State of Hawaii

Department of Transportation

Statewide Transportation Planning Office

Federal Transit Administration (FTA) Section 5310 Program

Capital Assistance for the Transportation of the Elderly and Disabled

Quarterly Recipient Organization Vehicle Report

For the Federal Fiscal Year - 2014

[ ] 1st (Oct-Dec) [ ] 2nd (Jan-Mar) [ ] 3rd (Apr-Jun) [ ] 4th (Jul-Sept)

The Federal Fiscal Year is for the period of October 1 – September 30. Every FTA 5310 subrecipient must submit a Quarterly Recipient Organization Vehicle Report for each FTA-funded vehicle per each federal fiscal quarter. These reports are due to the Statewide Transportation Planning Office fifteen (15) days after the end of every quarter.

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| I. General Information |

A. Name of Recipient Organization:

B. Vehicle License Plate Number:

C. Vehicle Identification Number:

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| II. Program Information |

For the quarter, has the transportation service or vehicle use changed as described in the approved Application? [ ] No [ ] Yes If yes, describe the changes.

And, has the Recipient Organization obtained Departmental approval? [ ] Yes [ ] No

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| III. Transportation Information |

A. Vehicle Odometer Reading

Beginning of quarter (A)

Ending of quarter (B)

Miles traveled for quarter (A - B)

B. Number of working days the vehicle was in service:

C. Number of working days the vehicle was not in service:

D. Single Trips per Quarter

For the quarter, provide the number of single vehicle trips performed by the vehicle. Single trips are broken into two categories (1) Clients – defined as trips for the transporting of clients, and (2) Non-Clients – defined as trips for clients that are not transporting clients. Client trips must further be broken into trips that transport the elderly, non-elderly, disabled and non-disabled clients.

|  |  |  |  |
| --- | --- | --- | --- |
| Clients | Primary Use | Elderly disabled |  |
| Elderly non-disabled |  |
| Non-elderly disabled |  |
| Incidental Use | Non-elderly non-disabled |  |
| Non-Clients | Incidental Use |  |

E. Vehicle Incidents

For the quarter, identify each incident where damage to the vehicle occurred, such as accidents, collisions, vandalism, and theft; the damage done to the vehicle and/or property; human injury; and actions taken by the Recipient Organization.

F. Service Incidents

For the quarter, identify each incident where the transportation service was disrupted or delayed, such as passenger disturbance, disorderly service animals, assaults, robbery, drug influence, vehicle breakdown, driver no-show, etc.; and actions taken by the Recipient Organization.

G. Vehicle Condition

For the quarter, identify the condition of the vehicle as provided in the following categories:

 Excellent Good Fair Poor Critical

Chassis [ ] [ ] [ ] [ ] [ ]

 (Engine, Transmission, Suspension, Frame, Brakes, Steering)

Body Exterior [ ] [ ] [ ] [ ] [ ]

 (Paint, Windows, Tires, Side Mirrors)

Body Interior [ ] [ ] [ ] [ ] [ ]

 (Seats, Walkways, Siding, Flooring)

Electrical [ ] [ ] [ ] [ ] [ ]

 (Battery, Wiring, Lights)

ADA Equipment [ ] [ ] [ ] [ ] [ ]

 (Wheelchair Lift or Ramp, Wheelchair and Gurney Positions, Tiedowns)

Air Conditioning [ ] [ ] [ ] [ ] [ ]

Safety Equipment [ ] [ ] [ ] [ ] [ ]

 (Safety Kit, Fire Extinguisher)

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| IV. Financial Information |

For the quarter, provide the vehicle operations income and expenses. If the category is not provided, use the blank spaces. Amounts may be to the nearest ten dollars.

|  |  |
| --- | --- |
| Income/Revenues | Expenses |
| Federal Funding Grants |  | Driver |  |
| State Funding Grants |  | Gas |  |
| Local Funding Grants |  | Regular & Preventive Maintenance |  |
| Passenger Fees and Fares |  | Unscheduled Repairs |  |
| Donations |  | Vehicle Insurance |  |
| Products or services income |  | Indirect |  |
| Fundraisers |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Income/Revenues |  | Total Expenses |  |

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| V. Certifying Authority |

I am duly authorized to make the following certification on behalf of the Recipient Organization and based on my position, knowledge and experience with the Recipient Organization the information contained in the Quarterly Recipient Organization Report, including attachments, is true and correct.

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 Signature Title Date