Ridership Data Import

Upload a CSV file using the form above containing desired ridership data. After uploading, you will have a chance to confirm before any data is imported. Multiple riders sharing trip data will be grouped into a single trip. Download the sample file to see an example of what data to include and how to format the data.

If you are manually entering data in Microsoft Excel, cells should be formatted as text to prevent issues with leading zeroes. To do this select cells, right click, choose 'Format Cells', select 'Text', and click 'Ok'.

The following fields must be present in the uploaded file:

Trip Identification:
• County: Make sure to include leading zeroes. County '01' is different from county '1'.
• Route: Make sure to include leading zeroes. Route '01' is different from route '1'.
• Date: Format date as MM/DD/YYYY. Example: 5/6/2020
• Driver
• Vehicle: Specify the vehicle ID of the desired vehicle.
• Beginning Odometer: Must be a decimal number. Cannot overlap Ending Odometer.
• Ending Odometer: Must be a decimal number. Cannot overlap Beggining Odometer.
• Hours of Service: Must be a valid time in format HH:MM.

On-Demand Route:
• Origin
• Destination
• Passenger Type: Specify a single character. G=General, E=Elderly, D=Disabled, B= Both Elderly and Disabled
• Core Code: Specify a valid core code. If your project uses sub codes this can be left blank and core code will be automatically determined.
• Sub Code: If your project uses sub codes, specify a valid sub code. If not, this should be left blank.
• Fare Pass: Enter TRUE if the rider used a fare pass. If a fare pass is used, no Fare Money should be entered.
• Fare Money: Enter a decimal value (with no $ symbol). If a fare pass is used, no Fare Money should be entered.
• Sponsored: Enter TRUE if the rider requested the ride through a sponsored service.
• Cash Collected: Enter a decimal value (with no $ symbol).
• Pickup Odometer: Must be a decimal number. Cannot overlap beggining/ending odometers.
• Dropoff Odometer: Must be a decimal number. Cannot overlap beggining/ending odometers.
• Call In Time: Optional. Must be a valid time.
• Pickup Time: Optional. Must be a valid time.
• Dropoff Time: Optional. Must be a valid time.

Fixed Route:
• Passenger Count: Must be a valid integer value.
• Elderly Count: Must be a valid integer value.
• Disabled Count: Must be a valid integer value.
• Elderly & Disabled Count: Must be a valid integer value.
• Fare Passes: Must be a valid integer value.
• Fare Money: Must be a valid decimal value.
• Passenger Miles: Must be a valid decimal value.