



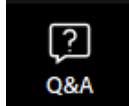
Innovative Clean Transit Reporting Tool Demonstration for 2024 Reporting

Tutorial Webinar
October 2025

Agenda

- Housekeeping
- Innovative Clean Transit (ICT) Reporting Requirements and Timeline
- Quick Overview of Important and Commonly Used Modules
- Common Mistakes and How to Avoid Them
- Recent ICTRT Updates
- Questions & Answers
- Next Steps
- Helpful Resources

Housekeeping

- This webinar is being recorded
- Recording and related materials will be available on the [ICT-Meetings & Workshops](#) webpage.
- All attendees have been muted
- Zoom Q&A function is enabled 
- Questions will be answered at the end of each section



Use the raised hand function (#2 if calling in by phone)



Please state your name and affiliation before asking a question or making a comment

Innovative Clean Transit (ICT) Regulation

Zero-emission bus (ZEB) Percentage of Total New Bus Purchases

Calendar Year	Large Transit	Small Transit
2023-2025 (standard bus)	25%	-
2026-2028 (all bus types, if passed Altoona Testing)	50%	25%
2029 & on (all bus types, if passed Altoona Testing)	100%	100%

ICT Reporting Requirements

- All transit agencies regardless of size must report annually
- Regulatory reporting deadline is March 31st of each year
- 2024 reporting cycle opens with delay on October 14th and closes on November 21st
- Transit agencies must report vehicle and purchase contract information of all buses with the gross vehicle weight rating (GVWR) greater than 14,000 lbs. that they own, operate, lease, or contract out
- Report should reflect December 31st of the cycle reporting for

ICT Bus Purchase Definition

- A bus purchase is not when a bus is delivered!
- “Bus purchase” or “purchase” means when a transit agency executes one of the following:
 - A written “notice to proceed” to a bus manufacturer to begin the production of a bus;
 - A written purchase agreement between transit agency and the bus manufacturer to begin the production of a bus; or
 - A signed lease agreement between a transit agency and a bus manufacturer or a sales representative to place a new bus in revenue service for a contract term of five years or more.
- **Common mistake:** Not knowing the ICT definition of purchase

Questions



Use the raised hand function (#2 if calling in by phone)





Please state your name and affiliation before asking a question or making a comment


Bus Purchases Module


View

★ Bonus Credits


 Exemptions


 Rollout Plans


 ZE Mobility Programs


 Compliance History


Enter/Update

 Bus Information

 Bus Purchases

 Newly Delivered Buses

 ZE Mobility Miles

 Check Compliance Calculation & Finalize Report

No Buses Have Been Purchased

- **Common mistake:** Not indicating having no bus purchases!



California Air Resources Board
Innovative Clean Transit Reporting Tool

Reporting Cycle for 2024 Open

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UAT

List of Bus Purchases

Transit Agency Name

Sample Transit Agency - Demo

Transit Agency Id

206

No New Purchase For Year 2024

☒

Reporting Year	No Purchases	Create Date
2024	True	08/15/2025 13:55:10

Add Bus Purchases

- Add all and only bus purchases that occurred in the calendar year reporting for (i.e. data year/ calendar year 2024)

List of Bus Purchases

Transit Agency Name

Sample Transit Agency - Demo

Transit Agency Id

206

No New Purchase For Year 2024



+ Add Bus Purchase

+ Reported Bus Purchases

Contract Effective Date

- Contract effective date= bus purchase date (date of a notice to proceed issuance)

Add Bus Purchase

TransitAgency Name	Sample Transit Agency - Demo	Transit Agency Id	
Bus Purchase Contract Type	<input checked="" type="radio"/> Notice to Proceed/Purchase Agreement	<input type="radio"/> Lease Agreement	
Contract Number	Demo #1	Contract Effective Date	02/01/2024

+ Add

« February 2024 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

Add Bus Purchases

California Air Resources Board

Add Bus Purchase

ZEB / Conventional / Conversion	<input type="text" value="ZEB"/>
New / Used?	<input type="text" value="New"/>
Bus Type	<input type="text" value="Standard"/>
ZEB Fuel Type	<input type="text" value="Hydrogen (Fuel Cell)"/>
Expected Delivery Date	<input type="text" value="08/15/2025"/>
Actual Delivery Date	<input type="text"/>
Quantity of Buses	<input type="text" value="10"/>

Save

Search:

	New/Used	Bus Type	Previous Fuel Type	Converted Fuel Type	ZEB Fuel Type	Expected Delivery Date	Actual Delivery Date
--	----------	----------	--------------------	---------------------	---------------	------------------------	----------------------

Current Contract Modification

List of Bus Purchases

Transit Agency Name

Sample Transit Agency - Demo

Transit Agency Id

206

No New Purchase For Year 2024

+ Add Bus Purchase

Reported Bus Purchases

Show 100 entries

Search:

Bus Purchase Info

Contract Number: Bemo #2

Bus Contract Type: Purchase Agreement

Effective Date: 02/10/2024

Reporting Year: 2024

Edit Purchase Info

Bus Purchase Details

Bus Purchase Type	New/Used	Bus Type	Previous Fuel Type	Converted Fuel Type	ZEB Fuel Type	Expected Delivery Date	Actual Delivery Date	Qty of Buses	Action
Conventional	New	Standard	N/A	N/A	N/A	08/15/2025		5	Edit

Contract Number: Demo #1

Bus Contract Type: Purchase Agreement

Effective Date: 02/01/2024

Reporting Year: 2024

Edit Purchase Info

Bus Purchase Type	New/Used	Bus Type	Previous Fuel Type	Converted Fuel Type	ZEB Fuel Type	Expected Delivery Date	Actual Delivery Date	Qty of Buses	Action
ZEB	New	Standard	N/A	N/A	Hydrogen (Fuel Cell)	08/15/2025		10	

Bus Purchase Module Common Mistakes

- Not checking the box next to “No new bus purchases for year 202X”, if made no bus purchases
- Having a wrong understanding of bus purchase definition
- Reporting purchases from a different data year
 - Miss reporting a contract or reporting it in a wrong reporting cycle has an impact on compliance calculation
 - ICT tool has some codes to prevent reporting in a wrong cycle
 - If missed reporting contracts from previous cycles, contact the ICT team at ICT@arb.ca.gov

Questions



Use the raised hand function (#2 if calling in by phone)



Please state your name and affiliation before asking a question or making a comment

Newly Delivered Buses Module

View

★ Bonus Credits

✍ Exemptions

🚚 Rollout Plans

📄 ZE Mobility Programs

📅 Compliance History

Enter/Update

i Bus Information

🚌 Bus Purchases

🚌 Newly Delivered Buses

🚗 ZE Mobility Miles

📅 Check Compliance Calculation & Finalize Report

Report a Bus Delivery

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UAT

List of Bus Purchase Contracts

Transit Agency Name

Sample Transit Agency - Demo

Transit Agency Id

206

Download Bus Delivery Template

Upload Bus Delivery Document

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Bus Purchase Information

Contract Number: DEmo #test		Contract Type: Purchase Agreement		Effective Date: 12/22/2024		Reporting Year: 2024		
Bus Purchase Type	New/Used	Bus Type	Previous Fuel Type	Converted Fuel Type	ZEB Fuel Type	Expected Delivery Date	Qty of Buses	Qty Outstanding
ZEB	New	Cutaway	N/A	N/A	Electricity	08/22/2025	6	6
— Bus Purchase Details								
Status	Reported On	Quantity Delivered	Quantity Cancelled	Cancelled Reason	Quantity Delayed	New Expected Delivery Date	Quantity Outstanding	Edit
No table data available...								
✖ Add Contract Modification								
ZEB	New	Cutaway	N/A	N/A	Electricity	08/22/2025	5	5
+ Bus Purchase Details								

Modifying Previous Contracts

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UAT

List of Bus Purchase Contracts

Transit Agency Name

Sample Transit Agency - Demo

Transit Agency Id

206

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Bus Purchase Information

Contract Number: DEmo #test

Contract Type: Purchase Agreement

Effective Date: 12/22/2024

Reporting Year: 2024

Bus Purchase Type	New/Used	Bus Type	Previous Fuel Type	Converted Fuel Type	ZEB Fuel Type	Expected Delivery Date	Qty of Buses	Qty Outstanding																		
ZEB	New	Cutaway	N/A	N/A	Electricity	08/22/2025	6	6																		
<div><div>— Bus Purchase Details</div><table><thead><tr><th>Status</th><th>Reported On</th><th>Quantity Delivered</th><th>Quantity Cancelled</th><th>Cancelled Reason</th><th>Quantity Delayed</th><th>New Expected Delivery Date</th><th>Quantity Outstanding</th><th>Edit</th></tr></thead><tbody><tr><td colspan="9">No table data available...</td></tr></tbody></table><div><div>Add Contract Modification</div></div></div>									Status	Reported On	Quantity Delivered	Quantity Cancelled	Cancelled Reason	Quantity Delayed	New Expected Delivery Date	Quantity Outstanding	Edit	No table data available...								
Status	Reported On	Quantity Delivered	Quantity Cancelled	Cancelled Reason	Quantity Delayed	New Expected Delivery Date	Quantity Outstanding	Edit																		
No table data available...																										
ZEB	New	Cutaway	N/A	N/A	Electricity	08/22/2025	5	5																		
<div><div>+ Bus Purchase Details</div></div>																										

Contract Cancellation

- Report **total** quantity cancelled per contract

The screenshot shows a web application interface for 'Edit Contract Modification'. The form is divided into two main sections: 'Cancellation' and 'Delay'. In the 'Cancellation' section, the label 'Total Quantity Cancelled per Contract' is circled in red, with a text input field next to it containing the value '1'. Below this, there are radio buttons for 'Contract Modification' (selected) and 'Other'. A text area for 'What has been modified and how?' contains the text: 'Due to financial difficulties, one bus purchase canceled and one delayed in delivery to 2026.' The 'Delay' section has a 'Quantity Delayed' input field with '1' and a 'New Expected Delivery Date' input field with '12/02/2026'. A blue 'Save' button is at the bottom right of the form. The background shows a table with columns for 'Bus Purchase Type', 'New Expected', and 'Qty Outstanding', with a row for 'ZEB' and a value of '5' in the 'Qty Outstanding' column.

Bus Purchase Type	New Expected	Qty Outstanding
ZEB		5

Multi-year Contract Modification

Transit Agency Name

Sample Transit Agency - Demo

Transit Agency Id

206

Download Bus Delivery Template

Upload Bus Delivery Document

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Bus Purchase Information

Contract Number: Demo #test

Contract Type: Purchase Agreement

Effective Date: 12/22/2024

Reporting Year: 2024

Bus Purchase Type	New/Used	Bus Type	Previous Fuel Type	Converted Fuel Type	ZEB Fuel Type	Expected Delivery Date	Qty of Buses	Qty Outstanding
ZEB	New	Cutaway	N/A	N/A	Electricity	08/22/2025	6	5

Bus Purchase Details

Status	Reported On	Quantity Delivered	Quantity Cancelled	Cancelled Reason	Quantity Delayed	New Expected Delivery Date	Quantity Outstanding	Edit
Activities	Thursday, 11 September 2025		1	Contract Modification: Due to financial difficulties, one bus purchase canceled and one delayed in delivery to 2026.	1	12/02/2026	5	<div>Edit</div>

Bus Purchase History

Reported On	Reporting Year	Quantity Delivered	Quantity Cancelled	Cancelled Reason	Quantity Delayed	New Expected Delivery Date	Total Canceled/Delivered
Thursday, 11 September 2025	2025	0	1	Contract Modification: Due to financial difficulties, one bus purchase canceled and one delayed in delivery to 2026.	1	12/02/2026	1

Add Contract Modification

Newly Delivered Buses Module Common Mistakes

- Report of annual cancellation instead of total quantity cancelled per contract for a multi-year modification
- Report of buses that were delivered in a different data year
 - Compliance calculation impact for incorrect report of ZEB deliveries
 - Built-in code to prevent incorrect reporting
- Please contact the ICT team if you encounter any issue

Questions



Use the raised hand function (#2 if calling in by phone)





Please state your name and affiliation before asking a question or making a comment


Bus Information Module


View

★ Bonus Credits


 Exemptions


 Rollout Plans


 ZE Mobility Programs


 Compliance History


Enter/Update

 Bus Information

 Bus Purchases

 Newly Delivered Buses

 ZE Mobility Miles

 Check Compliance Calculation & Finalize Report

Bus Inventory

- Transit agencies can not add information of new buses as it will bypath the bus purchase and newly delivered buses modules
 - Contact the ICT team if there is a bus in your fleet inventory that has not yet been reported
- Edit individual bus info if needed

< Back

List of Bus Information

Transit Agency Name: Sample Transit Agency - Demo Transit Agency Id: 206

Show 100 entries Search:

Annual Bus Status and Odometer Update

VIN	Bus Make	Bus Model	Transit Agency Vehicle ID	Bus Status	Actions
1N8D4W919NP103700	MCI	C12	1	Active	Edit

Showing 1 to 1 of 1 entries

< Back Previous 1 Next

Bus Status and Odometer Update

- Report the bus status as of Dec 31st of the data year
- Report of odometer is not mandatory but highly recommended!

[< Back](#)

List of Bus Information

Transit Agency Name: Transit Agency Id:

Show entries

VIN	Bus Make	Bus Model	Transit Agency vehicle id
1N8D4W919NP103700	MCI	C12	1

Showing 1 to 1 of 1 entries

[< Back](#)

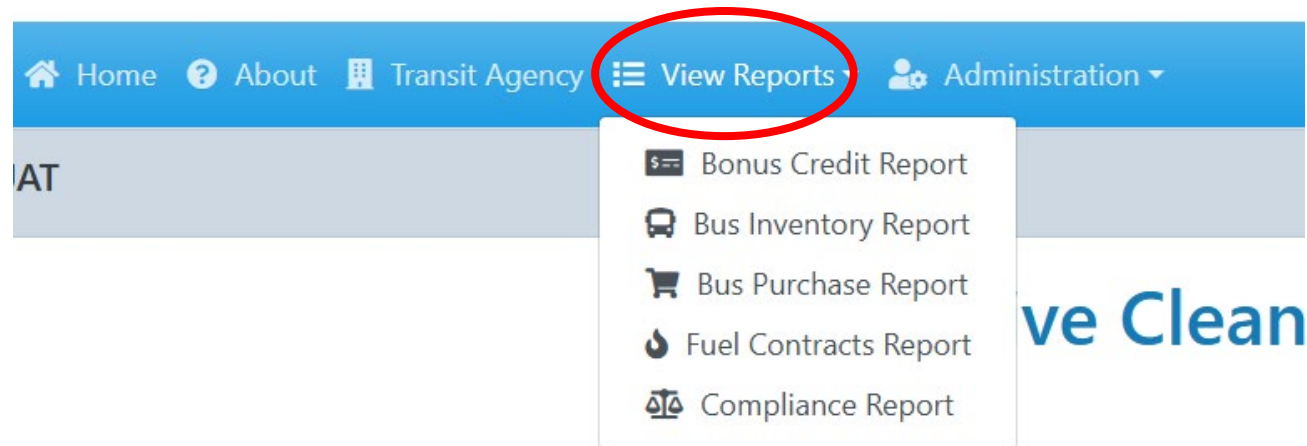
[Annual Bus Status and Odometer Update](#)

- Download Annual Update Template
- Upload Annual Update Document

Previous Next

Bus Information Module Common Mistakes

- Not reporting all buses that are subject to the ICT regulation
- Using “View Reports” features to upload bus inventory and report other actions



Questions



Use the raised hand function (#2 if calling in by phone)



Please state your name and affiliation before asking a question or making a comment

Check Compliance Calculation & Finalize Report

View

★ Bonus Credits

✎ Exemptions

📋 Rollout Plans

📄 ZE Mobility Programs

📅 Compliance History

Enter/Update

ℹ Bus Information

🚌 Bus Purchases

🚌 Newly Delivered Buses

🚗 ZE Mobility Miles

📅 Check Compliance Calculation & Finalize Report

Warning for Incomplete Reporting

View

★ Bonus Credits

✎ Exemptions

🚚 Rollout Plans

📄 ZE Mobility Programs

📅 Compliance History

Enter/Update

ℹ Bus Information

🚌 Bus Purchases

🚌 Newly Delivered Buses

🚗 ZE Mobility Miles

📅 Check Compliance Calculation & Finalize Report

Note: The latest additions or modifications have not been finalized. To complete the process, click the "Check Compliance Calculation & Finalize Report" button. On the "Compliance Determination" page, click "Finalize Report", then click "Done".



Compliance Determination

Compliance Determination

Transit Agency: Transit Agency Id:
Reporting Year: [View Compliance Elements](#)

ZEB Compliance Results for Reporting Year 2024

Obligation Calculation		
New Buses Purchased in the Current Reporting Cycle (ZEB and Conventional)		15
ZEB Purchase Requirement		0.25
Required Minimum Number of ZEBs		4
Number of Exempted ZEBs		1
Total ZEB Obligation		3
Availability and Usage of Compliance Instruments for this Cycle		
	Available	Used
Zero-Emission Mobility Credits	0	0
Bonus Credits	0	0
ZEBs in the Fleet <ul style="list-style-type: none">Newly delivered purchased or leased ZEBsNewly converted conventional buses to ZEBsExisting ZEBs that were not used previously to comply	1	1
New ZEBs Purchased in the Current Reporting Cycle	9	2
Final Compliance Balance	10	3
ZEB Purchase Compliant		

 [Finalize Report](#)

 [Print Page](#) 

08/18/2025 10:49:11

Finalize the Report

ZEB Compliance Results for Reporting Year 2024

Obligation Calculation		
New Buses Purchased in the Current Reporting Cycle (ZEB and Conventional)		15
ZEB Purchase Requirement		0.2
Required Minimum Number of ZEBs		4
Number of Exempted ZEBs		1
Total ZEB Obligation		3

	Available	Used
Zero-Emission Mobility Credits	0	0
Bonus Credits	0	0
ZEBs in the Fleet <ul style="list-style-type: none">Newly delivered purchased or leased ZEBsNewly converted conventional buses to ZEBsExisting ZEBs that were not used previously to comply	1	1
New ZEBs Purchased in the Current Reporting Cycle	9	2
Final Compliance Balance	10	3

ZEB Purchase Compliant

08

Finalize Report

Print Page

Compliance Calculation

Click on "Done!" to finalize the reporting or "Cancel" to continue with reporting.

Cancel

Done!

A Finalized Report

✓ **Success!** Complete Annual Reporting notification saved successfully. Id:437

Compliance Determination

Transit Agency: Sample Transit Agency - Demo

Transit Agency Id:

206

Reporting Year: 2024

[View Compliance Elements](#)

ZEB Compliance Results for Reporting Year 2024

Completed

Obligation Calculation

New Buses Purchased in the Current Reporting Cycle (ZEB and Conventional)	15
ZEB Purchase Requirement	0.25
Required Minimum Number of ZEBs	4
Number of Exempted ZEBs	1
Total ZEB Obligation	3

Availability and Usage of Compliance Instruments for this Cycle

	Available	Used
Zero-Emission Mobility Credits	0	0
Bonus Credits	0	0
ZEBs in the Fleet <ul style="list-style-type: none">Newly delivered purchased or leased ZEBsNewly converted conventional buses to ZEBsExisting ZEBs that were not used previously to comply	1	1
New ZEBs Purchased in the Current Reporting Cycle	9	2
Final Compliance Balance	10	3

ZEB Purchase Compliant

[Finalize Report](#)

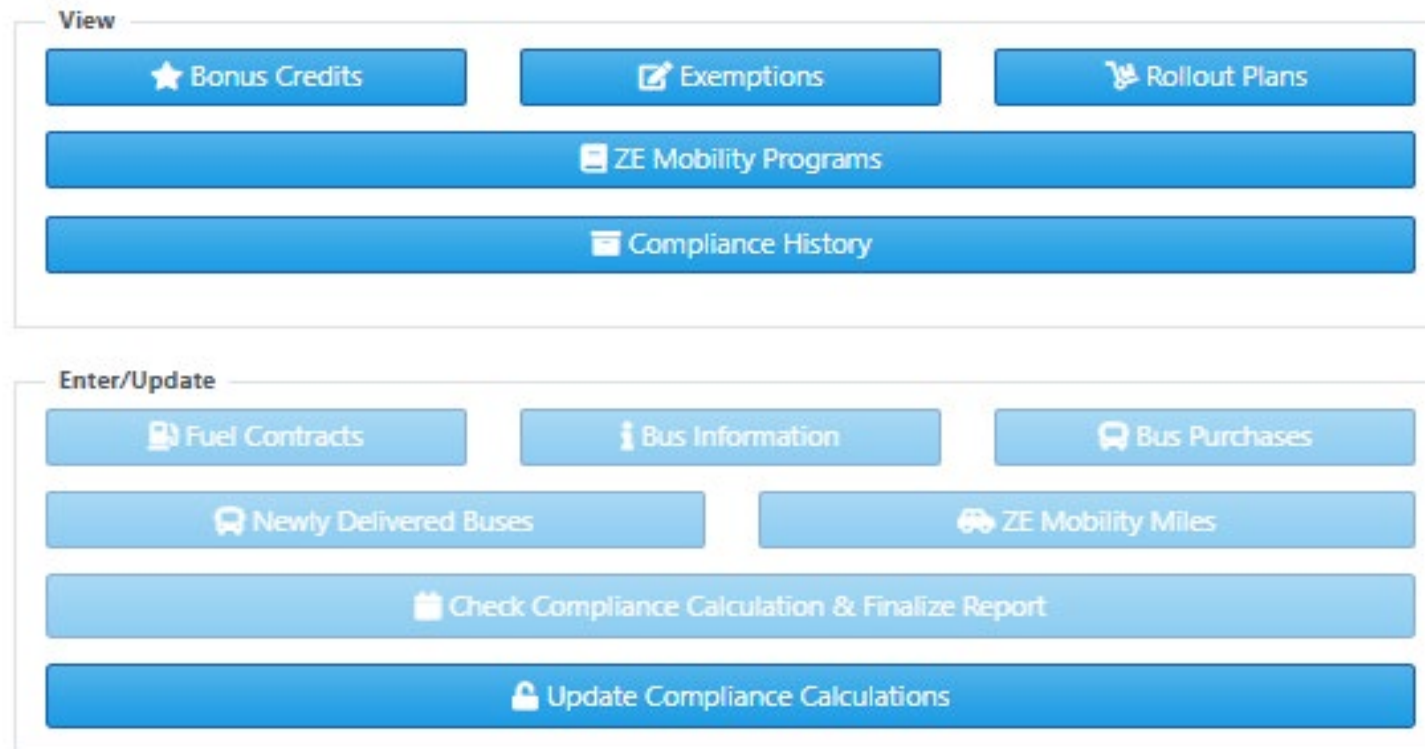
[Print Page](#)

08/18/2025 10:5

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Transit Agency Detail Page When Report is Finalized

- Active modules are greyed out when a report is finalized



Compliance Page Common Mistake

- Not finalizing the report
- **Note:** Must finalize the report again after making additional updates



Questions



Use the raised hand function (#2 if calling in by phone)





Please state your name and affiliation before asking a question or making a comment


Compliance History


View

★ Bonus Credits


 Exemptions


 Rollout Plans


 ZE Mobility Programs


 Compliance History


Enter/Update

 Bus Information

 Bus Purchases

 Newly Delivered Buses

 ZE Mobility Miles

 Check Compliance Calculation & Finalize Report

Generating Compliance History

- Finalizing a report generates a compliance history
- If there is no activity in the bus purchase module, the system doesn't generate any compliance history

Compliance History

Transit Agency:	Sample Transit Agency - Demo	Transit Agency ID:	206
-----------------	------------------------------	--------------------	-----

+ Reporting Year 2023 - No Activity Not Compliant	←
+ Reporting Year 2024	←

Compliance History Page

- Compliance history shows how the tool tracks the usage of compliance instruments
- Compliance history must match the compliance determination page

Compliance History

Transit Agency: Sample Transit Agency - Demo Transit Agency ID: 206

+ Reporting Year 2023 - No Activity Not Compliant

- Reporting Year 2024

Obligation Calculation					
New Buses Purchased in the Current Reporting Cycle (ZEB and Conventional)					15
ZEB Purchase Requirement					0.25
Required Minimum Number of ZEBs					4
Number of Exempted ZEBs					1
Total ZEB Obligation					3

Availability and Usage of Compliance Instruments for this Cycle		
	Available	Used
Zero-Emission Mobility Credits	0	0
Bonus Credits	0	0
- ZEBs in the Fleet <ul style="list-style-type: none">Newly delivered purchased or leased ZEBsNewly converted conventional buses to ZEBsExisting ZEBs that were not used previously to comply	1	1

Used VIN(s)
1N8D4W919NP103700

+ New ZEBs Purchased in the Current Reporting Cycle					9	2
Contract Number	Contract Type	Purchase Type	ZEB Fuel Type	Expected Delivery Date	Quantity Used	
Demo #1	Purchase Agreement	ZEB	Hydrogen (Fuel Cell)	08/15/2025	2	

Final Compliance Balance103

ZEB Purchase Compliant

What's New?

- Adding restriction codes to the contract effective date in the Bus Purchase module
- Allowing multiple year modifications in the Newly Delivered Buses module
- Adding warning message for incomplete reports
- Updating the codes in the compliance history
- Debugging codes in various modules and reports, especially the bus purchase report

Questions



Use the raised hand function (#2 if calling in by phone)



Please state your name and affiliation before asking a question or making a comment

Next Steps

- Upcoming webinars on technical assistance
 - Cal Fleet Advisor (Q4 2025)
 - Utilities (2026)
 - Other technical topics (2026): input is welcome
- ICT implementation webinar
 - Exemptions (Q1 2026)
- Release of Phase 2 Comprehensive Review (winter 25/26)
- Generation Zero event (Q1 2026 at Orange County Transportation Authority)

ICTRT Guidance Document

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Helpful Resources

- Funding Finder Tool:
<https://fundingfindertool.org/>
- Cal Fleet Advisor:
<https://calfleetadvisor.org/>
- Contact CARB Innovative Clean Transit:
ict@arb.ca.gov
- ICT- Meetings & Workshops page:
<https://ww2.arb.ca.gov/our-work/programs/innovative-clean-transit/ict-meetings-workshops>
- ICT-Guidance Package page:
<https://ww2.arb.ca.gov/our-work/programs/innovative-clean-transit/ict-guidance-package>
- Subscribe to GovDelivery updates:
https://public.govdelivery.com/accounts/CARB/subscriber/new?topic_id=bus-act

Thank You!