

State of Hawaii  
Department of Transportation  
Statewide Transportation Planning Office

Federal Transit Administration (FTA) Section 5310 Program  
Capital Assistance for the Transportation of Seniors and Individuals with Disabilities

Quarterly Vehicle Report for Subrecipient Organizations

Federal Fiscal Year - 2026

- ☐ 1<sup>st</sup> (Oct-Dec 2025)      ☐ 2<sup>nd</sup> (Jan-Mar 2026)  
☐ 3<sup>rd</sup> (Apr-Jun 2026)      ☐ 4<sup>th</sup> (Jul-Sept 2026)

The Federal Fiscal Year is for the period of October 1, 2025 – September 30, 2026. Every FTA 5310 subrecipient must submit a Quarterly Vehicle Report for Subrecipient Organizations for each FTA-funded vehicle every 3 months. These reports are due to the Statewide Transportation Planning Office fifteen (15) days after the end of every quarter.

I. General Information

- A. Name of Recipient Organization:  
B. Vehicle License Plate Number:  
C. Vehicle Identification Number:  
D. Vehicle Year/Make/Model:

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

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:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Critical</u>
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)					

#### 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		Other (Specify)	
Total Income/Revenues		Total Expenses	

#### V. Federal Grant Information

To the best of my knowledge, this vehicle was approved by the Federal Transportation Administration (FTA), in association with Federal Award Identification Number (FAIN):

HI - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ☐ unknown (check, if applicable)

#### VI. Subrecipient Acknowledgement

My agency is registered at [www.SAM.gov](http://www.SAM.gov) with the Unique Entity Identifier (UEI) below:

\_\_\_\_\_ (12-digit alphanumeric identifier)

#### VII. 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.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Signature Title Date