles on the vehicle at the time of service, the vendor who performed the maintenance (you can list “In-House” if your staff performed the maintenance), place a check in the columns of the items that were maintained.

If other maintenance was performed more than once during the quarter, click on the “Add New Other Maintenance” and complete all of the requested information. If you’ve made a mistake, you can choose “Remove OM” to erase the line (this will only erase any additional fields you created).

If no maintenance was performed, leave the date field blank, put a zero in the field for Miles at time of service, and put “n/a” in the field for Vendor.

**Other Details** - Each active federally funded vehicle will appear in this section. If any damage/accident repair work, warranty work, or other extensive maintenance was performed on the vehicle in the quarter, list the date the work was performed, the miles on the vehicle at the time of service, the vendor who performed the work (you can list "In-House" if your staff performed the maintenance), and in the text boxes include details of the repairs.

If work was performed more than once during the quarter, click on the "Add New Other Details" and complete all of the requested information. If you've made a mistake, you can choose "Remove OD" to erase the line (this will only erase any additional fields you created).

If no repairs were performed, leave the date field blank, put a zero in the field for Miles at time of service, and put "n/a" in the field for Vendor.

**PLEASE NOTE: Damage/Accidents** - You must notify Local Programs and Minibus Support, NJ TRANSIT within 24 hours of any accident as per your lease requirements.

**Attachments (work orders, repair receipts, internal inspection forms, recall notices, maintenance plans)** – Provide the documentation for the work indicated throughout the form. For example, if you indicated that an oil change was done on a specific date then you should attach the document showing when the oil change was done, who it was done by, and the mileage of the vehicle at the time of the oil change.

Quarterly Vehicle Maintenance Reports must be **submitted to NJ TRANSIT electronically via S-RIDES**

**SAMPLE**

Quarterly Maintenance Page - Internet Explorer

### Quarterly Maintenance

Year: 2018 Quarter: 1

Status: SUBMITTED

Filter Data: All Vehicles Show Report

^ Maintenance Data

Vehicle	Actual Miles driven this quarter	Service Miles	Odometer	Days out of Service
16-1870	3,300	0	3,400	0
16-1939	2,590	0	6,215	0
	5,890	0	9,615	0

^ PM Performed

Vehicle	Date	Miles at time of service	Vendor	Oil	Filters	Lube	Chassis and Suspension	Tires	Brake system	Alignment	Lift / Ramp	Lift Counter	Remove PM
16-1870	31-Mar-2018	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	
16-1939	16-Mar-2018	5,850	secaucus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	

Add New PM Performed

^ Other Maintenance

Vehicle	Date	Miles at time	Vendor	Transmission	Cooling/Heating	Exhaust	Tune-	Remove OM
<								>

100% 8:54 AM 5/11/2018