

A. Requirements

1. **Eligibility.** A vanpool consists of a qualifying number of passengers commuting in a seven (7) to fifteen (15) passenger vehicle leased through a Leasing Provider approved by RCTC, that travels on a regular basis to and from work and/or vocational/post-secondary education destination (“Worksite”). For purposes of this document, the RCTC ongoing subsidy program is referred throughout as “VanClub” and a “Participant” means an individual that participates in the vanpool, including the driver and all passengers and complies with all program requirements. To qualify for a CalVans-leased vanpool that is subsidized by VanClub, the vanpool must meet ALL of the following requirements:
 - a. The applicant to VanClub must be the vanpool’s primary driver who is also the individual entering into the vehicle lease agreement with CalVans (“Provider”);
 - b. The vanpool must be used for commuting purposes to and from a regular work, farm/agricultural worksite, and/or vocational/post-secondary education destination (college, trade school, etc);
 - c. The driver of the vanpool must be a volunteer and an eligible participant in the VanClub subsidy program;
 - d. The vehicle must be leased through CalVans and must be a seven (7) to fifteen (15) passenger vehicle (including the driver);
 - e. The minimum occupancy must be 70% or higher at startup of the vanpool (the ratio of passengers and the driver to the van’s maximum capacity) and maintained monthly with a minimum of 50% or greater in consideration of the capacity of the approved vanpool vehicle;
 - f. Mileage from where the vehicle is parked at night to where the vehicle is parked at the regular worksite must be at least 15 miles one-way, or 30 miles round trip;
 - g. The vanpool must operate at least 12 days during each calendar month, and
 - h. The trip must either begin or end its commute within the VanClub service area.
2. **VanClub Service Area.** A map of the VanClub service area is included as Attachment A, which is incorporated into these program requirements. To qualify for a VanClub subsidy, the vanpool’s origin OR destination must be within the VanClub service area, defined as the geographic boundaries of the Cities and surrounding communities within Riverside County.
3. **Minimum Qualification Occupancy.** To qualify for a VanClub subsidy, a vanpool must meet at the time of application and start-up, a minimum 70% occupancy rate. The occupancy minimum is not negotiable and is based upon the passengers (including the driver) divided by the vehicle’s size (including the driver). The minimum occupancy requirements at Program startup are as follows:

Vehicle Size (Driver + Passengers)	Minimum Occupancy To Meet 70% Requirement
7 Passenger Vehicle	5
8 Passenger Vehicle	6
9 Passenger Vehicle	7
10 Passenger Vehicle	7
11 Passenger Vehicle	8
12 Passenger Vehicle	9
13 Passenger Vehicle	10
14 Passenger Vehicle	10
15 Passenger Vehicle	11

Note that in the table above the number of passengers required to qualify for the Vanpool Program has been rounded up. For example, a 13-passenger vanpool minimum occupancy requirement is 9.1 passengers and is rounded up to 10 passengers since a vanpool will never meet the RCTC Guidelines if 9.1 passengers are rounded down to 9 passengers.

4. **Leasing Provider(s).** The vanpool vehicle must be leased from one of RCTC’s approved Leasing Provider(s). Under these Program Guidelines, the RCTC-approved Leasing Provider is the California Vanpool Authority or CalVans (a public vanpool agency specializing in agricultural and vocational/ post-secondary educational workers/students). At such point that RCTC enters into agreements for additional Leasing Provider(s), their information, materials and program guidelines will be provided on VanClub.net. Leases with other third-party leasing providers not expressly approved by RCTC do not qualify for a VanClub subsidy. Depending upon the type of arrangement, CalVans may provide a week to week or month to month lease agreement with the primary driver.
5. **Privately-Owned Vanpools Are Not Eligible.** Private transit, private shuttles, private vanpools (including, employer-owned vanpools and/or employee-owned and operated vanpools) are not eligible to apply to or receive a VanClub subsidy.
6. **Minimum Ongoing Occupancy.** To continue to receive a VanClub subsidy, vanpools must maintain a monthly average occupancy rate of 50% or greater, based on the capacity of the approved vehicle. Refer to the table below, which identifies the target by vehicle size that must be maintained to continue participating in VanClub and receipt of qualifying subsidies:

Vehicle Size (Driver + Passengers)	Minimum Average Occupancy To Meet 50% Requirement
7 Passenger Vehicle	4.0
8 Passenger Vehicle	4.0
9 Passenger Vehicle	4.5
10 Passenger Vehicle	5.0
11 Passenger Vehicle	5.5
12 Passenger Vehicle	6.0
13 Passenger Vehicle	6.5
14 Passenger Vehicle	7.0
15 Passenger Vehicle	7.5

For example, an 11-passenger vehicle has a target occupancy average of at least 5.5 passengers, and there are 8 passengers assigned to this vanpool. The vanpool commuted 22 days during the month; of which for 16 days there were 8 passengers and for 6 days there were 7 passengers. The average is calculated as follows: (16 days X 8 passengers = 128) plus (6 days X 7 passengers = 42). The passenger total was 128 + 42 = 170 passengers. The 170 passengers divided by 22-days results in an average of 7.727 passengers per day. Therefore, this vanpool exceeds the 50% minimum occupancy requirement for this month.

During a month period, should the vanpool occupancy fall below 50%, the vanpool will have an additional two months to increase occupancy. If after this three-month period, the vanpool's occupancy does not rise above 50%, then RCTC may terminate the vanpool's participation in the VanClub subsidy, following a review of the specific performance characteristics of the vanpool. Be aware that RCTC does not include the months of December and July in the occupancy requirements, due to the holidays and vacations that occur during those months.

B. Application Process

1. Visit the CalVans website at CalVans.org for more information on the following components of leasing a vanpool through CalVans and with a VanClub subsidy. Note that all forms referenced below, which are required to apply to or operate a vanpool, are available on the CalVans [website](#). If you do not have access to a computer or the internet, contact CalVans at 866.655.5444 for assistance.
2. **Qualifications.** The applicant/Driver must be a volunteer/unpaid driver position and a commuter in the vanpool, operate the vanpool in a not-for-profit manner, have a valid Class C license, have five (5) or more years licensed driving experience, be at least twenty-one years of age, pass a California Department of Motor Vehicles Class B physical exam and have a clean Department of Motor Vehicle (DMV) driving record and be responsible for washing the vehicle and keeping its interior clean.
3. **Driver Responsibilities.** The Driver is responsible to keep the van clean, purchase gasoline for the van with the credit card provided by CalVans (the bill for all fuel purchased is paid for by CalVans), obtain CalVans authorization prior to having any maintenance or repairs performed, collect the predetermined amount of fare directly from the other passengers, fill out a "CalVans Payments" report and include it with payments, remit all payments to the CalVans office, follow all the rules detailed in the Main Driver

Agreement, set own rules for passengers regarding safe pick-up/drop-off locations and times, and other protocol for conduct on board the vanpool (like use of the AM/ FM radio).

4. **Registration.** Before submitting an application to drive a CalVans van as a volunteer driver, the applicant must first become a registered user on CalVans' [website](#). To register, simply input in the online CalVans form your first and last name, phone number, city, state, email address and that you are registering as a driver.
5. **Application.** Once registered, the applicant will download a PDF form and fill it out and may FAX or email it to CalVans for approval. The information requested on the form includes the Driver's first and last name, phone, email, and information as contained on his/her driver's license (name on license, address, driver's license number and date of birth).
6. **Vanpool Coordination.** Once CalVans approves you to drive a vanpool, there are five additional steps that need to be taken:

Step 1: Identify fellow workers/commuters willing to share a ride to and from your worksite to meet the ridership numbers required under the Guidelines. Depending on the number of riders and compliance with these Guidelines, you will be assigned a van. Determine which riders would agree to serve as back-up drivers, when necessary.

Step 2: Go to the CalVans [website](#) and fill out a simple form on this page, and submit. You will need an image or PDF of a valid California driver's license attached to this form. In addition, all potential back-up drivers will eventually need to provide a photocopy of their California Driver's Licenses as well. Upon receipt, CalVans will review California DMV records for each driver's license submitted. Be aware that CalVans will NOT approve driver applications for drivers who possess one or more of the following on their driving record:

- a. more than two (2) points on their driver's license, or
- b. within the last five years have received a "driving under the influence" (DUI) citation, or
- c. within the last five years have a reckless driving citation.

Step 3: Provide proof of a recent Class B physical exam for the primary and backup driver(s) (known as a "green card"). If needed, call the CalVans office at 866.655.5444 for assistance in scheduling a physical.

Step 4: A CalVans representative will contact you to schedule a brief orientation, to include daily operating procedures, requirements for submitting payments, and developing a Driver/Rider Agreement.

Step 5: Receive a CalVans fuel card and the keys to the CalVans vehicle assigned.

C. Rules and Procedures

1. **Ineligible Vanpool Subsidies/Incentives.** Once RCTC/CalVans approve a vanpool's participation in VanClub, the Participants in the vanpool (including the primary driver and all passengers) are no longer eligible to receive subsidies from neighboring public agency Vanpool Subsidy Programs. Ongoing vanpool subsidy programs include, but are not limited to, those offered by the Los Angeles County Metropolitan

Transportation Authority (Metro), Orange County Transportation Authority (OCTA), San Bernardino County Transportation Authority (SBCTA), San Diego Association of Governments (SANDAG) and/or the Victor Valley Transit Authority (iVanpool). Accepting subsidies from any of the above-mentioned programs while receiving a VanClub subsidy simultaneously will immediately disqualify the vanpool and its Participants from participating in VanClub.

2. **Eligible Subsidies/Incentives.** Employer (including a Contractor, Grower or Farmer) subsidies provided directly to any of the vanpool Participants by their Employer, are permitted, including, but not limited to the Federal Mass Transportation Benefits Program (MTBP) provided to many qualified federal employees. In addition, the Riverside County rideshare program, IE Commuter, offers additional incentives and programs to reward commuters that regularly rideshare (includes vanpool participants) to or from Riverside County for three or more consecutive months. Contact IE Commuter at 866-RIDESHARE (866.743.3742) or info@iecommuter.org for more information.
3. **Subsidy Amount.** The VanClub subsidy per approved vanpool is up to 50% of total lease cost for the vanpool each month, not to exceed \$600. For example, if a vanpool's lease cost is \$1100 per month, the subsidy will be 50% of the lease, or \$550 per month. The subsidy will be determined based on the weekly reports submitted by the primary driver to CalVans. Should vanpool riders leave the vanpool, the remaining vanpool riders are responsible for covering all non-subsidy vanpool costs.
4. **Subsidy Payment.** VanClub pays the subsidy directly to CalVans on a monthly basis. Payment is contingent on an approved application and regular submission of reports and other CalVans required documentation, by the primary driver. The remaining cost of the lease not covered by the VanClub subsidy is billed by CalVans to the vanpool's primary driver, who may recover the balance of costs from the vanpool riders/Participants.
5. **Reporting.** The primary driver is responsible for submitting reports as required by CalVans (may be weekly or monthly), documenting the passengers and miles driven and fulfilling any and all other CalVans reporting requirements. The reporting process will be provided by CalVans during driver orientation.
6. **Termination.** The driver may withdraw from the vanpool program, at any time, pursuant to CalVans policies/procedures contained in the primary driver agreement. The subsidy for the last reporting period will be prorated based on the actual vanpool usage and reports submitted and approved by CalVans.

D. Other Requirements

1. **Federal Public Transit Requirements.** Vanpools must meet Federal Transit Administration (FTA) public transit requirements. One such requirement is that vanpools must be advertised and open to the general public. To this end, RCTC and CalVans will promote all vanpool routes and schedules, advertise empty seats in vanpools, and provide referral services for Vanpool Program participation and vanpool seat availability, which may include, but not be limited to the release of the primary driver's first and last name, e-mail and phone contact information to individuals interested in joining a vanpool. In addition, a member of the public who is not affiliated with a particular employer is entitled to be a passenger in a vanpool serving the geographical area that the vanpool travels to, if there is a seat available and the work hours, as well as origin, destination, and routes, are compatible. For example, if an employee of Company A requests to join

a Company B vanpool and Company B's worksite destination is located within walking distance of Company A's worksite, and there is an open seat, the vanpool is required to accept the Company A employee subject to payment of the monthly fee. The departure and arrival times must be the same, and the origin must also be close to the origination and normal route of the vanpool. Should there be any questions or concerns about this requirement, contact VanClub at 844-VANCLUB (844.826.2582) or info@vanclub.net.

2. **Accommodations for Riders with Disabilities.** In the event a current or future passenger requires the leased vehicle comply with the Federal Americans with Disabilities Act (ADA), CalVans will change or modify the vehicle to become ADA-compliant. Additional charges may apply to modify a leased vanpool to accommodate a rider with a disability. RCTC is not responsible for any additional costs.
3. **Restriction on Vanpool Vehicle Usage.** To comply with Federal requirements, vanpools shall be used for commuting purposes to and from a worksite as defined in Section A.1 above. The commute must either originate or end in the VanClub service area in Attachment A. "Work commuting purposes" refers to pick-up and transport of passengers between vanpool route origin, route pick-up locations, and route worksite destination(s), including detours. Incidental trips are limited to maintenance and servicing of vehicle. Any personal use of the vehicle is restricted to the CalVans agreement with the Driver.

Attachment A – VanClub Service Area Map

