



## Vanpool Tip Sheet

### **Build interest to start a vanpool**

A vanpool can be formed with as few as five people or as many as fifteen. The more riders you have in your van, the lower the monthly ridership fare will be.

If you don't already know of at least four other people who share a similar commute to yours and are interested in vanpooling, register for a free rideshare match report at

[www.DriveLessConnect.com](http://www.DriveLessConnect.com).

### **Vanpool Provider**

Valley VanPool only provides a monthly subsidy to vanpools that are leased through our partner leasing agency, Enterprise Rideshare. This agency leases commuter vanpools on a month-to-month basis, and the lease includes insurance and maintenance. Valley VanPool and Enterprise Rideshare will both work with you to get your van on the road.

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### **Determine Vanpool Roles**

For a vanpool to run efficiently, vanpool members must be willing to take on certain roles. You and your vanpool group will need to determine the best set-up for your vanpool. Some groups have a primary driver and one or more alternate drivers, while other groups rotate driving and other responsibilities among the vanpool members.

### **Benefits to driving the van**

Since every vanpool group sets its own rules and policies, the benefits of driving will vary based on how you choose to organize your vanpool. In exchange for driving and handling routine maintenance (fueling, cleaning, etc.), it is customary for drivers to ride at a discount or free and have personal use of the van where the van lease agreement permits. Some vanpools may split the driving duties between several people, giving each of them a discount. Or, your vanpool may prefer to run more like a "co-op" with everyone taking a turn at driving, collecting fares, handling maintenance responsibilities, etc.

### **Scheduling and route**

Determine the basic vanpool route and meeting places, pick-up and drop-off times. Successful vanpools keep the number of pick-up and drop-off points to a minimum.

### **Establishing vanpool fares**

Fares should reflect an equal division of the lease cost minus any subsidy received. Maintenance fees (gas, parking, etc) may be set slightly higher. That way, the fluctuations in gas prices won't impact fees – you'll have a "reserve" in the bank. However, don't set the fees too high: the affordable cost of vanpooling is one of the most appealing incentives to attract new riders.

### **Vanpool dynamics**

Establish policies. (e.g. Payment arrangements, music preferences, preferred or assigned seating, how long to wait at meeting points, cell phone usage, etc.). Your vanpool will have a better chance of success if guidelines are developed initially.

### **Keep your vanpool's occupancy up**

If ridership is low, ask riders to help recruit new members. Contact *Point2point at Lane Transit District* and your vanpool vendor for help in finding possible riders. You might also want to ask the Human Resources Representative or Employee Transportation Coordinator (ETC) at your worksite for a list of co-workers who may live in your area, to post flyers at your worksite, and to advertise within your company.