



Subsidy Program Guidelines

(Effective 7/1/09)

Valley VanPool promotes and provides support for vanpools in the regions served by point2point Solutions at Lane Transit District, Cascades West Council of Governments, and Cherriots Rideshare/Salem-Keizer Transit District. Each vanpool will be assigned to one of the Valley VanPool partners, hereafter called the sponsoring Valley VanPool partner. This assignment is determined by the vanpool's destination city or (in some cases) county.

In addition to assisting in the formation and ongoing support of vanpools, Valley VanPool also provides a monthly subsidy to help offset the lease cost of the van.

Subsidy Eligibility Requirements

- Vanpools must be for commute trips with an origin or destination of Lane, Lincoln, Linn, Benton, Polk, Marion, or Yamhill counties (*origin or destination must be within Lane Transit District or Salem Area Mass Transit District service areas*).
- The van may not be operated for profit by the driver or other members.
- Vans must be leased from one of Valley VanPool's approved third-party providers (*Enterprise Rideshare or vRide*.) Vanpool drivers are free to choose vanpool provider, van type, and amenities.
- Vanpools must display Valley VanPool program contact information (as provided by Valley VanPool) on the exterior of the van.
- Unused van seats must be made available to the public.
- The flat rate subsidy amount (*Table 1*) is based upon van size and mileage. At no time may the subsidy exceed 50% of the van's monthly lease cost.

One-Way Miles	7-Passenger Van	9-, 12-, 15-Passenger Van
10-24	\$350	\$500
25-44	\$425	\$575
45+	\$500	\$650

Table 1

- The signed lease agreement between the third-party vanpool provider and the vanpool driver must be completed and on file by the 15th of the month to initiate the vanpool's subsidy program the following month.
- Regular vanpool members must register in the commuter database with the sponsoring Valley VanPool partner within 30 days of joining the vanpool.

Ongoing Requirements

Requirements for maintaining enrollment in Valley VanPool's subsidy program are:

- The vanpool must maintain a minimum average of 50% paid members. *If the minimum membership requirements cannot be maintained for three consecutive months, the subsidy will be reviewed and may be reduced or eliminated. Valley VanPool can assist in recruiting new members to fill seat vacancies.*
- Completion of monthly ridership reports by the 5th business day of the month. Fill-in forms will be provided and should be returned promptly to the third-party vanpool provider.
- The vanpool driver (or designated organizer) must inform the sponsoring Valley VanPool partner when there are permanent route changes, schedule changes, roster changes, operating updates, seats available, and changes in driver contact information.
- Completion of occasional surveys or other information as requested by Valley VanPool.
- To discourage frequent changes of providers, a vanpool group may not change providers more than once in a six month period without forfeiting the vanpool subsidy. Exceptions to this include when ridership dictates that a different size van is needed, or in the event of service issues.

Subsidy is provided at the discretion of Valley VanPool depending on the availability of funding and/or eligibility of the van.