**SHARED RIDE TAXI OPERATIONS REPORT**

Wisconsin Department of Transportation

DT1490 3/2018

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| --- | --- | --- | --- | --- | --- |
| **1. MUNICIPALITY/Transit System:** | | | | | |
| **2. PERIOD COVERED** *(Check One)* | | | | **YEAR:** | |
| **1st Quarter** | **2nd Quarter** | | | **3rd Quarter** | **4th Quarter** |
| Jan. 1 – Mar. 31 | Apr. 1 – June 30 | | | July 1 – Sept. 30 | Oct. 1 – Dec. 31 |
| **3. OPERATING CHARACTERISTICS** | | | | | |
| Passenger Trips | | + Agency Trips       =       Total Trips | | | | |
| **Passenger Revenue** | | $       + Agency Revenue $       = $       Total Revenue | | | | |
| **Vehicle Miles** | |  | | | | |
| **Vehicle Hours** | |  | | | | |
| **Gallons of Fuel** | |  | | | | |
|  | | | |  | | |
| **4. Comments** | | | | | | |
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| **5. Certification** | | | I certify that the information given is true and correct. | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **X** |  |  |  | **X** |  |  |
| (Signature - Authorized Municipal Official) |  | (Date m/d/yy) |  | (Signature - Preparer) |  | (Date m/d/yy) |

**SHARED RIDE TAXI OPERATIONS REPORT**

REPORTING INSTRUCTIONS AND DEFINITIONS

The Wisconsin Department of Transportation requires each urban transit system receiving state operating assistance under s.85.20 Wis. Stats. to file an annual report of urban transit operations. This form is for reporting transit operations data associated with a system’s regularly scheduled urban transit operation. This report is due on the 30th day following the end of the reporting quarter, or the 30th day following the end of each calendar year.

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| --- | --- |
| 1. | MUNICIPALITY/TRANSIT SYSTEM: Identify the sponsoring municipality or grantee, and the transit system by its official name. |
| 2. | REPORTING PERIOD: Check the box representing the year’s quarter to which the report pertains, or check the year-end box for the annual report. |
| 3. | OPERATING CHARACTERISTICS: |
|  | **PASSENGER TRIPS:** Include trips taken on an urban transit system by any individual passenger *who pays a fare* *to allow themselves* to use the shared-ride taxi system.   * **Agency Trips:** Defined as trips where a third party pays the fare *on behalf of the rider (*e.g. Logisticare, Family Care). This fare may or may not be different than the standard fare. * **Total Trips:** The sum of Passenger Trips and Agency Fare trips. |
|  | **PASSENGER REVENUE:** Report revenue collected for each revenue passenger trip *by an individual who pays a fare to allow themselves* to use the shared-ride taxi system.   * **Agency Revenue:** Defined as revenue collected from fares where a third party pays the fare *on behalf of the rider (*e.g. Logisticare, Family Care). This fare may or may not be different than the standard fare. * **Total Revenue:** The sum of Passenger revenue and Agency Revenue |
|  | **VEHICLE MILES:** Include all mileage involved in the service. Should match revenue miles. |
|  | **VEHICLE HOURS:** Include all the hours for which drivers are paid for service. Should match revenue hours. |
|  | **GALLONS OF FUEL:** Report the total gallons consumed in revenue passenger vehicles during the calendar year including both gas and diesel fuel. |
| 4. | COMMENTS: Use this space to report any unusual occurrences which took place during the reporting quarter, i.e., free fare days, tariff changes, service changes, etc. |
| 5. | CERTIFICATION: Must be made by a municipal official authorized to execute the grant award and request payments under this program. |
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Sign and date the report. Send to:

Wisconsin Department of Transportation

Transit Section, 6th Floor South Tower

P.O. Box 7913

Madison, WI 53707-7913