GENERAL

For each month of operation, your ferry should submit ONE completed copy of the TC 59-4 Ferry Traffic Count form to KYTC. This form serves as a summary of the traffic that your ferry has seen over the past month. The sheets that are used to collect daily traffic totals do not need to be sent to KYTC.

It is left to the discretion of the ferry authority how data for the Ferry Traffic Count form is to be collected daily. If there are categories that do not apply to your operation, the daily forms that you use to collect your Traffic Count data can omit these. However, the Ferry Traffic County form that is submitted to KYTC should not be modified to ensure a standardized collection of data between the seven state funded ferries. If, for instance, your ferry does not allow foot passengers, enter all zeros in that column on the Ferry Traffic County form. Leaving blank spaces can result in a submitted TC 59-4 being rejected as incomplete delaying reimbursement.

The Ferry Traffic Count form can be completed using Microsoft Excel or filled in by hand. Blank paper copies of the Ferry Traffic Count form as well as the Excel file will be provided to the ferry authorities for their use. The use of Excel is encouraged as it will automatically total all the columns reducing your paperwork and any potential calculation errors.

Once the Ferry Traffic Count form is completed, it can be submitted to KYTC by regular mail or via email. However, operational invoices will **NOT** be processed until the Ferry Traffic Count form is received. If an invoice is received without the necessary Ferry Traffic Count form, the ferry authority will be notified that this needs to be submitted.

OPERATION COLUMNS

FULL-HOURS-Mark the number of full hours your ferry was in operation on this day. Only report full hours, no partial hours. At the end of the month, this column should be summed up and the total number of full hours your ferry was in operation placed at the bottom of the column.

ADVERSE HOURS- As outlined in your KYTC operations contract, if your ferry was closed on this day for adverse weather ONLY mark the number of full hours closed. At the end of the month, this column should be summed up and the total number of Adverse Weather hours placed at the bottom of the column.

ADVERSE CODE-If your ferry reported Adverse Weather hours on this day, you must provide the corresponding closure code. If there were several Adverse Weather reasons for closure, select the main reason. Failure to report the closure code can result in a submitted TC 59-4 being rejected as incomplete.

CLOSED HOURS-If your ferry was not in operation during scheduled hours and the closure does not qualify as Adverse Weather, mark the number of full hours closed. At the end of the month, this column should be summed up and the total placed at the bottom of the column.

CLOSED CODE-If your ferry reported closed hours on this day, you must provide the corresponding closure code. If there were several reasons for closure, select the main reason. Failure to report the closure code can result in a submitted TC 59-4 being rejected as incomplete.

CLOSURE CODES:

FG-FOG-Fog prevented visibility necessary to safely operate ferry.

HW-HIGH WATER-Water levels were too high to safely operate ferry.

LW-LOW WATER-Water levels were too low to operate ferry.

RP-REPAIRS-Major repairs made to the ferry.

MT-MAINTENANCE-Routine, minor activities to maintain the ferry.

WD-WIND-Wind was too high to safely operate ferry.

SN-SNOW-Snow prevented the safe operation of the ferry.

IC-ICE-Ice prevented the safe operation of the ferry.

OT-OTHER-Any other closure not indicated above.

VEHICLE TYPE COLUMNS

Cars: Traditional type passenger vehicles that were transported on the ferry, excluding those on trailers.

Pickup, SUV, Van: All other passenger vehicle types, excluding those on trailers.

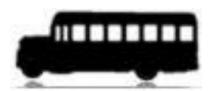**2 Axle Truck**: Box truck, Delivery truck, Panel truck, etc.

3 Axle Truck: Dump trucks, Coal Trucks, etc.

4 Axle truck: The Truck and trailer are counted as one vehicle.

5 Axle Truck: The truck and trailer are counted as one vehicle.

Bus: School bus or charter.

Motorcycle: Only counted if ridden across ferry (not on trailer).

Farm/ Const. Eqpt: Agricultural or Construction Equipment, not on a trailer: Tractors, Combines, Backhoes, Excavators, etc.

TRAILERS COLUMNS

1 Axle Trailer: For all trailer types with one axle. The vehicle-pulling trailer would be marked separately. If a van pulling a trailer crossed ferry, it would count as one van and one trailer.

2+ Axle Trailer: For all trailer types with 2 or more axles. The vehicle-pulling trailer would be marked separately. If a pickup pulling a trailer crossed ferry, it would count as one pickup and one trailer.

Foot Passenger: Only indicate the number of individuals that walked onto your ferry for a ride, do not include those that drove their vehicle onto the ferry and walked around on the trip. At the end of the month, this column should be summed up and the total placed at the bottom of the column.

Bicycles: The number of bicycles that were ridden onto your ferry, not ones transported in a truck or on the back of a car. At the end of the month, this column should be summed up and the total placed at the bottom of the column.

TOTAL # OF TRIPS-This is the total number of trips, both empty and loaded, that your ferry made. A trip is equal to a one-way crossing. At the end of the month, this column should be summed up and the total placed at the bottom of the column.

TOTAL # OF PASSENGERS-This is the total number of people transported by the ferry. This includes those in all Vehicle Type Columns (Cars through 2 Axle Trailers), all foot passengers and all those on bicycles. At the end of the month, this column should be summed up and the total placed at the bottom of the column.

TOTAL # OF VEHICLES-This is the total of all Vehicle Type Columns transported by the ferry, Cars through 2 Axle Trailers. Do not include bicycles in the total # of vehicle totals. At the end of the month, this column should be summed up and the total placed at the bottom of the column.