Northern Virginia Transportation Commission

FTA § 5307 Formula Earnings Potential from Vanpools in the DC Metropolitan Region

Northern Virginia Transportation Commission

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TABLE OF CONTENTS

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1. Introduction

Throughout the United States, Metropolitan Planning Organizations (MPOs), Departments of Transportation (DOTs) and transit agencies sponsor vanpools and report vanpool statistics to the National Transit Database (NTD) and increase their § 5307 earnings from the Federal Transit Administration (FTA). In Virginia, the Greater Richmond Transportation Company (GRTC) and Hampton Roads Transit (HRT) earn § 5307 funds on a total of 108 vanpools. No entity in the DC metropolitan region reports vanpool activity to the NTD, although GRTC reports some vanpool activity that results in formula earnings for this region. Failure to sponsor and report vanpools represent a net opportunity loss of between $6 million and $8 million annually in Northern Virginia alone (assuming survey-determined totals of 650 to 750 active vanpools). There may be more vanpools in operation in the DC metropolitan region than anywhere else in the nation. § 5307 formulas especially reward vanpools because of their low operating costs, and their high passenger miles traveled. For each $1 million invested in vanpool subsidies each year, § 5307 funding would return over $2.0 million to the region. A previous effort to use VDOT funding and WMATA administration failed to produce an acceptable program to generate § 5307 earnings from vanpools. NVTC's jurisdictions and their neighbors stretching south as far as Richmond could build on that earlier work to advocate that regional agencies cooperate to procure a private sector operator to operate or create vanpools and gather vanpool statistics for the NTD. This would increase our region's § 5307 funding, decrease peak period highway congestion, and reduce vehicle emissions. An equitable sharing of § 5307 earnings would be negotiated and no existing vanpool programs would be threatened.

2. Vanpooling in the Washington, DC Metropolitan Region

<u>Estimation of the Number of Vanpools in Operation</u>

The Metropolitan Washington Council of Governments (MWCOG) completed a Vanpool Driver Survey in Nov. 2008 (hereinafter referred to as the 2008 Survey). MWCOG located 861 vanpool drivers through several regional ride matching databases including registrations with Commuter Connections (370 drivers), VPSI, Inc. (226 drivers), the George Washington Regional Commission (GWRC) (Fredericksburg, VA and surrounding counties) (340 drivers), Potomac and Rappahannock Transportation Commission (PRTC) (78 drivers), and Crystal City Commuter Vans (16 drivers). MWCOG was careful to disclose that there are probably many more vanpools in operation in the DC metropolitan area that are not registered with any ride matching database.

This 2008 Vanpool Driver Survey found that over three-quarters of all vanpools (76%) originate in Virginia (about 650), while 22% originate in Maryland, and 2% originate in either West Virginia or Pennsylvania.

An earlier study, also conducted by MWCOG, that counted vanpools was the 2006 Central Employment Core Cordon Count which showed an increase of vanpools to the core employment districts of Washington, DC and Arlington, VA from approximately 700 in 2002 to approximately 1,000 in 2006.

Applying the 76% statistic from the 2008 Survey to the estimated 1,000 vanpools in the 2006 Cordon Count Study suggests about 750 vanpools originated in Northern Virginia, so an approximate range from the two recent studies is 650 to 750 vanpools originating from Virginia.

According to the 2008 Survey, the top counties of origination were all in Virginia: 1) Spotsylvania (27%); 2) Prince William (22%); and 3) Stafford (17%). Other Virginia counties of origination were: 4) Loudoun (3%); 5) Warren (2%); 6) Fauquier (2%); 7) Fairfax (2%); 8) Culpeper (1%); and 9) other Virginia counties (1%).

Vanpool Destinations

In the 2008 Survey, of the Virginia-based vanpools, 49% travel to DC, 46% stay within Virginia, and 5% travel to Maryland.

Vanpool Travel Distance

In the 2008 Survey, respondents from Virginia reported that average one-way trip distance was 50 miles, while respondents from Maryland reported average one-way trip distance of 44 miles.

Vanpool Vehicle Characteristics

81% of the vans surveyed in the 2008 Survey were extended-body vans with seating capacity of 15 people, while 11% were non-extended-body vans with seating capacity of 9 to 13 people, and 8% were minivans with seating capacity of seven people.

65% of the vans were model year 2004 or newer, while 16% of the vans were model year 2001 or older.

Usual Vanpool Size

47% of the surveyed drivers reported that the “usual” daily van ridership was 10 or fewer passengers, 29% reported 11 or 12 “usual” daily riders, and the remaining 24% reported 13 to 15 “usual” daily riders. The overall average “usual” daily riders were 10.5, including the driver.

When drivers were asked how many riders they had on the previous Wednesday before the survey, the average dropped to 9.0, including the driver.

Vanpool Assistance Received

Considering all types of assistance for start-up and continuing operations, 14% of 2008 Survey drivers received vanpool start-up subsidies, while 69% received other unspecified subsidies, and 66% reported participation in Guaranteed Ride Home (GRH) programs. The survey did not ask respondents to identify the sources or amounts of subsidies received. The 69% who received other unspecified subsidies may have counted MetroChek, which is applicable towards paying vanpool fares. This assumption is verifiable by comparing the results of the 2008 Survey with a 2005 Rappahannock-Rapidan Planning District Commission (RRPDC) DC Ridesharing Market Study that found that 13% of respondents received vanpool start-up subsidies, and 61% of respondents received MetroChek.

Focusing exclusively on start-up assistance, 56% of respondents reported receiving no form of assistance (subsidies or ride matching services) when starting their vanpools. 16% reported receiving assistance from their employer, 8% received assistance from Commuter Connections, 7% received assistance from VPSI, and 9% received assistance from PRTC or GWRC.

Vanpool Subsidy Programs in Virginia

Virginia has two vanpool subsidy programs, *Van Start* and *Van Save*, funded by the Virginia Department of Rail and Public Transportation (DRPT) and administered by local ride sharing organizations. According to Mr. Chris Arabia of DRPT, the combined budgets of these two programs are approximately $100,000 per year.

Van Start offers Virginia vanpool operators empty seat subsidies during the critical vanpool formation stage in the following amounts:

Table 1

Virginia Van Start and Van Save Empty Seat Subsidies

Total Passenger Seats	Seat Assistance Month #1	Seat Assistance Month #2	Seat Assistance Month #3	Seat Assistance Month #4
15	4	3	2	1
12	3	2	1	0
9	2	2	1	0
7	2	1	1	0

Seat assistance amounts are calculated on a van-by-van basis, by adding all monthly operating and capital costs and dividing by passenger capacity minus the driver. Maximum seat assistance is $175 per month.

To receive assistance, the van operator must prove that the van is at least 50% full, and that no more than 50% of the passengers were not in another vanpool that received DRPT assistance in the last 12 months.

Van Save offers emergency assistance to existing Virginia vanpool operators who are experiencing difficulty maintaining a full complement of riders. Vanpool operators may apply for *Van Save* assistance once every 12 months. To receive assistance vanpool operators must prove that the van at least 50% full, that they aggressively advertise for additional passengers, that the van has lost at least 25% of its paid passengers for at least 30 days, and that no more than 50% of its passengers have been passengers in another vanpool that received DRPT assistance in the last 12 months.

Van Save seat assistance amounts and limits are identical to *Van Start* seat assistance amounts and limits listed above.

In order to qualify for *Van Start* benefits the vanpool operator must comply with these requirements:

1. The vanpool must register with a state recognized Rideshare Program.
2. The van must be equipped with Pool Vehicle (PV) license plates (or a copy of the application form VSA-14 from DMV must be attached) and be registered with the local jurisdiction (i.e. the vehicle must have the county/city sticker).
3. The vanpool must be a non-profit operation.
4. The vanpool must be in its first three months of operation.
5. The owner/operator must certify that the van is appropriately insured under a Commercial Auto Policy or a Vanpool Policy (this is an insurance category different from a personal or family auto policy).
6. The owner/operator must demonstrate that at least 50% of the passenger capacity is full by supplying the Rideshare manager with the names and telephone numbers (both work and home numbers) of existing passengers for verification.
7. The vanpool must demonstrate continuous aggressive recruiting for new passengers (posters at workplaces, newspaper advertisements, etc.). The local Rideshare Program will provide additional recruiting assistance where the vanpool is registered.
8. The owner/operator must sign the certification form.
9. Additional eligibility, monitoring, or administrative guidelines may be set by the funding Rideshare program based on:
   a. Knowledge of the operator's history as a vanpool operator or passenger
   b. Market factors
   c. Funding limitations
   d. Collective experience of the vanpools in the region
   e. Origin and destination of the vanpool
10. A vanpool owner/operator may not apply for assistance if 50% or more of the total ridership has been in another vanpool that received state financial vanpool assistance in the past 12 months. For example on a 15-passenger van, no more than seven of the passengers may have been in another vanpool which received state financial vanpool assistance in the past 12 months.

Van Save program requirements are identical except that benefits are available once every 12 months of operation, and not within 12 months of receiving *Van Start* benefits.

According to Diana Utz, Director of GWRideConnect at GWRC, 14 vanpools out of 400 total vanpools operating from GWRC's region (340 vanpools travel north to the DC region, and 60 vanpools travel south to the Richmond region) participated in *Van Start* and *Van Save* in 2008. The 340 vanpools from GWRC traveling north represent approximately one-half of all vanpools operating in Northern Virginia.

Vanpool Insurance in Virginia

During the course of an earlier vanpool incentive study by VDOT and WMATA (see **Previous Vanpool Incentive Effort in Northern Virginia** on page 29) it was discovered that owners and operators of vanpools in Virginia had difficulty getting liability insurance. This finding spurred the creation of Virginia's AdVANtage vanpool insurance program in 2008.

AdVANtage is a collaborative effort between the George Washington Regional Commission (GWRC), the Virginia Department of Rail and Public Transportation (DRPT), and the Virginia Division of Risk Management (DRM). This self-insurance program provides liability and automobile physical damage protection for the owner-operators of vanpools. GWRC is the program administrator, while DRM provides claim, legal, and insurance services. The average AdVANtage annual policy cost for a 15-passenger van with a $250 deductible and a $30,000 van cash value is $1,800. This insurance cost compares very favorably with the $2,500 average insurance cost reported in the 2008 MWCOG Vanpool Driver Survey. According to DRM, only 178 vanpools participate in the AdVANtage insurance program. According to Diana Utz, Ridesharing Program Manager at GWRC, about 95% of participating vanpools originate in GWRC's region. This relatively low number may be a reflection of the program's recent inception.

Other Vanpool Assistance Programs in Virginia

Each Metropolitan Planning Organization (MPO) in Virginia administers its own ridesharing support program, under the auspices of the MPOs' Transportation Demand Management (TDM) programs. This assistance takes the form of rideshare marketing and ride-matching services. Vanpool operators can list available seats, and commuters in search of vanpools can locate available seats.

Determining actual budget amounts for vanpool rideshare matching and marketing efforts is difficult to impossible because vanpooling is not a separate line item in the agencies' budgets. The list below shows regional ridesharing program marketing budgets for FY 2009, portions of which encourage vanpool formation:

Ride Match Program	Marketing Budget	Contact Information
PRTC OmniMatch Program	$0	Clint Wade, (703)580-6130, cwade@omniride.com
RRRC Commuter Services	$10,000	Terry Snead, (540) 829-7450, tsnead@rrregion.org
MWCOG Commuter Connections	$600,000	Nick Ramfos, (202) 962-3313, nramfos@mwcog.org
Valley Commuter Assistance	$30,000	Marie Weaver, (540) 635-4146, mweaver@shentel.net
GWRC RideConnect	$120,000	Diana Utz, (540) 373-2890, utz@gwregin.org

3. Vanpool Characteristics from the National Transit Database

A total of 45 metropolitan areas report vanpool operating and financial statistics to the National Transit Database (NTD) in order to receive funds from FTA's § 5307 program. The agency with the most reported vanpools is King County Metro Transit in Seattle, WA with 995 total vans. There are five more agencies reporting between 400 and 900 vanpools, and 17 more agencies reporting between 100 and 400 vanpools. A list of the top 50 vanpool systems is in Appendix 1.

The following set of tables show operating statistics compiled from the 2007 National Transit Database. The top 15 bus operators are averaged to compare with the average of the top 15 vanpool operators. Virginia Railway Express (VRE) and Loudoun County Transit are included as a comparison because they serve long-distance commuter trips similar to vanpools.

The NTD shows that vanpools have the lowest operating expenses, the highest farebox recovery rates, the lowest passenger fare per mile and the lowest subsidy per mile of any mode of transit.

Table 2
Operating Expense per Passenger Mile
-- 2007 NTD --

Mode	State	Transit System	Operating Expense/ Passenger Mile	Indexed, Bus = 100
Transit Bus	US	Top 15 System Bus Total	$0.90	100
Vanpool	US	Top 15 System Vanpool Total	$0.11	12
Commuter Rail	VA	Virginia Railway Express	$0.45	50
Commuter Bus	VA	Loudoun County Transit	$0.18	20

Table 3
Farebox Recovery Rate
-- 2007 NTD --

Mode	State	Transit System	Farebox Recovery Rate	Indexed, Bus = 100
Transit Bus	US	Top 15 System Bus Total	31%	100
Vanpool	US	Top 15 System Vanpool Total	59%	190
Commuter Rail	VA	Virginia Railway Express	43%	139
Commuter Bus	VA	Loudoun County Transit	77%	252

Table 4
Passenger Trips per Revenue Hour
-- 2007 NTD --

Mode	State	Transit System	Passenger Trips/ Revenue Hour	Indexed, Bus = 100
Transit Bus	US	Top 15 System Bus Total	47.5	100
Vanpool	US	Top 15 System Vanpool Total	6.9	15
Commuter Rail	VA	Virginia Railway Express	60.5	127
Commuter Bus	VA	Loudoun County Transit	24.1	51

Table 5
Average Passenger Trip Length
-- 2007 NTD --

Mode	State	Transit System	Average Miles/ Passenger	Indexed, Bus = 100
Transit Bus	US	Top 15 System Bus Total	3.1	100
Vanpool	US	Top 15 System Vanpool Total	33.0	1064
Commuter Rail	VA	Virginia Railway Express	30.5	982
Commuter Bus	VA	Loudoun County Transit	33.0	1064

Table 6
Average Passenger Fare per Trip
-- 2007 NTD --

Mode	State	Transit System	Average Passenger Fare/ Trip	Indexed, Bus = 100
Transit Bus	US	Top 15 System Bus Total	$0.86	100
Vanpool	US	Top 15 System Vanpool Total	$2.21	257
Commuter Rail	VA	Virginia Railway Express	$5.81	675
Commuter Bus	VA	Loudoun County Transit	$4.56	529

Table 7
Average Passenger Fare per Mile
-- 2007 NTD --

Mode	State	Transit System	Average Passenger Fare per Mile	Indexed, Bus = 100
Transit Bus	US	Top 15 System Bus Total	$0.28	100
Vanpool	US	Top 15 System Vanpool Total	$0.07	25
Commuter Rail	VA	Virginia Railway Express	$0.19	69
Commuter Bus	VA	Loudoun County Transit	$0.14	50

Table 8
Average Subsidy per Passenger Mile
-- 2007 NTD --

Mode	State	Transit System	Average Subsidy per Passenger Mile	Indexed, Bus = 100
Transit Bus	US	Top 15 System Bus Total	$0.63	100
Vanpool	US	Top 15 System Vanpool Total	$0.05	8
Commuter Rail	VA	Virginia Railway Express	$0.26	41
Commuter Bus	VA	Loudoun County Transit	$0.04	6

Table 9
Average Subsidy per Passenger Trip
-- 2007 NTD --

Mode	State	Transit System	Average Subsidy per Passenger Trip	Indexed, Bus = 100
Transit Bus	US	Top 15 System Bus Total	$1.94	100
Vanpool	US	Top 8 System Vanpool Total	$1.56	80
Commuter Rail	VA	Virginia Railway Express	$7.83	403
Commuter Bus	VA	Loudoun County Transit	$1.32	68

4. Vanpool System Characteristics

NVTC staff performed a comprehensive website survey and limited telephone survey of 50 vanpool agencies that reported to the NTD in 2007 to gather information on how vanpool programs are operated. Not all answers to all questions could be obtained from each vanpool agency's website; therefore this survey should not be construed as perfectly definitive on all matters. This survey should be used to identify trends and issues with vanpool systems in order to better understand how vanpool agencies operate. Survey results are presented in Appendix 7.

Vehicle Ownership

It was found that all systems either own their vans, or lease them in partnership with private entities such as VPSI, Inc., or Enterprise Leasing. Most agencies use 30-day self-renewing van leases, with 30-day notice of cancellation required. No vanpool agencies had any provision for privately owned vans participating in their programs. Los Angeles County Metropolitan Transportation Authority (LA Metro) is unique in that they successfully converted nearly all privately operated vans leased by VPSI and Enterprise into publicly sponsored vanpools. LA Metro did not attempt to convert privately owned and operated vans into public vanpools (see **Required Governmental Sponsorship** on page 20).

Vanpool Driver Requirements

All vanpool agencies require signed agreements with primary and backup drivers, and all require driving record verification with the stipulation that all drivers be accident and violation free for at least three years. Most agencies require drivers to be at least 25 years of age. Some set the limit at 23 years of age. About half of all agencies require some form of driver training; a few have actual defensive driving classes and a few have simple video-based training. A few agencies require physical examinations and some of those offer to pay up to $50 towards the cost. Very few agencies require any type of drug or alcohol testing. One agency performs random drug and alcohol testing as would be done for professional bus drivers. All agencies require there to be at least one backup driver per vanpool group.

Vanpool Driver Responsibilities

The responsibilities of van drivers vary. Besides driving, almost all agencies require that primary drivers fuel the van and perform simple maintenance like checking and topping off fluid levels and tire pressure, keeping the van clean inside and out, and helping to schedule regular maintenance like oil changes. Most agencies require the primary driver to collect monthly passenger fares, and to record mileage, fuel, and passenger logs (see **National Transit Database** on page 16). Some agencies require the primary driver to maintain at least 70% passenger loading by constantly recruiting new riders and by maintaining a passenger waiting list. A few agencies encourage backup drivers to assist the primary drivers with these tasks. One agency requires one passenger to serve as 'Van Manager' who handles all record keeping, new passenger recruitment, vanpool communications, and leadership. Some agencies require one passenger to serve as 'Bookeeper' to record mileage, fuel, and passenger logs. Some agencies require that primary drivers store the van overnight at home in an off-street parking space.

Vanpool Driver Incentives

Nearly all agencies allow primary vanpool drivers to ride for free. Some agencies require primary drivers of 7-passenger minivans to pay full fare, while allowing drivers of larger vans to ride for free. About half of all agencies permit primary drivers to use the van for personal use. The personal use mileage allowed varies from 30 to 500 miles per month, with the average in the 100 to 150 mile range. Two agencies offered extra financial incentives for primary vanpool drivers: Contra Costa County, CA offers a $1,000 bonus to drivers of new vanpools after one year of successful operation, and Valley Rides of Fresno, CA offers the primary driver an annual bonus of $100 per regular passenger.

Vanpool Agency Responsibilities

All vanpool agencies lease vehicles to primary vanpool drivers. Most agencies have minimum passenger quantities before they will lease a vehicle. These minimums vary from four to six for a seven-passenger minivan, seven to eight for a 12-passenger van, to ten for a 15-passenger van. All agencies include insurance and maintenance with the lease. Some agencies provide gas payment cards. All agencies supply temporary loaner vehicles (spares) if a van is out of service or being repaired. A few agencies offer 24-hour roadside assistance. A few agencies explicitly state that wheelchair-lift equipped vans are available if required (see **Vanpools Must Operate within Federal Rules** on page 20). All agencies set vanpool fare policies. All agencies check driving records of driver applicants. All agencies collect signed driver agreements, and many collect signed passenger agreements. Some agencies operate training programs for drivers. A few agencies have assigned Vanpool Coordinators on staff to identify new vanpool groups and routes, answer questions, solve problems, and resolve disputes within vanpool groups. Most agencies assist with vanpool formation to some degree, usually through maintaining a list of potential or interested vanpool drivers and passengers. Some agencies explicitly state the amount of vanpool or passenger subsidies offered. These subsidies vary from $300 to $400 per van per month, or $20 to $35 per passenger per month.

Vehicle Characteristics

Most vanpool agencies offer vans of different sizes. Most include seven-passenger minivans and 12 to 15 passenger standard vans. Some agencies explicitly offer 'luxury' vans with individual reclining seats rather than factory-standard bench seats. About half of all agencies brand their vans with logos and/or special paint designs. Many agencies offer to swap a larger van for a smaller van if a vanpool loses passengers, and to swap a smaller van for a larger van if passenger demand increases. In no cases did this survey find the use of raised-roof vans or body-on-chassis vans (like airport shuttles).

Vanpool Fares

All agencies require up-front monthly subscription-type fares. A few agencies allow part-time or daily passengers if space allows. There are several different vanpool fare pricing structures. One agency has a $290 per month per van fare plus gas, to be divided between all passengers. Two agencies charge a flat monthly van lease rate, plus a mileage fee (Hampton Roads Transit charges $269 per month per van plus $0.11 per mile) to be divided between all passengers. Most agencies determine fare based on daily mileage and passenger loading, and many publish a fare table on-line. Fare collection is most often the responsibility of the primary vanpool driver or vanpool bookkeeper, but some agencies have an on-line fare payment system. Actual fares charged for a van traveling 100 daily miles with 10 passengers (with driver riding for free) ranges from $32.22 to $150 per month per passenger, with a mean of $136.50 and a median of $121.00 (calculated from 18 published fares).

5. FTA Section 5307 Formula: Requirements and Earnings

The Federal Transit Administration (FTA) Urbanized Area Assistance Program, Section 5307 provides funds for public transit in urbanized areas (UZAs). These formula grants are utilized to support the development, maintenance and improvement of public transportation in areas with a population greater than 50,000.

The formula earnings go to FTA designated recipients. Earnings are based on formulas using data filed with the National Transit Database (NTD) (see next section). In the Metropolitan Washington area, WMATA, Maryland's Mass Transit Administration (MTA), and PRTC (on behalf of itself and Virginia Railway Express) share the § 5307 earnings. Thus, unless a vanpool operator is a designated recipient or arranges a sharing agreement that meets federal requirements with a designated recipient, § 5307 earnings would not flow to that vanpool operator. However, a public entity that is not a designated recipient also may file the NTD data.

With certain restrictions, § 5307 funds may be used for Administrative, Operations and Capital costs within the transit program. Administrative costs are eligible for an 80% federal share and include salaries for project director, secretary and bookkeeper, office supplies and marketing costs. Depending on the size of the UZA, operations costs may be eligible for a 50% federal share and include costs of driver's salaries, mechanic and dispatcher salaries as well as fuel, oil and replacement tire costs. Capital costs are eligible for an 80% federal share and include vehicle purchase, facility construction and other categories as defined by the FTA. Costs associated with providing Americans With Disabilities Act (ADA) services are eligible for a 90% Federal share.

National Transit Database

The National Transit Database (NTD) is the system through which the Federal Transit Administration (FTA) collects uniform data needed by the Secretary of Transportation to administer department programs, including § 5307. The database consists of selected financial and operating data that describe mass transportation characteristics. Recipients of § 5307 Urbanized Area Formula Program grants must submit a NTD report through the life of the grant and/or capital equipment obtained through the grant. The reports are submitted using web-based forms available at http://204.68.195.57/NTD/ntdprogram.

The most important data for vanpools to collect and report are revenue miles and passenger miles because these are direct inputs into the grant formula (see **§ 5307 Formula and Funding** on page 20). FTA specifies two options to collect this data: a 100% count that measures each passenger mile, or a random sample of trips that will achieve 95% confidence and 10% precision levels. Traditionally, bus transit agencies place ride checkers on-board sampled bus routes in order to log each individual passenger trip. The random sample option would be onerous to a vanpool agency because of the large number of vanpools with unique routes. Best practices have been developed by existing vanpool programs to collect 100% counts. All vanpool programs that submit NTD data provide each vanpool group with variations of three forms to complete: a form to record daily odometer readings and number of passengers; a form to record fuel transactions; and a form to record the names of passengers, and what dates they rode in the vanpool (see **Sample Vanpool Reporting Forms** below). The last form is used strictly for auditing purposes to verify ridership.

The recording of each vanpool's daily financial and ridership data is normally handled by one of the vanpool's regular riders who volunteers as the vanpool's "bookkeeper". Each month, the bookkeeper transmits this data (by mail, fax, e-mail, or on-line) to the vanpool program manager, who totals up the data on all vanpools and enters these totals into the NTD On-Line Reporting Tool (see http://204.68.195.57/NTD/checkBrowser.do).

Sample Vanpool Reporting Forms

The following forms are examples of vanpool reporting forms used by Hampton Roads Transit, intended to be completed by individual vanpool groups. Some vanpool agencies provide web-based data entry forms that eliminate a data entry step by the vanpool program manager, and that automatically calculate totals: commute miles; passenger miles; hours; total miles; and average commute speed.

Exhibit 1

Hampton Roads Transit Vanpool Daily Log

HRT Hampton Roads Transit

TRAFFIX

VanPool Daily Log for FTA

FY10

Month	Van #

Date	Type of Day (Weekday, Saturday, Sunday)	Start of DayOdometer Reading	Total Commuting Passengers (include Operator)	Total Commute Miles	Total Passenger Miles	Total Deadhead Miles (See definition)	Total Personal Miles	Total Administration Miles	Total Commute Hours (Round to 1/4 hour)	Total Passenger Hours	End of DayOdometer Reading	Total Miles	Average Commute Speed
Total													
Weekday Total													
Saturday Total													
Sunday Total													

Operator Name

Signature Date

For HRT Use Only:

Date Received HRT Approval Signature

Fax or email to HRT no later than the 5th of the following month to Traffix at: Fax: 757-222-6054 Email: traffixreporting@hrtransit.org

Exhibit 2

Hampton Roads Transit Vanpool Fuel, Oil and Loaner Log

VanPool Fuel, Oil and Loaner Log for FTA

FY10

Month	Van #

Date	Odometer at Fill-up	Fuel Gallons Purchased (1/10)	$ Spent on Fuel	Oil Quarts Added	$ Spent on Oil/Oil Change	Other Reimbursable Maintenance Cost
Total						

Loaner # 1		Loaner # 2		Loaner # 3	
Van #		Van #		Van #	
Dates Used		Dates Used		Dates Used	
Beginning Odometer		Beginning Odometer		Beginning Odometer	
Ending Odometer		Ending Odometer		Ending Odometer	
Total Miles		Total Miles		Total Miles	

Operator Name

Signature Date

For HRT Use Only:

Date Received HRT Approval Signature

Fax or email to HRT no later than the 5th of the following month to Traffix at: Fax: 757-222-6054 Email: traffixreporting@hrtransit.org

Exhibit 3

Hampton Roads Transit Vanpool Ridership Log

HRT Hampton Roads Transit TRAFFIX

VanPool Ridership Log for FTA

FY10

Month	Van #

Monthly Fare

Status: PD: Primary Driver, BD: Back Up Driver, R: Regular Rider, A: Alternate Rider

Date	Type of Day (Weekday, Saturday, Sunday)	Code: Enter the number to equal the number of trips ridden by that person each day																	Daily Total	Total Fare
		Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips	Daily Trips		Driver for Day
Total																				

Number of Weekdays		Weekday Total	
Number of Saturdays		Saturday Total	
Number of Sundays		Sunday Total	

Operator Name

Signature **Date**

For HRT Use Only:

Date Received

HRT Approval Signature

Fax or email to HRT no later than the 5th of the following month to Traffix at: Fax: 757-222-6054 Email: traffixreporting@hrtransit.org

Alternative reporting tools for vanpools

Dr. Xuehao Chu of The Center for Urban Transportation Research at the University of South Florida created the "*NTD Reporting Tool for Vanpools*" in Nov. 2008. This is a guide and a spreadsheet-based template for the collection and summarization of vanpool operating and financial data for submission to the NTD. Included with the tool are detailed instructions and guidance on working with the FTA to satisfy NTD reporting requirements. This tool should decrease the cost and complexity of collecting and reporting vanpool data to the NTD. The design and use of these specific forms are not mandated by FTA. FTA demands certain data, particularly revenue miles, revenue hours, and passenger miles to be reported monthly to NTD. It is up to each individual transit agency to ascertain how best to record this information. The forms and procedures contained within represents "best practices" for complying with NTD's data requirements.

Special § 5307 Considerations for Vanpools

Apportionment of funding between UZAs

Publicly sponsored vanpools are eligible for § 5307 formula funding. Many vanpools operate over long distances and frequently travel between or through more than one FTA designated urbanized area (UZA). In these cases, the formula funding allocation is:

1. All vehicle trips that start and end within a UZA are allocated to that UZA.
2. All vehicle trips that are between a UZA and a non-UZA may be allocated to the UZA.
3. All vehicle trips that are between a UZA with population > 200,000 and another UZA with population < 200,000 may be allocated to the larger UZA.
4. All vehicle trips between two UZAs with population > 200,000 must be allocated to either UZA, or divided between them.

Reference: FTA 2008 NTD Annual Reporting Manual, page254.

Notwithstanding these FTA directives, an equitable sharing arrangement for § 5307 NTD earnings will be required in this region to gain independent political support. Nearby UZAs with population > 200,000 include: Richmond, VA; Virginia Beach, VA; Baltimore, MD; and Philadelphia, PA. Nearby UZAs with population < 200,000 include: Frederick, MD; Hagerstown, MD; St. Charles, MD; Charlottesville, VA; Fredericksburg, VA; Warrenton, VA; and Harrisonburg, VA. Of these smaller UZAs, Fredericksburg, VA is the closest to becoming a large UZA, with an estimated 2007 population of approximately 120,000. As of the 2000 Census the Fredericksburg UZA had a population of 97,000. UZA size determinations are made with each decennial Census.

Required governmental sponsorship

The following section is information supplied by Mr. John Giorgis, NTD Manager at FTA (in a telephone interview conducted on July 17, 2009). Private transit, private shuttles, and private vanpools are not eligible to count towards § 5307 formula earning. “Private” refers to services that are exclusive to a particular institution or group and not open to the general public.

For vanpools to be counted towards § 5307 formula earning, a governmental entity must sponsor the vanpool, and set terms or rules of vanpool operations. FTA does not specify how a governmental entity sponsors a vanpool. As a practical matter, at the minimum, sponsorship means that vanpool participants have signed an agreement (see **Appendix 2: Sample Vanpool Participation Agreement and Guidelines**) with the vanpool sponsor promising to follow federal rules (see below). FTA does not require a governmental entity to subsidize vanpools. As a practical matter, however, publicly operated vanpools are subsidized to compensate for the time and effort of NTD data collection and reporting, and to encourage vanpool use and growth as an alternative to single-occupant vehicle travel.

References:

1. FTA Circular 9030.1C, dated 10-01-98: The terms "transit" and "mass transportation" are used interchangeably in transit law. The term "mass transportation" is defined as "transportation by a conveyance that provides regular and continuing general or special transportation **<u>to the public</u>**, but does not include school bus, charter, or sightseeing transportation." (Sections 5302 (a)(7) and (a)(14)). Source: http://www.fta.dot.gov/laws/circulars/leg_reg_4125.html

2. American Public Transportation Association (APTA) Vanpool Definition:
“Vanpool service operates primarily from rural and outer suburban areas into urban area central business districts or suburban employment centers. Most vanpools serve large urban areas, though a few states have statewide programs. **<u>The vast majority of vanpools are privately-operated, are not available to the public, and are not considered public transportation, which is limited to the several dozen transit agencies that do fund and operate public vanpools…</u>**
It is considered mass transit service if it is operated by a public entity or is one in which a public entity owns, purchases, or leases the vehicle(s). Vanpool(s) must also be in compliance with mass transit rules including Americans with Disabilities Act (ADA) provisions, and be open to the public and that availability must be made known“.
Source: http://www.apta.com/research/stats/vanpool/definitions.cfm

<u>Required governmental sponsorship – the Los Angeles Metro Model</u>

In a telephone interview with Ms. Cosette Stark, Ridesharing Director at Los Angeles County Metro (LA Metro), she described how L A Metro successfully brought several hundred VPSI and Enterprise leased vanpools under the umbrella of LA Metro’s public sponsorship. This was accomplished by offering the VPSI and Enterprise lessees $400 monthly subsidies if they would sign a new lease with LA Metro and either VPSI or Enterprise, and agree to operate under LA Metro and federal rules (see **Vanpools must operate within federal rules** below). LA Metro successfully converted approximately 200 previously private vanpools into public vanpools within a two month period in 2007. Since 2007, LA Metro’s vanpool program has added new vans or converted over 600 additional leased vans into public vans. Ms. Stark indicated that LA Metro had interest in solving the problem of how to convert owner-operated private vanpools into public vanpools but the quick success of the vanpool program has diminished the urgency or need to pursue that inquiry.

Vanpools must operate within federal rules

All vanpools that participate in FTA § 5307 formula funding programs (both vanpool fleets and owner operated) must follow these rules:

1. Vanpools must be open to the public
2. Vanpools must advertise their services to the general public
3. Vanpools must be non-discriminatory with regards to race, nationality, religion, age, sex, etc.
4. ADA-equipped vans must be available when needed. The ADA rules for vanpools are markedly different than ADA rules for fixed-route transit service. An ADA-equipped vehicle does not need to be available at all times for all origin-destination pairs. FTA requires that whenever an individual who needs an ADA-equipped vehicle subscribes to become a vanpool passenger, the agency must provide an ADA-equipped vehicle. This provides the vanpool agency ample time to relocate an ADA –equipped vehicle to where it is needed. Most agencies get by with one ADA-equipped vehicle. In practice, vanpool agencies seldom get requests for ADA-equipped vehicles. According to APTA's 2009 Public Transportation Factbook, just 4.4% of the nation's vanpool fleet is accessible.

   Reference: American Public Transportation Association(APTA) Vanpool Definition: "Vanpool service is not required to be accessible by law, as are other modes, since the passengers are voluntary participants. Rather, a vanpool would be assigned an accessible van if a person in need of such a van became a vanpool participant." Source: http://www.apta.com/research/stats/vanpool/definitions.cfm

Vanpools in Operation in the Washington, DC Metropolitan Region are Generally Private

Currently vanpools in operation in the Washington, DC metropolitan area are generally considered private transportation by the Federal Transit Administration for purposes of federal transportation law and reporting to NTD, with the exception of a few vans operated by GRTC as described below. All other vanpools are not sponsored by any governmental entity. They are not bound to operate with respect to U.S. DOT Title VI Civil Rights laws, nor the Americans With Disabilities Act of 1990 (ADA). Whether the vans are owned and operated by an individual or a corporation or if they are leased through a third-party, they are still considered private transportation because they are not operated by a public transit agency and/or do not use vans owned or leased by a public transit agency.

Accordingly, to maximize § 5307 earnings, the region will want to explore how to qualify existing vanpools for the program as well as create many new vanpools. The most expedient method appears to be hiring a consultant to manage a program that will provide an operating subsidy to the existing 226 VPSI-leased vanpools (see **Estimation of the Number of Vanpools in Operation** on page 5) and new vanpools as a means of obtaining their cooperation with operating under federal rules. Such a program would need to be structured to qualify as a publicly sponsored vanpool operation as well as meeting other FTA requirements.

Another variation would be to offer public transit agency-owned or leased vans with or without an operating subsidy, but this could not capture the earnings potential of existing vanpools. Vanpool operators such as VPSI would be able to generate such a program under contract (see **Appendix 6 -- Capital Cost of Contracting)** for a description of how this can be done).

Vanpools from Richmond, VA to Washington, DC

Four vanpools sponsored by Greater Richmond Transit Company (GRTC) and RideFinders, Inc. of Richmond that originated in the Richmond, VA region and traveled daily to the Washington, DC region created approximately $104,000 in FY 2009 § 5307 earnings for the Washington, DC region, based on FY 2007 data submitted to the NTD. Prior to 2007, GRTC reported all vanpool mileage, whether in its own region, or in other regions, towards its own mileage totals for purposes of NTD reporting (see **Apportionment of Funding Between UZAs** on page 18). In 2007, an FTA reviewer flagged this error and GRTC began to divide its vanpool mileage reported to the NTD between the Richmond , Washington, DC, and the Hampton Roads UZAs. It was the intention of GRTC to reach an agreement with the other UZAs to recapture all or part of the vanpools' § 5307 earnings, but this did not happen in time before FY 2009 § 5307 earnings were apportioned. It should be expected that GRTC and WMATA will reach an agreement before the FY 2010 apportionment regarding GRTC's § 5307 earnings in the Washington, DC UZA.

According to the current listings on Richmond, VA RideFinders website there are 30 vanpools from the Richmond, VA region that travel daily to the Washington, DC region (see http://www.ridefinders.com/FrontEnd/HTML/images/vanpool%20listings%2009.pdf).

§ 5307 Funding and Formulas

Table 10 shows the formulas and factors for § 5307 formula earnings for fiscal year 2009. The key factors for vanpools (and bus transit providers) are the *Bus Revenue Vehicle Mile* and *Bus Incentive* factors (highlighted below in **bold)**, and the *Fixed Guideway Tier Revenue Mile* and *Fixed Guideway Incentive* factors (highlighted below in ***bold italics*)**. The two *Incentive* formulas square passenger miles then divide by operating costs. The formulas are designed to provide incentives for minimization of operating costs and maximization of passenger miles. A transit agency can increase passenger miles by either increasing the number of passengers or by increasing average passenger trip length.

Any transit agency may choose to report miles traveled on HOV or HOT lanes as *Fixed Guideway Tier* miles which results in a 50% higher revenue vehicle mile factor value ($0.6419 vs. $0.4366) but a much smaller (one-fourteenth) incentive factor value ($0.0006 vs. $0.0093). The choice of whether or not the *Fixed Guideway* formulas for HOV/HOT mileage are used should be made in order to maximize § 5307 earnings.

Table 10

Federal Transit Administration
Revised Fiscal Year 2009 Formula Programs Apportionment Data Unit Values

(Apportionment unit values are based on funding made available under the Omnibus Appropriations Act, 2009 - P.L. 111-8)

	APPORTIONMENT DATA UNIT VALUE
Section 5307 Urbanized Area Formula Program - Bus Tier	
Urbanized Areas Over 1,000,000:	
Population	$3.46694666
Population x Density	$0.00087968
Bus or Vanpool Revenue Vehicle Mile	**$0.43666757**
Urbanized Areas Under 1,000,000:	
Population	$3.17732013
Population x Density	$0.00139020
Bus or Vanpool Revenue Vehicle Mile	$0.56775850
Bus Incentive:	
Bus or Vanpool Passenger Miles Squared x Operating Cost	**$0.00936122**
Section 5307 Urbanized Area Formula Program - Fixed Guideway Tier	
Fixed Guideway Revenue Vehicle Mile	***$0.64194775***
Fixed Guideway Route Mile	$33,944
Commuter Rail Floor	$8,868,967
Fixed Guideway Incentive:	
Fixed Guideway PM x Fixed Guideway PM = Operating Cost	***$0.00066324***
Commuter Rail Incentive Floor	$407,225
Section 5307 Urbanized Area Formula Program - Areas Under 200,000	
Population	$6.39049906
Population x Density	$0.00317892

Section 5307 Small Transit Intensive Cities

For Each Qualifying Performance Category…………… $140,553

§ 5307, § 5309, and § 5309 Earnings in Metropolitan Washington

WMATA is the designated recipient of federal formula funds in the Washington, DC metropolitan area. An FTA-approved pass-through agreement between WMATA and MTA, PRTC and VRE directs back to those entities some of the formula funds. According to a notice to FTA from PRTC, dated May 13, 2009, those amounts for FY 2009 are shown in **Table 11**. MTA FTA earnings from the Baltimore UZA are not included here.

Table 11

§ 5309, § 5340, and § 5307 Earnings in Metropolitan Washington for FY 2009

	Transit Capital Investment §5309 Earnings	Urban Area Formula §5340 Earnings	Urban Area Formula §5307 Earnings
WMATA (all modes)	$100,463,328	$11,171,905	$127,386,075
MTA (all modes)	$0	$1,023,237	$11,667,321
PRTC/VRE/FRED	$8,590,659	$831,105	$9,476,557
TOTAL	$109,053,987	$13,026,247	$148,529,953

§ 5307 Earnings in Northern Virginia

Using data as reported in the NTD, **Table 12** shows the estimated FY 2009 § 5307 amounts generated by transit agencies operating in Northern Virginia. Most of this goes directly to the designated § 5307 recipient, which is WMATA, but a portion is shared with PRTC/VRE. The subsidy factors used are FY 2007 amounts. There is a two-year lag between reporting to NTD and receiving § 5307 funds, which means that FY 2007 NTD data are used to apportion § 5307 earnings in FY 2009.

Table 12

Estimated § 5307 Formula Factors and Earnings in Northern Virginia for FY 2009

	Operating Expense	Passenger Miles	Vehicle Revenue Miles	§5307 Revenue Mile Earnings	§5307 Incentive Earnings	§5307 Total Earnings
NVTC Systems						
Fairfax Connector	$36,795,841	71,027,939	7,069,557			
Fairfax CUE	$2,869,535	4,487,165	432,595			
Alexandria DASH	$9,832,227	10,576,752	1,300,389			
Arlington ART	$2,563,031	553,824	456,858			
Loudoun LC Transit	$3,834,009	21,540,498	847,253			
TOTALS	$55,894,643	108,186,178	10,106,652	$3,951,460	$1,290,231	$5,241,691
PRTC and VRE						
PRTC	$20,359,272	46,933,943	2,888,999			$2,203,795
VRE	$46,192,429	103,229,455	1,771,079			$6,705,858
All Systems in Washington, DC UZA (Bus Tier Only)						
	$635,911,555	733,635,977	85,839,775	$33,561,309	$6,351,307	$39,912,617

Note: Falls Church's GEORGE was reported as part of WMATA, and Arlington did not report in 2007.

6. § 5307 Earnings Potential from Vanpools in the DC Metropolitan Region

The above data show that there are as many as 1,000 vanpools currently operating in the greater DC metropolitan area, of which up to 750 originate in Virginia. § 5307 funds can be captured from these existing vanpools if two key objectives are executed: participating vanpools must be sponsored by governmental entity; and vanpool financial and ridership data must be recorded and reported to the NTD.

A mere 400 participating vanpools can earn more in § 5307 funds for the region than the combined bus fleets of ART, DASH, CUE, Fairfax Connector, and Loudoun County Transit. For every $1 million invested in vanpool assistance, § 5307 funding will return $2.0 million.

Using data and assumptions outlined above, vanpools in the Washington, DC metropolitan region have the potential to increase § 5307 subsidies earned by the region by the amounts shown in **Table 13.**

Table 13

Potential Gross § 5307 Earnings from Vanpools

Number of Participating Vans	Revenue Mile Subsidy	Incentive Subsidy	Total 5307 Earnings
A	B	C	D
	(See note*)	(See note**)	(B + C)
200	$2,183,300	$825,794	$3,009,094
400	$4,366,600	$1,686,561	$6,053,161
600	$6,549,900	$2,581,577	$9,131,477
800	$8,733,200	$3,510,137	$12,243,337
1,000	$10,916,500	$4,471,558	$15,388,058
1,800	$19,649,700	$8,632,777	$28,282,477
3,600	$39,299,400	$19,679,847	$58,979,247

Assumptions

Average daily van ridership:	8	passengers
Average trip length:	50	miles
Driving days per year:	250	days
Operating cost per van:	$22,400	per year
Bus revenue mile subsidy factor:	$0.43666	RM
Bus incentive subsidy factor:	$0.00936	PM^2/OC

FY 2007 Data for FY 2009 Apportionment

	Passenger Miles (PM)	Operating Cost (OC)
All Washington, DC UZA (UZA 8) Bus Tier	733,635,977	$635,911,555

*** Revenue Mile Subsidy Calculation:**

Bus revenue mile subsidy factor x vanpool revenue miles

**** Incentive Subsidy Calculation:**

(All Washington, DC UZA bus tier PM + vanpool PM)^2 x Bus Incentive subsidy factor
All Washington, DC UZA bus tier OC + vanpool OC

minus

All Washington, DC UZA bus tier PM^2 x Bus Incentive subsidy factor
All Washington, DC UZA bus tier OC

NVTC staff performed a sensitivity analysis of whether to regard or disregard HOT lanes as fixed guideway facilities. The analysis revealed that the higher *Fixed Guideway Tier Revenue Mile* factor is largely cancelled out by the lower *Fixed Guideway Incentive* factor. Overall § 5307 earnings could be increased by 0.5% to 3.0% if HOV/HOT lanes were counted as fixed guideway miles, *only at average per van passenger loadings below 11*. At average per van passenger loadings greater than 11, overall § 5307 earnings would be 0.5% to 3.0% higher if vanpool operators on HOV/HOT lanes were included in the regular (non-guideway) formula. **Table 13** uses only the *Bus Tier* factors for all calculations. The average per passenger van loading of eight was selected based on responses to MWCOG's 2008 Vanpool Driver Survey (see **Usual Vanpool Size** on page 6). These two factors help to produce a more conservative estimate of potential § 5307 earnings from vanpools.

Using 2007 NTD data for the top 15 vanpool agencies, average monthly public subsidy was calculated at $375 per month. This figure was inflated by 7% to $400 per month to reflect a more current subsidy figure. This public subsidy amount is presented as a "best practice" to increase the number of vanpools. Accordingly, assuming a $400 monthly subsidy per vanpool, the total governmental assistance required is calculated in **Table 14**. This table also calculates the total annual program costs, net of passenger fares, that includes a generous budget for program administration, NTD data collection, verification, and auditing, and a marketing program to insure continued growth in vanpooling and continued growth in § 5307 earnings. The operating cost of $22,400 was chosen because it represents the highest range of operating costs as reported in the 2007 NTD for vanpools. The mean vanpool operating cost from the 2007 NTD was $11,900. Changing the operating cost has a de minimis effect on the § 5307 Bus Incentive Subsidy calculated in **Table 13**.

Table 14

Required Annual Vanpool Program Net Costs

Number of Participating Vans	Operating Cost	Passenger Contributions	Direct Vanpool Assistance	Program Administrative and Marketing Costs	Total Program Net Costs
A	B	C	D	E	F
	(A x $22,400)	(A x $165 x 10 x 12)	(B - C)	(A x $2,200)	(D + E)
200	$4,480,000	$3,960,000	$520,000	$440,000	$960,000
400	$8,960,000	$7,920,000	$1,040,000	$880,000	$1,920,000
600	$13,440,000	$11,880,000	$1,560,000	$1,320,000	$2,880,000
800	$17,920,000	$15,840,000	$2,080,000	$1,760,000	$3,840,000
1,000	$22,400,000	$19,800,000	$2,600,000	$2,200,000	$4,800,000
1,800	$40,320,000	$35,640,000	$4,680,000	$3,960,000	$8,640,000
3,600	$80,640,000	$71,280,000	$9,360,000	$7,920,000	$17,280,000

Assumptions

Average daily van ridership:	8	passengers
Average daily paid ridership:	10	passengers
Average passenger fare:	$165	per month
Operating cost:	$22,400	per van
Administrative and Marketing	$2,200	per van

The average per passenger van loading of eight was selected based on responses to MWCOG's 2008 Vanpool Driver Survey (see **Usual Vanpool Size** on page 6). Vanpools (like commuter rail) usually have more paid riders than actual riders on any given day due to illness, vacations, or other special circumstances. These two factors help to produce a more conservative estimate of potential § 5307 earnings from vanpools. The average passenger fare of $165 was calculated based on an annual operating cost of $22,400 per van plus an administrative and marketing budget of $2,200 per van minus a $400 per van monthly public subsidy amount.

Table 15 shows the anticipated § 5307 earnings from vanpool operations from the fourth year of operations onward. Because FTA requires two years of NTD data reporting before § 5307 earnings start to accrue, the vanpool program will break even, or show a small net gain, in the third year of operations (see **Table 16**). For an initial investment of $2.9 million in 200 vanpools over three years ($960,000 x 3 years), § 5307 earnings will exceed that amount by $0.1 million in the third year (see **Table 16, column D**), and $2.0 million every year thereafter (see **Table 15, column D**). § 5307 earnings will exceed the annual investment (after the initial investment is recouped) by a better than 2:1 ratio.

Table 15

Fourth-Year and Beyond Net Annual Section 5307 Earnings

Number of Participating Vans	Annual Program Net Costs	Annual § 5307 Earnings	Net Annual § 5307 Earnings
A	B	C	D
	(Table 14 column F)	(Table 13 column D)	(C - D)
200	$960,000	$3,009,094	$2,049,094
400	$1,920,000	$6,053,161	$4,133,161
600	$2,880,000	$9,131,477	$6,251,477
800	$3,840,000	$12,243,337	$8,403,337
1,000	$4,800,000	$15,388,058	$10,588,058
1,800	$8,640,000	$28,282,477	$19,642,477
3,600	$17,280,000	$58,979,247	$41,699,247

Table 16

Initial Three-Year Start-Up Net Section 5307 Earnings

Number of Participating Vans	Three-Year Cumulative Program Net Costs	Three-Year Cumulative § 5307 Earnings	Annual Net Gain in § 5307 Earnings
A	B	C	D
	(Table 14 column F x 3)	(Table 15 column C x 1)	(C - B)
200	$2,880,000	$3,009,094	$129,094
400	$5,760,000	$6,053,161	$293,161
600	$8,640,000	$9,131,477	$491,477
800	$11,520,000	$12,243,337	$723,337
1,000	$14,400,000	$15,388,058	$988,058
1,800	$25,920,000	$28,282,477	$2,362,477
3,600	$51,840,000	$58,979,247	$7,139,247

Table 17 shows a cumulative cash flow projection out to the fifth year of vanpool operations. This table shows that if 200 vanpools participated, for an investment of $2.9 million in the first three years of a vanpool program, the net gain from § 5307 earnings to the region would total $4.2 million by the fifth year. § 5307 earnings are significantly greater if more vanpools participate.

Table 17

Five-Year Cumulative Vanpool Program Cash Flow Projection

Number of Participating Vans	Year 1 Net Program Earnings	Year 2 Net Program Earnings	Year 3 Net Program Earnings	Year 4 Net Program Earnings	Year 5 Net Program Earnings
A	B	C	D	E	F
	(Table 14 column F)	(B x 2)	(Table 16 column D)	(D + Table 15 column D)	
200	-$960,000	-$1,920,000	$129,094	$2,178,188	$4,227,282
400	-$1,920,000	-$3,840,000	$293,161	$4,426,322	$8,559,483
600	-$2,880,000	-$5,760,000	$491,477	$6,742,953	$12,994,430
800	-$3,840,000	-$7,680,000	$723,337	$9,126,674	$17,530,011
1,000	-$4,800,000	-$9,600,000	$988,058	$11,576,115	$22,164,173
1,800	-$8,640,000	-$17,280,000	$2,362,477	$22,004,955	$41,647,432
3,600	-$17,280,000	-$34,560,000	$7,139,247	$48,838,494	$90,537,741

Table 18 also shows a cumulative cash flow projection out to the fifth year of vanpool operations. This table differs from **Table 17** by showing what would happen to § 5307 earnings if participation in the vanpool program grew by 200 vans per year. After a cumulative investment of $5.8 million in the first three years of a vanpool program ($1.0M + $1.9M + $ 2.9M), the program would generate $22.4 million in cumulative § 5307 earnings for the region by the fifth year.

Table 18

Five-Year Cumulative Vanpool Program Cash Flow Projection
Assuming Growth in Participation

FY:	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Participating Vanpools:	200	400	600	800	1000
Net Program Cost	$960,000	$1,920,000	$2,880,000	$3,840,000	$4,800,000
§ 5307 Earnings	$0	$0	$9,131,477	$12,243,337	$15,388,058
Net Program Cost/Earnings	-$960,000	-$1,920,000	$6,251,477	$8,403,337	$10,588,058
Cumulative Net Cost/Earnings	-$960,000	-$2,880,000	$3,371,477	$11,774,814	$22,362,871

7. Congestion Mitigation and Emissions Reductions Potential from Vanpools in the DC Metropolitan Region

In Northern Virginia, calculated savings in vehicle miles of travel (VMT), and hence CO_2 reduction are substantial, as shown in **Table 19** below. A comparison to MWCOG's Commuter Connections Transportation Emissions Reductions Measures (TERMs) is included.

Table 19

VMT and Emissions Reductions Potential from Commuter Connections Programs Versus Vanpools in the DC Metropolitan Region

	Number of Participants	Daily Vehicle Trips Reduced	Daily VMT Reduced	Daily Tons CO_2 Reduced
A	B	C	D	E
Commuter Connections Program				(D ÷ 20.3 average fleet mpg x 19.4 lbs. CO_2 per gallon ÷ 2,000 lbs.)
Maryland and Virginia Telework	49,029	21,866	413,703	198
Guaranteed Ride Home	25,164	8,680	227,428	109
Employer Outreach	852 (employers)	59,163	969,174	463
Mass Marketing	5,464	2,577	69,274	33
InfoExpress Kiosks	8,627	2,840	52,638	25
Ridesharing - Commuter Operations Center	185,639	22,474	721,678	345
Total Commuter Connections Programs	273,923	117,600	2,453,895	1,173
Vanpools	(A x 8 passengers)	(B x (8-1) x 2)	(C x 50 miles)	
200	1,600	22,400	1,120,000	535
400	3,200	44,800	2,240,000	1,070
600	4,800	67,200	3,360,000	1,606
800	6,400	89,600	4,480,000	2,141
1,000	8,000	112,000	5,600,000	2,676
1,800	14,400	201,600	10,080,000	4,817
3,600	28,800	403,200	20,160,000	9,633

* Source: MWCOG Commuter Connections Program Transportation Emission Reduction Measure (TERM) Analysis Report FY 2006-2008, available at http://www.mwcog.org/uploads/committee-documents/b15dVlxf20090116150353.pdf. Emissions reductions calculated with procedures outlined at http://www.epa.gov/OMS/climate/420f05004.htm.

Daily trips reduced (**Table 19, column C**) attributable to vanpools was calculated by taking average passenger loading of eight and reducing by one to produce net vehicle trips reduced (seven) and then multiplying by two to account for AM and PM commute trips. Daily VMT reduced (**Table 19, column D**) attributable to vanpools was calculated by taking average vanpool trip distance of 50 miles from the MWCOG 2008 Vanpool Driver Survey (see **Vanpool Travel Distance** on page 6) and multiplying by daily trips reduced.

Both VMT and emissions reduction programs are judged by their effectiveness per dollar expended. As a comparison, MWCOG's Commuter Connections program has a FY10 budget of $5.2 million. At that level of expenditure, a vanpool incentive program would fund over 1,000 vanpools (see **Table 14, column F**). Compared to Commuter Connections, those 1,000 vanpools could provide a 230% increase in VMT reduced, and a 230% increase in CO_2 reduced. Plus, the vanpool program would return a profit that could be invested in additional TERMs.

8. Previous Vanpool Incentive Effort in Northern Virginia

In the late 1990's, Northern Virginia's jurisdictions examined how to initiate a vanpool subsidy program. In 2000, VDOT obtained over $1.7 million in CMAQ funding for seed money. DRPT had the right of final approval, and WMATA volunteered to be the program sponsor and administrator. Unfortunately, WMATA, DRPT and local jurisdictions never reached an agreement as to how to proceed and VDOT ultimately reprogrammed the funds for other projects. Among the issues that arose in this earlier effort:

- The administrative costs of establishing such a new program involved WMATA hiring new staff.
- The need to achieve cooperation among many government agencies.
- How different regions or jurisdictions would share in the § 5307 earnings.
- WMATA felt it was opening itself up to liability issues with untested and untrained vanpool drivers, therefore WMATA wanted all vanpools to carry adequate liability insurance, and many vanpool operators were unwilling to obtain such insurance.
- DRPT felt that record-keeping requirements for vanpoolers was onerous, anticipated difficulty getting vanpools to participate and fill out required monthly ridership reports, assuming a large share of owner-operated vans.
- No agreement on how to bring existing vanpools into program guidelines and regulations.
- No solution could be agreed upon regarding verification of ridership reports from vanpools.
- No agreement on what constituted a 'vanpool'.
- No agreement on driver certification.

- VDOT was interested in congestion mitigation from new vanpools while transit operators were primarily interested in § 5307 earnings from existing vanpools.

This effort included a 2004 survey of 111 vanpool drivers measuring their interest and willingness to participate in a vanpool incentive program given the requirements associated with participation and the financial incentives offered. The proposed financial incentives ranged from $80 to $325 per month per vanpool, depending on the distance the van traveled and the number of passengers carried.

The study found:

- 65% of vanpool drivers/operators were very or moderately interested in participating in the program if it were available. <5% would not participate at all.
- Subsidy levels were very important in willingness to participate. When subsidy levels were lowest ($80) only 20% were very interested, and when subsidy levels were highest ($325) 45% were very interested.
- Insurance requirements met with the greatest resistance: over 10% of vanpool drivers/ operators said that would prevent their participation. About 5% said the data reporting requirements would prevent their participation, and about 8% said the requirement to limit personal use of the van would prevent their participation.
- After being shown four forms they would have to complete monthly, 62 to 66% of vanpool drivers/operators would be very willing to fill out each of four forms.
- Using theoretical models, it was determined that from 25% to 34% of vanpool operators could be expected to participate in the vanpool incentive program.

In order to extrapolate the results of this 2004 survey forward to today, one must consider important changes in vanpool "best practices" and changes in insurance availability in Virginia.

- It should be noted that the proposed subsidy amounts were significantly smaller than other regions' vanpool subsidy amounts. As stated earlier in this report, the NTD database shows the top 15 vanpool agencies providing an average monthly subsidy of $375 in FY 2007. If a vanpool operator was told in the survey she could expect a $200 monthly subsidy, how would her willingness to participate change if she was told instead that the monthly subsidy would be $375 or more?
- Note that the vanpool operators were told they would have to complete four monthly forms, when current vanpool programs need only three monthly forms. This fact may increase the willingness to participate in the vanpool program.
- Many vanpool programs recruit volunteer "bookkeepers" from each vanpool group to record monthly data and submit monthly reports, rather than expecting the vanpool driver/operator to perform these duties. This "best practice" may increase the willingness of vanpool drivers/operators to participate in the vanpool program.
- Since the 2004 survey, Virginia created the AdVANtage vanpool insurance program which covers all participating vanpools with a robust liability insurance policy that costs significantly less than comparable commercial vanpool insurance. With the vanpool insurance problem

solved, how many more vanpool operators would be willing to participate in the vanpool program?

9. The Future of Vanpooling in the DC Metropolitan Region

With decent monthly subsidies, good marketing, branding of vehicles, good planning and coordination between vanpools, vanpooling in the DC metropolitan region could grow significantly. Imagine the potential of a vanpool system that allows a driver and two or three passengers to start a trip in Culpeper County, pick up several more passengers at a scheduled stop in Fauquier County, and pick up several more passengers at a scheduled stop in Prince William County before traveling to the National Institutes of Health in Montgomery County, MD. Or imagine the potential of a vanpool system that allows for transfers between vanpools: Suppose a vanpool traveling from Henrico County makes a scheduled stop in Stafford County where its passengers can transfer to any of several other scheduled vanpools going to different locations throughout the DC metropolitan region.

The potential of vanpooling amongst long-distance commuters is large. According to the 2000 U.S. Census Journey-to-Work tables (see **Table 20**) there were 350,000 daily commute trips of over 25 miles one-way to Washington, DC, Arlington, Alexandria, and Fairfax, Prince William, Montgomery, and Prince George's counties. Of these long-distance commute trips, over 121,000 originated in Virginia and over 211,000 originated in Maryland. Assuming that the longest distance commuters will be more likely to join a vanpool than shorter distance commuters with more transit options available, **Table 20** shows the vanpool potential if a weighted average of 15.4% of these over-25 mile commuters were to join a vanpool. For this calculation, the average vanpool group is assumed to be 10 passengers, the same as earlier assumptions of 10 paid passengers, and 8 daily passengers to account for illness, vacations, and other special circumstances. **Table 20** shows that the potential number of vanpools exceeds 5,400 with over 108,000 daily trips (54,007 x 2).

The maximum vanpool mode shares shown in **Table 20** were chosen based on evidence presented in Victoria Transportation Policy Institute's TDM Encyclopedia (see http://www.vtpi.org/tdm/tdm34.htm), which states: "Experience indicates that ridesharing programs typically attract 5-15% of commute trips if they offer only information and encouragement, and 10-30% if they also offer financial incentives such as parking cash out or vanpool subsidies."

Table 20

2000 Census Journey-to-Work Average Daily Commute Trips Exceeding 25 Miles One-Way to Washington DC, Arlington, Alexandria, and Fairfax, Loudoun, Prince William, Montgomery and Prince Georges Counties

	Daily Commuters	Maximum Vanpool Mode Share	Maximum Vanpool Riders	Maximum Vanpools
	A	B	C	D
	(2000 Census)		(A x B)	(C ÷ 10)
From Delaware:	1,067	25%	267	27
From Maryland's Eastern Shore:	3,657	25%	914	91
From Eastern Pennsylvania:	600	25%	150	15
From Southern Pennsylvania:	2,361	25%	590	59
From West Virginia plus Western Maryland:	12,936	25%	3,234	323
From Southern Maryland:	52,368	15%	7,855	786
From Baltimore region:	124,301	15%	18,645	1,865
From Frederick County, MD:	30,940	15%	4,641	464
From Shenandoah Valley, VA:	14,851	15%	2,228	223
From Richmond, VA region:	1,539	25%	385	39
From Virginia's Northern Neck region:	2,145	25%	536	54
From Hampton Roads region:	1,175	25%	294	29
From Fauquier, Rappahannock, Culpeper counties:	15,828	15%	2,374	237
From Stafford, Spotsylvania, Orange counties:	38,014	25%	9,504	950
From Loudoun and Prince William counties (destinations excluding Fairfax, Loudoun, and Prince William counties):	47,872	5%	2,390	239
				0
Virginia Subtotal:	121,424	14.6%	17,711	1,771
Maryland subtotal:	211,266	15.2%	32,055	3,206
West Virginia Subtotal:	12,936	25.0%	3,234	323
Delaware and Pennsylvania Subtotal:	4,028	25.0%	1,007	101
GRAND TOTAL:	349,654	15.4%	54,007	5,401

If there are up to 1,000 vanpools operating in the Washington, DC metropolitan region operating without extensive public subsidies and without aggressive marketing and promotion, what could be the market potential for vanpools *with* public subsidies *and* strong marketing? We can look to a 1999 study conducted in the Puget Sound region that measured the market potential for vanpools as a proxy for a study of our own DC metropolitan region. This study concluded that the market exists for 5,000 to 8,000 vanpools depending on the amount of effort and subsidization from local and state government.

The following excerpt is from the 1999 study conducted by the Washington State Department of Transportation (WSDOT) to determine the potential for increasing the market share of vanpools in the Puget Sound region. The study, called the Vanpool Market Action Plan (MAP) suggested the existence of a very large undeveloped market for vanpooling among long-distance automobile commuters.

MAP Estimates of Vanpool Market Opportunity

The MAP project offers reassurance and optimism about the future of vanpooling in the Puget Sound region. In brief it concludes that in the current marketplace:

- There is existing vanpool interest today (among commuters with compatible origins, destinations and schedules) to allow a near doubling of current vanpool counts to approximately 2,500 vanpools;
- With aggressive promotions and outreach a prospective market of approximately 5,000 vanpools could be feasible; and
- With strategic investments in market enhancements – including financial incentives and affinity products (like free air mileage) – a prospective market of nearly 8,400 vanpools may be possible.

Source: http://www.vtpi.org/VanpoolMAPReport.pdf

When the MAP study was conducted in 1999, the six transit agencies in the Puget Sound region together had 1,300 vanpools; as of 2007 these six transit agencies sponsored almost 1,700 vanpools. This 30% increase in vanpools occurred even with massive layoffs at Boeing, the region's largest vanpool destination, and with large vanpool fare increases in the aftermath of voter approval of Initiative 695 which cut transit funding.

The following are some initial ideas regarding tailoring a new vanpool incentive program to the unique setting of the Washington metropolitan region to get the most out of the effort based on the experiences of successful vanpool subsidy programs elsewhere in the U.S.:

1. Vanpool branding. This may be the cheapest and yet most effective form of marketing. Imagine seeing a dozen branded vanpools each and every morning during your commute, with signage that says something like "$7.50 per day, 100 miles roundtrip, from Spotsylvania to Tysons. WWW.VANPOOLSVIRGINIA.ORG"
2. Eliminate the name "vanpool" and substitute "commuter shuttle" or "luxury commuter shuttle" in all places. Vanpooling has some negative connotations.

3. A strong marketing and PR effort. Place advertisements in local papers, and run local radio spots. Get favorable articles placed in the press. Have booths at town and county fairs, vans in local parades. Get VDOT to place signs along highways advertising the existence of new vanpools.
4. Better vans. VPSI is experimenting with Dodge Sprinter vans as vanpool vehicles. These vans are engineered by Mercedes-Benz, assembled in South Carolina, and have Mercedes turbo-diesel engines that get 20 mpg. These vans have much better mileage, durability, safety, drivability, styling, and passenger comfort than the typical Ford or GM van. Sprinters cost much more than Ford or GM vans, yet FTA's Altoona testing has proven their durability and certified them as 7-year vehicles, rather than Ford and GM vans that are 4-year vehicles. Overall, the Sprinter vans appear to be superior in every dimension, even on a per-year capital and operating cost basis. $30,000 Ford and GM vans predominate because they have a lower initial capital or lease costs, yet the Sprinter van will last 3 years longer than the regular 4-year lease term. There are more and more $40,000 Dodge Sprinter vans being purchased by commercial entities, rather than $30,000 Ford and GM vans.
5. Driver training and bookkeeper training. Many, possibly all regions have programs in which drivers and bookkeepers are trained. This is very important to good NTD data reporting, and it can offload some responsibilities from already overburdened vanpool operators.
6. Uniform fare structure across all vanpools. Many regions have adopted this strategy, rather than let each vanpool set their own fare payment rules and rates.
7. One of the biggest problems of building a vanpooling program is recruiting drivers and alternate drivers. The vast majority of vanpool programs traditionally rely on two incentives to recruit or reward van drivers: drivers get free fares and free use of the van for 150 miles per month. Drivers do not seem to be impressed with the prospect of driving a 15-passenger van on personal business. Van drivers have a great deal of responsibility, and they do not have the option of sleeping or reading or relaxing during their 50-100 mile commutes. Drivers could be paid minimum wage ($7.25) for their two to four daily hours spent driving. Similarly, alternate drivers could be paid for when they drive. The prospect of volunteering 750 hours per year (3 hours per day x 250 days per year) changes quite a bit when compared to getting paid $5,500 per year to drive a van to work. Perhaps alternate drivers could be guaranteed 100 driving hours per year so they too can earn something, and so that regular drivers can get a break from driving. Contra Costa County, California is rewarding volunteer van drivers who drive for a full year with a $1,000 bonus payment.
8. Professional drivers in the vanpool start-up phase. A ready source of professional drivers can be found amongst school bus drivers during the summer school holiday. Perhaps a professional driver should be supplied for two months during the critical vanpool start-up phase, thus eliminating the "chicken and egg" problem: what comes first – a vanpool or a volunteer vanpool driver?
9. Passenger recruitment bonuses. The Clean Air Campaign, Atlanta's regional TDM agency, offers $50 cash rewards to passengers who recruit new passengers who ride for at least three months, and $75 cash reward for recruiting new vanpool drivers. Why limit the rewards to existing passengers? Why not encourage entrepreneurially minded individuals (non-passengers) to find new ways to recruit new passengers and drivers? Set up a table in front of a grocery store to recruit new passengers. Go door-to door. Use your network of friends to locate new passengers. How about small (less than $5) bonuses for verifiable information on potential passengers who could be placed into future vanpools? This is valuable information whose collection should be encouraged. If there is a potential passenger that could be placed into the

database, after enough similar origin-destination passengers are located, a new vanpool could be formed.

10. Bike racks on vanpools. Several agencies offer this as a free option if someone asks for it. Maybe bike racks could be standard on all vans because it is a small ($200-300) cost, and is eligible for a 90% federal match.
11. Spare vans. Nearly all agencies provide spare vans when a van is out-of-commission due to repairs, or when one has a road call.
12. Uniform van maintenance and repair. Some agencies contract with fleet-service companies to maintain and service their vehicles, rather than let the drivers take the vehicles to any repair shop.
13. Customer service staff. Ben Franklin Transit in rural Washington State is notable for having one of the largest vanpool fleets in existence, and notable for having one of the largest customer service staffs. Its annual growth may be the largest of any vanpool system, and evidence may point to their customer service orientation as a primary driver for this phenomenal growth. Their customer service staff answers questions from potential and existing passengers, irons out problems, identifies opportunities, recruits new drivers, and implements new programs.
14. Organize vanpools to pick up passengers at park and ride stops en route. As mentioned above, this allows a vanpool to start in a distant jurisdiction, and to stop at scheduled times at park and ride lots along the way. Vanpooling currently has the orientation of being filled up with passengers from one jurisdiction, and neglecting the opportunity of picking up passengers from other jurisdictions en route.
15. Organize and allow for transfers between vanpools. Allow for a vanpool to start in a distant jurisdiction, then to swap passengers at a scheduled stop with another vanpool, before proceeding on to its final destination.
16. Allow vanpool passengers to ride in vans that leave at different times, as long as there is sufficient space. This would permit a rider who has missed her 5:30am van to catch a 6:00am van instead.
17. Lobby for dedicated state funding for vanpools. Washington State has a robust vanpool funding program and as a result has seen strong growth in vanpooling, and in 5307 earnings.

10. What NVTC can do to help

An excerpt from the 2009 NVTC Handbook:

NVTC MISSION STATEMENT

To serve the public by providing a forum for elected officials to achieve an effective regional transportation network. Focusing primarily on transit, NVTC will develop strategies, identify funding sources, advocate for additional funding, prioritize allocations, oversee transit systems such as VRE and WMATA, and pursue new transit programs. NVTC will work to improve mobility, reduce traffic congestion, protect the environment and stimulate the regional economy by increasing transit and ridesharing use.

NVTC can assume a leadership role in advocating the role of vanpools in increasing the § 5307 formula funds for our region. NVTC can enlist the aid of NVTA, PRTC, GWRC, FAMPO, MWCOG, WMATA, DRPT and VDOT, among others, to identify a source for the initial three-year investment in vanpools so that § 5307 funds can flow to the region in the third program year and beyond.

Because the great majority of vanpools originate primarily from Virginia, it may be feasible to confine a vanpool incentive program to Virginia, but regardless, an equitable sharing arrangement of the § 5307 earnings at WMATA would need to be worked out with Maryland and the District of Columbia as well as among Northern Virginia entities.

NVTC has access to several experts in the areas of NTD data collection, and NVTC manages the NTD data reporting project for local Northern Virginia transit providers, including ART, CUE, DASH, Fairfax Connector, and Loudoun County Transit. The contract work is performed by Ann Hughitt of Stantec, Inc., with the assistance of Dr. Xuehao Chu for his expertise in creating statistical sampling plans, and Brian McCollom for his expertise in working with the FTA.

Dr. Chu wrote the "*NTD Reporting Tool for Vanpools*" guide and created an Excel spreadsheet template for the collection and summarization of vanpool operating and financial data for submission to the NTD.

Brian McCollom has 25 years experience working with the FTA on NTD data reporting issues, and has particular experience in reporting vanpool data to the NTD. He has worked with Los Angeles County, CA, Orange County, CA, Biloxi, MS, and Hartford, CT to create systems whereby vanpoolers report their vanpool financial and operating statistics to the NTD.

Ann Hughitt has been the principal contractor for NVTC's NTD data reporting project for the last six years.

With the approval of NVTC's jurisdictions these consultants could be assigned a new task under their existing contract to advise the region in implementing such a program. However, because it is likely that the region would choose to engage a team of consultants to design and administer the vanpool subsidy and § 5307 NTD earnings program (given the failed effort to rely on existing agencies earlier this decade), this team of NVTC consultants may prefer to recuse themselves now to be eligible to respond to a Request for Proposals later.

NVTC staff intends to circulate this document for further review and comment during August and September, 2009, together with three companion documents ("Catalogue of Vanpooling Information"; "Draft RFP"; and "June 22, 2004 Virginia Vanpool Research Study"). Following discussion at the August 18th NVTC Management Advisory Committee meeting, NVTC would be asked at its September 3, 2009 meeting to authorize a request for FY 2011 CMAQ funding. During the course of deliberations by NVTA's Jurisdiction and Agency Coordination Committee (JACC) on the proposed CMAQ/RSTP programs the merits of this project would be explored further. For example, if CMAQ funds are to be used it will be necessary to document that new vanpools will be induced by the program, not just additional § 5307 earnings from existing vanpools. Thus, agreement on the goals of the vanpool program must be achieved at the start. Further, by that time possible changes in the § 5307 program due to authorization of the six-year surface transportation bill may be known. If JACC recommends and NVTA approves CMAQ funding, NVTC could issue the RFP when those funds became available. It would take about a year to design the most effective program and set it up to begin collecting NTD data. Accordingly, it is likely the earliest the program would be up and running would be July 1, 2012, unless existing CMAQ funds are reprogrammed and made available for this purpose. That could accelerate the start to July 1, 2011.

It is recognized that any successful program must be agreeable to entities beyond NVTC's and even NVTA's districts, but FY 2011 CMAQ applications are due by mid-September, 2009. Therefore, realistically, the details of the program will need to be worked out with the many entities listed above at the same time the funding application is considered. It may be that another agency will be willing and better suited than NVTC to take over management of the program, but this should not be a reason to delay the start-up for another year or more.

It is also important to emphasize that the consultant will assist in structuring the program so that all jurisdictions and existing vanpool programs are winners, based on more federal funds becoming available to be subject to an equitable sharing arrangement. These details do not need to be determined before applying for the initial CMAQ grant.

For further information and comment on this paper, please contact:

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Appendix 1

50 Largest Vanpool Agencies Ranked by Unlinked Passenger Trips and Passenger Miles, Report Year 2007

Transit Agency	Urbanized Area	Unlinked Passenger Trips (000s)	Rank	Passenger Miles (000s)	Rank
King County Department of Transp. (King County Metro)	Seattle, WA	2,322.0	1	52,679.4	4
Metropolitan Transit Auth. of Harris County, Texas (Metro)	Houston, TX	1,972.4	2	63,116.8	2
Pace - Suburban Bus Division (PACE)	Chicago, IL	1,877.2	3	45,429.4	5
San Diego Association of Governments (SANDAG)	San Diego, CA	1,738.2	4	102,253.2	1
Utah Transit Authority (UTA)	Salt Lake City, UT	1,305.1	5	57,321.8	3
Phoenix - VPSI, Inc.	Phoenix, AZ	1,163.2	6	30,552.4	8
Greater Hartford Ridesharing Corp. - The Rideshare Co.	Hartford, CT	905.2	7	33,116.8	7
Ben Franklin Transit (BFT)	Kennewick, WA	859.0	8	33,587.9	6
Pierce County Transp. Benefit Area Auth. (Pierce Transit)	Seattle, WA	788.9	9	26,112.2	9
Snohomish County PTBAC (Community Transit)	Seattle, WA	740.5	10	20,310.5	13
Marietta - VPSI, Inc.	Atlanta, GA	729.8	11	22,161.4	11
New Jersey Transit Corporation (NJ TRANSIT)	New York, NY	682.3	12	23,869.6	10
Honolulu - VPSI, Inc.	Honolulu, HI	626.6	13	12,205.3	21
Intercity Transit (I.T.)	Olympia, WA	532.6	14	19,828.2	14
Dallas Area Rapid Transit (DART)	Dallas, TX	492.2	15	20,802.8	12
Dallas - VPSI, Inc.	Dallas, TX	485.6	16	18,489.1	15
Miami Lakes - VPSI, Inc.	Miami, FL	480.1	17	10,787.4	22
Research Triangle Regional Public Transp. Auth. (TTA)	Durham, NC	380.5	18	12,612.8	20
Capital Metropolitan Transportation Authority (CMTA)	Austin, TX	324.4	19	6,125.9	32
Madison County Transit District (MCT)	St. Louis, MO	301.7	20	13,836.9	18
Denver Regional Transportation District (RTD)	Denver, CO	301.3	21	13,066.7	19
Kitsap Transit	Bremerton, WA	300.0	22	6,536.6	29
Charlotte Area Transit System (CATS)	Charlotte, NC	251.2	23	13,928.0	17
Des Moines Area Regional Transit Authority (DART)	Des Moines, IA	249.1	24	10,333.8	23
Transportation District Comm. of Hampton Roads (HRT)	Virginia Beach, VA	222.3	25	7,470.0	24
Central Florida Regional Transportation Authority (LYNX)	Orlando, FL	205.4	26	6,387.2	30
Greater Richmond Transit Co. (GRTC Transit System)	Richmond, VA	201.1	27	14,388.7	16
Georgia Regional Transportation Authority (GRTA)	Atlanta, GA	184.9	28	7,041.4	26
Metropolitan Council	Minneapolis, MN	176.3	29	6,270.6	31
Southwestern Pennsylvania Commission (SPC)	Pittsburgh, PA	170.3	30	5,141.8	33
Spokane Transit Authority (STA)	Spokane, WA	167.0	31	3,741.8	35
VPSI, Anchorage	Anchorage, AK	146.6	32	6,616.2	28
Los Angeles County Metropolitan Transp. Auth. (LACMTA)	Los Angeles, CA	144.4	33	6,700.8	27

Space Coast Area Transit (SCAT)	Palm Bay, FL	134.5	34	7,329.0	25
Douglas County Rideshare (Rideshare)	Atlanta, GA	128.2	35	3,689.9	37
Regional Transportation Authority (RTA)	Nashville, TN	117.1	36	3,742.9	34
County of Volusia, dba: VOTRAN (Votran)	Daytona Beach, FL	84.3	37	3,440.4	39
Skagit Transit (SKAT)	Mount Vernon, WA	82.8	38	3,725.6	36
Hillsborough Area Regional Transit Authority (HART)	Tampa, FL	80.8	39	3,330.3	40
Kansas City Area Transportation Authority (KCATA)	Kansas City, MO	71.8	40	2,662.7	42
Yakima Transit (YT)	Yakima, WA	71.7	41	2,623.3	43
VIA Metropolitan Transit (VIA)	San Antonio, TX	67.0	42	3,524.5	38
2Plus Partners in Transportation, Inc (2Plus)	Bridgeport, CT	49.2	43	3,189.6	41
Interurban Transit Partnership (The Rapid)	Grand Rapids, MI	36.3	44	1,813.5	44
Transfort	Fort Collins, CO	36.2	45	1,554.8	45
Placer County Department of Public Works (PCDPW)	Sacramento, CA	33.7	46	1,280.5	46
Salem Area Mass Transit District (Cherriots)	Salem, OR	25.2	47	1,166.3	47
Milwaukee County Transit System (MCTS)	Milwaukee, WI	24.9	48	1,019.3	48
Lee County Transit (LeeTran)	Cape Coral, FL	23.2	49	812.6	50
Chittenden County Transportation Authority (CCTA)	Burlington, VT	17.9	50	496.1	(a)
Coast Transit Authority (CTA)	Gulfport, MS	17.0	(a)	941.9	49

(a) Not among 50 largest vanpool agencies in this category.

Includes only transit agencies reporting to Federal Transit Administration FY 2007 National Transit Database.
For complete size ranking lists of all transit agencies reporting to the Federal Transit Administration 2007 National see the 2009 Public Transportation Fact Book, Appendix B: Transit Agency and Urbanized Area Operating Statistics www.apta.com.

Appendix 2

Sample Vanpool Participation Agreement and Guidelines

The following two documents are from Los Angeles County Metropolitan Transportation Authority (Metro). The first document is a Vanpool Program Participation Agreement intended for all vanpool passengers and drivers. The second document is the Vanpool Program Participation Guidelines. These two documents may serve as a representation of what is necessary for a vanpool program to be deemed "public transportation" by the FTA.

Metro Vanpool Program

Participation Agreement

TERMS AND CONDITIONS

This Metro Vanpool Program Participation Agreement (Agreement) sets forth the terms, conditions, and responsibilities of the volunteer participants in the Metro Vanpool Program (Program) and the Los Angeles County Metropolitan Transportation Authority (Metro). The Program is administered by Metro. The Volunteer Participant (Participant) shall refer to all persons or institutions that sign the Agreement and hold a valid vanpool vehicle agreement with an authorized Metro Vanpool Program Contractor (Contractor) who governs the activities of an individual vanpool group, including, but not limited to: leaseholder, bookkeeper, driver or substitute driver, or employer who operate a Program vehicle. The Contractor refers to the vanpool leasing agency authorized by Metro to participate in the Program. Each Participant has read, acknowledges, and agrees to abide by the following terms and conditions.

Volunteer Participants

Participant shall be considered a volunteer under the law. Participant acknowledges that participation in the Program is strictly voluntary and that such participation is not acting in or required by the course and scope of official company business, nor does it in any manner establish an employer-employee or an agency relationship with Metro.

Reporting

Participant shall record and maintain daily and monthly records as required by the Program, utilizing required forms and formats as provided by Metro and submitting these records to Metro as instructed and scheduled by Metro.

Public Access

Participant shall cooperate and act to ensure that no person shall be denied the opportunity to participate in, nor be subject to discrimination in the conduct of the vanpool because of race, creed, color, sex, age, sexual orientation, disability, or employer group.

Participant acknowledges and understands that the Program provides ridesharing referral services for vanpool seat availability without screening the character or background of referrals. Metro shall have no responsibility or liability for any acts or omissions of vanpool passengers or referrals.

Invalid Use

Metro retains the right to discontinue Participant's enrollment or pursue claims, demands or lawsuits against, or seek prosecution of Participant who misrepresents vanpool operation or commits inappropriate use of the vanpool and/or Program.

Indemnification

Neither Metro nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason to anything done or committed to be done by the Participant under or in connection with any work performed by and or services provided by the Participant, their employer, officers, agents, employees and subcontractors under this Agreement. The Participant shall fully indemnify, defend, and hold Metro and its officers, agents, and employees harmless from and against any liability and expenses including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any legal fees and any claims for damages of any nature whatsoever arising out of Participant's participation in the Metro Vanpool Program, including without limitation (i) breach of Participant's obligations under this Agreement; or (ii) any act or omission of Participant, or their employer, officers, agents, employees, or subcontractors in connection with its participation in the Metro Vanpool Program. Nothing in this Agreement shall be construed to give rights to any person or entity that is not party to this Agreement.

Term of Agreement

The Agreement shall be effective as of the date signed by the Participant and shall continue in full force until one of the parties terminates the Agreement by giving the other party written notice 15 days prior to the planned date of termination.

Termination By Metro

Metro retains the right to discontinue Participant enrollment and terminate this Agreement immediately or withhold subsidy payments, pursue claims, demands or lawsuits against, or seek prosecution of any Participant for any of the following reasons: a. Misrepresentation of vanpool operation and/or inappropriate use of the Program services; b. Failure to submit daily, monthly, and other scheduled records to Metro as required; c. The operation of the vehicle becomes inconsistent with Program eligibility requirements; d. Failure to provide timely responses to reasonable requests for information such as, but not limited to, those listed in the Metro Vanpool Program Participation Guidelines and/or the Metro Vanpool Participant Manual; e. Failure to abide by Program Terms and Conditions or the Metro Vanpool Program Participation Guidelines; or f. Discontinuance of vanpool operation during the term of Agreement. Termination notification shall be confirmed by telephone, electronic mail, or by postal mail service to the current address on record.

Miscellaneous

This Agreement, the Metro Vanpool Program Participation Guidelines, the Metro Vanpool Program Participation Application and the Metro Vanpool Program Participant Manual contains all the terms and conditions of the Agreement between Metro and the Participant. Any changes or additions to the Agreement must be in writing and signed by all parties. The captions or headings on any paragraphs in this Agreement are for reference only and do not affect any of the terms and conditions of this Agreement. Nothing in this Agreement shall be construed to limit the right of Metro to adjust or modify its services or perform any other lawful functions.

Metro agrees, during the term of the Agreement to:

> Provide monthly Program subsidy up to $400 per month not to exceed 50% of the vehicle lease cost payable to vehicle owner/Contractor pursuant to the terms of the Program.

> Provide Participant with all policies, rules, report forms with instructions, and schedules applicable to the Program.

> Collect and record all agreements, reports, surveys, and other Program correspondence as required of the Program or requested by Metro.

> Promote, advertise and provide ridesharing referral services for Program participation and vanpool seat availability.

> Cooperate to ensure that no person shall be denied the opportunity to participate in the vanpool because of race, creed, color sex, age, sexual orientation, disability, or employer group.

Participant agrees, during the term of the Agreement to comply with these Agreement Terms and Conditions, the Metro Vanpool Program Participation Guidelines and the Metro Vanpool Participant Manual.

It is herein acknowledged that:

> Metro retains the right to deny funding for any new vanpools and to terminate the funding for a vanpool or the Program if Metro deems that it is in the best interest of the agency to do so.

> Metro reserves the right to establish a wait list for Program enrollment, change the Program, or cancel the Program at any time, without obligation, at the sole discretion of Metro.

> Metro is authorized to promote, advertise, and release to the general public vanpool route information, seat availability and participant e-mail contact information for passenger solicitation purposes.

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 subsidy for vanpools of 7-15 passengers that have a destination to a Los Angeles County worksite for which a completed Program application & agreement has been submitted and approved by Metro. (See also "Application & Enrollment" below).

Private transit, private shuttles, private vanpools and owner-operated vanpools are not eligible to enroll in the Metro Vanpool Program. "Private" refers to services that are exclusive to a particular institution or group and not open to the general public.

Application & Enrollment

To apply, the individual or institution that holds a valid vanpool agreement with any Metro authorized leasing agency must complete a Metro Vanpool Program Participation Application & Agreement and submit it to their vanpool leasing agent. The three authorized vanpool leasing agencies include:

> Enterprise Rideshare **1.800.VAN.4.WORK**

> Midway Rideshare **1.877.VAN.RIDE**

> VPSI, Inc. **1.800.VAN.RIDE**

Vanpool agreement holders must submit the application to their respective vanpool leasing agency by the 15th of the month to be considered for enrollment on the 1st of the following month, e.g., apply by August 15th to be considered for enrollment on September 1st.

Enrollment Evaluation

Metro will review each Participation Application for eligibility and completeness and authorize Metro Vanpool Program enrollment based on the following eligibility rules:

1) Vanpools must end at employment sites located within Los Angeles County.
2) Vanpools must begin service with at least a 70% vehicle occupancy rate, e.g. a 7-passenger van will qualify to start with a minimum of 5-passengers including the driver.
3) Available vanpool seats must be advertised and open to the public.
4) Vanpool agreement holder must agree to all Program terms and conditions, including reporting monthly and periodic operating data and costs to Metro as requested.

Metro Vanpool Program Enrollment Notice

Each authorized leasing agency will submit completed and signed Metro Vanpool Program Participation Applications to Metro by the 15th of each month for the vanpool to be considered for enrollment on the first day of the following month. Applicants will be notified by the leasing agency to which the application was submitted regarding enrollment approval.

Maintaining Metro Vanpool Program Enrollment

There are certain requirements for maintaining enrollment in the Metro Vanpool Program. Vanpool agreement holders must:

a) Respond to Metro and Leasing Agent requests for information, such as:

> Monthly Operating Reports

> Passenger and boarding lists;

> Vanpool operating updates;

> Available seats listing;

> Odometer readings and reports;

> Current driver and alternate driver contact information;

> Occasional surveys as requested; and

> Any other information as requested by Metro.

b) Maintain a minimum of 70% percent vehicle occupancy. Vehicles that fail to maintain at least 70-percent vehicle occupancy for three consecutive months may either be required to change to a more appropriately-sized vehicle, or may be terminated from the program.

c) Follow the program participation guidelines and terms of agreement as described herein and contained within the Metro Vanpool Program Participation Agreement and the Metro Vanpool Program Participant Manual.

Metro retains the right to deny funding for any new Metro Vanpool Program vanpools 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.

Appendix 3

Case Study -
Utah Transit Authority Vanpools

Appendix 3 illustrates how the Utah Transit Authority has organized its vanpool system to comply with FTA rules in order to earn § 5307 funds. UTA currently has a fleet of 450 vanpools. UTA leases vans to employers and individuals, insures the vans, maintains the vans, provides fuel and spare vans, and markets the vanpool service throughout northern Utah. UTA owns the vans and leases them to participating vanpools at a greatly discounted rate. Item #4 lists the vanpool total monthly cost for the vanpool, which includes the cost of the lease, gas, insurance, and maintenance. After gasoline (estimated at 12 mpg and $3.00/gallon), and maintenance (estimated at $0.10/mile), and insurance (estimated at $150/month) is subtracted from the total monthly cost, UTA charges the vanpool from $110 per month (for a van with daily round trip of 20 miles) to $356 (for a van with daily round trip of 115 miles) for the cost of the lease.

Item #3 is an agreement directing each vanpool's volunteer bookkeeper to record all daily financial transactions and ridership information, and monthly summaries, to satisfy the reporting requirements of the NTD. Items # 8 and #9 are the daily and monthly reporting forms.

1. Terms and Conditions
2. Driver Application
3. Bookkeeper Agreement
4. Fare Schedule
5. Information Form for Database
6. FAQs
7. Fuel Credit Card Information
8. Daily Operating Log
9. Monthly Reporting Form

UTA VAN-POOL PROGRAM TERMS AND CONDITIONS

Keep this page

UTA

SECTION A: ALL PARTICIPANTS

The fee to ride a UTA Van-pool is based on the number of miles the Van-pool travels. Your fee is based on the number of riders traveling the calculated miles in the Van-pool. See the UTA Rideshare pricing sheet. Fares will be evaluated on a quarterly basis and may be adjusted if needed.

Participants in the UTA Van-pool Program agree to comply with the following terms and conditions:

1. The Participant Agreement shall be effective as of the date signed by the Participant. Participants shall not be considered or hold themselves out to be Primary Drivers, Backup Drivers or Bookkeepers in the UTA Van Pool Program until their applications have been approved by UTA Van-pool. The Agreement shall continue in force until one of the parties gives the other party written notice 15 days prior to the planned date of termination. Participants may terminate their participation for any reason. UTA Van-pool may terminate the Participation Agreement and/or the Van-pool as a whole for any of the following reasons:

- **a.** if fares drop below the break-even point for two consecutive months;
- **b.** if the operation of the Van-pool becomes inconsistent with the evaluation criteria established for the UTA Van-pool Program;
- **c.** if the Program is terminated;
- **d.** if the Participant fails to pay the rider fee promptly;
- **e.** if the Participant disrupts the operation of the Van-pool;
- **f.** if the Participant fails to abide by these Terms and Conditions; or
- **g.** for other reasons as determined by UTA Van Pool.

2. Participants acknowledge that UTA Van-pool may revise these Terms and Conditions and that Participants shall comply with such revisions in order to continue to participate in the UTA Van-pool Program.

3. Participants will pay their monthly Van-pool fares to Bookkeepers prior to riding and not later than the first of each month.

4. Participants will abide by all day-to-day operational rules of Van-pools as established by majority vote of the Van-pool members or as may be directed from time to time by UTA Van-pool.

5. Participants will abide by the policies and rules set forth in the Van-pool Program Manual provided to Van-pools by UTA Van-pool. Participants acknowledge that UTA Van Pool may revise those policies and rules and that Participants shall comply with such revisions in order to continue to participate in the UTA Van-pool Program.

6. Participants will notify Drivers in advance of all anticipated non-use of vans due to such factors as vacation, business travel, overtime, etc.

7. Participants will notify Drivers or nearest fellow riders of non-use of vans due to sickness.

8. Participants will notify Drivers 15 calendar days in advance of planned termination of participation in Van-pools.

9. Participants will help maintain ridership in the Van-pool.

10. Participants will help keep the van clean and tidy.

11. Participants will find alternate transportation on days when vans do not operate and when work or personal schedules do not allow participation in Van-pools.

12. Participants will cooperate to ensure, to the best of their ability, that no person shall be denied the opportunity to participate in or be subjected to discrimination in the conduct of the Van-pool Program because of race, creed, color, sex, age, national origin, sexual orientation, or the presence of any sensory, mental or physical disability in any manner contrary to applicable local ordinance, state or federal laws and regulations.

13. Participants will indemnify and hold harmless Utah Transit Authority, its authorized agents and employees from all claims, actions, costs, damages or expenses of any nature whatsoever arising out of or resulting from any delays, tardiness, failure to make an appropriate or scheduled pick-up, absence of the van or termination of the program.

14. Participants acknowledge that the UTA Van-pool Program provides ridesharing referral services without screening the character or background of Participants or applicants. Utah Transit Authority shall have no responsibility or liability for any acts or omissions of Van Pool Participants or applicants except as otherwise provided in these Terms and Conditions.

SECTION B: DRIVERS

Each Driver, including Primary and Backup Drivers, in the UTA Van-pool Program agrees to comply with the following terms and conditions, in addition to those terms and conditions set forth in Section A above:

1. Drivers shall provide a copy of their driver's license record, and maintain a valid driver's licenses as required by the State of Utah.

2. Drivers shall notify UTA Van-pool when they no longer meet the Driver Selection Criteria established by UTA Van-pool.

3. Drivers shall complete the UTA Van-pool Driver's Orientation Course prior to taking possession of or operating vans.

4. Backup Drivers shall assume all responsibilities of Primary Drivers when acting in that capacity.

5. Backup Drivers shall be available to drive vans when Primary Drivers are unable to do so.

6. Drivers shall drive vans daily to and from work/school, picking up and discharging riders in accordance with the mutually established routes and schedules.

7. Drivers shall coordinate maintenance, cleaning and servicing of vans as prescribed in the Van Pool Program Manual.

8. Drivers shall keep daily and monthly records as required by UTA Van-pool, submitting them to UTA Van-pool as scheduled in the Van-pool Program Manual.

9. Primary Drivers shall coordinate with Backup Drivers (minimum of one approved Backup Driver per van) to ensure continued operation of Van-pools in the absence of the Drivers.

10. Drivers shall coordinate the provision of alternate transportation when the vans are not available.

11. Drivers shall coordinate the development of rules for the day-to-day operation of Van-pools (e.g., smoking, wait times, radio).

12. Drivers shall comply with the policies and rules in the Van-pool Program Manual related to personal use of vans.

13. Drivers agree they shall be considered to be volunteers under the law and shall not hold themselves out to be nor act as employees or agents of Utah Transit Authority.

14. Drivers shall at all times operate vans in a manner complimentary to the public nature of the Van-pool Program, keep the vans clean, drive in a courteous manner, and if asked, explain the unique character of the use of the van.

15. Except in emergency situations, operation of vans shall be restricted to UTA-approved Drivers.

16. Safe driving habits and complete observance of all traffic regulations are of the utmost importance and are required of all Drivers. Any citation for a moving traffic violation resulting from the operation of a van is the responsibility of the Driver driving the van at the time of issuance of the citation. All Drivers shall report each citation they receive for a moving traffic violation, whether received while driving the van or any other motor vehicle, to UTA Van-pool within 48 hours.

17. Drivers shall promptly report any vehicular accident involving bodily or property damage, whether the accident occurred while driving the van or any other motor vehicle, to UTA Van-pool as detailed in the Van-pool Program Manual.

18. Drivers shall comply with the off-street parking policies and rules set forth in the Van Pool Program Manual.

19. Drivers shall not use vans for business purposes or for hire; to pull trailers, boats, etc.; to haul garbage, debris, or excessive loads; for any purpose requiring the removal of seats; or for any other purposes described in the Van-pool Program Manual. Drivers acknowledge that they shall have full liability and responsibility if vans are used for other than permitted purposes or in a manner inconsistent to these Terms and Conditions.

20. Drivers shall drive vans only on hard surfaced streets and highways and other normal access roads and driveways. Drivers shall not drive vans off-road, on beaches, in fields, or in any other potentially unsafe environment.

21. Drivers shall not drive vans over bridges or roads posted for less than a 4-ton maximum weight load. Drivers shall observe width and height clearance requirements of and for the van at all times.

22. Drivers shall not allow accessories, including window or bumper stickers, appearance items or additional equipment, to be added to or removed from the van without prior approval of UTA Van-pool.

SECTION C: BOOKKEEPERS

Bookkeepers in the UTA Van-pool Program agree to comply with the following terms and conditions, in addition to those terms and conditions set forth in Sections A and B above, if applicable:

1. Bookkeepers shall complete the required portions of the UTA Van-pool Driver's Orientation Course prior to assuming Bookkeeper responsibilities.

2. Bookkeepers shall collect the monthly fares from all riders not later than the first of the month for which the fares are being paid.

3. Bookkeepers may pay and be reimbursed for miscellaneous operating expenses of the van as detailed in the Van-pool Program Manual.

4. Bookkeepers shall keep and submit daily and monthly records as detailed in the Van-pool Program Manual.

SECTION D: UTA VAN-POOL

UTA Van-pool agrees to comply with the following terms and conditions:

1. UTA Van Pool shall provide vans for use by Van-pools.

2. UTA Van Pool shall provide for fuel, servicing and maintenance of vans.

3. UTA Van Pool shall help Drivers and Bookkeepers fulfill their administrative obligations.

4. UTA Van-pool shall assist Van-pools in maintaining ridership.

5. UTA Van Pool shall provide service loaner vans by reservation on a first come, first served basis.

6. UTA Van-pool shall assist Van-pools in making alternate transportation arrangements in the event of mechanical failure of vans.

7. UTA Van Pool shall attempt to resolve disputes arising out of established day-to-day operational rules of Van-pools.

8. UTA Van-pool shall establish and maintain a fare schedule for participation in Van-pools.

9. UTA Van-pool shall ensure, to the best of its ability, that no person shall be denied the opportunity to participate in or be subjected to discrimination in the conduct of the Van-pool Program because of race, creed, color, sex, age, national origin, sexual orientation, or the presence of any sensory, mental or physical disability in any manner contrary to applicable local ordinance, state or federal laws and regulations.

10. UTA Van-pool shall provide Van-pools with Van-pool Program Manuals outlining policies and rules applicable to the Van-pool Program.

11. UTA Van-pool shall provide Van-pools with all necessary report forms, including instructions for their completion and a submission schedule.

12. UTA Van-pool shall allow approved Drivers to use vans for personal use in accordance with the policies and rules set forth in the Van-pool Program Manual.

13. UTA Van-pool shall provide liability coverage at statutory limits for negligent operation of a van for and including bodily injury, property damage, comprehensive, collision, and uninsured motorist protection; provided, the van was being operated by a participant authorized by UTA Van-pool and for a purpose permitted under these Terms and Conditions.

UTA

Utah Transit Authority
Van-pool Program

Driver Application

Utah Transit Authority Van-Pool Program

UTA RIDESHARE

Please complete all applicable questions and return to UTA Van-Pool with a completed Van-Pool Participant Agreement

1. Van-Pool No.__________ and/or Route To ____________________________From______________________________
2. Check one ☐ Driver ☐ Backup Driver
3. Name ____
   (First) (Full Middle) (Last)
4. Address ____
   (Number) (Street)

   ____
   (City) (Zip) (Work e-mail address)
5. How long have you lived at this address? __________ years ______________ months
6. Phone: Work (_____) __________________ Home (_____) __________________ Cell (_____) __________________
7. Age _______Date of Birth ________________________
   (Month) (Day) (Year)
8. Employer's Name and Address ____

   ____
9. Job Title ____
10. Present Supervisor's Name ____ Phone (_____) __________________
11. Length of Employment ____________ (If less than 2 years, please complete the following:)

    Previous Employer ____

    Length of Employment ____
12. How long have you had a driver's license? _________________ years _________________ months
13. If you have driven a van before, for how long? _________________years _________________months
14. Do you currently have a valid and unrestricted Utah State Driver's License?

    ☐ Yes ☐ No (explain) ____

    ____
15. Do you have a condition which may or does result in physical or mental impairment? (For example, but not limited to, sight in only one eye, missing limbs, deafness, paralysis, convulsions or seizure disorder, epilepsy, blackouts, diabetes, heart disease, etc.).

    ☐ No ☐ Yes (please answer the following)

☐ No ☐ Yes (please answer the following)

Name or nature of condition ____

Date of onset or last attack ____

Years driving with condition or disability ____

Driving Aids ____

Drugs or Medication ____

Effect on Driving Ability ____

Physician's Name ____Phone (_____) ______________

16. Driver's License Number ____
17. Has an insurance company or companies ever refused, cancelled, refused to renew, or given notice of intention to cancel or refuse any automobile insurance for you?

    ☐ No ☐ Yes (please answer the following) Name of Company ______________________________

    ☐ cancelled ☐ refused ☐ non-renewal

    Date ________________________ Reason ____

    ____
18. Have you ever had an automobile driver's license or privileges suspended, revoked or refused?

    ☐ No ☐ Yes (explain) ____
19. Have you been convicted of driving while intoxicated or under the influence of drugs?

    ☐ No ☐ Yes (explain) ____
20. Have you been required by any state to file evidence of Financial Responsibility (SR-22)?

    ☐ No ☐ Yes (explain) ____
21. How many motor vehicle accidents of any type or any cause have you as an operator, been involved in during the past 3 years? ________
    Please give full details, including approximate dates, time of day, etc., on next page.

Describe Accident #1

Date	Time	Driver	Violation (Type)
Who was at fault	Bodily injury ☐ No ☐ Yes	Damage to your vehicle ☐ No ☐ Yes Amount$ ____________	Damage to other property ☐ No ☐ Yes Amount $ ___________
Description			

Describe Accident #2

Date	Time	Driver	Violation (Type)
Who was at fault	Bodily injury ☐ No ☐ Yes	Damage to your vehicle ☐ No ☐ Yes Amount$ ____________	Damage to other property ☐ No ☐ Yes Amount $ ___________
Description			

22. Indicate all driving convictions or citations (other than parking) that you have been convicted of, forfeited bail or paid any fines for during the past 3 years. Please give full details, including approximate dates below:

Date	Time	☐ a.m. ☐ p.m.	Location (City and State
Convictions	If Speeding Legal Limit: m.p.h. Your speed m.p.h.		Amount of Fine $
Remarks (May be continued on separate sheet)			
Date	Time	☐ a.m. ☐ p.m.	Location (City and State
Convictions	If Speeding Legal Limit: m.p.h. Your speed m.p.h.		Amount of Fine $
Remarks (May be continued on separate sheet)			

23. How many cars do you own? _____________________
24. Do you have automobile insurance for your personal vehicle? ☐ Yes ☐ No
25. Name of Insurance Company and Policy Number ______________________________
26. Commuting Travel Plans:
    a. Origin Trip ______________________________
    (City) (County) (Zip)

    b. Final Destination ______________________________
    (Street Address)

    ____
    (City) (County) (Zip)

    c. How many miles is your entire commute each day, one-way? ________________________
    d. What time do you arrive at work _________________ ☐ a.m. ☐ p.m. leave work _________________ ☐ a.m. ☐ p.m
27. Are you requesting authorization for personal use of the UTA van? ☐ Yes ☐ No
28. If yes, please describe how you expect to use the van for your personal driving and how often. ______________________________

    ____

    ____
29. Can you provide off-street parking for the van at your home? ☐ Yes ☐ No
30. Additional Comments ______________________________

    ____

I have carefully read and understand this release and authorization form. By my signature below, I authorize UTA or its authorized agent to obtain all necessary consumer reports and investigative consumer reports concerning my credit history, credit capacity and standing, criminal history, motor vehicle history and standing, and all other information deemed pertinent for driver background investigation. By my signature below, I authorize the disclosure of these reports and records by law enforcement agencies; federal, state, and local courts, credit reporting agencies; and motor vehicle records agencies.

Signature ______________________________ Date ___________________

Mail to: **UTA Rideshare**
P O Box 30810, Salt Lake City, UT 84130

or

Fax to: (801) 287-5031

Bookkeeper Agreement

Utah Transit Authority (UTA) Van-Pool Program

This Agreement establishes the rights and responsibilities of parties as participants in the Utah Transit Authority Van-Pool Program. A van bookkeeper must have a good credit history. An applicant must consent to a credit check.

The Bookkeeper agrees during the term of this Agreement to:

1. Review the Defensive Driving Video prior to assuming bookkeeper responsibilities.

2. Obtain prior approval from UTA Van-Pool for any expenditure relating to the van in excess of $50, and obtain required receipts to submit with the monthly report.

3. Collect the monthly fares from all riders not later than the first of the month for which the fares are being paid.

4. Although the pricing is intended to cover all operating expenses, there may be an occasion requiring advance payment for miscellaneous operating expenses for the van. Payment for miscellaneous operating expenses of the van from collected rider fares, submitting the balance due to UTA Van-Pool with the miscellaneous expense receipts, as detailed in the Program Manual.

5. Keep daily and monthly records as required by UTA Van-Pool, submitting them to UTA Van-Pool as scheduled in the Program Manual, and upon installation on UTA reporting software, will submit daily and monthly records electronically through RidePro software. UTA may suspend use of the Fuel card for a pattern of failure to provide monthly reports in accordance with this agreement.

UTA Van-Pool agrees during the term of this Agreement to:

1. Provide the Bookkeeper with all necessary report forms, including instructions for their completion and a submission schedule.

2. Provide the Van-Pool group with a Program Manual outlining all policy and operational aspects of the Van-Pool program.

3. Establish a fee schedule for participation in the Van-Pool.

This Agreement shall be effective as of the date of its signing and shall continue in force until one of the parties gives the other party written notice 15 days prior to the planned date of termination. A Bookkeeper may terminate the Agreement for any reason. UTA Van-Pool may terminate this agreement if ridership is below the break even point for two consecutive months, operation of the Van-Pool becomes inconsistent with the evaluation criteria established by Utah Transit Authority, and/or the program is terminated. UTA Van-Pool may terminate an individual Bookkeeper for failure to abide by any of the program's operational policies, failure to abide by any of the terms of Agreement, or for other good cause. Termination notification shall be by telephone or by mail to the last provided address. The Bookkeeper shall cooperate fully in return of all Van-Pool records and materials and of the van and all keys thereto within 48 hours of termination. This Agreement may be modified only by subsequent written agreement signed by each of the parties.

The parties shall cooperate to ensure that no person shall be denied the opportunity to participate in nor be subjected to discrimination in the conduct of the Van-Pool because of race, creed, color, sex, age, national origin, nor the presence of any sensory, mental or physical handicap, nor in any way contrary to applicable local ordinances, state and federal laws and regulation, specifically including, but not limited to: Title VI of the Civil Rights Act of 1964; Title 49, Code of Federal Regulations, Part 21 - Nondiscrimination in Federally Assisted Programs of the Department of Transportation.

I have carefully read and understand this release and authorization form. By my signature below, I authorize UTA or its authorized agent to obtain all necessary consumer reports and investigative consumer reports concerning my credit history, credit capacity and standing, criminal history, motor vehicle history and standing, and all other information deemed pertinent for driver background investigation. By my signature below, I authorize the disclosure of these reports and records by law enforcement agencies; federal, state, and local courts, credit reporting agencies; and motor vehicle records agencies.

Signature required: ____ Date: ___________________

UTA RIDESHARE Effective June 1, 2008

The More Riders the Merrier— your individual fares go down!

The chart below lists the various fares for vanpool riders based on the round trip miles for the number of trips made per month. As you can see, the more riders you have in your group, the lower each individual member's fare. To calculate your group's monthly fare, simply:

- Calculate your vanpool's daily round-trip mileage starting from where you plan to park the van each night to your work destination and then back again.
- Determine the average number of days the group will commute to and from work each month.
- Multiply daily round-trip miles times the number of days commuting. If the monthly miles are 549, the fixed rate is $444. If it is 550, the fixed rate is $494.
- To get each individual's monthly fare, find your van's total monthly miles and scan across to find the number of riders.

Other ways your fare can be affected.
Your fare may be even *lower* if your employer subsidizes the cost of transportation or provides you with a transit benefit.

For more information, call our Rideshare Specialist at 801-287-2060.

			Per Person Fare							
Total Monthly Miles	Price per mile	Total Monthly Cost for the Van	6	7	8	9	10	11	12	13
440	$1.05	$464.00	$77.33	$66.29	$58.00	$51.56	$46.40	$42.18	$38.67	$35.69
550	$0.94	$516.00	$86.00	$73.71	$64.50	$57.33	$51.60	$46.91	$43.00	$39.69
660	$0.86	$568.00	$94.67	$81.14	$71.00	$63.11	$56.80	$51.64	$47.33	$43.69
770	$0.81	$620.00	$103.33	$88.57	$77.50	$68.89	$62.00	$56.36	$51.67	$47.69
880	$0.76	$673.00	$112.17	$96.14	$84.13	$74.78	$67.30	$61.18	$56.08	$51.77
990	$0.73	$725.00	$120.83	$103.57	$90.63	$80.56	$72.50	$65.91	$60.42	$55.77
1,100	$0.71	$777.00	$129.50	$111.00	$97.13	$86.33	$77.70	$70.64	$64.75	$59.77
1,210	$0.69	$829.00	$138.17	$118.43	$103.63	$92.11	$82.90	$75.36	$69.08	$63.77
1,320	$0.67	$882.00	$147.00	$126.00	$110.25	$98.00	$88.20	$80.18	$73.50	$67.85
1,430	$0.65	$933.00	$155.50	$133.29	$116.63	$103.67	$93.30	$84.82	$77.75	$71.77
1,540	$0.64	$985.00	$164.17	$140.71	$123.13	$109.44	$98.50	$89.55	$82.08	$75.77
1,650	$0.63	$1,038.00	$173.00	$148.29	$129.75	$115.33	$103.80	$94.36	$86.50	$79.85
1,760	$0.62	$1,089.00	$181.50	$155.57	$136.13	$121.00	$108.90	$99.00	$90.75	$83.77
1,870	$0.61	$1,142.00	$190.33	$163.14	$142.75	$126.89	$114.20	$103.82	$95.17	$87.85
1,980	$0.60	$1,194.00	$199.00	$170.57	$149.25	$132.67	$119.40	$108.55	$99.50	$91.85
2,090	$0.60	$1,247.00	$207.83	$178.14	$155.88	$138.56	$124.70	$113.36	$103.92	$95.92
2,200	$0.59	$1,298.00	$216.33	$185.43	$162.25	$144.22	$129.80	$118.00	$108.17	$99.85
2,310	$0.58	$1,351.00	$225.17	$193.00	$168.88	$150.11	$135.10	$122.82	$112.58	$103.92
2,420	$0.58	$1,403.00	$233.83	$200.43	$175.38	$155.89	$140.30	$127.55	$116.92	$107.92

Total Monthly Miles over 2,420 pay $.575 per mile. Excess miles are billed at the above price per mile +$.505 per mile.

For individuals receiving the Department of Defense Commuter Benefits of $115 per month, you pay the difference between the above fares and the $115.

UTA RIDESHARE

Vanpool Database Information

Group/Van Number: ____

Contact Name: ____

Home Phone Number: ____________________ Work Phone Number: __________

Email Address: ____

Vanpool Starting Address: ____

Home Address if different from starting address:_____________________________

Other pick-up point addresses (if any):

____

____

____

Company Name and Address of Final Destination:

____

Current Riders (list all):

____

____

____

____

____

____

If You are Currently in a Van-pool, Do You Currently Have Openings in Your Vanpool? Yes___ No___

How do I participate in a UTA Vanpool?

1. At a minimum, get a group of seven people together who commute from a similar origin to the same destination.
2. Identify a minimum of two drivers or more. Have them submit their driving record to UTA to be approved for coverage by our insurance carrier.
3. Identify a bookkeeper who will carefully track and report ridership and mileage to UTA, as well as, collect the fares from riders.
4. Get ready to have fun and save money!

What is included?

1. The van
2. Maintenance
3. Insurance
4. Back up van and support
5. Fuel
6. Up to 50 personal miles

What does it cost?

It depends on your average miles per month. Calculate your round trip miles per work day and your average work days per month. If you generally commute five days per week use 22 days per month. Next find your monthly miles on the attached sheet. Your personal cost will depend on the number of riders in your van. The more riders, the less cost to you.

Excess miles over and above your commuting, personal and maintenance miles will be charged at your mileage rate plus \$.505 per mile.

All vanpools should have their own rules, it makes it easier. Deciding the rules ahead of time reduces frustration. Some rules you may want to include:

- What times to you meet where and how long do you wait?
- Who sits where in the van?
- Is the radio on/off, what is its volume and what station?
- What are acceptable topics of conversation?
- Who pays for additional trips for overtime?

Some dos and don'ts:

- Do give UTA and your vanpool members 15 days notice of termination.
- If you are a new van driver, do take the driving class.
- Do service your van on time.
- Do return calls quickly from the UTA staff.
- Do send in your monthly report and money by the 5th of each month.
- Do take advantage of \$115 per month pre-tax transit benefits. Ask us how.

- Don't drive until UTA says you are insured.
- Don't transport other groups (scouts or church for example) with the van.
- Don't go out of state unless you live there.
- All riders must be 18 years of age or older.

For more information call Scott Miklos at 801-287-2065 or 801-244-3249.

Fuel Credit Cards

Utah Transit Authority (UTA) Van-Pool Program

The Basics

Your Utah Transit Authority van comes with a fuel credit card. Most vans will have a Gascard (Fuelman) card, other vans traveling in areas with no access to a fueling station that accepts Gascard will be given a Wright Express card. Fuel cards are assigned to specific vans. The card for each van should be used to fuel the van only. Do not sign the back of the card; this insures that all approved drivers can use it. The card will be locked if any questionable transactions occur or if the vanpool is late turning in required monthly reports or payments.

Finding an Accepting Location

For Gascard accepting locations go to www.fuelman.com and click on Find a Sight. For Wright Express accepting locations go to www.wrightexpress.com and click on Accepting Locations.

Keeping Your Fuel Card Secure

Utah Transit Authority requires that the driver keeps the card in his or her possession. The PIN code should be kept secure and separate from the card. If the primary driver will not be driving (vacations, etc.), he or she will need to give the card to a back-up driver.

Restrictions

There are two fuel restrictions on the use of the card. There is a limit of 35 gallons per day and two swipes per 24-hour period. **If the card does not work for the first time you swipe it at the pump, take the card to the station attendant and have them process the transaction. Do not swipe it a second time or the card may be locked out for the day.**

Loaner

A fuel card will not be provided for the loaner van. Make sure you take your card with you to fuel the loaner van.

Mileage

The card system requires the entry of the current odometer reading at the time of each fuel purchase. Most stations have a keypad at the pump where you enter this information. Where there is no keypad, you'll need to manually write the odometer reading on the charge slip and send it in with your monthly report. **Odometer readings are a crucial component of the fuel reporting system and we rely on you to provide accurate information.**

Lost or Damaged Cards

Report lost or damaged cards by calling 801-287-2433, Monday through Friday, 8:30 a.m. to 5:00 p.m. After hours call (801)-743-3349 (RID-EFIX), or your Maintenance Rideshare Service Representative (MRSR). A replacement card will be ordered and mailed within five to 10 business days.

For other problems call or have the service station attendant call the number on the back of the card.
If the problem cannot be resolved at the point of sale, you may be required to pay for the fuel out of pocket and seek a reimbursement from UTA. To do this, simply send a copy of

the receipt to UTA with a note stating that you wish to be reimbursed. Include on the note the van and customer number, and an explanation of the problem you had fueling the van.

Trades/Folds

If you trade or turn in your van, make sure the fuel card for vehicles involved is acknowledged by both you and the UTA Van-pool staff person handling the transaction.

Fraudulent use of Card

Use of the card provided for personal or other non-vanpool transaction will result in termination of the vanpool, and possible legal action.

VANPOOL DAILY OPERATING LOG

Report due by the 5th of the following month

Month/Year	Van Number	Beginning Odometer Reading
Driver's Name	Office Telephone Number	Ending Odometer Reading
Alternate Driver's Name	Home Telephone Number	

Day	End of day Odometer Reading	One-way Passenger Trips *Pick-up 1* *AM PM*	*Pick-up 2* *AM PM*	*Pick-up 3* *AM PM*	Total Number of Trips	Personal Use and Service Miles	Gasoline Expenses *Gallons*	*Total Cost*	Other Expenses Oil/Wash Etc.	Total Other Expenses
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

UTA RIDESHARE

Vanpool Monthly Report

Company ______________________ Month Ending ______________

Group ID ______________________ Van Number ______________

Number of Days the Van was Used to Commute to Work __________

Number of People Transported To & From Work ______
(Total Number of Trips from Daily Operating Log)

NOTE:

Calculate Number of people transported by adding the number of people who go to work to the number of people who make a return trip home each day - you may not have the same number going home. At the end of the month the sum will be the total of trips each day.

ODOMETER MILEAGE

Ending Mileage ______________________
-
Beginning Mileage ______________________
=
Mileage Difference ______________________

Allowable Monthly Miles ____________

Work Miles ______________________
+
Service Miles ______________________
+
Personal Miles ______________________
=
Total Miles ______________________
(should equal mileage difference)

Last Oil change Mileage ________________ Next Oil Change Mileage ____________

Last oil change Date ______________________ Next Oil Change date ____________

Prepared by __________________________ Date ______________________________

Work Number __________________________ Home Phone Number ____________________

Email address ______________________________

Appendix 4

Case Study -
Hampton Roads Vanpools

Appendix 4 shows how TRAF*FIX* in Hampton Roads has organized and subsidized its vanpool program. TRAF*FIX* leases vans for $269 per month, plus $0.11 per mile. The cost of TRAF*FIX* vans includes regular maintenance, repairs and insurance, greatly simplifying life for vanpool drivers and passengers.

TRAF*FIX* is a cooperative public service designed to promote transportation alternatives. It reports to an advisory board comprised of representatives from each of the transportation planning groups: Hampton Roads Planning District Commission (HRPDC), Hampton Roads Transit (HRT), the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (VDRPT).

Vanpooling

Has your carpool gotten so popular that you don't have enough seats in your car? A vanpool might be exactly what you need. If you don't have a van, check out the TRAF*FIX* Van Leasing Program.

Vanpool Driver Operator Form

- FY09 Monthly Van Pool Operator Forms (Excel)
- FY09 Vanpool Operator Forms (PDF)
- FY09 Vanpool Operator Forms Sample (PDF)

Benefits

- Vanpooling saves you money by reducing commuting costs.
- Since you're not always the one driving, vanpooling gives you extra time each day to get to work on your to-do list, read the paper, or take a quick nap.
- During rush hours, vanpooling enables you to zip to work in the HOV-2 lanes.
- You can use your own van or lease one from TRAF*FIX*.
- Every full vanpool removes up to 13 cars from traffic.
- Vanpoolers usually receive a reduced rate on their annual car insurance premium. Call your agent today!

How To Start Vanpooling

You don't have to have a van, or passengers, to start your own vanpool. TRAF*FIX* can lease you a van at a very favorable rate that will cover the cost of your commute. Of course if you already have a van, you're more than welcome to use it. As for passengers, if you can't think of enough riders to fill your van, don't worry. TRAF*FIX*'s Commuter Computer has the resources to help you find them.

It's a Guaranteed Ride

All vanpoolers are eligible for the Guaranteed Ride Program, which ensures you always have a ride back to your point of origin in case of an unexpected emergency.

VAN LEASING

Ride to work at no cost to you. It's possible when you lease a 15-person luxury van from TRAF*FIX*. We'll help you find passengers to start a vanpool and determine what fees to charge. When you charge the right fees, your van can be totally paid for. Call TRAF*FIX* at 800.700.RIDE to get your application today.

Benefits

- Greatly reduce or eliminate your commuting costs.
- Insurance and maintenance are included in the lease, and TRAF*FIX* will supply you with a loaner van if the leased van ever needs to go into the shop for repairs.
- Use the van for your personal transportation.

Requirements for leasing a van

- Age 25 or older, if you're single. Applicants with excellent driving records will be considered at age 24.
- Age 23 or older, if you're married. If you have a perfect driving record, you may sign up at age 22.
- No at-fault accidents within the last three years.
- Not more than one minor moving violation within the last three years.
- No convictions for driving under the influence.
- A good credit rating.

Rules of the Road

To help assure your success and your passengers' comfort, we recommend you establish some rules before you hit the road. Some items you may want to think about include:

- Costs
- Smoking
- Heating/Air Conditioning
- Radio Stations/Music
- Seating Arrangements
- Waiting Time Per Stop
- Stops En Route
- Notification of Absence

How To Compute Van Lease Fares

It's easy for vanpool drivers to figure how much to charge riders; just use the chart below:

Van Lease Expense Chart (2006 15 Passenger Dodge Vans)

Round Trip Miles	Total Amount Due For Lease (a)*	Estimated Gasoline Cost + (c)***	Total Monthly Expenses = (d)	Recommended Passenger Fares Per Person With:		
				10	12	14
20	$315	$71	$386	$39	$32	$28
30	$338	$107	$445	$45	$37	$32
40	$361	$143	$504	$50	$42	$36
50	$385	$179	$564	$56	$47	$40
60	$408	$214	$622	$62	$52	$44
70	$431	$250	$681	$68	$57	$49
80	$454	$286	$740	$74	$62	$53
90	$477	$321	$798	$80	$67	$57
100	$500	$357	$857	$86	$71	$61

*(a) Consists of basic lease costs of $269 and 11 cents per mile for each mile traveled.

**(b) Consists of per mile for gasoline (driver's out-of-pocket expenses, figured on $2.50 per gallon). These vans burn regular unleaded gasoline.

***(c) Costs figured on average of 21 work days per month.

Appendix 5

Sample Regional Vanpool Program Interagency Agreement

Appendix 5 illustrates how five county transportation jurisdictions in Southern California, (Los Angeles County Metropolitan Transportation Authority (Metro), Orange County Transportation Authority (OCTA), Riverside County Transportation Commission (RCTC), San Bernardino Associated Government (SANBAG), and Ventura County Transportation Commission (VCTC)), have agreed to divide § 5307 funds earned through each of their respective vanpool subsidy programs.

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE: December 12, 2007

TO: Riverside County Transportation Commission
Plans and Programs Committee

FROM: Robert Yates, Program Manager

THROUGH: Anne Mayer, Executive Director

SUBJECT: Regional Vanpool Program Interagency Agreement

PLANS AND PROGRAMS COMMITTEE AND STAFF RECOMMENDATION:

This item is for the Commission to:

1) Approve Agreement No. 08-41-041-00 between the Commission and Los Angeles County Metropolitan Transportation Authority (Metro), Orange County Transportation Authority (OCTA), San Bernardino Associated Government (SANBAG) and Ventura County Transportation Commission (VCTC) for the provision of regional vanpool services; and,
2) Authorize the Executive Director, pursuant to legal counsel review, to execute the agreement on behalf of the Commission.

BACKGROUND INFORMATION:

The Commission has a structured incentive program that encourages commuters to startup a new vanpool. The incentive is a one-time, nine-month declining dollar amount, up to $1800 total, that is intended to buy down the initial cost of starting a vanpool. It is not an ongoing subsidy. This program is currently funded through the Commission's Commuter Assistance Program utilizing Measure A funds. The Commission also operates a similar program on behalf of SANBAG and is reimbursed accordingly.

Alternatively, if a vanpool is subsidized on an ongoing basis through a transit agency or other operator and meets specific requirements, then the vanpool may be considered a transit mode, and therefore, may become eligible for funding under the Federal Transit Administration (FTA) Urbanized Area (UZA) formula grants Section 5307. For this to occur, the vanpool data is reported by the program operator to the FTA and it is also provided to the Southern California Association of Governments (SCAG).

SCAG serves as the area's Metropolitan Planning Organization (MPO) and is the Designated Recipient for FTA Section 5307 funds apportioned to the Los Angeles/Long Beach/Santa Ana and Riverside/San Bernardino UZAs. As the recipient, SCAG determines the distribution of funds to transit agencies within the UZAs.

Discussion:

With regard to the subject agreement, Metro and OCTA have recently implemented an ongoing subsidy vanpool program and have announced that they intend to seek FTA Section 5307 fund reimbursement for vans that terminate within their county borders. To ensure that FTA Section 5307 funds apportioned to a UZA for vanpools are appropriately credited back to the region and ultimately to the provider of that subsidy, a cooperative agreement among the impacted Southern California county transportation commissions was developed (attached). This agreement provides a set of guiding principles that identify how the vanpool related FTA Section 5307 funds will be distributed.

Metro and OCTA implement their programs by providing the subsidy directly to qualified vanpool providers. The vanpool providers, in turn, provide the vans, maintenance, insurance, customer billing and collections, customer service reporting, and administrative services. Vanpool riders pay a monthly fee to the selected vanpool provider, minus their share of the monthly subsidy.

Metro and OCTA both anticipate that many of the vanpools formed within their respective programs will originate in both Riverside and San Bernardino Counties and therefore, it is Riverside County residents that will benefit from programs initially funded by the other counties. As stated in the agreement, it shall be the responsibility of Metro and OCTA to ensure that they adequately report and compile their program performance to meet the approval of the FTA for the future disbursement of the 5307 funds from UZA's located in Riverside County.

Lastly and outside the purview of the subject agreement, the San Diego Association of Governments (SANDAG) also has an ongoing vanpool subsidy and reports vanpool National Transit Database data to FTA for vans terminating within their county border. SANDAG offers a $400 per month subsidy to these vanpools. Staff estimates that there are approximately 250 vans from Riverside County currently participating in the SANDAG program.

Staff has worked, and will continue to do so, separately with SANDAG on the issue of vanpools. This cooperation has resulted in the Commission's vanpool start-up incentive program (as previously described in this report) acting as a "bridge" to the SANDAG vanpool program. Since the SANDAG vanpool program is over-subscribed, this arrangement allows for vanpools from Riverside County to continue to form with an incentive provided by the Commission, and once formed, transition into the SANDAG ongoing subsidy program. Approximately 26 vans have taken advantage of this "bridge" structure in the past 12 months.

Financial Information

In Fiscal Year Budget: N/A Year: FY 2007/08 Amount: N/A
Source of Funds: FTA 5307 Budget Adjustment: N/A
GLA No.: N/A
Fiscal Procedures Approved: Date: 11/15/2007
Attachment: Agreement 08-41-041-00

SANBAG C08072

INTERAGENCY AGREEMENT FOR THE PROVISION OF REGIONAL VANPOOL SERVICES

INTRODUCTION

This Interagency Agreement for the Provision of Regional Vanpool Services (the "AGREEMENT") is made and entered into by and among the following public agencies that are parties to this AGREEMENT. :

(a) ORANGE COUNTY TRANSPORTATION AUTHORITY (OCTA)
(b) LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (Metro)
(c) RIVERSIDE COUNTY TRANSPORTATION COMMISSION (RCTC)
(d) SAN BERNARDINO ASSOCIATED GOVERNMENTS (SANBAG)

These parties are collectively referred to as the county transportation commissions ("CTCs").

RECITALS

WHEREAS, the CTCs are responsible for the provision of publicly supported transportation services within their respective planning boundaries; and

WHEREAS, the CTCs and other public transit operators ("Subsidizing Agency") within the CTCs' planning boundaries may wish to subsidize public vanpool services, and these services may operate beyond the boundaries of the Subsidizing Agency's' respective Urbanized Reporting Areas (UZAs); and

WHEREAS, the Federal Transit Administration (FTA) apportions 5307 Program Funds based on population and the information reported to the National Transit Database (NTD); and

WHEREAS, the parties to this AGREEMENT wish to return Section 5307 Program Funds generated by Subsidizing Agency vanpools serving the public and that operate across county boundaries and UZAs to the Subsidizing Agencies;

NOW THEREFORE, the parties to this AGREEMENT agree to the following:

1.0 PURPOSE

It is the purpose of this AGREEMENT is to establish that each CTC will cooperate in the operation of vanpool programs through the annual distribution of Section 5307 Program Funds generated as a result of such operation.

2.0 PRINCIPLES

A. Each CTC agrees that all Section 5307 Program Funds attributable to the vanpool services subsidized and reported by the Subsidizing Agency will be returned to the Subsidizing Agency regardless of where the service operates.

B. Each Subsidizing Agency shall provide all administration of National Transit Database (NTD) reporting associated with the vanpools it subsidizes in accordance with NTD requirements.

C. Each Subsidizing Agency shall remain responsible to initiate, coordinate and manage the funding process as described in Attachment 1 with the CTCs.

D. Term of Agreement: This Agreement shall be effective upon execution by all parties of this agreement, and will continue in full force unless terminated in accordance with Section 4.

3.0 METHOD FOR DETERMINING ALLOCATION OF SECTION 5307 PROGRAM FUNDS

A. Each Subsidizing Agency shall compile and report to the NTD all vanpool-mode information in accordance with FTA guidelines.

B. Each Subsidizing Agency shall write a Grant Request for Section 5307 funds in each UZA where vanpool miles related to their Vanpool Program operate except when the UZA population, according to the last census, was under 200,000. The Grant Request will reflect only funds attributable to the NTD data reported by a Subsidizing Agency and used by FTA for determining Section 5307 apportionment amounts.

C. CTCs will concur with the Grant Request and authorize the transfer of funds utilizing the process described in Attachment 1 to this MOU.

4.0 MISCELLANEOUS

A. This AGREEMENT shall be governed by California Law. If any provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

B. This AGREEMENT constitutes the entire understanding between parties, with respect to subject matter herein. This AGREEMENT shall not be amended, nor any provision or breach and hereof waived except in writing signed by the parties.

C. Any other agreement between the parties, or any of them, and any Subsidizing Agency related to the provision or allocation of Section 5307 Program Funds for the vanpool program hereby incorporates all of the provisions contained in this AGREEMENT and is subject to all of the terms and conditions thereof.

D. This AGREEMENT may be executed in counterparts, each of which shall be an original, but all of which shall constitute one instrument.

E. Any party may withdraw from this AGREEMENT upon thirty (30) days written notice to each party. The effective date of withdrawal will be the beginning of the following NTD reporting year so not to affect the inter-county allocation for the year of withdrawal.

F. The CTCs agree to share summary data used to develop and operate their respective subsidized vanpool programs, but such data sharing must be done in a manner not to violate confidentiality of vanpool participants.

G. If any CTC withdraws from this AGREEMENT, the Subsidizing Agency(ies) in the other counties will be able to continue receiving Section 5307 funds attributable to vanpool miles driven in its own county and any county that continues to be a party to this Agreement.

Appendix 6

Capital Cost of Contracting

References: Capital Cost of Contracting, FTA Circular C 7010.1, and VPSI website http://www.vpsiinc.com/Home/SubMenu.asp?MMID=3&SMID=33

In General…

One way to provide a subsidy program for vanpooling with VPSI is through the use of the FTA's Capital Cost of Contracting Policy. This policy allows grant recipients the option of using FTA capital assistance rather than operating assistance to fund the cost of privately-owned capital components of vanpool services obtained in a competitive solicitation.

We're successfully receiving pass-through funds in five public/private sector projects around the country as a means of lowering the monthly charges to vanpool groups. So we're capable and very willing to work closely with you to prepare an FTA funding grant application to be considered for inclusion in the TIP/STIP of annual projects.

Typically, the mechanics of a Capital Cost of Contracting arrangement are as follows:

- VPSI owns the vehicles and provides them to the vanpool groups under our normal 30-day Volunteer Driver Agreement.
- The public agency makes monthly subsidy payments to VPSI based on the number of vehicles operating in the program but only for the capital portion of the vehicle cost.
- In these projects we pass along 100% of the financial benefit received to the end user.
- All other costs are collected by VPSI from the vanpool groups.

The Nitty Gritty…

The policy applies to grant funds made available under Section 5307 and 5311 of the Transportation Equity Act for the 21st Century (TEA-21). It may also apply to grant funds made available under other sections, e.g. Section 5313(b), 5310, interstate transfer, or on a case-by-case basis with FTA approval. A section of TEA-21, entitled "Increased Federal Share for Certain Safety Projects," authorizes the federal share for capital used in carpool/vanpool projects to be funded with 100% federal monies. The FTA has previously approved the use of ISTEA/CMAQ grant funds for Capital Cost of Contracting applications for vanpool services.

By separating the capital and operating components of transit service contracts and allowing reimbursement of the capital portion at the capital rate, the policy permits a grantee to apply additional federal resources to these activities than previously permitted. Grantees may take advantage of the private sector resources available to them via competitive procurement of services.

Under the capital Cost of Contracting policy, federal assistance is given to the grantee, not directly to the private vanpool service providers. The FTA pays for the capital consumed in the service. The FTA does not obtain nor assert any legal interest in the private operator's assets (that is, the capital intended to be consumed in mass transit service) for authorized grant purposes does not change under this policy, e.g. vehicles cannot be used for charter or school transportation.

Eligibility for the purposes of this policy is limited to capital costs allowed under the FTA Section 5307 program and OMB Circular A-87. Accordingly, taxes and insurance costs are not eligible except under limited circumstances set forth in those documents (e.g. Section 5311 funds). Under this FTA policy, subsidy for capital costs is limited to the lower of actual depreciation or a fixed percentage of the total contract cost (not to exceed 35% for vanpool services).

The capital component of overhead, e.g. offices and equipment is eligible. For the sake of simplicity, these expenses are assumed to be 2% of the total contract cost (private capital and operating expenses, but excluding public contract management costs) in calculating the capital expense eligibility under this policy.

For more information on the FTA's Capital Cost of Contracting Policy, visit their website at www.fta.dot.gov or contact:

Jon Martz
Vice President – Government Relations
800.223.VPSI
e-mail:jwmartz@vpsiinc.com