

# Handout 3-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