

Vanpool Start Up Checklist

The following checklist is intended to provide you with a step by step introduction to the organization of a vanpool. Refer to this checklist when you are planning your vanpool and preparing to lease a van.

- Determine who will *lease the van and drive the van*.** The same person who signs the lease for the van is often the person who drives the van. Driver's are required to pass a medical exam before they can begin driving a vanpool.
- Determine who will act as the *back up driver's (or Co-drivers) for the van (2)*.** Back up drivers drive the van in the instance that the traditional driver is not available to drive. Back up drivers are also required to pass a medical exam before they can drive a vanpool.
- Choose a *treasurer*.** The treasurer is responsible for collecting payment from the other riders and allocating the funds to pay the lease. The treasurer can also be responsible for submitting subsidy forms and maintaining waiting lists. Sometimes the treasurer is also the driver.
- Consult with your group to determine the *route and schedule that would be most efficient for your commute*.** This part of the process includes pick up and drop off points and times.
- Decide on a *vanpool vendor*.** Based on your research, determine which vanpool leasing company will be utilized for the lease of the van.
- Determine *how many riders will initially form the core vanpool group*.** By determining who the core group will be, the treasurer can better calculate how much the monthly fare will be for each rider.
- Collect the *first month's fare*.** The first month's fare will need to be collected prior to the van making its first commute. The fares are paid to the treasurer who organizes a system by which they are paid to the vanpool leasing company.
- Determine a *start date*.** After the start date is chosen, make sure that all of the riders know when it is and where they should meet to board the van, they should be informed of departure times and locations prior to the first day of the van commute.
- Complete and return the *Subsidy Application for the Quick Start program to Traffic Solutions*.** A prompt completion of all subsidy forms ensures that the vanpool leasing company will receive your lease support in a timely manner.

My potential vanpool contacts are:

Name: _____	Phone/Email: _____
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_____	_____
Next Meeting Date & Time: _____	Location: _____