

# 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 incentive of \$600 to qualified vanpools to offset the vanpool expense. High-occupancy and newly started vanpools may be eligible to receive additional incentives. Commuters can join an existing vanpool or create a new vanpool if they have a group of interested riders.

## Program Qualifications

1. Employer and/or work destination must be in LA County.
2. Vanpool vehicle must be leased from Metro's approved leasing vendor (Commute with Enterprise).
3. 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.
4. 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](http://metro.net/vanpool) to review the Metro Vanpool ADA Compliance Policy.

## Join an Existing Vanpool

1. Go to [metro.net/vanpool](http://metro.net/vanpool) and click "Find a Vanpool."
2. Search based on your address/arrival time. 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 their prices and joining their van.

## How to Apply to Start a New Vanpool

1. Reach out to one of our leasing vendors to secure a lease. You can find their contact information by going to [metro.net/vanpool](http://metro.net/vanpool) and clicking "Leasing Vendors."
2. Once the lease is finalized, go to [metro.net/vanpool](http://metro.net/vanpool) and click "Apply for a Subsidy." Input your contact information, route, and roster. Each rider will need to sign an agreement that will be sent to their e-mail address.
3. You will receive an automated e-mail once your vanpool is approved.

## Program Requirements

1. Reach out to Commute with Enterprise to secure a lease. You can find their contact information by going to [metro.net/vanpool](http://metro.net/vanpool) and clicking "Leasing Vendors."
2. Achieve a monthly seat occupancy<sup>†</sup> per Metro Vanpool Recovery Plan, which if not maintained could lead to program termination. The plan can be found in the Documents section of [metro.net/vanpool](http://metro.net/vanpool).
3. Keep vanpool profile on [metro.net/vanpool](http://metro.net/vanpool) updated with any changes to contact information, roster, and route.
4. Be a safe and courteous driver on the road.

<sup>†</sup>Occupancy requirement may be adjusted by Metro staff in accordance with CDC guidelines and public health measures related to COVID. Please refer to the Metro Vanpool Recovery Plan.

## Completing the Monthly Report

After your vanpool has been approved for the Metro Vanpool Program, you will be able to log in to your vanpool account at [metro.net/vanpool](http://metro.net/vanpool).

1. The trips to/from work must be recorded for everyone in your vanpool every day they ride using the online system or on the Metro Vanpool app.
2. Record all expenses incurred for fuel, cleaning, tolls, and parking regardless of how they are paid or who pays them.
3. Record the odometer reading taken on the last commute day of the month when arriving at the final destination of the vanpool vehicle.
4. Submit the completed report by the 10th of each month (ex: May report is due by June 10).
5. Vanpools that do not submit reports in a timely manner may lose their subsidy be terminated and be required to reimburse their leasing vendor.

## Subsidy Amount

1. Qualified vanpools receive a base subsidy of 50% of the lease price, up to \$600.
2. Vanpools with a monthly seat occupancy of 70% or more are eligible for an additional \$100 subsidy each month. Metro will determine the occupancy based on reports submitted by the deadline. Vanpools submitting reports after the 10th will not be eligible.
3. New vanpools\* receive one additional \$200 bonus for their first month in the Program.

*\*New vanpools include vanpools not previously enrolled in the Program, and vanpools that have been out of the Program for at least three consecutive months. New vanpools do not include coordinator switches, or leasing vendor switches.*

## How Occupancy is Calculated

Occupancy is calculated by the number of passengers riding each day, not the number of passengers on the vanpool roster. Here is how occupancy is calculated:

1. Count the number of passenger rides to and from work. This number is the Reported Rides (ex: 200 passenger rides total).
2. Multiply the number of seats in your vehicle by the number of days the vanpool operated in the month. Double that number because the vanpool makes one trip to work and one trip home. This number is the Possible Rides (ex: 7 seats x 20 days=140 x 2=280 Possible Rides).
3. Divide Reported Rides by Possible Rides. The result is the seat occupancy percentage (ex: 200/280 = 71%, which would receive an additional \$100 bonus).

## Contact Information

 213.922.7003  
 [vanpool@metro.net](mailto:vanpool@metro.net)  
 [metro.net/vanpool](http://metro.net/vanpool)

