

## Commute Coach Check List

<b>Get in the Game – Set-up a Metro Vanpool or Vanshare</b>	
	Register and create a trip at <a href="http://www.RideshareOnline.com">www.RideshareOnline.com</a>
	If I need riders, contact commuters who match my commute at <a href="http://www.RideshareOnline.com">www.RideshareOnline.com</a>
	Practice riding with members of my group in one of our vehicles.
	<b>Team is complete!</b> Group has a minimum of five full-time participants. Identify at least two drivers and one bookkeeper.
	Ask everyone to complete the application. Participants applying as a driver or bookkeeper are required to provide an email address.
	Schedule a group meeting to discuss route, pick-up points, how long the group will wait at pick-up points, seating arrangements, etc.
<b>Start my Metro Vanpool or Vanshare</b>	
Please send this information along with applications to King County Metro to start a new group.	
	Primary driver name: _____  Back-up driver name(s): _____  _____  Bookkeeper name: _____  Rider names: _____  _____  _____
	Which size van (7, 12 or 15 passenger) will you need for your group?
	The van must stay at a driver's house overnight, parked off the street. Please list the address (street address, city, zip code) where the van will be kept overnight.
	What are your work hours? How many days a week will the van be used for commuting?
	What are the daily round trip miles for your commute? Calculate from where the van starts, to the pick-up points, destination, and the return trip.
	What is your route? Please list each of the pick-up points where you will meet your riders.
<b>Cross the Finish Line</b>	
	Request your \$100 gift card from your Metro Rideshare Representative. <span style="float: right;">5/9/2012</span>