10-Step Plan to Get Your Vans On The Road (Van Leased Thru Vendor)

Be sure not to skip any steps entirely. Even if you’re starting out with just one vanpool, you’ll need to build a solid foundation so that you can easily add vanpools if you choose to at a later date.

1. Put A Plan In Writing

Prepare a written policy and procedure manual which, in essence, answers every question that an employee could possibly ask about your company’s vanpool program.

Make sure that your policies are not only applicable now, but will work even as your program expands. (For example, if you’re offering a $50 monthly bonus for vanpoolers, can you afford to do so if your fleet grows from one vanpool to 20?) There are literally hundreds of questions you must address in your manual. Some examples:

- Will you guarantee a ride home in case of emergency or unexpected overtime?
- What is the length of commitment a rider must make to the vanpool?
- What happens when the driver or a rider is sick or on vacation?
- Who finds new riders?
- What are the driver’s basic responsibilities?
How much of a subsidy will your company pay of the vanpool lease?

Who is the designated person that your employees can contact should he/she be interested in starting up a vanpool?

To prepare your manual, it may help to do your homework by accessing various websites that currently offer vanpool programs. This will help in learning of any problem areas that others may have overcome and new ideas that would allow your vanpool program to run more smoothly.

Some companies/vendors list all their policies and procedures on a two-sided laminated sheet that is kept in the vanpool vehicle at all times; others prepare booklets that include forms, copies of flyers and any other pertinent information.
2. Recruit Riders & Drivers

Look for creative ways to drum up interest in your vanpool program so you'll have a ready list of riders. Use flyers, posters, paycheck suffers and articles or ads in your employee newsletter. Be specific. Describe the route or general pick-up points for each proposed vanpool. A simple announcement might look something like this:

“A vanpool is forming in the (name of area) for people who work the (7 a.m. to 3 p.m.) work shift. If you are interested, contact your company’s employee transportation coordinator, (your name), at (phone #) for more information.”

You may also want to distribute Vanpool Interest forms which poll employees to see if there is any initial interest in the idea of vanpooling.

When employees stop by your office to sign up, use this opportunity to enlist their assistance to recruit other riders. Once you find you’re close to forming a vanpool, view your density map and directly contact others in the area to persuade them to fill any empty seats. Most vanpools do take a while to pull together, so be sure to keep in touch with those who have signed on to keep them interested and up-to-date.
Another way to sign up riders is to host a vanpool formation meeting. This works best for vanpooling coordinators at large companies who would be overwhelmed trying to contact potential riders on a one-by-one basis. At such a meeting, you can answer people’s questions about vanpooling, describe routes and get right down, to the business of signing up riders.

Your goal at this meeting is to get commitments from 20% more people than you actually have vanpool seats for. That way, you have plenty of people to serve as back-up riders if any of the regular riders drop out. You’ll also want to recruit drivers and alternate drivers.

Begin your meeting by letting people know what vanpooling is all about. After all, although you’ve become an expert by now, most people are unfamiliar with the benefits of ridesharing by van.
Some of the ground you should cover during the introductory portion of your vanpool formation meeting:

- Describe the route that your vanpool will cover.
- Estimate the mileage and monthly fares.
- Describe the vans, such as the vehicle type and make, number of seats, equipment and options. If the vans have “extras” such as reclining seats and overhead lights, use this as a selling point.
- Discuss what is expected of others. At this point, it may be handy to distribute your company/vendor’s policies and procedures statement or the Vanpool Passenger Agreement.
- Discuss the role of the driver and alternate driver and determine if there are any volunteers. Drivers typically handle routine van maintenance and minor repair and collect riders’ fares. In exchange, they ride for free and often have use of the van in the evening and on weekends. Alternate drivers fill in when drivers are unable to (whether due to illness, vacation or other reasons) and receive a prorated share of the driver’s free mileage or other compensation the group may agree on. Also review other aspects of the driver’s and alternate driver’s roles, such as qualifications, approval process and training.

Another option to discuss is the role of a van coordinator or administrator as an alternate. This person handles the paperwork and collects fares but shares driving duties with the other riders or does not drive at all. Van coordinators or administrators (as well as alternate drivers) could ride at a discount, depending on how much responsibility they take on.

You may also want to distribute the Driver and Alternate Driver Agreement form and Van Driver application that can be obtained from your vanpool vendor.

- Include a question and answer period. Although most people view vanpooling as a benefit, you should be prepared to encounter resistance. After all, some people resist change of any sort – even for the better!
At this point, take a count of how many people remain interested. If there are enough to start up a vanpool, roll up your sleeves and start working out the details on the spot—while people are still excited and eager to get going. With your leadership, vanpoolers can:

- Set a target date to get their vanpool rolling.
- Determine a schedule for arrival and departure times, based on riders’ work schedules.
- Design the route the vanpool will travel to and from work, including pick-up and drop-off points. (Most vanpools select a common meeting point such as a conveniently located Park & Ride lot or a shopping center. Others prefer two or three stops along the early segment of the route to work.)
- Decide where employees will meet for the ride home.
- Establish back-up carpool arrangements in case of an emergency or other problems.
- Agree to simple ground rules to avoid any conflicts or misunderstandings down the road (how long the van will wait for late riders, as well as policies on smoking, radio, unscheduled stops for errands, etc.)
- Select a driver, an alternate driver and, if applicable, a vanpool administrator. (If there are no volunteers, you can still recruit riders, but you won’t have a vanpool until you have someone to drive it.)

3. Sign Riders

It’s important that potential riders make a commitment to the vanpool in writing since you will be deciding whether to go ahead with a vanpooling program based on their interest. Provide a written agreement and make sure nobody vanpools without signing it. A typical agreement outlines riders’ obligations, safety issues and terms and conditions of the vanpooling arrangement. Also, riders should pay the first month’s fare in advance.

4. Fill Empty Seats

Needing to recruit riders for empty seats is an experience common to anyone who has tried to get a vanpool program underway. You can start a vanpool without every seat filled, but that will drive the costs up. Many people are unwilling to vanpool if they know they’re paying more than they have to.

Try urging people at the vanpool formation meeting to help recruit new riders. You may want to look into special programs that subsidize the cost of empty seats for a period of time to help get vanpools going.

If you still have seats to fill, try these tips to market your vanpool and sign up riders:

- Place an ad in the classifieds.
Speak with Transportation Coordinators at neighboring companies to see if you can “pool” employees to fill or start a vanpool.
Offer special incentives such as paid time off.
Invite a vanpool vendor or a Transportation Coordinator from a local company to your facility to give employees a look at a van they could be riding in.

If after repeated attempts you can’t recruit enough riders to make vanpooling an affordable option, you may need to temporarily shelve your vanpool program and try again in a few months. You may also want to review your density map to see if there are possible vanpool routes you may have overlooked.

5. Select a Driver and Alternate Driver

The driver is the critical link between the vanpool, vendor and your company. He or she acts as the vanpool “leader” and drives on a regular basis, collects fares, keeps records, helps recruit riders, keeps the van clean and notifies you of any maintenance problems (although some drivers simply drive, and leave other duties to the vanpool coordinator).

Driver Criteria:

- Driver has a valid driver’s license from the state in which driver resides.
- Driver is 25 years of age or older.
- Driver has a minimum of five years current and uninterrupted licensed driving experience.
- Driver does not have more than one moving violation or at-fault accident in the past 12 months.
- Driver does not have more than two moving violations or at-fault accidents in the past 36 months (or any combination thereof).
- Driver does not have any record of convictions for serious offenses such as:
  - Excessive speed (20 mph or more over posted speed limit)
  - Operating to endanger
  - Reckless or careless driving
  - Driving under the influence of alcohol or drugs
  - Operating a motor vehicle with a suspended or revoked license
  - School bus stopping or passing violations
  - Leaving the scene of an accident involving personal injury or property damage
  - Motor vehicle homicide

Your company may also require that the vanpool driver:

- Live near vanpool riders
- Be an employee at your company
- Have his or her supervisor’s recommendation
- Have an excellent work attendance record
- Successfully complete an in-house or other driver safety course
Driver Duties

Some companies prefer to supervise paperwork and van maintenance; others like to leave it entirely in the hands of the driver. The following are tasks generally handled by the vanpool driver or van coordinator/administrator:

- Work as a team leader to determine pick-up spots and times and vanpool etiquette
- Deliver riders to work and home on time
- Collect and account for fares on a regular monthly basis
- Find one or two alternate drivers to fill in when he or she is unable to drive
- Help find a replacement rider when one drops out
- Enforce the law requiring riders to wear safety belts
- Fuel up the van during on-commute hours
- Conduct a daily vehicle check
- Keep the vehicle clean
- Arrange for minor repairs such as replacing wiper blades, changing oil, etc.
- Schedule and deliver the van to the vendor-appointed site for major work such as tune-ups or engine repair.
- Keep mileage logs and passenger records
- Maintain records of vendor required maintenance
- Send monthly payments to vendor or company

Alternate Driver(s) Selection, Benefits and Obligations

When the alternate driver steps in to fulfill driving duties, he or she takes on all the responsibilities of the driver. The alternate driver may receive compensation that the group may agree upon. Any agreement should be in writing.

Training Drivers

Some companies/vendors require that drivers take a course in safety and to help them brush upon their driving skills, although this is not mandatory. Others simply offer a short lesson how to collect fares and handle the vanpool paperwork.

6. Establish Fares

Riders pay a monthly fare in advance to reserve their seats on a van. They pay even for the days they do not vanpool, whether this is due to illness, business trips, vacations, or because they choose to drive to work on their own. Riders may, however, sublease their seats to recoup costs and ensure that the van is operating at full capacity at all times.
Normally, the driver issues each rider an invoice for the upcoming monthly fare. The driver collects payment and issues a receipt. (To avoid overburdening the driver with paperwork, only those riders paying in cash should be issued receipts; otherwise, their canceled checks can serve as their receipts.) After collecting fares, the driver forwards all money to the employer or vanpooling vendor (less the cost of gasoline).

To make collecting fares easier, many companies deduct fares from employees’ paychecks, placing the funds in the vanpool’s account to be drawn from as needed.

**Fare Structure**

While fares are paid in advance, if a rider drops out, it will affect fares for the following month and thereafter. (Riders must give 30 days notice before quitting a vanpool, which should be detailed in the rider’s agreement.) If at any point there are fewer riders than the van had when it initially set fares, it is possible that the driver will lose his or her free privileges, the fare will increase or the vanpool will go under.
To make sure that the vanpool is operating on a break-even basis, you must help the driver keep an eye on costs for operating the van. Were your estimates of gas costs on-target? Were there any new vanpools added to the fleet that could affect the fixed costs? Have any other costs changed? Riders should be notified 30 days in advance of a fare increase or decrease.

Although it’s much cheaper to vanpool than to drive alone, people often are daunted by the cost of vanpooling because they simply aren’t aware of how much they’re paying for gas, car maintenance, and wear and tear. When you establish fees, it may help to provide employees with a comparison of vanpooling costs versus those of driving alone.

<table>
<thead>
<tr>
<th>Employer Leased Vans</th>
<th></th>
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<tbody>
<tr>
<td>Van Lease (Paid by employer)</td>
<td>$1200.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>License Fee</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Maintenance</td>
<td>$ 0.00</td>
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<tr>
<td></td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Daily round trip miles</td>
<td>70</td>
</tr>
<tr>
<td>Gas Costs (at .30 per mile)</td>
<td>x .30</td>
</tr>
<tr>
<td>Number of working days/month</td>
<td>22</td>
</tr>
<tr>
<td>Total fuel costs per month</td>
<td>$462.00</td>
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</table>

To determine fares:
- Total fixed costs per month $ 0.00
- Total fuel costs per month $ 462.00

Total costs per month $ 462.00

Divided by number of riders
Minus driver /11

Suggested monthly fare per rider $42.00
7. Secure Insurance Coverage

You must have adequate insurance for your vanpool. In certain states, employer liability is limited to employer-operated vanpools and does not extend to individual owner-operated and employee leased vanpools. They must provide their own insurance coverage. Van vendors typically provide insurance coverage for companies that lease vanpools. Otherwise, you will either need to self-insure or obtain coverage from an insurer specializing in vanpool risks. Be sure to leave enough time for this step – not every insurance provider covers vanpools.

Recommended minimum coverage amounts are:

- Bodily injury $1.5 million
- Property damage $100,000
- Medical payments (per person) $10,000
- Uninsured motorist $100,000
- Comprehensive $0 (Deductible)
- Collision $0 (Deductible)
Your insurance agent will want to know the name of the legal owner of the van, where it will be stored and its costs, capacity and daily mileage. To help keep insurance costs down, make sure that the drivers and alternate drivers you select have good driving records.

8. Secure the vans

Once you have an approved driver, at least 75% of the needed riders, and have completed all of the above steps, you should be ready to lease your van. Ideally, you want a van as soon as you’re ready to roll, delays allow riders to lose interest. When working with a van vendor, keeping the vendor up-to-date on your progress can help you avoid setbacks once you order the van.

9. Keep Regular Records

Of course, no vanpool arrangement is set in stone. By keeping thorough, accurate records, you can track such changes as new riders, increases in gas costs, etc., that affect whether or not a vanpool is breaking even on costs. While you will need to oversee recordkeeping, in reality the vanpool driver maintains most forms. Records that must be maintained on a regular basis include:

- Passenger List – records the name, home address, and phone number of each van rider and driver; this list is updated monthly and used by the van driver to make alternate arrangements in the event of problems
- Daily Log – records commute miles, maintenance service, and riders carried
- Daily Safety Check – a list of safety checks such as lights, tires and fuel level that a driver should make every day
- Weekly/Monthly Safety Check or Vanpool Program Preventative Maintenance and Safety Checklist – lists of safety checks such as vehicle fluids, brakes, lights, etc. that a driver should make on a weekly or monthly basis.
- Cancellation Notice – any departing rider should complete this form and turn it in to the driver 30 days prior to leaving the van; the driver must forward it to the vanpooling coordinator or vanpool vendor immediately
- Invoices – for collecting rider fares

10. Trouble-Shoot

You’ll need to commit a certain amount of time on a regular basis to make sure that your vanpool program is running smoothly; how much time is determined by the type of program that you’ve developed.

At the top of the list: always keep an ear open to the concerns of both drivers and riders. This will help you avert problems before they endanger the stability of the vanpool program.

You will continually need to help recruit new riders for vanpools if riders drop out. It’s best to keep a ready waiting list if possible so that the transition can be made without it ever having to affect fares.

In rare instances, it may happen that a driver or alternate driver is not working out. The agreement between your company and a driver or alternate driver may be terminated by either party by giving a
30 day written notice. Always communicate with leasing vendor. You may, however, terminate the agreement immediately if the driver does any of the following:

- Relocates from geographical area assigned
- Is negligent in the operation of any motor vehicle
- Transfers to a different work location
- Receives excessive moving violations under the motor vehicle laws of your state
- Abuses or fails to properly maintain the company’s vehicle
- Does not arrive at or leave work on a punctual basis
- Fails to comply with the terms of the written driver and alternate driver operation agreement
- Terminates employment with the company
- Is absent from work for a prolonged period and/or is on temporary disability

Lastly, develop a procedure that vanpool drivers must follow in the event of an emergency breakdown. If the van is leased, the vendor will most likely provide emergency road service. Under no circumstances should the vanpool driver or riders attempt a curbside repair themselves— even if it is just a flat tire. Some common ground rules:

- **Minor Accident** – Report all accidents/incidents to the police as well as the vendor’s fleet response office. The driver should get the names of anyone involved in the accident, including witnesses, as well as exchange insurance information.
- **Major Accident** – Report all accidents/incidents to the police as well as the vendor’s fleet response office. Provide drivers with accident report forms and witness cards—cards that detail what information should be collected in the event of an accident. Require that these forms be kept in the van at all times.

### Vanpool Formation Meeting Agenda (Example)

<table>
<thead>
<tr>
<th>Vanpool originating in</th>
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<tr>
<td>Date</td>
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1. Definition of a vanpool, general statement of operation and overview of steps to start a vanpool.
2. Distribute and discuss vanpool formation subscription agreement.
3. Work hours to be served by vanpool from _______ AM/PM to _______ AM/PM.
4. Estimated mileage and fare.
5. Start-up subscriber level.
6. Community pick-up points and route.
7. Pick-up/Drop-off arrangement at the work site.
8. Comfort and convenience arrangements; smoking, radio, wait policy, etc.
9. Decision vote.

Vanpool Passenger Agreement Form Example

I, ____________________________, want to participate in a vanpool offered through ____________________________, and agree to:

- Cooperate with the driver and other riders to define the pickup points, times, waiting policies and other guidelines for creating an efficient and compatible vanpool.
- Be on time at my specified pickup point.
- Pay the required passenger fare by the first of each month.
- Give advance notice to the vanpool driver of the times I know I will be absent. I will also contact the driver as soon as an unexpected illness or condition arises keeping me from riding.
- Notify the driver 30 days before permanently vacating my seat.
- Wear my seat belt.
- Refrain from smoking or drinking alcohol on the van.
- Comply with reasonable requests of the driver.

This agreement will commence when signed, and can be terminated 30 days after notice is given from either the passenger or driver.

<table>
<thead>
<tr>
<th>Passenger’s Signature</th>
<th>Date</th>
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<tr>
<th>Print Name</th>
<th>Home Phone</th>
<th>Work Phone</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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Driver and Alternate Driver Eligibility Form Example

If you are interested in being a vanpool driver or alternate driver, please consider the following to see if you are eligible:

- You must be an employee of (Specify Company Name)
- You must have 10 passengers and two alternate drivers (depending on the size of your vanpool) who want to commit to the vanpool.
- You may not have received more than two moving violations under the vehicle laws of any state, or more than one criminal offense arising out of the operation of a motor vehicle within the last three years.
- You must obtain your supervisor’s recommendation.
- You must have an excellent work attendance record.
- You must live in geographical proximity to potential riders.
- You must successfully complete any company/vendor required driver’s safety courses.

Driver Obligations

Drivers are the critical link between the vanpool, vendor and your company. They act as the vanpool “leader”. Therefore, you must anticipate problems and be ready to find solutions. This applies to problems with the vehicle as well as with the riders. Responsibilities to the van include:

- Fueling up the van during non-commute hours.
- Conducting a daily vehicle check.
- Keeping the vehicle clean, both inside and out – again during non-commute hours.
- Arranging and delivering van for minor repairs such as changing flat tires, replacing bad light bulbs, replacing wiper blades, checking and changing oil, etc.
- Scheduling and delivering the van to the vendor appointed site for major work such as tune-ups or engine repair.
Keeping mileage logs and passenger records as dictated by company/vendor needs.

Work as a team leader to determine pick-up spots and times, routes and vanpool etiquette.

Be prompt and deliver passengers to work on time.

Collect and account for fares on a consistent monthly schedule.

Find an alternate driver to fill in when you are unable to drive.

Find a replacement rider when one drops out.

Enforce the law requiring passengers to wear safety belts.

Example of Vanpool Forms

(Note: Vanpools that are leased through a vendor would acquire driver applications through their source.)

Type of Application:  ☐ Driver/Coordinator  ☐ Back-up/Alternate Driver

Date of Application: 

Name

Street Address

City       State       Zip

Home Phone     Driver’s License #  State Issued By

Years with Company    Work Schedule (Reporting time/leaving time)

1) Have you had any accidents or moving violations during the past 3 years?

2) How much travel/overtime does your job require?

3) How many days of work did you miss due to sickness last year?

4) Are you experienced in automobile repair? If so, to what extent?

5) What experience have you had in car/vanpooling?
6) What type of space can you provide for overnight van parking? (on or off street, garage, etc.)

7) Would you be willing to be a back-up/alternate driver? □ Yes □ No

8) Would you be willing to be a passenger? □ Yes □ No

9) Do you have current insurance on your personal vehicle? □ Yes □ No

**Driver Record Release (If leasing van through a vendor, forms will be provided to you.)**

The applicant authorizes (Lessor Company) to investigate and research driving records within the State of Arizona, any other state and/or any other public or private agency generally used to maintain information pertinent thereto, and agrees to execute any other forms or documents necessary for such investigation.

Driver Applicant’s Signature        Date

**Driver and Alternate Driver Agreement Example**

I, ____________________________, will fulfill my responsibilities as van driver for my vanpool by agreeing to:

- Provide the lessor with a DMV report of my driving record if in current state less than 5 years.
- Show proof of my driver’s license, if required to lessor.
- Make a daily check of the van according to the guidelines in the van safety checklist.
- Maintain the vehicle during off-commute times including checking the oil and water levels, filling it with gas, keeping it clean and any other minor services it may require.
- Arrange for vehicle repairs by dropping off and picking up the vehicle as well as making sure the work is done in a timely manner.
- Maintain a list of passenger names, addresses and phone numbers, as well as dates travelled, dates absent, substitute riders, etc., as outlined in the vanpool passenger list form.
- Maintain a mileage log.
- Act as the vanpool team captain by arranging meetings for members to establish vanpool etiquette, pick-up points and times, waiting periods, how to cover absent riders, etc.
- Enforce the wearing of seat belts.
- Be punctual and pick-up vanpool members at previously appointed spots to and from work.
Collect and keep records of appropriate fares. Inform passengers of any changes in the fare. Enforce the schedule for payment.

Prohibit the drinking of alcohol or smoking on the van.

Refrain from using alcohol or drugs prior to or while driving the van during both commute and non-commute times.

Report and accidents to the lessor involving bodily injury or property damage.

Do not alter the appearance or contents of the vehicle unless previously approved by the lessor.

I understand that by meeting these responsibilities, I have the right to use the van during non-commute times for personal use, and that I will be able to commute free of charge (provided maximum ridership is maintained).

I understand and agree that a breach of any of these points is grounds for termination. Further, the lessor reserves the right to terminate this agreement with 30 days notice at any time after the commencement of this contract. In addition, this agreement will terminate automatically if I lose my driver's license or if the lessor has reasonable grounds to do so.

I, as driver or alternate driver, am providing a service as a vanpool driver and shall have no responsibility or liability whatsoever regarding the vanpool other than what is set forth in this agreement.

This agreement shall be in effect when signed by both parties.

Driver Signature

Driver Name (Print)

Address

City          State          Zip

Home Phone          Work Phone

Alternate Driver Signature

Alternate Driver Name (Print)

Address
<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

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<thead>
<tr>
<th>Home Phone</th>
<th>Work Phone</th>
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**Vanpool Invoice/Receipt (Sample) – Receipt is only necessary for cash payments**

The amount due is payable to the Driver/Coordinator by the first (1st) of each month. Checks should be made payable to:

(Specify Company Name)

<table>
<thead>
<tr>
<th>Vanpool Number</th>
<th>Amount Due</th>
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<table>
<thead>
<tr>
<th>From (Date)</th>
<th>To</th>
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<table>
<thead>
<tr>
<th>Passenger’s Name</th>
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<table>
<thead>
<tr>
<th>Employee Number</th>
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<table>
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<tr>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Source Code</th>
<th>Phone</th>
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<table>
<thead>
<tr>
<th>Driver/Coordinator Name (Print)</th>
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<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</table>

**Van Formation Checklist Example**

This will aid you in the steps that you must follow before your group can receive the van.

1. Selected the vanpool driver and back up drivers.

2. Selected group is ready to participate. There are passenger agreements signed.

3. The route and times have been agreed upon.

4. The maximum monthly mileage allowed each month will be.
5. The payment amount due from each rider will be $\underline{}\hspace{1cm}$. 
6. The lease amount due to lessor is $\underline{}\hspace{1cm}$. 
7. The size of vehicle that we have chosen will be a passenger van with \underline{} seats. 
8. Driving records for drivers/back up drivers have been obtained and approved for insurance purposes. 
9. All drivers/coordinator are aware of the duties of collecting fares/maintaining any records that are required for the van. 
10. Fares have been collected and ready to submit to van vendor. 
11. Date for pick up/delivery of van is confirmed and scheduled for \underline{}\hspace{1cm}. Contract is signed.

Vanpool Passenger List Example

Van # \underline{}\hspace{1cm} Van Capacity \underline{}\hspace{1cm} Monthly Mileage Allowed Per Contract \underline{}\hspace{1cm}

Pick Up Locations \underline{}\hspace{1cm} Depart AM \underline{}\hspace{1cm} Arrive PM \underline{}\hspace{1cm}
Pick Up Locations \underline{}\hspace{1cm} Depart AM \underline{}\hspace{1cm} Arrive PM \underline{}\hspace{1cm}

Driver Names: \underline{}\hspace{1cm} Phone Number \underline{}\hspace{1cm}
\underline{}\hspace{1cm} Phone Number \underline{}\hspace{1cm}
\underline{}\hspace{1cm} Phone Number \underline{}\hspace{1cm}
\underline{}\hspace{1cm} Phone Number \underline{}\hspace{1cm}

Passenger Information:
1. \underline{}\hspace{1cm} Work Phone Number \underline{}\hspace{1cm} Home Phone Number \underline{}\hspace{1cm}
2. \underline{}\hspace{1cm} Work Phone Number \underline{}\hspace{1cm} Home Phone Number \underline{}\hspace{1cm}
3. \underline{}\hspace{1cm} Work Phone Number \underline{}\hspace{1cm} Home Phone Number \underline{}\hspace{1cm}
4. \underline{}\hspace{1cm} Work Phone Number \underline{}\hspace{1cm} Home Phone Number \underline{}\hspace{1cm}
5. \underline{}\hspace{1cm} Work Phone Number \underline{}\hspace{1cm} Home Phone Number \underline{}\hspace{1cm}
6. \underline{}\hspace{1cm} Work Phone Number \underline{}\hspace{1cm} Home Phone Number \underline{}\hspace{1cm}
Standby Passengers

1. [ ] Work Phone Number [ ] Home Phone Number
2. [ ] Work Phone Number [ ] Home Phone Number
3. [ ] Work Phone Number [ ] Home Phone Number

**Daily Safety Check Example**

Check:

- [ ] For worn tires
- [ ] Fuel level
- [ ] To see if lights are working
- [ ] Operation of safety belts
- [ ] Cleanliness of vehicle (making sure it is clear of hazardous materials or objects)
- [ ] The seats to ensure they are securely anchored

**Monthly Safety Check Example**

- [ ] Check oil, oil filter, air filter, gas filer and refuel
- [ ] Check transmission fuel
- [ ] Check wheels and brakes
- [ ] Inspect all tires, inflate to recommended pressure
- [ ] Clean battery terminals
- [ ] Inspect entire exhaust system
- [ ] Inspect steering mechanism, add fluid if necessary
Inspect all hoses, clamps and pressure check radiator
Inspect all belts, replace if defective or notify vendor
Inspect all lights (head, tail, clearance, stop and interior)
Inspect all windows for operation and all locking devices
Check for broken windows or handles
Check horns and other warning devices

□ Major/minor tune-up date __________
□ Inspect for loose seats or defective seat belts
□ Clean windshield inside and out

Note any problems:

__________________________________________________________________________

__________________________________________________________________________

Driver’s Signature: __________________________________________________________

Cancellation Notice Example

Name: _________________________________________________________________

Payroll No. (if applicable): __________

Driver Name: __________

The last day for riding the van will be __________.
Please cancel my vanpool service on that date.

Reason for canceling the service:

__________________________________________________________________________

__________________________________________________________________________

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