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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"/> Yes <input type="checkbox"/> No		
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)*

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

7. Required Attachments

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

8. 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.

Date completed:

9. Submitting Your Report

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

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