

Congratulations, you have made a good decision. By becoming a vanpool primary driver, not only might your commute be free, but you will get free use of the van after work and on weekends. Along with the benefits come some responsibilities. Please take a few minutes to review these:

1. THE DAILY COMMUTE

- You provide a safe, dependable commute for your riders.
- Use HOV lanes for a quicker and less congested commute.
- Follow the pick-up schedule set by you and your riders.
- Arrange for scheduled and unscheduled maintenance.
- Keep the van clean inside and out.
- Submit the easy to fill out monthly vanpool report to Enterprise.

2. COLLECTING FARES

- You will receive a monthly invoice for the van cost.
- You collect the monthly fares from riders each month in advance.

3. RECRUITING RIDERS

- You must have at least six vanpool participants.
- Get riders to commit to riding the vanpool.
- Help to recruit new riders and replace those who leave.

4. PURCHASE GAS

- The driver usually puts gas in the van.
- Riders participants should split and pay fuel charges equally.
- Gasoline used for personal use must be paid for separately.

5. MAINTENANCE

- Vans require preventative maintenance service every 7,500 miles.
- Unscheduled maintenance is covered by the monthly cost.
- Maintenance items under \$25.00 do not need approval.

- Van up keep is also your responsibility.

6. BACK-UP PLANS

- You must have at least two back-up drivers for those times when you cannot drive.
- You should have a contingency plan to notify riders in case your van is not available.
- Valley Metro has a Guarantee Ride Home Program that can be utilized twice a year.
- In most cases a loaner van will be supplied, at no cost, if your van is in the shop.

7. THIRTY DAY NOTICE

- You are responsible for giving Enterprise a 30-day notice to terminate your vanpool.
- Your riders must give you a 30-day notice before leaving the vanpool so that you can recruit new riders.