Metro Vanpool

Program Guidelines

The Los Angeles County Metropolitan Transportation Authority (Metro) operates the Metro Vanpool Program to provide transit choices to commuters and reduce congestion on LA County roadways. The program offers a monthly subsidy of up to $600 to qualified vanpools to buy down the cost of the vanpool lease. Commuters can join an existing vanpool or create a new vanpool if they have a group of interested riders.

Program Qualifications

- Employer and/or work destination must be in LA County.
- Start-up occupancy of the van must be at least four (4) riders.
- Vanpool vehicle must be leased from Metro's approved leasing vendor (Commute with Enterprise).
- Vanpool riders must all be adults with no day care or school (K-12) trips included.
- Vanpools must accept riders as participants if they have a similar origin and destination and meet other eligibility criteria, even if employer/work locations are different.
- Participants shall cooperate and act to ensure that no person shall be denied the opportunity to participate in, nor be subject to discrimination in, the conduct of the vanpool because of race, creed, color, sex, age, sexual orientation, disability or employer group. In addition, the Metro Vanpool Program adheres to ADA guidelines. Please visit *metro.net/vanpool* to review the Metro Vanpool ADA Compliance Policy.

With Metro Vanpool you can...
✓ **Save money**
✓ **Reduce your stress**
✓ **Travel faster**
✓ **Enjoy community**
✓ **Positively impact the environment**

Join an Existing Vanpool

1. Go to *metro.net/vanpool* and click "Find a Vanpool."
2. Search based on your origin/destination and work schedule. If you click advanced options, you can increase the flexibility of your route so you can find more matches.
3. Reach out to the vanpool coordinator to inquire about pricing and joining their van.



Metro

Apply to Start a New Vanpool

1. Reach out to our leasing vendor (Commute with Enterprise) to secure a lease. To find their contact information, go to *metro.net/vanpool* and click "Leasing Vendors."
2. Next, click "Apply for a Subsidy." Input your contact information, route and roster. Each rider will need to sign the agreement that will be sent to their e-mail address.
3. You will receive an e-mail once your vanpool is approved.

Program Requirements

- Operate a minimum of six days per month.
- Achieve a monthly average seat occupancy of 2.0.
- Submit a Monthly Ridership Report by the 10th of each month.
- Update the vanpool profile on *metro.net/vanpool* with any changes to contact information, roster and route.
- Be a safe and courteous driver on the road.

Subsidy Amount

Qualified vanpools receive a base subsidy of 50% of the lease price, up to $600.

Completing the Monthly Ridership Report

After your vanpool has been approved for the Metro Vanpool Program, you will be able to access your Monthly Ridership Reports through your vanpool account at *metro.net/vanpool* or via the *Metro Vanpool* app. Monthly Ridership Reports must be submitted and accepted by the 10th of each month (e.g. January report is due by February 10). Vanpools that do not submit reports in a timely manner may lose their subsidy and be required to reimburse their leasing vendor.

Vanpools are required to submit the following information each month in the Monthly Ridership Report:

- Trips to/from work for everyone in the vanpool on every day they ride.
- All expenses incurred for fuel, cleaning, tolls and parking, regardless of how they are paid or who pays them.
- The odometer reading on the last commute day of the month when the vanpool arrives at its final destination.



CONTACT US

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