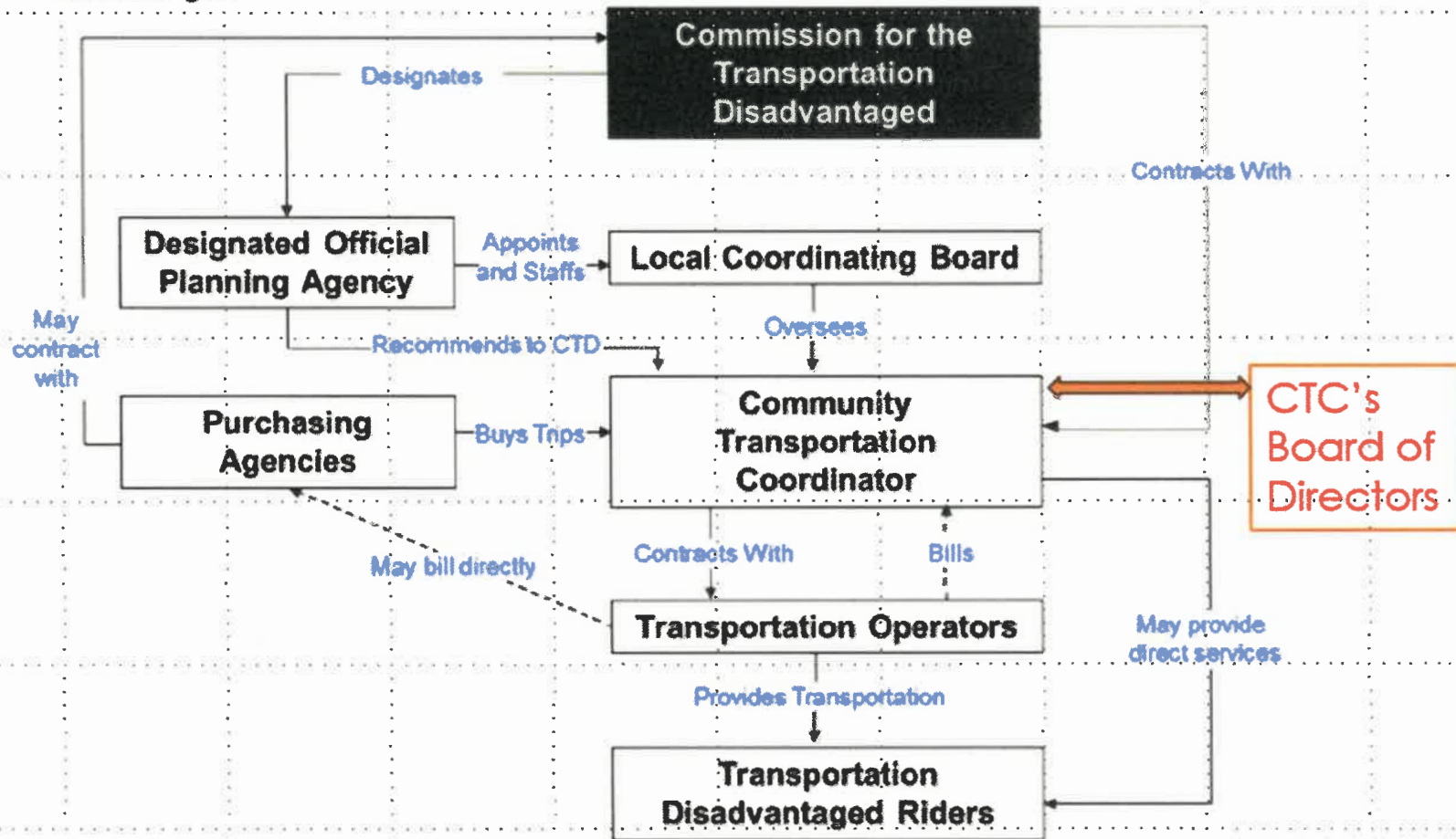




The Florida Legislature created the CTD in 1989 as a stand-alone agency. The CTD is administratively housed with FDOT, in Tallahassee.

Coordinated Transportation System Organization



Appendix 2: Acronyms used in the Transportation Disadvantaged (TD) Program (from the TDSP)

ABE	Annual Budget Estimate
ADA	Americans with Disabilities Act
AOR	Annual Operating Report
APR	Annual Performance Report
CDL	Commercial Driver's License
CPR	Cardiopulmonary Resuscitation
CTC	Community Transportation Coordinator
CTD	Commission for the Transportation Disadvantaged
CUTR	Center for Urban Transportation Research
COLTS	Community of Learning Transportation Services
DOPA	Designated Official Planning Agency
FAC	Florida Administrative Code
FCTS	Florida Coordinated Transportation System
FDOT	Florida Department of Transportation
FS	Florida Statutes
FY	Fiscal Year
FTE	Full-time Equivalent
ITS	Information and Technology Services
LAMTD	Lakeland Area Mass Transit District
LCB	Local Coordinating Board
LRTP	Long Range Transportation Plan
MDT	Mobile Data Terminal
MOA	Memorandum of Agreement
MPO	Metropolitan Planning Organization
POS	Purchase of Service Contract
PT	Polk Transit
PTA	Polk Transit Authority
RFP	Request for Proposals
RFQ	Request for Qualifications
SSPP	System Safety Program Plan
TD	Transportation Disadvantaged

TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TPO	Polk Transportation Planning Organization
UPWP	Unified Planning Work Program
U.S.C.	United States Code
USDOT	U. S. Department of Transportation
WHAT	Winter Haven Area Transit

Appendix 3: Glossary of Terms –[with Acronyms!] commonly used in the TD Program

Annual Budget Estimate – (ABE) a budget estimate of funds available for providing transportation services to the transportation disadvantaged that is prepared annually and covers a period of one state fiscal year.

Annual Operating Report – (AOR) an annual report prepared by the community transportation coordinator detailing its designated-area operating statistics for the most recent operating year.

Annual Performance Report – (APR) an annual report issued by the Commission for the Transportation Disadvantaged that compiles all the data submitted in the Annual Operating Reports.

Chapter 427, Florida Statutes (FS) - the Florida statute establishing the Commission for the Transportation Disadvantaged and prescribing its duties and responsibilities.

Commission for the Transportation Disadvantaged (CTD) - an independent organization created in 1989 to accomplish the coordination of transportation services provided to the transportation disadvantaged population. Replaced the Coordinating Council for the Transportation Disadvantaged.

Community Transportation Coordinator (CTC) - a transportation entity recommended by a designated official planning agency to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area. Formerly known as a coordinated community transportation provider.

Complete (or Full) Brokerage - type of coordinated network in which the CTC operates no transportation service and contracts with other operators for the delivery of all transportation services.

Coordinated Trips - passenger trips provided by or through a CTC

Demand-Responsive Service (DR) - a transportation service characterized by flexible routing and scheduling that provides door-to-door or point-to-point transportation at the user's request.

Designated Official Planning Agency (DOPA) - the agency or official body designated by the Commission for the Transportation Disadvantaged to appoint the community local coordinating board and recommend the community

transportation coordinator for each service area. Metropolitan planning organizations are automatically the official planning agencies in urban areas.

Designated Service Area - the geographical area, consisting of one or more counties, in which the CTC is the designated provider.

Economies of Scale - cost savings resulting from combined resources (e.g., joint purchasing agreements that result in a lower cost per gallon or quantity discount for fuel).

Effectiveness Measure - a performance measure that indicates the level of consumption per unit of output. Passenger trips per vehicle mile are an example of an effectiveness measure.

Efficiency Measure - a performance measure that evaluates the level of resources expended to achieve a given level of output. An example of an efficiency measure is operating cost per vehicle mile.

Fixed-Route Service –(FR) transit service in which the vehicles follow a prescribed schedule over a prescribed route.

Full Time Equivalent (FTE) - a measure used to determine number of employees based on a 40-hour work week. One FTE equals 40 work hours per week.

Fully Allocated Costs - the total cost, including the value of donations, contributions, grants or subsidies, of providing coordinated transportation, including those services which are purchased through transportation operators or provided through coordination contracts.

General Trips - passenger trips by individuals to destinations of their choice, not associated with any agency program.

Local Coordinating Board (LCB) - entity in each designated service area composed of representatives appointed by the official planning agency. Its purpose is to provide assistance to the community transportation coordinator concerning the coordination of transportation services.

Memorandum of Agreement (MOA) - a five-year binding standard contract between the Commission for the Transportation Disadvantaged and a CTC. This contract and its provisions serve as a performance and reporting standard to guide the delivery of services by all agencies or entities that provide transportation disadvantaged services.

Metropolitan Planning Organization (MPO) - the organization responsible for transportation planning and programming in urban areas. Also serves as the official

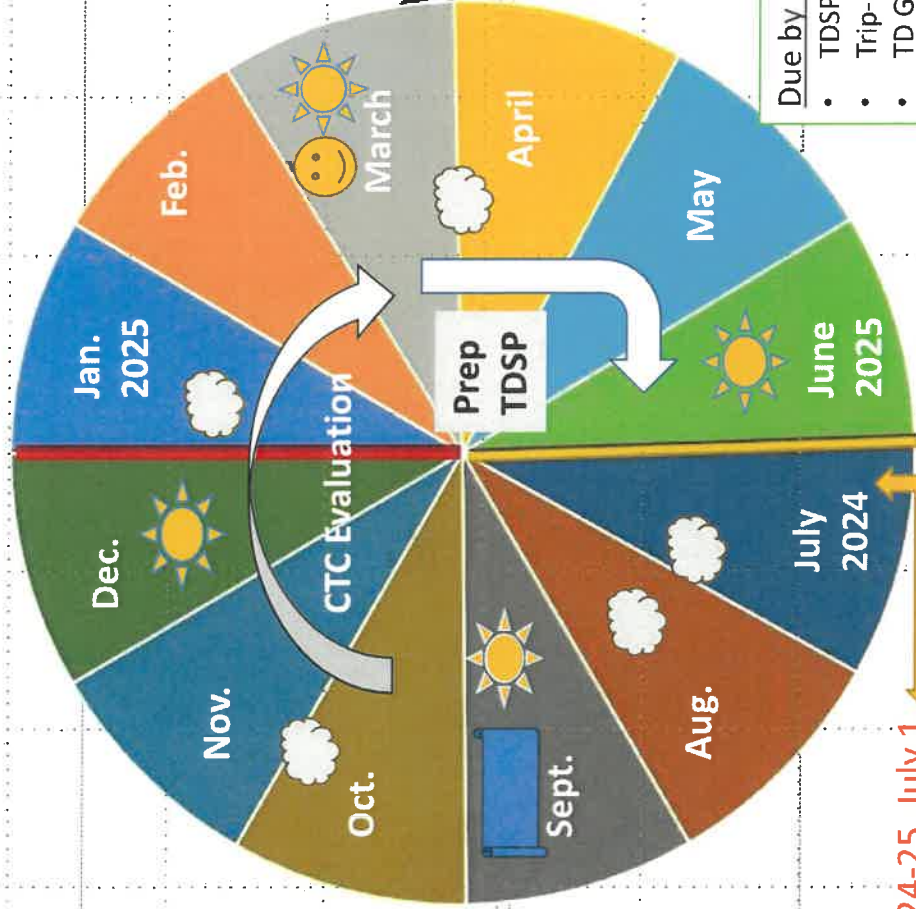
planning agency referred to in Chapter 427, FS. In Polk, it is a **Transportation Planning Organization, TPO.**

Missed Trip – If the driver is running late for the pickup and the client had to arrange for another ride (either through the CTC or personal) to keep from being late; or, if the client arrives at the appointment too late to be treated. (May apply to original trip or return trip.)

No Show – A client not calling the office to cancel their scheduled pick up within the required time frame or not being ready for their scheduled trip.

Transportation Disadvantaged – Those persons who cannot obtain their own transportation due to their age, disability, or income.

Polk TD-LCB Activities in 2024-2025



AOR due, 9/15

ABE due 9/15

Start of FY 2024-25, July 1.