

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
Local Government – Transit Section
Quarterly Transit Meeting Minutes
April 18, 2018

Transit Representatives:

Steve Salwei – Director of Office of Transportation Programs
Paul Benning – Local Government Engineer, pbenning@nd.gov
Stacey Hanson – Assistant Local Government Engineer, smhanson@nd.gov
Becky Hanson - Transit Program Manager, bhanson@nd.gov
Darcy Karel – Transportation Management Officer, dkarel@nd.gov
Connie Nelson – Office Assistant, conelson@nd.gov

Introductions: The meeting started with everyone introducing themselves.

NDDOT VisionZero Presentation: The importance of VisionZero, a statewide safety initiative that consists of the Governor, ND Department of Transportation, ND Highway Patrol, and ND Department of Health is a goal for statewide safety and zero motor vehicle fatalities and serious injuries on North Dakota roads. Nothing but zero percent is acceptable anymore. All accidents are preventable as 94% of accidents are the result of human error. Vehicle crashes are not accidents. It is the hope to establish personal accountability for driving safety. Of the 34,000 people that die every year, 140 people die each year to accidents. Contributing factors to the fatalities are not wearing a seatbelt, excessive speed, and drinking and driving. A safety video was put together asking the public questions as to their thoughts. Calling an end to vehicle fatalities. The following link will take you to the Safety Information on the NDDOT website including external links to Vision Zero, North Dakota Crash Memorial Wall, just to name a few. The Crash Memorial Wall was launched in August 2015 and created by loved ones in the hopes that each memorial will remind everyone how precious life is. <http://www.dot.nd.gov/public/safety.htm>

They have been doing widespread public outreach, working to ensure laws represent best practices, high enforcement visibility, technology advancements, infrastructure, and road safety improvements.

Becky touched on some traffic statistics. Male pickup drivers between ages 18 – 34 had more crashes. Alcohol and speed related crashes are going down. Statistics for seatbelt use is also tracked. The following link will bring you to the Traffic Fatalities statistics. <http://www.dot.nd.gov/>

At the NDDOT Expo, Driving Skills for Life on May 12, 2018, will offer classes for young drivers.

Charter Rules Presentation: Agencies can provide charter trips but will need to receive prior approval from NDDOT. This request must be emailed to NDDOT. Charter runs can be provided within an agencies' service area, under certain conditions, and must be reported. Even though North Dakota has no registered charter services, agencies are required to check if any private charter services are operating in their area. Private agencies must be given first chance to do the charter. NDDOT is required to notify FTA of charter rides. It is important that the agencies retain all information related to the charter service for 3 years.

Attached is a PowerPoint detailing the regulations for providing charter services. You can also go to the FTA Charter website for more information. <https://www.transit.dot.gov/regulations-and-guidance/access/charter-bus-service/charter-bus-service-regulations-0>

Vehicles on State Bid: The Ford Transit Rear Lift ADA vehicle state bid 301 is in its second year and has one more option to extend the bid, so available for approximately two years. Keep in mind that prices can change with each renewal.

Darrell Francis described his rear lift vehicle for 10 passenger and has fold up seats. It has a high roof and a passenger door versus sliding door. This vehicle cost approximately \$56,700. You can look up specs and pricing summary for this vehicle on the state bid using the link below. If interested, you can apply in the grant applications that are due by May 1, 2018.

<https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm>

Transit Asset Management (TAM) Presentation: Asset management is doing the right amount of work, at the right time, for the right cost, to deliver the right level of service. This is to use the funds as economical as possible. Any agency that receives funding from Chapter 53 grant money must have a TAM Plan. The inventory will be tracked in BlackCat and the maintenance will be tracked in RouteMatch.

Attached is a PowerPoint detailing the regulations for Transit Asset Management.

RouteMatch has offered to input the previous maintenance for agencies. If you choose to use their offer, please email the records to Sean Ellis at Sean.Ellis@routematch.com, or Joe Hewes at joe.hewes@routematch.com, or to Connie Nelson at coneslon@nd.gov at NDDOT. Contact RouteMatch if you are experiencing any problems. Cheryl Jongerius asked if Transit needs to know when the agencies call RouteMatch. If a response is not timely, contact NDDOT and we will contact RouteMatch. If agencies are experiencing Invalid credentials, cannot log into RouteMatch and have continual problems, let DOT know and we will assist. Feel free to copy the email to NDDOT.

Useful Life: Expected lifetime of property or acceptable period of use based on years or mileage for vehicles.

Useful Life Benchmark: Lifetime for lifecycle of asset for a particular operating environment. This cannot be less than useful life.

A question was asked on who decides when a vehicle has a value of at least \$5,000? Any money over \$5,000 needs to be used for a new vehicle. When this is a possibility, visit with Becky.

Performance Measures: There is currently a need to replace more vehicles. There is a 10% threshold for out of date vehicles and equipment (nonrevenue vehicles) based on years. Facilities are at 100%.

Condition Assessment: On Pages 7 and 8 of the TAM PowerPoint, there is a table with a rating scale of 1 to 5. The condition is rated 1 (poor) to 5 (excellent) for facilities, but vehicles are rated on years. Put in BlackCat what you feel condition is.

Facility condition assessment will be determined every other year or more frequently if necessary. Currently the transit section is working on a survey platform that is computerized. Assets that assess at 3 or above, are considered good, below 3 is discussed with director of agency. Before a site visit, we are able to retrieve the maintenance records from RouteMatch.

BlackCat Discussion and Q&A: NDDOT requires local match documents of proof for grant applications. Attach all documentation for local match and if State Aid is used as local match, upload last year's State Aid letter. Documentation is needed to prove local share is available to match the federal dollars. The grant committee will only award the money that match is guaranteed for.

As long as your application is submitted before the deadline, it will be considered on time even if the application needs to be returned for corrections or missing information.

If you have a new plan or policy, archive the old one in BlackCat and upload the new one. Agency oversight is conducted every three years and the vehicle/facility inspection is conducted every other year.

What is the difference between the Title VI review and 5311 review section that asks about Title VI? The Title VI review is more detailed.

The transit section can run individual agency reports or statewide reports in the BlackCat system, if requested by the Legislature and NDDOT Management.

If you have any suggestions on reports/information you would like to have from the BlackCat system, please let us know.

5339 Competitive Nationwide Grant – Estimated – Summer 2018: FTA sends out the Notice of Funding Availability (NOFA) in mid-summer detailing all the requirements to apply for funding. All rural agencies apply through NDDOT, the urban agencies apply directly to FTA, and Tribal recipients can apply directly or through NDDOT. This is an additional nationwide grant that has been offered and will be released mid-July and the deadline will be towards the end of August. Agencies can send these applications to Becky for submission. FTA makes the decision on the competitive grant as it is a nationwide competitive grant. Grand Forks recently was awarded \$3.6 million for a building renovation. When applying for projects, keep in mind that award notification may take up to a year after the submittal deadline.

Funding Reimbursement: Steve Salwei was asked about Volkswagen funding reimbursement from the state. He said there is no real answer for it. The Health Department is the primary agency. They were trying to get electric recharge facility costs for the state. No final decision has been made. For electric and low emission vehicles, propane and natural gas are both viable options.

AASHTO Training: There has been an update to FTA 101, an online basic training session. This is a great course for new transit employees and all employees needing a refresher on FTA requirements. NDSU SURTC is credited for updating it. There are many chapters, but each chapter is very short. Going through the training does not take a lot of time. Here is the link.

http://web.transportation.org/fta_pres/fta_2018/presentation.html

Miscellaneous Discussion: Cheryl Jongerius mentioned that the Department of Human Services is not having the Senior Providers meeting in July as they are taking the summer off. NDDOT will determine if there will be a Transit Meeting in July or not and notify the agencies.

RTAP National and CTAA Training: There are various E learning available and certificates to include reasonable suspicion course, supervisor D&A training, and help creating a website, just to name a few. PASS recertification can be completed on the CTAA site. Upload training certificates to BlackCat.

MV1 Repairs: Recalls cost a considerable amount. Rydell in Grand Forks is the closest dealer. The seat recall takes longer than they estimate. There is a minimum of two places for vehicle repair and will take into consideration where the locations are to fix the vehicle.

Following the meeting, Erin from Elder Care/Public Transit in Dickinson found out more information on the recall. She was able to get the mechanic at R&R in Dickinson approved to do the MV1 recall. Please see below the steps to use:

1. Call MV1 (the number on the recall notice)
2. Ask for Trevor Stone
3. He will ask if you have a mechanic that does their work locally and if you think that person can do the recall.
4. Trevor will call that mechanic and set it up and send him the parts.

Upcoming Meeting Dates: The next meeting is tentatively scheduled for July 2018.

VISION

ZERO 

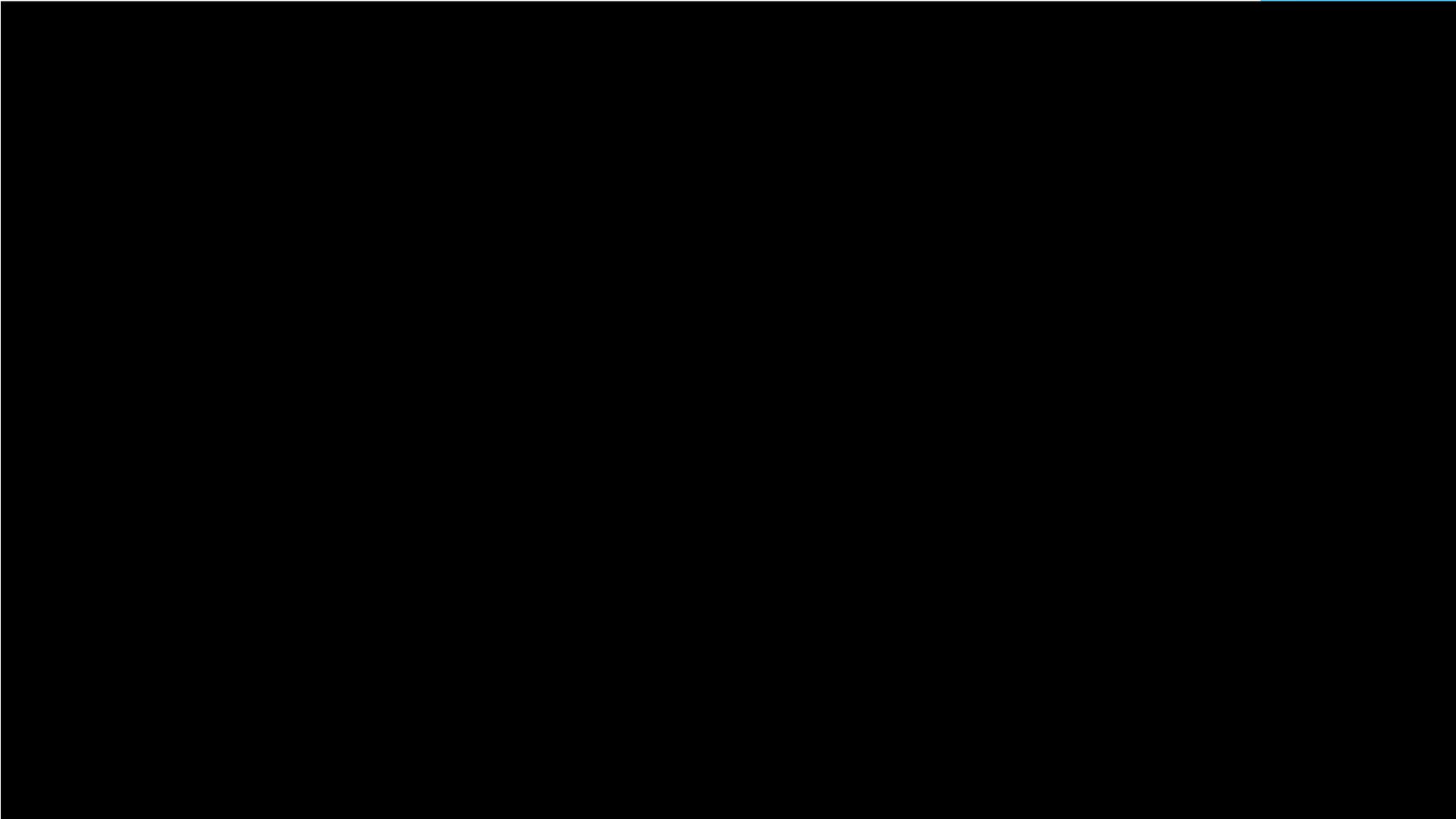
Zero fatalities. Zero excuses.

What is Vision Zero?

- ▶ Vision Zero is the state's primary traffic safety initiative.
- ▶ The State of North Dakota is calling for an end to motor vehicle crash fatalities and serious injuries through *Vision Zero*.
- ▶ Every life matters.
- ▶ Crashes are not accidents!
- ▶ Crashes are preventable.
 - ▶ Ninety-four percent (94%) of motor vehicle crashes are the result of human error.

Why Vision Zero?

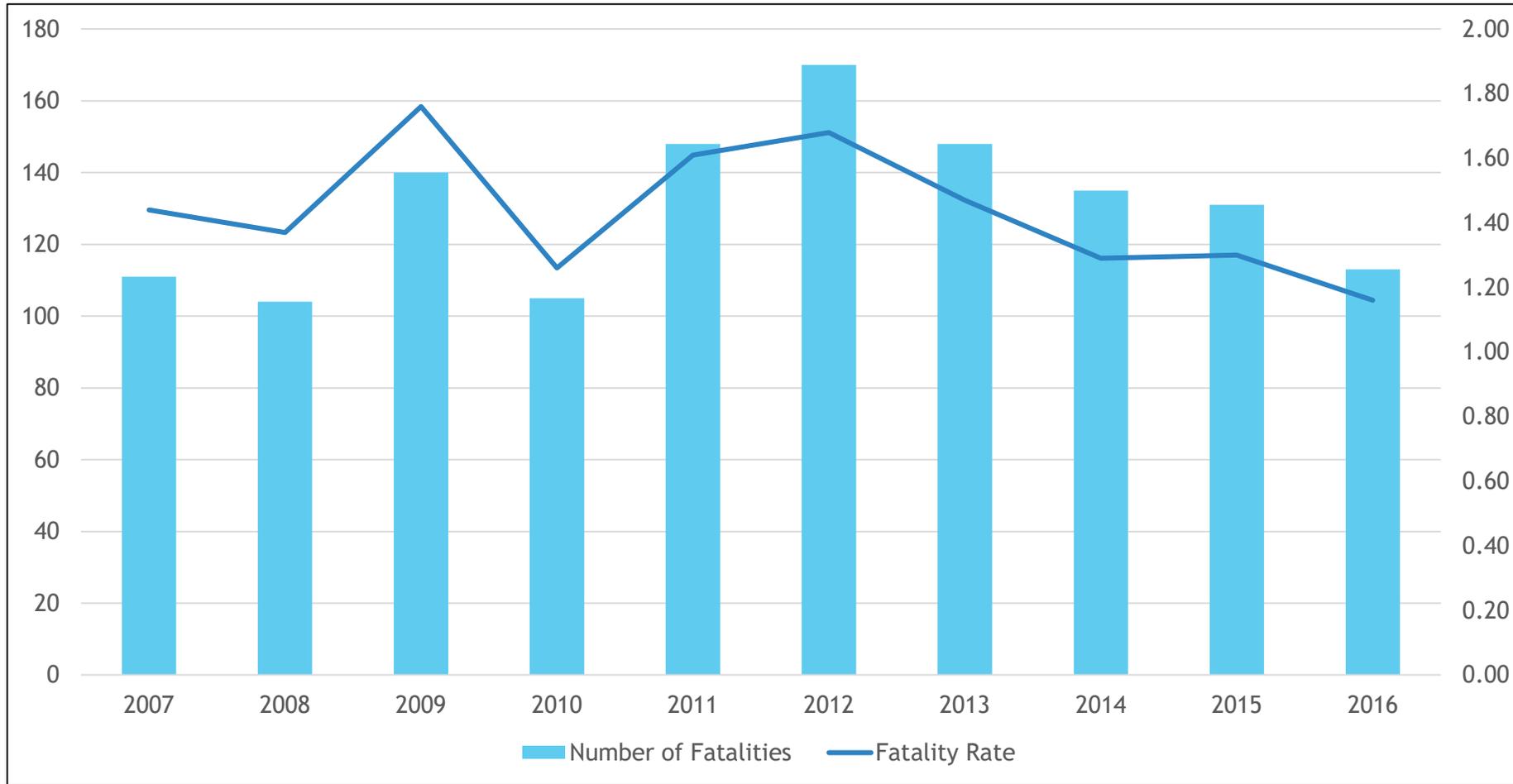
- ▶ Combined effort involving state agencies and public and private sector partners.
- ▶ Leadership commitment to a comprehensive, multidisciplinary, aggressive and proactive approach to improving safety.
- ▶ Establishes a culture of personal responsibility behind the wheel, where motor vehicle fatalities and serious injuries are recognized as preventable and no longer tolerated as acceptable.



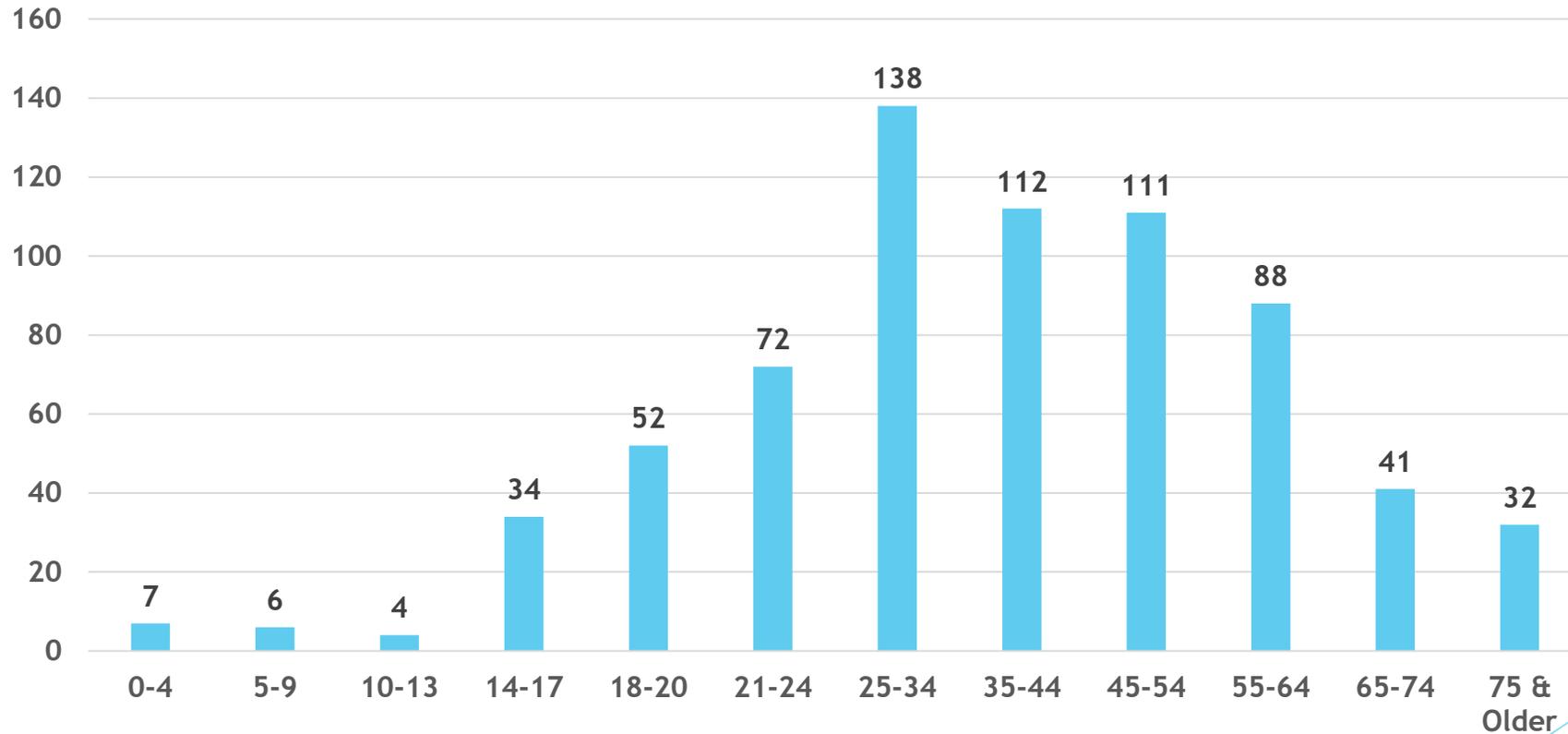
Strategies for Vision Zero

- ▶ *Vision Zero* will be implemented through various strategies, including:
 - ▶ Widespread public education/outreach
 - ▶ Working with the legislature to ensure state laws represent best practices in traffic safety
 - ▶ High visibility enforcement of existing laws
 - ▶ Technology advancements
 - ▶ Infrastructure/road safety improvements
 - ▶ Along with the support and action of the lead agencies (NDDOT, NDHP, NDDoH), private sector stakeholders that share interest in traffic safety will also be included in *Vision Zero* efforts.

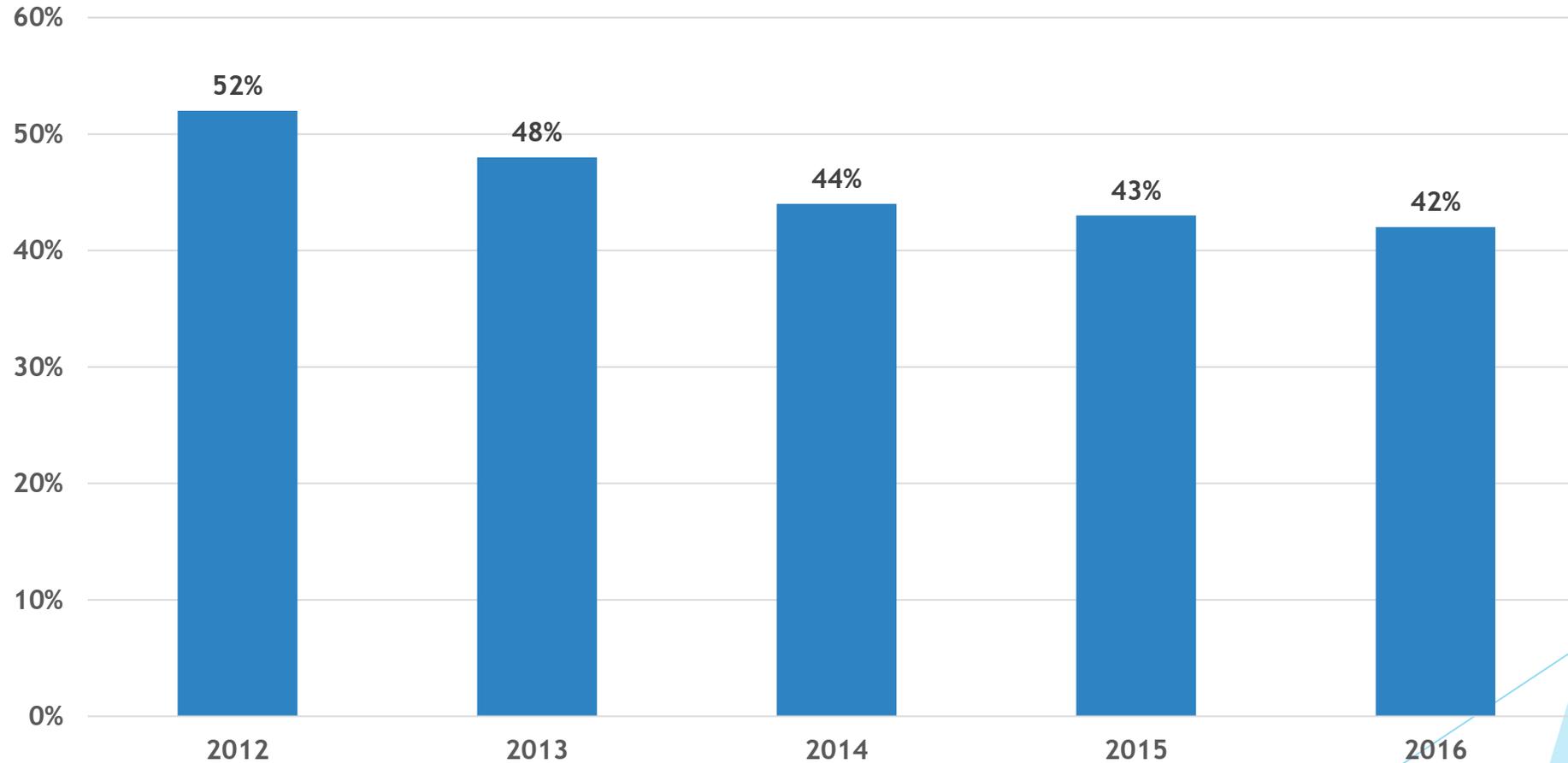
Number and Rate of Motor Vehicle Fatalities, North Dakota, 2007-2016



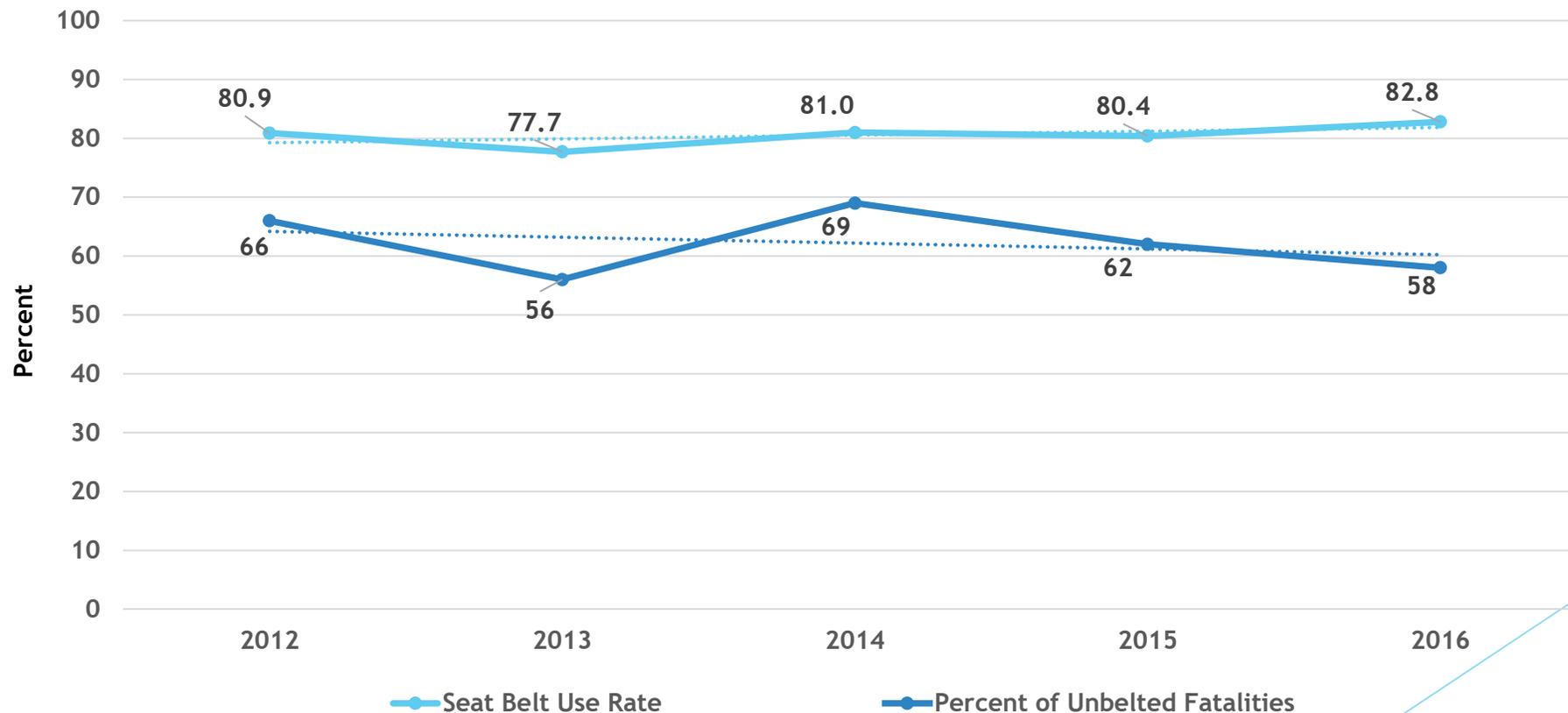
Vehicle Fatalities by Age North Dakota, 2012-2016



Percent Alcohol-Related Fatal Vehicle Crashes North Dakota, 2012-2016



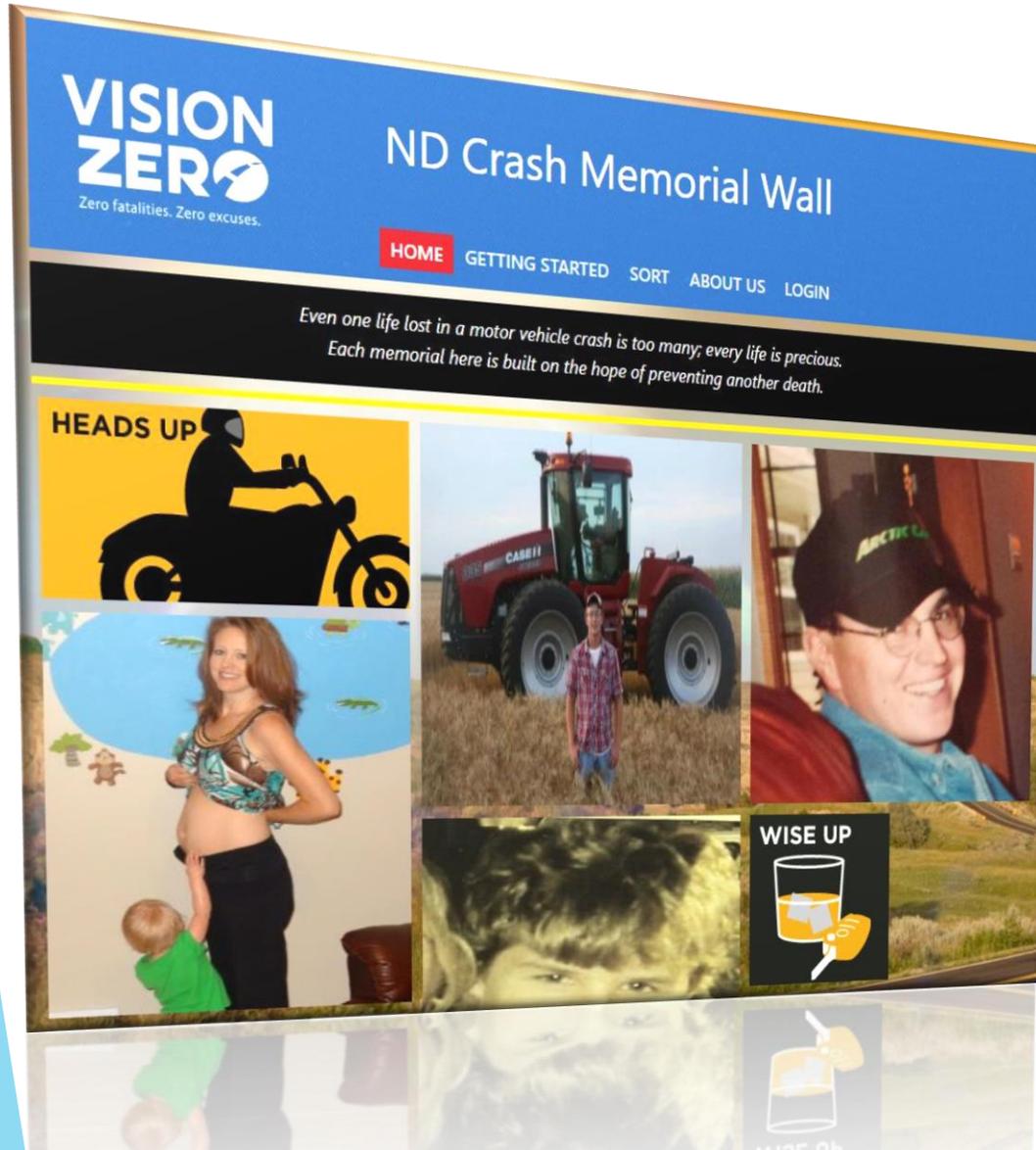
Seat Belt Use and Unbelted Fatalities North Dakota, 2012-2016



Fatal Vehicle Crashes Involving Speed North Dakota, 2012-2016

Year	Total Fatal Crashes	Speed-Related Fatal Crashes	Percent Speed-Related Fatal Crashes
2012	147	53	36%
2013	133	50	38%
2014	121	43	36%
2015	111	36	32%
2016	102	25	25%

North Dakota Crash Memorial Wall



- ▶ Families have created memorials of loved ones lost on North Dakota roads
- ▶ The hopes are that each memorial submitted is a reminder of how precious life is and will help prevent a future tragedy.
- ▶ Launched August 2015

Join and Share Vision Zero



VisionZero.ND.gov
#VisionZeroND



CHARTER

FTA Charter Service Rule



Can you provide Charter?

- ▶ FTA-funded transit systems may provide charter service within their service area subject to meeting certain conditions. These are detailed in FTA's Charter Service Rule (49 CFR 604) and will be summarized in this presentation. The full rule and associated information can be found on FTA's website at:
- ▶ <https://www.transit.dot.gov/regulations-and-guidance/access/charter-bus-service/charter-bus-service-regulations-0>
- ▶ In general, a system wishing to provide charter service first needs to determine whether any private charter services that are properly registered with FTA would like to provide the service.
- ▶ Private businesses **must** receive an opportunity to provide the service before an FTA-funded transit system can agree to do so.



What's the definition of charter service?

- ▶ “Charter service” means, but does not include demand response service to individuals:
 - ▶ (1) Transportation provided by a recipient at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristics of charter service;
 - ▶ (i) A third party pays the transit provider a negotiated price or premium rate for the group;
 - ▶ (ii) Any fares charged to individual members of the group are collected by a third party;
 - ▶ (iii) The service is not part of the transit provider's regularly scheduled service, or is offered for a limited period of time; or
 - ▶ (iv) A third party determines the origin and destination of the trip as well as scheduling; or



Definition of charter service continued:

- ▶ (2) Transportation provided by a recipient to the public for events or functions that occur on an irregular basis or for a limited duration and :
 - ▶ (i) A premium fare is charged that is greater than the usual or customary fixed route fare; or
 - ▶ (ii) The service is paid for in whole or in part by a third party.



Exceptions

- ▶ 1. A public transit agency may provide charter service under the following exceptions:
 - ▶ Government Officials on official government business if the recipient:
 - ▶ 1. Provides the service in its geographic service area;
 - ▶ 2. Does not generate revenue from the charter service, except as required by law;
 - ▶ 3. Limited to 80 charter service hour for providing trips; and
 - ▶ 4. Records and reports information required by rule.



Exceptions continued:

- ▶ 2. A public transit agency may provide charter service to a qualified human service organization (QHSO) for the purpose of serving persons:
 - ▶ 1. With mobility limitations related to advanced age;
 - ▶ 2. With disabilities; or
 - ▶ 3. With low income.
- ▶ Qualified Human Service Organizations that do not receive funds from one of the 65 Federal programs included in Appendix A, must also register on the website and be registered at least 60 days before the date of the first request for charter service. View website to determine if agency requesting charter service is a QHSO at:

<https://ftawebprod.fta.dot.gov/CharterRegistration/Default.aspx>



Exceptions continued:

- ▶ 3. A public transit agency may provide charter service when no registered provider responds to notice sent by a recipient.
- ▶ 4. Leasing of FTA funded equipment and drivers only if (a) the charter operator is registered on FTA charter registration website; (b) Registered charter provider owns and operates buses and vans in a charter service business; (c) Registered charter provider received a request for charter services that exceeds its available capacity either in number of vehicles operated or number of accessible vehicles operated; and (d) Registered charter provider has exhausted all of the available vehicles of all registered charter providers in the recipient's geographic area.
- ▶ 5. A public transit agency may provide charter service directly to a customer consistent with an agreement entered into with all registered charter providers in their geographic area.



Exceptions continued:

- ▶ 6. A public transit provider may petition the Administrator for an exception to the charter service regulations to provide charter service directly to a customer for:
 - ▶ Events of regional or national significance;
 - ▶ Hardship (only for non-urbanized areas under 50,000 in population or small urbanized areas under 200,000 in populations); or
 - ▶ Unique and time sensitive events (e.g., funerals of local, regional, or national significance).



Reporting requirements

- ▶ Public transit agencies must report all charter service provided under the following exceptions:
 - ▶ Government Officials (49 CFR 604.6)
 - ▶ Qualified Human Service Organizations (49 CFR 604.7)
 - ▶ Leasing Equipment (49 CFR 604.8)
 - ▶ When no Registered Charter Provider Responds to a Notice from Recipient (49 CFR 604.9)

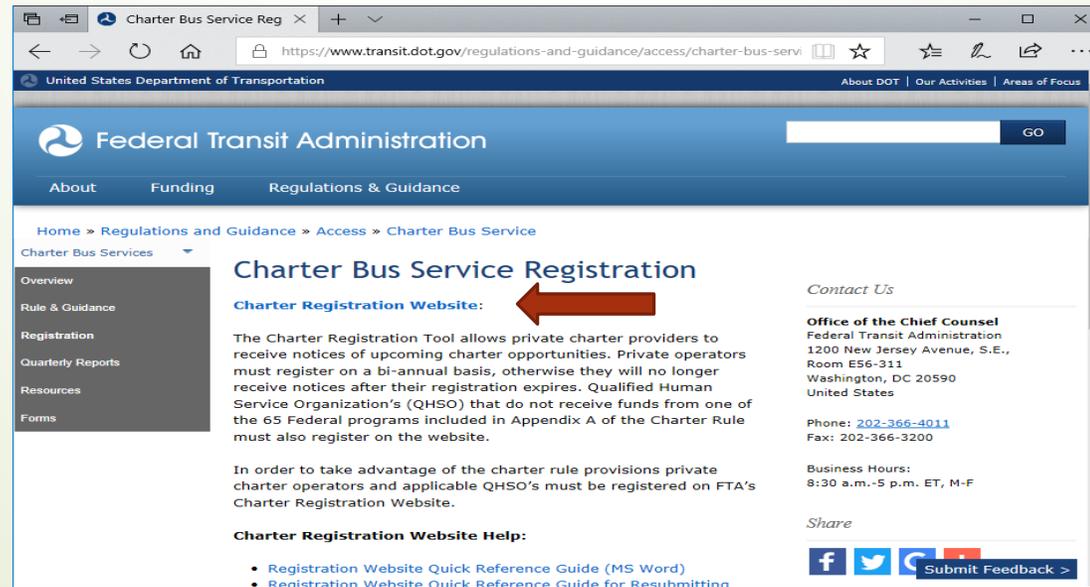


Procedure & Notification Requirements

- ▶ **NOTE: If you advertise and the trip is open to the general public, it is not considered charter.**
- ▶ If you are contacted to provide a charter trip:
 - ▶ Decide if you want to perform the trip. If no, no further action is required.
 - ▶ If yes, contact your NDDOT transit program manager for approval.
 - ▶ If the charter trip is approved by NDDOT, the following must be done:

Notification Requirements

- 1. Search the FTA website for registered charter providers.
 - <https://ftawebprod.fta.dot.gov/CharterRegistration/Default.aspx>



The screenshot shows a web browser window displaying the Federal Transit Administration website. The page title is "Charter Bus Service Registration". A red arrow points to the link "Charter Registration Website:" in the main content area. The page includes a navigation menu, a search bar, and contact information for the Office of the Chief Counsel.

United States Department of Transportation

Federal Transit Administration

About Funding Regulations & Guidance

Home » Regulations and Guidance » Access » Charter Bus Service

Charter Bus Services

Overview
Rule & Guidance
Registration
Quarterly Reports
Resources
Forms

Charter Bus Service Registration

Charter Registration Website:

The Charter Registration Tool allows private charter providers to receive notices of upcoming charter opportunities. Private operators must register on a bi-annual basis, otherwise they will no longer receive notices after their registration expires. Qualified Human Service Organization's (QHSO) that do not receive funds from one of the 65 Federal programs included in Appendix A of the Charter Rule must also register on the website.

In order to take advantage of the charter rule provisions private charter operators and applicable QHSO's must be registered on FTA's Charter Registration Website.

Charter Registration Website Help:

- [Registration Website Quick Reference Guide \(MS Word\)](#)
- [Registration Website Quick Reference Guide for Resubmitting](#)

Contact Us

Office of the Chief Counsel
Federal Transit Administration
1200 New Jersey Avenue, S.E.,
Room ES6-311
Washington, DC 20590
United States

Phone: [202-366-4011](tel:202-366-4011)
Fax: 202-366-3200

Business Hours:
8:30 a.m.-5 p.m. ET, M-F

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f t c Submit Feedback >

Welcome to FTA's Charter Registration website!

This website is designed to provide the public and public transportation agencies with information regarding private charter operators serving their areas and was designed in consultation with public transportation agencies and private charter operators.

Legal Disclaimer

Information presented on this website is considered public information (unless otherwise noted) and may be distributed or copied. FTA makes no effort to verify the accuracy or completeness of the information provided on this website, thus, various data such as names, telephone numbers, etc., may change without notice to FTA, and, therefore, FTA provides no warranty, expressed or implied, as to the accuracy, reliability, or completeness of furnished data on this website.

This site is maintained by the U.S. Government and is protected by various provisions of Title 18 of the U.S. Code. Violations of Title 18 are subject to criminal prosecution in a federal court. For site security purposes, as well as to ensure that this service remains available to all users, we use software programs to monitor traffic and to identify unauthorized attempts to upload or change information or otherwise cause damage. In the event of authorized law enforcement investigations and pursuant to any required legal process, information from these sources may be used to help identify an individual.

You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system is prohibited, and may result in civil and criminal penalties, or administrative disciplinary action. The communications and data stored or transiting this system may be, for any lawful Government purpose, monitored, recorded, and subject to audit or investigation. By using this system, you understand and consent to such terms.



I accept these terms

I do not accept these terms

Charter Bus Service R Charter Bus Service F Charter Bus Service F FTA Charter Regi: X

https://ftawebprod.fta.dot.gov/CharterRegistration/splash-charterregistration.asp



Version 1.1.14

Welcome to FTA's Charter Registration Website!

This website is designed to provide the public and public transportation agencies with information regarding private charter operators serving their areas and was designed in consultation with public transportation agencies and private charter operators.

This website will allow you to:

- Submit New Private Charter Operator Registration
- Submit New Qualified Human Service Organization Registration
- Search Existing Private Charter Operator Registrations
- Search Existing Qualified Human Service Organization Registrations

While FTA accepts submissions from private charter operators and qualified human service organizations, FTA does not verify the accuracy of the information submitted. Members of the public using this site should contact the private charter operators directly for more information regarding their services.

More information can be obtained in the [Help/Contact](#) FTA sections.

The public reporting burden for this information collection is estimated to be approximately two hours. This burden estimate includes time for reviewing instructions, researching existing data sources, gathering and maintaining the needed data, and completing and submitting the information. The OMB control number for this collection is 2132-0543 and the expiration date is July 31, 2017. Response to this request is mandatory.

Home | FOIA | DOT.gov | WhiteHouse.gov | USA.gov | Regulations.gov | FTA Web Policies | Privacy Policy | No FEAR

Charter Bus Service R Charter Bus Service F Charter Bus Service F FTA Charter Regi

https://ftawebprod.fta.dot.gov/CharterRegistration/CharterService/CharterService

-OR- -OR-

City: City:

State: State:

Search only for private charter operators willing to provide free or reduced rates?

Search **Reset**

Search By Geographic Service Area

This search will return all private charter operators who have registered in any of the zip code(s) that you enter.
Note that the geographic service area of a public transit agency is identified by the transit agency's zip code(s) in which it provides service.

Zip Code: 

Enter a list of Zip Codes, separated by commas.

Search **Reset**

Search By State

This search will return all private charter operators who have registered in the State(s) that you select.

State:

Hold CTRL for multiple selections.

Search **Reset**

Home | FOIA | DOT.gov | WhiteHouse.gov | USA.gov | Regulations.gov | FTA Web Policies | Privacy Policy | No FEAR

Adobe PDF Reader Word Viewer Excel Viewer PowerPoint Viewer

-OR-

-OR-

City:
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Zip Code:
Enter a list of Zip Codes, separated by commas.

Search **Reset**

Search By State

This search will return all private charter operators who have registered in the State(s) that you select.

State:
Hold CTRL for multiple selections.

- MS
- MT
- NC
- ND**
- NE
- NH
- NJ
- NM
- NV
- NY



Search **Reset**

Charter Bus Service R Charter Bus Service F Charter Bus Service F FTA Charter Regi: X

https://ftawebprod.fta.dot.gov/CharterRegistration/CharterService/CharterService

FTA United States Department of Transportation Federal Transit Administration **FTA Charter Registration**

Private Charter Operator Registration Submit New Search Existing Qualified Human Service Registration Submit New Search Existing

Private Charter Operator Registration Search Results

Criteria: State(s): ND

There are 29 results.

Company Name	State	City	Email Address	Phone Number
Capital Motor Lines	AL	Montgomery	jmf@capitaltrailways.com	334-832-4166
Capital Motor Lines	AL	Montgomery	jmf@capitaltrailways.com	334-832-4166
Mountain Home Charter Service, Inc.	AR	Mountain home	mhcs@centurytel.net	870-508-5331
Dorr Distribution Systems, Inc	CA	Castroville	rich@discoverycharters.com	831-633-2877
Nason Partners, LLC	CT	Torrington	sales@kelleytransit.com	860-489-9243
Good Time Tours, Inc.	FL	Pensacola	getonthebus@goodtimetours.com	850-476-0046
Windstar Lines, Inc.	IA	Carroll	info@gowindstar.com	712-792-4221
Miller Transportation	KY	Louisville	john@millertransportation.com	502-368-5644
Gaten's Adventures Unlimited LLC	LA	Hammond	gatensadventures@aol.com	985-345-7629
Cavalier Coach Corp.	MA	Boston	cavaliercoach@mindspring.com	617-330-1234
Airport Metro Connection, Inc.	MD	Hyattsville	reservations@excellentdctours.com	301-773-1018
COMPASS COACH INC.	MI	CEDAR SPRINGS	COMPASS@WMIS.NET	616-696-0022
Hey Inc	MN	Willmar	mikek@willmarbus.com	320-235-6230
Jutz, Inc.	MN	Bemidji	rob@bemidjibus.com	218-751-5311
karst stage	MT	bozeman	ccornwell@karststage.com	406-556-3506
Paradise Transportation, Inc.	NY	Elmont	glebron@rideparadise.net	516-870-0558
D & L Charter	OH	Canton	ajk@greatdaytours.com	440-526-5350
Passenger Transportation Specialists Inc	OK	Oklahoma City	sales@redcarpetcharters.com	405-672-5100
Fullington Auto Bus Company	PA	Clearfield	tracy@fullingtontours.com	814-765-2455



Procedure & Notification Requirements continued

- ▶ 2. Send email notice to registered charter providers by close of business on the day request the request was received. If request was after 2 p.m., notice shall be sent by close of business the next day.
- ▶ 3. Email notice must include:
 - ▶ (i) Customer name, address, phone number, and email address (if available);
 - ▶ (ii) Requested date of service;
 - ▶ (iii) Approximate number of passengers;
 - ▶ (iv) Whether the type of equipment requested is (are) bus(es) or van(s); and
 - ▶ (v) Trip itinerary and approximate duration; and
- ▶ 4. If the recipient intends to provide service that meets the definition of charter service under 604.3(c)(2), the email notice must include the fare the transit agency intends to charge for the service.



Procedure & Notification Requirements continued

- ▶ If there are no registered charter providers in your service area, you may provide the service. Retain email and list of providers as documentation for three years from date of email.
- ▶ If there are registered providers, you may still provide the service if you don't hear back from any of them within:
 - ▶ 72 hours, if the service has been requested for a time within the next 30 days; or
 - ▶ 14 calendar days, if the service has been requested for a later date.



Reporting

- ▶ A public transit agency that provides charter service in accordance with one or more of the exceptions shall maintain the required notice and records for a period of 3 years from the date of service.
- ▶ Report the charter trip to NDDOT by completing SFN 60830 Charter Exceptions Report upon completion of the trip. SFN 60830 can be found on the Transit Operator Portal under Forms at <http://www.dot.nd.gov/divisions/localgov/transit-operator-portal.htm>



Is This Charter?

- ▶ Public transit agency is contacted by a local organization to provide a special trip to a play in a neighboring community.
 - ▶ Transit agency places an ad in the local paper and posts notices to the general public that they will be offering rides to attend the play.
 - ▶ Set fee is charged to perform the ride.
 - ▶ Is this Charter?



Is This Charter?

- ▶ Public transit agency is contacted by a local organization to provide a special trip to a play in a neighboring community.
 - ▶ Transit agency places an ad in the local paper and posts notices to the general public that they will be offering rides to attend the play.
 - ▶ Set fee is charged to perform the ride.
 - ▶ Is this Charter?
- ▶ No. Why?
 - ▶ Service was advertised and open to the general public.
 - ▶ No reporting is required.



Is This Charter?

- ▶ Public transit agency is contacted by a local organization to provide rides from hotels or park & ride areas to attend a festival held at an event venue in town.
 - ▶ Transit agency places ads in local papers and posts notices to general public regarding the service.
 - ▶ Rides will be provided during normal and extended hours of service.
 - ▶ Transit agency set fares are \$1.00 per ride. The cost to use this service during this event is \$1.50.
 - ▶ Is this charter?



Is This Charter?

- ▶ Public transit agency is contacted by a local organization to provide rides from hotels or park and ride areas to attend a festival held at an event venue in town.
 - ▶ Transit agency places ads in local papers and posts notices to general public regarding the service.
 - ▶ Rides will be provided during normal and extended hours of service.
 - ▶ Transit agency set fares are \$1.00 per ride. The cost to use this service during this event is \$1.50.
 - ▶ Is this charter?
- ▶ Yes. Why?
 - ▶ Even though the general public was notified, a “premium” fare was established which was \$.50 higher than the normal set fare to ride system.
 - ▶ Registered charter providers should have been notified before the service could be provided.
 - ▶ Service must be documented and reported.



Is This Charter?

- ▶ A public transit agency is contacted by a local bank. The bank wants to provide a special trip to Medora for its customers. The bank will be sponsoring the rides at a negotiated price.
 - ▶ Transit agency notifies registered transit providers. 30 days notice has been given.
 - ▶ No registered providers respond within the time period required.
 - ▶ Agency provides the rides.
 - ▶ Is this charter?



Is This Charter?

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 - ▶ Transit agency notifies registered transit providers. 30 days notice has been given
 - ▶ No registered providers respond within the time period required.
 - ▶ Agency provides the rides.
 - ▶ Is this charter?
- ▶ Yes. Why?
 - ▶ Even though no registered charter providers responded that they wanted to provide the service, it is still a charter service that is being provided.
 - ▶ The service must be documented and reported.



Questions?



NDDOT

Sponsor Group TAM Plan

Tier II Participants

Asset Management is . . .

- ▶ It's about doing the **right amount of work**, at the **right time** for the **right cost** to deliver the **right level of service**.
- ▶ It is not just about maintenance and it is more than technology.
- ▶ It is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation.

Transit Asset Management Final Rule

- ▶ **Purpose:** “Establish a National Transit Asset Management System to monitor and manage public transportation capital assets
- ▶ **Applicability:** Applies to all recipients and subrecipients of Federal financial assistance under 49 U.S.C. Chapter 53 that own, operate, or manage capital assets used for providing public transportation

Tier II Applicability

Subrecipient of 5311 funds

OR

American Indian Tribe

OR

Operates less than 100 revenue vehicles in peak,
scheduled fixed route service

Federal Law - Tier II Agency Requirements

- ▶ Asset Inventory
- ▶ Condition Assessment
- ▶ Decision Support Tools
- ▶ Investment Prioritization

What is an Asset?

- ▶ An asset is something that has potential or actual value to an organization
- ▶ In the context of FTA's TAM Rule, these primarily include the following asset categories:
 - Rolling Stock (Revenue Vehicles)
 - Equipment (Non-revenue Vehicles)
 - Facilities

Asset Inventory

- ▶ The BlackCat software system maintains a current list of all assets along with the required National Transit Database (NTD) reporting data for asset inventories.
- ▶ This data is required to be reported to FTA annually in order to receive continued federal funds as well as to determine the amount of federal funds each state is awarded.
- ▶ Examples of required reporting include
 - ▶ Vehicle Type
 - ▶ Manufacturer
 - ▶ Year
 - ▶ Mileage
 - ▶ Vehicle Length
 - ▶ Seating Capacity
 - ▶ Funding Type/Source
 - ▶ Ownership Type

Condition Assessment

- ▶ Tools used to assess capital assets
 - ▶ RouteMatch Maintenance Software for Recordkeeping and Reporting
 - ▶ Useful Life Benchmark (ULB)
 - ▶ Performance Measures
 - ▶ On-site inspections performed by NDDOT staff

RouteMatch Maintenance System

- ▶ Provides record keeping which monitors that preventive maintenance is performed at regularly scheduled timelines according to manufacturer's recommendations.

Condition Assessment (Cont'd)

- ▶ **Useful Life (UL)** - is defined as the expected lifetime of property, or the acceptable period of use in service. UL is defined in terms of years or mileage. This is the threshold that needs to be met before the asset can be requested to be replaced. Once an asset has met UL and no longer has FTA interest (\$5,000), the asset becomes ownership of the Transit Agency.
- ▶ **Useful Life Benchmark (ULB)** - is defined as the expected lifecycle of a capital asset for a particular transit agency's operating environment. Transit agencies are able to set their own ULB taking into account it's local environment to include weather resiliency, local geography, frequency of service, passenger load, etc. ULB cannot be less than UL. If a transit agency requires a ULB less than the FTA recommendation please communicate with the NDDOT staff.

Useful Life Benchmark (ULB)

Useful Life Benchmark for Transit Vehicles					
Category	Length	Seats	FTA Useful Life		FTA ULB Years
			Years	Miles	
Heavy Duty Large Bus	35 to 40+ ft.	27 to 40+	12	500,000	14
Heavy-Duty Small Bus	30 - 35 ft.	24 to 35	10	350,000	14
Medium-Sized Cutaway	25 - 30 ft.	16 to 30	7	200,000	10
Light-Duty Mid-Sized Cutaway	20 to 25 ft.	8 to 16	5	150,000	10
Light-Duty Small Cutaway	16 to 22 ft.	3 to 14	4	100,000	10
Modified Van	20 to 22 ft.	3 to 14	4	100,000	8
Minivan		3 to 12	4	100,000	8
Automobile		3 to 7	4	100,000	8

Useful Life Benchmark (ULB)

Useful Life Benchmark for Transit Facilities		
Category	Usage	Useful Life Benchmark (Years)
Bus Garage	Bus Storage, Wash	40
Garage Operations Facility	Storage, Wash, Dispatch, Training, Light Maintenance	40
Garage Operations Admin Facility	Admin Offices, Storage, Wash, Dispatch, Training, Maintenance	40
Shelters	Seating	20

Performance Measures

Performance Measures		
Asset Category	Performance Measure	Performance Target
Rolling Stock	Age	10% of revenue vehicles within any particular asset class that have met or exceeded their ULB
Equipment	Age	10% of non-revenue vehicles that have met or exceeded their ULB
Facilities	Condition	0% of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirement Model Scale

Condition Assessment (Cont'd)

Facility & Equipment Condition Assessment

Rating	Condition	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may have some slightly defective or deteriorated component(s), but is overall functional
3	Adequate	Moderately deteriorated or defective components; but has not exceeded useful life
2	Marginal	Defective or deteriorated component(s) in need of replacement; exceeded useful life
1	Poor	Critically damaged component(s) or in need of immediate repair; well past useful life

Condition Assessment (Cont'd)

Vehicle Condition Assessment

Rating	Condition	Description
5	Excellent	Brand new, no major problems exist, only routine preventive maintenance required
4	Good	Elements are in good working order, minimal signs of wear, requires nominal or infrequent minor repairs (more than 6 months between minor repairs)
3	Adequate	Has reached mid-life condition (3.5), requires frequent minor repairs (6 or less months between) or infrequent major repairs (6 or more months between)
2	Marginal	Reaching or just past the end of useful life, increasing number of defective or deteriorated components and increasing maintenance needs
1	Poor	Past useful life, needs immediate repair or replacement, requires frequent major repairs (6 or less months between), may have critically damaged component(s)

Condition Assessment (Cont'd)

- ▶ Agencies must have Fleet and Facility Maintenance Plans they follow to ensure their fleet/facility is being maintained at optimal levels. The Plan must include a checklist for regularly scheduled inspections.
- ▶ NDDOT personnel will inspect all fleet and facilities every other year or more frequently if deemed necessary.
 - ▶ The facility condition assessment will include Substructure, Shell, Interiors, Plumbing, HVAC, Fire Protection, Electrical, Fare collection, and the Site.
 - ▶ The vehicle inspections will include a review of the pre/post trips, maintenance records and an assessment of vehicle lights, safety equipment, lifts, and general vehicle characteristics.

Decision Making Tools

- ▶ Routematch Maintenance tracking
 - ▶ This software can create reports that provide information on various data such as
 - ▶ asset conditions
 - ▶ asset expenditure forecasts
 - ▶ asset maintenance history
 - ▶ assets over age
 - ▶ maintenance cost
 - ▶ delinquent maintenance by assets
 - ▶ future reports needs are still being determined.

Decision Making tools (Cont'd)

▶ 3- 5 Year Plans

- ▶ Each Transit Agency submits a 3-5 Year Plan for their operational and capital needs. This plan reviews their current economic situation and forecasts their future position based on current and expected expenses and revenues while taking into account any predicted trends in their local communities and the useful life of their current capital assets.
- ▶ This Plan is used in the Decision Making to determine what years Transit Agencies are predicting to replace, rehab, and purchase expansion assets.

Investment Prioritization

- ▶ There are several factors the NDDOT Transit Section will consider when setting state investment priorities including
 - ▶ information gained from the asset inventories
 - ▶ condition assessments
 - ▶ safety and accessibility
 - ▶ anticipated project funding including availability of match for each requesting agency (there may be a need to balance tradeoffs between asset condition and costs of projects with available funds)
 - ▶ grant committee recommendations



NDDOT – TRANSIT MEETING

APRIL 18, 2018



NDDOT TRANSIT MEETING

- Introductions
- NDDOT VisionZero Presentation
- Charter Rules Presentation
- Transit Asset Management (TAM) Presentation
- BlackCat Discussion and Q & A
- 5339 Competitive Grant – Estimated - Summer 2018
- Other Transit Topics and Discussion

BLACKCAT DISCUSSION AND Q & A

- Grant Applications
- Oversight/Compliance Reviews
- Inventory Data
- Reports

5339 COMPETITIVE GRANT

- **Bus & Bus Facilities Competitive Grant - 2018**
 - All rural agencies apply through NDDOT
 - Direct recipients – Small Urbans – apply directly
 - Tribal recipients can apply directly or through NDDOT
 - Estimated release and deadline – mid July – end August 2018
 - 2017 – Notice of Funding - <https://www.transit.dot.gov/busgrants>
 - 2017 Award announcement – April 4, 2018 - <https://www.transit.dot.gov/about/news/us-department-transportation-announces-264-million-grants-modernize-and-improve-america>

OTHER TRANSIT TOPICS AND DISCUSSIONS

- Training Opportunities – FTA 101 - <https://mtap.transportation.org/training-and-technical-resources/>
- Rural Transit Assistance Program (RTAP) <http://nationalrtap.org/>
- Other discussion topics