TRANSIT DEFINITIONS

Accounting System: An Accounting system consists of the business papers, records, and reports plus the procedures that are used in recording transactions and reporting their effects. An example of an accounting system is the Uniform System of Accounts (USOA).

Accrual Accounting: A financial accounting method where revenues are recorded when earned; the revenue does not have to be received in the same reporting period. Similarly, expenditures are recorded as soon as they result in liabilities for benefits received; the payment of the expenditure does not have to be made in the same reporting period.

Active Vehicles: Active vehicles available to operate in revenue service, including spares and vehicles temporarily out of service for routine maintenance and minor repairs.

Administrative and Maintenance Facility Type: Administrative buildings are the general administrative offices owned by a transit agency. Administrative buildings usually house executive management and support activities for overall transit operations, including accounting, finance, engineering, legal, safety, security, customer services, scheduling, and planning. Administrative buildings also include separate buildings for customer information or ticket sales that a transit agency owns and that are not part of passenger stations.

Maintenance facilities are those where routine maintenance repairs or heavy maintenance or unit rebuilds are conducted. Agencies must not report on maintenance facilities where third-party vendors perform services, such as a local gasoline service or body shop.

Administrative Office/Sales Office: Offices that house executive management and support activities for transit operations, apart from vehicle maintenance, and that could include accounting, finance, engineering, legal, safety, security, customer services, scheduling, and planning. These buildings may include customer information or ticket sale offices that are owned by the transit agency but are not part of passenger stations.

Advertising Revenues: The revenue earned from displaying advertising materials on transit agency vehicles and property. The amounts should be net of any fees paid to advertising agencies that place the advertisement with the transit agency.

Americans with Disabilities Act (ADA): Public Law 336 of the 101st Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for individuals with disabilities in employment, state and local government services, public accommodations, commercial facilities and transportation.

Americans with Disabilities Act of 1990 (ADA): The legislation defining the responsibilities of and requirements for transportation providers to make transportation accessible to individuals with disabilities.

Americans with Disabilities Act of 1990 (ADA) Accessible vehicles with Lifts: Public transportation revenue vehicles, that do not restrict access, are usable, and provide allocated space and/or priority seating for individuals who use wheelchairs, and which are accessible using lifts. Refer to 49 CFR Part 38.

Americans with Disabilities Act of 1990 (ADA) Accessible vehicles with Ramps/Low Floor: Public transportation revenue vehicles, that do not restrict access, are usable, and provide allocated space and/or priority seating for individuals who use wheelchairs, and which are accessible using ramps. Refer to 49 CFR Part 38.

Capital Costs: The expenses incurred within the year related to the purchase of facilities, vehicles and equipment.

Capital Expense: The expenses related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost that equals the lesser of the capitalization level established by the government unit for financial statement purposes, or $5,000. Capital expenses do not include operating expenses that are eligible to use capital funds.

Charter Service: A vehicle hired for exclusive use that does not operate over a regular route, on a regular schedule and is not available to the public.

Communication Systems: Systems for exchanging information including two-way radio systems for communications between dispatchers and vehicle operators, automatic vehicle locator systems, automated dispatching systems, vehicle guidance systems, telephones, facsimile machines and public address systems.

Complementary Paratransit Services: Transportation service required by the ADA for individuals with disabilities who are unable to use fixed-route transportation systems. This service must be comparable to the level of service provided to individuals without disabilities who use the fixed route system and meet the requirements specified in Sections 37.123-137.133 of Transportation Services for Individuals with Disabilities (Part 37), CFR 49, Volume 1. The complementary services must be origin-to-destination service (demand response or on-call demand response service to an accessible fixed route where such service enables the individual to use the fixed route bus system for their trip.

Contract Revenues: Reimbursement by any organization, government, agency or company, because of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers.

Contractor: An individual who is compensated by the transit agency for directly operating services, the labor expense for the individual is reported in object class 501 labor, or for purchased transportation service, the labor expense for the individual meets the same criteria as object class 501 labor.

Coordinated Plan: See "Locally Derived Coordinated Human Services Transportation Plan."

Deadhead (Miles and Hours): The miles and hours that a vehicle travels when out of revenue service. Deadhead includes (1) leaving or returning to the garage or yard facility; (2) changing routes; and (3) when there is no expectation of carrying revenue passengers. Deadhead does not include charter service, school bus service, operator training or maintenance training.

Demand Response: A transit mode comprises of passenger cars, vans or small buses operating in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations.
A demand response operation is characterized by the following:

- The vehicles do not operate over a fixed route or on a fixed schedule except, perhaps, on a temporary basis to satisfy a special need, and
- Typically, the vehicle may be dispatched to pick up several passengers at different pick-up points before taking them to their respective destinations. The vehicle may even be interrupted enroute to these destinations to pick up other passengers.

The following types of operations fall under the above definitions provided they are not on a scheduled fixed route basis:

- Many origins—many destinations
- Many origins—one destination
- One origin—many destinations, and
- One origin—one destination.

Depreciation: The charges that reflect the loss in service value of the agency's assets. Depreciated items have a high initial cost and a useful life of more than one accounting period. To account for the reduction in value (usefulness) of this type of asset, a portion of the cost is expensed each year of the asset's life. Depreciation and amortization include the depreciation of the physical facilities such as tracks and roadbeds; elevated structures; passenger stations and parking facilities; revenue vehicles, operating stations; facilities (including buildings, equipment, and furnishings) for power generation and distribution; revenue vehicle movement control; data processing; revenue collection and processing and so forth. FTA funds will not pay for depreciation charges.

Deviated Fixed Route Service: Transit service that operates along a fixed alignment or path at generally fixed times but may deviate from the route alignment to collect or drop off passengers who have requested it.

Direct Cost: An object class (e.g., labor, services, materials and supplies) that is incurred exclusively for a particular function, mode and type of service. For example, an operator whose time is spent solely driving a bus or a mechanic who works only on directly operated buses.

Employee(s): An individual who is compensated by the transit agency as follows:

- For directly operated services, the labor expense for the individual is reported in object class (501) labor.
- For purchased transportation service, the labor expense for the individual meets the same criteria as object class (501) labor.
- Applies to transit employees and contractors.

Employee Work Hours: Employee labor hours, not including fringe benefit hours such as sick leave, holidays and vacations. Work hours include only labor hours for employees of the transit agency, full and part-time, permanent and temporary.

Fare Revenues: All income received from rides. The revenue earned from carrying passengers in regularly scheduled and demand response services.

- ***Passenger Paid Fares:*** fares received on the vehicle, paid by the individual riding. Donations are to be reported here as well.
- ***Organizational Paid Fares:*** fares paid by a different entity on behalf of the rider. This includes WIL/WSIL, Medicaid, Veteran rides, and other QHSOs.

Federal Capital Assistance: Financial assistance from the Federal Transit Administration to assist in paying the capital costs of providing transit service.

Federal Operating Assistance: Financial assistance from the Federal Transit Administration to assist in paying the operating and administrative costs of providing transit services.

Federal Transit Administration (FTA): Agency under the U.S. Department of Transportation that provides financial assistance to develop new transit systems and improve, maintain and operate existing systems.

Fixed Route Services: Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed route trip serves the same origins and destinations, such as rail and bus; unlike demand responsive and vanpool services.

FTA Non-Urbanized Area Formula Program (Section 5311): Financial assistance from Section 5311 of the Federal Transit Act. This program provides formula funding to States and Indian Tribes to support public transportation in areas with a population of less than 50,000. Funding may be used for preventive maintenance, capital, operating, State administration, and project administration expenses.

Full-Time Employees: Employees of the transit agency meeting the local definition of full-time hours. Normally, these individuals are entitled to receive the full benefits package (e.g., sick leave, vacation and insurance benefits).

Grantee: Also referred to as a sub-recipient, a grantee is an organization that has applied for funds, has been awarded funds and has an executed agreement with the Department.

High-Risk Grantee: A grantee is considered "high risk" if the Department determines, or has adequate reason to believe, that an organization has or may experience difficulty in carrying out the responsibilities associated with grant management.

A high-risk designation would apply if the Department determines any of the following conditions apply: there is a history of unsatisfactory performance; there is evidence of financial instability; an organization has a management system that does not comply with the standards of the Common Rule 49 CFR/Chapter 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments or the organization has otherwise failed to demonstrate its ability to carry out its responsibilities.

Hybrid Vehicle: A vehicle that combines two or more sources of power that can directly or indirectly provide propulsion power, to increase efficiency and thereby reduce emissions. A hybrid vehicle uses a mixture of technologies such as internal combustion engines, electric motors, gasoline and batteries.

Individual with a Disability: An individual who, because of illness, injury, age, congenital malfunction or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning or design, public transportation service or a public transportation facility (49 U.S.C. 5302(a) (5), Definitions).

In-Kind Contributions: In-kind contributions are goods and services donated from outside your agency. The value of noncash charges for real property and equipment, and the value of goods and services must directly benefit and be specifically identifiable to the project. To be eligible as match, the monetary value of the in-kind contributions must be documented and have prior approval from WYDOT.

Information Systems: Systems for processing data including computers, monitors, printers, scanners, data storage devices and associated software that support transit operations such as general office, accounting, scheduling, planning, vehicle maintenance, non-vehicle maintenance and customer service functions.

Insurance Premiums: Administration: Insurance premiums related to the administrative portion of your transit system operation. Generally, general liability, office space and office equipment-related insurance premiums, as long as they are related to the transit program's operation, are eligible for FTA participation. Vehicle and bus maintenance/storage facility insurance premiums are both eligible for FTA participation.

Intercity Bus: (Also referred to as an over-the-road coach.) A bus with a front door only, separate luggage compartments and usually with restroom facilities and high-back seats for use in high-speed long-distance service. Usually 40-foot or longer, with only forward-facing, reclining seats. Most noted for being the vehicles of choice for the intercity bus industry. They usually hold about 40 passengers. These buses usually are not wheelchair accessible; this, according to the private sector, is largely due to the cost of retrofitting, the loss of seats and luggage space and the space required for restroom facilities. However, while the ADA granted an exemption to the private sector, this exemption is now expiring.

Intercity Bus Service (ICB): Regularly scheduled bus service for the general public, using an over-the-road bus, that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity or connecting one or more rural communities with an urban area not in close proximity, has the capacity for transporting baggage carried by passengers and makes meaningful connections with scheduled intercity bus service to more distant points.

Local Capital Funds: Financial assistance from local entities to assist in paying capital. They include:

- Tax levies— a specific amount from local tax levies that are dedicated to supporting the capital costs of the public transit system.
- General funds — Transfers from the general fund of local governments to cover the local share portion of transit system capital costs.
- Specified contributions — Contributions from the local government towards the local share portion of transit system capital costs.
- Reserve funds — Transfers from a capital reserve fund of local governments expressly established to be used to cover the local share portion of transit system capital costs.
- Donations — from individuals or organizations to help cover the transit system's capital costs.

***Local Governmental Entity*:** This term includes:

- A political subdivision of the State of Wyoming – a municipality or county government.
- A Joint Powers Board or Transit Authority established by Wyoming authorizing Statutes. *An example is the Sweetwater County Transit Authority.*
- A collaborative organization formed by two or more political subdivisions of the State of Wyoming. *An example is the START Bus program which operates under a contractual agreement between the Town of Jackson and Teton County.*
- The University of Wyoming.
- A transit agency operating under the direct supervision of a political subdivision. *An example is the Cheyenne Transit Agency*, and
- An Indian tribe.

Local Government Funds: Financial assistance from local governments (below the state level) to help cover the costs of providing transit services.

Local Match: Local match is a resource commitment, beyond the grant amount, made by the sub-grantee and/or other local agencies to help implement the project as part of the grant agreement between WYDOT Transit and the grant recipient. Local match can include the value of contributed project-specific salary/labor, materials, equipment, office and/or meeting space, surveys, appraisals and/or easements. Match contributions may be in the form of cash or in-kind services. A predetermined percentage of the total project dollar amount is required by the FTA to be contributed by the sponsor as the local match. Each Transit Program Section will have its own Local Match requirements.

Local Operating Funds: Financial assistance from local entities that support the operation of the transit system. They include, but are not limited to:

- Tax levies — Specified amount from local levies that is dedicated to supporting public transit system operating costs.
- General funds — Transfers from the general fund of local governments to cover the local share portion of the transit system budget.
- Specified contributions — Contributions from city, county or other municipal government towards the local share portion of the transit system budget.
- Donations — Donations from individuals or organizations to help cover the costs of providing transit service but which are not related to specific passengers or trips.
- Other — Other revenues such as advertising.

Local Transit Agency (LTA) - A not-for-profit organization that provides public transportation and is a subrecipient of funding administered by the Wyoming Department of Transportation's Local Government Coordination (LGC) office.

Locally Derived Coordinated Human Services Transportation Plan: A plan that identifies the transportation needs of individuals with disabilities, older adults and people with low incomes, provides strategies for meeting those local needs and prioritizes transportation services for funding and implementation.

Minivan: A factory-built vehicle designed to be something between a car and a van. An example is the Dodge Caravan. They carry seven passengers, including the driver. A wheelchair minivan has gone through an extensive after-factory conversion. The firms performing this after-factory work raise the roofs and drop the floor of the minivans about six inches, enabling them to use short wheelchair ramps, rather than wheelchair lifts. These vehicles usually hold two wheelchairs and one ambulatory passenger, in addition to the driver.

Miscellaneous Expenses: The expenses that cannot be attributed to any of the other major expense categories e.g. labor, fringe benefits, services, materials and supplies, utilities, casualty and liability costs, taxes and purchased transportation.

Mobility Management: Eligible capital expenses consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation providers carried out by a recipient or sub-recipient through an agreement entered with a person, including a government entity, under Chapter 53 (other than Section 5309). Mobility management does not include operating public transportation services.

Mode: A classification of the type of rides - either demand response (DR) or fixed route (MB).

Monthly Operating and Administrative Expenses: The recurring costs of providing public transportation service. They include: all employees' wages and salaries; fringe benefits; operating supplies such as fuel and oil; contractors' charges for services; taxes; repair and maintenance services, parts, and supplies; equipment leases and rentals; marketing; lease or rental costs; and insurance. Operating costs exclude fixed costs such as depreciation on plant and equipment, costs of providing transportation services not available to the public, and interest paid on loans on capital equipment.

Monthly Preventive Maintenance Costs: The expense incurred within the month related to the purchase of facilities, vehicles, and equipment.

National Transit Database – NTD: FTA's database for transit data input. WYDOT is required to annually input ridership data into the electronic transit database. Grantees are required to report monthly ridership data to WYDOT for NTD reporting.

Non-Physical Assault - A Non-physical assault includes verbal threats, harassment, intimidation, or interference with a worker's duties.

Non-Profit Organization: A corporation or association determined by the Secretary of State to be an organization described by 26 U.S.C. 501(c), List of Exempt Organizations, which is exempt from taxation under 26 U.S.C. 501(a), Exemption from Taxation, or one which has been determined under state law to be non-profit and for which WYDOT has received documentation certifying the status of the non-profit organization. See also private nonprofit provider.

Operating Assistance: Financial funding to help cover the operating costs of providing public transit services. Operating costs are classified by function or activity and the goods and services purchased. The basic functions and object classes are detailed in the Operating Expenses form (F-30) and are defined in Sections 5.2 and 6.2 of the Uniform System of Accounts (USOA).

Operating Costs: Operating costs are considered those expenses necessary to operate, maintain and manage a public transit system. Operating expenses usually include such costs as driver salaries, fuel and oil and items having a useful life of less than one year.

Operating Deficit: The difference between operating expenses and operating revenues.

Operating Revenues: Revenues derived through the operation of a public transportation program, which includes fares, passes, rider donations and advertising placed inside or outside a service vehicle.

Over-the-Road Bus or Coach: A bus characterized by an elevated passenger deck located over a baggage compartment.

Paratransit: Types of passenger transportation which are more flexible than conventional fixed-route transit but more structured than the use of private automobiles. Paratransit includes demand response transportation services, shared-ride taxis, carpooling and vanpooling. Most often refers to wheelchair-accessible and demand response service.

Part-Time Employees: Employees of the transit agency who work less than the local definition of full-time. Normally, these individuals are not provided with the full benefits package (e.g., sick leave, vacation and insurance benefits) associated with full-time employment. Full-time employees working part of their time in a function or mode are not part-time employees.

Physical Assault - A physical assault is one where the assailant makes physical contact with the worker, including bodily contact (including saliva) or by any object, weapon, or projectile to do so.

Preventive Maintenance: All the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost-effective manner, up to and including

the current state of the art for maintaining such assets. These capital maintenance expenses are eligible to use FTA formula funding programs for vehicle maintenance functions and non-vehicle maintenance functions.

- ***Vehicle Maintenance***
  All activities associated with revenue and non-revenue (service) vehicle maintenance, including administration, inspection and maintenance, and servicing (cleaning, etc.) vehicles. In addition, vehicle maintenance includes repairs due to vandalism and accident repairs of revenue vehicles.

- ***Non-Vehicle Maintenance***
  All activities associated with transit facility maintenance, including:
  - Administration
  - Repair of buildings, grounds and equipment resulting from accidents or vandalism
  - Maintenance of:
    - **Vehicle movement control systems.**
    - **Fare collection and counting equipment**: Any equipment used in collecting passenger fares including turnstiles, fare boxes (drop), automated fare boxes and related software, money changers and fare dispensing machines (tickets, tokens, passes).
    - **Structures**: bus stops, etc.
    - **Passenger stations, operating station buildings, grounds and equipment.**
    - **Communication systems;** and
    - **General administration buildings, grounds and equipment:** the portion of the maintenance required for areas related to the operation of the Transit Program

Private-For-Profit Provider: A nonpublic entity that provides public transportation services. For-profit entities exist primarily to generate a profit, (i.e., a surplus of revenues over expenditures).

Private Non-profit Provider: A nonpublic entity with a tax-free status that provides transit services. Non-profit entities exist to provide a particular service (e.g., public transportation) to the community. Nonprofit refers to a type of business—one that is organized under rules that forbid the distribution of profits to owners. Profits refer to a surplus of revenues over expenditure.

Project/Project Request: Public transportation services or public transportation alternatives proposed in an application.

Property Damage: The dollar amount required to repair or replace all vehicles (transit and non-transit) and all property/facilities damaged during an incident to a state equivalent that existed prior to the incident.

Public Transportation: Regular ongoing travel service available to the general public. Under the Federal Transit Act this excludes school buses, charter bus and intercity buses.

Purchased Transportation: Transportation service provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract. The provider is obligated in advance to operate public transportation services for a public transit agency or governmental unit for a specific monetary consideration, using its own employees to operate revenue vehicles. Purchased transportation does not include franchising, licensing operations, management services, cooperative agreements or private conventional bus service.

Reverse Commute Project: A public transportation project designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities.

Rolling Stock: Transit vehicles such as buses, vans, cars and trolley buses as well as vehicles used for support services.

Route Deviation: A type of transit service that operates as a conventional fixed route bus service along a fixed alignment or path with scheduled time points at each terminal point and key intermediate locations. Route deviation service is different than conventional fixed route bus service in that the bus may deviate from the route alignment to serve destinations within a prescribed distance (e.g., ¾ mile) of the route. Following an off-route deviation, the bus must return to the point on the route it left.

Service Area: A measure of access to transit service in terms of population served and area coverage (square miles). The reporting transit agency determines the service area boundaries and population for most transit services using the definitions contained in the Americans with Disabilities Act of 1990 (ADA). Transit agency reporters are required to submit service area information on the Identification form (B-10).

- Service Area — Demand Response: As Demand Response does not operate over a fixed route, but rather serves a broad area, the service area cannot be measured by corridors. Therefore, the service area for demand response is the area encompassing the origin to destination points wherever people can be picked up and dropped off.

Service Vehicle (Support Vehicle): The vehicles used to support revenue vehicle operations and that are not used to carry transit passengers. Types of service vehicles include tow trucks, supervisor vans, transit police cars and staff cars.

Social Service Agency: A public or private non-profit organization providing specialized programs and transportation services to a specific clientele such as the elderly and individuals with disabilities.

State Capital Assistance: Financial assistance from any state agency to assist in paying capital costs.

State Management Plan: The document developed by WYDOT and submitted to the FTA on a periodic basis that details the Department's policies and procedures for administering FTA grant programs.

State Operating Assistance: Financial assistance from any state agency that supports the operation of the transit system. It includes but is not limited to:

- Tax levies – A specified amount from state levies that is deducted to supporting public transit system operating costs.
- General funds – Transfers from the general fund of state governments to cover the Local Share portion of the transit system budget.
- Specified contributions – Contributed from the state towards the Local Share portion of the transit system budget.

Sub-recipient: Refers to a state or local governmental authority, non-profit organization, or operator of public transportation services that receives an FTA grant indirectly through a recipient, such as WYDOT. WYDOT also refers to sub-recipients as "grantees."

Subscription Service: Shared use transit service operating in response to ongoing reservations made by passengers to the transit operator, who can schedule in advance a consistent trip to pick up the passenger and transport them to their destination.

TAM Plan - Transit Asset Management Plan: Group plan sponsor (WYDOT) who reports performance targets and other Transit Asset Management (TAM) data on behalf of Tier II agencies, who choose to participate in a group plan.

Temporary Employees: Employees of the transit agency working full-time or part-time hours, for a limited amount of time for the completion of a set task. These individuals are usually not entitled to receive any benefits and do not have any job security rights. Individuals employed through a temporary employment agency are not temporary employees of the transit agency.

Transit Bus (or Transit Coach): A bus with front and center doors, normally with a rear-mounted engine, low-back seating, and without luggage compartments or restroom facilities for use in frequent-stop service. This is found most typically on fixed route systems. A 40-foot coach is the common type of bus used in larger systems. This vehicle can usually hold about 42 ambulatory passengers when two wheelchair tie-downs are provided. A 35-foot coach will hold about 35 ambulatory passengers. The average service life of a transit coach chassis is about 12 years. It is common for the engine and other equipment to be rebuilt several times.

Transit Staff: The Department staff that oversees Federal Transit Administration grant funds in WYDOT. The staff is within WYDOT's Office of Local Government Coordination.

The Transit Award Management System – TrAMS: The FTA's electronic grant management system. WYDOT utilizes TrAMS to input grant application data and administer previously approved grants.

Travel Training: Travel training is short-term, comprehensive, intensive instruction designed to teach students with disabilities how to travel safely and independently on public transportation. The goal is to train students to travel independently to a regularly visited destination and back. Specifically trained personnel provide the travel training on a one-to-one basis.

Unlinked Passenger Trips (UPT) / Annual Passenger Trips: The number of passengers boardings counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on volunteer vehicles. A passenger traveling to the hospital and then receiving a return trip home constitutes two passenger trips.

Urbanized Areas, Small: Areas with populations between 50,000 and 200,000. There are two small, urbanized areas in Wyoming: Casper and Cheyenne.

Utilities: The payments made to various utilities for utilization of their resources (e.g., electric, gas, water, telephone, etc.). Utilities include propulsion power purchased from an outside utility company and used for propelling electrically driven vehicles, and other utilities such as electrical power for purposes other than for electrically driven vehicles, water and sewer, gas, garbage collection and telephone.

Van Conversion: A standard factory-built van that has been significantly altered by a specialty retrofitter after leaving the van maker's factory. These retrofitters remove the seats and the top half of the van. Among the features are an extended height roof, a specific wheelchair entry door, a front entry door with a convenient low step for ambulatory passengers and new seating with a center aisle. The conversion van has three-across seating: two-

person seats on the driver's side and one-person seats on the other. The usual configuration is eight ambulatory seats and one wheelchair tie-down.

Vanpool Service: Transit service operating as a ride-sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven individuals including the driver. Vanpool(s) must also be open to the public and that availability must be made known. Does not include ridesharing coordination.

Vans, Vehicle Type: Vehicles with a typical seating capacity of 5–15 passengers and classified as a van by vehicle manufacturers. A modified van is a standard van that has undergone some structural changes, usually made to increase its size and particularly its height. The seating capacity of modified vans is approximately 9–18 passengers.

Vehicles Operated in Annual Maximum Service (VOMS): The number of revenue vehicles operated to meet the annual maximum service requirement. This is the revenue vehicle count during the peak season of the year; on the week and day that maximum service is provided. Vehicles operated in maximum service (VOMS) exclude:

- Atypical days; or
- One-time special events.

Vehicle Revenue Hours (VRH): The actual total hours that all vehicles provided revenue service. This excludes deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services. Vehicle Revenue Hours must be reported to NTD on an annual basis, so the data needs to be accurate for federal reporting.

Vehicle Revenue Miles (VRM): The miles that all vehicles travel while in revenue service. VRM includes layover/recovery time, but excludes deadhead, operator training and maintenance testing and school bus and charter services. Vehicle Revenue Miles must be reported to NTD on an annual basis, so the data needs to be accurate for federal reporting.

Wyoming Public Transit Association (WYTRANS): A professional association dedicated to improving mobility in Wyoming. WYTRANS provides leadership, transit training, resources, support and technical assistance to locally based, fixed routes, and/or demand responsive transit agencies in Wyoming.