

Incidental Trip Tracking Instructions

An incidental trip is any time you use the vehicle that a client/passenger is not on board or for a purpose outside of your original project purpose/scope. Because of COVID the FTA has allowed projects to expand and include these "other" services even if it was not part of the original award as long as it is explained in your report. IF your agency is not running a program right now, you MUST track any use of the vehicle in RidePilot so that the vehicle is shown to not be sitting, and the odometer is up to date. This is so the FTA does not look at reports and think that the assets awarded are sitting unused or not being monitored by UTA.

Examples of incidental trips: getting gas, picking up something, picking up staff, taking the vehicle to a maintenance facility, delivering meals on wheels, doing a home check, driving around to charge the battery, going to buy office supplies, etc. Basically, if there is no person with a disability or senior in the vehicle with you, its probably and incidental trip.

It has also come to our attention that creating a new 'run' for incidentals in the middle of the day when you're running people around and you have to stop for gas, is very difficult.

Therefore, if you are running your program and transporting clients every day, and you stop for gas between trips, you do not need to track this in RP.

If one day you are not running trips, and you take the vehicle to get maintenance or pick up something from Costco or make a delivery, that needs to be entered into RidePilot as an incidental, AND reported in your Quarterly Report narrative. (If you aren't sure, ask!)

QUARTERLY REPORT:

In the same box where you report one way trips, there is a box to report incidentals. Please put the number during that quarter. In the narrative box explain the purpose for those trips.

RIDE PILOT LITE REPORT: Enter incidentals below the typical trip tracker. There is a section called incidental trips.