Glossary
Of
Public Transportation Terms
Accessibility
- The extent to which facilities are barrier free and useable by disabled persons, including wheelchair users.
- A measure of the ability or ease of all people to travel among various origins and destinations.

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

ADA (see Americans with Disabilities Act)

Allocation  An administrative distribution of funds, for example, federal funds among the states; used for funds that do not have legislatively mandated distribution formula.

Alternative Fuel Vehicle  Class of vehicle powered by fuels other than gasoline and diesel (e.g., compressed natural gas (CNG)).

Americans with Disabilities Act of 1990 (ADA)  1990 federal legislation prohibiting discrimination based on disabilities in the areas of employment, public services, public accommodations, and services operated by private entities, public transportation, and telecommunications.


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

APC (see Automatic Passenger Counter)

Appropriation  An act of Congress that permits federal agencies to incur obligations and make payments for specific purposes

APTA (see American Public Transportation Association)

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.

Authorization  Basic substantive federal legislation that established or continues the legal operation of federal program agencies, either indefinitely or for a specific period of time.
**Automatic Passenger Counter (APC)**  A technology installed on transit vehicles that counts the number of boarding and alighting passengers at each stop while also noting the time. Passengers are counted using either pulse beams or step treadles located at each door. Stop location is generally identified through use of either global positioning systems (GPS) or signpost transmitters in combination with vehicle odometers.

**AVL (see Automatic Vehicle Location)**

**Automatic Vehicle Location (AVL)**  A system that senses, at intervals, the real-time location of transit vehicles carrying special electronic equipment that communicates a signal back to a central control facility, locating the vehicle and providing other information about its operations or about its mechanical condition.

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

**Board of Directors**  A governing body of a transit agency or nonprofit; the board has specific legal and ethical responsibilities to the organization. Can also be referred to as Board of Trustees.

**Brokerage**  A method of providing transportation where riders are matched with appropriate transportation providers through a central trip request and administration facility. The transportation broker may centralize vehicle dispatch, record keeping, vehicle maintenance, and other functions under contractual arrangements with agencies, municipalities, and other organizations. Actual trips are provided by a number of different vendors.

**Capital**  Long-term assets, such as property, buildings, roads, rail lines, and vehicles.

**Capital Costs**  The cost of equipment and facilities required to support transportation systems, vehicles, radios, shelters, etc., that have a useful life of more than one year. Any equipment purchased with federal or state capital funds is considered capital.

**Capital Improvement Program**  The list of capital projects for a five to seven year programming period.

**Capital Project**  Construction and/or procurement of transit assets, such as transit centers, transit vehicles and track.

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

**CDL (see Commercial Driver’s License)**
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.

CEO (see Chief Executive Officer)

CFR (see Code of Federal Regulations)

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 49 CFR Part 604.

Chief Executive Officer (CEO)  The top staff position of a transit organization. Can also be called transit director, executive director, or general manager.

Civil Rights Officer (CRO)  Typically, an FTA designated individual(s) who oversees grantee’s compliance with civil rights regulations.

CMAQ (see Congestion Mitigation and Air Quality Program)

Code of Federal Regulations (CFR)  An annual publication that contains all federal regulations currently in effect.

Commercial Driver’s License (CDL)  The standardized driver’s license required of bus and heavy truck drivers in every state. CDLs were mandated by the federal government in the Commercial Motor Vehicle Safety Act of 1986.

Community Transportation Association of America (CTAA)  A national professional association of persons and organizations involved in community transportation, including operators, vendors, consultants, and federal, state, and local officials.

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 federal requirements.

Conflicts of Interest  A situation in which the personal or professional concerns of a board or staff member affect his or her ability to put the welfare of the organization before personal benefit.

Congestion Mitigation and Air Quality Program (CMAQ)  A flexible funding program administered by the Federal Highway Administration (FHWA) that
obligates funds to projects and programs that improve the nation’s air quality and manage traffic congestion.

**Consortium**
- A competitive procurement involving more than one transit system.
- A group of employers who join together to administer, as a single entity, the DOT drug and alcohol testing programs of its members.

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

**Contingency Fleet** An inactive fleet of buses that have been stockpiled in preparation for emergencies. Must be supported by a contingency plan in order not to be counted in the calculation of spare ratio.

**Contract Service** The transportation of a group of people for a specified cost, scheduled and paid for by a third party (e.g., Title XX group transportation, Title III-B trips, etc.) and considered to be premium service because the service is guaranteed. Contract service must be open door, available to the general public, offered during regular service hours, and cannot interfere with the overall general public service. A rate higher than the regular fare is negotiated with the contracting agency to cover the costs incurred in developing and maintaining contracts, scheduling, record keeping and invoicing, and which takes into account the fully allocated cost of providing the service.

**Cost Allocation** Dividing both direct and indirect costs among the various purposes or categories involved.

**Cost Effectiveness** The ratio of the cost of a transit service to the level of service provided. Various measures may be used to determine cost effectiveness including cost per passenger trip.

**County Transit Board (CTB)** A governing board of a transit service authorized under Ohio Revised Code 306.01. Employees of a county transit board are county employees.

**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.

**CRO (see Civil Rights Officer)**

**CTB (see County Transit Board)**

**Curb-to-Curb Service** A common designation for demand response transit services. The transit vehicle picks up and discharges passengers at the curb or
driveway in front of the home or destination. In curb-to-curb service, the driver does not assist the passenger along walks or steps to the door of the home or other destination.

CTAA (see Community Transportation Association of America)

DBE (see Disadvantaged Business Enterprise)

Dedicated Funding Source A funding source which by law is available for use only to support a specific purpose and cannot be diverted to other uses; e.g., the federal gasoline tax can only be used for highway investments, and since 1983 for transit capital projects.

Demand-Response/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. These services usually require advance reservations.

Department of Energy (DOE) A cabinet-level federal agency whose responsibilities include improving the energy efficiency of transportation.

Department of Health and Human Services (HHS) A cabinet-level federal agency that provides funds for many specialized transportation services in urbanized and rural areas as part of the social service programs.

Department of Labor (DOL) A cabinet-level federal agency whose responsibilities include waivers of the labor protection provisions of Section 13(c) of the Federal Transportation Act of 1964, as amended.

Department of Transportation (DOT) A cabinet-level federal agency responsible for the planning, safety, and system and technology development of national transportation, including highways, transit, aircraft, and ports. The state department of transportation is referred to as Ohio DOT.

Designated Recipient An entity that has been designated as the eligible grant recipient for urbanized federal and state transit funds in a transportation management area. Must be a public body with the legal authority to receive and dispense federal and state funds.

Direct Costs Costs that can be identified specifically with a particular project (e.g., direct labor and material costs)

Disabled Persons with disabilities are defined by FTA as persons “who by reason of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including any individual who is a wheelchair user or has semi-ambulatory capabilities), cannot use effectively, without special
facilities, planning or design, mass transportation service or a mass transportation facility.”

**Disadvantaged Business Enterprise (DBE)** A for-profit small business concern that is at least 51% owned by an individual who is both socially and economically disadvantaged and whose management and daily business operations are controlled by one or more socially and economically disadvantaged individuals who own it.

**Discretionary** Subject to the discretion of legislators or an administrator. The federal Section 5309 New Starts Program is an example of a discretionary program.

**DOE (see Department of Energy)**

**DOL (see Department of Labor)**

**Door-To-Door Service** A form of demand response transit service that includes passenger assistance between the vehicle and the door of the home or other destination. A higher level of service than curb-to-curb, yet not as specialized as through-door service (where driver actually provides assistance within the origin or destination).

**DOT (see Department of Transportation)**

**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.

**EA (see Environmental Assessment)**

**ECHO (Electronic Clearing House Operation)** A federal web-based application, which grantees access via the internet to submit their federal payment requests.

**E&D (see Elderly and Disabled Transit Fare Assistance Program)**

**EEO** Equal Employment Opportunity

**EIS (see Environmental Impact Statement)**

**Elderly** The minimum age for elderly persons. (e.g., 55+, 60+, 65+). According to the Older Americans Act, all persons age 60 and older are elderly. Elderly by FTA regulations is at a minimum all persons 65 years of age or over.
Elderly and Disabled Transit Fare Assistance Program (E&D)  An Ohio grant funding program that provides funding to encourage transit systems to offer reduced fares for the elderly and persons with disabilities.

Environmental Assessment  Assessing the impacts of different transportation project options (to nearby businesses, residents and land, for example), identifying ways to minimize the impacts, and recommending a preferred alternative.

Environmental Impact Statement (EIS)  A comprehensive study of likely environmental impacts resulting from major federally-assisted projects; statements are required by the National Environmental Policy Act (NEPA).

Environmental Protection Agency (EPA)  An independent federal agency in the executive branch whose responsibilities include development and enforcement of national air quality emission standards and support of antipollution activities by state and local governments.

Fare  Payment in the form of coins, bills, tickets and tokens collected for transit rides.

Farebox Revenue  The value of cash, tickets and pass receipts given by passengers as payment for public transit rides.

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

Federal Highway Administration (FHWA)  A component of the U.S. Department of Transportation, established to ensure development of an effective national road and highway transportation system. It assists states in constructing highways and roads and provides financial aid at the local level.

Federal Register (FR)  The official public notice of government actions. It publishes all current Presidential proclamations and Executive Orders, as well as federal agency regulations that have general applicability and legal effect. It is published five times a week.

Federal Railroad Administration (FRA)  A part of the U.S. Department of Transportation that regulates railroad operations.

Federal Transit Administration (FTA)  A part of the U.S. Department of Transportation (DOT) which administers the federal program of financial assistance to public transit.

FFY (Federal Fiscal Year)  The federal fiscal year is from October 1 to September 30 of the next year.
FHWA (see Federal Highway Administration)

Finding of No Significant Impact (FONSI)  The result of an Environmental Assessment that concludes that there are no significant environmental impacts associated with a transportation project. This generally results in a required analysis of fewer alternatives than when significant impacts are expected.

Fixed Cost  An indirect cost that remains relatively constant irrespective of the level of operational activity.

Fixed-Guideway System  A system of vehicles that can operate only on its own guideway constructed for that purpose (e.g., rapid rail, light rail). Federal usage in funding legislation also includes exclusive right-of-way bus operations, trolley buses, and ferryboats as “fixed-guideway” transit.

Fixed Route with Point Deviation  A transportation service that operates on a fixed route schedule but will, on demand, deviate from the route to meet the needs of passengers.

Flexible Funds  Legislatively-specified funds that may be used either for transit or highway purposes. These funds can be transferred to the FTA for a variety of transit improvements through the cooperative efforts of the local transit agency, MPO and/or ODOT.

FONSI (see Finding of No Significant Impact)

Force Account  The use of an internal workforce to major construction projects or fixed guideway system overhauls. Requires an FTA-approved plan for reimbursement under the associated capital grant program.

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.

FR (see Federal Register)

FRA (see Federal Railroad Administration)

FTA (Federal Transit Administration)  The component of the U.S. Department of Transportation that regulates and helps fund public transportation within local communities. FTA provides financial assistance for capital, planning and operating costs and also sponsors research, training, technical assistance and demonstration programs.
Full Funding Grant Agreement (FFGA)  An agreement executed by the federal government with a public transit operator that assures the operator of the federal government’s intention to fully fund the federal share of a New Starts project.

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

FY (Fiscal Year)  An annual accounting period designated by the calendar year in which it ends (e.g. FY 2000). The fiscal year for the federal government runs from October 1 through September 30th. The fiscal year for the State of Ohio runs from July 1 through June 30th.

Grantee  A recipient of federal and state transportation grant funding assistance

HHS (see Department of Health and Human Services)

Heavy Rail  An electric railway with capacity for a “heavy volume” of traffic, and characterized by exclusive rights-of-way, high speed and rapid acceleration. Heavy rail is different from commuter rail and light rail.

High Occupancy Vehicle (HOV)  Vehicles that can carry more than two persons. Examples of high occupancy vehicles are a bus, vanpool, and carpool.

IFB (see Invitation for Bid)

Indirect Costs  Costs that are incurred for a common or joint purchase benefiting more than one (1) cost objective.

Invitation for Bid (IFB)  A competitive procurement solicitation method that requests bids for specified items.

Incidental Use  Service that does not interfere with or detract from the provisions of mass transportation service, nor does it shorten the mass transit life of the equipment or facilities, and the grantee recovers fully allocated costs.

Intercity Rail  A long distance passenger rail transportation system between at least two central cities.

Intermodal  Switching from one form of transportation to another.

Intermodal Facility  A building or site specifically designed to accommodate the meeting of two or more transit modes of travel.
Intermodal Surface Transportation Efficiency Act (ISTEA)  This 1991 act amended and extended legislation authorizing funding for highway, transit and other surface transportation programs.

ISTEA (see Intermodal Surface Transportation Efficiency Act)

ITS  Intelligent Transportation System

Job Access Reverse Commute (JARC)  A program established in TEA-21, Section 3037.  Job Access grants are intended to provide funding to transit systems for expanded service for transportation of low income individuals to child care, training, and employment.  Reverse commute grants are designed to develop transit services to transport workers to suburban job sites.

Large Urbanized Area  An urbanized area over 200,000 in population

Levels of Service (LOS)  A highway developed performance measure that helps interpret how travelers perceive conditions represented by a particular performance measure by assigning scores ranging from “A” to “F.”

Light Rail Transit (LRT)  An electric railway with a “light volume” traffic capacity compared with heavy rail.

Local Match  The state or local funds required by the federal government to complement federal funds for a project.  For example, in the case of public transportation, the federal government may provide 80% of the necessary funds for the purchase of a vehicle if the state or local government matches the remaining 20%.  A match may also be required by states in financing projects, which are a joint state and local effort.

Long Range Transportation Plan (LRTP)  A locally approved long range transportation plan that details long and short range program strategies/actions for an integrated intermodal transportation system for the MPO regional over the next 26 years.

LOS (see Levels of Service)

LRTP (see Long Range Transportation Plan)

Master Agreement  The official agreement between FTA and grant recipients.  It contains the standards terms and conditions governing the administration of a federally supported project.

Medical Review Officer (MRO)  A licensed physician responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and
evaluate an individual’s confirmed positive test result, together with medical history, and any other relevant bio-medical information.

**Metropolitan Planning Organization (MPO)** The organization designated by the governor and local elected officials as responsible, together with the state, for transportation planning in an urbanized area.

**Micro Purchase** Procurement for items less than $2,500, and can be done without obtaining competitive proposals if price quotes received are reasonable.

**Minibus** A rubber-tired road vehicle designed to carry a small number of passengers (i.e., 12 or less), commonly operated on streets and highways for public transportation service.

**Mode A** particular form of travel (e.g., bus, commuter rail, train, bicycle, walking or automobile.

**MPO (see Metropolitan Planning Organization)**

**MRO (see Medical Review Officer)**

**NEPA (see National Environmental Policy Act)**

**National Transportation Database (NTD)** Provides statistical information about the financing and operations of public transportation systems providing service in areas over 50,000 population. Recipients of urbanized area formula funds and other benefiting agencies are required to submit or coordinate the submission of an NTD report each year.

**NEPA (see National Environmental Policy Act)** This act articulated the national environmental policy, established federal agency responsibility and created the basis or foundation of the federal decision making process that includes: consideration of alternatives, examination of potential environmental impacts and mitigation, interagency coordination, public involvement and documentation.

**New Starts** Federal funding granted under Section 5309 (B) of the United States Code. These discretionary funds are made available for the construction of new fixed guideway systems or extensions of existing fixed guideway systems.

**Non-urbanized Area** Any small urban or rural area not included in an urbanized area.

**Notice of Proposed Rulemaking (NPRM)** Notices published in the Federal Register of new regulations or amendments to existing regulations that are under
consideration. NPRM give interested parties the opportunity to comment before a regulation becomes a final rule.

**NPRM (see Notice of Proposed Rulemaking)**

**ODOT (see Ohio Department of Transportation)**

**Office of Transit**  The office within ODOT that administers ODOT’s federal and state transit programs.

**Off-Peak**  Non-rush periods of the day when travel activity is generally lower and less transit service is scheduled.

**Ohio Department of Transportation (ODOT)**  The state agency responsible for the planning, safety, and system and technology development of state transportation, including highways, transit, aircraft, and ports.

**Ohio Elderly and Disabled Transit Fare Assistance Program (E&D)**  Provides state funds to Ohio transit programs offering half fares to elderly and disabled ridership. These funds replace a portion of the farebox revenue lost as a result of lower fares.

**Ohio Public Transit Association (OPTA)**  The State of Ohio association for public transportation. OPTA’s website is [www.ohiopublictransit.org](http://www.ohiopublictransit.org)

**Ohio Public Transit Grant Program (OPTGP)**  The State of Ohio Urban Transit Program used to match federal transit assistance grants for operating, capital and planning assistance to Ohio public transit systems. It is composed of formula and discretionary capital funds.

**Ohio Revised Code (ORC)**  Consolidation of all State of Ohio laws, statutes and revisions into general provisions, titles, chapters, and sections.

**Operating Cost**  The total costs to operate and maintain a transit system including labor, fuel, maintenance, wages and salaries, employee benefits, taxes, etc.

**Operating Deficit**  When total operating expenses exceed total operating revenue.

**Operating Ratio**  A measure of transit system expense recovery obtained by dividing total operating revenues by total operating expenses.

**Operating Revenue**  Total revenue used in support of transit operations. It includes passenger fares, contract revenues, federal and state grants, advertising, investment income, and other revenues.
Operator  An employee of a transit system who spends his or her working day in the operation of a vehicle, e.g., bus driver, streetcar motorman, trolley coach operator, cablecar gripman, rapid transit train motorman, conductor, etc.

OPTA (see Ohio Public Transit Association)

OPTGP (see Ohio Public Transit Grant Program)

ORC (see Ohio Revised Code)

Paratransit  Transportation service required by ADA for individuals with disabilities who are unable to use fixed-route transit systems. The service must be comparable to the fixed-route service.

Passenger  A person who rides a transportation vehicle, excluding the driver.

Passenger Check  A check (count) made of passengers arriving at, boarding and alighting, leaving from, or passing through one or more points on a route. Checks are conducted by riding (ride check) or at specific locations (point check). Passenger checks are conducted in order to obtain information on passenger riding that will assist in determining both appropriate directional headways on a route and the effectiveness of the route alignment. They are also undertaken to meet FTA NTD reporting requirements and to calibrate revenue-based ridership models.

Passenger Miles  Total number of passengers carried by a transit system, multiplied by the number of miles traveled.

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.

Pass Through Arrangements  An arrangement wherein a designated recipient chooses to pass its grant funds through to another agency to carry out the purposes of the grantee’s arrangement with FTA.

Peak Hour/Peak Period  The period with the highest ridership during the entire service day, generally referring to either the peak hour or peak several hours (peak period).

Peak Service  The operation of the maximum number of vehicles during the peak period.
**Personal Care Attendants/Companions** Persons eligible under ADA regulations must be allowed a personal care attendant (PCA) that is traveling with the eligible rider. A PCA is someone designated or employed specifically to help the eligible individual meet his/her personal needs. In addition to PCA, the regulations require that service be provided to one companion accompanying an eligible rider. Other persons accompanying the rider are to be accommodated on a space available basis. Persons are considered to be accompanying the eligible rider if they are picked up and dropped off at the same locations as the eligible rider. Companions must be charged the same fare as the eligible rider, and the PCA must ride free.

**Piggy-Back** A post-award procurement practice of allowing someone who was not included in the original procurement to purchase the same supplies or equipment through the original contract under specific situations.

**PM** (see Preventive Maintenance)

**POP** (see Program of Projects)

**Point Deviation** Transportation service in which the transit vehicle is required to arrive at designated stops in accordance with a prearranged schedule, but not according to a fixed route pattern. This service allows for curbside service for those who request it.

**Preventive Maintenance (PM)** Refers to performing proactive maintenance in order to prevent system problems.

**Program of Projects (POP)** A grantee’s proposed transportation plans and programs that will be supported through federal/state assistance. Each year, grantees are required to develop, publish, afford an opportunity for a public hearing, and submit for approval a POP.

**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.

**Provider-side Subsidy** The sum paid directly to operators for supplying transportation services. Subsidy is usually based on expenses less farebox revenue.

**PTMS** (see Public Transportation Management System)
**Public Transit System**  A transit system, either urban or regional, which provides transit services to both the general public and transportation disadvantaged persons.

**Public Transportation**  Transportation service that is available to persons upon payment of the fare, and which cannot be rescinded for the private or exclusive use of an individual or group. “Public” in this sense refers to the access to the service, not the ownership of the system providing the service. Public transportation service must be open-door.

**Public Transportation Management System (PTMS)**  An ODOT-administered management system that maintains information on the condition and performance of existing transit assets and the cost of transit operations on a continual basis. PTMS data is used by policy and other decision makers to identify needs and effective strategies.

**QPR (see Quarterly Progress Reports)**

**Quarterly Progress Reports**  ODOT grantee reporting requirement to assure timely updates on the progress of grant funded projects.

**Regional Transit Authority (RTA)**  A special purpose government created by local or state government to provide public transit as a service function. RTA’s in Ohio are authorized under Ohio Revised Code 306.32

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

**Request for Proposal (RFP)**  A competitive procurement method used when services cannot be precisely defined or price will not be the only evaluation factor.

**RFQ (see Request for Qualifications)**  A competitive procurement method generally used in Architectural and Engineering procurements that involves price negotiations after a firm is selected on qualifications.

**Revenue**  Receipts derived from or for the operation of transit service including farebox revenue, revenue from other commercial sources, and operating assistance from governments. Farebox revenue includes all fare, transfer charges, and zone charges paid by transit passengers.

**Revenue Passenger**  A passenger from whom a fare is collected.

**Revenue Service**  When a revenue vehicle is in operation over a route and is available to the public for transport.
**Reverse Commute**  Movement in a direction opposite to the main flow of travel, such as from the central city to a suburb during the morning commute hour.

**RFGS Rail** Fixed Guideway Systems

**RFP (see Request for Proposal)**

**RFQ (see Request for Qualifications)**

**Ridership**  The number of one-way trips taken by persons using a public transportation system in a given time period.

**Ridesharing**  A form of transportation, other than public transit, in which more than one person shares in the use of the vehicle, such as a van or car, to make a trip.

**Right-of-Way (ROW, R/W)**  The land over which a public road or rail line is built. An exclusive right-of-way is a road, lane, or other right-of-way designated exclusively for a specific purpose or for a particular group of users, such as light rail vehicles or buses.

**Risk Management**  An element of a transit system’s safety management program that includes identification and evaluation of potential safety hazards for employees, passengers, and the public.

**Road Call**  A mechanical failure of a bus in revenue service that causes a delay to service, and which necessitates removing the bus from service until repairs are made.

**Rolling Stock**  The vehicles used in a transit system, including buses and rail cars.

**Route**  A specified path taken by a transit vehicle usually designated by a number or a name, along which passengers are picked up or discharged.

**RTAP (see Rural Transit Assistance Program)**

**Rural Transit Assistance Program (RTAP)**  This FTA project offers training, materials, technical assistance, and other support services for rural transit systems across the country. RTAP funds help to support the National Transit Resource Center.

**Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)**  The six (6) year federal transportation authorization bill that was signed into law in August 2005.
SAFETEA-LU (see Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users)

Safety-Sensitive Functions  Functions involved with operating a transit revenue 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; maintaining a revenue service vehicle or equipment used in revenue service; dispatch or control of revenue service vehicles; or carrying a firearm for security purposes.

Scoping Process  A process implemented by ODOT Office of Transit in state FY 2005 to assist in the selection of projects for state discretionary capital and formula funding.

Section 504  The section of the Rehabilitation Act of 1973, which states, in part, that no disabled individual shall be denied benefits of any program or activity receiving federal financial assistance.

Section 5307  The federal Urbanized Area Formula Program that makes federal resources available for transit capital and operating assistance in urbanized areas and for transportation related planning.

Section 5309  The federal Transit Capital Investment Program that provides capita assistance for buses and bus facilities and for “new starts.”

Section 5310  The federal Elderly and Disabled Rider Assistance Program that provides formula funding to states for the purpose of assisting private nonprofit groups in meeting the needs of the elderly and disabled.

Section 5311  The federal Rural Transit Program authorized under 49 USC section 5311 and administered by ODOT to provide operating and capital assistance to public transit systems in rural areas.

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.

Service Animal  A guide dog, signal dog, or other animal individually trained to work or perform tasks for a person with a disability.

Service Area  The geographic region in which a transit system provides service or that a transit system is required to serve. Service area is now defined consistent with ADA requirements.

Service Life  A minimum number of years or vehicle miles that a vehicle is expected to be used in normal revenue service. Service life begins on the date
the vehicle is placed in revenue service and continues until it is removed from service.

**Service Provider** A private non-profit or for-profit agency providing all or a portion of the transit service under contract to a grantee.

**Service Span** The span of hours over which service is operated, e.g., 6 a.m. to 10 p.m. or 24 hr. Service span often varies by weekday, Saturday, or Sunday.

**Service Standards** A benchmark by which service operations performance is evaluated.

**SIP (see State Implementation Plan)**

**Small Purchases** A procurement of more than $2,500 but not more than $100,000 that requires that price or rate quotations be obtained from an adequate number of qualified sources.

**Small Urbanized Area** An urbanized area under 200,000 in population

**Spare Ratio** The number of spare vehicles divided by the vehicles required to meet the annual maximum service requirement.

**SSPP (see System Safety Program Plan)**

**SSPS (see System Safety Program Standard)**

**State Implementation Plan (SIP)** The state air quality plan that identified actions and strategies to reduce congestion and increase mobility. The transportation projects in metropolitan areas that are designated as an air quality nonattainment or maintenance area, must conform to the SIP.

**State Term Contracts** An opportunity to purchase vehicles and equipment from established State of Ohio contracts. Available to all Ohio state agencies, and properly registered counties, townships, municipal corporations, regional transit authorities, airport authorities, port authorities, school districts, conservancy districts, township park districts, park districts or other political subdivisions, as well as state universities, community colleges, and other institutions of higher education.

**State Transportation Improvement Plan (STIP)** The compilation of all transportation project listings in the state. Projects address highway, transit, pedestrian, bicycle and other transportation projects.

**STIP (see State Transportation Improvement Plan)**
STP (see Surface Transportation Program)

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.

Subscription Service Door-to-door or curb-to-curb transit service that is provided under advanced arrangements and according to prearranged conditions; e.g., same day of the week, hour of the day, etc. Typically, the customer does not need to schedule each individual trip unless their prearranged schedule should change. Transit systems can limit the availability of subscription service, limit availability to certain trip purposes, and/or can apply special conditions and restrictions. If subscription service is a component of a system’s ADA complementary paratransit service, the percentage of available subscription trips is limited by federal ADA regulations.

Subsidy Funds granted by federal, state, or local government.

Sunshine Law In Ohio, the “Sunshine Laws” refer to Ohio’s Public Records Act and Ohio’s Open Meetings Act.

Surface Transportation Program (STP) A program established under ISTEA that allows for the flexible use of selected FTA and FHWA grant programs and supports comprehensive transportation systems planning through metropolitan and statewide planning provisions.

System Safety Program Plan (SSPP) The documented safety program plan of a transit agency that operates a rail fixed-guideway system. The Plan must conform to the state SSPS.

System Safety Program Standard (SSPS) State established minimum requirements for the system safety program to be implemented by a transit agency that operates a rail fixed-guideway system.

TANF (see Temporary Aid to Needy Families)

TEA-21 (see Transportation Equity Act for the 21st Century)

Temporary Aid to Needy Families (TANF) Created by the 1996 welfare reform law, a program of block grants to states to assist with meeting the needs of families with low income and/or resources. TANF replaces preceding federal welfare programs. Because of TANF-imposed time limits, states are using TANF to place recipients in jobs as quickly as possible, often using program funds to pay for transportation, child care, and other barriers to workforce participation.
TEAM (The Electronic Award and Management system). The FTA system that grantees must use for all federal transit grant activities (grant application, revisions, amendments, reporting, and grant closeout).

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

TIP (see Transportation Improvement Program)

TMA (see Transportation Management Area)

Total Passenger Trips  The total number of all one-way passenger trips, including general service, elderly and disabled, contract, free ride, and transfers.

Transfers  Any trip with a single origin, and single destination, which requires getting off the vehicle and onto another vehicle involves a transfer. The trip is recorded as one passenger trip and one transfer. If the passenger gets off the bus at one destination (Store A), then gets back on the bus at a later time to ride to a different destination (Store B), it is recorded as two passenger trips.

Transit Dependent  A person who does not have immediate access to a private vehicle or because of age or health reasons cannot drive and must rely on others for transportation.

Transportation Development Plan (TDP)  A plan to address the development of local public transit services in a district or region.


Transportation Improvement Program (TIP)  A local approved short range transportation plan that reflects the program of publicly funded transportation improvements for the MPO region.

Transportation Management Areas (TMA) Generally, an urbanized area with population over 200,000.

Transportation Security Administration (TSA)  A component of the U.S. Department of Transportation established to administer all of the security and safety functions for the various transportation modes including aviation, mass transit, and rail.
**Triennial Review**  A review of urban transit grantees conducted by the FTA at least once every three (3) years to assure compliance with regulations associated with the Urbanized Area Formula Grant program.

**Trip**  The one-way operation of a revenue vehicle between two terminal points on a route.  Trips are generally noted as inbound, outbound, eastbound, westbound, etc. to identify directionality when being discussed or printed.

**Trip Denial**  In a demand response system, a trip denial occurs when a passenger’s trip request cannot be accommodated.  The denial may be due to capacity constraints, or the trip is requested outside of the service hours or area of the transit system.  Trip times are negotiated with the passenger as long as the new trip time does not go beyond one hour prior, or one hour past, the requested time.  Even if the trip can be accommodated outside this “window” it is a trip denial.  Grantees are required to record every trip denial and are encouraged to also record the reason for service evaluation purposes.

**Tripper Service**  Regularly scheduled mass transportation service that is open to the public and designed or modified to accommodate the needs of school students and personnel, using various fare collection or subsidy systems.  Buses used in tripper service must be clearly marked as open to the public and may not carry destination signs such as “school bus,” “school special,” “student,” or any other marking indicating that they are carrying school children.  These buses may stop only at stops that are accessible to the public and that are clearly marked as available to the public.  All routes traveled by tripper buses must be within a grantee's or operator's regular route service as indicated in their published route schedules.

**TSA (see Transportation Security Administration)**

**USC (see United States Code)**

**Unified Planning Work Program (UPWP)**  A description of the transportation related planning activities that ODOT, the local MPOs or a member agency propose to undertake with federal and state planning funds.

**Uniform System of Accounts (USOA)**  A specified uniform system of accounts, records, and reporting systems that is required of all urban transit grantees to categorize their assets and liabilities.

**United States Code (USC)**  The codification by subject matter of the general and permanent laws of the United States.  It is divided by broad subjects into 50 titles and published by the Office of the Law Revision Counsel of the U.S. House of Representatives.  Since 1926, the United States Code has been published every six years.  In between editions, annual cumulative supplements are published in order to present the most current information.
UPWP (see Unified Planning Work Program)

Urbanized Area (UZA) An area designated by the Bureau of the Census containing a central city or cities and surrounding closely settled urban fringe (suburbs), which together have a population of 50,000 or more.

Urban Mass Transportation Administration (See Federal Transit Administration)

USCG United States Coast Guard. Regulates ferry transit operations.

Useful Life The term used to define how long a vehicle or equipment can be expected to be operated. Usually expressed in years or miles, and varies with the type of vehicle.

User-side Subsidy The sum or discount paid or applied to the rider’s fare. Individuals can purchase tokens/tickets at designated sale sites and present the token to a service provider in exchange for a trip which is worth more than the actual cost of the token/ticket.

USOA (see Uniform System of Accounts)

UZA (see Urbanized Area)

Vanpool A prearranged ridesharing service in which a number of people travel together on a regular basis in a van. Vanpools may be publicly or employer operated, or individually owned or leased.

Variable Cost A cost that varies in relation to the level of operational activity.

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.

Vehicle Replacement Schedule The scheduled replacement of vehicles, based on the vehicles expected useful life.

Wheelchair Lift A device used to raise and lower a platform in a transit vehicle for accessibility by handicapped individuals.

WIA (see Workforce Investment Act)

Workforce Investment Act (WIA) State legislation which coordinates the employment and training services of eleven major federal programs. The state WIA Board sets policy for all local WIA Boards.