

Metro Vanpool Program

Audit Form Instructions



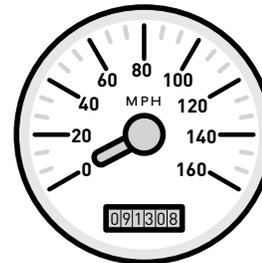
Every week, ten Metro Vanpool Program participating vanpools are randomly selected to record passenger and trip information. The audit is required to satisfy Federal reporting requirements and therefore Metro cannot change your audit date. **If your vanpool will not operate on that day you are required to write the reason for non-operation anywhere on the form and return it.**

HOW TO COMPLETE THIS AUDIT

- > Read these instructions carefully. Call 213.922.7003 or email vanpool@metro.net with questions.
- > **You must conduct the audit on your assigned date.** The audit is pre-printed on the enclosed form.
- > Make sure to complete all three sections, sign, and date the audit.
- > Send the completed audit to Metro by the third working day after the audit date. Email a scanned PDF of the completed audit to vanpool@metro.net or fax it to 213.652.1112.
- > Failure to submit a completed audit may result in termination of your vanpool's subsidy.

SECTION I – PASSENGER TRIP DISTANCE

1. **Passenger Name:** The names of all vanpool passengers on record are pre-printed. All passengers participating in your vanpool should be included on the list regardless of whether he/she rode in the vehicle on the audit day. If your passenger list has changed, first cross out the names of those who are no longer passengers. Second, write in the names for new passengers. Finally, **complete the enclosed Vanpool Update Form to make changes to your passenger list.**
2. **Present:** Place a check mark (✓) for each passenger who was present on the vanpool trip TO work and another check mark (✓) for each for each passenger on the vanpool trip FROM work on the audit date.
3. **Odometer Reading:** Write in two odometer readings for each passenger for each trip. In the 'Start' column, record the odometer reading when the passenger boarded the vehicle. In the 'End' column, record the odometer reading when the passenger exited. Use whole numbers only. *Example, if the odometer reading is 15,449.6 write 15,450 or if the odometer reading is 15,462.2 write 15,462.* Then, in the 'Miles' column, calculate and write the total trip distance in miles for each passenger. *Example, 15,482 (end) – 15,450 (start) = 32.* Write numeric values for all passengers. Do not use continuation lines (...) or ditto marks (" ").



ODOMETER

Found on the dashboard of your vehicle. Read mileage from here and record it on audit form.

SECTION II – VANPOOL TRIP TIME

- > In the 'Trip to Work' column, write in the time your vanpool left from its parking location in the 'Start' row, and write in the time it arrived at work in the 'End' row. In the 'Trip from Work' column, repeat the same on the return trip by writing in the time your vanpool left from work, and the time it arrived at its parking location. Do not forget to write AM/PM.
- > Calculate total trip time in minutes from vanpool start to vanpool end each way using whole numbers only. *Example, 3:47pm (start) to 5:02pm (end) = 75 min (total trip time).*

SECTION III – VANPOOL TRIP DISTANCE

- > In the 'Trip to Work' column, write the odometer reading at the vanpool's parking location in the 'Start' row and write the odometer reading at the work location in the 'End' row. In the 'Trip from Work' column, write the odometer reading at the work location in the 'Start' row and write the odometer reading at the vanpool's parking location in the 'End' row.
- > Calculate total trip distance in miles for each trip. Use whole numbers only. See the odometer reading *examples* above.



See sample audit on page 2.
For assistance with this audit call 213.922.7003.



Metro Vanpool Program

metro.net/vanpool

Conduct the audit on this day

Audit Date: **MONDAY, 30-June-2014**

YOU MUST COMPLETE THIS FORM ON YOUR ASSIGNED DATE!

Van No./Vehicle **Your Vehicle No. printed here** George Washington

Participant Telephone Number: (213) **922-7003**

SECTION I - PASSENGER TRIP DISTANCE

These two passengers have permanently left vanpool

These two passengers are still part of vanpool but were absent this day

Complete a Vanpool Update Form to process changes to your passenger list.

Passenger Name ¹ (Last) (First)		TRIP TO WORK				TRIP FROM WORK			
		Present ² (✓)	Odometer Reading ³			Present ² (✓)	Odometer Reading ³		
			Start	End	Miles		Start	End	Miles
Washington	George	✓	15450	15482	32	✓	15482	15514	32
Adams	John	✓	15462	15482	20				
Jefferson	Thomas								
Madison	James	✓	15462	15482	20	✓	15482	15502	20
Monroe	James								
Adams	John Q.								
Jackson	Andrew	✓	15450	15482	32	✓	15482	15514	32
Van Buren	Martin								
Harrison	William	✓	15450	15482	32	✓	15482	15514	32

This passenger was present for the trip TO work, but absent from the ride FROM work

Use whole numbers only. No decimals.

SAMPLE ONLY

SECTION II - VANPOOL TRIP TIME

Be sure to indicate AM/PM

TIME	TRIP TO WORK	TRIP FROM WORK
Start (xx:xx am/pm)	6:32 AM	3:47 PM
End (xx:xx am/pm)	7:18 AM	5:02 PM
Total Trip Time (Minutes)	46	75

SECTION III - VANPOOL TRIP DISTANCE

ODOMETER	TRIP TO WORK	TRIP FROM WORK
Start (Miles)	15450	15482
End (Miles)	15482	15514
Total Trip Distance (Miles)	32	32

You do not have to be present on the day of the audit, however you are required to sign the form.

Participant means the driver or vanpool leaseholder operating a vanpool as part of the Metro Vanpool Program. By signing this report, you are confirming that the information provided herein is true and correct, and the fare subsidy credit is due this vanpool group.

Participant's Signature:

George Washington

Date: 7/2/2014

Survey ID: 7