

Handout 5-A

Operating Expense Reference by Function

Operating

- Transportation Administration & Support
 - Garage & Station Supervision
 - Safety & Training
 - Field Supervision
 - Accident Investigation
- Revenue Vehicle Movement Control
 - Starters
 - Dispatching
 - Technology Support (AVL, Signal Priority)
- Scheduling of Transportation Operations
 - Data Collection Activities (Ride/Time Checks)
 - Scheduling & Runcutting
 - Development of Schedule Summaries
- Revenue Vehicle Operation
 - Operators
 - Fuels & Lubricants (& related taxes)
 - Tires
 - Vehicle Licensing & Registration
 - Lease & Rental Costs (Facilities, Vehicles)
- Ticketing & Fare Collection
 - Producing Fare Media
 - Distributing Fare Media
 - Pulling Vaults
 - Counting Cash
 - Processing Debit/Credit Card Transactions
- System Security
 - Patrolling Buses & Stations
 - Securing Operating Facilities
 - Monitoring Closed Circuit TV
 - Court Appearances

Maintenance

- Vehicle Maintenance (including Service Vehicles)
 - Maintenance Administration
 - Maintaining Vehicle Databases
 - Accumulating Performance Data
 - Providing Technical Training
 - Scheduling & Recording Maintenance Activities
 - Engineering Maintenance Activities
 - Vehicle Servicing
 - Interior & Exterior Washing/Cleaning
 - Refueling
 - Adding Engine Oil or Water
 - Movement of Vehicles for Servicing
 - Vehicle Inspection & Maintenance
 - Schedule preventive maintenance
 - Minor Repairs & Fluid Changes
 - Road Calls/Towing
 - Component Rebuild/Overhaul
 - Major Repairs
 - Major Unit Replacement
 - Accident Repair
 - Vandalism Repair
- Non-Vehicle Maintenance
 - Vehicle Movement Control Systems
 - Fare Collection & Counting Systems
 - Structures, Tunnels, Subway; Roadway & Track
 - Passenger Stations
 - Operating Stations (Garages), Grounds & Equipment
 - Vandalism & Accident Repair of Buildings, Grounds & Equip.
 - Operations & Maintenance of Electrical Power Towers
 - Administrative Supervision & Clerical Support

Purchased Transportation

- Expenses that are billed by the seller of service (invoiced)
- Does not include:
 - Seller's expenses that are not billed
 - Expenses in support of purchased transportation

Administrative

- Finance & Procurement
 - Accounting
 - Payroll
 - Budgeting & Financial Reporting
 - Purchasing
 - Storing & Issuing Materials
 - Inventory Management
 - Real Estate Management
- Marketing & Customer Service
 - Telephone Information
 - Complaint Lines
 - Distributing Information to Facilities
 - Promotions
 - Media Relations
 - Market Research
- Risk Management
 - Claims Management
 - Payments for Injuries & Damages
 - Defending Liability Cases
 - System Safety Planning
- General Activities
 - Personnel
 - Legal Services
 - Insurance
 - Information Technology
 - Office Management
 - General Management
- Planning
 - Service Development
 - Researching Demographics & Technology
 - Identifying Route Configurations
 - Identifying Service Levels
 - Regional Planning
 - Long-Range Planning
 - Coordination Planning