

## Instructions for filling out the FTA Charter Exceptions Monthly Reporting Form

There are four exceptions for which a monthly report is required:

- government officials (Section 604.6);
- qualified human service organizations (Section 604.7);
- leasing (Section 604.8); (Leasing is NOT allowed by KDOT)
- no response from a registered charter provider (Section 604.9).

The form is broken into three sections.

### Section 1 -For All Exceptions

- This section is filled out for all exceptions.  
In the first column specify which exception you relied upon to perform the charter service according to the following codes:
  - o government officials - GO
  - o qualified human service organizations - QH
  - o leasing – LE (Not allowed per KDOT)
  - o when no registered charter provider responds to notice from a recipient - WN

Fill out the name, address, phone number, and email address of the government organization, qualified human service organization, or group as appropriate.

### Section 2- For GO, QH, and WN Exceptions Only

- This section is filled out for the government officials, qualified human service organizations, and when no registered charter provider responds to notice from a recipient only.  
Provide the requested trip information as indicated.  
For vehicle numbers please list all vehicle numbers separated by semicolons. If there's not enough room to include this information, please attach a separate sheet with the required information. When doing this, please indicate the line number by referring to the number in column "A".

### Section 3 – For LE Exception Only (Not Allowed)

- This section is filled out for the leasing exception only.  
For this exception supporting documentation is required.  
In column "P" list the title(s) of any documentation that supports the requirements of Section 604.8.b.3.

**This form needs to be submitted monthly to your KDOT Program Coordinator, by the 10<sup>th</sup> of the following month.**