

Nuts & Bolts

Your Vanpool Formation Worksheet

This worksheet will help you organize your vanpool and provide information for rideshare staff to better serve your group. Please include a copy of this worksheet along with a [Commuter Van Program Application and Agreements form](#) for each participant who will be riding with you, including your drivers and bookkeeper.

Who should we contact regarding your vanpool formation?

Name: _____
Phone: _____
E-mail: _____

Who are the drivers? *We require two drivers but encourage you to recruit as many as possible.*

Who is the bookkeeper?

Who are the riders?

Where will the van be kept during non-commuter hours? *Please list the address.*

What workplaces will the van serve?

In order, list where riders will be picked up on the way to the workplace? *List cross streets or Park & Ride lots if applicable.*

What are the group's regular workdays & schedules?

What is the group's estimated round-trip mileage per day? *Round-trip mileage is calculated from where the van starts each day to the workplace destination and back again.*

Comments:
