



## 2020 FPTA ANNUAL ORGANIZATIONAL AWARDS PROGRAM

### 1. OVERVIEW

The annual Florida Public Transportation Association (FPTA) Organizational Awards Program recognizes excellence in the public transportation industry in the state of Florida at the organization level.

### 2. FPTA ORGANIZATIONAL AWARDS COMMITTEE

The award recipients are chosen by the FPTA Organizational Awards Committee, which is comprised of the FPTA Executive Director, a representative from the Florida Department of Transportation (FDOT), and a representative from the Center for Urban Transportation Research (CUTR) at the University of South Florida. Specific FDOT and CUTR representatives will be appointed annually by the FPTA Board of Directors and/or the FPTA Executive Committee.

The FPTA Organizational Awards Committee retains the option of not designating an award recipient in one or both categories if the quality or quantity of nominations is not adequate to satisfy the desired objectives of the award program.

### 3. 2020 AWARD CATEGORIES

The 2020 FPTA Organizational Awards Program will be limited to two awards:

- (1) Innovation and Creativity; and,
- (2) Outstanding Public Transportation System Achievement.

All FPTA public transportation systems in good standing (i.e., Corporate Members) are eligible to compete for these awards.

#### **A. Innovation and Creativity Award**

This award honors an FPTA public transportation system (i.e., corporate member) which has demonstrated innovative or creative concepts and effective problem-solving techniques for the public transportation industry. Only one program or project can be nominated per transit system.

These nominations should include:

- A brief description of the innovative or creative program or project

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- A summary of the results received and the positive effect on the organization and/or community
- A description of the program or project's applicability to other transit systems
- A description of how the innovation and creativity program or project supports industry goals

### **B. Outstanding Public Transportation System Achievement Award**

This award honors an FPTA public transportation system (i.e., corporate member) who has demonstrated achievement in efficiency and effectiveness.

This award will be scored on both quantitative and qualitative measures:

**Quantitative Measures** - will account for up to 2/3 of the total score. Nominations for this award shall include verifiable data for the most recent consecutive three-year completed fiscal year periods (and not calendar years). National Transit Database (NTD) information should be used where possible. Any other data sources should be detailed. This data must be provided on the Quantitative Measures Form provided.

**Qualitative Measures** - will account for up to 1/3 of the total score. Nominations should outline specific programmatic improvements and achievements for the last three years in the following areas:

- **Safety** - enhanced safety measures
- **Operations** - efficiencies in operation procedures
- **Customer Service** - methods of providing additional value and service to riders
- **Financial Management** - effective financial controls
- **Attendance and Employee Costs** - containing costs and improving absentee rates
- **Staff Development** - methods for recruiting, developing and retaining staff
- **Marketing** - developing effective marketing tools to retain and attract riders
- **Policy and Administration** - implementing effective and productive administrative techniques
- **Community Relations** - promoting positive relations and contributing to a more "livable" community

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### 4. NOMINATION SUBMITTAL REQUIREMENTS

- A nomination can be made by any employee of an FPTA member.
- The nomination should be legible and font size should be no smaller than ten (10) points.
- All nominations must include a completed FPTA Annual Award **Nomination Form** cover sheet. The Nomination Form does not count toward the page limits.
- For the *Innovation and Creativity Award*, a nomination should be **no more than five pages long, but up to three additional pages in attachments** (i.e., news articles, recommendation, etc.) are allowed. Only one program or project can be nominated per transit system.
- For the *Outstanding Public Transportation System Achievement Award*, the **Quantitative Measures Form** must be completed for the most recent consecutive three-year completed fiscal year periods (not calendar years).
- Excluding the **Nomination Form** and the **Quantitative Measures Form**, the nominations for the *Outstanding Public Transportation System Achievement Award* should be **no more than five pages long, but up to three additional pages in attachments** (i.e., news articles, recommendation, etc.) are allowed.
- **Recap and Helpful Hints:**
  - Tell a story. Why is your nominee the best choice for the award?
  - Keep your nomination to five pages in length (less required forms).
  - Up to three additional pages of attachments are allowed.
  - The nomination must be legible and the font size cannot be smaller than 10 points.
  - Don't forget to complete and sign the **Nomination Form**.
  - Completely fill out the **Quantitative Measures Form** for the nominations for the *Outstanding Public Transportation System Achievement Award*.

### 5. TIMETABLE

- **July 13, 2020:** distribution of 2020 FPTA Organizational Awards Program nomination packets via Annual Conference web page
- **August 14, 2020:** deadline for submittal of nominations



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- **August 17-21, 2020:** judging of nominations received and selection of the 2020 Innovation and Creativity and 2020 Outstanding Public Transportation System Achievement award winners
- **October 2020:** The awards presentation will be conducted virtually this year. FPTA will coordinate the exact timing at a later date, but every effort will be made to do this in conjunction with the October 2020 Virtual Conference.

### 6. SUBMITTAL INSTRUCTIONS

All awards should be submitted to the attention of Lisa Bacot at FPTA on or before the close of business on Friday, August 14, 2020 by email:

Lisa Bacot, Executive Director  
Florida Public Transportation Association  
[lisabacot@floridatransit.org](mailto:lisabacot@floridatransit.org)



**2020 FPTA ANNUAL ORGANIZATIONAL AWARDS PROGRAM**

**2020 NOMINATION FORM**

**AWARD NOMINATION FOR:**

- Innovation and Creativity Award
- Outstanding Public Transportation System Achievement Award

**NOTE: Separate nomination packets are required for each award.**

**NAME OF ORGANIZATION:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_

**NOMINATOR’S NAME:** \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

NOMINATOR’S BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**THE INFORMATION CONTAINED HEREIN IS ACCURATE AND VERIFIABLE.**

NOMINATOR’S SIGNATURE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



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**QUANTITATIVE MEASURES FORM**

**(Must be submitted for the Outstanding Achievement Award -  
Not required for Innovation and Creativity Award)**

**INFORMATION FOR FISCAL YEARS 2016-17, 2017-18, and 2018-19**

*Note: All requested data must be included with your submittal for the Outstanding Public Transportation System Achievement Award or it will not be considered.*

**NAME OF ORGANIZATION:** \_\_\_\_\_

Performance Data	FY 2016-17	FY 2017-18	FY 2018-19
<b>DATA TO BE PROVIDED</b>			
Unlinked Passenger Trips			
Annual Revenue Miles			
Annual Revenue Hours			
Vehicles Available in Maximum Service			
Vehicles Operated in Maximum Service			
Average Age of Fleet (in years)			
Total Employee FTE's			
Annual Operating Expenses			
Annual Maintenance Expenses			
Passenger Fare Revenue			