Glossary

Accident : A crash involving a public transit vehicle that resulted in a fatality, a personal injury, or disability damage to one or more vehicles causing the vehicle to be towed. In these cases, the operator of the public transit vehicle is required to be drug and alcohol tested.

Accrual Accounting: Method of accounting which records expenses and revenues as they are incurred whether funds have actually changed hands or not.

Alcohol : The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, or medication.

Alcohol Test Form (ATF): A standard form to be used to report results from alcohol tests required by the US DOT.

Annual Element: The first year of programming included in and in the Transportation Improvement Program (TIP).

Annual Goal: A numerically expressed objective for DBE utilization in the performance of all DOT assisted contracts (including purchase orders), exclusive of funds for transit vehicle purchases, during a one-year period.

Aspirational Goal: National goal (10%) that USDOT uses as a tool in evaluating and monitoring Disadvantaged Business Enterprise (DBE) firms opportunity to participate in DOT-assisted contracts.

Assignability: Clause included in a vehicle procurement to allow a portion of the vehicle quantity in the original contract to be delivered to a different location not specified in the original contract.

Automatic Fare Collection System: The controls and equipment that automatically admit passengers on insertion of the correct fare in an acceptable form.

Automatic Passenger Counter (APC): An automated means of counting boarding and alighting passengers (e.g., treadle mats or infrared beams placed by the door) .

Automatic Vehicle Location (AVL): Position determination via an automatic technology or combination of technologies, such as Global Positioning System (triangulation of satellite signals), Signposts (beacons at known locations transmit signals picked up by vehicle), Ground-Based Radio (triangulation of radio tower signals), or Dead-Reckoning (vehicle's odometer and compass used to measure new position from previous known position), and typically includes real-time reporting of that location to a dispatcher.

Bidder: An individual, partnership, firm, corporation, or any acceptable combination or joint venture that is submitting a bid.

Blanket Releases: Release of a category of information (e.g. all test results) or release to a category of parties (e.g. other employers an employee may apply for employment), are prohibited under 49 CFR Part 40.

Cash Accounting: Method of accounting that recognizes expenses in the period of the payment and revenue at the time cash is received.

Certification: a recipients written statement, authorized by the organization's governing board or other authorizing official that the recipient has complied with the provisions of 49 CFR Parts 40 and 655.

Charter: Transportation service operated on an occasional basis to an exclusive group other than agencies that have a contract with the transit system. All such service must be performed in conformance with the FTA charter rule and must not contribute to the vehicle being used for more than 20 percent incidental service.

Collector: A trained person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the urine specimen provided by those employees, and who initiates and completes the Federal Drug Testing Custody and Control Form (CCF).

Common Carrier: A company or agency certified by a regulatory body to carry all passengers who pay the required fee.

Complementary Paratransit: Paratransit service that is required as part of the Americans with Disabilities Act which complements, or is in addition to, already available fixed-route service in terms of service hours and area, fares, and other service characteristics.

Compliance: Correctly implementing state and federal requirements.

Computer Aided Dispatch Software: Software used in demand-response transportation to make reservations for clients, schedule trips on vehicles, provide drivers with lists of riders, and compile and complete billing and performance reports.

Consortium/Third-Party Administrator: A service agent that provides or coordinates the provision of a variety of drug and alcohol testing services to employers. C/TPA's typically perform administrative tasks concerning the operation of the employer's drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the DOT drug and alcohol testing programs of its members.

Contingency Fleet: FTA and Iowa DOT recognize two types of vehicles – active and contingency. Revenue rolling stock stockpiled in a contingency fleet in preparation for emergencies must have met their minimum normal service life requirements and must be stored, maintained, and documented in a contingency fleet plan. These vehicles are not included in the calculation of spare ratio. Any rolling stock not supported by a contingency fleet plan will be considered part of the active fleet.

Contract Goals: A numerically expressed objective based upon a DBE availability analysis that recipients or their contractors are required to make good faith efforts to achieve.

Coordination: A cooperative arrangement between transportation providers and organizations needing transportation services.

Cost Allocation: Dividing costs among the various purposes or categories involved.

Covered Employee: An employee who performs a safety sensitive function, including an applicant or transferee who will be hired to perform a safety sensitive function.

Deadhead Hours/Miles: Hours/miles traveled by a transit revenue vehicle when there is no reasonable expectation of carrying passengers. Examples: In the case of fixed routes, deadhead is the travel between the garage/lot and the beginning of the route and the travel from the end of the route back to the garage/lot. For demand response service, deadhead is the travel from the garage/lot to the first passenger pick-up and the travel from the last passenger drop-off to the garage/lot. Trips made for purposes of vehicle maintenance or fueling.

Demand-Response or Dial-A-Ride: The kind of transit service where individual passengers can request door-to-door or point-to-point transportation from a specific location to another specific location at a certain time. Can also be called "dial-a-ride". These services usually require advance reservations.

Disruptive Behavior: Passenger behavior that creates a safety hazard in that it distracts the operator who cannot fully attend to the safe operation of the vehicle.

DOT Assisted Contract : Any contract between a recipient and a contractor funded in whole or in part with DOT financial assistance, including letters of credit or loan guarantees, except a contract solely for the purchase of land.

Employer: A recipient or other entity that provides mass transportation service or which performs a safety-sensitive function for such recipient or other entity. This term includes subrecipients, operators, and contractors.

Escalator Clause: A provision in a contract that stipulates that wages or prices are to be automatically increased or decreased at specific times according to a schedule that is usually related to changes in the cost of living.

Feasibility Study: A study to determine the suitability of a proposed action, such as establishment of transit service in a given area.

Feeder Bus: A bus service that provides passengers with connections to a major transportation service.

Fixed Route: Transit services where vehicles run on regular, pre-designated, pre-scheduled routes, with no deviation. Typically, fixed-route service is characterized by features such as printed schedules or timetables, designated bus stops where passengers board and alight and the use of larger transit vehicles.

Formula Funds: Funds for which the funding levels for individual recipients are determined by a mathematical formula. Transit formulas are typically based upon population characteristics of the service area as well as performance statistics.

Fully Allocated Costs: Total costs of providing transportation, including services that are purchased through transportation operators or provided through service coordination contracts.

Good Faith Effort: Efforts to achieve a DBE goal. Contractors must show that DBE firms were contacted, and an effort was made to use DBE firms.

Headway: Time interval between vehicles moving in the same direction on a fixed-route.

Intercity Bus Regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity or connecting one or more rural communities with an urban area not in close proximity

Job Access Reverse Commute (JARC): A federal program that provides funding to transit systems for expanded service of low income transportation to child care, training, and employment, as well as transporting residents of urban areas to suburban employment opportunities.

Joint Participation Agreement: A contract between the department and a public transit system for either operations or capital assistance needed for implementation of a transit service project or projects. Each agreement shall include, but not be limited to, a project budget, method of payment, and period of performance.

Layover / Recovery Time: The hours scheduled at the end of the trip before the departure time of the next trip. This time is scheduled to provide time for the vehicle operator to take a break (layover), and to provide time to get back on schedule before the next trip departs if the trip arrives late at the end of the route (recovery).

Life Cycle Costing: Method of evaluation of alternative choices on the basis of comparative total costs for purchase and operations over the expected useful life of the asset.

Major Incident: For NTD reporting, a transit-related incident involving one or more of the following: Property damage equal to or exceeding $25,000, an evacuation due to life safety reasons, or a collision at a grade crossing.

Major Injury: For NTD reporting, a transit-related incident involving one or more of the following: a fatality, or injuries requiring immediate medical attention away from the scene for two or more persons.

Micro Purchase: A procurement for items less than $3,000, and can be done without obtaining competitive proposals if price quotes received are reasonable.

Miss out: A time when a vehicle is unable to operate a route due to mechanical problems.

New Freedom (NF): A federal program to support new services or accommodations for persons with disabilities that go beyond those required by the Americans with Disabilities Act.

National Transportation Database (NTD): Reports presenting statistical information about the financing and operations of public transportation systems providing service in areas over 50,000 population.

Obligation Date: The date by which a transit agency must have entered into a contract with a vendor for the goods or services to be procured with a Joint Participation Agreement.

Operating Deficit: The sum of all operating costs minus operating revenues.

Passenger Revenue: Money, including fares, transfers, and donations received from transit passengers; also known as "farebox revenues". It should include ticket, token, and pass receipts.

Passenger Trip: One passenger making a one-way trip from origin to destination.

Personal Net Worth: The net value of the assets of an individual remaining after total liabilities are deducted. Personal net worth does not include the individual's ownership interest in a firm or the equity in a primary residence. To qualify as a DBE, the personal net worth of the disadvantaged owner cannot exceed $1.32 million.

Pre-trip Inspection: An inspection conducted by a driver of the vehicle prior to operation, assessing functionality and condition of the vehicle. This is also known as a walk-around.

Prohibited Drug: Marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40.

Protest: A formal filing the by a third party to challenge some portion of a procurement.

Public Transit System: A transit system, either urban or regional, which provides transit services to both the general public and transportation disadvantaged persons.

Pull-in: A deadhead trip from the point at which the transit vehicle ends an in-service trip to the garage.

Race Conscious: A method to achieve a DBE goal focused specifically on assisting DBEs including women owned DBEs.

Race Neutral: Methods used to achieve a DBE goal by assisting all small businesses. Race neutral includes gender neutrality.

Rebuttable Presumption: Those individuals who are citizens or legal residents of the United States and are women, Black Americans, Hispanic Americans, Native Americans, Asian/Pacific Americans, or Asian/Indian

Americans and other minorities or individuals found to be disadvantaged by the Small Business Administration.

Recipient: The agency directly receiving FTA funds.

Rehabilitation: The reconstructing or rebuilding of a high mileage vehicle in order to extend the vehicle's useful life.

Revenue Service (Miles, Hours, and Trips): The time when a vehicle is available to the general public and there is an expectation of carrying passengers. In the case of fixed routes, revenue service is the travel from the beginning of the route to the end of the route. For demand response service, revenue service is the travel from the first passenger pick-up to the last passenger drop off. Revenue service includes: Layover / recovery time. Revenue service excludes deadhead, vehicle maintenance testing, school bus service, and charter service.

Rider Profile: Demographic characteristics, transit system use characteristics and relative transit dependency of current customers.

Ridership: The number of passenger boardings on a transit system within any given period.

Rides: Each time a passenger boards and rides to another location is a ride. Transfers are counted as a ride.

Route: Fixed path traversed by a transit vehicle in accordance with a predetermined schedule.

Route Deviation: Public transportation service on a fixed route (but not a fixed schedule). The vehicle may deviate from the route in response to demand for service or to take a passenger to a destination, after which it returns to its route.

Rural Transit: Transportation services operated in rural areas.

Rural Transit Assistance Program (RTAP): A federal program that provides a source of funding to assist in the design and implementation of training and technical assistance programs and other support services tailored to meet the specific needs of transit operators in non-urbanized areas

Safety-Sensitive Functions: Functions considered to a transit revenue service vehicle even when the vehicle is not in revenue service; operation of non-revenue service vehicle by an employee when the operator is required to have a CDL; maintain g a revenue service vehicle or equipment used in revenue service; dispatch or control of revenue service vehicles; or carrying a firearm for security purposes.

Senior: An individual 65 years of age or older.

Service Agent : Any person or entity, other than an employee of the employer, who provides services specified under 49 CFR Part 40 to employers and/or employees in connection with DOT drug and alcohol testing requirements. This includes, but is not limited to, collectors, BAT's and STT's, laboratories, MRO's, SAP's and C/TPA's.

Service Animal: Any guide dog, signal dog, or other animal individually trained to work or perform tasks for an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Service Area: The geographic region in which a transit system provides service or that a transit system is required to serve.

Solicitation Identifier: An abbreviated name used to identify a solicitation package that may include the transit system name, a short abbreviation of item to purchase, year, or other identifying abbreviation.

Subcontract: A secondary contract undertaking some or all of the obligations of the primary contract.

Subrecipient: Any entity receiving federal financial assistance from FTA through a primary recipient.

Technical Assistance: Hands-on assistance to transit system for purposes of problem-solving, planning, development, expansion, training, or refinement of services.

Third Party: Any person or organization to whom the federal regulations do not explicitly authorize or require the transmission of information in the course of the drug or alcohol testing process.

Transportation of Elderly Persons and Persons with Disabilities A federal program for support of transit services serving elderly and disabled persons. These funds are allocated to Iowa on the basis of the number of persons who are elderly or have disabilities within the state compared to other states.

Third Party Contract: A contract between the local transportation agency and a private firm for products or services.

Tripper : A mass transit service modified to accommodate the needs of school students and personnel. Buses used for tripper service must be clearly opened to the public, follow regular route service as published, and may only stop at regular service stops.

Unlimited Passenger Trip: A one-way trip made by an individual rider in a single vehicle.

Unlinked Passenger Trip: The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

Vehicle: A bus, electric bus, van, automobile, or trolley bus. A mass transit vehicle is a vehicle used for mass transportation or for ancillary services.

Vehicles Operated in Maximum Service (VOMS): The revenue vehicle count during the peak season of the year, on the week and day that maximum service is provided. Excludes atypical days or one-time special events.

Vehicle Hours/Miles: The total distance traveled by revenue vehicles, including both revenue miles and deadhead miles. Miles traveled by support vehicles are not included unless the vehicle was used in revenue service.

Vendors of Record: Bidders that received a solicitation package.

Written Consent: Specific written consent is a statement signed by the employee that he or she agrees to the release of a particular piece of information to a particular, explicitly identified, person or organization at a particular time.