



#### **Find Your Vanmates**

Identify 5 or more coworkers that have a similar schedule and commute as you. Once you have your group, designate a vanpool captain.



### **Explore Your Options**

Decide which vanpool provider you would like to use. We currently contract with three vanpool providers to cover up to 50% of your monthly vanpool costs. Contact vendors about lease pricing and vehicle options.

Commute With Enterprise, Ride On. & Green Commuter.

# **Submit For Subsidy**

Once you have identified your prefered vanpool provider, please email the selected providers name and list of vanpool riders to **info@rideshare.org** to start the application for the monthly subsidy.



# Fill Out The Rider Agreements

The vanpool captain will then need to complete the <u>Vanpool</u>
<u>Captain Form</u> and each rider will need to complete a <u>Rider</u>
<u>Agreement Form</u>. Rideshare will review your documents and let you know when your vanpool is approved.

#### **Get On The Road!**

Each participant in the vanpool program needs to create an account at **iRideshare.org** and log vanpool trips to maintain participation in the monthly subsidy. To learn how to log trips click <u>HERE</u>.

