

GET THE RIDE COUNTS READY

Your work helps keep people moving.

Due: _____ Grant lead: _____

Count rides from: _____ to: _____

1 ASK WHAT TO COUNT

Get the grant form and rules from your grant lead.
Confirm the dates, riders, and services to include.



2 GATHER THE RECORDS

Use trip logs and booking reports for those dates.
Set aside a quiet work block. Start with one month.



3 COUNT THE RIDES

Use the grant rules. Count completed trips.
For Section 5310: count one-way trips.*



4 CHECK THE TOTALS

Check for missed rides and duplicate records.
Missing data? Ask the grant lead. Flag any estimates.



5 SEND IT FOR REVIEW

Send totals, source records, and notes by the due date.
Have the grant lead check them before submission.

DONE? Take a break. Thank you for helping our riders.

*5310: annual one-way trips for older adults and people with disabilities on 5310-supported vehicles and services.

SOURCES / CHECK THE EXACT GRANT RULES

FTA: Section 5310 Program Performance

FTA: National Transit Database

OPM: Performance Management Cycle

This sheet prepares ride data. The grant may require more items.