



Performance Data Program

DRPT collects data monthly from transit, human service and transportation demand management (TDM) providers.

As part of the annual grant application period, DRPT collects system performance and financial data from transit operators and TDM providers. Human service operators are not required to report annual performance data at this time.

Transit/Human Service

To submit monthly transit/human service performance data, do the following:

1. Log into OLGA 4.
2. In the main menu, click the Performance Data link.
3. In the Performance Data box, click the Transit link.
4. In step one, Organization Data, verify or enter the required information and then click Next Step.
5. In step two, Modes, use the Select Transit Mode drop-down menu to select the transit mode for which you want to enter data, then click Enter Monthly Data.
6. In step three, Performance Data, enter Total Unlinked Passenger Trips in the field for the appropriate month, and then click Save Monthly Data at the bottom of the page.

NOTE: To switch to a different quarter, click the quarter buttons below the passenger trips fields.

NOTE: To enter data for another transit mode, use the Select Transit Mode drop-down menu at the top of the page to select a different mode. Be sure to click Save Monthly Data before switching modes or your data will not save.

7. When you're done entering and saving data, click Next Step.
8. In step four, Summary Reports, click the Monthly Ridership Summary button to view a printer-friendly report of the data you have entered.

To submit annual transit/human service data, do the following:



1. Log into OLGA 4.
2. In the OLGA main menu, click the Performance Data link.
3. In the Performance Data box, click the Transit link.
4. In step one, Organization Data, verify or enter the required information and then click Next Step.
5. In step two, Modes, use the Select Transit Mode drop-down menu to select the transit mode for which you want to enter data, then click Enter Annual Data.
6. In step three, Performance Data, enter annual information by mode as follows:
 - a. In the Vehicles section, enter the following data for the transit mode currently selected:
 - Total Vehicle Revenue Miles
 - Total Vehicle Revenue Hours
 - Total ADA Accessible Vehicles
 - b. In the Passengers section, do the following:
 - Review the monthly ridership data that you have already submitted. If you find any errors, navigate to the appropriate month in the monthly reporting form and adjust the data as necessary. Be sure to save any changes before you navigate back to the annual performance reporting module.
 - Enter the total passenger miles for the transit mode for which you're entering data.
 - c. In the Accidents section, enter the following data for the currently selected transit mode:
 - Total Reportable Incidents
 - Total Injuries
 - Total Fatalities
 - d. In the Employees-Full Time section, enter the following data for the currently selected transit mode:
 - Drivers
 - Maintenance
 - Administrative
 - e. In the Employees-Part Time section, enter the following data for the currently selected transit mode:
 - Drivers
 - Maintenance
 - Administrative



- f. In the Employees-Volunteer section, enter the following data for the currently selected transit mode:
 - Drivers
 - g. In the Fares-Peak Hours section, enter the following data for the currently selected transit mode:
 - Full Fare Adult
 - Senior Fare
 - Student Fare
 - Special Ride Fare
 - h. In the Fares-Non Peak House section, enter the following data for the currently selected transit mode:
 - Full Fare Adult
 - Senior Fare
 - Student Fare
 - Special Ride Fare
7. At the bottom of the page, click Save Annual Data.

NOTE: Enter the data on this page individually for all transit modes that you operate. Use the Select Transit Mode drop-down menu at the top of the page to switch modes. Be sure to save the data for each mode before switching modes or your data will not save.

8. When you have entered data for all of the transit modes you operate, click Save Annual Data and then click Next Step.

NOTE: In the Financials-Annual box, you will enter the system-wide income and expense data for your organization. You will not enter this data by mode.

9. In step four, Annual Financial Data, enter system-wide annual data as follows:
- a. In the Revenue section, enter:
 - Fare Revenue
 - Contract Revenue
 - Other Revenues
 - b. In the Governmental Assistance section, enter:
 - Federal Operating Assistance
 - State Operating Assistance



- Local Operating Assistance
 - c. In the Expenses section, enter the Total Operating Expenses for your organization.
10. Click Save and then click Next Step.
 11. In step five, Summary Reports, click the Annual Performance and Financial Summary to view a printer-friendly report of the data you entered.

To complete the annual performance reporting process, you are required to certify your monthly ridership and annual performance and financial data.

To certify your data, do the following:

1. In the OLGA main menu, click the Performance Data link.
2. In the Performance Data menu, click the Certification link.
3. In the Certification box, click the links to view reports of the ridership data you have entered throughout the past year as well as the annual performance and financial data you have entered. Review the data for accuracy. If you find any errors, use the monthly and annual reporting tools to correct and save the data.
4. When you have finalized all of your data, enter your OLGA 4 password in the password field and then click Certify.