



# Regional Vanpool Program

## Participation Guidelines

The Regional Vanpool Program is a service operated and funded by iCommute, SANDAG's regional commuter assistance program. The program is designed to reduce rush hour congestion on the region's roadways and is part of SANDAG's Regional Transportation Plan. The program offers a monthly financial incentive to commuter vanpools to offset their monthly lease cost.

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

### Which Vanpools Can Apply for the Program?

The Regional Vanpool Program offers a \$400 monthly subsidy to vanpools that:

- Have either an origin or destination within San Diego County;
- Have a 7 to 15 passenger capacity; and
- Submit an application for the program and meet specific criteria (see "How Will the Vanpool Enroll in the Program?" below).

Customers of private transit, private shuttles, and private vanpools are not eligible to enroll in the Program.

### How Does the Vanpool Apply for the Program?

To apply, you must **complete and sign** this application form and submit the form to one of our qualified vanpool vendors: Enterprise Rideshare, or VPSI, Inc. The vanpool driver must submit the form by the 15<sup>th</sup> of the current month to be considered for enrollment on the 1<sup>st</sup> of the following month, e.g., apply by August 15<sup>th</sup> to be considered for enrollment on September 1<sup>st</sup>.

### How Will the Vanpool Enroll in the Program?

Vanpools will be enrolled in the Regional Vanpool Program based on the following priority criteria:

#### **Group 1:**

Vanpools with both an origin and destination within San Diego County with 80 percent start-up occupancy.

#### **Group 2:**

Vanpools with origin outside and destination within San Diego County, traveling a minimum of 20 one-way miles within San Diego County, with 80 percent start-up occupancy that:

- Have the greatest number of passenger miles on the region's most congested highway segments, e.g., I-5, I-8, I-15, and I-805; and
- Are co-funded by another public agency representing the originating region.

#### **Group 3:**

Vanpools with origin within and destination outside of San Diego County, traveling a minimum of 20 one-way miles within San Diego County, with 80 percent start-up occupancy that:

- Have the greatest number of passenger miles on the region's most congested highway segments, e.g., I-5, I-8, I-15, and I-805; and
- Are co-funded by another public agency representing the destination region.

### When Will I Be Notified That the Vanpool is Enrolled in the Program?

You will be notified by the vendor to whom you submitted your application. Each vendor will submit the vanpool applications to iCommute by the 16<sup>th</sup> of each month for the vanpool to be considered for enrollment on the 1<sup>st</sup> of the following month.

### If the Vanpool is Enrolled in the Program, How Do I Maintain My Enrollment?

There are certain restrictions for maintaining enrollment in the regional vanpool program. The vanpool must:

- ***Respond by deadline to SANDAG and Vendor requests for information***, such as:
  - Passenger and boarding lists;
  - Estimated mileage reports;
  - Available seats listing;
  - Odometer readings reports;
  - Current driver and alternative driver contact information; and
  - Other select surveys as needed.
- ***Maintain a minimum of 80 percent vehicle occupancy***. Vehicles that fail to maintain 80 percent vehicle occupancy for three consecutive months may be changed to either a more appropriately-sized vehicle, or be terminated from the Program
- ***Follow the SANDAG vanpool participation and operation guidelines as described herein.***

*SANDAG reserves the right to establish a wait list for vanpools to participate in the subsidy program. This option may be exercised at SANDAG's discretion at any time.*

*SANDAG reserves the right to withhold subsidy payments, or to terminate a vanpool from the program, for failure to provide timely responses to reasonable requests for information such as listed above.*

*SANDAG retains the right to deny funding for any new vanpools and to terminate the funding for a vanpool or the entire program if it is in the best interest of the agency to do so.*

# APPLY HERE

**Switching to a new vendor?**

Yes  No

Old Vendor Name:

Reason:

\*\*\*All fields are required

<b>Vendor Submitting Paperwork:</b>		<input type="checkbox"/> VPSI, Inc.	<input type="checkbox"/> Enterprise Rideshare
<b>First Name:</b>		<b>Last Name:</b>	
<b>Home Address:</b>			<b>Apt. #:</b>
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Home Telephone:</b>		<b>Work Telephone:</b>	
<b>Vanpool Meeting Locations:</b> <small>(Cross Streets)</small>	<b>1)</b>	<b>2)</b>	
<b>Employer:</b>			
<b>Work Address:</b>			<b>Ste. #:</b>
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Days Per Week You Commute to Work:</b>		<b>Daily Round-Trip Miles (DTRM):</b>	
<b>Work Hours, From:</b>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<b>To:</b>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<b>How do you currently get to work?</b>	<input type="checkbox"/> Carpool	<input type="checkbox"/> Vanpool	<input type="checkbox"/> Bicycle
	<input type="checkbox"/> Coaster	<input type="checkbox"/> Transit	<input type="checkbox"/> Drive Alone
	<input type="checkbox"/> Other:		
<b>How did you here about the Regional Vanpool Program?</b>		<input type="checkbox"/> Mail	<input type="checkbox"/> Radio
		<input type="checkbox"/> Internet	<input type="checkbox"/> Employer
<b>Starting Passenger List:</b>		<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> Word of Mouth
<b>Passenger Name: (First and Last)</b>		<b>Miles Traveled to Work:</b>	<b>Miles Traveled to Home:</b>
1) --- Driver ---			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			

# AGREEMENT

## This must be signed to register in the Regional Vanpool Program.

I, the undersigned, understand the rules of the Regional Vanpool Program as specified in the "Participation Guidelines."

I, the undersigned, acknowledge that inappropriate use of this service will require that I reimburse all expenses incurred to the San Diego Association of Governments.

I, the undersigned, recognize that participation in the Regional Vanpool Program is strictly voluntary and that such participation does not, in any manner, imply that I am acting in the course and scope of official company business, nor does it in any manner establish an employer-employee or an agency relationship with the provider.

I, the undersigned, in consideration of the request and permission to participate in the Regional Vanpool Program, hereby assume full responsibility and all risk of injury or loss, including death, which may result from my participation in this program and hereby agree to hold harmless, release, waive, forever discharge and covenant not to sue or bring claims against the San Diego Association of Governments, its officers, agents or employees, by reason of accident, illness, injury or death, or damage to or loss or destruction of any property arising or resulting directly or indirectly from my participation in the Regional Vanpool Program and occurring during said participation, or any time subsequent thereto, whether or not such loss, injury or death is caused or alleged to be caused in whole or in part by the negligent acts or

omissions of the San Diego Association of Governments, its officers, agents or employees. The terms of this release shall serve as a release and assumption of risks for my heirs, executors, administrators and for all of my family members.

I, the undersigned, acknowledge that I have read the foregoing paragraphs, and have been fully advised of the potential risks incidental to engaging in the Regional Vanpool Program. I further understand and acknowledge that the Regional Vanpool Program may be changed or cancelled at any time, without obligation, at the sole discretion of the San Diego Association of Governments.

I, the undersigned, acknowledge that:

*SANDAG reserves the right to establish a wait list for vanpools to participate in the subsidy program. This option may be exercised at SANDAG's discretion at any time.* \_\_\_\_\_Initials

*SANDAG reserves the right to withhold subsidy payments, or to terminate a vanpool from the program, for failure to provide timely responses to reasonable requests for information such as those listed in the "Participation Guidelines".* \_\_\_\_\_Initials

*SANDAG retains the right to deny funding for any new vanpools and to terminate the funding for a vanpool or the entire program if it is in the best interest of the agency to do so.* \_\_\_\_\_Initials

*SANDAG is hereby authorized to release to my employer pertinent information related to my involvement in the Regional Vanpool Program.* \_\_\_\_\_Initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Signature (signature is **required**)