

HE
308
.T73
1999

C1

ment
ation



Federal Transit Administration

TRANSIT Bookshelf

**DEPARTMENT OF
TRANSPORTATION**

MAR 21 1977

**NASSIF BRANCH
LIBRARY**

HE
308
T73
1999
C1



TRANSIT BOOKSHELF

Federal Transit Administration

Transit Booklet is a compendium of selective readings taken from the bookshelf of the Federal Transit Administration. It is a reference tool designed to provide easy and rapid access to published material on transit planning, research, safety and technology. The publication includes readings that relate to transit today and in the 21st century—advanced technologies, environmentally—friendly vehicles, intelligent transportation systems, livable communities, new paradigms, safety and security, job access transport, and development of a diverse and highly—skilled transportation workforce of the future.

The publications listed in the *Transit Bookshelf* are available to everyone at no charge. Each publication title is listed under one of the six transit program areas and contains a program identification number (PIN).

To obtain a copy of any document in this booklet, simply use the PIN number and (1) e-mail your request to FTA at the following address: **Puborders2@fta.dot.gov**, or (2) fax your request to FTA at **202-366-3765**, or (3) mail to Federal Transit Administration, Office of Research, Demonstration and Innovation, 400 7th Street, SW, Washington, DC 20590. This document is also available on the FTA Internet Website

<http://www.fta.dot.gov/library/bksh.htm>



TRUST REPORT

Federal Trust Administration
Report

Trusts are created by will or contract to hold property for the benefit of one or more persons. The trust is a legal entity that can own property, enter into contracts, and sue or be sued. The trust is managed by a trustee who has a fiduciary duty to act in the best interests of the beneficiaries. The trust is subject to the laws of the state in which it is created and to the supervision of the state's probate court. The trust is a flexible and powerful tool for estate planning and asset protection.

The purpose of this report is to provide information about the trust and its operation. It is intended for the beneficiaries of the trust and for anyone who is interested in the trust's affairs. The report is organized into several sections, each of which discusses a different aspect of the trust.

The first section discusses the creation of the trust and the appointment of the trustee. The second section discusses the trust's assets and liabilities. The third section discusses the trust's income and expenses. The fourth section discusses the trust's distribution of assets to the beneficiaries. The fifth section discusses the trust's termination and the distribution of its assets.

Federal Transit Administration
Compendium of
Selective Readings
Transit Planning, Research &
Technology Documents

- ▶ Safety & Security
- ▶ Equipment & Infrastructure
- ▶ Fleet Operations
- ▶ Specialized Customer Services
- ▶ Professional Capacity Building
- ▶ Policy & Planning

Safety and Security

- SS1** Recommended Emergency Preparedness Guidelines for Urban, Rural, & Specialized Transit Systems, 1991
- SS2** Transit System Security Program Guide, 1994
- SS3** A Handbook for Acquiring Demand-Responsive Transit Software, Report 18, 1996
- SS4** Responding to Vandalism of Transit Bus and Rail Vehicle Passenger Windows, RRDigest 9, 1996
- SS5** Improving Transit Security, Synthesis 21, 1996
- SS6** Emergency Preparedness for Transit Terrorism, Synthesis 27 1997
- SS7** Drug & Alcohol Testing Results, 1997 Annual Report, 1998
- SS8** Interactive PC-Based Track Safety Training, IDEA 13, 1998
- SS9** Office of Safety and Security, Brochure, 1999
- SS10** Safety Management Information Statistics, 1997 Annual Report, 1999

Rail

- SSR1** Safe Operating Procedures for Alternative Fuel Buses, Synthesis 1, 1993
- SSR2** Integration of Light Rail Transit Into City Streets, Report 17, 1996
- SSR3** Joint Operation of Light Rail Transit or Diesel Multiple Unit Vehicles with Railroads, Report 52, 1999

Bus

- SSB1** Guidelines for the Location and Design of Bus Stops, Report 19, 1996
- SSB2** Bus Occupant Safety, Synthesis 18, 1996

Equipment and Infrastructure

- EI1** Waste Control Practices at Bus Maintenance Facilities, Synthesis 9, 1995
- EI2** Bus Route Evaluation Standards, Synthesis 10, 1995
- EI3** Transit Risk Manager: Risk Management Software for Bus Transit Systems, RRDigest 12, 1996
- EI4** Procurement Specification Guidelines for Mass Transit Vehicle Window Glazing, Report 15, 1996
- EI5** Guidelines for the Consistent Collection, Categorization, and Dissemination of Bus Transit Loss Data, RRDigest 11, 1996
- EI6** Bus Operator Workstation Evaluation and Design Guidelines, Report 25, 1997
- EI7** Wheel/Rail Noise Control, Report 23, 1997
- EI8** Wheel/Rail Noise Mitigation, RRDigest 19, 1997
- EI9** Leveraging Information for Better Transit Maintenance, RRDigest 13, 1997
- EI10** Improved Methods for Increasing Wheel/Rail Adhesion in the Presence of Natural Contaminants, RRDigest 17, 1997

- EI11** Monitoring Bus Maintenance Performance, Synthesis 22, 1997
- EI12** Guidebook for Evaluating, Selecting, and Implementing Fuel Choices for Transit Bus Operations, Report 38, 1998
- EI13** New Designs and Operating Experiences with Low-Floor Buses, Report 41, 1998
- EI14** Technology Assessment of Refueling-Connection Devices for CNG, LNG, and Propane, RRDigest 25, 1998
- EI15** Effectiveness of External Bus Speaker Systems for Persons with Visual Impairments, 1998
- EI16** Understanding and Applying Advanced On-Board Bus Electronics, Report 43, 1999

Bus Equipment

- EIB1** Reducing the Visual Impact of Overhead Contact Systems, Report 7, 1995
- EIB2** Impact of Radio Frequency Refarming on Transit Communications, Report 11, 1996
- EIB3** AVL Systems for Bus Transit, Synthesis 24, 1997
- EIB4** Advanced Technology Transit Bus, Brochure
- EIB5** Bus Signage Guidelines for Persons with Visual Impairments, 1998
- EIB6** Effectiveness of External Bus Speaker Systems for Persons with Visual Impairments, 1998
- EIB7** Fuel-Cell Powered Transit Bus, Brochure, 1998

Clean Air Program

- EIC1** Retrofit of Buses to Meet Clean Air Regulations, Synthesis 8, 1994
- EIC2** Compressed Natural Gas Safety in Transit Operations, 1995
- EIC3** Summary Assessment of the Safety, Health, Environmental and System Risk of Alternative Fuel, 1995
- EIC4** Liquefied Natural Gas Safety in Transit Operations, 1996
- EIC5** Design Guidelines for Bus Transit Systems Using——
- EIC5a** Alcohol Fuel (Methanol & Ethanol) as an Alternative Fuel, 1996
- EIC5b** Compresses Natural Gas as an Alternative Fuel, 1996
- EIC5c** Liquefied Natural Gas (LNG) as an Alternative Fuel, 1996
- EIC5d** Liquefied Petroleum Gas (LPG) as an Alternative Fuel, 1996
- EIC5e** Hydrogen as an Alternative Fuel, 1998
- EIC6** Cylinder Issues Associated with Alternative Fuels, 1999

Rail Equipment & Systems

- EIR1** Applicability of Low-Floor Light Rail Vehicles in North America, Report 2, 1995
- EIR2** Aids for Rail Car Side-Door Observation, Report 4, 1995
- EIR3** Inspection Policy and Procedures for Rail Transit Tunnels and Underground Structures, Synthesis 23, 1997
- EIR4** Derailment of Transit Vehicles in Special Trackwork, RRDigest 15, 1997

- EIR5** Light Rail Vehicle Compression Requirements, Synthesis 25, 1997
- EIR6** Rail Corrugation Mitigation in Transit, RRDigest 26, 1998
- EIR7** Light Rail Service: Vehicular and Pedestrian Safety, RRDigest 34, 1999

Infrastructure

- EII1** Proceedings of the Workshop On: International Transit Turnkey and Joint Development, 1996
- EII2** Lessons Learned—Turnkey Applications in the Transit Industry, -A Status Report, 1997
- EII3** Innovative Financing Techniques for America's Transit Systems, 1998
- EII4** Turnkey Experience in American Public Transit, 1998
- EII5** Turnkey Demonstration Program—Design/Build. Operate: A New Approach, Brochure, 1999

Fleet Operations

- FO1** Artificial Intelligence in Transit Railcar Diagnostics, Report 1, 1994
- FO2** Integration of Bicycles and Transit, Synthesis 4, 1994
- FO3** Management Information Systems, Synthesis 5, 1994
- FO4** Regulatory Impacts of Design and Retrofit of Bus Maintenance Facilities, Synthesis 7, 1994
- FO5** System-Specific Spare Bus Ratios, Synthesis 11, 1995
- FO6** Transit Bus Service Line and Cleaning Functions, Synthesis 12, 1995

- FO7** Risk Management for Small and Medium Transit Agencies, Synthesis 13, 1995
- FO8** System-Specific Spare Rail Vehicle Ratios, Synthesis 15, 1995
- FO9** Electronic On-Vehicle Passenger Information Displays (Visual and Audible), RRDigest 5, 1995
- FO10** Benefits Assessment of Advanced Public Transportation Systems, 1996
- FO11** Changing Roles and Practices of Bus Field Supervisors, Synthesis 16, 1996
- FO12** Customer Information at Bus Stops, Synthesis 17, 1996
- FO13** Passenger Transfer System Review, Synthesis 19, 1996
- FO14** Fare Policies, Structures, and Technologies, Report 10, 1996
- FO15** Rail Transit Capacity (Software available), Report 13, 1996
- FO16** Operational Analysis of Bus Lanes on Arterials, Report 26, 1997
- FO17** Multipurpose Fare Media: Developments and Issues, RRDigest 16, 1997
- FO18** Coordinate Intermodal Transportation Pricing and Funding Strategies, RRDigest 14, 1997
- FO19** Bus Transit Fare Collection Practices, Synthesis 26, 1997
- FO20** Transit Scheduling: Basic and Advanced Manuals, Report 30, 1998
- FO21** Multipurpose Transit Payment Media, Report 32, 1998
- FO22** Advanced Public Transportation Systems State of the Art, 1998
- FO23** Bus Rapid Transit Initiative, 1999
- FO24** Issues in Bus Rapid Transit, 1999

- FO25** Intelligent Transportation Infrastructure Brochure, 1999
- FO25a** Electronic Payment Systems
- FO25b** Transit Management Systems
- FO25c** Traveler Information Systems
- FO26** Demonstration of Artificial Intelligence Technology for Transit Railcar Diagnostics, Report 44, 1999
- FO27** Passenger Information Services: A Guidebook for Transit Systems, Report 45, 1999
- FO28** Advanced Public Transportation Systems Deployment in United States, 1999
- FO29** Advanced Vehicle Technologies Program Brochure, 1999

Specialized Customer Services

- SCS1** Transit Operations for Individuals with Disabilities, RRDigest 1, 1994
- SCS2** Users' Manual for Assessing Service-Delivery Systems for Rural Passenger Transportation (Software available), Report 6, 1995
- SCS3** Transit Operations for Individual with Disabilities, Report 9, 1995
- SCS4** Innovative Suburb-to-Suburb Transit Practices, Synthesis 14, 1995
- SCS5** Guidelines for Transit Facility Signing and Graphics, Report 12, 1996
- SCS6** Strategies to Assist Local Transportation Agencies in Becoming Mobility Managers, Report 21, 1997

- SCS7** Integrating Americans with Disabilities Act Paratransit Services and Health and Human Services Transportation, RRDigest 10, 1997
- SCS8** Guidebook for Attracting Paratransit Patrons to Fixed-Route Services, Report 24, 1997
- SCS9** ACCESS TO JOBS: A guide to Innovative Practices in Welfare- to-Work Transportation, Version III, 1998
- SCS10** Accessibility of Automated Fare Vending and Collection for Customers with Disabilities, Report 32, 1998
- SCS11** ADA Paratransit Eligibility Certification Practices, Synthesis 30, 1998
- SCS12** Paratransit Contracting and Service Delivery Methods, Synthesis 31, 1998
- SCS13** Project ACTION, Resource Catalogue, 1999
- SCS14** Serving Rural America—U.S. Department of Transportation Rural Program Guide, Booklet, 1999
- SCS15** Management Toolkit for Rural and Small Urban Transportation Systems, Report 54, 1999

Policy and Planning

- PP1** Total Quality Management in Public Transportation, RRDigest 3, 1994
- PP2** The Role of Performance-Based Measures in Allocating Funding for Transit Operations, Synthesis 6, 1994
- PP3** Employee Incentive Programs to Improve Transit Performance, Synthesis 3, 1994
- PP4** An Evaluation of the Relationships Between Transit and Urban Form, RRDigest 7, 1995

- PP5** Transit Ridership Initiative,
RRDigest 4, 1995
- PP6** Workbook for Estimating Demand for
Rural Passenger Transportation
(Software available), Report 3, 1995
- PP7** Guidelines for Development of Public
Transportation Facilities and Equip-
ment Management Systems,
Report 5, 1995
- PP8** Secrets of Success: How Houston
& San Diego Transit Providers
Achieved Large Increases in Transit
Ridership, 1995
- PP9** The Quality Journey: A TQM
Roadmap for Public Transportation
(Video available), Report 8, 1995
- PP10** Customer Satisfaction Index for the
Mass Transit Industry, IDEA 1, 1995
- PP11** Transit Implications of HOV Facility
Design, 1995
- PP12** Institutional Barriers to Intermodal
Transportation Policies and Planning
in Metropolitan Areas,
Report 14, 1996
- PP13** Transit and Urban Form,
Report 16, 1996
- PP14** Measuring and Valuing Transit
Benefits and Disbenefits,
Report 20, 1996
- PP15** Strategies to Assist Local Transporta-
tion Agencies in Becoming Mobility
Managers, Report 21, 1997
- PP16** The Role of Transit in Creating Livable
Metropolitan Communities,
Report 22, 1997
- PP17** Building Transit Ridership,
Report 27, 1997
- PP18** Transit-Focused Development,
Synthesis 20, 1997

- PP19** Public Agency Guidance on Employer-Based TDM Programs, RRDigest 18, 1997
- PP20** Design for Efficient Suburban Activity Centers, Phase I Report, 1997
- PP21** Improving Pedestrian Access to Transit, An Advocacy Handbook, 1998
- PP22** The Potential of Public Transit as a Transportation Control Measure—Case Studies and Innovations, Report, 1998
- PP23** Assessment of Transit Supportive Land Use for New Starts Projects: FY 1999 New Starts Report, 1998
- PP24** Assessment of Local Financial Commitment for New Starts Projects: FY 1999 New Starts Report, 1998
- PP25** Bicycles & Transit: A Partnership That Works, 1998
- PP26** Transportation **E**quity **A**ct for the **21**st Century, A Summary Booklet, 1998
- PP27** TEA-21 Transportation Equity Act for the 21st Century, Full Text, 1998
- PP28** Condition & Performance—1997 Status of the Nation's Surface Transportation System, Report to Congress, 1998
- PP29** Land Use Compendium, Travel Model Improvement Program, 1998
- PP30** Potential of Public Transit as a Transportation Control Measure: Case Studies & Innovations, 1998
- PP31** Transit Markets of the Future: The Challenge of Change, Report 28, 1998
- PP32** IDEA Products and Transfer of Results, IDEA Report, 1998
- PP33** Managing Transit Construction Claims, Synthesis 28, 1998

- PP34** Transit Advertising Revenue: Traditional and New Sources and Structures, Synthesis 32, 1998
- PP35** Economic Impact Analysis of Transit Investments: Guidebook for Practitioners, Report 35, 1998
- PP36** Funding Strategies for Public Transportation, Report 31, 1998
- PP37** Transit-Friendly Streets: Design and Traffic Management Strategies to Support Livable Communities, Report 33, 1998
- PP38** Assessment of the Economic Impacts of Rural Public, Report 34
- PP39** A Handbook: Using Market Segmentation Strategies to Increase Transit, Report 36, 1998
- PP40** A Handbook: Integrating Market Research into Transit Management, Report 37, 1998
- PP41** The Cost of Sprawl-Revisited, Report 39, 1998
- PP42** Strategies to Attract Users to Public Transportation, Report 40, 1998
- PP43** Consequences of the Interstate Highway System for Transit: Summary of Findings, Report 42, 1998
- PP44** Federal Transit Administration Strategic Plan 1998-2002, 1998
- PP45** Livable Communities: A Tools and Resources Kit, 1998
- PP46** The Role of Passenger Amenities and Transit Vehicle Characteristics in Building Ridership, Report 46, 1999
- PP47** A Handbook for Measuring Customer Satisfaction and Service Quality, Report 47, 1999
- PP48** Integrated Urban Models for Simulation of Transit and Land Use Policies: Guidelines for Implementation and Use, Report 48, 1999

- PP49** Using Public Transportation to Reduce the Economic, Social, and Human Costs of Personal Immobility, Report 49, 1999
- PP50** A Handbook of Proven Marketing Strategies for Public Transit, Report 50, 1999
- PP51** A Guidebook for Marketing Transit Services to Business, Report 51, 1999
- PP52** New Paradigms for Local Public Transportation Organizations: Forces and Factors That Require Consideration of New Paradigms, Report 53, 1999
- PP53** Guidelines for Enhancing Suburban Mobility Using Public Transportation, Report 55, 1999
- PP54** Building Livable Communities with Transit—Planning, Developing, and Implementing Community-Sensitive Transit, Booklet, 1999
- PP55** Celebrating Livable Communities: “Built for Citizens; Built by Citizens”, 1999
- PP56** Annual Report on New Starts—Proposed Allocations of Funds for FY 2000, 1999

Professional Capacity Building

- PCB1** Strategies to Facilitate Acquisition and Use of Railroad Right of Way Transit Providers, LSDigest 1, 1994
- PCB2** Successful Risk Management for Rideshare and Car-Pool Matching Programs, LSDigest 2, 1994
- PCB3** State Limitations on Tort Liability of Public Transit Operations, LSDigest 3, 1994
- PCB4** Transit Labor Protection—A Guide to Section 13© Federal Transit Act, LSDigest 4, 1995
- PCB5** Synthesis of Information Related to Transit Problems, RRDigest 8, 1995
- PCB6** Automatic Wheel Inspection Station, IDEA 3, 1995
- PCB7** Management Information Benefits of Integrating Electronic Fareboxes with Other On-Board Equipment, IDEA 4, 1995
- PCB8** Wheelchair Restraint System, IDEA 7, 1995
- PCB9** Real-Time Transit Data Broadcast, IDEA 8, 1995
- PCB10** Independent Transportation Network (ITN): Alternative Transportation for the Elderly, IDEA 9, 1996
- PCB11** Improved Passenger Counter and Classifier System for Transit Applications, IDEA 5, 1996
- PCB12** Automatic Data Collection on Transit Users Via Radio Frequency Identification, IDEA 10, 1996
- PCB13** Legal Issues Associated with Intermodalism, LSDigest 5, 1996

- PCB14** Requirements That Impact the Acquisition of Capital-Intensive Long-Lead Items, Rights of Ways, and Land for Transit, LSDigest 6, 1996
- PCB15** The Impact of Civil Rights Litigation Under Title VI and Related Laws on Transit Decision Making, LSDigest 7, 1997
- PCB16** Transportation Service Agreements: A Preparation and Reference Guide for Transit Attorneys, LSDigest 8, 1997
- PCB17** Internet Information Sharing for Transit Maintenance, IDEA 15, 1997
- PCB18** Consequences of the Development of the Interstate Highway System for Transit, RRDigest 21, 1997
- PCB19** Trend Urbano UPR-MIT Professional Development Program, Brochure, 1997
- PCB20** Optimizing Travel Path for People with Disabilities, IDEA 23, 1998
- PCB21** Operational Testing of Innovative and Intelligent Rail Lubrication System, IDEA 24, 1998
- PCB22** Pilot Testing of a Prototype Rail Based Wheel Gauge Inspection System, IDEA 17, 1998
- PCB23** Instant Rent-A-Car (IRAC) Technology Applied to Transit Station Car Practice, IDEA 14, 1998
- PCB24** Adaptive Diagnostic System Demonstration Project, IDEA 2, 1998
- PCB25** Strategies to Minimize Liability under Federal and State Environmental Laws, LSDigest 9, 1998
- PCB26** Restrictions on Speech and Expressive Activities in Transit Terminals and Facilities, LSDigest 10, 1998
- PCB27** Potential Tort Liability for Transit Agencies arising out of the Americans with Disabilities Act, LSDigest 11, 1998

- PCB28** Transit Research and Technology Programs Brochure, 1998
- PCB29** Transit Construction Roundtable Brochure, 1998
- PCB30** Closing the Knowledge Gap for Transit Maintenance Employees: A Systems Approach, Report 29, 1998
- PCB31** Strategies to Assist Local Transportation Agencies in Becoming Mobility Managers, Report 21
- PCB32** Transit Cooperative Research Program/TCRP Annual Report of Progress, Booklet, 1998
- PCB33** Trends in Single-Occupant Vehicle and Vehicle Miles of Travel Growth in the United States, RRDigest 30, 1998
- PCB34** Continuing Examination of Successful Transit Ridership Initiatives, RRDigest 29, 1998
- PCB35** A Desk Guide for Inventory Managers in the Transit Industry, RRDigest 28, 1998
- PCB36** Creating A New Future for Public Transportation: TCRP's Strategic Road Map, RRDigest 24, 1998
- PCB37** Coordinating Public Transportation with Other Federal Programs, RRDigest 23, 1998
- PCB38** The Zoning and Real Estate Implications of Transit-Oriented Development, LSDigest 12, 1999
- PCB39** Report on Innovative Financing Techniques for Transit Agencies, LSDigest 13, 1999
- PCB40** Catalog of National Transit Institute Training, Brochure, 1999
- PCB41** Community Transportation Resource Guide, 1999

PCB42 Guide to Technology Transfer Activities, Services & Facilities, 1999

PCB43 Transit Research & Technology Project Awards for Fiscal Year 1998, A Directory, 1999

PCB44 Transit Research and Technology Five-Year Plan, 1999

PCB45 Executive Summary of Transit Research and Technology 5-Year Plan, 1999

International

PCBI01 International Transit Studies Program: Report on the First Three Missions, RRDigest 20, 1997

PCBI02 International Transit Studies Program: Report on 1996 Mission RRDigest 22, 1997

PCBI03 International Transit Studies Program Report on the Spring 1997 Mission Public-Private Partnerships and Innovative Transit Technologies in Scandinavia, RRDigest 27, 1998

PCBI04 International Transit Studies Program: Report on the Fall 1997 Mission - Applications of Intelligent Transportation Systems to Public Transit in Europe, RRDigest 31, 1998

PCBI05 International Transit Studies Program: Report on the Spring 1998 Mission—Private Urban Transit Systems and Low-Cost Mobility Solutions in Major Latin American Cities, RRDigest 33, 1999

PCBI06 International Mass Transportation Program (IMTP) Preparing the Transit Industry for Global Challenges Brochure, 1999

PCBI07 Accessing the Global Market Place: A Resource Guide for the Transit Industry, 1999



DOT LIBRARY



00322973

October 1999