

Metro Vanpool Program

Participation Guidelines

The Los Angeles County Metropolitan Transportation Authority (Metro) administers the Metro Vanpool Program (Program) to provide alternative transportation choices to commuters, improve air quality, and reduce congestion on regional roadways. This program offers a monthly financial subsidy to commuter vanpools to equally offset the monthly lease fare to each vanpool passenger.

Please retain a copy of these guidelines for your records and future reference.

Eligibility

The Metro Vanpool Program offers up to a \$400 monthly lease fare subsidy* for publicly operating commuter vanpools with a destination to a Los Angeles County worksite.

Vanpool vehicles or passengers receiving financial subsidy and/or incentives from any public funding source, private transit, private shuttles, day care/primary school trips, charter trips, owner-operated vanpools, vehicle feeder services, and private vanpools are not eligible to enroll in the Metro Vanpool Program. "Private" refers to commuter services that are owned by an agency or is exclusive to a particular employer, institution, or group and not open to the general public. (See also "Enrollment Evaluation" below).

Application & Enrollment

To apply, the individual that enters into a valid vanpool vehicle agreement with any Metro authorized vanpool vehicle supplier must complete and submit a Metro Vanpool Program Participation Application & Metro Vanpool Participation Agreement. Metro's authorized suppliers include:

- > California Vanpool Authority (CalVans) **1.866.655.5444**
- > Enterprise Rideshare **1.800.VAN.4.WORK**
- > vRide **1.800.VAN.RIDE**

Vanpool vehicle agreement holders must submit Program application and agreement to Metro to be received by the 15th of the month to be considered for enrollment on the 1st of the following month, e.g. deliver by August 15th to be considered for enrollment on September 1st. Deliver completed and signed application by:

- > Email attachment to vanpool@metro.net
- > U.S Mail to **Metro Vanpool, 1 Gateway Pl, MS99-19-6, Los Angeles 90012**

Incomplete or invalid applications or agreements will not be considered.

Enrollment Evaluation

Metro will review each Participation Application item for eligibility and completeness to authorize Program enrollment based on the following rules & requirements.

- > Applicant is the confirmed vehicle agreement holder: primary driver coordinator or vehicle leaseholder.
- > Applicant agrees to all terms and conditions without exception.
- > Vanpool begins service with at least a 70% vehicle occupancy rate, e.g. a seven passenger vehicle will qualify with a minimum of five passengers including the driver.
- > Vanpool route ends at a worksite located within Los Angeles County.
- > Vanpool route operates at least three commute days each week at a minimum of 30 miles roundtrip in commute service only.

- > Vehicle selected and placed into service is a qualified commuter vanpool vehicle and shall not exceed four years and/or 200,000 miles.
- > Vehicle lease does not exceed the maximum monthly lease fare authorized by Metro.

Metro Vanpool Program Enrollment Notice

Applicants will be notified by U.S. Postal delivery service and/or email regarding enrollment approval, lease subsidy authorization, and instructions within one week of receiving a complete and valid Metro Vanpool Program Participation Application and Agreement.

Maintaining Metro Vanpool Program Enrollment

Upon enrollment the applicant shall be considered a Volunteer Participant (Participant) subject to the Program terms of agreement and requirements. Metro Vanpool compliance will be continually evaluated for enrollment compliance and fare subsidy payment. Failure to comply with the terms of agreement and requirements below will result in termination of the Metro Vanpool Program Participation Agreement and discontinued lease fare payments to the vanpool vehicle supplier.

Requirements for maintaining enrollment compliance include the following:

- Participant shall use the Metro authorized vanpool vehicle exclusively in Commute Service with a vanpool route ending at a worksite in Los Angeles County including Incidental Vehicle Trips. "Commute Service" means pick-up and transport of passengers between vanpool route origin, route pick-up locations, and route work destination(s) including detours. "Incidental Vehicle Trips" are limited workplace related trips, vehicle maintenance and servicing, and/or other non-prohibited trip purpose adjacent to the vanpool route on commute days within the Service Area. The "Service Area" is limited to the seven (7) Southern California counties of: Los Angeles, San Bernardino, Orange, Riverside, Ventura, Kern, and San Diego.
- Participant is prohibited at all times from operating the Metro authorized vanpool vehicle for travel outside the Service Area and from operating the Metro authorized vanpool vehicle for travel to recreational or leisure locations, including but not limited to: camp grounds, amusement parks, fairs, hotels, casinos, arenas, theaters, stadiums, and/or other event locations for any purpose other than Commute Service.
- Participant shall follow Terms of Agreement as detailed in the Metro Vanpool Program Participation Agreement.
- Participant shall submit complete, valid, and legible Monthly Vanpool Reports when due and on time without demand.
- Participant shall, when requested, respond to and submit complete, valid, and legible Metro Vanpool Audits when due and on-time without demand.
- Participant shall achieve a minimum rider performance (occupancy) rate of 70% each calendar quarter.
- Participant shall respond to public requests for vanpool information, seat availability, and process to join the vanpool within 1-business day of request.

Metro retains the right to deny funding for any new Metro Vanpool Program applicants and to terminate the funding of any individual vanpool or the entire program if Metro deems it to be in the best interest of the agency to do so.

