ASSET REGISTER TERMINOLOGY (Slide #9)

Asset types: E = Equipment, S = Real Estate (Shelters), V = Vehicles. The code letter appears at the beginning of each asset number

Asset #: OPTIS-generated reference number – unique in all of OPTIS, e.g., V0999 or E023

Revision History: indicates a change to asset information such as status, mileage, etc. (1=revised once, 2=revised twice, etc.)

Reference numbers:
Tag # = Inventory control number assigned by owner/operator
Serial #= Usually assigned by manufacturers
District Lot #= Deed or parcel number or property id number (usu. found on county assessor's doc)
Legal ID #= Tax assessment number or lot number (also found on covenant document)
Plate #= License plate number
VIN #= Chassis identification number

Relations: Issued By=Who created the record in OPTIS. Owner=Grant recipient who owns the vehicle (on title); AKA "Secondary Lien Holder" Operator=Who actually uses the vehicle.

Step: Change Posted=Asset entry completed. Review Change=Asset entry in process

Asset Status: Active, Backup/Spare, Disposed, Out-of-Service, Pending Disposal, Title Released

Active – Vehicle is in active service to provide passenger transportation.

Backup/Spare – Vehicle is no longer in active passenger transportation service, but is retained as a back-up to temporarily replace active vehicles out of service for repairs, maintenance, etc.

Disposed – Vehicle has been sold at auction, used for trade-in on a new vehicle purchase, legally transferred to another agency, or otherwise disposed of. (NOTE: Disposed vehicles will remain in the Asset Register, but won't populate the APR.)

Out-of-service - Active vehicle temporarily out of service for maintenance, repairs, etc.

Pending Disposal – PTD has been notified of agency's intent to dispose of vehicle and has agreed to release title. This designation should only be used temporarily until the title has been released.

Title Released – A designation used for vehicles that are still used in transit service but for which PTD has already released the title. (Primarily used for older vehicles -- PTD no longer releases title on vehicles still in transit service.)