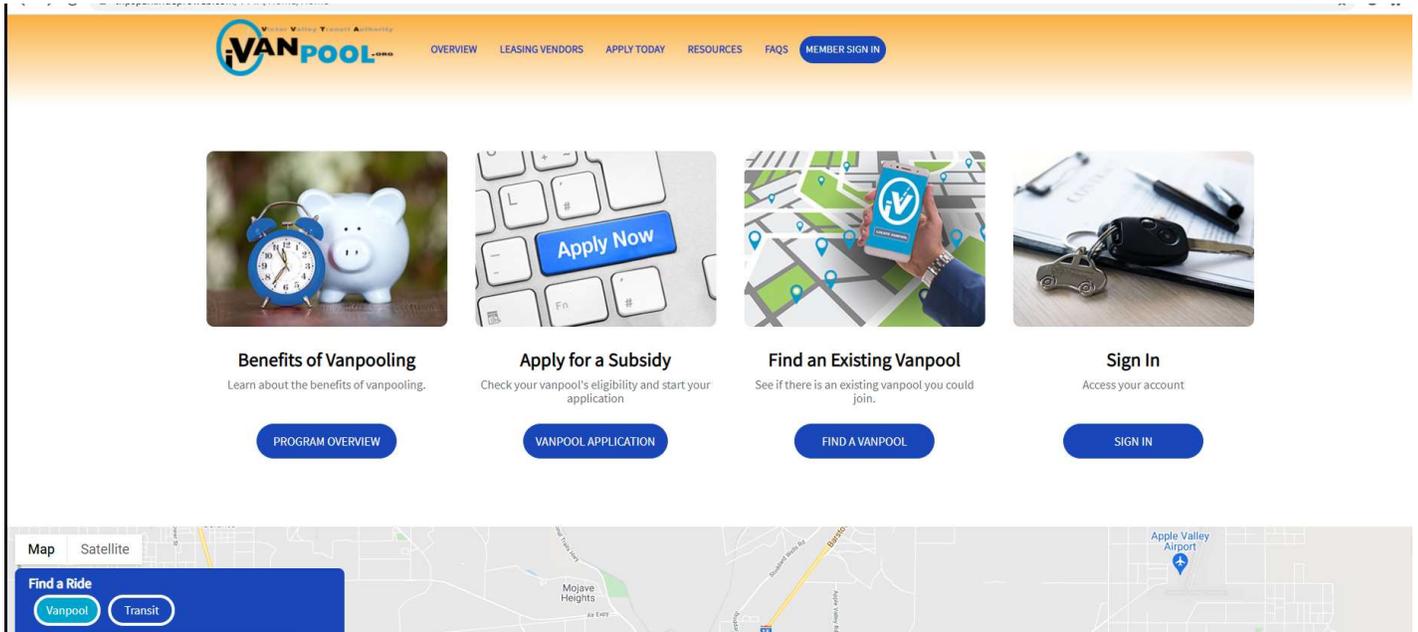


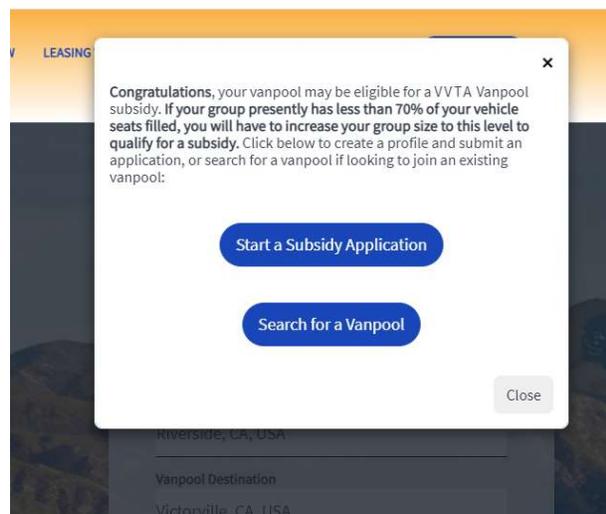
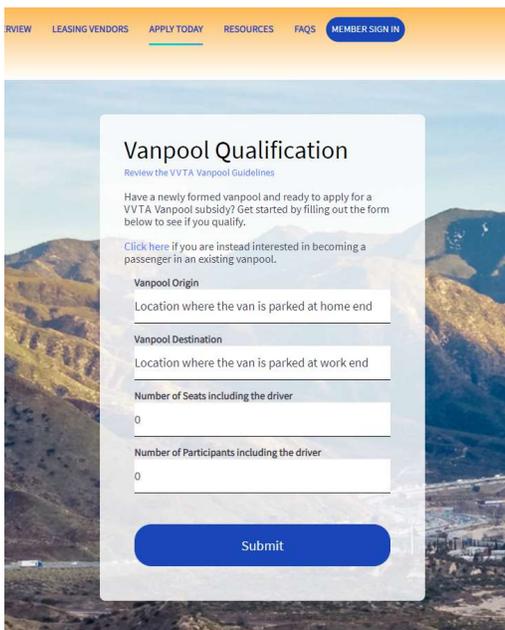
This document describes the steps for vanpool coordinators to apply for the VVTA Vanpool program.

STEP ONE: Qualification and Account Creation

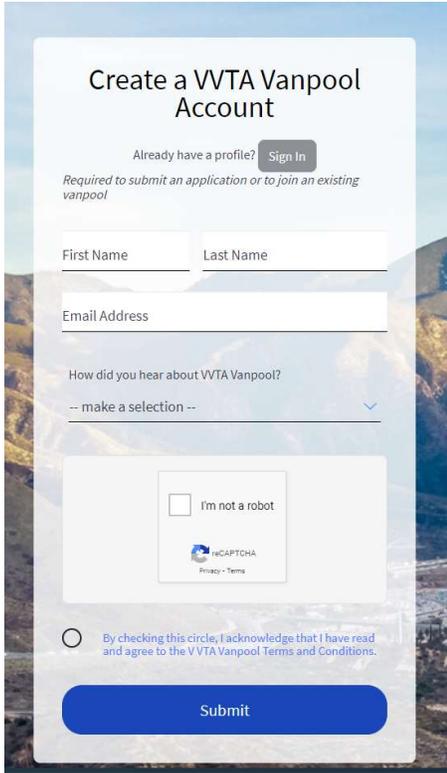
Please open this link: <https://ivanpool.org> and select Apply Today.



Complete Vanpool Qualification screen and then select "Start a Subsidy Application"



Create your log-in account:



Create a WTA Vanpool Account

Already have a profile? [Sign In](#)

Required to submit an application or to join an existing vanpool

First Name Last Name

Email Address

How did you hear about WTA Vanpool?
-- make a selection --

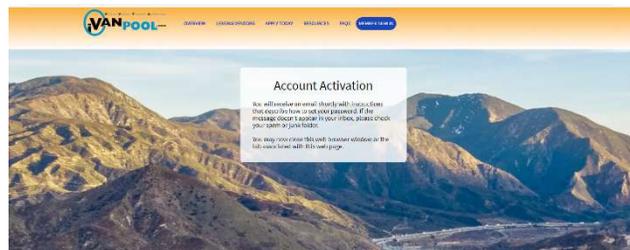
I'm not a robot

 reCAPTCHA
[Privacy](#) - [Terms](#)

By checking this circle, I acknowledge that I have read and agree to the [V VTA Vanpool Terms and Conditions](#).

STEP TWO

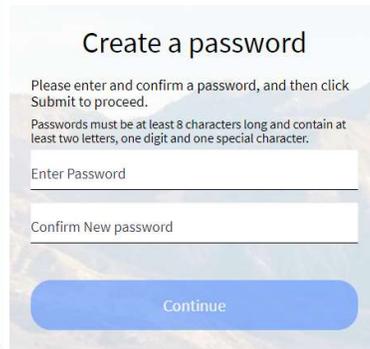
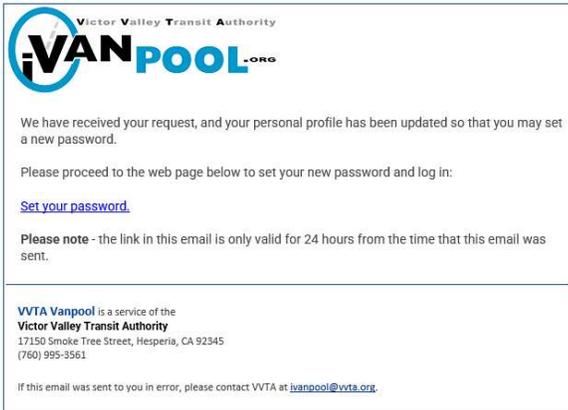
Check your email inbox or spam folder for your account activation email. It contains a link to create a password for your WTA Vanpool Account.





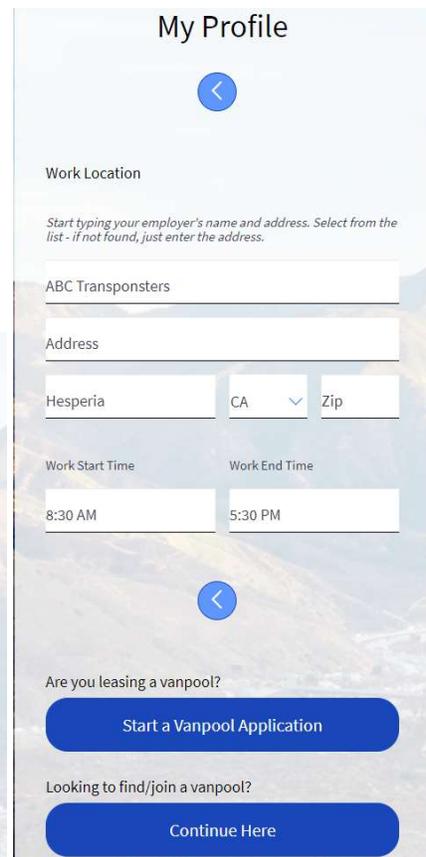
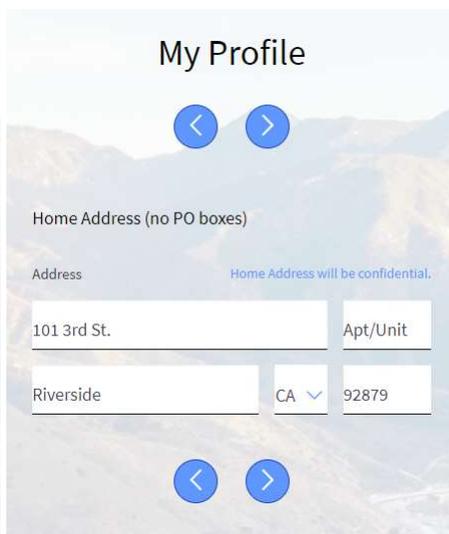
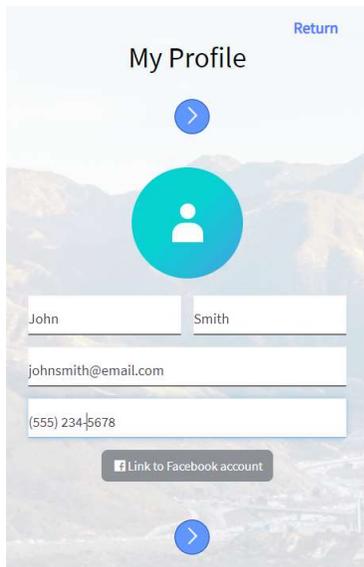
STEP THREE

Click on the activation link provided in the email and create your password. It must be at least 8 characters long and contain at least two letters, one number, and one symbol.



STEP FOUR

Complete the information for your profile.



STEP FIVE

Fill out the information for your vanpool.

You will fill out information about the Leasing Vendor, Schedule, Route – which includes the origin and destination, and any intermediate stops.

You will also provide information regarding your vanpool’s Roster.

1 of 6

Leasing Vendor

Vanpool Name

Vehicle Leasing Vendor Please fill out this field.

AVR Vanpool

Lease Start Date (enter the date your lease has or will be signed)

Vehicle Size (Total Seats including Driver)

Save and Continue

2 of 6

Vanpool Information was successfully saved

Vanpool Schedule

Going Trip

Start Time: 7:30 AM Arrive Time: 8:15 AM

Returning Trip

Start Time: 5:00 PM Arrive Time: 5:45 PM

Operating Days

Sun Mon Tue Wed Thu Fri Sat

Alternate Schedule

My vanpool operates on a 9/80 schedule. (skips one day every other week, indicate the day in additional info below).

Use this area to indicate additional details about your alternative schedule, including the day and any other information.

Save and Go Back **Save and Continue**

3 of 6

Vanpool Schedule Information was successfully saved

Route

Origin - Address from where the driver starts the van (home, Park and Ride lot, etc.)

Destination - Work or school address for where the van ends its trip (last stop/driver exits)

Additional Pick-up and Drop-off Stops

Add all stops where riders are picked up and all work locations where riders are dropped off on the route to work only.

Add a Stop

Do not include the Origin/Destination noted above.

The distance and time for my vanpool route varies from day to day

Save and Go Back **Save and Continue**

Add a Stop

Name

Orange Street Park and Ride

Address

2212 Orange St, Riverside, CA 92501, USA

Pick-up or Drop-off on Route from Home to Work

Pick-up (Riders get on)

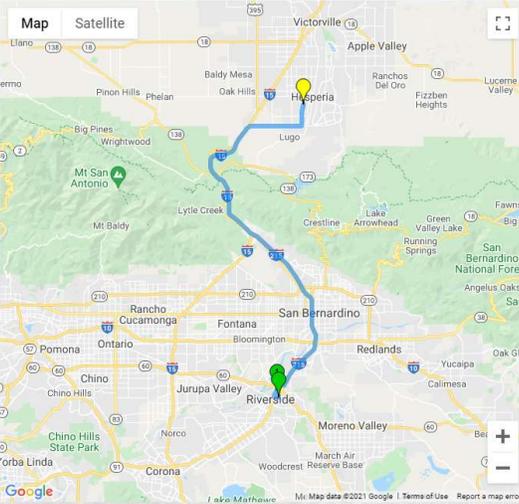
Close **Add**

 **Tip:**
You can give each stop a name to give the address more context.

Route saved successfully.

Confirm Vanpool Route

Please review the vanpool origin, stops, destination, and route shown below. If everything looks correct then click on the "Confirm" button. Otherwise click on the "Return to Route and Stops" button to revise the vanpool locations. You may adjust the stops by dragging them to new locations, and the route between the stops by dragging the route line.



Map Satellite

Go Back to Route and Stops Confirm and Continue

 **Tip:** When adding your passenger, make sure you have their email address. An email with a link will be sent to them. The passenger will be asked to put in their boarding and destination addresses. Coordinators, alternate reporters, and vanpool drivers will be required to sign the participant agreement on-line.

Vanpool Roster

5 of 6

Name / Email	Role / Status
Jesse Kafka jesse.kafka@tripspark.com	Primary Driver Coordinator
Edit this member	
Add new member to roster	
Save and Go Back	
Save and Continue	

Vanpool Member Information

First Name
Stephen

Last Name
Strange

Email
DocSS@notreallyanemail.com

Vanpool Join Date
5/18/2021

Role
Rider

Select a Pick-up Stop
Orange Street Park and Ride

Select a Drop-off Stop
Vanpool Destination

Employer
Shield

This person will be a Reporter.

[Save](#)

[Save and Add Another](#)

[Cancel](#)

Vanpool Roster

5 of 6

Name / Email	Role / Status	
Jesse Kafka jesse.kafka@tripspark.com	Primary Driver Coordinator	
Edit this member		
Dan Bower danielbower@notreallyanemail.com	Rider Participation Agreement not required	Remove
Edit this member		
Passenger Parker Spiderman@notreallyanemail.com	Rider Participation Agreement not required	Remove
Edit this member		
Stephen Strange DocSS@notreallyanemail.com	Rider Participation Agreement not required	Remove
Edit this member		
Add new member to roster		
Save and Go Back		
Save and Continue		



STEP SIX

Once you have filled out your profile, vanpool information, and added all your passengers to the roster, carefully review your application before submitting.

Please note that once your application is submitted, you are not permitted to go back to make any changes or updates.

When you have reviewed all information for accuracy, you are ready to submit your application.

Submit Vanpool Application 6 of 6

[Go Back to Roster](#)

Vanpool ID: V0741

Reading and executing this online Participation Agreement (PA), by both the vanpool's Applicant/Leaseholder and the Primary Driver (if the Applicant/Leaseholder is not the Primary Driver) is a requirement to participate in the VVTA Vanpool Program. If you are the Applicant/Leaseholder, and are not also the Primary Driver, of your vanpool, it is your responsibility to ensure that the Primary Driver also signs up to the Vanpool System and submits this online Participation Agreement. If you are the Primary Driver, and are not the Leaseholder of the Van, you only need to fill out this PA and submit. Should you have any questions about this Agreement or the terms and conditions, contact VVTA immediately at Vanpool@VVTA.org or call us at (760) 995-3561.

It is required that you read each of the following statements, which are the terms and conditions of this Participation Agreement and the VVTA Vanpool Program. At the end you are required to check the box next to "I Agree", digitally sign and submit.

This VVTA Vanpool Program Participation Agreement (Agreement) sets forth the terms, conditions, and responsibilities of the volunteer participants in the VVTA Vanpool Program (Program) and the Victor Valley Transit Authority (VVTA). The Program is administered by VVTA. The Volunteer Participant (Participant) shall refer to all persons that sign the Agreement and hold a valid vanpool vehicle agreement with an authorized VVTA Vanpool Vehicle Leasing Vendor. The Leasing Vendor refers to the vanpool leasing agency authorized by VVTA to participate in the Program. Each Participant has read, acknowledges, and agrees to abide by the following terms and conditions.

Volunteer Participants

Participant shall be considered a volunteer under the law. Participant acknowledges that participation in the Program is strictly voluntary and that such participation does not in any manner establish an employer-employee or an agency relationship with VVTA.

Reporting

Participant shall record and maintain accurate and precise daily and monthly records as required by the Program, utilizing required forms and formats as provided by VVTA and submitting these records to VVTA as instructed and scheduled by VVTA.

Public Access

Participant shall cooperate and act to ensure that no person shall be denied the opportunity to participate in, nor be subject to, discrimination in the conduct of the vanpool because of race, creed, color, sex, age, sexual orientation, disability, or employer group. Participant acknowledges and understands that the Program provides ridesharing referral services for vanpool seat availability without screening the character or background of referrals. VVTA shall have no responsibility or liability for any acts or omissions of vanpool passengers or referrals.

Indemnification

Neither VVTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason to anything done or committed to be done by the Participant under or in connection with any work performed by and/or services provided by the Participant, their employer, officers, agents, employees, and subcontractors under this Agreement. The Participant shall fully

Coordinator, Alternate Reporter, Primary Driver

Write your full legal name (at a minimum your first and last name) below, which serves as a digital signature. The use of a digital signature shall have the same force and effect as the use of a manual signature.

If you are the vanpool's Coordinator and if on Vanpool.org you have designated vanpool participants to serve as the Primary Driver or Reporter for this vanpool, VVTA will generate an email to direct them to the website to review and sign a Participation Agreement. Your application will NOT be approved until their Participation Agreements are submitted and the other application requirements have been met.

If you have any questions regarding your Application, please contact us at Vanpool@VVTA.org or call us at (760) 995-3561.

I Agree

Participant Name and Signature

Jesse Kafka

Monday, May 17, 2021

[Clear Signature](#)

[Print this Agreement](#)

[Submit](#)

Revised April 9, 2021 - Previous Versions May Not Be Used

[Go Back to Roster](#)

You have successfully submitted your participation agreement.

Thank you!

Your VVTA Vanpool Application has been submitted to VVTA for review. Your designated Primary Driver and/or Reporter(s) will receive a welcome email asking them to create a VVTA Vanpool Profile, username and password for access to this website. They will need to log on, agree to and electronically sign and submit a Participation Agreement. Your Coordinator application will not be approved until all required Participation Agreements are submitted.

If you have any questions regarding your Application, please contact VVTA Vanpool at Vanpool@VVTA.org or call us at (760) 995-3561.

Application Status

Vanpool: V0741 - Demo Vanpool 1
 From: 3rd St, Riverside, CA
 To: 9001 Seventh Ave, Hesperia, CA 92345
 Leasing Vendor: Commute with Enterprise

Status: Submitted and awaiting signature(s) from members

Name / Email	Role / Status
Jesse Kafka jesse.kafka@tripspark.com Coordinator	Primary Driver Participation Agreement Signed
Clint Barton Hawkguy@notreallyanemail.com Reporter	Rider Participation Agreement Not Yet Signed
Dan Bower danielbower@notreallyanemail.com	Rider Participation Agreement not required
Carol Danvers CaptH@notreallyanemail.com	Rider Participation Agreement not required
Thor Odinson Hammerman@notreallyanemail.com	Rider Participation Agreement not required
Passenger Parker Spiderman@notreallyanemail.com	Rider Participation Agreement not required
Stephen Strange DocCS@notreallyanemail.com	Rider Participation Agreement not required
Bruce Wayne Batman@notreallyanemail.com	Rider Participation Agreement not required

Upon submission, your coordinators, alternate reporters, and vanpool drivers will each need to sign the agreement online.

Once all your coordinators, alternate reporters, and vanpool drivers have signed the participant agreement online, VVTA Vanpool staff will review your application. Please log into your account periodically to check the status of your application.

If you need assistance, please email ivanpool@vvta.org or call (760) 995-3561.