### **MONTHLY** REPORTING FORM

### INTER-CITY PASSENGER TRANSPORTATION **SERVICES FOR NORTHERN BC**

### Adobe Reader 8.0+ is required to complete this reporting form.

If you are using an earlier version, you will not be able to save any information you enter into the form. 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

Proponent Pro	file				
Project #:	Project nam	roject name:			Proponent organization (legal name)
Primary Conta	ct Information	1			
Primary contact (for this report):				Position/title:	
Telephone:				Email:	
Donoution Doni	- 4				
Reporting Peri	od 				
Month: Year:					
Service Report					
ervice type:					
On demand Fixed route		Both	Both		
escribe the regio	n or area serve	d:			

Northern Development Initiative Trust

301 – 1268 Fifth Avenue, Prince George, B.C. V2L 3L2

Tel: 250-561-2525 250-561-2563 Fax:

Email:  $fina\underline{nce@northerndevelopment.bc.ca}$ Website: www.northerndevelopment.bc.ca



# INTER-CITY PASSENGER TRANSPORTATION SERVICES FOR NORTHERN BC

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:							
Driver Metrics (for the reporting period)							
5. Driver Metrics (for the reporting period)							
Are the driver(s) subcontracted?	If yes, to who?						
Yes No							
Number of drivers:	Total hours spent driving:	Total drivers' hours:					
16 11 11 11 11 11 11 11 11							
If available, please provide the demographic of ridership, and pickup/drop-off locations:  This information will help shape the success of future programs							
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## INTER-CITY PASSENGER TRANSPORTATION SERVICES FOR NORTHERN BC

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

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

### 3. Required Attachments

Vehicle and route information, using Northern Development's template, submitted in excel format.

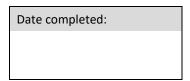
### 4. Authorization

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.



#### 5. Submitting Your Report

Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email to <a href="mailto:finance@northerndevelopment.bc.ca">finance@northerndevelopment.bc.ca</a>.

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