

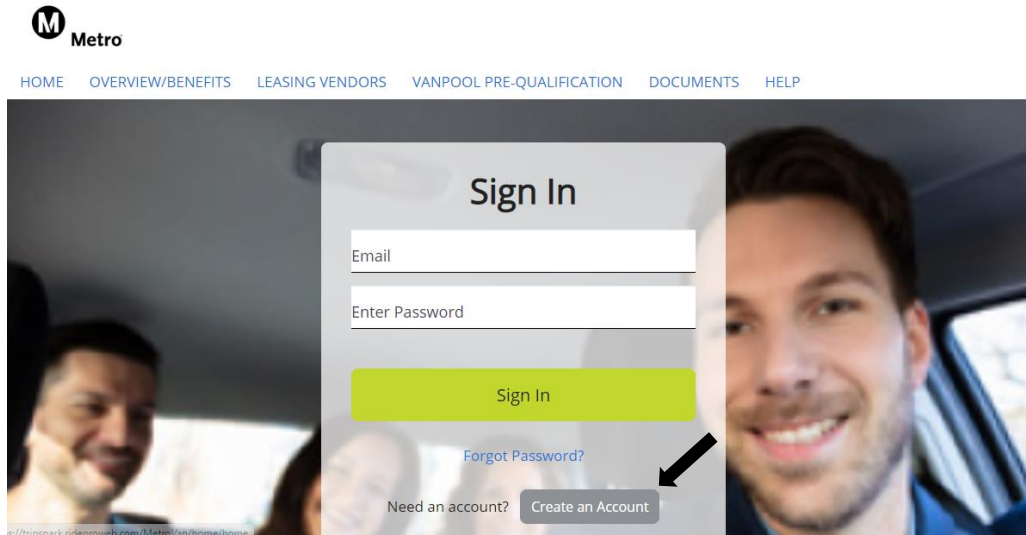


## How to Apply for the Metro Vanpool Program

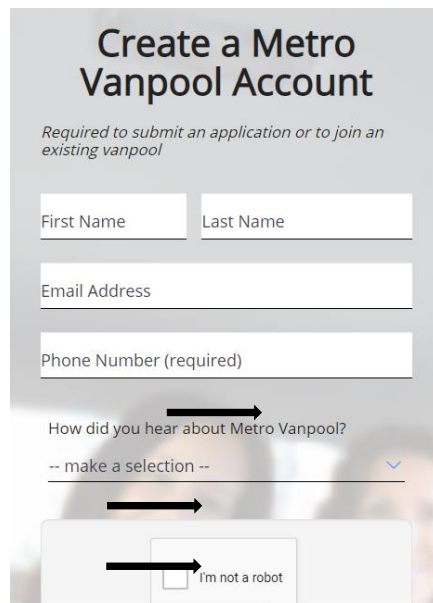
### STEP ONE

To apply for the Metro Vanpool Program, you must have a profile on our web site.

Please open this link: <https://metrovan.ridematch.info/rp2/SignUp/SignIn>



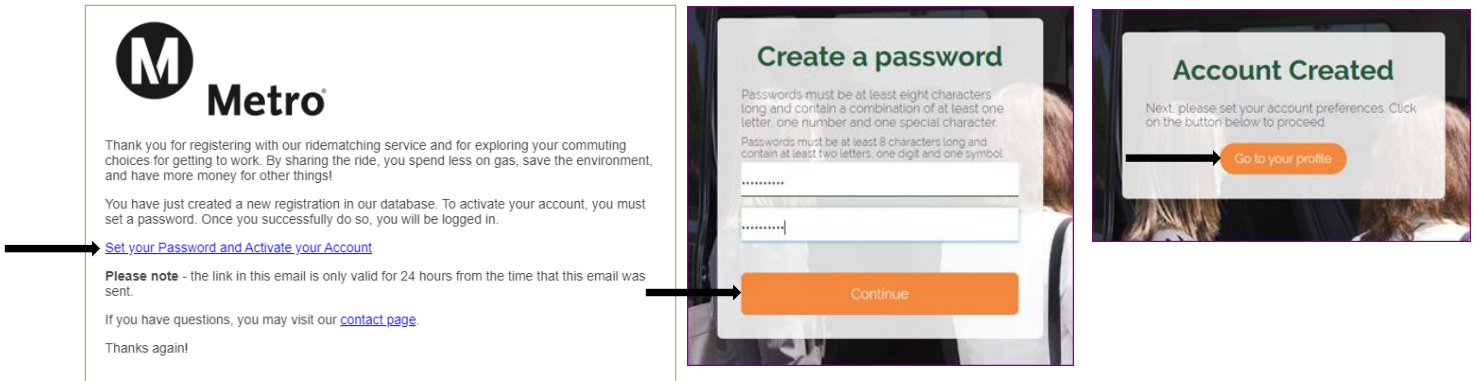
If you already have a profile, enter your email and password to sign in. Otherwise select the “Create an Account” button to create a new one.



## STEP TWO

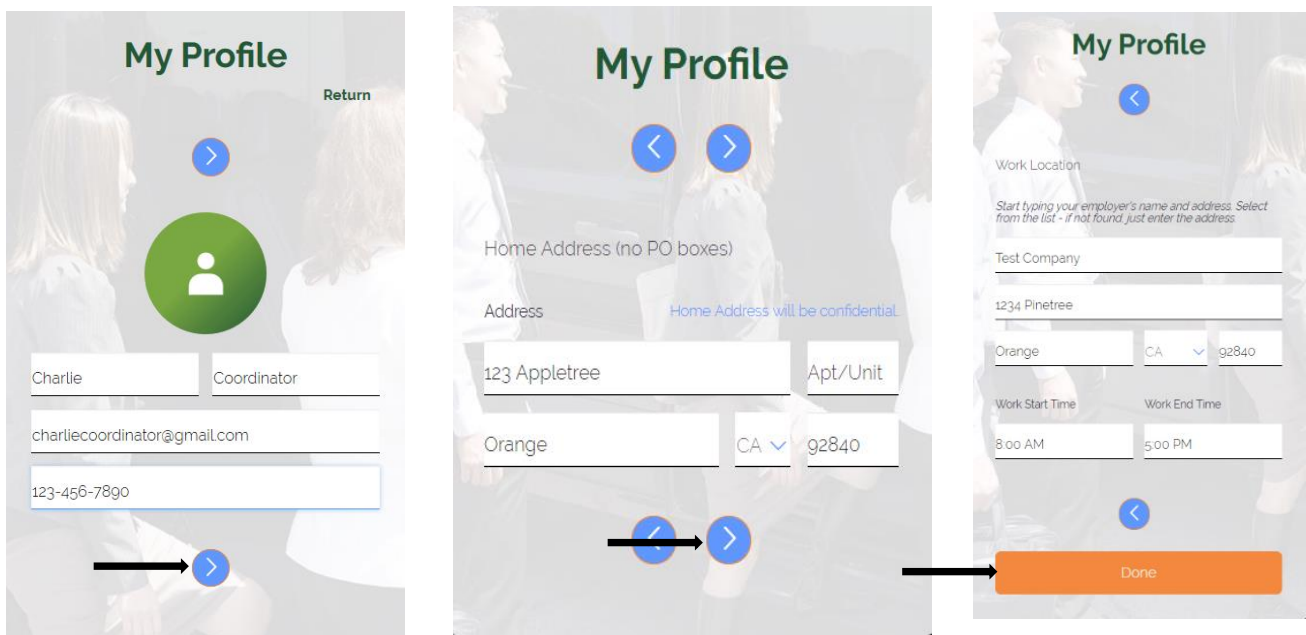
If you are creating a new profile, please check your email inbox or spam folder for your account activation email. It contains a link to create a password for your Metro Vanpool Account.

Click on the activation link provided in the email and create your password. It must be at least 8 characters long and contain at least two letters, one number, and one symbol.



## STEP THREE

If you have not done so already, please fill out the information for your profile.



## STEP FOUR

Start your vanpool application.

### Pre-qualify Your Vanpool

Check here to see if your vanpool is eligible for the Metro Vanpool Program

Vanpool Eligibility

## Metro Vanpool Pre-qualification

[Review the Metro Vanpool Guidelines](#)

Applying to be an Vanpool Coordinator? Get started by filling out the form below to see if you qualify.

Interested in becoming a passenger in an existing vanpool? [Click here to find a vanpool.](#)

Vanpool Origin  
San Bernardino, CA, USA

Vanpool Destination  
Los Angeles, CA, USA

Number of Seats  
7

Number of Participants  
5

Submit

**Congratulations**, your vanpool may be eligible for a Metro Vanpool subsidy. Click below to create a profile and submit an application, or search for a vanpool if looking to join an existing vanpool:

Click here to start a Metro Vanpool Application.

Search for a Vanpool

Close

## STEP FIVE

Fill out the information for your vanpool.

### Vanpool General Information

Vanpool Driver Name  
Charlie Coordinator

Vehicle Leasing Vendor  
Enterprise

Date of First Ride (enter the first date the group will ride to work in the vanpool)  
1/15/2020

Vehicle Size (Total Seats including Driver)  
7

Save and Continue

2 of 6

Vanpool Information was successfully saved

### Vanpool Schedule

Going Trip  
Start Time: 7:30 AM, Arrive Time: 8:00 AM

Returning Trip  
Start Time: 5:00 PM, Arrive Time: 5:30 PM

Operating Days  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat

Alternate Schedule  
 My vanpool operates on a 9/80 schedule (skip one day every other week, indicate the day in additional info below)

Use this area to indicate additional details about your alternative schedule, including the day and any other information.

Save and Go Back | Save and Continue

Vanpool Schedule Information was successfully saved 3 of 6

### Route

Origin - Address from where the driver starts the van (home, Park and Ride lot, etc.)  
 123 Apple Tree, Orange, CA 92840

Work Address (last stop/driver exits)  
 1234 Test Company, Orange, CA 92840

Additional Pick-up and Drop-off Stops  
 Add all stops where riders are picked up and all work locations where riders are dropped off on the route to work only. Click and drag below to reorder.

**Add a Stop**

### Add a Stop

Name  
 Test Passenger

Address  
 Test Pick-up Point

Pick-up or Drop-off on Route from Home to Work  
 Pick-up (Riders get on)

**Close** **Add**

**Tip:** You can give each stop a name to give the address more context (e.g. Vons on Magnolia St. and Atlanta Ave., 7-11 on Bristol and W MacArthur Blvd).

Route saved successfully 4 of 6

### Confirm Vanpool Route

Please review the vanpool origin, stops, destination, and route shown below. If everything looks correct then click on the "Confirm" button. Otherwise click on the "Return to Route and Stops" button to revise the vanpool locations. You may adjust the stops by dragging them to new locations, and the route between the stops by dragging the route line.

**Go Back to Route and Stops** **Confirm and Continue**

### Vanpool Passenger List

Name / Email	Status
Charlie Coordinator celine-tran@outlook.com	Primary Reporter

Edit this member

**Add new member to vanpool**

**Save and Go Back** **Save and Continue**

**Tip:** When adding your passenger, make sure you have their email address. An email with a link will be sent to them. The passenger will be asked to put in their boarding and destination addresses. They will be required to sign the participant agreement on-line.

### Vanpool Member Information

First Name  
 Passenger

Last Name  
 Patricia

Email  
 testpatricia@gmail.com

Vanpool Join Date  
 1/15/2020

Select a Pick-Up Stop  
 Vanpool Origin

Select a Drop-off Stop  
 Vanpool Destination

Employer  
 Test Company

This person will be a Reporter.

**Save**  
**Save and Add Another**  
**Cancel**

### Vanpool Passenger List

Name / Email	Status
Charlie Coordinator celine-tran@outlook.com	Coordinator
Passenger John thuanhau714@yahoo.com	Participation Agreement Signed
Passenger Patricia mcconnelltracy73@yahoo.com	Reporter Participation Agreement Not Yet Signed
Passenger Patrick scollins@octa.net	Participation Agreement Not Yet Signed
Passenger Pete boylesandy56@gmail.com	Participation Agreement Not Yet Signed

**Add new member to vanpool**

**Save and Go Back** **Save and Continue**

## STEP SIX

Once you have filled out your profile, vanpool general information, and added all your passengers, carefully review your application before submitting. Please note that once your application is submitted, you are not permitted to go back to make any changes or updates. When you have reviewed all information for accuracy, you are ready to submit your application.

The screenshot shows two side-by-side panels. The left panel is the 'Vanpool Participation Agreement' page, and the right panel is the 'Application Status' page.

**Vanpool Participation Agreement**

You are being asked to read and sign this agreement because you are a member of this vanpool.

Vanpool Coordinator: **VO1395 - Celine Tran**  
Charlie Coordinator  
From: 11761 S Della Ln, Garden Grove, CA 92840  
To: 35 Enterprise, Aliso Viejo, CA 92656  
Going Trip: 5:30 AM - 6:00 AM  
Returning Trip: 3:30 PM - 4:00 PM

ORANGE COUNTY TRANSPORTATION AUTHORITY  
OC VANPOOL PROGRAM PARTICIPANT AGREEMENT  
Vanpool ID: VO1395

EACH VANPOOL PARTICIPANT MUST SIGN AND SUBMIT A COPY OF THIS AGREEMENT.

I, the undersigned, hereinafter called "Participant" have read, acknowledge and agree to abide by the OCTA Vanpool Program Participation Guidelines. Participant acknowledges that inappropriate use of the OCTA Vanpool Program service may require Participant to reimburse expenses incurred to the Orange County Transportation Authority, hereinafter called "OCTA" and to remove participant from the program.

Participant recognizes that participation in the OCTA Vanpool Program is strictly voluntary and that such participation does not, in any manner, imply that Participant is acting in the course and scope of official company business, nor does it in any manner establish an employer-employee or an agency relationship with the OCTA.

In consideration of Participant's request and OCTA's permission to participate in the OCTA Vanpool Program, Participant hereby assumes full responsibility and all risk of injury and loss, including death, which may result from such participation, and hereby agrees to hold harmless, release, waive, forever discharge, and covenant not to sue or bring claims against the OCTA its officers, directors, agents or employees, by reason of accident, illness, injury or death, or damage to or loss or destruction of any property arising or resulting directly or indirectly from such participation in the OCTA Vanpool Program and occurring during said participation, or any time subsequent thereto, whether or not such loss, injury or death caused or alleged to be caused in whole or in part by the negligent acts or omissions of the OCTA, its officers, directors, agents or employees. The terms of this release shall serve as a release and assumption of risks for my heirs, executors, administrators and for my family members.

Participant acknowledges reading the foregoing paragraphs and understands the potential risks incidental to engaging in the OCTA Vanpool Program. Participant further acknowledges that:

- The OCTA Vanpool Program may be cancelled or changed at any time, without obligation, at the sole discretion of the OCTA. A Participant Agreement must be submitted to OCTA prior to a Participant's first ride in the vanpool.
- The vanpool is open to the public and must accept any person wishing to join the

subscribed to LULA prior to a Participant's first ride in the vanpool.

- The vanpool is open to the public and must accept any person wishing to join the vanpool, provided work schedules and routes are compatible. By submitting this Agreement, Participant agrees that the information provided will be entered into the regional database. Participant understands that the information provided will only be used for the purpose of matching interested riders to the vanpool group. Participant agrees that only OCTA can use their contact information for computer marketing purposes and they reserve the right to opt-out at any time.

I Agree

- A monthly report detailing daily passenger participation and all vanpool expenses must be submitted to OCTA online by the 10th day of each month for the previous month. Actual monthly ridership in the vanpool must exceed 50% occupancy. Failure to maintain 50% occupancy level for three (3) consecutive months will result in suspension of subsidy, until occupancy is increased to minimum requirement level.

I Agree

- OCTA reserves the right to withhold subsidy payments or to terminate a vanpool from the program for failure to submit monthly reports as specified by OCTA or for failure to provide timely responses to reasonable requests for information such as, but not limited to, those listed in the "Participation Guidelines".
- OCTA retains the right to deny funding for any new vanpools and place a vanpool on a waiting list, or to terminate the funding of a vanpool if OCTA deems that it is in the best interest of the agency and program to do so.
- The OCTA Vanpool Program is consistent with the Americans with Disabilities Act (ADA) and open to the public. Accessible vehicles are available from the vanpool service provider upon request. NOTICE OF TITLE VI PROTECTION: It is the policy of OCTA to employ, to best efforts to ensure that all programs, services, and activities are implemented without discrimination. For more information on OCTA's civil rights program and the procedures to file a complaint, please visit OCTA.net.

Please enter the name/address of a place you get on and get off of your vanpool

123 Apple Tree, Orange, CA 92840

1234 Test Company, Orange, CA 92840

**Participant Authorization** By checking the box below and writing my name in below and submitting this Agreement, I represent that I am authorized to enter into this Agreement, the information provided herein is true, and I have read and understand the above terms and conditions.

I Agree

**Participant Signature:** Enter your full legal name (at a minimum your first and last name) below and provide your signature. The use of a digital signature shall have the same force and effect as the use of a hand-written signature.

Charlie Coordinator

Clear Signature

Print This Agreement

Submit

**You have successfully submitted your participation agreement.**

### Thank you!

Your OC Vanpool Vanpool Application has been submitted to OCTA for review. Your vanpool participants will receive a welcome email asking them to create an OC Vanpool Profile, username and password for access to our website. They will need to log on, agree to and electronically sign and submit a Participation Agreement. Your OC Vanpool Program application will not be approved until all required Participation Agreements are submitted.

If you have any questions regarding your Application, please contact OCTA at vanpool@octa.net or call us at 714-550-5588.

### Application Status

Vanpool: **VO1395 - Celine Tran**  
From: 11761 S Della Ln, Garden Grove, CA 92840  
To: 35 Enterprise, Aliso Viejo, CA 92656  
Leasing Vendor: Enterprise

**Status: Application Submitted, confirmed by participants, and awaiting review by the Leasing Vendor and OC Vanpool**

Name / Email	Status
Charlie Coordinator celine-tran@outlook.com Coordinator	Participation Agreement Signed
Passenger John thuanhau714@yahoo.com	Participation Agreement Signed
Tracy McConnell tcattmcconnell@gmail.com	Participation Agreement Signed
Passenger Patricia mcconnelltracy73@yahoo.com Reporter	Participation Agreement Signed
Passenger Patrick scollins@octa.net	Participation Agreement Signed

Once all of your passengers have signed the participant agreement on-line, Metro Vanpool staff will review your application. Please log into your account periodically to check the status of your application.

If you need assistance, please email [vanpool@metro.net](mailto:vanpool@metro.net) or call 213-922-7003