



FEDERAL TRANSIT ADMINISTRATION

Bus Testing Portal Submitter User Guide

Table of Contents

1.	Overview	1
2.	Browser Compatibility	1
3.	Bus Testing Dashboard	1
4.	New Form Creation	5
5.	Deleting a Form.....	6
6.	Submitting Form.....	7
7.	Determination versus Authorization.....	17
8.	Returned to Submitter.....	17
9.	Determined	18
10.	Testing Authorized versus Testing Not Authorized	18
11.	FTA Admin Comments / Comments tab	19
12.	Change Log / Comments Log.....	19

1. Overview

The Bus Testing Portal is a web-based application that provides a “one-stop-shop” framework for:

- Transit vehicle manufacturers (TVMs) to submit requests for FTA to determine Bus Testing requirements for new or modified bus models
- FTA to review a TVM submission and ask any needed follow-up or clarification questions
- FTA to document its determination of testing requirements for a new or modified bus model
- FTA to document its authorization for the specified bus model to begin testing at the Bus Testing Center
- Notification to the Bus Testing Center that FTA has approved a specific test bus to begin the full or partial testing that FTA has determined will be required
- Archiving past determinations and authorizations in a searchable database

There are four primary roles in the application which are Submitter, Administrator, Reviewer, and Viewer:

Role	Held by	Rights and Functions
Submitter	TVM	Create/edit a submission View submissions they have created
Administrator	FTA	View all submissions Assign submissions to an administrator or reviewer Draft responses to submissions assigned to them Issue final determinations and authorizations Manage Reviewer and Viewer accounts and roles
Reviewer	Support contractor	View all submissions Draft responses to submissions assigned to them
Viewer	Bus Testing Center	View all completed testing authorizations

2. Browser Compatibility

The application is compatible on the following browsers:

- Chrome
- Firefox
- Microsoft Edge

3. Bus Testing Dashboard


The Bus Testing Dashboard page for submitters will consist of a grid displaying a list of submissions the logged in user has submitted. When a user enters Bus Testing for the first time, the following message will display in place of the grid: “There are no requests displayed at this time.” Once a submission is made, the message will be replaced by the **dashboard grid** which will list all submissions made.

The **dashboard grid** contains the following information for each submission:

1. Form Name
 2. Creator Name
 3. Date Submitted
 4. Assigned To
 5. Application Status
 6. Functions
-

United States Department of Transportation

Logged in As: georgia.nasios.ctr@dot.gov | Exit

Federal Transit Administration













BT | Bus Testing

Dashboard

Show/Hide Filters

Create New Bus Testing Form

Search on any of the fields below

Form Name	Creator Name	Date Submitted	Assigned To	Application Status	Functions
Change Log 2020 - 20220225 08:18:36	Primary Contact Name CHANGED	2/25/2022	Nasios,Georgia	Submitted	  
Testing Report 2022 - 20220217 09:32:11	asdf	2/17/2022	Nasios,Georgia	Submitted	  
Testing Test 1 2022 - 20220223 15:41:33	asdf	2/23/2022	Nasios,Georgia	Returned to Submitter	  
New Form 2022 - 20220215 21:52:40	First Last	2/15/2022	Nasios,Georgia	Submitted	  


Showing 1 to 4 of 4 entries

1

A **Filters** tool and the **Search** field is provided to narrow down search results in the dashboard grid.

United States Department of Transportation

Logged in As: georgia.nasios.ctr@dot.gov | Exit

Federal Transit Administration













BT | Bus Testing

Dashboard

Show/Hide Filters

Create New Bus Testing Form

Search on any of the fields below

Form Name	Creator Name	Date Submitted	Assigned To	Application Status	Functions
Change Log 2020 - 20220225 08:18:36	Primary Contact Name CHANGED	2/25/2022	Nasios,Georgia	Submitted	  
Testing Report 2022 - 20220217 09:32:11	asdf	2/17/2022	Nasios,Georgia	Submitted	  
Testing Test 1 2022 - 20220223 15:41:33	asdf	2/23/2022	Nasios,Georgia	Returned to Submitter	  
New Form 2022 - 20220215 21:52:40	First Last	2/15/2022	Nasios,Georgia	Submitted	  


Showing 1 to 4 of 4 entries

1

The dashboard provides access to the **Create New Bus Testing Form** button which initiates a new form submission.

United States Department of Transportation

Logged in As: georgia.nasios.ctr@dot.gov | Exit

Federal Transit Administration













BT | Bus Testing

Dashboard

Show/Hide Filters

Create New Bus Testing Form

Search on any of the fields below

Form Name	Creator Name	Date Submitted	Assigned To	Application Status	Functions
Change Log 2020 - 20220225 08:18:36	Primary Contact Name CHANGED	2/25/2022	Nasios,Georgia	Submitted	  
Testing Report 2022 - 20220217 09:32:11	asdf	2/17/2022	Nasios,Georgia	Submitted	  
Testing Test 1 2022 - 20220223 15:41:33	asdf	2/23/2022	Nasios,Georgia	Returned to Submitter	  
New Form 2022 - 20220215 21:52:40	First Last	2/15/2022	Nasios,Georgia	Submitted	  


Showing 1 to 4 of 4 entries

1

The dashboard grid displays functions that can be performed per submission in the **Functions** column.

United States Department of Transportation

Logged in As: georgia.nasios.ctr@dot.gov | Exit

Federal Transit Administration













BT | Bus Testing

Dashboard

Show/Hide Filters

Create New Bus Testing Form







Search on any of the fields below

Form Name	Creator Name	Date Submitted	Assigned To	Application Status	Functions
Change Log 2020 - 20220225 08:18:36	Primary Contact Name CHANGED	2/25/2022	Nasios,Georgia	Submitted	  
Testing Report 2022 - 20220217 09:32:11	asdf	2/17/2022	Nasios,Georgia	Submitted	  
Testing Test 1 2022 - 20220223 15:41:33	asdf	2/23/2022	Nasios,Georgia	Returned to Submitter	  
New Form 2022 - 20220215 21:52:40	First Last	2/15/2022	Nasios,Georgia	Submitted	  

Showing 1 to 4 of 4 entries

1

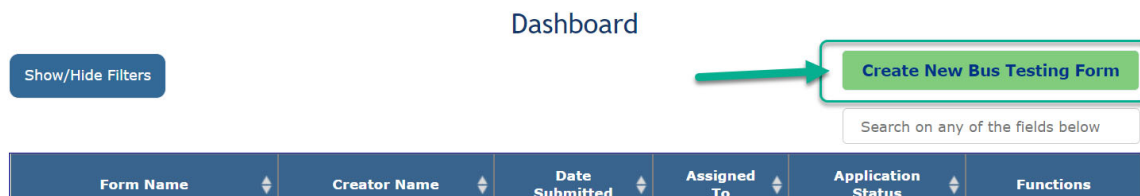
Functions column Icon Descriptions:

View Icon		View form and submitted data
Edit Icon		Opens a form that is either In Progress, Returned to Submitter, or Determined, and if desired, make edits to the form
Questions/Answers Icon		Submit a question to an Administrator regarding the associated form
Pending Question Icon		This icon displays when <ol style="list-style-type: none">1. The Questions/Answers module contains an FTA question that requires an answer from the submitter, or2. FTA has responded to a question from the submitter
PDF Icon		Displays after a form has been Submitted and allows the user to view/print/save a PDF version of the form and all data entered and the FTA response (if complete).
Delete Icon		Allows the user to delete a form that has been begun but has not yet been submitted for review.

4. New Form Creation

Clicking the Create New Bus Testing Form button will initiate the creation of a new submission. Fill out the Intro tab in order to create the form.

1. Click on Create New Bus Testing Form button



2. On the Intro tab, enter the following information:
 - a. Bus Model – model of bus that form is for
 - b. Manufacturer Name – name of bus manufacturer that form is for

c. Bus Model Year – year of bus that form is for

United States Department of Transportation

Logged in As: georgia.nasios.ctr@dot.gov | Exit

Federal Transit Administration | **BT** | **Bus Testing**

Intro | Contact Info | Regulatory Compliance | Vehicle Details | Testing Requirements & Authorization | Comments

Bus Testing Introduction

[← Back to Dashboard](#)

Welcome to the new Bus Testing Website. This Bus Testing web based portal provides a seamless process for determining testing requirements and authorizing buses for testing at FTA's Bus Testing Center. Once you have submitted your request for a Bus Testing determination and/or authorization, the portal will generate a task for a review by a FTA Bus Testing manager. FTA will document its decision in the system, which will then generate official responses to the applicant and the Bus Testing Center as evidence of FTA concurrence.

FTA is committed to increasing the transparency and efficiency of the Bus Testing determination and testing authorization process, and to decrease the time between first contacting FTA and the bus commencing testing. To continue improving the Bus Testing application, at the end of each application, the form will ask for an estimated time of completion. FTA, like in the past, will only request information that is required through 49 CFR 665 so the time burden estimate should only represent the time the applicant took to fill out the form.

i

Please enter the information below to create a Form Name. These fields are required to begin your submission.

Note: Upon submission, the fields below will not be editable and the Date of the Submission will be appended to the official Form Name

Bus Model * **Manufacturer Name *** **Bus Model Year ***

Create Form and Continue

3. Click the Create Form and Continue button

Bus Model * **Manufacturer Name *** **Bus Model Year ***

Create Form and Continue

4. You may now either continue creation of the submission form on the following tabs, or you can save your work and return to it later.

5. Deleting a Form

Any of your forms that have been initiated but have not yet been submitted are eligible to be deleted if desired.

To delete a form that has been initiated but not yet submitted:







1. Locate form name on dashboard grid

2. Click on the Delete icon in the Functions column

Show/Hide Filters

Create New Bus Testing Form

Search on any of the fields below

Form Name	Creator Name	Date Submitted	Assigned To	Application Status	Functions
asdf asdf 2001	asdf	N/A	Not Assigned	In-Progress	  
Change Log 2020 - 20220225 08:18:36	Primary Contact Name CHANGED	2/25/2022	Nasios,Georgia	Submitted	  
Testing Report 2022 - 20220217					

3. Click OK to confirm deletion of form

ftawebtest.fta.dot.gov says

Are you sure you want to delete?

OK

Cancel

6. Submitting Form

Once you have initiated a form, fill out as many fields as possible/necessary to submit the form for review.

To Submit a form, go through each of the tabs and fill out the fields as necessary:







Note: Some fields are required in order for form submission to be permitted.

1. Click on Edit icon of an In-Progress form

Show/Hide Filters

Create New Bus Testing Form

Search on any of the fields below

Form Name	Creator Name	Date Submitted	Assigned To	Application Status	Functions
asdf asdf 2001	asdf	N/A	Not Assigned	In-Progress	  
Change Log 2020 - 20220225 08:18:36	Primary Contact Name CHANGED	2/25/2022	Nasios,Georgia	Submitted	  
Testing Report 2022 - 20220217					

2. Navigate to the Contact Info tab
 - a. Fill out the required fields for:
 - i. Parent Company Address
 - ii. Primary Contact Information

[Intro](#) [Contact Info](#) [Regulatory Compliance](#) [Vehicle Details](#) [Testing Requirements & Authorization](#) [Comments](#)[← Back to Dashboard](#)

Contact Information

Note: Fields marked with asterisk '*' are mandatory

Parent Company Name

asdf

Other Name(s)/Make(s) this bus model is marketed under

Street Address *

asdf

Address 1

Address 2

City *

asdf

Country *

USA

State *

Delaware

Zip Code *

23433

Primary Contact

Name *

asdf

Title *

asdf

Email *

Phone (ex. (555)555-5555) *

1231231232

Alternate Contact

Name

Title

Email

Phone (ex. (555)555-5555)

Save

Cancel

[Change Log](#)[Comments Log](#)

Change Description

Modified Date/Time

Modified By


No data found

[Previous](#)[Next](#)

3. Click Next or click on the Regulatory Compliance tab
 - a. Fill out the required fields for:
 - i. In order to submit the form for Authorization, the Manufacturer/Vehicle Compliance checkboxes must be filled; if you are submitting for Determination, these fields are not required

United States Department of Transportation

Logged in As: georgia.nasios.ctr@dot.gov | Exit

 **Federal Transit Administration**

BT | **Bus Testing**

[Intro](#) [Contact Info](#) [Regulatory Compliance](#) [Vehicle Details](#) [Testing Requirements & Authorization](#) [Comments](#)

[← Back to Dashboard](#)

TVM Regulatory Compliance

(required if seeking testing authorization)

Manufacturer/Vehicle Compliance

Each manufacturer must comply with all applicable Federal Motor Vehicle Safety Standards (FMVSS). Indicate below that you comply with these requirements for each of the following by clicking each checkbox below. You may also upload supporting documentation, but it is not required.

Compliant	Not Applicable	Federal Motor Vehicle Safety Standards (FMVSS) and NHTSA requirements
<input type="checkbox"/>		565 - Vehicle Identification Number
<input type="checkbox"/>		566 - Manufacturer Identification
<input type="checkbox"/>		567 - Certification
<input type="checkbox"/>	<input type="checkbox"/>	568 - Vehicle Manufactured in Two or More Stages

No file chosen

Max file size is 40 MB. Please use PDF or compressed files in order to limit file size.

Description

Document Name	Description	Function
No data found		

Disadvantaged Business Enterprise (DBE) Goals

If you are listed on the [Eligible Transit Vehicle Manufacturers](#) website, it serves as adequate proof of evidence and this field is not necessary. Otherwise, please provide evidence that Disadvantaged Business Enterprise (DBE) goals have been submitted to FTA pursuant to 49 CFR Part 26.

Choose File

No file chosen

Max file size is 40 MB. Please use PDF or compressed files in order to limit file size.

Description

AddClear

Document Name	Description	Function
No data found		

SaveCancel

Change LogComments Log

Change Description	Modified Date/Time	Modified By
No data found		

PreviousNext

- Click Next or click on the Vehicle Details tab

Note: None of the fields on this tab are required, but the more information that is provided with your submission, the better the reviewer will be able to determine what tests will be required and/or authorize testing of the bus without having to ask you for additional information or clarification.

[Intro](#) [Contact Info](#) [Regulatory Compliance](#) [Vehicle Details](#) [Testing Requirements & Authorization](#) [Comments](#)[← Back to Dashboard](#)

Vehicle Details

Vehicle Identification Number (VIN)



Is this bus model a variation of another bus model and/or a previously-tested bus model? (If yes, please provide details in the description field below)

☐ Yes ☐ No

General vehicle configuration/description (Describe in detail per the [FTA Bus Testing guidance](#))

Please describe in detail the vehicle configuration/description including any variations from existing bus models.



Service life category

-- Select --



Overall length (body-to-body)

Feet

Inches

Width (not including mirrors)

Feet

Inches

Height (clearance height, including solid roof-mounted equipment)

Feet

Inches

Wheelbase (1st to 2nd axle)

Feet

Inches

Wheelbase (2nd to 3rd axle, if applicable)

Feet

Inches

Wheelbase (3rd to 4th axle, if applicable)

Feet

Inches

Curb Weight

In Pounds

Front axle weight rating (GAWR)

In Pounds

Middle axle weight rating (GAWR)

In Pounds

Rear axle weight rating (GAWR)

In Pounds

Gross vehicle weight rating (GVWR)

In Pounds

Articulated bus?

☐ **Yes** ☐ **No**

Is this bus built on a chassis produced by another company?

☐ **Yes** ☐ **No**

Make/Model of chassis (required if chassis is produced by another company)

Describe any significant chassis modifications, or state 'unmodified'

Character limit is 3000. Verify that pasted text is complete and appears as you intended. You may attach supplemental documentation, if needed.



Fuel Type/Power Source

Other Fuel Type/Power Source

Hybrid powertrain?

☐ Yes ☐ No

Additional Information

Character limit is 3000. Verify that pasted text is complete and appears as you intended. You may attach supplemental documentation, if needed.



Number of passenger seats (not including driver seat)

Number of wheelchair positions

Reduction in number of passenger seats when all wheelchair positions are in use (enter '0' if no reduction)

Manufacturer-designated standing passenger capacity: (Must match placard installed in bus)

Describe any significant differences between the design, components, techniques, tooling, and materials used in the test bus, and those that will be used in production of subsequent buses of this model (or state 'None')

Character limit is 3000. Verify that pasted text is complete and appears as you intended. You may attach supplemental documentation, if needed.



Select the country where these major components of the test unit were manufactured. (If component is not installed select N/A; Components that are included in a chassis built by another company select Other Company Chassis Component)

Chassis

-- Select --

Body Shell

-- Select --

Front Axle

-- Select --

Middle Axle

-- Select --

Rear Axle

-- Select --

Engine

-- Select --

Fuel Injectors and Manifolds

-- Select --

Fuel Injection ECU

-- Select --

Transmission

-- Select --

Traction Battery Cells

-- Select --

Traction Battery Pack(s)

-- Select --

Electric Propulsion Motor(s)

-- Select --

Inverter(s)

-- Select --

Fuel Cell(s)

-- Select --

Fuel Tank(s)

-- Select --

You may list other major bus components and their countries of origin here, if desired

Character limit is 3000. Verify that pasted text is complete and appears as you intended. You may attach supplemental documentation, if needed.

Additional Information or Comments (optional)

Character limit is 3000. Verify that pasted text is complete and appears as you intended. You may attach supplemental documentation, if needed.

Save

Cancel

Change Log

Comments Log

Change Description	Modified Date/Time	Modified By
No data found		

Previous

Next

5. Click Next or click on the Testing Requirements and Authorization tab
 - a. Select if you believe the Bus you are submitting the form for should undergo Full Testing, No Testing, or Partial Testing. This can help FTA focus its review, potentially reducing its review time.
 - i. If you select No Testing, you will be required to enter Bus Testing Report Number(s) that contain similar test data
 - ii. If you select Partial Testing, you will be required to identify which tests you believe are required and which are not required
 - b. Select whether or not you are submitting your form for Determination and/or for Authorization
 - c. Identify an estimate of the total amount of time taken to complete the form prior to submission (cumulative, in the event of a re-submission)

Note: You may add additional comments or upload additional documents that will support your submission prior to submission

[Intro](#) [Contact Info](#) [Regulatory Compliance](#) [Vehicle Details](#) **Testing Requirements & Authorization** [Comments](#)[← Back to Dashboard](#)

Testing Requirements & Authorization

Note: Fields marked with asterisk '*' are mandatory

The information required to seek an FTA determination of Bus Testing requirements and/or to seek authorization to begin testing a bus is described on FTA's website at <https://www.transit.dot.gov/research-innovation/bus-testing-determination-and-authorization-process>.

Testing Determination

Select the corresponding Testing for determination and/or testing authorization you wish to request. If the selections for each Bus Testing Procedure do not match the Testing selected, the system will confirm a correction prior to form submission.

*

☒ **Full Testing:**

New model or significantly different data may be expected compared to previous tests.

☐ **No Testing:**

☐ **Partial Testing:**

Determination or Authorization

If you are only seeking Determination and not seeking Authorization at this time, you will have the ability to come back at a later time to request Authorization for this form.

Seeking Authorization for Testing * ☐ Yes ☐ No

Below you may add any additional comments and documents which support your Bus Testing submission. Please also indicate how much time you have spent filling out this form to comply with PRA (see additional details on the Intro tab).

Additional Comments

Character limit is 3000. Verify that pasted text is complete and appears as you intended. You may attach supplemental documentation, if needed.

Please provide the estimated time taken to fill out the form *

Hours

Minutes

00

00

Supplemental Documentation

No file chosen

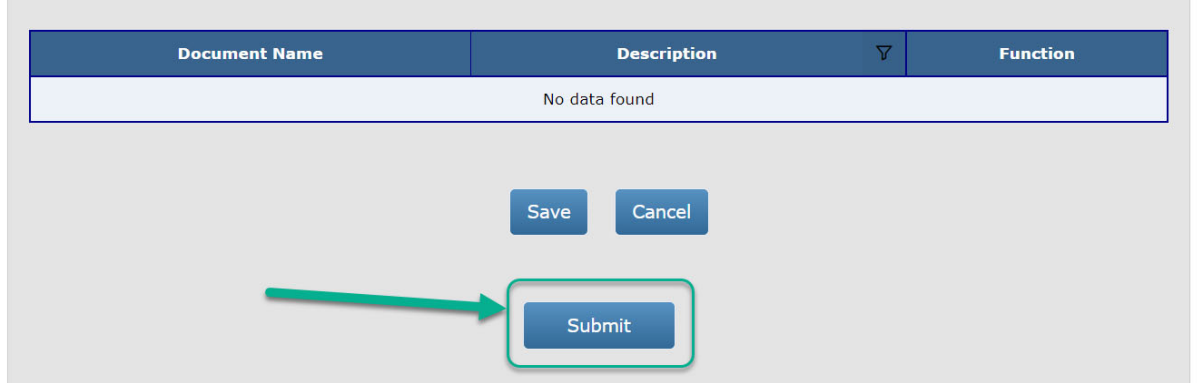
Max file size is 40 MB. Please use PDF or compressed files in order to limit file size.

Description

Document Name	Description	Function
No data found		



6. Click the Submit button



Document Name	Description	Function
No data found		

SaveCancel

Submit

7. You will be returned to the dashboard grid screen with a confirmation message that your form has been submitted.
You will also notice that your form now has a status of Submitted; The edit icon is no longer available and the View icon is available.

7. Determination versus Authorization

During the submission process, you have the choice to submit the form for a Determination of Bus Testing requirements and/or for an Authorization to begin testing the bus.

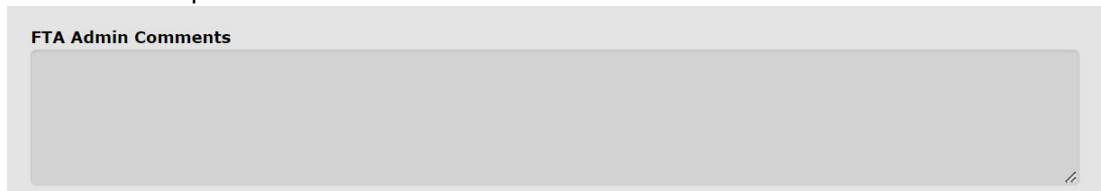
Determination	Select Determination when you are looking for a preliminary evaluation of a bus model that may be coming in the future, but you are not ready to request official Authorization of the testing procedures required for the bus model.
Authorization	Select Authorization to seek an FTA authorization to begin testing the described bus at the Bus Testing Center.

8. Returned to Submitter

If an Administrator or Reviewer finds that a form requires additional information or needs clarification, the reviewer of the form will return the submission to the submitter to provide the needed information.

This status provides the submitter access to the form again to do the following:

1. See comments from the reviewer
 - a. Each tab of the form will contain an FTA Admin Comments field containing comments from the reviewer to the submitter. Comments may be entered on some tabs and not others. Here's an example of the FTA Admin Comments field:




FTA Admin Comments

- b. All of the comments entered in all the tab's FTA Admin Comments fields are summarized on the Comments tab:

United States Department of Transportation

Logged in As: georgia.nasios.dtr@dot.gov | Exit

 **Federal Transit Administration**

BT | **Bus Testing**

[Intro](#) [Contact Info](#) [Regulatory Compliance](#) [Vehicle Details](#) [Testing Requirements & Authorization](#) **Comments**

[← Back to Dashboard](#)

Comments

Admin Comments

Tab Name	Commented By	Comments	Commented On
Regulatory Compliance	Nasios, Georgia		2/24/2022 1:56:21 PM
Vehicle Details	Nasios, Georgia		2/24/2022 1:56:21 PM
Contact Info	Nasios, Georgia		2/24/2022 1:56:21 PM
Testing Requirements & Authorization	Nasios, Georgia	comments	2/24/2022 1:56:21 PM

[Previous](#)

2. Navigate to the appropriate tabs/fields and apply edits or additional information to the form as requested
3. Resubmit the form:
 - a. Navigate to the Testing Requirements and Authorization tab
 - b. Scroll down and click on the Submit button

9. Determined

A submission in Determined status has completed FTA review, and FTA has determined the test procedures that will and/or will not be required for that bus model/configuration. No further action is required, and the submitter may return to that application at any time in the future to edit the contents of the form to prepare it to submit for Authorization of the required Bus Testing procedures.

The Reviewer can provide comments to the Submitter in the form that the submitter can review before the submitter is ready to resubmit the form for Authorization. FTA comments pertaining to a tab can be viewed in the FTA Admin Comments fields at the bottom of that tab, and a summary of all comments on that submission can be viewed on the Comments tab.

10. Testing Authorized versus Testing Not Authorized

After a submitter submits a form when they are seeking testing Authorization of a bus model, the reviewer can request additional information if needed or finalize the form. If no further details are needed from the submitter then the reviewer will set the form to Testing Authorized or Testing Not Authorized. In both statuses, the form can no longer be edited but the submitter can still reach out to the reviewer asking/answering questions using the Submit Question/Answer module.

Testing Authorized	This status indicates that the Bus Testing procedures last identified by the reviewer on the Testing Requirements and Authorization tab are officially authorized to be completed for the described bus.
Testing Not Authorized	This status indicates that none of the described bus is not authorized to begin testing. FTA will explain its rationale for a Testing Not Authorized decision in its comments.

11. FTA Admin Comments / Comments tab

Once a form is submitted for review, the reviewer can provide comments/feedback on each tab of the form via the FTA Admin Comments field. These comments can be viewed separately on each tab or a summary of the comments can be viewed on the Comments tab.

Comments Tab Grid Contains:

Tab Name	The name of the tab the comment was entered on .
Commented By	The name of the reviewer that authored the comment.
Comments	The comment details.
Commented On	The date the comment was authored on.

The screenshot displays the FTA Bus Testing web application. The top navigation bar includes the United States Department of Transportation logo, the FTA logo, and the 'Bus Testing' title. The main content area shows a tabbed interface with 'Comments' selected. A 'Back to Dashboard' link is visible. The 'Comments' section features a table titled 'Admin Comments' with the following data:

Tab Name	Commented By	Comments	Commented On
Regulatory Compliance	Nasios, Georgia		2/24/2022 1:56:21 PM
Vehicle Details	Nasios, Georgia		2/24/2022 1:56:21 PM
Contact Info	Nasios, Georgia		2/24/2022 1:56:21 PM
Testing Requirements & Authorization	Nasios, Georgia	comments	2/24/2022 1:56:21 PM

A 'Previous' button is located at the bottom left of the comments section.

12. Change Log / Comments Log

Each of the tabs, except for the Intro and Comments tabs, include a Change Log and a Comments Log. Each of these logs keeps track of committed changes to the form. This means that each time the form status updates, any changes to the fields are recorded in the Change Log and any comments left by the reviewer in

the FTA Admin Comments field is recorded in the Comments Log. This keeps track and provides a chronological view of changes made or comments authored by the reviewer to the submitter.

To navigate from Change Log to the Comments Log, simply click on the corresponding tab name.

Change Log:

Change Log Comments Log		
Change Description	Modified Date/Time	Modified By
No data found		

Comments Log:

Change Log Comments Log		
Commented By	Comments	Commented On
Nasios,Georgia		2/24/2022 1:56:21 PM