

Chapter TRANS 3

**URBAN MASS TRANSIT OPERATING ASSISTANCE
PROGRAM; PROCEDURES FOR COUNTING
REVENUE PASSENGER TRIPS**

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TRANS 3.01 Purpose and scope. (1) The purpose of this chapter is to establish procedures for counting revenue passenger trips taken on participating urban mass transit systems in connection with the administration of the state financial urban mass transit assistance program under s. 85.05, Stats.

(2) The procedures prescribed in this chapter shall apply to all urban mass transit system ridership information collected during calendar year 1978 and in each year thereafter.

History: Cr. Register, August, 1978, No. 272, eff. 9-1-78.

TRANS 3.02 Definitions. As used in this chapter:

(1) "Holiday" means any one of the 6 legal holidays; New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas, or the days officially designated for their observance.

(2) "Periods" mean the time periods during which a transit system is required to make its survey for the purpose of computing average fares pursuant to the survey method under TRANS 3.04. The general limits of the respective periods are: period I, March through April; period II, mid-June through mid-August; period III, mid-September through mid-November. The specific limits of these periods for any year shall be determined by the department and a notice of that determination shall be mailed to participating transit systems by January 31 of that year.

(3) "Revenue Passenger Trip" means a trip taken on an urban mass transit system by any passenger who pays a fare or by any passenger for whom a fare has been paid by another under a contract or other arrangement with an urban mass transit system. The transit system may include routes that are generally known as express, shuttles, trippers, route guarantees, and special contracts for routes or service open to the general public. Special subsystems providing service exclusively for elderly and handicapped persons may be included only to the extent that the subsystem's operating deficits are included in the mass transit system's program under s. 85.05, Stats. If the subsystem's operating deficits are not fully supported by the participating urban mass transit system, then the revenue passenger trip figures from the subsystem shall be in proportion to the transit system's share of the subsystem's operating deficit.

(4) "Special Fare Day" means any day in which the transit system is operating with a single day or short term special tariff in effect.

(5) "Weekday/No School" means any day Monday through Friday when public elementary and high schools are not in regular session and are not conducting classes. Summer school is not considered to be part of the regular school session. If an urban mass transit system serves 2 or more public school districts with varying school schedules, the term includes only those days when the majority of pupils normally served are not attending regular school sessions.

(6) "Weekday/School" means any day Monday through Friday when public elementary and high schools are in regular session and conducting classes. Summer school is not considered to be part of the regular school session. If an urban mass transit system serves 2 or more public school districts with varying school schedules, the term includes only those days when the majority of the pupils normally served are attending regular school sessions.

History: Cr. Register, August, 1978, No. 272, eff. 9-1-78.

TRANS 3.03 Determination of annual revenue passenger trips.

(1) **ALTERNATIVE METHODS.** Subject to the department's review and approval under sub. (2), an urban mass transit system may determine the number of revenue passenger trips taken annually on its system:

(a) By taking a headcount of each revenue passenger using the system during the calendar year;

(b) By dividing the system's annual fare revenue by the system's per passenger tariff if the system has established and applied a uniform fare for each passenger using the system during the calendar year, and after accounting separately for elderly and handicapped passenger trips;

(c) By using the method prescribed in TRANS 3.04 for surveying the actual revenue and number of passengers using the system on selected representative days during different periods of the year in order to establish an average fare for various types of service day categories and then applying those average fares to the system's accumulated passenger revenue; or

(d) Using a combination of 2 or more of the methods provided in pars. (a) to (c) when appropriate and practical.

(2) **DEPARTMENT APPROVAL.** (a) Since there are substantial differences among the various participating urban mass transit systems with respect to tariff schedules, elderly and handicapped reduced fare programs, route service plans, subsystem arrangements, and operating procedures, no single method of calculating annual revenue passenger trips is appropriate for every system. When reviewing a system's proposed election of the methods prescribed in sub. (1), the department shall determine whether its election will be appropriate for that system for the purpose of providing valid and reliable measure of that system's revenue ridership and will allow that system's total to be comparable to the totals of all other participating systems.

(b) Any variance from the counting procedures prescribed in this chapter is permitted only with the express written approval of the department and then only if the department is satisfied that such variance does not adversely affect the statistical reliability, validity and comparability of the data collected pursuant to the variant procedures.

(3) **SPECIAL REQUIREMENTS AND PROCEDURES.** The provisions of this subsection apply to all the methods described in sub. (1):

(a) Transit riders boarding with a transfer may not be counted as revenue passengers even though a transfer fare may be required.

(b) Transit riders boarding with a daily, weekly or monthly pass shall be counted as revenue passengers each time they board and use their pass.

(c) Children boarding free (usually under a certain age and accompanied by an adult) may not be counted as revenue passengers.

(d) Transit riders boarding and alighting within a "free zone" and not paying a fare may not be counted as revenue passengers.

History: Cr. Register, August, 1978, No. 272, eff. 9-1-78.

TRANS 3.04 Survey method. (1) **GENERAL.** In general, the survey method for determining annual revenue passenger trips involves the calculation of average fares per revenue passenger received by a system on various types of service days (e.g. weekday/school, weekday/no school, etc.) and the application of those average fares to all similar service days during the calendar year. The calculation of average fares takes into account the type of service day, the applicable tariff schedules and the types of service being provided when the fare data are collected. In order to obtain a reliable and valid measure of the number of revenue passenger trips for any system, more than one average fare shall be calculated in accordance with the procedures prescribed in this section. In addition, the department may require a system to calculate more than one average fare for any particular type of service day in order to reflect special factors, including but not limited to subsystem operations, that may otherwise distort the system's revenue passenger trip figure.

(2) **AVERAGE FARES REQUIRED.** (a) The number of average fares that are required to determine annual revenue passenger trips depend on the days of the year when transit service is provided. In general, each transit system is required to establish from 2 to 5 average fares, that, when applied to the corresponding days of the year, establish the system's ridership. The actual number of average fares may be higher for transit systems required to determine average fares for special subsystem routes. The number of average fares required for a system is calculated by classifying each day of the year on which service is provided into one of the following categories:

1. Weekday/School
2. Weekday/No School
3. Saturday
4. Sunday/Holiday
5. Special Fare Day

(b) Each participating system shall establish an average fare for each of the 2 weekday categories in par. (a) 1 and 2. Transit systems providing Saturday service are required to establish an average fare for Saturday and systems providing Sunday and Holiday service shall establish an average fare for those days. Revenue ridership figures shall be calculated for each special fare day during the year; special fare day revenue

passenger trip figures for one or more special fare days may not be used to project a system's revenue passenger trip total on such days on which a survey is not taken.

(3) **DETERMINATION OF AVERAGE FARES.** The average (mean) transit fare shall be established for each category of day by using a special survey procedure. The methodology for establishing the average fare for each category is:

(a) *Weekday/School.* The average fare for the weekday/school day category is established by accurately counting both revenue and revenue passenger trips for 5 consecutive weekdays when both public and private schools are in session. The 5 days selected shall fall within period I or period III. The actual days selected within the period shall be normal days; special downtown promotion days may not be included. The regular tariff schedule shall be in effect during the entire 5 day survey period. Total revenue passengers and total revenue shall be recorded for each day of the survey. The average fare is computed by dividing the 5-day total revenue by the 5-day total of revenue passengers.

(b) *Weekday/No School.* The average fare for the weekday/no school category is established by counting total revenue and revenue passenger trips for 5 consecutive weekdays when both public and private schools are not in regular session. The actual days of the survey should be normal days and shall fall within period II. Survey days may not be selected during the week immediately following the end of school or immediately before the opening of school. The regular non-school day tariff shall be in effect during each day of the survey period. Total revenue and total revenue passengers shall be recorded for each day of the survey. The average fare is computed by dividing the 5-day revenue total by the 5-day total of revenue passengers.

(c) *Saturday.* The average fare for Saturdays is established by counting both revenue and revenue passengers for 2 Saturdays. One Saturday shall be selected from either period I or III and one Saturday shall be selected from period II. The total revenue from the 2 Saturdays divided by the total revenue passengers for the 2 Saturdays equal the Saturday average fare.

(d) *Sunday/Holiday.* The average fare for Sundays and holidays is established by counting both revenue and revenue passengers for 2 Sundays. One Sunday shall be counted in either period I or III and one Sunday shall be counted in period II.

(e) *Special Fare Day.* Revenue passenger trips on days when a special tariff is in effect shall be established by taking actual revenue passenger counts during the entire period in which the special tariff applies unless the special fare is the same for all riders. On free fare days sponsored by the subsidizing governmental units, no revenue is recorded and no revenue passenger trips may be counted. On free fare or reduced fare days sponsored by an agency that actually pays the fare of those riding, a revenue may be recorded and the actual number of passengers counted may be included as revenue passengers.

(4) **DETERMINATION OF ANNUAL REVENUE PASSENGER TRIPS.** (a) Each transit system shall segregate its revenue according to the category of day on which it is collected. A transit system computing average fares for special subsystems shall segregate the revenue for each subsystem and the procedures set forth in par. (b) shall be used for each subsystem. A

subsystem's total annual revenue passenger trips shall be added to the system total.

(b) The annual revenue passenger trips for each transit system shall be calculated as follows:

1. Add all weekday/school day revenue for the entire year and divide by weekday/school day average fare.

2. Add all weekday/no school day revenue and divide by weekday/no school day average fare.

3. Add all Saturday revenue and divide by the Saturday average fare.

4. Add all Sunday and holiday revenue and divide by the Sunday/holiday average fare.

5. Add all revenue passenger trips established from special fare days.

6. Determine annual revenue passenger trips by adding the revenue passenger trips calculated in subds. 1 to 5.

(5) **SPECIAL SURVEY REQUIREMENTS AND PROCEDURES.** (a) Each participating transit system shall submit a survey schedule to the department 30 days before beginning any transit survey. Transit systems need not, however, obtain approval for their survey dates unless a special request is made to conduct surveys outside of the designated periods.

(b) Transit systems that do not segregate Friday from Saturday revenue or Sunday from Monday revenue are required to segregate the revenue during the survey period and to establish a formula which can be applied to the unsegregated funds for the remainder of the year.

(c) Revenue from weekly and monthly passes, route guarantee revenue, contract service revenue and other revenue not paid in the fare box may be excluded from the total revenue used in calculating average fares for the respective service day categories.

(d) The department may require a system to conduct a resurvey if it determines that a particular survey is inaccurate or that the data collected does not properly reflect a service level or tariff change.

(6) **FORMS.** (a) Revenue passenger trip determinations and surveys of revenue passenger trips and computations of average fares shall be made on forms furnished by the department.

(b) The average fare computation forms shall be submitted to the department within 15 working days after the completion of the survey. Annual revenue passenger trip forms shall be submitted to the department within 15 calendar days after the last transit day in the calendar year.

History: Cr. Register, August, 1978, No. 272, eff. 9-1-78.