



# Regional Vanpool Program Guidelines

**SECTION 1:** A Vanpool consists of seven to 15 passengers commuting in a van that regularly travels to and from work. Vanpools must meet all program rules and guidelines to qualify for the VVTA Regional Vanpool Program subsidy. VVTA staff makes the decision regarding which applications are approved as well as which monthly subsidies will be approved for payment. To qualify with the VVTA Vanpool Program, the vanpool must meet ALL of the following requirements (many of these are explained further below):

- The applicant to the VVTA Vanpool Program must be the vanpool’s leaseholder;
- The vanpool must be used for commuting purposes to and from work;
- The driver of the vanpool must be a volunteer and a participant in the program;
- You must lease your van through one of the VVTA approved partner leasing agencies;
- Minimum occupancy must be maintained at 70% or higher;
- Your round trip travel to and from work must be at least 30 miles;
- Your trip must either begin or end your its commute within the greater Victor Valley area (including Barstow and surrounding communities).

**SECTION 2:** The origin or the destination must be within the High Desert area - which is defined as the geographic boundaries of the Cities of Adelanto, Barstow, Hesperia, Victorville, Trona, the Town of Apple Valley, Wrightwood, as well as all surrounding communities of San Bernardino County. Therefore, in order to submit a qualification packet to VVTA and be considered for participation in the Program, either the origin OR the destination must be within a jurisdiction within the following region:

GENERAL JURISDICTIONS SERVED		
Adelanto / of 395	Helendale / Silver Lakes	Phelan
Amboy	Hesperia	Pinon Hills
Apple Valley	Hinkley; WO Barstow on SR58	Ridgecrest
Baker	Lucerne Valley	Trona
Barstow	Ludlow	Victorville
Daggett	Mountain Pass	Wrightwood
Fort Irwin	Newberry Springs; EO Barstow on I-40	
Four Corners	Oro Grande	

**SECTION 3:** Vanpools must meet a 70% occupancy rate to qualify for enrollment in the Program. The occupancy minimums are a federal requirement is not negotiable. The minimum occupancy at Program startup, per van size, is as follows:

VEHICLE SIZE DRIVER + PASSENGER	MINIMUM OCCUPANCY TO MEET 70% REQUIREMENT	VEHICLE SIZE DRIVER + PASSENGER	MINIMUM OCCUPANCY TO MEET 70% REQUIREMENT
7 Passenger Van	5	12 Passenger Van	9
8 Passenger Van	6	13 Passenger Van	10
9 Passenger Van	7	14 Passenger Van	10
10 Passenger Van	7	15 Passenger Van	11
11 Passenger Van	8		

**SECTION 3:** VVTA understands that 70% of a 13-passenger van is 9.1, and the requirement above is for 10 passengers. The reason the 70% has been rounded up in the table above, is because in Section 6 below when the monthly logs/reports are submitted, the 70% occupancy minimum must meet a specific number and there is no rounding. So in the case of a 13 passenger van: the reason the startup requirement is for 10 passengers, is because if one rounded down to 9, then that vanpool would never meet, on a monthly basis, the 9.1 occupancy requirement. So for qualification purposes, the number of passengers required to meet the federal guidelines has been rounded up for Program qualification purposes. To maintain occupancy, refer to Section 6 below.

**SECTION 4:** The vanpool must be leased from one of two VVTA qualified leasing vendors that lease vanpools (referred throughout as Contractors) and must be leased by a commuting participant (an employee) or one of the commuting participant's Employer. The two current Contractors are Enterprise Rideshare and vRide/VPSI. A lease from any other 3rd party, will not qualify the vanpool to participate in the program and you may not apply.

**SECTION 5:** Private transit, private shuttles, private vanpools (such as Employer-owned vanpools and/or employee-owned vanpools) are not eligible. Note that the leaseholder of the van must be the applicant to VVTA. Vanpool passengers or the driver may not apply – the applicant must be the van leaseholder.

**SECTION 6:** Once approved for entry into the Program, and while receiving a VVTA subsidy, vanpools must also maintain on a monthly average, a 70% occupancy rate, to remain qualified for the Program. Please refer to the table below, which identifies the specific monthly target, by van size that must be maintained to continue participating in the Program.

Vehicle Size Driver + Passengers	Minimum Monthly Average Occupancy To Meet 70% Requirement	Vehicle Size Driver + Passengers	Minimum Monthly Average Occupancy To Meet 70% Requirement
7 Passenger Van	4.9	12 Passenger Van	8.4
8 Passenger Van	5.6	13 Passenger Van	9.1
9 Passenger Van	6.3	14 Passenger Van	9.8
10 Passenger Van	7.0	15 Passenger Van	10.5
11 Passenger Van	7.7		

**For example:** let us take an 11 passenger van, which has a monthly target, average of 7.7 passengers, and there are 8 passengers assigned to this vanpool. The vanpool commuted 22 days, of which 16 days there were 8 passengers and for 6 days there were 7 passengers. So the monthly average is 16 days X 8 passengers = 128, plus, 6 days X 7 passengers = 42. The monthly passenger total was 128 + 42 = 170 passengers during that month. The 170 passengers divided by 22 days results in a monthly average of 7.727 passengers per day. This van meets the 70% minimum occupancy requirement for this month. Note that the spreadsheets provided to track daily statistics, will calculate this number for you. Should the vanpool occupancy fall below 70% during a month period, the vanpool will have three months to increase occupancy. If after this three-month period, the vanpool's occupancy does not meet the 70% minimum, then VVTA will terminate the subsidy.

**SECTION 7:** Applying to the Program. There are a few steps to qualify and apply to the VVTA Vanpool Program. VVTA only accepts applications and monthly reports/logs, through its online/web-based system called iVanpool. The steps to apply are as follows:

- 1) If you do not have access to a computer or the internet, contact VVTA for assistance at [vanpool@vvta.org](mailto:vanpool@vvta.org) or call VVTA at 760.995.3561.
- 2) Log onto [www.iVanpool.org](http://www.iVanpool.org) and select the "Get Started" button. The system will ask you a few simple questions to determine if you qualify for the Program. If you meet the minimum qualification requirements outlined in 1 above, then iVanpool will let you know that you qualify and you may proceed. If you do not qualify, the System will let you know why, and you may try again (if you inputted in error) or contact VVTA for clarification.
- 3) You must still go through this process even if you have an existing vanpool lease from one of VVTA's approved vanpool leasing providers (Enterprise Rideshare or vRide/VPSI). If you have an existing vanpool lease from any other 3rd party leasing company, you are not qualified to participate in this subsidy program. Should you change your lease to one of the two approved Leasing Partners (Enterprise Rideshare or vRide/VPSI), then you may proceed to qualify for the Program. Upon qualification, you will be asked to create a username and password, so that you may continue with the application process.
- 4) VVTA recommends that if you do qualify for the Program, but do not have an existing lease, the next step is to contact one of the two VVTA's Partner Leasing Agencies (Enterprise Rideshare or vRide/VPSI) to compare lease rates and their terms and conditions. You are only required to enter into a month-to-month lease with these Agencies and rates will never exceed those that are publicized on VVTA's website (note these are maximum rates and rates are negotiable with the Partner Leasing Agencies).
- 5) Once a Leasing Agency has been selected, and your lease is executed or about to be executed, then you must finalize your route, recruit riders, set fares and policies, and so on. Whoever is selected to be the primary driver, you must fulfill any legal requirements for driving a vanpool. Your vanpool leasing company is an invaluable ally in your efforts to pull together a vanpool and can assist in all of these areas.
- 6) If you already have a lease, or upon executing a lease with one of the VVTA- approved Leasing Agency, then continue with the iVanpool application. You will need the following information as you complete this online application process:
  - a) Be aware the vanpool begins its route when the driver starts up the van each workday. That location can be at the driver's home, or at a Park'N'Ride lot, or another location. But this will be considered the first "pick up" location of the vanpool route.
  - b) You will need to identify all other location(s) that you will be picking up vanpool participants on your way to work, as well as the location(s) that you drop off passengers at work. A cross street or address of each location is required, or you may use a handy mapping tool on the iVanpool website.
  - c) The names, email addresses, a contact phone and the employer name of each of the vanpool participants, including the driver.
  - d) Read and agree to the online Participation Agreement.
  - e) If you are not the vanpool's primary driver, then the primary driver must be included in the passenger list and identified as the Primary Driver. When doing so, iVanpool will send him/her a request to also

log onto the iVanpool website, create a username and password, and read and approve a Participation Agreement as well. If the leaseholder is not the primary driver, then the primary driver logging onto iVanpool and executing the Participation Agreement is a Program requirement.

- f) You also have the option to select one passenger as an Alternate Vanpool Administrator. When identifying this passenger, select “Alternate Vanpool Administrator” and iVanpool will send him/her a request to also log onto the iVanpool website, create a username and password. By doing so, this passenger will be able to submit monthly reporting/logging information. This is especially helpful should the Leaseholder be away from the office or on vacation when reports/logs are due.
- g) Identify the name of your leasing agency and the vanpool start date.
- 7) Upon “Submitting” your application information, your Leasing Agency will also submit specific information about the van and upload to iVanpool a copy of your executed lease. VVTA will review the application and possibly contact you, your vanpool participants or your Leasing Agency for additional information.
- 8) Upon approval, VVTA will notify you, along with the start date of your subsidy and the exact amount of your subsidy. Note that all subsidies start the first of the month following approval – there is no proration for partial months.

**SECTION 8:** Other Vanpool Subsidies/Incentives. Once VVTA approves a vanpools' participation in the Vanpool Subsidy Program, the participants in the vanpool (including the driver, coordinator and passengers) are no longer eligible to receive subsidies from a neighboring County Transportation Commission Vanpool Subsidy Program (such as Los Angeles Metro, Orange County Transportation Authority or the San Diego Association of Governments). Vanpool participants are also not eligible to receive any further vanpool subsidies from the Inland Empire Commuter Services (IECS) – which is a staggered nine-month vanpool subsidy funded by the Riverside County Transportation Commission (RCTC) and the San Bernardino Associated Governments (SANBAG) and may not receive the three-month \$2 a day subsidy for new ridesharing commuters. Accepting subsidies from any of the above- mentioned programs while receiving a VVTA subsidy simultaneously, will immediately disqualify the vanpool and its participants from participating in the VVTA Vanpool Subsidy Program.

**SECTION 9:** The types of incentives or subsidies that are permitted while receiving the VVTA Vanpool Subsidy, are Employer Subsidies, which are provided directly to any of the vanpool participants' by their Employer. This includes, but is not limited to, the Federal Mass Transportation Benefits Program (MTBP) provided to many qualified federal employees. In addition, IECS also offers a reward program for San Bernardino County residents that have been ridesharing for three or more months. Qualified vanpool participants are permitted to apply and participate in this reward program – for more information, call IECS at 1.866.RIDESHARE (866.743.3742).

**SECTION 10:** For those vanpools qualified and whose applications are approved, VVTA's subsidy per vanpool is up to \$400 a month and is based on 50% of total operating costs for the vanpool each month. So if a vanpool's total operating costs are \$700 per month, then the subsidy will be 50% of those costs or \$350 per month. The monthly subsidy will be determined based on the Participant Monthly Log (described in Section 14 below), submitted by the leaseholder or his/her designee each month and may vary from month to month based on the information submitted into the iVanpool monthly log/report.

**SECTION 11:** VVTA pays the subsidy directly to the Contractor, on a monthly basis, and is based on an approved Application Packet, as well as the vanpool leaseholder or his/her designee submitting monthly log/reports directly to VVTA (see Section 13 below).

**SECTION 12:** Vanpools must meet Federal Transit Administration (FTA) public transit requirements. One of the requirements is that the vanpool must open to the public. A member of the public who is not affiliated with a particular Employer is entitled to be a passenger in a vanpool serving that Employer's worksite, if there is an opening and the work hours, as well as origin, destination, and routes are the same. For example, if an

employee of Company A in downtown San Bernardino has requested to join a Company B vanpool that is located within walking distance to the Company A's destination in the City of San Bernardino and there is an open seat, the vanpool would be required to accept him/her subject to payment of the monthly fee. The departure and arrival times must be the same, and the origin must also be close to the origination and normal route of the vanpool. There must be a reasonable accommodation, and should there be any questions, feel free to contact VVTA.

**SECTION 13:** Vanpools must meet the Federal Americans with Disabilities Act (ADA) requirements. If there is a vacancy in a vanpool and a person with a disability applies for a seat, the vanpool and the vanpool provider (Contractor) must make accommodations for the individual to become a vanpool member. VVTA contractually requires its Vanpool Leasing Agencies (Contractors) to comply with this ADA requirement. Note that additional charges may apply.

**SECTION 14:** Monthly Reports/Logging. Once enrolled, VVTA will engage in periodic communication with the Vanpool Participant (Leaseholder). Logging is simple and the leaseholder or his/her designee, must track a few bits of information from the first of the month to the last day the vanpool operates during a calendar month period. So for each day the vanpool operates, log which of the passengers in your passenger list commuted to and from work. You can update this iVanpool log daily, weekly or at the end of the month. Then at the end of the month, you will summarize the vanpool's out of pocket costs for the month (fuel, fluids/oil, car washes and so on) as well as the last odometer reading of the month. Then you hit "submit" and your reporting/logging is complete for the month.

**SECTION 15:** Vanpool Updates. The Leaseholder is responsible to keep the all of the information submitted into iVanpool complete and up to date. Should there be changes in passengers, your route, drop off or pickup locations, or scheduling information, it is your responsibility to log into iVanpool and update that information by no later than five (5) business days after the change takes place. At a minimum, it is in your best interest to review all iVanpool information before inputting or finalizing monthly reports/logs – it will make reporting go much more smoothly if the information is accurate and up to date.

**SECTION 16:** The Contractors must also submit various reports to VVTA periodically, monthly and annually. Those reports and forms will be available on the VVTA website, and include a Contractor Update Form, a Contractor Annual Monthly Report, Contractor Annual Lease Expense Form, Contractor Annual Vehicle Inventory Report and a Contractor Annual Lease Worksheet.

