



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.