



Victor Valley Transit Authority Vanpool Program Step-by-Step Guide to Program Qualification and Application

For More Information Visit VVTA's [website](#)

E-Mail VVTA at vanpool@vvta.org

Call VVTA at 760.995.3561

This document serves as a step-by-step guide to the application process for the VVTA Vanpool Program. For detailed application process information, visit the VVTA [website](#) and download the Vanpool Program Guidelines and/or the Frequently Asked Questions (FAQ) for Interested Participants. A summary of the directions for program participation are provided below:

1. Do you meet the following minimum criteria? All of the criteria below must be met in order to qualify and apply to the program. Please refer to the Vanpool Program Guidelines which can be found on the VVTA [website](#). If you do not meet one of the following criteria, you may not qualify - contact VVTA for further information. All of the criteria below must be met in order to qualify:

- a. The applicant to the VVTA Vanpool Program must be the vanpool's leaseholder – other passengers or the primary driver may not apply;
- b. The vanpool must be used for commuting purposes to and from work;
- c. The driver of the vanpool must be a volunteer and a participant in the program;
- d. You must lease your van through one of the VVTA approved partner leasing agencies;
- e. Minimum occupancy at the time of application must be at 70% or higher of all available seats in the van;
- f. Your round trip travel to and from work must be at least 30 miles;
- g. Your trip must either begin or end your its commute within the greater Victor Valley area (including Barstow and surrounding communities).

2. Program Qualification, Application and Reporting are done online. VVTA only accepts applications and monthly reports/logs, through its online/web-based system called iVanpool. Visit www.iVanpool.org to get started and to review the web-based system. If you do not have access to a computer or the internet, contact VVTA for assistance at vanpool@vvta.org or call VVTA at 760.995.3561.

3. You first must qualify for the program. Log onto www.iVanpool.org and select the "Get Started" button. The system will ask you a few simple questions to determine if you qualify for the Program. If you meet the minimum qualification requirements outlined in 1 above, then iVanpool will let you know that you qualify and you may proceed. If you do not qualify, the System will let you know why, and you may try again (if you inputted in error) or contact VVTA for clarification.

You must still go through this process even If you have an existing vanpool lease from one of VVTA's approved vanpool leasing providers (Enterprise Rideshare or

vRide/VPSI). If you have an existing vanpool lease from any other 3rd party leasing company, you are not qualified to participate in this subsidy program. Should you change your lease to one of the two approved Leasing Partners (Enterprise Rideshare or vRide/VPSI), then you may proceed to qualify for the Program. Upon qualification, you will be asked to create a username and password, so that you may continue with the application process.

4. Execute an Agreement with a Partner Leasing Agency. VVTA recommends that if you do qualify for the Program, but do not have an existing lease, the next step is to contact one of the two VVTA's Partner Leasing Agencies (Enterprise Rideshare or vRide/VPSI) to compare lease rates and their terms and conditions. You are only required to enter into a month-to-month lease with these Agencies and rates will never exceed those that are publicized on VVTA's website (note these are maximum rates and rates are negotiable with the Partner Leasing Agencies).

5. Arrange Your Vanpool. Once a Leasing Agency has been selected, and your lease is executed or about to be executed, then you must finalize your route, recruit riders, set fares and policies, and so on. Whoever is selected to be the primary driver, you must fulfill any legal requirements for driving a vanpool. Your vanpool leasing company is an invaluable ally in your efforts to pull together a vanpool and can assist in all of these areas.

6. Apply! If you already have lease, or upon executing a lease with one of the VVTA-approved Leasing Agency, then continue with the iVanpool application. You will need the following information as you complete this online application process:

- a. Be aware the vanpool begins its route when the driver starts up the van each workday. That location can be at the driver's home, or at a Park'N'Ride lot, or another location. But this will be considered the first "pick up" location of the vanpool route.
- b. You will need to identify all other location(s) that you will be picking up vanpool participants on your way to work, as well as the location(s) that you drop off passengers at work. A cross street or address of each location is required, or you may use a handy mapping tool on the iVanpool website.
- c. The names, email addresses, a contact phone and the employer name of each of the vanpool participants, including the driver.
- d. Read and agree to the online Participation Agreement.
- e. If you are not the vanpool's primary driver, then the primary driver must be included in the passenger list and identified as the Primary Driver. When doing so, iVanpool will send him/her a request to also log onto the iVanpool website, create a username and password, and read and approve a Participation Agreement as well. If the leaseholder is not the primary driver, then the primary driver logging onto iVanpool and executing the Participation Agreement is a Program requirement.
- f. You also have the option to select one passenger as an Alternate Administrator. When identifying this passenger, select "Alternate Administrator" and iVanpool will send him/her a request to also log onto the iVanpool website, create a

username and password. By doing so, this passenger will be able to update information on iVanpool about your vanpool and also be able to submit monthly reports into the system. VVTA recommends you create an alternate for administrative purposes, in the event you are away on vacation or unavailable to complete updates or monthly reporting requirements.

- g. Identify the name of your leasing agency and the vanpool start date.

7. Leasing Agency Submittal of Information. Upon “Submitting” your application information, your Leasing Agency will also submit specific information about the van and upload to iVanpool a copy of your executed lease. VVTA will review the application and possibly contact you, your vanpool participants or your Leasing Agency for additional information.

8. VVTA Approval/Notification to Start. Upon approval, VVTA will notify you along with the start date of your subsidy and the exact amount of your subsidy. Note that all subsidies start the first of the month following approval – there is no proration for partial months. If for some reason VVTA does not approve your application, or requires additional information, VVTA will contact you as well.

9. Application Timeline. The qualification and application process described in Sections 3 through 6 above, must be submitted by the close of business by the 15th of the month in order to be considered for enrollment into the subsidy for the following month. Should VVTA approve your application, then the subsidy will begin on the first of the following month – there is no proration of the subsidy for partial months. Should any of the items not be submitted or should any of the Application responses not be complete, and/or should VVTA not approve the application by the 20th of the month, then enrollment into the subsidy Program may be delayed until the first of the second month or until the Vanpool Application Packet is complete.

10. Next Steps. Once enrolled, VVTA will engage in periodic communication with the Vanpool Participant (Leaseholder). The participant will provide VVTA with monthly reports, logging vanpool activity, and be required to provide VVTA with updates as they occur, including ridership changes, route changes, etc. It is very important that your vanpool comply with the reporting responsibilities which participation in the program entails. Failure to do so will result in a loss of subsidy for the month in question. For more information on the participation process and participant responsibilities please refer to the Step-By-Step Guide to Program Participation and Frequently Asked Questions to Program Participation, can be found on the VVTA [website](#).