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Adobe Reader is a free download available at: <https://get.adobe.com/reader>



✦ **Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

**1. Proponent Profile**

Project #:	Project name:	Proponent organization (legal name):

**2. Primary Contact Information**

Primary contact (for this report):	Position/title:
Telephone:	Email:

**3. Reporting Period**

Month:	Year:

**4. Service Report**

Service type:
<input type="checkbox"/> On demand <input type="checkbox"/> Fixed route <input type="checkbox"/> Both
Describe the region or area served:

Description of service provided:
Please provide us with a written update on the service as it's been delivered so far, including: results of customer satisfaction surveys (minimum one to be conducted per year), passenger information (i.e., nature of travel for passengers – work, family, health, shopping, etc.) successes, challenges, opportunities and how they're being addressed:

**5. Driver Metrics** *(for the reporting period)*

Are the driver(s) subcontracted?	If yes, to who?	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
Number of drivers:	Total hours spent driving:	Total drivers' hours:
If available, please provide the demographic of ridership, and pickup/drop-off locations: This information will help shape the success of future programs.		

## 6. Financial Metrics *(for the reporting period)*

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Fare revenue:	Operating costs:	Fuel costs (included in operating costs):	Capital costs:
\$	\$	\$	\$

## 3. Required Attachments

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Vehicle and route information, using [Northern Development's template](#), submitted in excel format.

## 4. Authorization

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I confirm that the information in this report (and attachment) is accurate, complete, and fairly presented.

I authorize Northern Development to make enquiries in order to verify the results reported.

I agree to provide upon request any additional information Northern Development staff deems necessary.

I understand that information provided to Northern Development may be accessible under the Freedom of Information (FOI) Act.

Date completed:

## 5. Submitting Your Report

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Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email to [finance@northerndevelopment.bc.ca](mailto:finance@northerndevelopment.bc.ca).

✦ *Please submit this Reporting Form and all attachments in one email.*